



CITY COUNCIL MEETING AGENDA

7:00 PM - Tuesday, November 29, 2022
via Videoconference and In Person

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

Telephone: 1-669-444-9171 / Webinar ID: 867 2582 2085

**[https://losaltosca-
gov.zoom.us/j/86725822085?pwd=ZkVXeDBTTmhyQVZIREE1VWxERmdKZz09](https://losaltosca.gov.zoom.us/j/86725822085?pwd=ZkVXeDBTTmhyQVZIREE1VWxERmdKZz09)**

Passcode: 972633

TO PARTICIPATE IN-PERSON: Members of the public may also participate in person by being present at the Los Altos Community Center within the Sequoia meeting room located at 97 Hillview Ave, Los Altos, CA

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

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

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

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE

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

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

AGENDA

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE ALLEGIANCE TO THE FLAG

REPORT ON CLOSED SESSION

CHANGES TO THE ORDER OF THE AGENDA

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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

- A. Public Comment not on Agenda

CONSENT CALENDAR

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

1. **Annual Development Impact Fees:** Report for Fiscal Year 2022 (J. Du)
2. **Approve Addendum No. 11 to the Regional Water Quality Control Plant Basic Agreement:** Authorize the City Manager to execute Addendum No. 11 to the Regional Water Quality Control Plant Basic Agreement between the cities of Palo Alto, Mountain View, and Los Altos to fund rehabilitation and upgrade of the secondary treatment system and to increase the financing of the primary sedimentation tank rehabilitation project (T. Nguyen)
3. **Accept 1266 Montclair Way Storm Drain Outfall Repair Project CF-01026:** Adopt Resolution No. 2022-__ accepting completion of the 1266 Montclair Way Storm Drain Outfall Repair, Project CF-01026; and authorize the Environmental Services and Utilities Director to record a Notice of Completion as required by law (T. Nguyen)
4. **Quarterly Investment Portfolio Report:** Receive the Investment Portfolio Report through September 30, 2022 (J. Du)
5. **Approve updated Conflict of Interest Code:** Adopt Resolution 2022-XX updating the Los Altos Conflict of Interest Code for staff and commissioners pursuant to the Political Reform Act of 1974 (A. Rodriguez)
6. **Minutes:** Approve Minutes of the City Council Regular Meeting of November 15, 2022. (A. Rodriguez)

PUBLIC HEARINGS

7. **Approve use of Park-In-Lieu funds:** Authorize the City Manager or his designee to purchase and install shade structures over the playgrounds at the Los Altos Community Center and McKenzie Park in the amount of \$92,198.09 to the lowest responsible proposal from Ross Recreation Equipment (M. Hernandez)

- 8. Adopt an Ordinance Adopting by Reference the 2022 California Building Codes with Amendments.** This Ordinance has been assessed in accordance with the California Environmental Quality Act (Cal. Pub. Res. Code, § 21000 et seq.) (“CEQA”) and the State CEQA Guidelines (14 Cal. Code Regs. § 15000 et seq.) and is categorically exempt from CEQA under CEQA Guidelines, § 15061(b)(3), which exempts from CEQA any project where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Adoption of the proposed Ordinance would not be an activity with potential to cause significant adverse effect on the environment because the changes made to the California Green Buildings Standards Code within are enacted to provide more protection to the environment, and therefore is exempt from CEQA. It is also exempt from CEQA pursuant to CEQA Guidelines, § 15308 which exempts actions taken by regulatory agencies for the enhancement and protection of the environment. As such, the Ordinance is categorically exempt from CEQA, and none of the circumstances set forth in CEQA Guidelines Section 15300.2 applies.

Possible Action:

A. Adopt an Ordinance amending Title 12 Buildings and Construction of the Los Altos Municipal Code, Sections 12.04, 12.08, 12.10, 12.12, 12.16, 12.20, 12.22, 12.24, 12.26, 12.30, 12.32, 12.42 and 12.68 adopting by reference the 2022 CALIFORNIA ADMINISTRATIVE CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA BUILDING CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA RESIDENTIAL CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA PLUMBING CODE, PUBLISHED BY THE INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS; 2022 CALIFORNIA MECHANICAL CODE, PUBLISHED BY THE INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS; 2022 CALIFORNIA ELECTRICAL CODE, PUBLISHED BY THE NATIONAL FIRE PROTECTION AGENCY; 2022 CALIFORNIA ENERGY CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA FIRE CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA EXISTING BUILDING CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA HISTORICAL BUILDING CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; AND 2022 CALIFORNIA REFERENCED STANDARDS CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL.

DISCUSSION ITEMS

- 9. City of Los Altos Flag Raising Policy:** Adopt Resolution 2022-XX of the City of Los Altos defining a Flag Raising Policy (A. Carnesecca)
- 10. Appoint Representative to VTA North County Cities Group:** Nominate a Council Member to serve as the Valley Transportation Authority Board Alternate for the North County Cities Group
- 11. Review and Provide Direction:** Request for Transit Service Planning on San Antonio Road Corridor (M. Lee)

INFORMATIONAL ITEMS ONLY

12. Tentative Council Calendar**COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS****ADJOURNMENT**

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

SPECIAL NOTICES TO THE PUBLIC

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

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

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

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



PUBLIC CORRESPONDENCE

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

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: jendust@comcast.net <jendust@comcast.net>
Sent: Wednesday, November 16, 2022 10:29 AM
To: Public Comment <publiccomment@losaltosca.gov>
Cc: 'victoria momentumcyclingstudio.com' <victoria@momentumcyclingstudio.com>
Subject: 129 1st Street, Los Altos Zoning Hearing

To whom it may concern,

I have been a client of Momentum Spin for 10 years. It is an exceptional studio and is one of the very few Los Altos businesses that I visit on a regular basis. Because of the draw to Momentum Spin, I typically run errands in town either before or after class, creating tax revenues for the City.

If the zoning changes for 129 1st Street, and the studio needs to move as a result, the City will lose a rare female minority owned business. The likelihood of Momentum Spin relocating elsewhere in Los Altos is unlikely. Future tax revenues from my family and many others will be spent in other neighboring communities.

I hope the City will support Momentum Spin, and vote to keep the zoning intact. As you know, the zoning was created to keep a balance of different types of businesses to support the community. I completely support this vision and would hate to lose the one business that I support the most.

Thank you for your consideration,
Jenny Williams
Former PARC Commissioner, Los Altos
13505 Burke Road, Los Altos Hills
[REDACTED]



AGENDA REPORT SUMMARY

Meeting Date: November 29, 2022

Subject: Annual Development Impact Fees Report for Fiscal Year 2022

Prepared by: June Du, Finance Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Annual Report on Development Impact Fees for the Fiscal Year 2022 Pursuant to AB1600

Initiated by:

Staff

Fiscal Impact:

None

Environmental Review:

The adoption of the Development Impact Fee Report for the Fiscal Year 2022 Pursuant to AB1600 has been assessed in accordance with the California Environmental Quality Act (Cal. Pub. Res. Code, § 21000 et seq.) (“CEQA”) and the State CEQA Guidelines (14 Cal. Code Regs. § 15000 et seq.) and is categorically exempt from CEQA under CEQA Guidelines, § 15273, which exempts from CEQA fees, rates, tolls, fares and other charges by the local agency for the purpose of meeting financial reserve needs and requirements, and none of the circumstances set forth in CEQA Guidelines Section 15300.2 applies.

Policy Question(s) for Council Consideration:

- None.

Summary:

- Accept Annual Development Impact Fees Report

Staff Recommendation:

Move to receive the Annual Report on Development Impact Fees for the Fiscal Year 2022



Subject: Annual Development Impact Fees Report for Fiscal Year 2022

Purpose

State law requires the City to make this report available for public inspection at least 10 days before the City Council accepts the report and 180 days after the last day of the fiscal year. The notice on the availability of this report was posted on November 4th, 2022.

Background

The attached report provides information on the amount of park-in-lieu fees and traffic impact fees collected, the interest earned on unexpended funds, and the amount of funds expended for the period July 1, 2021, through June 30, 2022. If the City held developer fees for a period greater than five years, the City Council can make findings on an annual basis that uncommitted funds have a specified purpose and that there is a reasonable relationship between the fee and the purpose for which it was charged. As of June 30, 2022, there were no uncommitted funds held by the City for a period greater than five years, and as a result, no findings are needed for this year’s report.

Discussion/Analysis

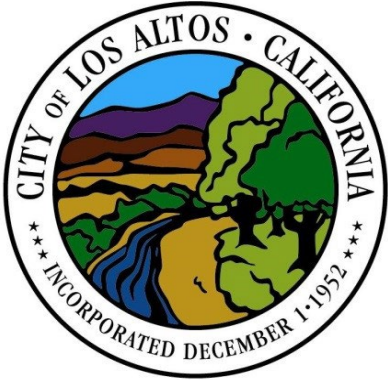
The City has two developer impact fees in place, a Park in-Lieu Fee and a Traffic Impact Fee. The City’s Park in-Lieu Fee requires developers to contribute land or an in-lieu fee per parcel when developing or subdividing a property. The City has identified park and recreation facility improvements in its Capital Improvement Program and the bond payments are to be funded with these dollars.

For the traffic impact fee, the City requires developers to pay a fee when a new development generates traffic and meets other requirements described in Section 3.48.040 of the City’s Municipal Code. The fees collected are to be used for transportation improvements that are identified in the City’s Capital Improvement Program and/or in the Traffic Impact Fee report in effect at the time the traffic impact fee is enacted or as subsequently amended. As of June 30, 2022, the traffic impact fee has a negative balance of \$214,184. This is due to the city did not meet the revenue projection for the year.

Section 66001 of the Government Code requires the City to review and report on the status of the fees collected annually.

Recommendation

Receive the Annual Report on Development Impact Fees for the Fiscal Year 2022



City of Los Altos

Annual Report
on
the Traffic Impact Fee and the Park in-Lieu Fee

for
Fiscal Year Ended
June 30, 2022

City of Los Altos
Park In-Lieu Fees and Traffic Impact Fees
For Year Ended June 30, 2022

Schedule of Park-In-Lieu Fees

Pursuant to City of Los Altos Municipal Code Chapter 13.24
Per City Council Approval on 10-13-2020

New Single-family Residential Home	\$ 87,300 per Home
New Multiple-family Unit	\$ 55,000 per Unit

Schedule of Traffic Impact Fees

Pursuant to City of Los Altos Municipal Code Chapter 3.48
Per City Council Adopted Resolution No. 2018-14

Single-family Housing	\$ 6,774 per Residential Unit
Multiple-family Housing	\$ 4,159 per Residential Unit
Senior Housing	\$ 1,744 per Residential Unit
Commercial	\$ 12,409 per One Thousand Gross Square Feet
Office	\$ 9,994 per One Thousand Gross Square Feet

City of Los Altos
Park In-Lieu Fees
For Year Ended June 30, 2022

Fiscal Year	Beg Bal	Fees Collected	Interest Income	Transfers In	FY 20/21 Expenditures	Transfers Out	End Bal
2005	\$ -	\$ 30,000	\$ 670		\$ 6,500		\$ 24,170
2006	24,170	60,000	2,757				86,927
2007	86,927	243,000	7,705				337,632
2008	337,632	867,000	23,890		211,780		1,016,742
2009	1,016,742		19,684		73,046		963,380
2010	963,380	468,000	7,868		154,257		1,284,991
2011	1,284,991	132,000	7,784		1,136,867		287,908
2012	287,908	756,000	6,027		100,185		949,750
2013	949,750	3,636,000.00	4,640.00				4,590,390
2014	4,590,390	1,260,000	21,574				5,871,964
2015	5,871,964	62,708	24,420			56,773	5,902,319
2016	5,902,319	198,500	56,633		145,102	467,476	5,544,874
2017	5,544,874		12,414		1,152,527	899	4,403,862
2018	4,403,862	1,092,500	24,575		267,602		5,253,335
2019	5,253,335	127,500	35,466		243,104		5,173,197
2020	5,173,197		136,292		19,238		5,290,251
*2020R							5,447,255
2021	5,447,255	1,541,500	76,353		17,564	1,300,000	5,747,544
2022	5,747,544	3,757,600	70,668		38,000	917,515	8,620,297
					Committed Use of Fund		(4,412,176)
					Avail. Fund		4,208,121

NOTE: The transfer out of funds went to the Capital Improvements Fund and Debt Service Fund
Please refer to Exhibit C-2

* The Adjustment to the available fund balance

The difference is due to previous calculation included unrealized gain and loss to the investment

2020 Original	5,290,251
2020 Revised	5,447,255
Diff	\$ 157,004

**City of Los Altos
Traffic Impact Fees
For Year Ended June 30, 2022**

Fiscal	Beg	Fees	Interest	Transfers	FY 20/21	Transfers	End
Year	Bal	Collected	Income	In	Expenditures	Out	Bal
2006	\$ -	\$ 84,796	\$ 960		\$ -	\$ -	\$ 85,756
2007	85,756		4,467				90,223
2008	90,223	285,018	7,785				383,026
2009	383,026	24,842	8,974				416,842
2010	416,842	154,644	3,372				574,858
2011	574,858	185,795	5,935		47,793		718,795
2012	718,795	59,964	5,108		23,402		760,465
2013	760,465	651,705	1,758		18,336		1,395,592
2014	1,395,592	692,408	8,083		1,684	95,357	1,999,042
2015	1,999,042	249,589	8,819		320,225		1,937,224
2016	1,937,224	41,531	18,924		7,014	518,398	1,472,267
2017	1,472,267		3,867		105,434	114,529	1,256,171
2018	1,256,171	105,359	5,165		346,463	440,000	580,232
2019	580,232	21,053	4,447		70,895		534,837
2020	534,837	20,293	14,355		62,102	4,540	502,843
**2020R							534,292
2021	534,292	139,336	6,871		(833)	651,391	29,940
2022	29,940	227,114	884		-	472,122	(214,184)

NOTE: The transfer out of funds went to the Capital Improvements Fund
Please refer to Exhibit C-2

** The Adjustment to the available fund balance

The difference is due to previous calculation included unrealized gain and loss to the investment

2020 Original	502,843
2020 Revised	534,292
Diff	\$ 31,449

City of Los Altos
Park-in-Lieu Funds Expended
For Year Ended June 30, 2022

Project		Amount of Impact Fees Expended on Project	Amount of All Funds Expended on Project	Percent Share of Impact Fees
CF01004 Halsey House Rehabilitation	Park-in-Lieu	\$ 59,270	\$ 59,270	100%
CF01017 Annual Park Improvement Project		\$ 17,039	\$ 17,039	100%
CF01025 Dog Park Fencing Project		<u>\$ 51,716</u>	<u>\$ 51,716</u>	100%
	Total	<u>\$ 128,025</u>	<u>\$ 128,025</u>	100%

Debt Service

GO Bond Payment	\$ 167,400
Community Center Bond Payment	<u>\$ 622,090</u>
Total	<u>\$ 789,490</u>

As June 30, 2022, there were no loans made by the Fund

For fiscal year ending June 30, 2022, there were no fee refunds issued by the Fund

As of June 30, 2022, there were no incomplete public improvements for which sufficient funds have been collected.
 No approximate construction date can be identified at this time for incomplete public improvements.

City of Los Altos
Traffic Impact Fee Funds Expended
For Year Ended June 30, 2022

Project		Amount of Impact Fees Expended on Project	Amount of All Funds Expended on Project	Percent Share of Impact Fees
TS01022 Collector Street Traffic Calming	Traffic Impact	\$ 26,923	\$ 26,923	100%
TS01052 Annual Bike/Pedestrian Access Improv.	Traffic Impact	\$ 64,303	\$ 64,303	100%
TS01038 El Monte Sidewalk Gap Closure	Traffic Impact	\$ 380,895	\$ 628,864	61%
Total		<u>\$ 472,122</u>	<u>\$ 720,091</u>	66%

As June 30, 2022, there were no loans made by the Fund

For fiscal year ending June 30, 2022, there were no fee refunds issued by the Fund

As of June 30, 2022, there were no incomplete public improvements for which sufficient funds have been collected. No approximate construction date can be identified at this time for incomplete public improvements.



AGENDA REPORT SUMMARY

Meeting Date: November 29, 2022

Subject Updated Addendum No. 11 to the Regional Water Quality Control Plant Basic Agreement

Prepared by: Thanh Nguyen, Senior Civil Engineer

Reviewed by: Aida Fairman, Environmental Services and Utilities Director

Approved by: Gabriel Engeland, City Manager

Attachments:

Attachment A – Resolution No. 2022-__

Attachment 1 – Addendum 11 to Basic Agreement Between the City of Palo Alto, the City of Mountain View, and the City Of Los Altos for the Acquisition, Construction, and Maintenance of a Joint Sewer System

Initiated by:

Palo Alto Regional Water Quality Control Plant (RWQCP) Long-Range Facilities Plan

Previous Council Consideration:

- June 26, 2012 – Oral presentation from the City of Palo Alto regarding the Final Draft report of the Long-Range Facilities Plan for the RWQCP for informational purposes only.
- February 23, 2016 – Approval of Addendum 8 for the design of the Primary Sedimentation Tank Rehabilitation and Secondary Treatment Upgrades Projects.
- May 26, 2020 – Approval of Addendum No. 10 for constructing the Primary Sedimentation Tank Rehabilitation Project.
- September 20, 2022 – Approval of Addendum 11 for constructing the Secondary Treatment Upgrades Project.

Fiscal Impact:

The SRF loan for the in-progress primary sedimentation tank rehabilitation project is being amended from the already approved \$17.0 million in Addendum 10 to a new financing amount of \$19.4 million, as detailed in Addendum 11. Loan repayments for the primary sedimentation tank rehabilitation project will begin in 2024, one year after project substantial completion.

Reviewed By:

City Manager

GE

City Attorney

JH

Interim Finance Director

SN



Subject: Updated Addendum No. 11 to the Regional Water Quality Control Plant Basic Agreement

The SRF loan for the secondary treatment upgrades project is approximately \$193 million. Total project cost estimates were adjusted based on the low bid price received by Palo Alto on October 6, 2022. The requested loan amount reflects securing the initial loan with a conservative total project estimate. The design and construction of this project, including associated construction management and administrative costs, will be financed through the SRF loan, which is disbursed to Palo Alto on a reimbursement basis. Pursuant to SRF policy, the first repayment occurs one year after project substantial completion, which is estimated to be in 2028, one year after project completion. The annual SRF loan repayment, which includes principal and interest, will be based on an amortized period of 30 years.

The estimated annual repayments contributed by contributing partner agency for the Primary Sedimentation Tank Rehabilitation Project and the Secondary Treatment Upgrades Project are summarized in Tables 1 and 2 below:

Table 1: CWSRF (California Clean Water State Revolving Fund) Loan Repayment Partner Agency Estimates Primary Sedimentation Tank Rehabilitation Project

Contributing Partner Agency	Percent Share	Annual Repayment¹
Palo Alto	38.16%	\$282,682
Mountain View	37.89%	\$280,681
Los Altos	9.47%	\$70,152
East Palo Alto Sanitary District	7.64%	\$56,595
Stanford University	5.26%	\$38,965
Los Altos Hills	1.58%	\$11,704
Total:	100.00%	\$740,779

Note: 1. Based on CWSRF loan amount of \$19,400,000 at 0.9% locked interest rate for a 30-year term

Table 2: CWSRF Loan Repayment Partner Agency Estimates Secondary Treatment Upgrades Project

Contributing Partner Agency	Percent Share	Annual Repayment¹
Palo Alto	38.16%	\$2,767,754
Mountain View	37.89%	\$2,748,171
Los Altos	9.47%	\$686,861
East Palo Alto Sanitary District	7.64%	\$554,131
Stanford University	5.26%	\$381,509



Subject: Updated Addendum No. 11 to the Regional Water Quality Control Plant Basic Agreement

Los Altos Hills	1.58%	\$114,598
Total:	100.00%	\$7,253,024

Note: 1. Based on CWSRF loan amount of \$192,767,840 at 0.8% locked interest rate for a 30-year term

With the recommended increase in the financing from \$169 million to \$193 million, the Los Altos' annual repayment will increase by \$85,903 from \$600,958 to \$686,861.

Environmental Review:

This action is not a project subject to California Environmental Quality Act (CEQA) review under section 15378(b)(4) of the CEQA Guidelines in that it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. The underlying Secondary Treatment Upgrades Project is exempt under sections 15301, 15302, and 15303 of the CEQA Guidelines. The City of Palo Alto filed a Notice of Exemption for the Secondary Treatment Upgrades Project on April 2, 2021 (State Clearinghouse #2021040051).

Summary:

- The Palo Alto Regional Water Quality Control Plant (RWQCP) provides wastewater treatment services for the cities of Palo Alto, Mountain View, Los Altos, Town of Los Altos Hills, East Palo Alto Sanitary District, and Stanford University. Over the years, the costs for projects to upgrade the RWQCP have been shared proportionally by the various agencies.
- In 2012, the RWQCP Long-Range Facilities Plan (LRFP) was prepared to provide a plan for future capital improvement program projects--addressing aging equipment and increasing regulatory requirements.
- The Primary Sedimentation Tank Rehabilitation Project and the Secondary Treatment Upgrades Project address aging infrastructure.

Staff Recommendation:

Authorize the City Manager to execute Addendum No. 11 to the Regional Water Quality Control Plant Basic Agreement between the cities of Palo Alto, Mountain View, and Los Altos to fund rehabilitation and upgrade of the secondary treatment system and to increase the financing of the primary sedimentation tank rehabilitation project



Subject: Updated Addendum No. 11 to the Regional Water Quality Control Plant Basic Agreement

Purpose

Authorize the City Manager to execute Addendum No. 11 to the Regional Water Quality Control Plant Basic Agreement between the cities of Palo Alto, Mountain View, and Los Altos to fund rehabilitation and upgrade of the secondary treatment system and to increase the financing of the primary sedimentation tank rehabilitation project.

Background

In 1968, the cities of Mountain View and Los Altos agreed to retire their wastewater treatment plants and approved a contract with the City of Palo Alto (Basic Agreement, also referred to as the Partners Agreement) for the acquisition, construction, and maintenance of a joint wastewater treatment plant. The Plant began operating in 1972. The Basic Agreement was originally set to expire on July 1, 2035, but was extended to December 31, 2060, as part of Addendum No. 8.

The Palo Alto Regional Water Quality Control Plant (Treatment Plant) provides wastewater treatment services for the cities of Palo Alto, Mountain View, Los Altos, Town of Los Altos Hills, East Palo Alto Sanitary District, and Stanford University. Over the years, various agencies have shared project costs to upgrade the Treatment Plant.

The Treatment Plant is an advanced treatment facility that uses a multi-stage process to remove organic materials and other pollutants from approximately 17 million gallons per day of wastewater generated in the service area. The treated effluent is predominantly discharged to San Francisco Bay and meets the stringent requirements for reuse in recycled water applications. Per the Basic Agreement, Palo Alto owns and operates the Treatment Plant’s wastewater treatment and disposal facilities and is responsible for managing capital improvements to the Plant. Partner cities must amend the Basic Agreement to implement and fund major capital projects to replace obsolete or end-of-life equipment.

In 2012, the RWQCP Long-Range Facilities Plan (LRFP) was prepared to provide a plan for future capital improvement program projects--addressing aging equipment and increasing regulatory requirements. The major recommendation of the LRFP was to rehabilitate and replace existing facilities nearing the end of their useful life. The highest priority projects are being implemented over multiple years to manage resources and costs effectively.

Based on LRFP recommendations, Los Altos’ Council approved Addendum No. 8 in 2016, Addendum No. 9 in 2018, and Addendum No. 10 in 2020 to authorize the construction and cost-sharing of a sludge dewatering and truck loadout facility; funding for the design of the secondary treatment upgrades project; and funding for the design and construction of the primary sedimentation tank rehabilitation project. Construction of the sludge dewatering facility was completed in 2019, which was a key component of the LRFP. The primary sedimentation tank rehabilitation project is in construction and will be completed in 2023. Other facilities requiring



Subject: Updated Addendum No. 11 to the Regional Water Quality Control Plant Basic Agreement

capital improvement in the next ten years for facilities at the end of their useful life include a new outfall pipe, new support facilities, relining of an aging joint intercepting sewer, and a new headworks facility.

The Treatment Plant was originally constructed in 1934 and has undergone several expansions and upgrades. A key upgrade in 1972 included the construction of a biological treatment process unit (i.e., secondary treatment). The process unit consists of four concrete aeration basins (each measuring 120 feet by 135 feet and 20 feet deep) that allow the growth of specific bacteria to break down and remove organic compounds in the wastewater. Ancillary facilities included an air blower room and pump stations. This equipment delivers oxygenated process air and recirculates sludge as needed. Other equipment includes a standby power generator, electrical switchgear, and motor control centers to distribute electrical power to the process equipment. This equipment is between 28 to 50 years old and beyond its useful life. The current secondary treatment process is not able to remove nitrogen which is a new regulatory requirement to discharge treated effluent to San Francisco Bay.

Design work for the Secondary Treatment Upgrades project is complete. Construction documents have been prepared, and bids are being solicited from construction contractors. Palo Alto will then award contracts for construction and construction management.

California Clean Water State Revolving Fund (SRF) Program

The State Water Resources Control Board Division of Financial Assistance administers the Clean Water State Revolving Fund (SRF) program. The SRF program provides low-interest financing to agencies for wastewater projects. Under this program, eligible projects can apply for loans with interest rates approximately half of the State General Obligation rate, resulting in lower project costs and maximizing benefits to ratepayers and partner agencies. For the Secondary Treatment Upgrades project, Palo Alto executed a loan with the SRF program on May 9, 2022 with favorable terms, including a 0.8% fixed interest rate, a 30-year term, project financing of approximately \$169 million, and debt payments that will start one year after substantial project completion.

The total SRF loan application includes the costs for planning, design, construction, construction contingency, capital program administration, and construction management. The partner agreements with Mountain View, Los Altos, East Palo Alto Sanitary District, and Stanford University all require modification to the document commitment to the project repayment of the SRF Loan.

Discussion/Analysis

Addendum No. 11 will authorize construction funding to rehabilitate the Primary sedimentation Tank Rehabilitation Project and the Secondary Treatment Upgrades Project.



Subject: Updated Addendum No. 11 to the Regional Water Quality Control Plant Basic Agreement

Previously, Council approved Addendum No. 10 to fund the Primary Sedimentation Tank Rehabilitation Project. Addendum No. 11 will increase the maximum amount of financing authorized for the construction of the Primary Sedimentation Tank Rehabilitation Project to reflect increases in project costs, including design engineering, construction management, construction contingency, program management, and construction costs.

The Primary Sedimentation Tank Rehabilitation Project addresses aging infrastructure. The primary sedimentation tanks are four in number, each 220 feet long by 41 feet wide by 14 feet deep and covered with a concrete slab. The purpose of these tanks is to remove the majority of the settleable solids. Removal of the settleable solids from the wastewater reduces the organic loading on the secondary treatment process. Electrical gear associated with the primary sedimentation tanks installed in 1972 distributes electrical power to the sludge pumping and collection equipment. Periodically, failures of aged equipment have led to partial process outages and associated expedited repairs and expensive maintenance. The project will rehabilitate the primary sedimentation tank structure and upgrade the associated mechanical and electrical equipment.

For the Primary Sedimentation Tank Rehabilitation Project, assuming an estimated maximum cost of \$19.4 million, an interest rate of 0.9 percent, and a 30-year loan with repayments beginning the year after project completion, the Partners’ annual loan payments will be as shown on the first table under “Fiscal Impact” on page 2 of this report. For Los Altos, the estimated payment is \$70,152 annually for 30 years. Annual payments begin approximately December 2023, with the final payment approximately December 2053.

The secondary treatment process must be upgraded to a process that removes harmful nitrogen by creating both oxygen-deficient and oxygen-rich zones in modified aeration tanks. The project will improve final water quality, ensure the Plant continues to meet effluent discharge permit limits, and allow for ultimate decommissioning of the aging bio-trickling filters and other aging equipment. The project will rehabilitate four concrete aeration basins as well as the blower room and sludge pumping stations. Equipment will be replaced, including piping and ancillary systems, extending the useful life of mechanical and electrical equipment components by at least another 30 years, while the concrete and steel structure life cycle will be extended by at least another 50 years. The scope of work includes the following for all four basins: replacement of the air bubble diffusers and the piping manifolds in the basins; replacement and automation of influent and effluent flow diversion gates; concrete work to install new flow channels for flow distribution; replacement of air blowers and sludge pumps; installation of two pump stations, a standby generator and an electrical power load center; and replacement of aging motor control centers (i.e., electrical power distribution equipment).

For the Secondary Treatment Upgrades Project, assuming an estimated maximum cost of \$193 million, an interest rate of 0.8 percent, and a 30-year loan with repayments beginning the year after



Subject: Updated Addendum No. 11 to the Regional Water Quality Control Plant Basic Agreement

project completion, the Partners’ annual loan payments will be as shown on the second table under “Fiscal Impact” on page 2 of this report. For Los Altos, the estimated payment is \$686,681 annually for 30 years. Annual payments begin approximately June 2027, with the final payment approximately June 2057.

On October 6, 2022, the City of Palo Alto received three bids for the Secondary Treatment Upgrades Project. The lowest responsible bid received is \$161,846,500 which is 36% higher than the engineer’s estimate of \$119 million. As the three bids received are within 3.5% of each other, Palo Alto staff believes all the bidders had a good understanding of the scope of the project and the bids received are of the current market value. Palo Alto staff also reported that nearby wastewater treatment plant projects in Sunnyvale and Union City received construction bids that were 40% to 100% higher than their engineer’s estimates in the last year. The higher costs are likely attributed to supply chain issues, geopolitical situations, the multi-year complexity of the project, inflation including for oil, and the rising costs of materials and labor that includes the ability to hire workers.

With the three bid prices close in range, the City of Palo Alto is not interested in rebidding the project, which may result in higher bids. In addition, the City of Palo Alto has an already negotiated price for the Membrane Aerated Biofilm Reactor that they would have to renegotiate if they were to rebid the project as the bid price has a limited validation period.

Staff recommends that Council approve modifying the recommendation for Addendum No. 11 from the September 20, 2022 Council item to increase the financing authorization amount for the Secondary Treatment Upgrades Project from \$169 million to \$193 million.

Recommendation

Authorize the City Manager to execute Addendum No. 11 to the Regional Water Quality Control Plant Basic Agreement between the cities of Palo Alto, Mountain View, and Los Altos to fund rehabilitation and upgrade of the secondary treatment system and to increase the financing of the primary sedimentation tank rehabilitation project

RESOLUTION NO. 2022-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO EXECUTE THE UPDATED
ADDENDUM NO. 11 TO THE REGIONAL WATER QUALITY CONTROL
PLANT BASIC AGREEMENT BETWEEN THE CITY OF PALO ALTO, THE
CITY OF MOUNTAIN VIEW AND THE CITY OF LOS ALTOS FOR THE
ACQUISITION, CONSTRUCTION AND MAINTENANCE OF THE JOINT
SEWER SYSTEM**

WHEREAS, City of Palo Alto and City of Los Altos have entered a Joint Sewer System Agreement and subsequent addendums No. 1 through No. 10; and

WHEREAS, on September 20, 2022, City Council authorized the execution of Addendum No. 11 as described in Resolution No. 2022-64. Addendum No. 11 provided funding for the Secondary Treatment Upgrades Project and increased the financing of the Primary Sedimentation Tank Rehabilitation Project; and

WHEREAS, on October 6, 2022, the City of Palo received higher bids than expected for the above said projects. The City of Palo Alto has to increase the financing amount from \$169 million to \$193 million to fund the shortfall.

WHEREAS, the updated Addendum No. 11 includes the revised annual repayments amounts for the contributing partner agencies.

WHEREAS, the Project is not a project subject to California Environmental Quality Act (CEQA) review under section 15378(b)(4) of the CEQA Guidelines in that it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. The underlying Secondary Treatment Upgrades Project is exempt under sections 15301, 15302, and 15303 of the CEQA Guidelines. The City of Palo Alto filed a Notice of Exemption for the Secondary Treatment Upgrades Project on April 2, 2021 (State Clearinghouse #2021040051).

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

1. Authorize the City Manager to execute the updated Addendum No. 11 to the Regional Water Quality Control Plant Basic Agreement between the cities of Palo Alto, Mountain View, and Los Altos to fund rehabilitation and upgrade of the secondary treatment system and to increase the financing of the primary sedimentation tank rehabilitation project.
2. Authorizes the City Manager to take such further actions as may be necessary to implement the foregoing agreement.

ATTACHMENT A

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 29th day of November, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Anita Enander, MAYOR

Attest:

Angel Rodriguez, INTERIM CITY CLERK

ADDENDUM NO. ELEVEN TO THE BASIC AGREEMENT BETWEEN THE CITY OF PALO ALTO, THE CITY OF MOUNTAIN VIEW AND THE CITY OF LOS ALTOS FOR THE ACQUISITION, CONSTRUCTION AND MAINTENANCE OF A JOINT SEWER SYSTEM

This Addendum No. Eleven (11) to the Basic Agreement for the Acquisition, Construction and Maintenance of a Joint Sewer System is made and entered into on [DATE], by and among the CITY OF PALO ALTO (“Palo Alto”), the CITY OF MOUNTAIN VIEW (“Mountain View”), and the CITY OF LOS ALTOS (“Los Altos”) (individually, a “Party”, collectively, the “Parties”), all municipal corporations under the laws of the State of California.

RECITALS

A. The Parties have entered into that certain Basic Agreement Between the City of Palo Alto, the City of Mountain View and the City of Los Altos for the Acquisition, Construction, and Maintenance of a Joint Sewer System, executed on October 10, 1968, as amended by the Addenda described below (collectively, the “Basic Agreement”). The Basic Agreement has been amended ten times by addenda, as follows: Addendum No. One (1) to Basic Agreement Between the Cities of Palo Alto, Mountain View, and Los Altos for Acquisition, Construction and Maintenance of a Joint Sewer System, dated as of December 5, 1977; Addendum No. Two (2) to Basic Agreement Between the Cities of Palo Alto, Mountain View, and Los Altos for Acquisition, Construction and Maintenance of a Joint Sewer System dated as of January 14, 1980; Addendum No. Three (3) to an Agreement By and Between the Cities of Palo Alto, Mountain View, and Los Altos for Acquisition, Construction and Maintenance of a Joint Sewer System, dated as of April 9, 1985; Addendum No. Four (4) to the Agreement By and Between the Cities of Mountain View, Los Altos, and Palo Alto as further amended and dated May 30, 1991; Addendum No. Five (5) to Basic Agreement Between the Cities of Palo Alto, Mountain View, and Los Altos for Acquisition, Construction and Maintenance of a Joint Sewer System, dated as of July 31, 1992; Addendum No. Six (6) to Basic Agreement Between the City of Palo Alto, the City of Mountain View, and the City of Los Altos for Acquisition, Construction and Maintenance of a Joint Sewer System dated as of March 16, 1998; and Addendum No. Seven (7) to Basic Agreement Between the City of Palo Alto, the City of Mountain View, and the City of Los Altos for Acquisition, Construction and Maintenance of a Joint Sewer System dated as of April 15, 2009; Addendum No. Eight (8) to the Basic Agreement between the City of Palo Alto, the City of Mountain View and the City of Los Altos for the Acquisition, Construction, and Maintenance of a Joint Sewer System dated as of October 17, 2016; Addendum No. Nine (9) to the Basic Agreement between the City of Palo Alto, the City of Mountain View and the City of Los Altos for the Acquisition, Construction and Maintenance of a Joint Sewer System dated March 4, 2019; and Addendum No. Ten (10) to the Basic Agreement between the City of Palo Alto, the City of Mountain View, and the City of Los Altos for the Acquisition, Construction and Maintenance of a Joint Sewer System dated May 17, 2021 (collectively, the “Addenda”).

B. Palo Alto owns and operates the sanitary sewerage treatment and disposal works and system (the “Joint System”) pursuant to the Basic Agreement, and is responsible for making capital additions to the Joint System. Under the Basic Agreement, any major capital additions for the replacement of obsolete or worn-out units require an agreement by the Parties amending the Basic Agreement.

C. The Parties now desire to increase the maximum amount of financing authorized for the construction of the Primary Sedimentation Tank Project approved by Addendum No. Ten (10) to reflect increases in Project Costs as defined therein, including design engineering, construction management, program management, and construction costs.

D. The Parties further desire to agree to construct a project to improve the Joint System by upgrading the secondary treatment process (biological process) to a process that removes harmful nitrogen by creating anoxic and aerated zones in existing aeration basins. The project will improve final water quality, ensure the Plant continues to meet effluent discharge permit limits, and allow for ultimate decommissioning of the aging biotrickling filters and other aging equipment. The Parties also agree to provide for the sharing of costs associated with this project. The project will become part of the Regional Water Quality Control Plant (the "Plant"), which is owned and operated by Palo Alto as part of the Joint System.

AGREEMENT

NOW, THEREFORE, in consideration of the terms, conditions and covenants set forth in this Addendum No. Eleven (11), the Basic Agreement is hereby amended, as follows:

Section 1. Paragraph 41 is hereby added to the Basic Agreement to read, as follows:

“41. MAXIMUM AMOUNT OF FINANCING FOR THE PRIMARY SEDIMENTATION TANK REHABILITATION PROJECT. The maximum amount of financing authorized for the Primary Sedimentation Tank Rehabilitation Project described in Paragraph 40 is increased from \$17.0 million to \$19.4 million.”

Section 2. Paragraph 42 is hereby added to the Basic Agreement to read, as follows:

“42. CONSTRUCTION AND IMPLEMENTATION OF THE SECONDARY TREATMENT UPGRADES PROJECT. Palo Alto, Mountain View, and Los Altos hereby approve the construction of various improvements collectively referred to as the Secondary Treatment Upgrades or “STU” Project. The STU Project includes: new air blowers; air diffusers in aerobic zones; anoxic zone pulsed air equipment; membrane aerated biofilm reactor cassettes; slide and sluice gates and valves to isolate and throttle flows; instruments such as flowmeters and oxygen probes; power distribution equipment including standby diesel generator and power transfer equipment; and return activated sludge piping and pumping. Each Party shall pay its share of the STU Project Costs, in proportion to the capacity it owns in the Joint System or portion thereof as shown in Exhibit “H” to Addendum No. Six (6) to the Basic Agreement. “Project Costs”, as used in this Section 42, means all costs incurred in connection with the construction and implementation of these two Projects. Without limiting the generality of the foregoing, Project Costs shall include, but not be limited to: engineering and other consultants’ fees and costs, including fees incurred pursuant to agreements with engineers, contractors and other consulting, design and construction professionals; deposits, applicable permit fees; all costs to apply for and secure necessary permits from all required regional, state, and federal agencies; plan check fees, and inspection fees; construction costs; initial maintenance; attorneys’ fees and costs; insurance; interest from the date of payment on any contracts.

The Parties authorize Palo Alto to receive State Revolving Fund (“SRF”) loans from the State Water Resources Control Board (“SWRCB”) or pursue other project financing (i.e. utility

revenue bonds) to fund the costs of the Project. The maximum amount of financing for the project is one hundred ninety-three million dollars and no cents (\$193,000,000).

The SRF loan will have a thirty-year repayment term. The repayments of the SRF loan shall be treated in the same manner as debt services under the Basic Agreement and its Addenda, and repaid by the Parties in the same proportionate shares as shown on Exhibit “H” to Addendum No. Six (6) to the Basic Agreement. The Parties further agree that, if necessary, each Party shall secure the funding necessary for repayment of the SRF loan, operations, and/or maintenance of the Projects, following any appropriate process executed under California Constitution article XIII C and D (Proposition 218).

If the SWRCB terminates its loan commitment unexpectedly following execution of the planning and/or construction contract(s) for the Project, Palo Alto shall notify the Parties promptly. Following notification of the termination of the SRF loan commitment, the Parties shall meet in a timely manner to discuss alternative funding sources and strategies for completion of the Project. If the Parties are unable to agree on new funding sources in a timely manner, then Palo Alto shall have the right to terminate the Project.

The Parties shall remain responsible for Project Costs and loans incurred, whether before or after termination of the Project/Projects, including costs incurred in connection with the termination of Project planning/design/construction contract(s), in the same proportion to each organization’s share of Plant capacity, as stated in Exhibit “H” to Addendum No. Six (6) of the Basic Agreement. Total Project Costs shall not exceed the authorized maximum financing amount approved by Parties without prior approval of each Party’s governing body. Unless earlier terminated, the obligations and responsibilities of the Parties shall commence with the execution of Addendum No. Eleven (11) to the Basic Agreement and be in force for the term of the SRF loan or other financing.

Mountain View and Los Altos shall pay their respective shares of any Project Costs within thirty (30) business days of receipt of the quarterly billing statement sent by Palo Alto. Palo Alto shall not send more than one invoice in any thirty-day period. If a Party disputes the correctness of an invoice, it shall pay the invoice in full and the dispute shall be resolved after payment in accordance with Section 19 of the Basic Agreement, and shall not offset against any payment due.

Section 3. Except as modified herein, the Basic Agreement shall remain unchanged, and is hereby ratified and confirmed.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have by their duly authorized representatives executed this Addendum as of the date first written above.



AGENDA REPORT SUMMARY

Meeting Date: November 29, 2022

Subject: Resolution No. 2022-___ : 1266 Montclair Way Storm Drain Outfall Repair Project CF-01026 Acceptance

Prepared by: Thanh Nguyen, Senior Civil Engineer

Reviewed by: Aida Fairman, Environmental Services and Utilities Director

Approved by: Gabriel Engeland, City Manager

Attachment:

- 1. Resolution No. 2022-___

Initiated by:

Staff

Previous Council Consideration:

January 11, 2022; October 12, 2021

Fiscal Impact:

The project is funded by the General Fund (01) operating account and Capital Improvement Fund (62) from FY21 to FY22; any remaining expenditure budget will be returned to the general fund balance for future allocation. The following table summarizes the final cost of this project.

Project Item	Project Budget	Final Cost
Design	\$55,821	\$46,041
Design Contingency	\$7,446	\$0
Construction	\$58,500	\$47,800
Construction Contingency (10%)	\$6,500	\$0
Construction Inspection	\$19,112	\$19,112
Printing/Environmental Doc/Misc.	\$1,500	\$1,144
Total	\$148,879	\$114,097

Environmental Review:

The acceptance of the work is categorically exempt from review under California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(b) (Existing Facilities), in that the project consists of the operation, repair, and maintenance of existing facilities. Also, the project involves negligible or no expansion of existing or former use, and none of the circumstances stated in CEQA Guidelines Section 15300.2 applies.

Reviewed By:

City Manager

City Attorney

Finance Director

GE

JH

JD



Subject: Resolution No. 2022-___ : 1266 Montclair Way Storm Drain Outfall Repair, Project CF-01026 Acceptance

Summary:

- Adopt Resolution No. 2022-___ accepting completion of the 1266 Montclair Way Storm Drain Outfall Repair, Project CF-01026
- Authorize the Environmental Services and Utilities Director to record a Notice of Completion as required by law

Staff Recommendation:

Move to adopt Resolution No. 2022-___ accepting completion of the 1266 Montclair Way Storm Drain Outfall Repair, Project CF-01026; and authorize the Environmental Services and Utilities Director to record a Notice of Completion as required by law



Subject: Resolution No. 2022-___ : 1266 Montclair Way Storm Drain Outfall Repair, Project CF-01026 Acceptance

Purpose

Accept completion of the 1266 Montclair Way Storm Drain Outfall Repair, Project CF-01026.

Background

On June 9, 2020, the City entered into an agreement with Bellecci and Associates (Bellecci) for the various engineering tasks for the fiscal year 2020-2021. One of the tasks included the preliminary design for the repair of the City storm drain outfall at 1266 Montclair Way.

On October 19, 2021, the City executed an agreement with Bellecci for various engineering tasks for the fiscal year 2021-2022.

It was determined that this project was not going to be a simple maintenance project after the City received extensive requirements and comments from the various permitting agencies (Valley Water, the State Water Board, etc.). Amendment No. 1 to the FY 21-22 agreement was executed on February 21, 2022, to extend the scope of work that Bellecci needed to perform for the storm drain outfall repair project. The tasks included but were not limited to, a topographic survey, additional design services, and the preparation of bid documents.

As part of the Capital Improvement Program budget adoption for FY 2022-23, a capital improvement project (CIP), CF-01026, was created to provide a budget allocation for the construction phase. On July 26, 2022, the project was published for bids. On August 16, 2022, the City received five bids, and C2R Engineering, Inc. (C2R) was the lowest responsible bidder with a bid of \$47,800. Table 1 below shows the bid results.

Table 1:

Contractor	Base Bid
C2R Engineering, Inc.	\$47,800
Central Pacific Engineering	\$47,900
TYMAN Construction	\$48,800
FJ & I Engineering, Inc.	\$55,700
Kerex Engineering, Inc.	\$139,500

Discussion/Analysis

On October 3, 2022, City staff executed a construction contract with C2R Engineering, Inc. (C2R) for the project construction. C2R recently completed the construction for the 1266 Montclair Way Storm Drain Outfall Repair, Project CF-01026, per plans and specifications.



Subject: Resolution No. 2022-___ : 1266 Montclair Way Storm Drain Outfall Repair, Project CF-01026 Acceptance

The project’s scope included replacing the outfall pipe segment behind 1266 Montclair Way at Permanente Creek and stabilizing the bank with rock slope protection to alleviate the bank erosion. A portion of the bottom of the outfall pipe had rusted away, causing the creek bank to erode. This outfall is connected to the City-owned 12-inch storm drain line that passes along the southerly side of the property located at 1266 Monclair Way and eventually outflows into Permanente Creek, which borders the westerly property line.

There were no change orders issued during construction. The total final construction cost was \$47,800, the same as the bid amount from C2R. The project construction cost savings and additional project savings from unspent construction contingency and miscellaneous/ printing/ environmental documents budget categories will be returned to the City’s General Fund balance for future allocation.

Recommendation:

Adopt Resolution No. 2022-__ accepting completion of the 1266 Montclair Way Storm Drain Outfall Repair, Project CF-01026; and authorize the Environmental Services and Utilities Director to record a Notice of Completion as required by law

RESOLUTION NO. 2022-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS ACCEPTING COMPLETION AND DIRECTING THE ENVIRONMENTAL SERVICES AND UTILITY DIRECTOR TO FILE A NOTICE OF COMPLETION OF THE 1266 MONTCLAIRE STORM DRAIN OUTFALL REPAIR, PROJECT CF-01026

WHEREAS, the Los Altos Environmental Services and Utilities Director has filed with the City Clerk of Los Altos an Engineer's Certificate for the completion of all work provided within and pursuant to the contract between said City and C2R Engineering, Inc., dated October 28, 2022; and

WHEREAS, it appears to the satisfaction of this City Council that work under said contract has been fully installed and completed 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 authorizes the following:

- 1. That acceptance of completion of said work is hereby made and ordered; and
2. That the Environmental Services and Utility Director is directed to execute and file for recording with the County Recorder of the County of Santa Clara, Notice of Acceptance of Completion thereof, as required by law; and
3. That the acceptance of the work is exempt from review under the California Environmental Quality Act ("CEQA") under CEQA Guidelines Section 15301 for reasons stated in the staff report, and none of the circumstances described in CEQA Guidelines Section 15300.2 applies.
4. All remaining budget expenditures will be returned to the General Fund.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 29th day of November, 2022 by the following vote:

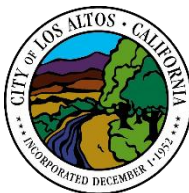
AYES:
NOES:
ABSENT:
ABSTAIN:

Anita Enander, MAYOR

Attest:

ATTACHMENT A

Angel Rodriguez, INTERIM CITY CLERK



AGENDA REPORT SUMMARY

Meeting Date: November 29, 2022

Subject Quarterly Investment Portfolio Report – Quarter Ended September 30, 2022

Prepared by: June Du, Finance Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- 1. Portfolio Mix Charts
- 2. Investment Policy Compliance Chart
- 3. LAIF Balance 9-30-22
- 4. LAIF Performance Over Time
- 5. PFM Investment Report Quarter Ended September 30, 2022

Initiated by:

Staff.

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- This report presents the status of the City’s investment portfolio through September 30, 2022. The reporting model has been developed in coordination with PFM Asset Management LLC (PFM), the City’s investment portfolio managers.

Staff Recommendation:

Receive the Investment Portfolio Report through September 30, 2022.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JD



Subject: Quarterly Investment Portfolio Report – Quarter Ended September 30, 2022

Purpose

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

Background

A review of the Investment Portfolio Report Quarter Ended September 30, 2022 was presented and discussed by the Financial Commission on November 21, 2022. The Financial Commission reviewed the Quarterly Investment Portfolio Report ending September 30, 2022, and had a brief discussion.

Discussion/Analysis

The summary provided below presents the sum of all City investment holdings. The City’s portfolio par value and market value, including LAIF but excluding operating cash, as of September 30, 2022, was \$59,124,975 and \$56,748,653, respectively. The City’s operating cash, as of September 30, 2022, was \$4,916,880.

As of September 30, 2022, 8.2% of the City’s portfolio was placed in Federal Agency Securities (Fannie Mae, Federal Home Loan Bank, Federal Home Loan Mortgage, and Federal Farm Credit), 11.9% in Asset-Backed Securities, 1.6% in Supra-National Agency Bond, 39.4% in US Treasuries, 21.2% in medium-term Corporate Notes and Commercial Paper, and 2.3% in Certificate of Deposits, with the balance of 15.4% in LAIF. This portfolio mix is illustrated as part of Attachment 1 with LAIF balance and performance as Attachments 3 and 4.

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

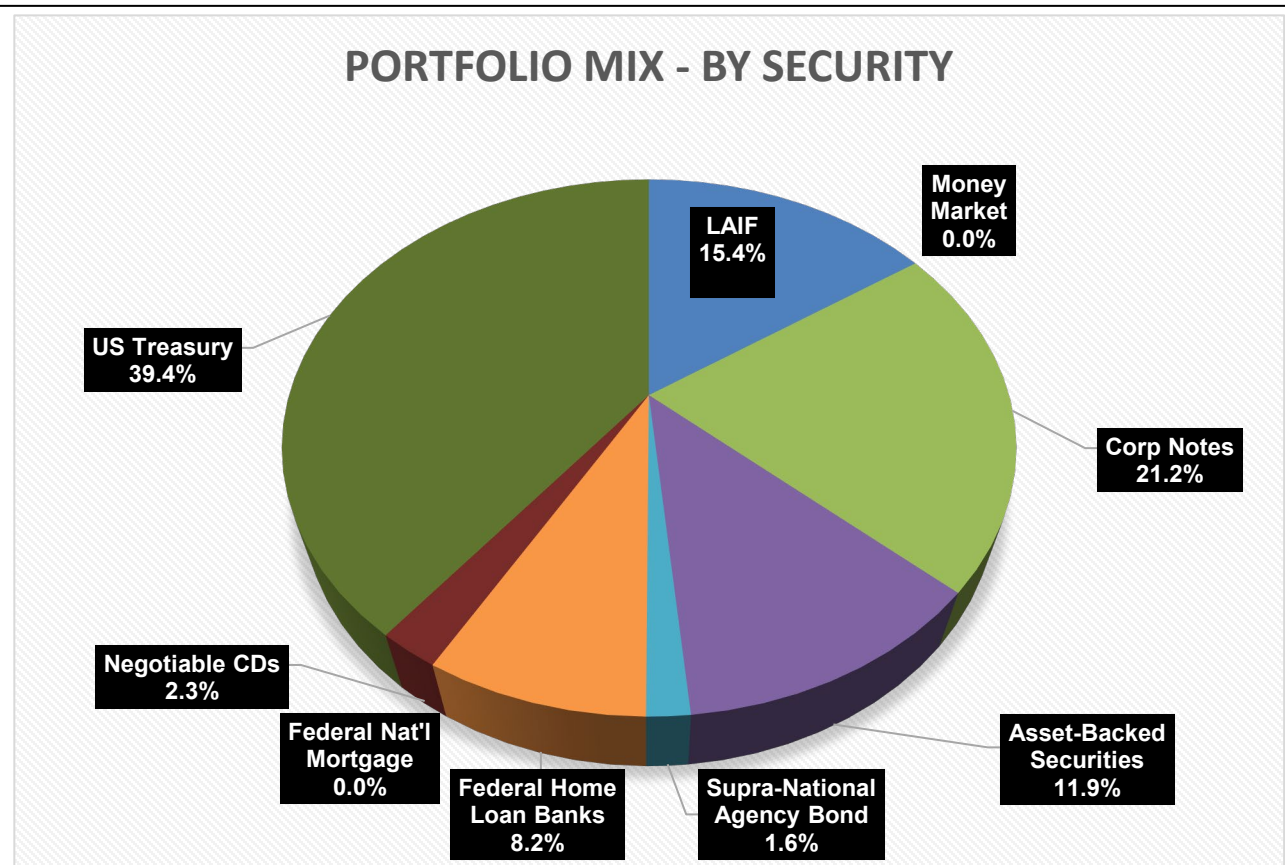
As part of these quarterly updates, a status report is prepared by PFM, which is included as Attachment 5: Investment Performance Review for the Quarter Ended September 30, 2022. It is important to note that this report highlights the performance of City investments that fall outside its liquid holdings with LAIF. This has been intentionally crafted to isolate the performance of the City’s independently managed investments. The return of the portfolio over ten years is 0.81%, which is highlighted on page 24 of the PFM Investment Performance Review Report (Attachment 5).

Recommendation

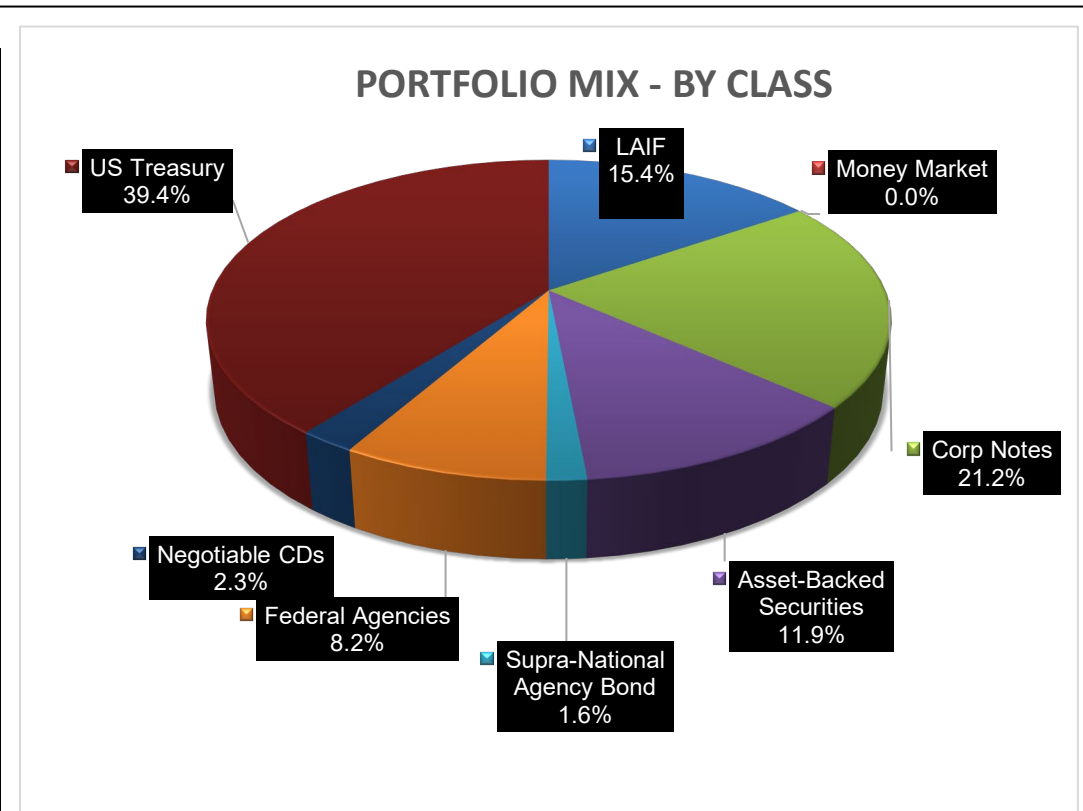
Receive the Investment Portfolio Report Quarter Ended September 30, 2022

Attachment 1 Portfolio Mix Charts September 2022

Security Type	% of Total	Portfolio Mix By Security
LAIF	15.4%	9,112,388
Money Market	0.0%	-
Corp Notes	21.2%	12,509,000
Asset-Backed Securities	11.9%	7,018,083
Supra-National Agency Bond	1.6%	960,000
Federal Home Loan Banks	8.2%	4,858,503
Federal Nat'l Mortgage	0.0%	-
Negotiable CDs	2.3%	1,375,000
US Treasury	39.4%	23,292,000
Commercial Paper	0.0%	-
* Totals	100%	59,124,974.54



Security Type	% of Total	Portfolio Mix Par Value	Market Value
LAIF	15.4%	9,112,388	9,112,388
Money Market	0.0%	-	-
Corp Notes	21.2%	12,509,000	11,907,878
Asset-Backed Securities	11.9%	7,018,083	6,798,964
Supra-National Agency Bond	1.6%	960,000	902,527
Federal Agencies	8.2%	4,858,503	4,662,339
Negotiable CDs	2.3%	1,375,000	1,366,202
US Treasury	39.4%	23,292,000	21,998,354
	100%	59,124,975	56,748,653
Corp Notes		12,509,000	11,907,878
Asset-Backed Securities		7,018,083	6,798,964
Supra-National Agency Bond		960,000	902,527
US Treasury/Agencies		28,150,503	26,660,694
Negotiable CDs		1,375,000	1,366,202
Accrued Interest		-	137,777
		50,012,586.24	47,774,041
Margin Over (Under) Par			(2,238,545)



**Attachment 1
Portfolio Mix Charts
September 2022**



Attachment 2
Investment Policy Compliance Chart
September 2022

Agenda Item # 4.

City Investment	% Mix	Par Value	Earliest Term	City Policy Term Limitation	City Policy \$ Limitation	City Policy % Limitation	CAPACITY	% Compliance Yes/No	Term Compliance Yes/No
LAIF	15.4%	9,112,388	07/01/22	No Term	75,000,000	100%	65,887,612	Yes	N/A
Money Market	0.0%	-		Overnight		20%	11,824,995	Yes	N/A
Corp Notes	21.2%	12,509,000	06/08/23	5 Years		30%	5,228,492	Yes	Yes
Asset-Backed Securities	11.9%	7,018,083	08/21/23	5 Years		20%	4,806,912	Yes	Yes
Supra-National Agency Bond	1.6%	960,000	05/24/23	5 Years		20%	10,864,995	Yes	Yes
Federal Agencies	8.2%	4,858,503	07/01/22	5 Years		100%	54,266,471	Yes	Yes
Commercial Paper	0.0%	-	-	270 Days		25%	14,781,244	Yes	-
Negotiable CDs	2.3%	1,375,000	12/02/22	5 Years		30%	16,362,492	Yes	Yes
US Treasury	39.4%	23,292,000	09/30/23	5 Years		100%	35,832,975	Yes	Yes
	<u>100%</u>	<u>59,124,975</u>							

California State Treasurer *Fiona Ma, CPA*



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

November 03, 2022

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

CITY OF LOS ALTOS

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

[Tran Type Definitions](#)

Account Number: 98-43-481

September 2022 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	9,112,388.30
Total Withdrawal:	0.00	Ending Balance:	9,112,388.30

Attachment 4 - LAIF Performance Over Time



POOLED MONEY INVESTMENT ACCOUNT

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



CITY OF LOS ALTOS

Investment Performance Review For the Quarter Ended September 30, 2022

Client Management Team

Monique Spyke, Managing Director
Wale Kajopaiye, Senior Managing Consultant

PFM Asset Management LLC

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

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

NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE

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Agenda

- Market Update
- Portfolio Review

Market Update

Current Market Themes



- ▶ The U.S. economy is characterized by:
 - ▶ Persistent high inflation
 - ▶ A deteriorating housing market
 - ▶ Continued personal consumption that is impacting household savings and balance sheets
 - ▶ Worsening economic outlook that is propped up by a strong labor market



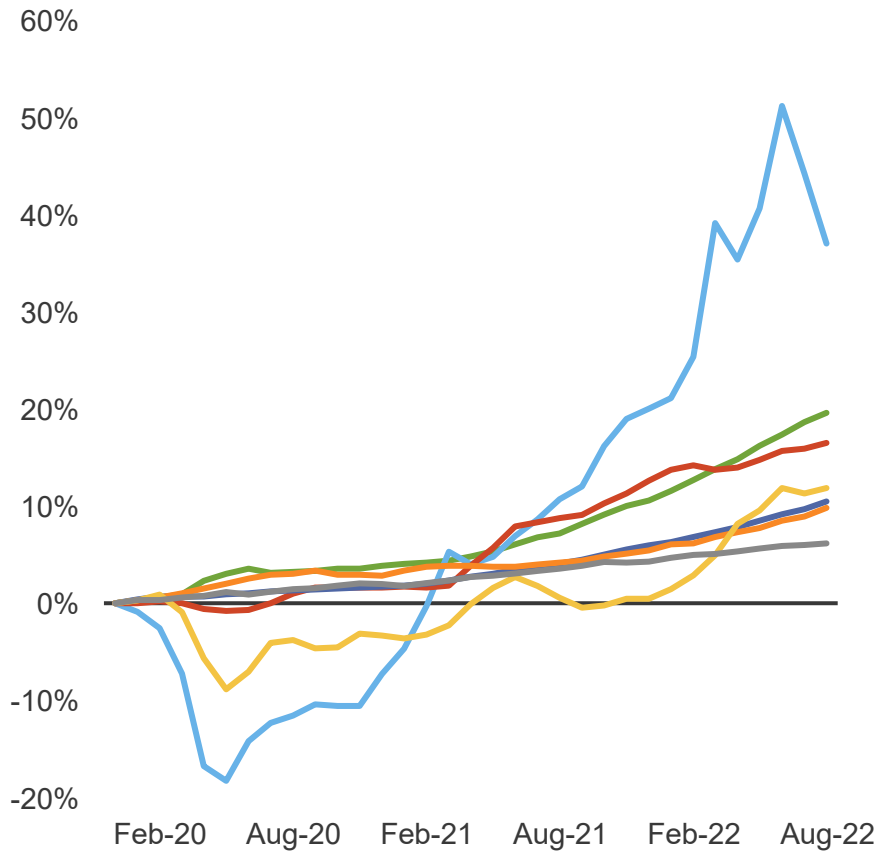
- ▶ The Federal Reserve has committed to a heavy-handed policy
 - ▶ Expectations have shifted from a soft landing to a moderate/hard landing, with increased recession risks
 - ▶ Short-term fed funds rate projected to reach 4.25% to 4.50% by year end
 - ▶ Increased pace of quantitative tightening



- ▶ Rapidly rising rates negatively impacting valuations and inducing market volatility
 - ▶ Yields across curve reached their highest levels in 14 years
 - ▶ Treasury yield curve remains inverted
 - ▶ Elevated volatility across all major asset classes

Headline Inflation Remains Elevated Despite Recent Reduction in Energy Prices

Price Change of Major CPI Components
Since December 2019



CPI Component	12-mo. Change	Weight ¹	Contribution to YoY CPI
Energy	23.8%	8.8%	1.7%
Food	11.4%	13.5%	1.5%
Goods	7.1%	21.2%	1.5%
Transportation	11.3%	5.9%	0.6%
Shelter	6.2%	32.2%	2.1%
Medical Services	5.6%	6.8%	0.4%
Other Services ²	3.4%	11.6%	0.4%

Detail may not add to total due to rounding.

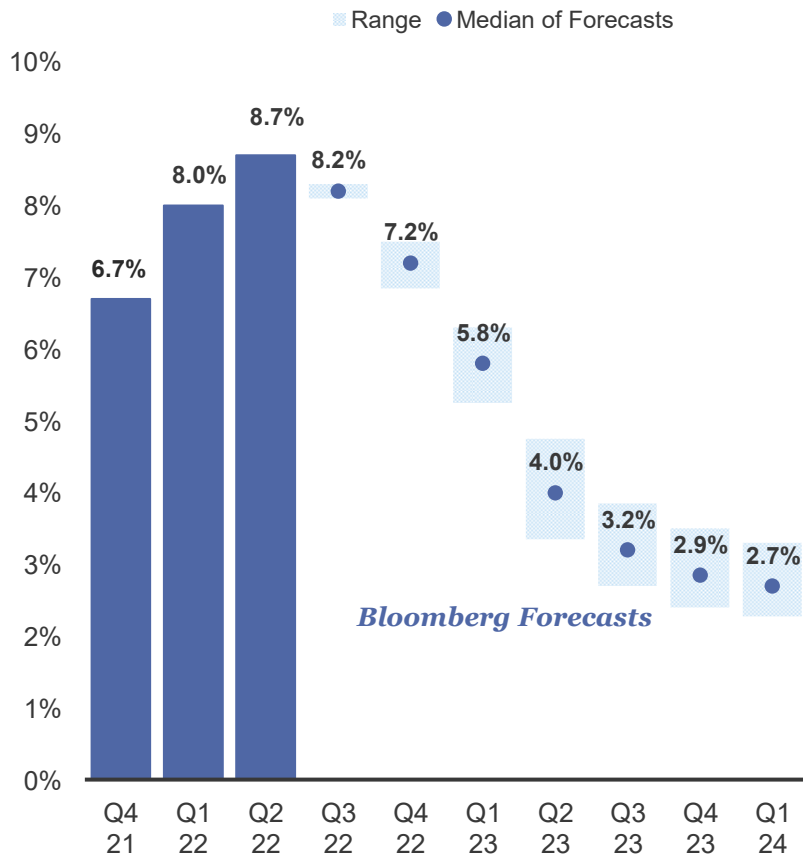
Source: Bloomberg, Bureau of Labor Statistics as of August 2022.

¹Index weights are as of July 2022 as they are published on a one-month lag.

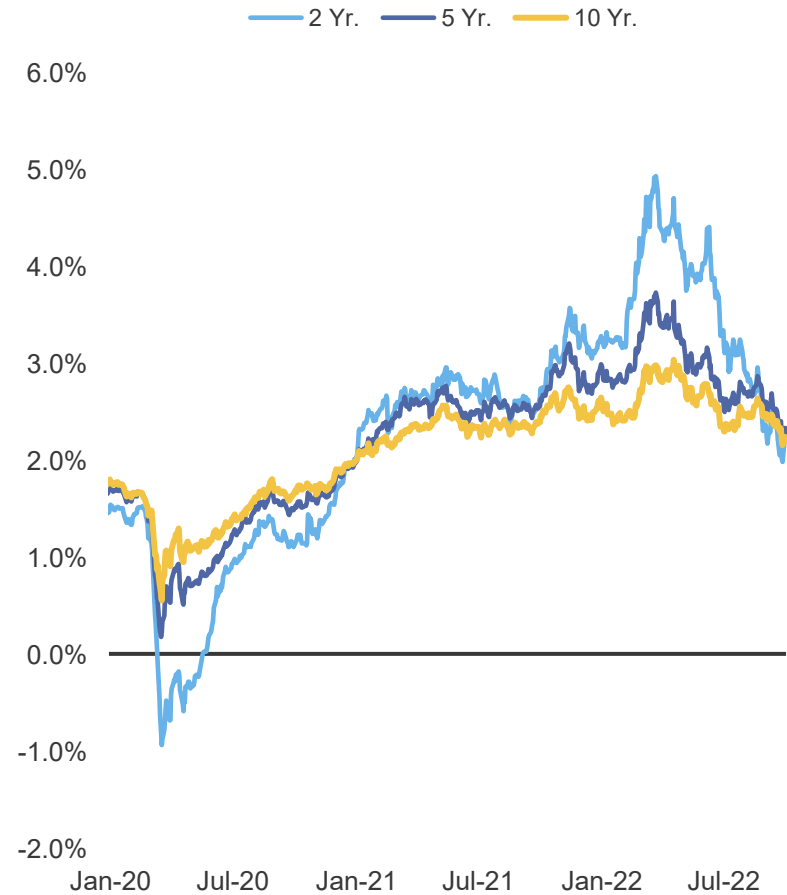
²Other services is a weighted blend of Water/Sewer/Trash, Household Operations, Recreation, Education, Communication Services, and Other Personal Services.

Economist and Market Expectations Point to Slowly Moderating Inflation

U.S. Inflation Forecasts Annualized Rate



Breakeven Inflation Rates



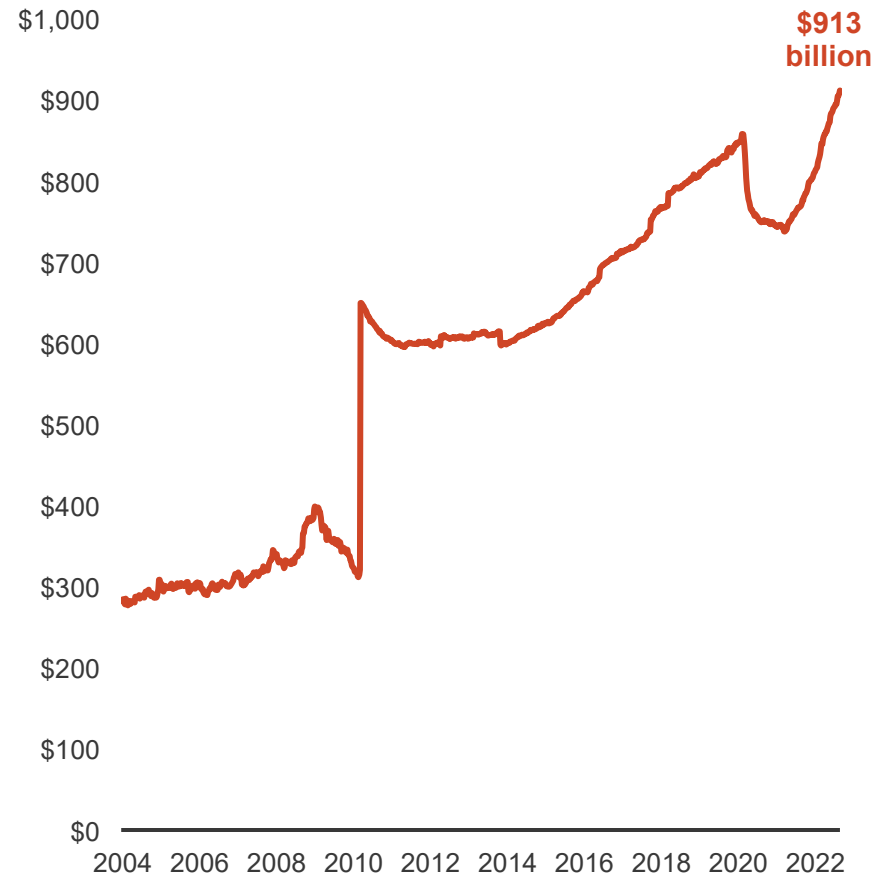
Source: Bloomberg, data as of September 30, 2022.

Consumption Comes at a Cost to Consumer

Personal Savings as % of Disposable Income



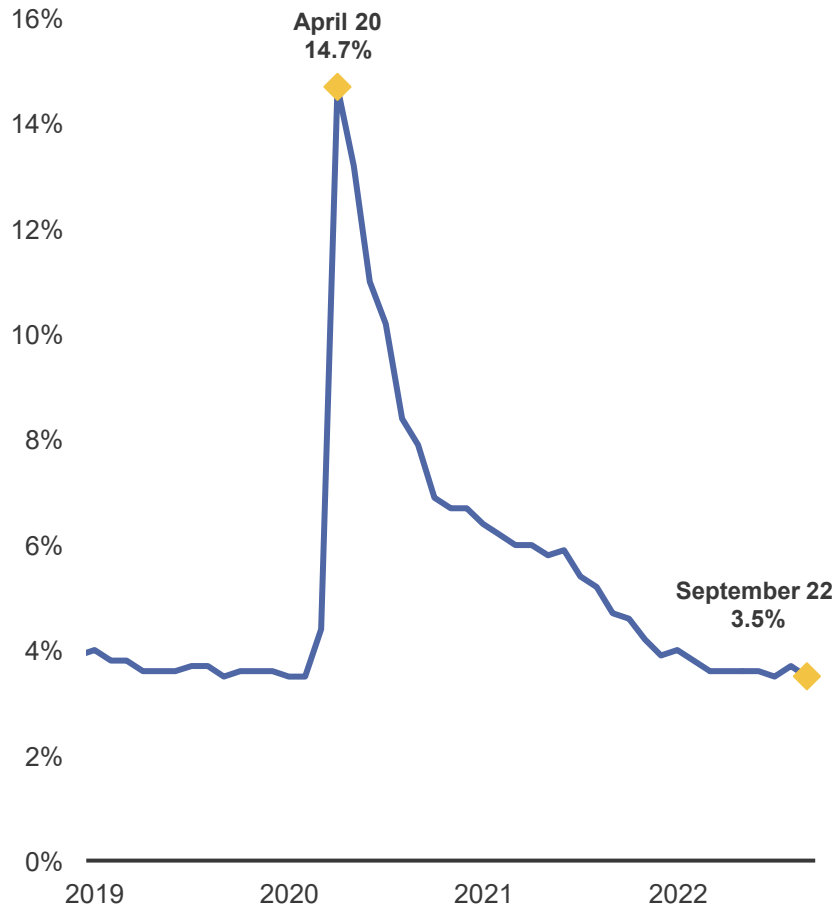
Consumer Loans: Credit Cards and Other Revolving Plans (Billions)



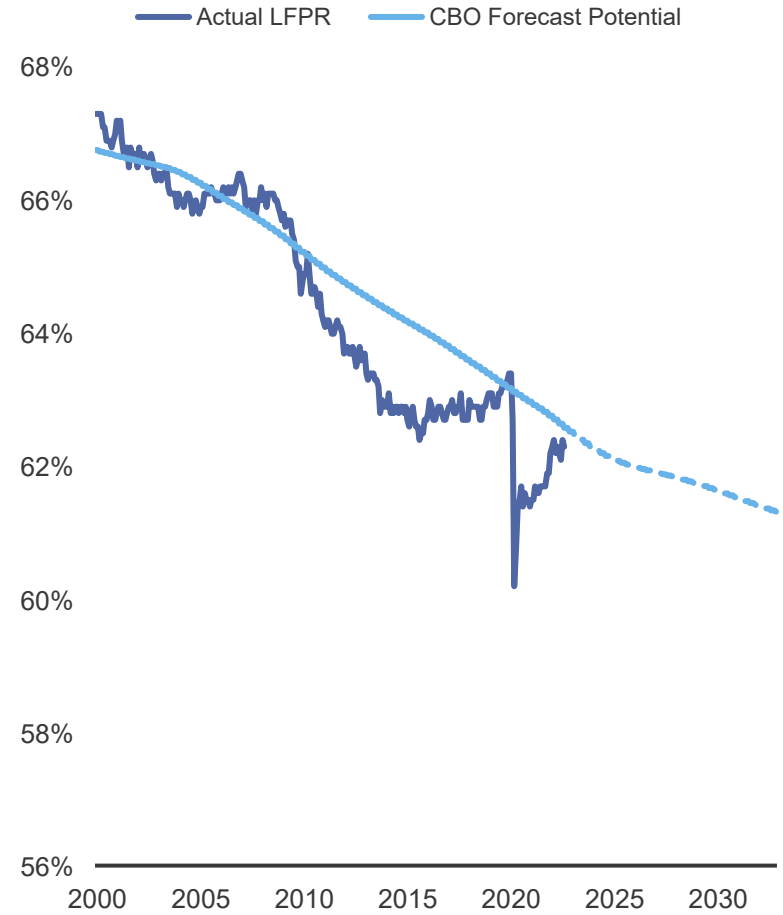
Source U.S. Bureau of Economic Analysis, Federal Reserve, FRED. Most recent data as of August 2022.

Labor Force Continues to Recover

Unemployment Rate



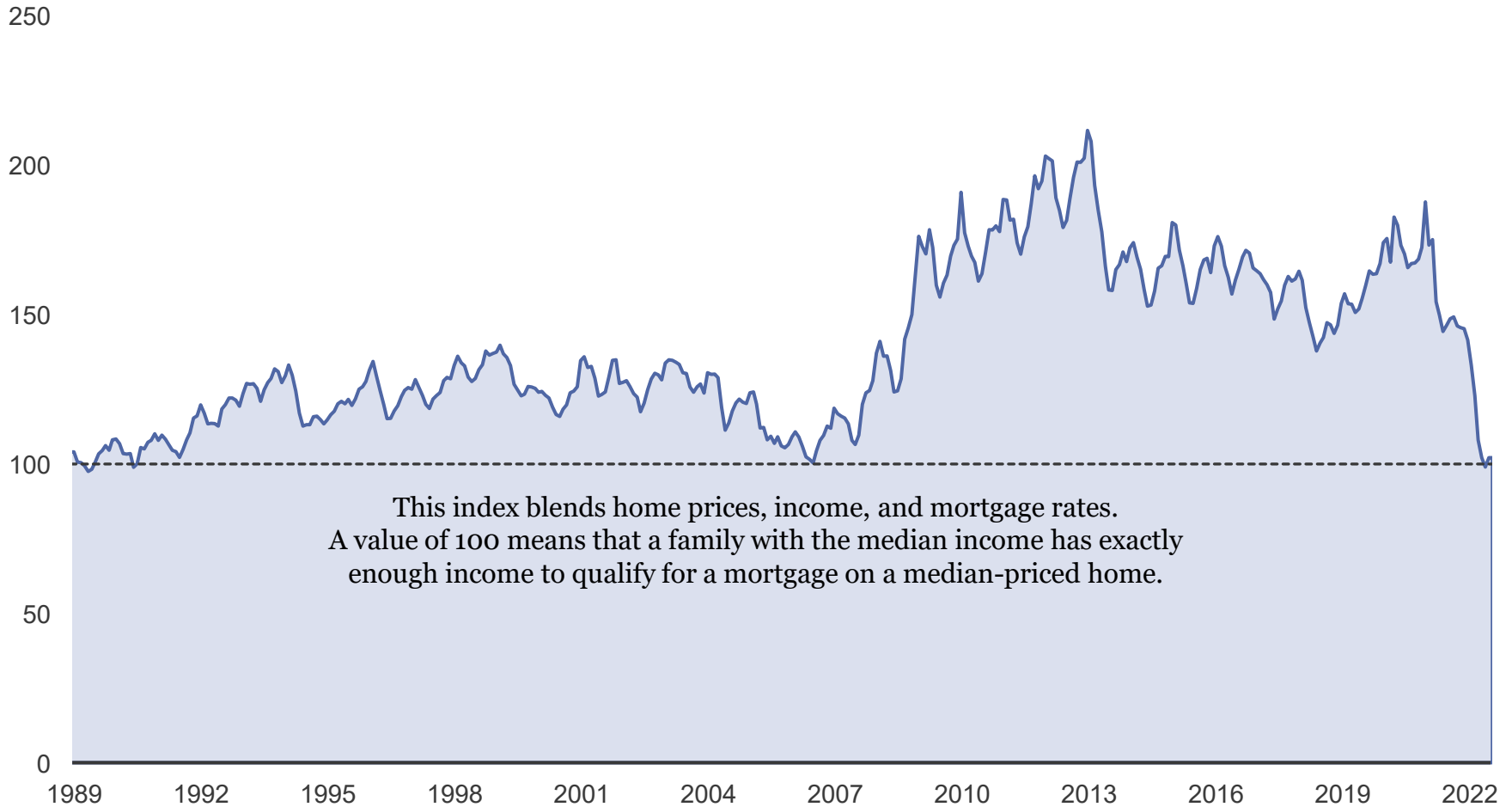
Labor Force Participation Rate



Source: Congressional Budget Office September 2022 economic projections, Bureau of Labor Statistics. Bloomberg, as of September 2022. Data is seasonally adjusted.

Housing Affordability Deteriorating Amid Soaring Rates and Home Prices

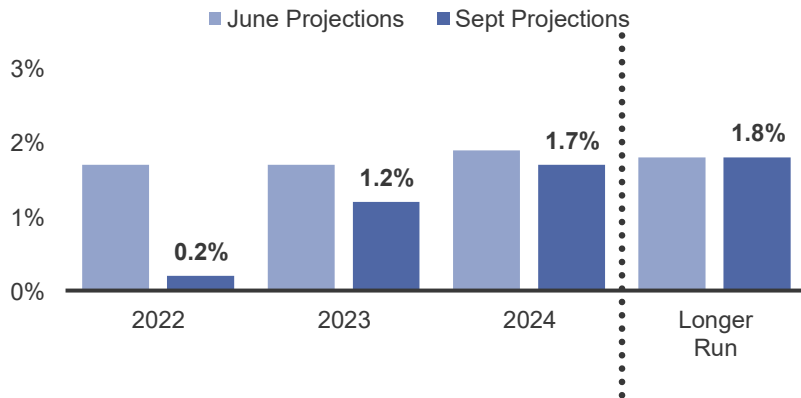
Homebuyer Affordability *National Association of Realtors*



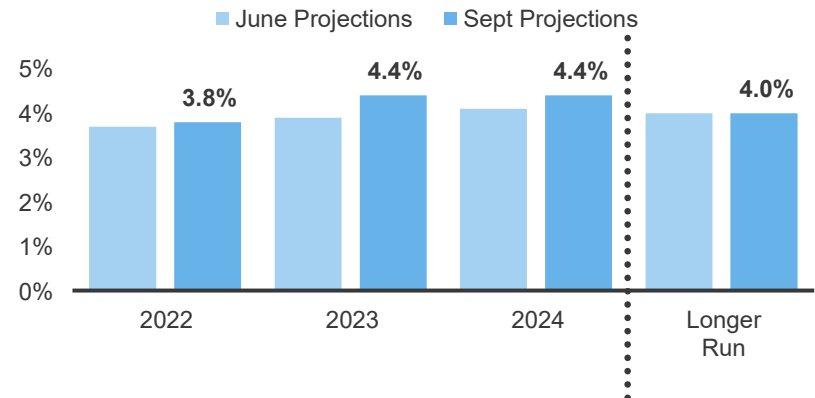
Source: Bloomberg, most recent data as of August 2022.

Fed's Projections Reflect Weaker Economic Growth and Extended Timeline for Tighter Policy

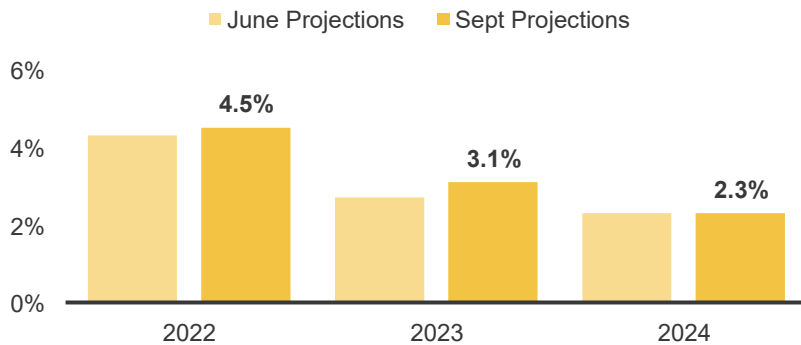
Change in Real GDP



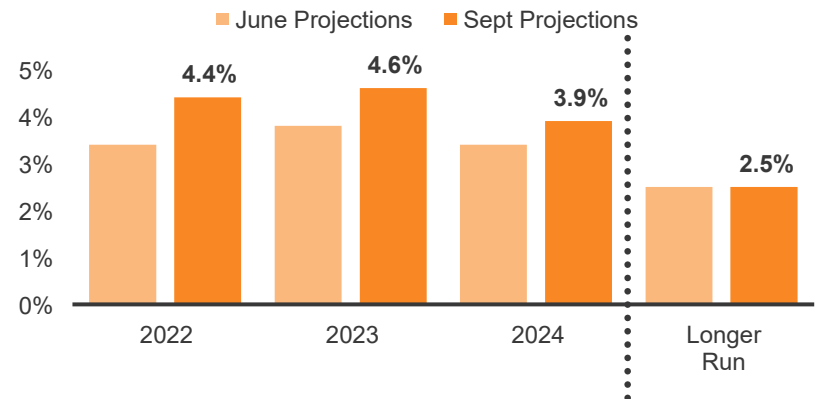
Unemployment Rate



Core PCE Inflation



Federal Funds Rate



Source: Federal Reserve, latest economic projections as of September 2022.

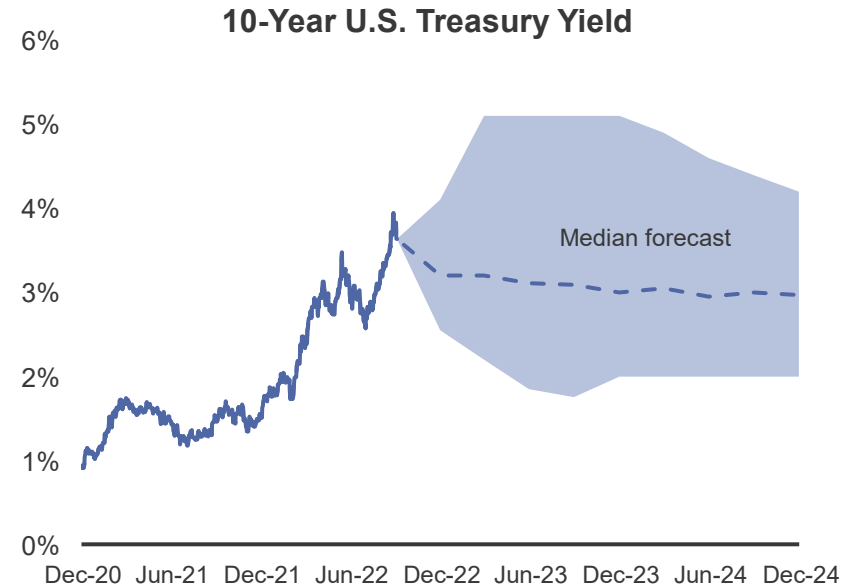
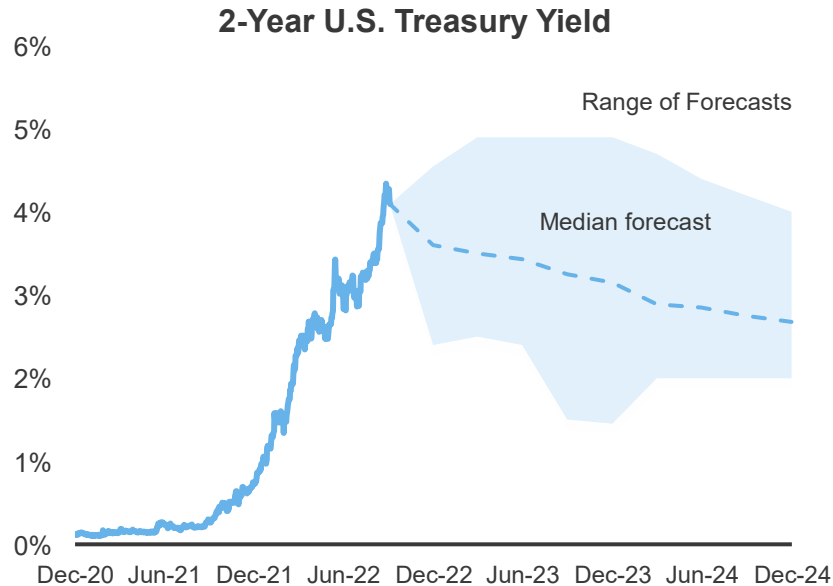
Fed Makes Aggressive Stance Clear but Market Uncertainty Persists

**From the
September 2022
FOMC Meeting
Press Conference**

“Without price stability, the economy does not work for anyone.”

“We are moving our policy stance purposefully to a level that will be sufficiently restrictive to return inflation to 2%.”

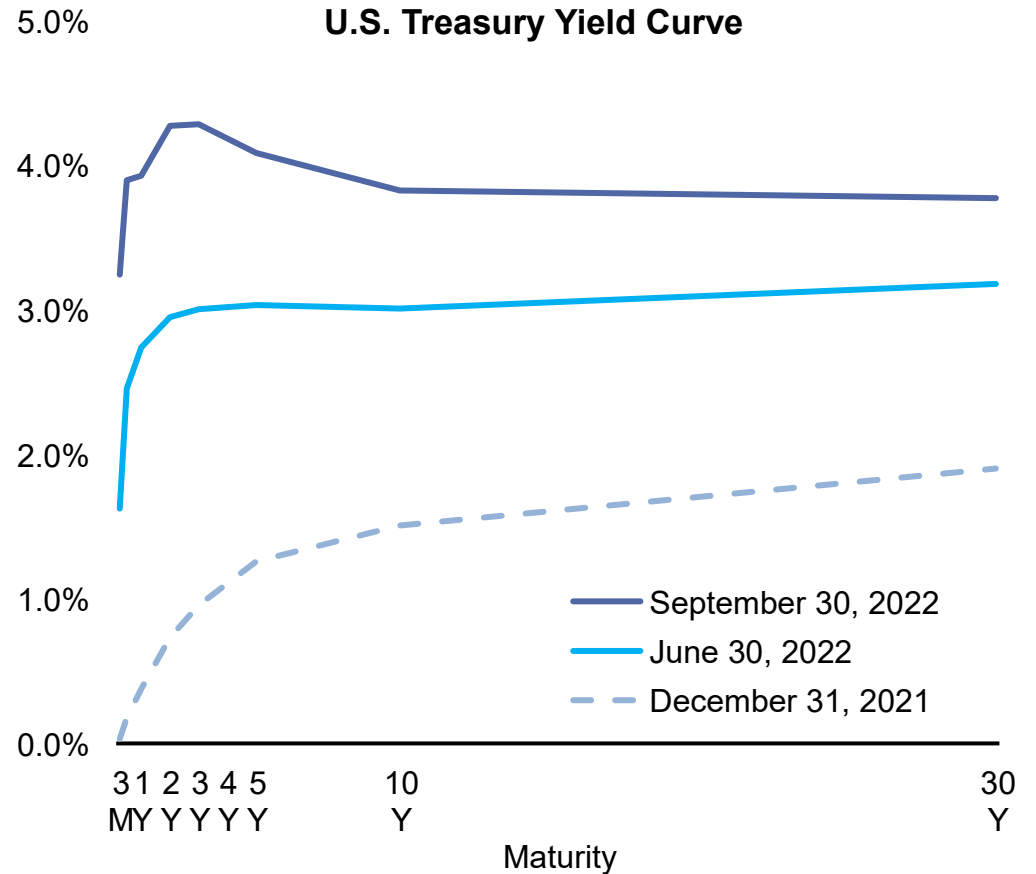
“No one knows whether this process will lead to a recession or if so, how significant that recession would be.”



Source: Federal Reserve, Bloomberg, Bloomberg Economist Forecasts as of September 30, 2022.

Treasury Yields Move Higher Across the Curve; Inversion Steepens Over the Quarter

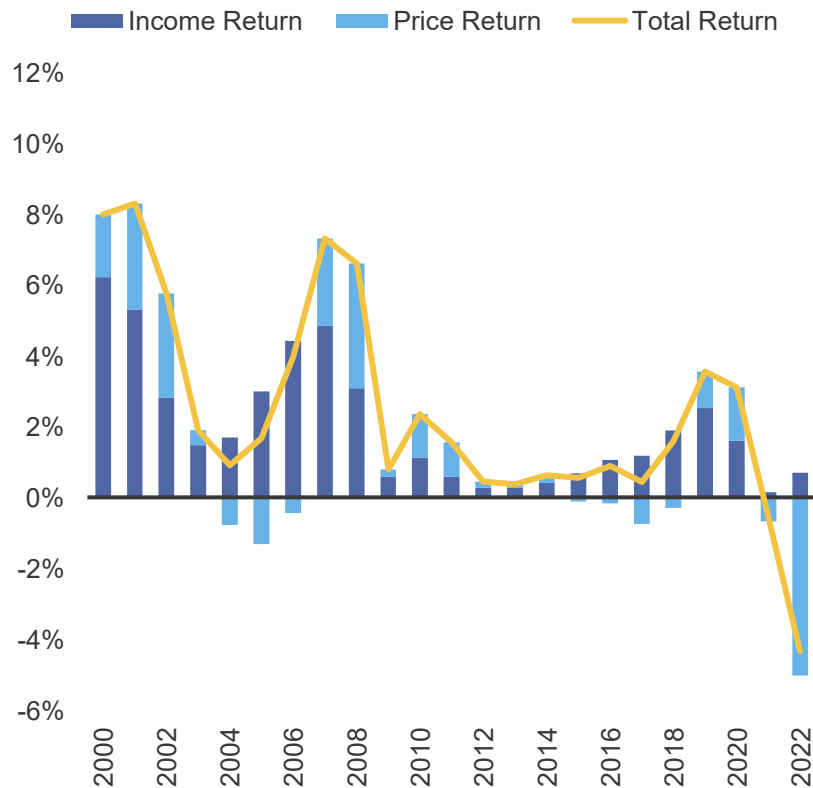
	3Q2022 09/30/22	2Q2022 06/30/22	QoQ Change
3-month	3.25%	1.63%	+1.62%
1-year	3.93%	2.74%	+1.19%
2-year	4.28%	2.95%	+1.33%
3-year	4.29%	3.01%	+1.28%
5-year	4.09%	3.04%	+1.05%
10-year	3.83%	3.01%	+0.82%
30-year	3.78%	3.18%	+0.60%



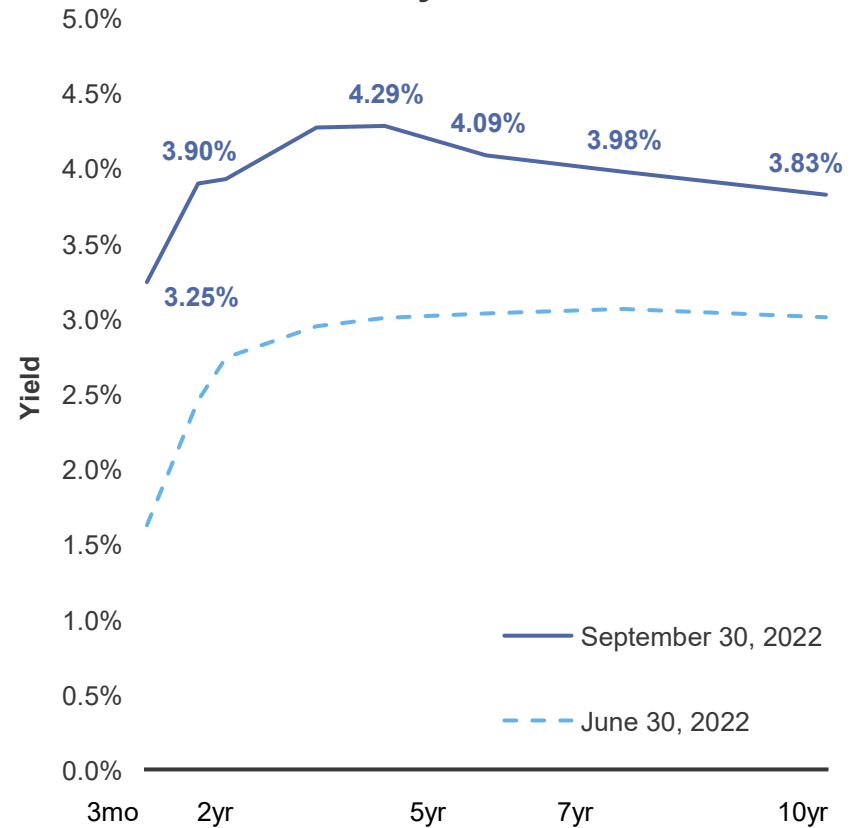
Source: Bloomberg, as of September 2022.

The Pros and Cons of Rising Rates: Lower Market Values and Stronger Income Potential

Annual Price & Income Returns (1-3 Year Treasury)

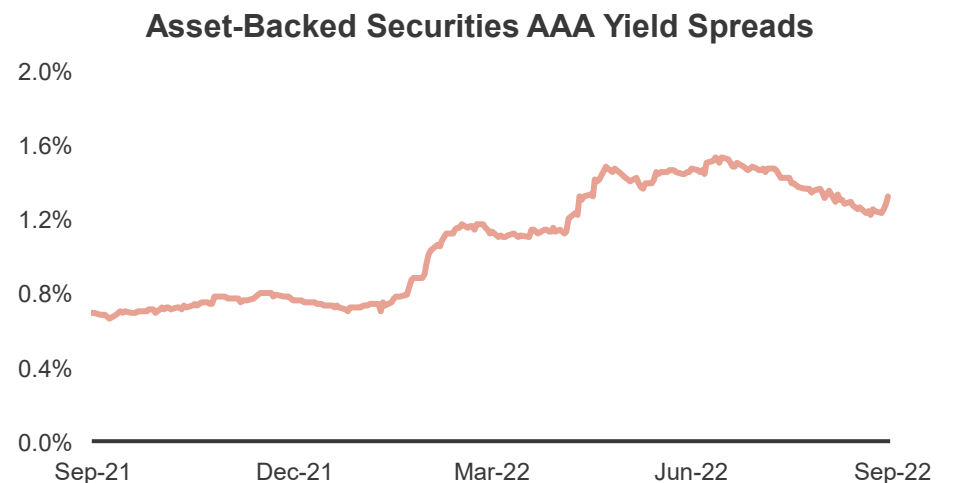
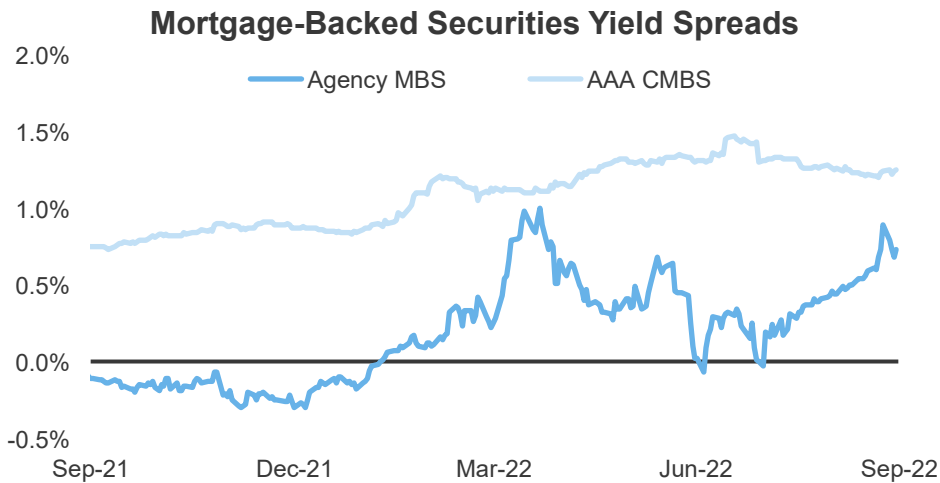
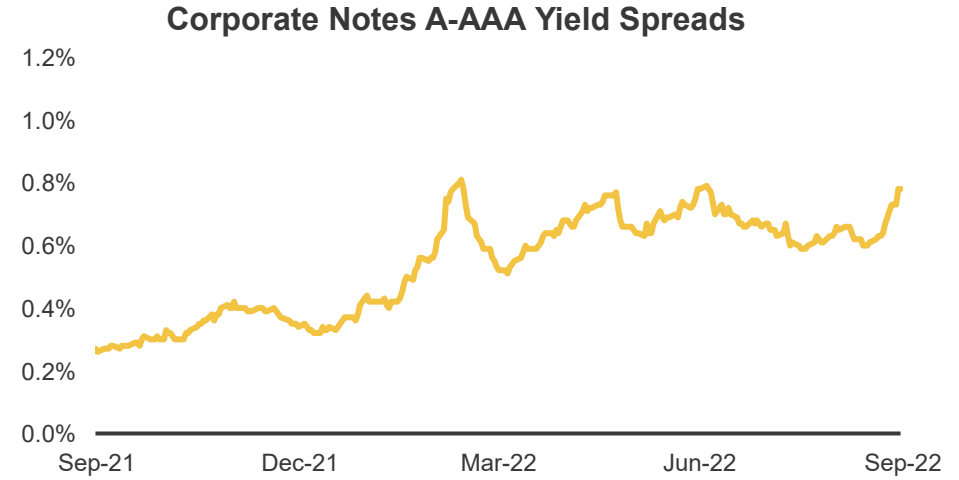
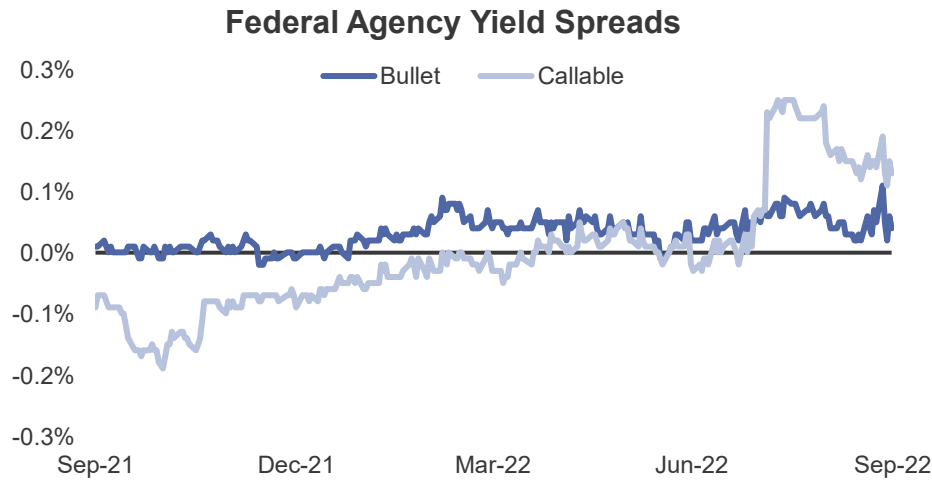


U.S. Treasury Yield Curve



Source: ICE BofAML Indices via Bloomberg, as of September 30, 2022; PFAM calculations. 2022 Price, income, and total return is YTD as of September 30, 2022. Income return is based on the starting yield from the prior year ended December 31. Price return is calculated as the difference between the total return and calculated income return for each period.

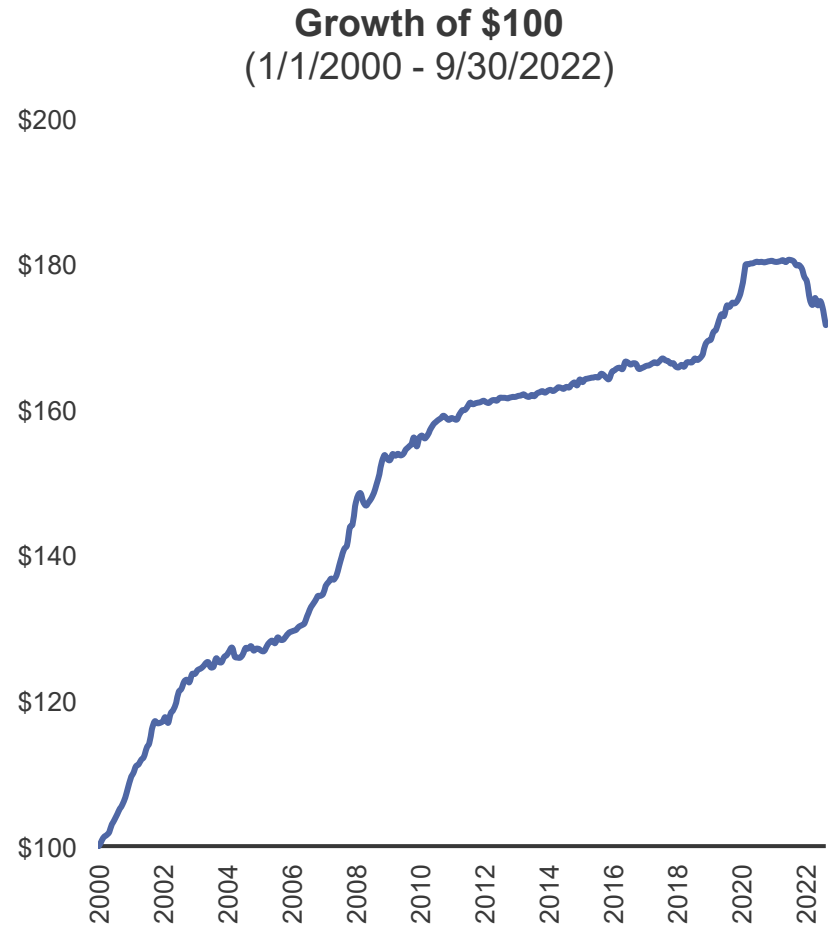
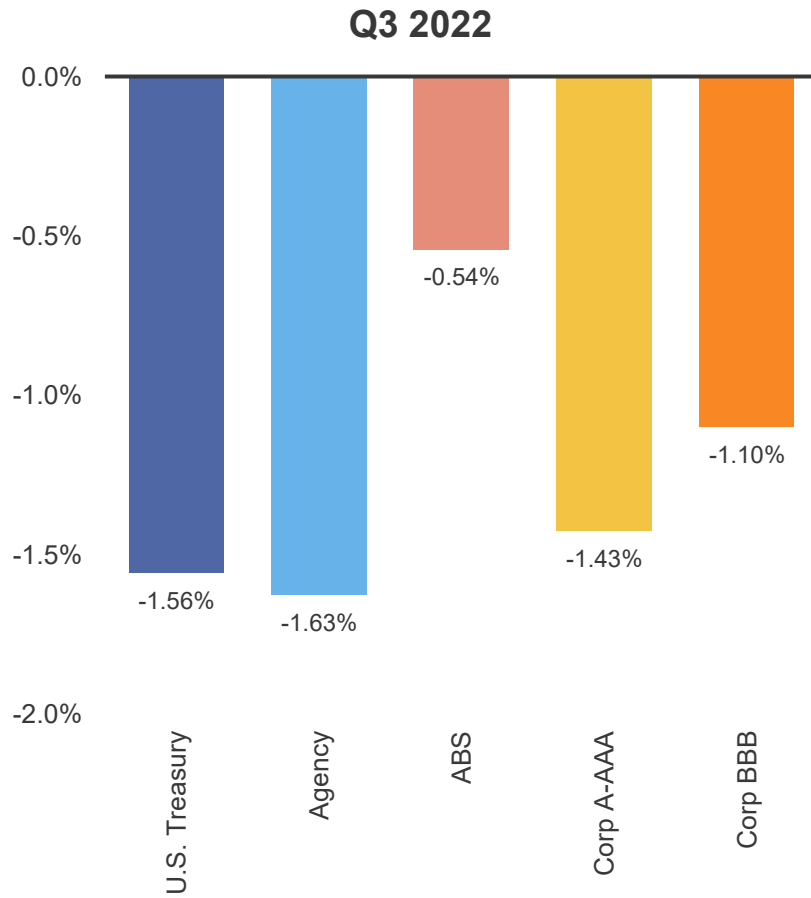
Sector Yield Spreads Widened in Q3 2022



Source: ICE BofAML 1-3 year Indices via Bloomberg, MarketAxess and PFMAM as of September 30, 2022. Spreads on ABS and MBS are option-adjusted spreads of 0-3 year indices based on weighted average life; spreads on agencies are relative to comparable maturity Treasuries. CMBS is Commercial Mortgage-Backed Securities.

Fixed Income Returns in Q3 2022

1-3 Year Indices



Source: ICE BofAML Indices. ABS indices are 0-3 year, based on weighted average life. As of September 30, 2022.
Right Chart: 1-3 Year Treasury (G1O2 Index).

Fixed Income Sector Commentary – 3Q 2022

- ▶ **U.S. Treasury** securities posted negative absolute returns during Q3 as interest rates continue to ascend to levels not seen in over 14 years.
- ▶ **Federal agency** bullet spreads remained mostly unchanged in the low single-digits and the sector remained largely stagnant on light issuance. Conversely, the rapid rise in rates and volatility prompted a widening in spreads for callable federal agencies.
- ▶ **Supranational** yield spreads widened slightly in the longer-end of the curve while issuance has consistently lagged projections this year. Unattractive funding levels compounded by liquidity pressures resulted in minimal activity in the sector. New issues at attractive concessions to secondary inventory were the lone avenue to new exposure.
- ▶ **Investment-Grade Corporates** were a strong performer for much of the quarter as spreads tightened. Increases to allocations in the sector over recent months played a significant role in the strong performance relative to benchmarks.
- ▶ **Asset-Backed** yield spreads lagged the comparative narrowing in other sectors but remained relatively elevated in relation to high quality corporate notes. Although elevated relative to corporates, spreads tightened throughout the quarter and the sector generated attractive excess returns, with automobile collateral besting credit card structures.
- ▶ **Mortgage-Backed Securities** have been a staggering underperformer so far this year. Soaring mortgage rates combined with record high housing prices caused refinancing and new purchases to grind to a halt. Heightened volatility and concerns about an economic slowdown continued to weigh on the sector, while the looming Fed balance sheet reduction compounded the gloomy outlook.
- ▶ **Taxable Municipals** were another sector that generated positive excess returns in Q3. New issuance was generally lackluster with deals being heavily oversubscribed, pressuring spreads lower.
- ▶ **Commercial Paper and CDs** have been subject to a rapidly changing backdrop influenced by the Fed's aggressive series of rate hikes. Fixed-rate credit spreads widened during the quarter and the short-term credit curve remains steep.

Fixed Income Sector Outlook – 4Q 2022

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



Portfolio Review: CITY OF LOS ALTOS INVESTMENT PORTFOLIO

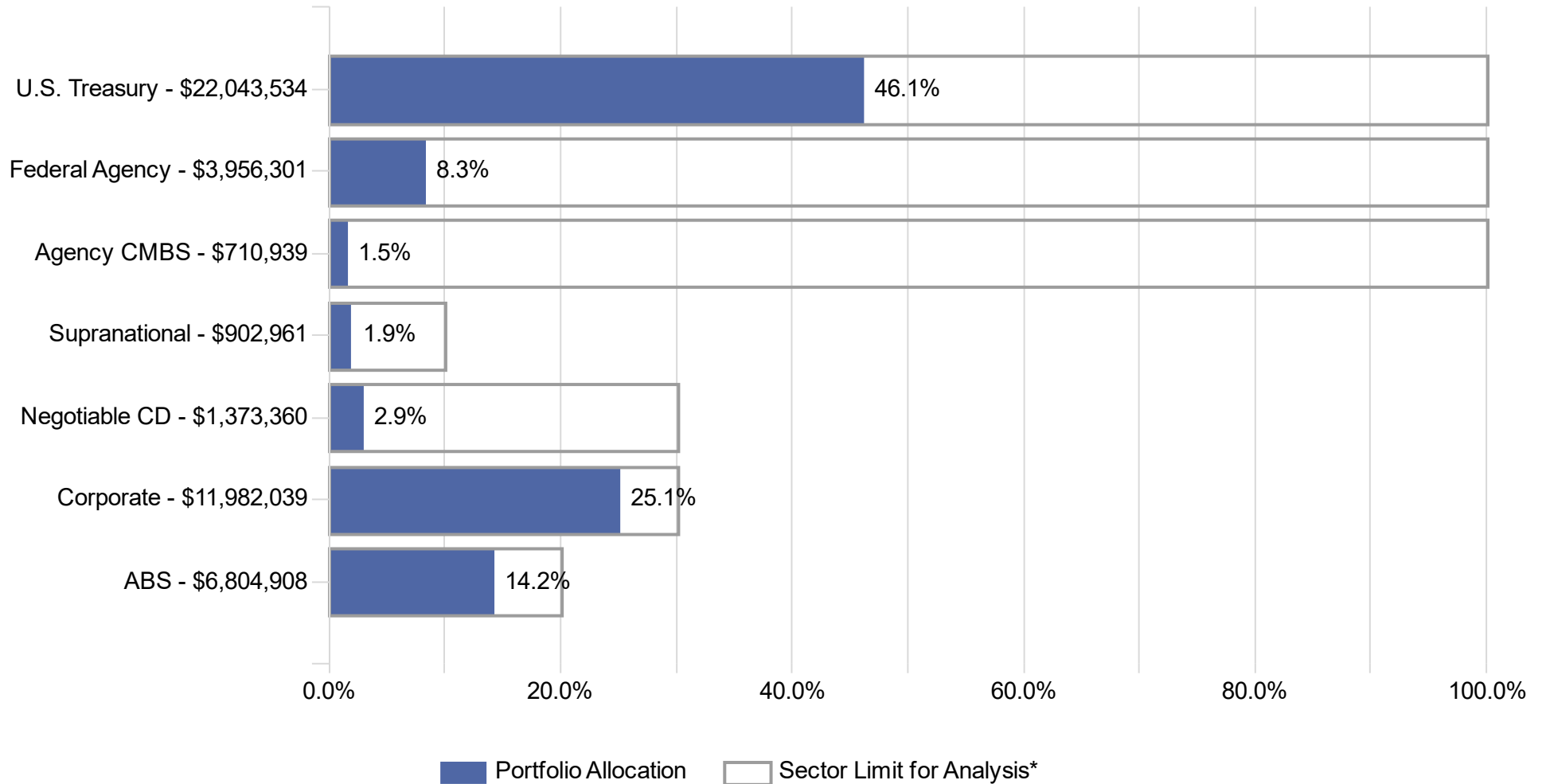
Certificate of Compliance

During the reporting period for the quarter ended September 30, 2022, the account(s) managed by PFM Asset Management ("PFMAM") were in compliance with the applicable investment policy and guidelines as furnished to PFMAM.

Acknowledged : *PFM Asset Management LLC*

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

Sector Allocation Analytics



For informational/analytical purposes only and is not provided for compliance assurance. Includes accrued interest.

**Sector Limit for Analysis is as derived from our interpretation of your most recent Investment Policy as provided.*

Account Summary

CITY OF LOS ALTOS INVESTMENT PORTFOLIO			
Portfolio Values	<u>September 30, 2022</u>	Analytics ¹	<u>September 30, 2022</u>
PFMAM Managed Account	\$47,636,264	Yield at Market	4.20%
Amortized Cost	\$50,034,949	Yield on Cost	1.30%
Market Value	\$47,636,264	Portfolio Duration	1.66
Accrued Interest	\$137,777		
Cash	\$30,711		

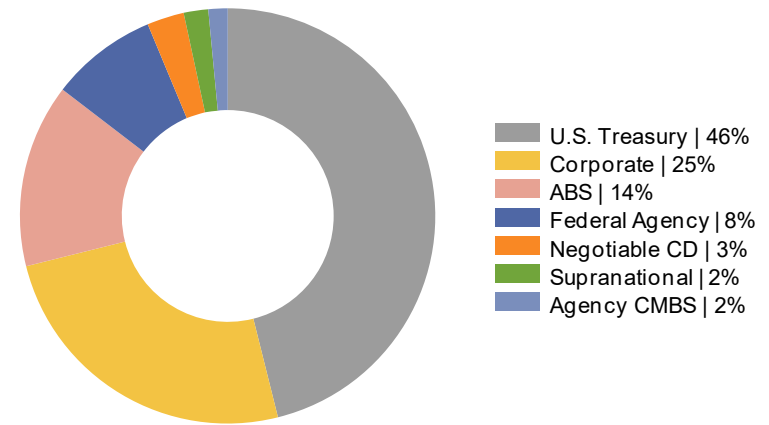
1. Yield at market, yield on cost, and portfolio duration only include investments held within the separately managed account(s), excludes balances invested in overnight funds.

Portfolio Snapshot - CITY OF LOS ALTOS INVESTMENT PORTFOLIO¹

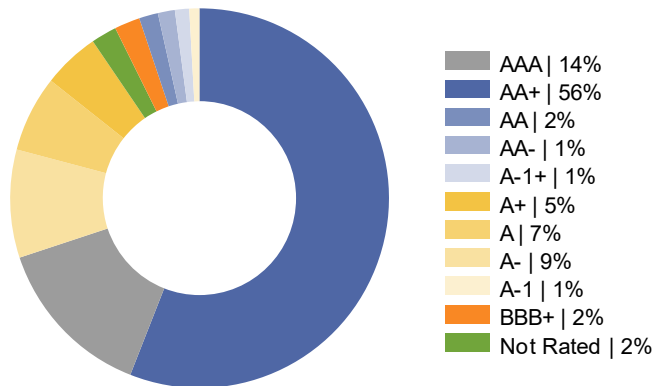
Portfolio Statistics

Total Market Value	\$47,804,752.01
<i>Securities Sub-Total</i>	\$47,636,264.35
<i>Accrued Interest</i>	\$137,777.06
<i>Cash</i>	\$30,710.60
Portfolio Effective Duration	1.66 years
Benchmark Effective Duration	1.76 years
Yield At Cost	1.30%
Yield At Market	4.20%
Portfolio Credit Quality	AA

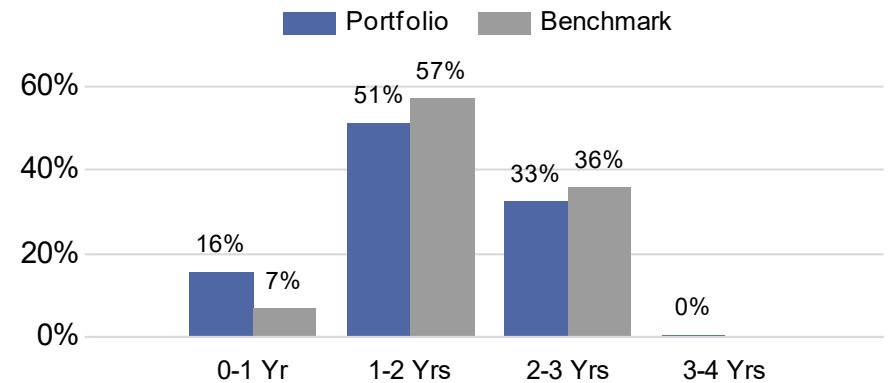
Sector Allocation



Credit Quality - S&P



Duration Distribution



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

Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
U.S. Treasury	46.1%	
UNITED STATES TREASURY	46.1%	AA / Aaa / AAA
Federal Agency	8.3%	
FEDERAL HOME LOAN BANKS	1.0%	AA / Aaa / NR
FREDDIE MAC	7.3%	AA / Aaa / AAA
Agency CMBS	1.5%	
FANNIE MAE	0.6%	AA / Aaa / AAA
FREDDIE MAC	0.9%	AA / Aaa / AAA
Supranational	1.9%	
INTER-AMERICAN DEVELOPMENT BANK	1.0%	AAA / Aaa / AAA
INTL BANK OF RECONSTRUCTION AND DEV	0.9%	AAA / Aaa / AAA
Negotiable CD	2.9%	
CREDIT AGRICOLE SA	0.8%	A / Aa / AA
CREDIT SUISSE GROUP RK	0.9%	A / Aa / BBB
DNB ASA	1.2%	AA / Aa / NR
Corporate	25.1%	
ABBOTT LABORATORIES	0.3%	AA / A / NR
AMAZON.COM INC	1.2%	AA / A / AA
AMERICAN EXPRESS CO	0.7%	BBB / A / A
AMERICAN HONDA FINANCE	0.8%	A / A / A
ASTRAZENECA PLC	0.6%	A / A / NR
BANK OF AMERICA CO	1.4%	A / A / AA
BRISTOL-MYERS SQUIBB CO	0.4%	A / A / NR
BROWN-FORMAN CORP	0.2%	A / A / NR
BURLINGTON NORTHERN SANTA FE	0.3%	AA / A / NR
CATERPILLAR INC	0.8%	A / A / A
CHARLES SCHWAB	0.3%	A / A / A

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
Corporate	25.1%	
CINTAS CORPORATION NO. 2	0.4%	A / A / NR
CITIGROUP INC	0.8%	BBB / A / A
COLGATE-PALMOLIVE COMPANY	0.1%	AA / Aa / NR
COMCAST CORP	0.4%	A / A / A
DEERE & COMPANY	0.7%	A / A / A
EXXON MOBIL CORP	0.3%	AA / Aa / NR
GENERAL DYNAMICS CORP	0.3%	A / A / NR
GOLDMAN SACHS GROUP INC	0.6%	BBB / A / A
HERSHEY COMPANY	0.2%	A / A / NR
HOME DEPOT INC	0.2%	A / A / A
HONEYWELL INTERNATIONAL	0.3%	A / A / A
HORMEL FOODS CORP	0.3%	A / A / NR
HSBC HOLDINGS PLC	0.8%	A / A / A
IBM CORP	0.8%	A / A / NR
JP MORGAN CHASE & CO	1.5%	A / A / AA
MERCK & CO INC	0.3%	A / A / A
MORGAN STANLEY	0.7%	A / A / A
NATIONAL AUSTRALIA BANK LTD	0.5%	AA / Aa / NR
NATIONAL RURAL UTILITIES CO FINANCE CORP	0.5%	A / A / A
PACCAR FINANCIAL CORP	0.8%	A / A / NR
PNC FINANCIAL SERVICES GROUP	0.5%	A / A / A
PRAXAIR INC	0.4%	A / A / NR
RABOBANK NEDERLAND	1.0%	A / Aa / AA
STATE STREET CORPORATION	0.7%	A / A / AA
TARGET CORP	0.4%	A / A / A
THE BANK OF NEW YORK MELLON CORPORATION	1.5%	A / A / AA

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

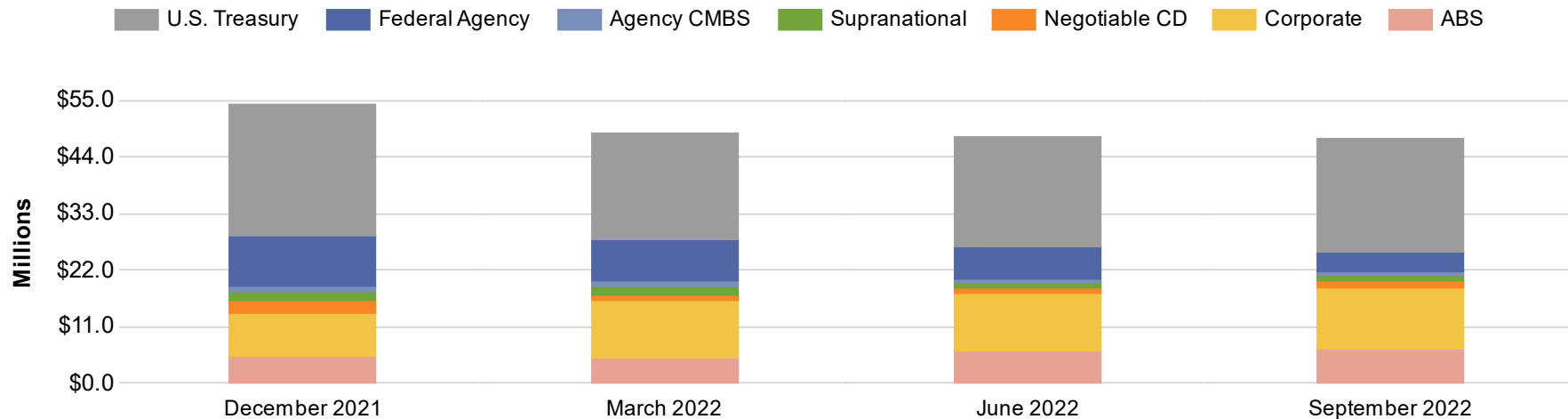
Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
Corporate	25.1%	
TOYOTA MOTOR CORP	0.8%	A / A / A
TRUIST FIN CORP	0.7%	A / A / A
UNILEVER PLC	0.4%	A / A / A
UNITEDHEALTH GROUP INC	0.4%	A / A / A
WAL-MART STORES INC	0.5%	AA / Aa / AA
ABS	14.2%	
ALLY AUTO RECEIVABLES TRUST	0.5%	AAA / Aaa / NR
AMERICAN EXPRESS CO	0.8%	AAA / NR / AAA
BMW FINANCIAL SERVICES NA LLC	0.1%	AAA / Aaa / NR
BMW VEHICLE OWNER TRUST	0.4%	AAA / Aaa / AAA
CAPITAL ONE FINANCIAL CORP	2.1%	AAA / Aaa / AAA
CARMAX AUTO OWNER TRUST	1.9%	AAA / Aaa / AAA
DISCOVER FINANCIAL SERVICES	1.5%	AAA / Aaa / AAA
FORD CREDIT AUTO OWNER TRUST	0.3%	AAA / NR / AAA
GM FINANCIAL CONSUMER AUTOMOBILE TRUST	1.2%	AAA / Aaa / AAA
GM FINANCIAL LEASINGTRUST	0.5%	AAA / Aaa / AAA
HARLEY-DAVIDSON MOTORCYCLE TRUST	0.6%	AAA / Aaa / NR
HONDA AUTO RECEIVABLES	0.6%	AAA / Aaa / AAA
HYUNDAI AUTO RECEIVABLES	0.9%	AAA / NR / AAA
MERCEDES-BENZ AUTO LEASE TRUST	0.1%	AAA / NR / AAA
NISSAN AUTO RECEIVABLES	0.6%	AAA / Aaa / NR
TOYOTA MOTOR CORP	0.7%	AAA / Aaa / AAA
VERIZON OWNER TRUST	0.8%	AAA / Aaa / AAA
VOLKSWAGEN AUTO LEASE TURST	0.2%	NR / Aaa / AAA
WORLD OMNI AUTO REC TRUST	0.6%	AAA / NR / AAA
Total	100.0%	

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

Sector Allocation Review - CITY OF LOS ALTOS INVESTMENT PORTFOLIO

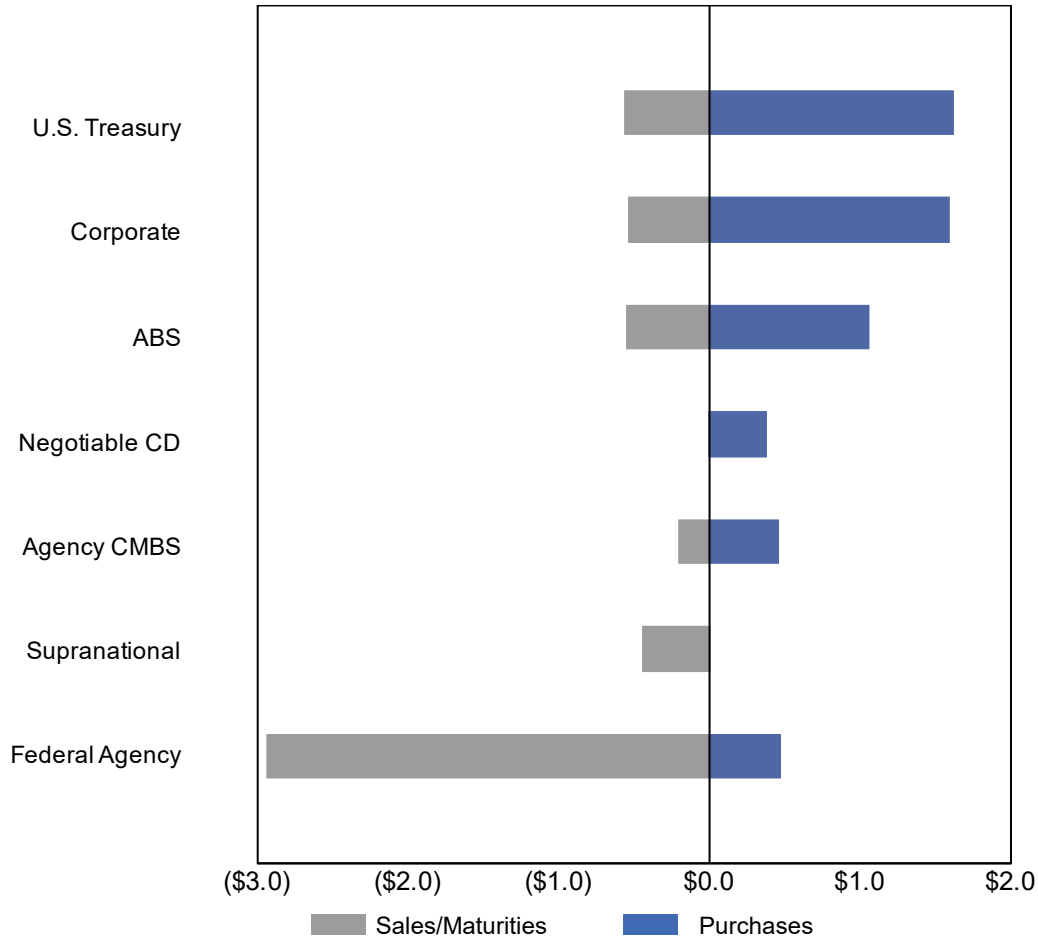
Security Type	Dec-21	% of Total	Mar-22	% of Total	Jun-22	% of Total	Sep-22	% of Total
U.S. Treasury	\$25.6	47.0%	\$20.5	42.1%	\$21.3	44.3%	\$22.0	46.1%
Federal Agency	\$9.9	18.2%	\$8.1	16.8%	\$6.4	13.4%	\$4.0	8.3%
Agency CMBS	\$1.0	1.9%	\$0.9	1.8%	\$0.5	1.0%	\$0.7	1.5%
Supranational	\$1.8	3.3%	\$1.7	3.6%	\$1.3	2.8%	\$0.9	1.9%
Negotiable CD	\$2.2	4.0%	\$1.0	2.1%	\$1.0	2.1%	\$1.4	2.9%
Corporate	\$8.7	16.1%	\$11.4	23.4%	\$11.1	23.1%	\$11.9	25.0%
ABS	\$5.1	9.5%	\$4.9	10.2%	\$6.4	13.3%	\$6.8	14.3%
Total	\$54.3	100.0%	\$48.5	100.0%	\$48.0	100.0%	\$47.6	100.0%



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

Portfolio Activity - CITY OF LOS ALTOS INVESTMENT PORTFOLIO

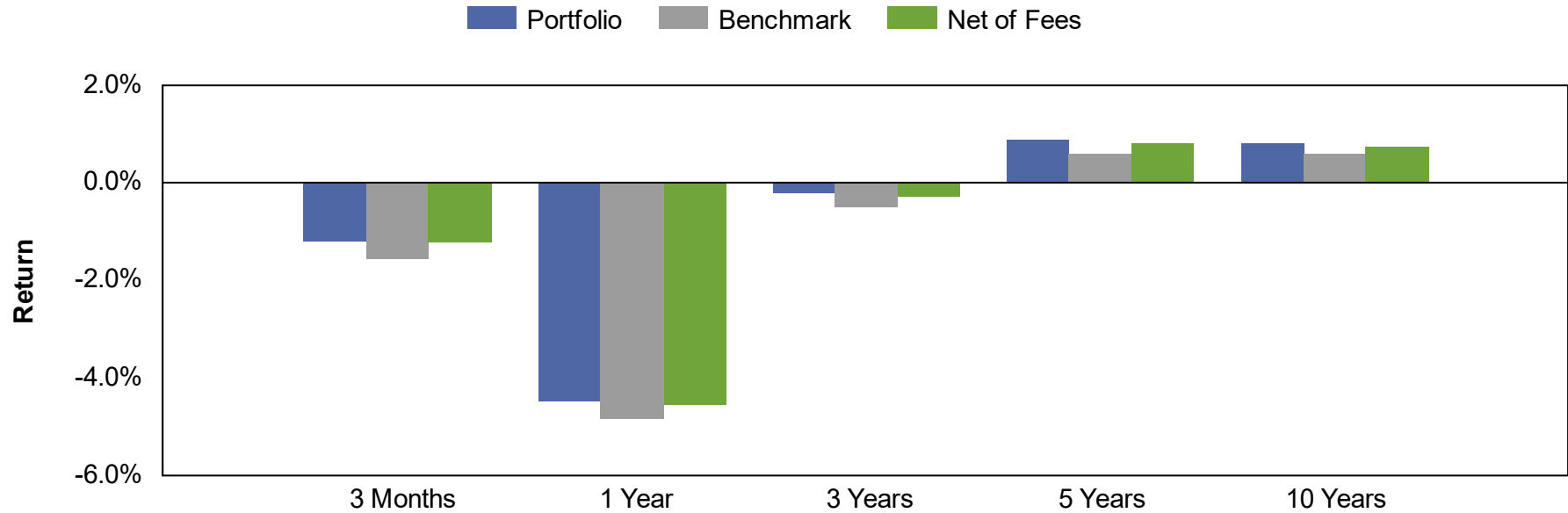
Net Activity by Sector
(\$ millions)



Sector	Net Activity
U.S. Treasury	\$1,061,585
Corporate	\$1,056,381
ABS	\$516,988
Negotiable CD	\$375,000
Agency CMBS	\$263,955
Supranational	(\$431,155)
Federal Agency	(\$2,454,844)
Total Net Activity	\$387,911

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

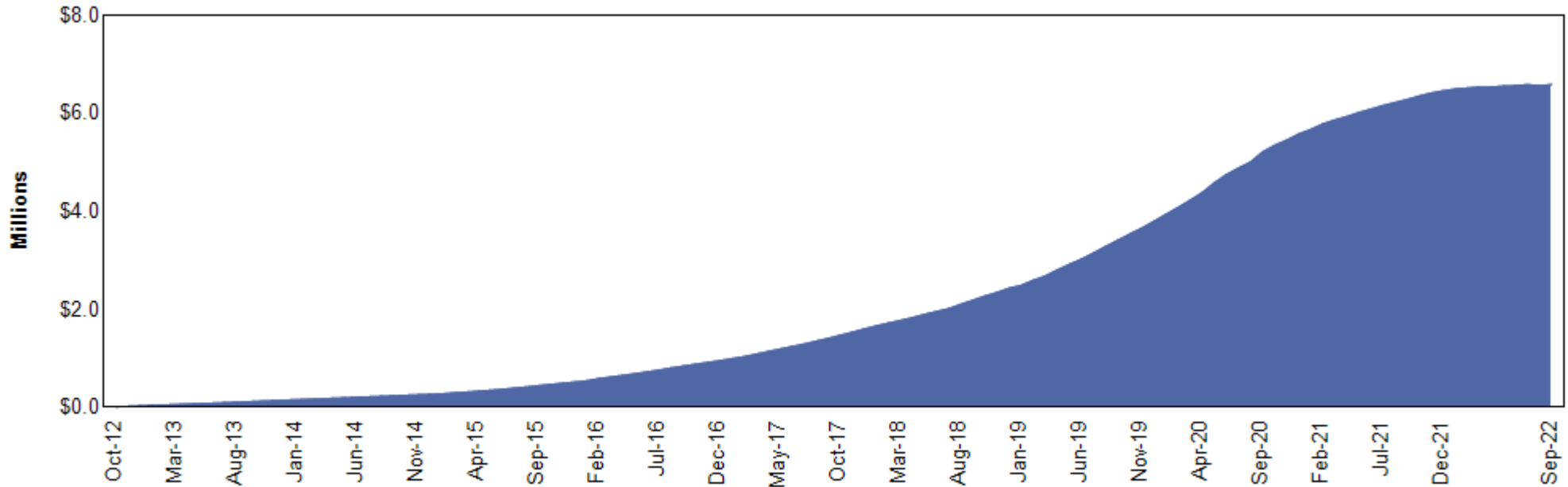
Portfolio Performance



Market Value Basis Earnings	3 Months	1 Year	3 Years	5 Years	10 Years
Interest Earned ²	\$150,111	\$499,874	\$2,484,805	\$4,801,620	\$6,300,546
Change in Market Value	(\$723,639)	(\$2,802,339)	(\$2,436,165)	(\$1,897,502)	(\$2,179,175)
Total Dollar Return	(\$573,528)	(\$2,302,465)	\$48,640	\$2,904,118	\$4,121,371
Total Return³					
Portfolio	-1.19%	-4.47%	-0.19%	0.88%	0.81%
Benchmark ⁴	-1.56%	-4.86%	-0.48%	0.57%	0.60%
Basis Point Fee	0.02%	0.09%	0.09%	0.09%	0.09%
Net of Fee Return	-1.21%	-4.56%	-0.28%	0.79%	0.72%

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

Accrual Basis Earnings - CITY OF LOS ALTOS INVESTMENT PORTFOLIO



Accrual Basis Earnings	3 Months	1 Year	3 Years	5 Year	10 Year ¹
Interest Earned ²	\$150,111	\$499,874	\$2,484,805	\$4,801,620	\$6,300,546
Realized Gains / (Losses) ³	(\$116,683)	(\$106,513)	\$863,465	\$495,098	\$516,251
Change in Amortized Cost	(\$9,850)	(\$88,163)	(\$168,026)	(\$113,674)	(\$225,091)
Total Earnings	\$23,577	\$305,198	\$3,180,244	\$5,183,044	\$6,591,705

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

Issuer Distribution As of September 30, 2022

Issuer	Market Value (\$)	% of Portfolio
UNITED STATES TREASURY	21,998,354	46.19%
FREDDIE MAC	3,904,648	8.21%
CAPITAL ONE FINANCIAL CORP	999,801	2.11%
CARMAX AUTO OWNER TRUST	901,740	1.90%
THE BANK OF NEW YORK MELLON CORPORATION	724,903	1.52%
TOYOTA MOTOR CORP	715,832	1.50%
AMERICAN EXPRESS CO	714,730	1.50%
DISCOVER FINANCIAL SERVICES	695,523	1.46%
JP MORGAN CHASE & CO	695,450	1.46%
BANK OF AMERICA CO	676,075	1.42%
GM FINANCIAL CONSUMER AUTOMOBILE TRUST	591,330	1.24%
DNB ASA	573,473	1.20%
AMAZON.COM INC	548,622	1.15%
INTER-AMERICAN DEVELOPMENT BANK	496,665	1.04%
RABOBANK NEDERLAND	475,304	1.00%
FEDERAL HOME LOAN BANKS	466,480	0.98%
HYUNDAI AUTO RECEIVABLES	447,373	0.94%
CREDIT SUISSE GROUP RK	417,729	0.88%
INTL BANK OF RECONSTRUCTION AND DEV	405,862	0.85%
AMERICAN HONDA FINANCE	404,026	0.85%
CITIGROUP INC	382,133	0.80%
CATERPILLAR INC	378,022	0.79%
VERIZON OWNER TRUST	377,401	0.79%
CREDIT AGRICOLE SA	375,000	0.79%

Issuer	Market Value (\$)	% of Portfolio
PACCAR FINANCIAL CORP	373,748	0.78%
IBM CORP	367,217	0.77%
HSBC HOLDINGS PLC	366,573	0.77%
MORGAN STANLEY	352,483	0.74%
TRUIST FIN CORP	349,901	0.73%
DEERE & COMPANY	349,410	0.73%
STATE STREET CORPORATION	342,358	0.72%
NISSAN AUTO RECEIVABLES	294,498	0.62%
FANNIE MAE	291,212	0.61%
GOLDMAN SACHS GROUP INC	290,544	0.61%
WORLD OMNI AUTO REC TRUST	278,124	0.58%
ASTRAZENECA PLC	271,643	0.57%
HARLEY-DAVIDSON MOTORCYCLE TRUST	269,238	0.57%
HONDA AUTO RECEIVABLES	262,970	0.55%
NATIONAL RURAL UTILITIES CO FINANCE CORP	260,101	0.55%
NATIONAL AUSTRALIA BANK LTD	245,755	0.52%
ALLY AUTO RECEIVABLES TRUST	240,032	0.50%
PNC FINANCIAL SERVICES GROUP	239,537	0.50%
GM FINANCIAL LEASINGTRUST	225,212	0.47%
WAL-MART STORES INC	220,904	0.46%
UNILEVER PLC	214,254	0.45%
COMCAST CORP	196,668	0.41%
TARGET CORP	196,282	0.41%
BRISTOL-MYERS SQUIBB CO	191,355	0.40%
BMW VEHICLE OWNER TRUST	183,082	0.38%
UNITEDHEALTH GROUP INC	177,916	0.37%
CINTAS CORPORATION NO. 2	169,490	0.36%

Issuer	Market Value (\$)	% of Portfolio
PRAXAIR INC	167,106	0.35%
CHARLES SCHWAB	165,620	0.35%
HORMEL FOODS CORP	163,897	0.34%
HONEYWELL INTERNATIONAL	160,980	0.34%
GENERAL DYNAMICS CORP	160,200	0.34%
ABBOTT LABORATORIES	158,709	0.33%
MERCK & CO INC	124,640	0.26%
EXXON MOBIL CORP	123,932	0.26%
FORD CREDIT AUTO OWNER TRUST	123,754	0.26%
BURLINGTON NORTHERN SANTA FE	119,966	0.25%
HERSHEY COMPANY	117,622	0.25%
BROWN-FORMAN CORP	111,415	0.23%
VOLKSWAGEN AUTO LEASE TURST	98,231	0.21%
HOME DEPOT INC	92,178	0.19%
BMW FINANCIAL SERVICES NA LLC	70,293	0.15%
COLGATE-PALMOLIVE COMPANY	52,968	0.11%
MERCEDES-BENZ AUTO LEASE TRUST	37,777	0.08%
Grand Total	47,636,264	100.00%

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury											
US TREASURY NOTES DTD 09/30/2021 0.250% 09/30/2023	91282CDA6	925,000.00	AA+	Aaa	10/1/2021	10/6/2021	924,494.15	0.28	6.35	924,745.68	888,289.06
US TREASURY N/B NOTES DTD 10/31/2021 0.375% 10/31/2023	91282CDD0	1,425,000.00	AA+	Aaa	11/1/2021	11/3/2021	1,420,880.86	0.52	2,236.24	1,422,761.95	1,365,773.44
US TREASURY NOTES DTD 11/15/2020 0.250% 11/15/2023	91282CAW1	2,150,000.00	AA+	Aaa	12/1/2020	12/3/2020	2,152,015.63	0.22	2,030.23	2,150,767.32	2,054,593.75
US TREASURY N/B NOTES DTD 11/30/2021 0.500% 11/30/2023	91282CDM0	600,000.00	AA+	Aaa	12/1/2021	12/3/2021	599,039.06	0.58	1,008.20	599,438.24	574,125.00
US TREASURY NOTES DTD 12/15/2020 0.125% 12/15/2023	91282CBA8	1,500,000.00	AA+	Aaa	1/6/2021	1/7/2021	1,496,425.78	0.21	553.28	1,498,532.97	1,426,640.70
US TREASURY NOTES DTD 01/15/2021 0.125% 01/15/2024	91282CBE0	2,300,000.00	AA+	Aaa	2/2/2021	2/3/2021	2,296,316.41	0.18	609.38	2,298,387.57	2,179,609.26
US TREASURY NOTES DTD 02/15/2021 0.125% 02/15/2024	91282CBM2	350,000.00	AA+	Aaa	2/23/2021	2/25/2021	349,015.63	0.22	55.88	349,544.56	330,476.58
US TREASURY NOTES DTD 02/15/2021 0.125% 02/15/2024	91282CBM2	1,250,000.00	AA+	Aaa	3/1/2021	3/3/2021	1,244,580.08	0.27	199.55	1,247,478.41	1,180,273.50
US TREASURY NOTES DTD 05/01/2017 2.000% 04/30/2024	912828X70	575,000.00	AA+	Aaa	4/1/2021	4/5/2021	603,547.85	0.37	4,812.50	589,694.12	554,425.81
US TREASURY N/B NOTES DTD 06/15/2021 0.250% 06/15/2024	91282CCG4	2,000,000.00	AA+	Aaa	7/1/2021	7/7/2021	1,987,031.25	0.47	1,475.41	1,992,477.16	1,867,500.00
US TREASURY N/B NOTES DTD 06/15/2021 0.250% 06/15/2024	91282CCG4	142,000.00	AA+	Aaa	6/22/2021	6/24/2021	141,173.52	0.45	104.75	141,526.31	132,592.50
US TREASURY N/B NOTES DTD 07/15/2021 0.375% 07/15/2024	91282CCL3	750,000.00	AA+	Aaa	8/4/2021	8/6/2021	750,878.91	0.33	596.13	750,534.38	700,078.13
US TREASURY N/B NOTES DTD 07/15/2021 0.375% 07/15/2024	91282CCL3	600,000.00	AA+	Aaa	8/9/2021	8/10/2021	599,367.19	0.41	476.90	599,613.81	560,062.50
US TREASURY N/B NOTES DTD 08/15/2021 0.375% 08/15/2024	91282CCT6	1,575,000.00	AA+	Aaa	9/1/2021	9/3/2021	1,573,277.34	0.41	754.33	1,573,905.94	1,464,750.00
US TREASURY N/B NOTES DTD 09/15/2021 0.375% 09/15/2024	91282CCX7	1,000,000.00	AA+	Aaa	10/1/2021	10/6/2021	995,937.50	0.51	165.75	997,297.97	927,187.50

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury											
US TREASURY NOTES DTD 10/31/2019 1.500% 10/31/2024	912828YM6	1,650,000.00	AA+	Aaa	5/4/2021	5/6/2021	1,710,263.67	0.44	10,357.34	1,685,997.37	1,559,765.63
US TREASURY NOTES DTD 11/30/2019 1.500% 11/30/2024	912828YV6	975,000.00	AA+	Aaa	6/2/2021	6/7/2021	1,011,181.64	0.42	4,914.96	997,499.75	919,394.58
US TREASURY NOTES DTD 11/30/2019 1.500% 11/30/2024	912828YV6	575,000.00	AA+	Aaa	6/15/2021	6/17/2021	595,911.13	0.44	2,898.56	588,106.74	542,207.06
US TREASURY N/B NOTES DTD 12/15/2021 1.000% 12/15/2024	91282CDN8	325,000.00	AA+	Aaa	1/3/2022	1/5/2022	324,771.48	1.02	959.02	324,828.66	302,757.81
US TREASURY NOTES DTD 06/30/2020 0.250% 06/30/2025	912828ZW3	1,000,000.00	AA+	Aaa	6/1/2022	6/3/2022	923,281.25	2.88	631.79	931,479.16	897,187.50
US TREASURY N/B NOTES DTD 07/15/2022 3.000% 07/15/2025	91282CEY3	425,000.00	AA+	Aaa	9/1/2022	9/6/2022	418,708.01	3.55	2,702.45	418,858.82	410,789.06
US TREASURY N/B NOTES DTD 07/15/2022 3.000% 07/15/2025	91282CEY3	1,200,000.00	AA+	Aaa	8/5/2022	8/8/2022	1,195,453.13	3.14	7,630.43	1,195,682.17	1,159,875.00
Security Type Sub-Total		23,292,000.00					23,313,551.47	0.67	45,179.43	23,279,159.06	21,998,354.37
Supranational											
INTL BK RECON & DEVELOP NOTES DTD 11/24/2020 0.250% 11/24/2023	459058JM6	425,000.00	AAA	Aaa	11/17/2020	11/24/2020	424,086.25	0.32	374.83	424,650.36	405,862.25
INTER-AMERICAN DEVEL BK NOTES DTD 09/23/2021 0.500% 09/23/2024	4581X0DZ8	535,000.00	AAA	Aaa	9/15/2021	9/23/2021	534,604.10	0.52	59.44	534,738.84	496,664.58
Security Type Sub-Total		960,000.00					958,690.35	0.43	434.27	959,389.20	902,526.83
Negotiable CD											
DNB BANK ASA/NY LT CD DTD 12/06/2019 2.040% 12/02/2022	23341VZT1	575,000.00	A-1+	P-1	12/4/2019	12/6/2019	575,000.00	2.03	3,942.58	575,000.00	573,473.38
CREDIT SUISSE NEW YORK CERT DEPOS DTD 03/23/2021 0.590% 03/17/2023	22552G3C2	425,000.00	A-1	P-1	3/19/2021	3/23/2021	425,000.00	0.59	1,379.13	425,000.00	417,728.68

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Negotiable CD											
CREDIT AGRICOLE CIB NY CERT DEPOS DTD 08/19/2022 4.100% 08/16/2024	22536AZR8	375,000.00	A+	Aa3	8/17/2022	8/19/2022	375,000.00	4.07	1,836.46	375,000.00	375,000.00
Security Type Sub-Total		1,375,000.00					1,375,000.00	2.15	7,158.17	1,375,000.00	1,366,202.06
Federal Agency											
FREDDIE MAC NOTES DTD 08/21/2020 0.250% 08/24/2023	3137EAEV7	900,000.00	AA+	Aaa	8/19/2020	8/21/2020	899,082.00	0.28	231.25	899,726.61	869,197.50
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	735,000.00	AA+	Aaa	9/2/2020	9/4/2020	734,757.45	0.26	117.39	734,924.52	708,446.66
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	465,000.00	AA+	Aaa	9/2/2020	9/4/2020	465,084.91	0.24	74.27	465,026.42	448,200.95
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	625,000.00	AA+	Aaa	10/7/2020	10/8/2020	624,800.00	0.26	99.83	624,935.77	602,420.62
FREDDIE MAC NOTES DTD 12/04/2020 0.250% 12/04/2023	3137EAF A2	900,000.00	AA+	Aaa	12/2/2020	12/4/2020	899,109.00	0.28	731.25	899,650.92	858,314.70
FEDERAL HOME LOAN BANK NOTES (CALLABLE) DTD 11/08/2021 1.000% 11/08/2024	3130APQ81	500,000.00	AA+	Aaa	8/5/2022	8/9/2022	474,207.91	3.40	1,986.11	475,870.90	466,480.00
Security Type Sub-Total		4,125,000.00					4,097,041.27	0.64	3,240.10	4,100,135.14	3,953,060.43
Corporate											
GOLDMAN SACHS CORP NOTES DTD 03/03/2014 4.000% 03/03/2024	38141GVM3	150,000.00	BBB+	A2	1/21/2021	1/25/2021	165,336.00	0.67	466.67	157,025.05	147,667.05
CHARLES SCHWAB CORP NOTES (CALLABLE) DTD 03/18/2021 0.750% 03/18/2024	808513BN4	175,000.00	A	A2	3/16/2021	3/18/2021	174,912.50	0.77	47.40	174,957.37	165,620.00
COMCAST CORP (CALLABLE) CORPORATE NOTES DTD 10/05/2018 3.700% 04/15/2024	20030NCR0	200,000.00	A-	A3	5/7/2020	5/11/2020	219,118.00	1.20	3,412.22	207,230.53	196,668.40
AMAZON.COM INC CORPORATE NOTES DTD 05/12/2021 0.450% 05/12/2024	023135BW5	225,000.00	AA	A1	5/10/2021	5/12/2021	224,671.50	0.50	390.94	224,823.46	211,047.53

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
CITIGROUP INC (CALLABLE) CORPORATE NOTES DTD 05/14/2020 1.678% 05/15/2024	172967MR9	150,000.00	BBB+	A3	5/7/2020	5/14/2020	150,000.00	1.68	950.87	150,000.00	146,772.00
UNITEDHEALTH GROUP INC (CALLABLE) CORP N DTD 05/19/2021 0.550% 05/15/2024	91324PEB4	190,000.00	A+	A3	5/17/2021	5/19/2021	189,802.40	0.59	394.78	189,892.88	177,916.00
CITIGROUP INC (CALLABLE) CORPORATE NOTES DTD 05/14/2020 1.678% 05/15/2024	172967MR9	75,000.00	BBB+	A3	10/2/2020	10/6/2020	76,853.25	0.98	475.43	75,440.41	73,386.00
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 05/17/2021 0.450% 05/17/2024	14913R2L0	275,000.00	A	A2	5/10/2021	5/17/2021	274,631.50	0.50	460.63	274,800.28	257,251.50
HSBC USA INC CORPORATE NOTES DTD 05/24/2022 3.750% 05/24/2024	40428HTA0	375,000.00	A-	A1	5/17/2022	5/24/2022	374,985.00	3.75	4,960.94	374,987.67	366,572.63
ASTRAZENECA FINANCE LLC (CALLABLE) CORP DTD 05/28/2021 0.700% 05/28/2024	04636NAC7	290,000.00	A-	A3	5/25/2021	5/28/2021	289,973.90	0.70	693.58	289,985.59	271,642.71
HORMEL FOODS CORP NOTES (CALLABLE) DTD 06/03/2021 0.650% 06/03/2024	440452AG5	175,000.00	A	A1	3/10/2022	3/14/2022	169,457.75	2.12	372.85	170,829.66	163,897.30
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 06/10/2021 0.450% 06/07/2024	24422EVQ9	80,000.00	A	A2	6/7/2021	6/10/2021	79,900.00	0.49	114.00	79,943.73	74,914.56
TARGET CORP CORPORATE NOTES DTD 06/26/2014 3.500% 07/01/2024	87612EBD7	200,000.00	A	A2	11/23/2021	11/29/2021	212,528.00	1.04	1,750.00	208,471.31	196,281.80
BANK OF AMERICA (CALLABLE) CORP NOTES DTD 07/23/2018 3.864% 07/23/2024	06051GHL6	200,000.00	A-	A2	9/28/2020	10/1/2020	216,830.00	1.58	1,459.73	204,894.99	196,931.60
BRISTOL MYERS SQUIBB CO CORP NOTES (CALL DTD 01/26/2020 2.900% 07/26/2024	110122CM8	83,000.00	A+	A2	10/5/2020	10/7/2020	89,863.27	0.69	434.60	86,204.21	80,210.20
AMERICAN EXPRESS CO CORP NOTES (CALLABLE) DTD 07/30/2019 2.500% 07/30/2024	025816CG2	225,000.00	BBB+	A2	11/19/2021	11/23/2021	233,055.00	1.14	953.13	230,409.57	215,481.15

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
AMERICAN HONDA FINANCE CORPORATE NOTES DTD 09/09/2021 0.750% 08/09/2024	02665WDY4	185,000.00	A-	A3	9/7/2021	9/9/2021	184,877.90	0.77	200.42	184,922.27	171,964.72
PACCAR FINANCIAL CORP CORPORATE NOTES DTD 08/09/2021 0.500% 08/09/2024	69371RR40	145,000.00	A+	A1	8/3/2021	8/9/2021	144,921.70	0.52	104.72	144,951.56	134,587.41
UNILEVER CAPITAL CORP (CALLABLE) CORPORA DTD 08/12/2021 0.626% 08/12/2024	904764BN6	100,000.00	A+	A1	8/9/2021	8/12/2021	100,000.00	0.63	85.21	100,000.00	92,822.40
COOPERAT RABOBANK UA/NY CORPORATE NOTES DTD 08/22/2022 3.875% 08/22/2024	21688AAU6	250,000.00	A+	Aa2	8/15/2022	8/22/2022	249,885.00	3.90	1,049.48	249,891.29	245,103.00
GOLDMAN SACHS GROUP INC (CALLABLE) CORP DTD 06/10/2021 0.657% 09/10/2024	38141GYE8	150,000.00	BBB+	A2	6/7/2021	6/10/2021	150,000.00	0.66	57.49	150,000.00	142,876.80
TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 09/13/2021 0.625% 09/13/2024	89236TJN6	200,000.00	A+	A1	9/8/2021	9/13/2021	199,906.00	0.64	62.50	199,938.85	184,944.40
BANK OF AMERICA CORP (CALLABLE) CORPORAT DTD 10/21/2020 0.810% 10/24/2024	06051GJH3	275,000.00	A-	A2	10/16/2020	10/21/2020	275,000.00	0.81	971.44	275,000.00	261,249.18
COOPERATIEVE RABOBANK UA CORPORATE NOTES DTD 01/12/2022 1.375% 01/10/2025	21688AAS1	250,000.00	A+	Aa2	1/19/2022	1/24/2022	248,020.00	1.65	773.44	248,477.49	230,200.50
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 01/10/2022 1.250% 01/10/2025	24422EVY2	220,000.00	A	A2	1/4/2022	1/10/2022	219,896.60	1.27	618.75	219,921.51	203,859.92
AMERICAN HONDA FINANCE CORPORATE NOTES DTD 01/13/2022 1.500% 01/13/2025	02665WEA5	250,000.00	A-	A3	1/11/2022	1/13/2022	249,802.50	1.53	812.50	249,849.53	232,061.00
LINDE INC/CT (CALLABLE) CORPORATE NOTES DTD 02/05/2015 2.650% 02/05/2025	74005PBN3	175,000.00	A	A2	3/4/2022	3/8/2022	177,549.75	2.13	721.39	177,007.31	167,106.45
NATIONAL RURAL UTIL COOP CORPORATE NOTES DTD 02/07/2022 1.875% 02/07/2025	63743HFC1	65,000.00	A-	A2	2/22/2022	2/24/2022	64,400.70	2.20	182.81	64,522.34	60,809.52

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
NATIONAL RURAL UTIL COOP CORPORATE NOTES DTD 02/07/2022 1.875% 02/07/2025	63743HFC1	110,000.00	A-	A2	1/31/2022	2/7/2022	109,996.70	1.88	309.38	109,997.41	102,908.41
MERCK & CO INC CORP NOTES DTD 02/10/2015 2.750% 02/10/2025	58933YAR6	130,000.00	A+	A1	3/9/2021	3/11/2021	138,819.20	0.98	506.46	135,074.33	124,639.58
TOYOTA MOTOR CREDIT CORP CORP NOTES DTD 02/13/2020 1.800% 02/13/2025	89236TGT6	200,000.00	A+	A1	9/23/2021	9/27/2021	205,542.00	0.96	480.00	203,886.13	186,807.00
JPMORGAN CHASE & CO CORP NOTES (CALLABLE) DTD 02/16/2021 0.563% 02/16/2025	46647PBY1	170,000.00	A-	A1	2/9/2021	2/16/2021	170,000.00	0.56	119.64	170,000.00	158,895.43
AMERICAN EXPRESS CO CORP NOTES (CALLABLE) DTD 03/04/2022 2.250% 03/04/2025	025816CQ0	100,000.00	BBB+	A2	3/2/2022	3/4/2022	99,821.00	2.31	168.75	99,855.46	93,829.40
AMERICAN EXPRESS CO CORP NOTES (CALLABLE) DTD 03/04/2022 2.250% 03/04/2025	025816CQ0	50,000.00	BBB+	A2	3/1/2022	3/4/2022	49,949.50	2.29	84.38	49,959.22	46,914.70
EXXON MOBIL CORP CORPORATE NT (CALLABLE) DTD 03/06/2015 2.709% 03/06/2025	30231GAF9	130,000.00	AA-	Aa2	3/26/2021	3/30/2021	138,049.60	1.10	244.56	134,762.83	123,932.38
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 03/07/2022 2.125% 03/07/2025	24422EWB1	25,000.00	A	A2	3/2/2022	3/7/2022	24,989.25	2.14	35.42	24,991.29	23,545.03
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 03/07/2022 2.125% 03/07/2025	24422EWB1	50,000.00	A	A2	3/3/2022	3/7/2022	50,100.00	2.06	70.83	50,081.02	47,090.05
ABBOTT LABORATORIES CORP NOTE (CALLABLE) DTD 03/10/2015 2.950% 03/15/2025	002824BB5	165,000.00	AA-	A1	3/10/2022	3/14/2022	167,547.60	2.41	216.33	167,039.09	158,709.05
UNILEVER CAPITAL CORP NOTES (CALLABLE) DTD 03/22/2018 3.375% 03/22/2025	904764BB2	125,000.00	A+	A1	2/22/2022	2/24/2022	129,088.75	2.27	105.47	127,894.83	121,431.88
BURLINGTN NORTH SANTA FE CORP NOTES (CAL) DTD 03/09/2015 3.000% 04/01/2025	12189LAV3	125,000.00	AA-	A3	3/5/2021	3/9/2021	134,578.75	1.07	1,875.00	130,655.17	119,965.88

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
PACCAR FINANCIAL CORP CORPORATE NOTES DTD 04/07/2022 2.850% 04/07/2025	69371RR73	250,000.00	A+	A1	3/31/2022	4/7/2022	249,935.00	2.86	3,443.75	249,945.50	239,160.50
AMAZON.COM INC CORPORATE NOTES DTD 04/13/2022 3.000% 04/13/2025	023135CE4	350,000.00	AA	A1	4/11/2022	4/13/2022	349,443.50	3.06	4,900.00	349,530.33	337,574.30
HOME DEPOT INC (CALLABLE) CORPORATE NOTE DTD 03/28/2022 2.700% 04/15/2025	437076CM2	40,000.00	A	A2	3/24/2022	3/28/2022	39,930.00	2.76	549.00	39,941.75	38,136.48
BROWN-FORMAN CORP NOTES (CALLABLE) DTD 03/26/2018 3.500% 04/15/2025	115637AS9	115,000.00	A-	A1	2/24/2022	2/28/2022	119,465.45	2.21	1,855.97	118,578.96	111,414.76
BANK OF NY MELLON (CALLABLE) CORP NOTES DTD 04/24/2020 1.600% 04/24/2025	06406RAN7	125,000.00	A	A1	3/10/2022	3/14/2022	121,988.75	2.41	872.22	122,521.08	115,080.37
BANK OF NY MELLON (CALLABLE) CORP NOTES DTD 04/24/2020 1.600% 04/24/2025	06406RAN7	135,000.00	A	A1	3/9/2021	3/11/2021	138,202.20	1.01	942.00	136,966.07	124,286.81
BANK OF NY MELLON CORP (CALLABLE) CORP N DTD 04/26/2022 3.350% 04/25/2025	06406RBC0	250,000.00	A	A1	4/19/2022	4/26/2022	249,965.00	3.36	3,605.90	249,970.05	241,228.75
CINTAS CORPORATION NO. 2 CORP NOTE (CALL DTD 05/03/2022 3.450% 05/01/2025	17252MAP5	105,000.00	A-	A3	4/26/2022	5/3/2022	104,976.90	3.46	1,489.25	104,980.09	101,694.18
CINTAS CORPORATION NO. 2 CORP NOTE (CALL DTD 05/03/2022 3.450% 05/01/2025	17252MAP5	70,000.00	A-	A3	5/2/2022	5/4/2022	69,794.90	3.55	992.83	69,823.05	67,796.12
CITIGROUP INC (CALLABLE) CORPORATE NOTES DTD 05/04/2021 0.981% 05/01/2025	172967MX6	175,000.00	BBB+	A3	4/28/2021	5/4/2021	175,458.50	0.91	715.31	175,242.46	161,975.28
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 05/13/2022 3.400% 05/13/2025	14913R2V8	95,000.00	A	A2	5/10/2022	5/13/2022	94,879.35	3.44	1,238.17	94,894.87	91,785.58
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 05/13/2022 3.400% 05/13/2025	14913R2V8	30,000.00	A	A2	5/10/2022	5/13/2022	29,997.00	3.40	391.00	29,997.39	28,984.92

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
GENERAL DYNAMICS CORP (CALLABLE) CORP NO DTD 05/11/2018 3.500% 05/15/2025	369550BG2	165,000.00	A-	A3	3/4/2022	3/8/2022	171,512.55	2.21	2,181.67	170,290.34	160,199.82
JPMORGAN CHASE & CO (CALLABLE) CORP NOTE DTD 06/01/2021 0.824% 06/01/2025	46647PCH7	345,000.00	A-	A1	5/24/2021	6/1/2021	345,000.00	0.82	947.60	345,000.00	319,313.72
HERSHEY CO CORP NOTES (CALLABLE) DTD 06/01/2020 0.900% 06/01/2025	427866BF4	130,000.00	A	A1	2/23/2022	2/25/2022	124,784.40	2.18	390.00	125,738.26	117,621.79
PNC BANK NA CORP NOTE (CALLABLE) DTD 06/01/2015 3.250% 06/01/2025	69353REQ7	250,000.00	A	A2	8/23/2022	8/25/2022	245,665.00	3.92	2,708.33	245,823.65	239,536.50
HONEYWELL INTL CORP NOTES (CALLABLE) DTD 05/18/2020 1.350% 06/01/2025	438516CB0	175,000.00	A	A2	3/2/2022	3/4/2022	171,234.00	2.04	787.50	171,904.57	160,979.70
TRUIST FINANCIAL CORP NOTES (CALLABLE) DTD 06/05/2018 3.700% 06/05/2025	05531FBE2	231,000.00	A-	A3	2/7/2022	2/9/2022	242,822.58	2.10	2,754.03	240,480.09	223,095.18
NATIONAL AUSTRALIA BK/NY CORPORATE NOTES DTD 06/09/2022 3.500% 06/09/2025	63254ABD9	255,000.00	AA-	Aa3	5/31/2022	6/9/2022	255,000.00	3.50	2,776.67	255,000.00	245,754.72
NATIONAL RURAL UTIL COOP CORPORATE NOTES DTD 05/04/2022 3.450% 06/15/2025	63743HFE7	40,000.00	A-	A2	4/27/2022	5/4/2022	39,989.20	3.46	563.50	39,990.62	38,553.08
NATIONAL RURAL UTIL COOP CORPORATE NOTES DTD 05/04/2022 3.450% 06/15/2025	63743HFE7	60,000.00	A-	A2	5/2/2022	5/4/2022	59,680.20	3.63	845.25	59,722.35	57,829.62
JP MORGAN CHASE CORP NOTES (CALLABLE) DTD 07/21/2015 3.900% 07/15/2025	46625HMN7	225,000.00	A-	A1	3/10/2022	3/14/2022	232,026.75	2.91	1,852.50	230,774.64	217,240.88
MORGAN STANLEY CORP NOTES DTD 07/23/2015 4.000% 07/23/2025	6174468C6	85,000.00	A-	A1	6/22/2022	6/24/2022	84,900.55	4.04	642.22	84,909.30	82,437.25
IBM CORP CORPORATE NOTES DTD 07/27/2022 4.000% 07/27/2025	459200KS9	375,000.00	A-	A3	7/20/2022	7/27/2022	375,000.00	4.00	2,666.67	375,000.00	367,216.88

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
BANK OF AMERICA CORP NOTES DTD 07/30/2015 3.875% 08/01/2025	06051GFS3	225,000.00	A-	A2	3/10/2022	3/14/2022	232,420.50	2.84	1,453.13	231,213.77	217,893.83
COLGATE-PALMOLIVE CO CORPORATE NOTES DTD 08/09/2022 3.100% 08/15/2025	194162AM5	55,000.00	AA-	Aa3	8/1/2022	8/9/2022	54,949.40	3.13	246.28	54,951.83	52,967.53
WALMART INC CORPORATE NOTES DTD 09/09/2022 3.900% 09/09/2025	931142EW9	225,000.00	AA	Aa2	9/6/2022	9/9/2022	224,842.50	3.93	536.25	224,845.66	220,903.88
HOME DEPOT INC NOTES (CALLABLE) DTD 09/19/2022 4.000% 09/15/2025	437076CR1	55,000.00	A	A2	9/12/2022	9/19/2022	54,980.20	4.01	73.33	54,980.42	54,041.35
BRISTOL-MYERS SQUIBB CO CORPORATE NOTES DTD 11/13/2020 0.750% 11/13/2025	110122DN5	125,000.00	A+	A2	2/22/2022	2/24/2022	118,435.00	2.23	359.38	119,493.72	111,144.63
STATE STREET CORP (CALLABLE) CORPORATE N DTD 02/07/2022 1.746% 02/06/2026	857477BR3	110,000.00	A	A1	2/2/2022	2/7/2022	110,000.00	1.75	293.43	110,000.00	101,785.09
MORGAN STANLEY CORP NOTES (CALLABLE) DTD 02/18/2022 2.630% 02/18/2026	61747YEM3	290,000.00	A-	A1	2/16/2022	2/18/2022	290,000.00	2.63	911.00	290,000.00	270,045.39
STATE STREET CORP NOTES (CALLABLE) DTD 10/29/2020 2.901% 03/30/2026	857477BM4	255,000.00	A	A1	2/17/2022	2/22/2022	260,133.15	2.38	20.55	259,131.01	240,572.61
BANK OF NEW YORK MELLON CORP NOTES (CALL DTD 07/26/2022 4.414% 07/24/2026	06406RBJ5	170,000.00	A	A1	7/20/2022	7/26/2022	170,554.20	4.32	1,354.85	170,520.26	166,128.59
BANK OF NEW YORK MELLON CORP NOTES (CALL DTD 07/26/2022 4.414% 07/24/2026	06406RBJ5	80,000.00	A	A1	7/19/2022	7/26/2022	80,000.00	4.41	637.58	80,000.00	78,178.16
TRUIST FIN CORP NOTES (CALLABLE) DTD 07/28/2022 4.260% 07/28/2026	89788MAH5	65,000.00	A-	A3	7/26/2022	7/28/2022	65,065.00	4.23	484.58	65,061.15	63,402.69
TRUIST FIN CORP NOTES (CALLABLE) DTD 07/28/2022 4.260% 07/28/2026	89788MAH5	65,000.00	A-	A3	7/25/2022	7/28/2022	65,000.00	4.26	484.58	65,000.00	63,402.69
Security Type Sub-Total		12,509,000.00					12,642,692.30	2.09	74,160.42	12,580,798.88	11,907,878.15

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Agency CMBS											
FHLMC MULTIFAMILY STRUCTURED P DTD 05/01/2013 2.510% 11/01/2022	3137B1BS0	171,253.93	AA+	Aaa	8/13/2019	8/16/2019	174,090.32	1.98	358.21	171,328.89	170,662.55
FNA 2013-M7 A2 DTD 05/01/2013 2.280% 12/01/2022	3136AEGQ4	34,122.33	AA+	Aaa	9/11/2019	9/16/2019	34,334.94	2.08	64.83	34,133.40	34,122.33
FNA 2013-M7 A2 DTD 05/01/2013 2.280% 12/01/2022	3136AEGQ4	44,864.55	AA+	Aaa	9/4/2019	9/9/2019	45,452.32	1.86	85.25	44,894.96	44,864.55
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	7,400.02	AA+	Aaa	12/7/2018	12/17/2018	7,399.99	3.20	19.75	7,400.02	7,296.12
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	1,236.72	AA+	Aaa	11/20/2019	11/26/2019	1,236.69	2.09	2.16	1,236.71	1,236.72
FHMS K053 A2 DTD 03/29/2016 2.995% 12/01/2025	3137BN6G4	250,000.00	AA+	Aaa	8/4/2022	8/9/2022	247,119.14	3.36	623.96	247,119.14	238,872.00
FNA 2016-M3 A2 DTD 03/31/2016 2.702% 02/01/2026	3136ARTE8	224,625.81	AA+	Aaa	8/31/2022	9/6/2022	217,018.36	3.76	505.78	217,018.36	212,224.67
Security Type Sub-Total		733,503.36					726,651.76	2.99	1,659.94	723,131.48	709,278.94
ABS											
GMALT 2020-3 A3 DTD 09/29/2020 0.450% 08/21/2023	362569AC9	18,279.21	AAA	Aaa	9/22/2020	9/29/2020	18,277.46	0.45	2.51	18,278.67	18,253.33
MBALT 2020-B A3 DTD 09/23/2020 0.400% 11/15/2023	58769EAC2	37,953.27	AAA	NR	9/15/2020	9/23/2020	37,951.35	0.40	6.75	37,952.58	37,777.07
BMWLT 2021-1 A3 DTD 03/10/2021 0.290% 01/25/2024	05591RAC8	71,035.66	AAA	Aaa	3/2/2021	3/10/2021	71,033.40	0.29	3.43	71,034.63	70,293.16
CARMX 2019-2 A3 DTD 04/17/2019 2.680% 03/15/2024	14316LAC7	15,523.79	AAA	NR	4/9/2019	4/17/2019	15,522.21	2.68	18.49	15,523.32	15,518.18
VZOT 2019-C A1A DTD 10/08/2019 1.940% 04/22/2024	92348AAA3	61,763.72	AAA	NR	10/1/2019	10/8/2019	61,758.95	1.94	36.61	61,762.08	61,652.48
GMALT 2021-2 A3 DTD 05/26/2021 0.340% 05/20/2024	380144AC9	209,998.35	AAA	NR	5/18/2021	5/26/2021	209,965.38	0.35	21.82	209,980.29	206,958.71
NAROT 2019-C A3 DTD 10/23/2019 1.930% 07/15/2024	65479JAD5	60,974.84	AAA	Aaa	10/16/2019	10/23/2019	60,971.62	1.93	52.30	60,973.62	60,747.44
VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	47,189.61	AAA	Aaa	1/21/2020	1/29/2020	47,184.09	1.85	26.68	47,187.38	46,953.47

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
ABS											
TAOT 2020-C A3 DTD 07/27/2020 0.440% 10/15/2024	89237VAB5	102,143.93	AAA	Aaa	7/21/2020	7/27/2020	102,136.07	0.44	19.97	102,140.13	100,506.76
HDMOT 2020-A A3 DTD 01/29/2020 1.870% 10/15/2024	41284UAD6	22,944.13	AAA	Aaa	1/21/2020	1/29/2020	22,939.12	1.87	19.07	22,941.96	22,867.96
HAROT 2020-3 A3 DTD 09/29/2020 0.370% 10/18/2024	43813KAC6	118,702.47	AAA	NR	9/22/2020	9/29/2020	118,685.04	0.37	15.86	118,693.66	116,066.37
BMWOT 2020-A A3 DTD 07/15/2020 0.480% 10/25/2024	09661RAD3	52,073.92	AAA	NR	7/8/2020	7/15/2020	52,069.99	0.48	4.17	52,072.02	51,356.41
HART 2020-B A3 DTD 07/22/2020 0.480% 12/16/2024	44933FAC0	89,659.80	AAA	NR	7/14/2020	7/22/2020	89,643.02	0.48	19.13	89,651.38	88,457.33
CARMX 2020-1 A3 DTD 01/22/2020 1.890% 12/16/2024	14315XAC2	71,262.60	AAA	NR	1/14/2020	1/22/2020	71,248.62	1.89	59.86	71,256.30	70,590.04
VZOT 2020-B A DTD 08/12/2020 0.470% 02/20/2025	92290BAA9	272,780.64	NR	Aaa	8/4/2020	8/12/2020	272,723.36	0.47	39.17	272,750.39	268,794.85
GMCAR 2020-3 A3 DTD 08/19/2020 0.450% 04/16/2025	362590AC5	121,781.81	NR	Aaa	8/11/2020	8/19/2020	121,753.94	0.46	22.83	121,766.61	118,914.94
WOART 2020-B A3 DTD 06/24/2020 0.630% 05/15/2025	98163WAC0	99,015.13	AAA	NR	6/16/2020	6/24/2020	99,007.37	0.63	27.72	99,010.97	97,203.19
VWALT 2022-A A3 DTD 06/14/2022 3.440% 07/21/2025	92868AAC9	100,000.00	NR	Aaa	6/7/2022	6/14/2022	99,992.04	3.44	105.11	99,992.81	98,230.83
HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	115,000.00	AAA	NR	4/20/2021	4/28/2021	114,987.90	0.38	19.42	114,991.84	111,010.73
HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	155,000.00	NR	Aaa	11/16/2021	11/24/2021	154,967.33	0.89	37.89	154,974.02	146,903.39
CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	125,000.00	AAA	NR	4/13/2021	4/21/2021	124,973.06	0.52	28.89	124,981.13	121,025.58
HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	120,000.00	AAA	NR	11/9/2021	11/17/2021	119,973.22	0.75	39.47	119,978.41	113,324.47
FORDO 2022-A A3 DTD 01/24/2022 1.290% 06/15/2026	345286AC2	130,000.00	AAA	NR	1/19/2022	1/24/2022	129,984.56	1.29	74.53	129,986.97	123,754.32
CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	260,000.00	AAA	Aaa	7/21/2021	7/28/2021	259,957.23	0.55	63.56	259,967.54	247,652.44
BMWOT 2022-A A3 DTD 05/18/2022 3.210% 08/25/2026	05602RAD3	135,000.00	AAA	Aaa	5/10/2022	5/18/2022	134,992.98	3.21	72.23	134,993.59	131,725.21

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
ABS											
TAOT 2022-B A3 DTD 04/13/2022 2.930% 09/15/2026	89238FAD5	145,000.00	AAA	Aaa	4/7/2022	4/13/2022	144,996.61	2.93	188.82	144,996.97	140,542.34
COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	160,000.00	AAA	Aaa	10/19/2021	10/27/2021	159,996.98	0.77	54.76	159,997.55	151,230.13
DCENT 2021-A1 A1 DTD 09/27/2021 0.580% 09/15/2026	254683CP8	155,000.00	AAA	Aaa	9/20/2021	9/27/2021	154,966.81	0.58	39.96	154,973.56	143,497.16
GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	100,000.00	AAA	Aaa	10/13/2021	10/21/2021	99,997.45	0.68	28.33	99,997.94	94,336.04
HART 2022-A A3 DTD 03/16/2022 2.220% 10/15/2026	448977AD0	140,000.00	AAA	NR	3/9/2022	3/16/2022	139,994.61	2.22	138.13	139,995.25	134,580.04
WOART 2021-D A3 DTD 11/03/2021 0.810% 10/15/2026	98163KAC6	190,000.00	AAA	NR	10/26/2021	11/3/2021	189,974.12	0.81	68.40	189,978.87	180,920.57
COMET 2021-A3 A3 DTD 11/30/2021 1.040% 11/15/2026	14041NFY2	305,000.00	AAA	NR	11/18/2021	11/30/2021	304,957.97	1.04	140.98	304,965.05	283,533.06
ALLYA 2022-1 A3 DTD 05/18/2022 3.310% 11/15/2026	02008JAC0	245,000.00	AAA	Aaa	5/10/2022	5/18/2022	244,952.57	3.31	360.42	244,956.50	240,031.65
GMCAR 2022-1 A3 DTD 01/19/2022 1.260% 11/16/2026	380146AC4	110,000.00	AAA	NR	1/11/2022	1/19/2022	109,990.44	1.26	57.75	109,991.82	104,719.52
HDMOT 2022-A A3 DTD 04/20/2022 3.060% 02/15/2027	41284YAD8	255,000.00	AAA	Aaa	4/12/2022	4/20/2022	254,957.54	3.06	346.80	254,961.49	246,370.32
GMCAR 2022-2 A3 DTD 04/13/2022 3.100% 02/16/2027	362585AC5	125,000.00	AAA	Aaa	4/5/2022	4/13/2022	124,973.88	3.10	161.46	124,976.40	121,201.50
CARMX 2022-2 A3 DTD 04/28/2022 3.490% 02/16/2027	14317HAC5	190,000.00	AAA	Aaa	4/21/2022	4/28/2022	189,971.10	3.49	294.71	189,973.67	185,955.66
COMET 2022-A1 A1 DTD 03/30/2022 2.800% 03/15/2027	14041NFZ9	250,000.00	AAA	NR	3/23/2022	3/30/2022	249,981.15	2.80	311.11	249,983.08	240,193.93
TAOT 2022-C A3 DTD 08/16/2022 3.760% 04/15/2027	89231CAD9	105,000.00	AAA	NR	8/8/2022	8/16/2022	104,982.45	3.76	175.47	104,982.92	103,031.25
CARMX 2022-3 A3 DTD 07/20/2022 3.970% 04/15/2027	14318MAD1	265,000.00	AAA	NR	7/12/2022	7/20/2022	264,993.75	3.97	467.58	264,994.01	260,998.58
GMCAR 2022-3 A3 DTD 07/13/2022 3.640% 04/16/2027	36265WAD5	155,000.00	NR	Aaa	7/6/2022	7/13/2022	154,998.93	3.64	235.08	154,998.98	152,157.86
COMET 2022-A2 A DTD 06/14/2022 3.490% 05/15/2027	14041NGA3	335,000.00	AAA	NR	6/6/2022	6/14/2022	334,946.47	3.49	519.62	334,949.72	324,844.01

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
ABS											
NAROT 2022-B A3 DTD 09/28/2022 4.460% 05/17/2027	65480JAC4	235,000.00	AAA	Aaa	9/20/2022	9/28/2022	234,951.38	4.46	87.34	234,951.47	233,750.98
AMXCA 2022-2 A DTD 05/24/2022 3.390% 05/17/2027	02582JJT8	370,000.00	AAA	NR	5/17/2022	5/24/2022	369,918.16	3.39	557.47	369,924.01	358,504.25
DCENT 2022-A2 A DTD 05/26/2022 3.320% 05/17/2027	254683CS2	270,000.00	NR	Aaa	5/19/2022	5/26/2022	269,978.05	3.32	398.40	269,979.60	261,637.61
DCENT 2022-A3 A3 DTD 08/09/2022 3.560% 07/15/2027	254683CW3	300,000.00	AAA	Aaa	8/2/2022	8/9/2022	299,962.77	3.56	474.67	299,963.87	290,388.45
Security Type Sub-Total		7,018,082.88					7,017,142.50	2.13	5,944.73	7,017,335.03	6,798,963.57
Managed Account Sub Total		50,012,586.24					50,130,769.65	1.30	137,777.06	50,034,948.79	47,636,264.35
Securities Sub Total		\$50,012,586.24					\$50,130,769.65	1.30%	\$137,777.06	\$50,034,948.79	\$47,636,264.35
Accrued Interest											\$137,777.06
Total Investments											\$47,774,041.41

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
BUY									
7/6/2022	7/13/2022	155,000.00	36265WAD5	GMCAR 2022-3 A3	3.64%	4/16/2027	154,998.93	3.64%	
7/12/2022	7/20/2022	265,000.00	14318MAD1	CARMX 2022-3 A3	3.97%	4/15/2027	264,993.75	3.97%	
7/19/2022	7/26/2022	80,000.00	06406RBJ5	BANK OF NEW YORK MELLON CORP NOTES (CALL	4.41%	7/24/2026	80,000.00	4.41%	
7/20/2022	7/26/2022	170,000.00	06406RBJ5	BANK OF NEW YORK MELLON CORP NOTES (CALL	4.41%	7/24/2026	170,554.20	4.32%	
7/20/2022	7/27/2022	375,000.00	459200KS9	IBM CORP CORPORATE NOTES	4.00%	7/27/2025	375,000.00	4.00%	
7/25/2022	7/28/2022	65,000.00	89788MAH5	TRUIST FIN CORP NOTES (CALLABLE)	4.26%	7/28/2026	65,000.00	4.26%	
7/26/2022	7/28/2022	65,000.00	89788MAH5	TRUIST FIN CORP NOTES (CALLABLE)	4.26%	7/28/2026	65,065.00	4.23%	
8/1/2022	8/9/2022	55,000.00	194162AM5	COLGATE-PALMOLIVE CO CORPORATE NOTES	3.10%	8/15/2025	54,949.40	3.13%	
8/2/2022	8/9/2022	300,000.00	254683CW3	DCENT 2022-A3 A3	3.56%	7/15/2027	299,962.77	3.56%	
8/4/2022	8/9/2022	250,000.00	3137BN6G4	FHMS K053 A2	2.99%	12/1/2025	247,285.53	3.36%	
8/5/2022	8/8/2022	1,200,000.00	91282CEY3	US TREASURY N/B NOTES	3.00%	7/15/2025	1,197,800.96	3.14%	
8/5/2022	8/9/2022	500,000.00	3130APQ81	FEDERAL HOME LOAN BANK NOTES (CALLABLE)	1.00%	11/8/2024	475,471.80	3.40%	
8/8/2022	8/16/2022	105,000.00	89231CAD9	TAOT 2022-C A3	3.76%	4/15/2027	104,982.45	3.76%	
8/15/2022	8/22/2022	250,000.00	21688AAU6	COOPERAT RABOBANK UA/NY CORPORATE NOTES	3.87%	8/22/2024	249,885.00	3.90%	
8/17/2022	8/19/2022	375,000.00	22536AZR8	CREDIT AGRICOLE CIB NY CERT DEPOS	4.10%	8/16/2024	375,000.00	4.07%	
8/23/2022	8/25/2022	250,000.00	69353REQ7	PNC BANK NA CORP NOTE (CALLABLE)	3.25%	6/1/2025	247,560.83	3.92%	
8/31/2022	9/6/2022	224,625.81	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	217,102.66	3.76%	

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
BUY									
9/1/2022	9/6/2022	425,000.00	91282CEY3	US TREASURY N/B NOTES	3.00%	7/15/2025	420,544.29	3.55%	
9/6/2022	9/9/2022	225,000.00	931142EW9	WALMART INC CORPORATE NOTES	3.90%	9/9/2025	224,842.50	3.92%	
9/12/2022	9/19/2022	55,000.00	437076CR1	HOME DEPOT INC NOTES (CALLABLE)	4.00%	9/15/2025	54,980.20	4.01%	
9/20/2022	9/28/2022	235,000.00	65480JAC4	NAROT 2022-B A3	4.46%	5/17/2027	234,951.38	4.46%	
Total BUY		5,624,625.81					5,580,931.65		0.00
INTEREST									
6/25/2022	7/12/2022	135,000.00	05602RAD3	BMWOT 2022-A A3	3.21%	8/25/2026	445.39		
7/1/2022	7/1/2022		MONEY0002	MONEY MARKET FUND			130.08		
7/1/2022	7/25/2022	8,799.77	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/2024	15.34		
7/1/2022	7/25/2022	254,096.87	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/2022	531.49		
7/1/2022	7/25/2022	143,535.92	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/2022	272.72		
7/1/2022	7/25/2022	7,461.36	3137FKK39	FHMS KP05 A	3.20%	7/1/2023	19.92		
7/1/2022	7/1/2022	200,000.00	87612EBD7	TARGET CORP CORPORATE NOTES	3.50%	7/1/2024	3,500.00		
7/10/2022	7/10/2022	220,000.00	24422EVY2	JOHN DEERE CAPITAL CORP CORPORATE NOTES	1.25%	1/10/2025	1,375.00		
7/10/2022	7/10/2022	1,785,000.00	3135G05G4	FANNIE MAE NOTES	0.25%	7/10/2023	2,231.25		
7/10/2022	7/10/2022	250,000.00	21688AAS1	COOPERATIEVE RABOBANK UA CORPORATE	1.37%	1/10/2025	1,699.65		
7/13/2022	7/13/2022	250,000.00	02665WEA5	AMERICAN HONDA FINANCE CORPORATE NOTES	1.50%	1/13/2025	1,875.00		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
7/15/2022	7/15/2022	115,000.00	44933LAC7	HART 2021-A A3	0.38%	9/15/2025	36.42		
7/15/2022	7/15/2022	124,130.38	98163WAC0	WOART 2020-B A3	0.63%	5/15/2025	65.17		
7/15/2022	7/15/2022	134,246.70	89237VAB5	TAOT 2020-C A3	0.44%	10/15/2024	49.22		
7/15/2022	7/15/2022	120,000.00	44935FAD6	HART 2021-C A3	0.74%	5/15/2026	74.00		
7/15/2022	7/15/2022	1,170.85	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/2023	3.28		
7/15/2022	7/15/2022	9,208.23	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/2023	20.26		
7/15/2022	7/15/2022	93,860.81	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/2024	147.83		
7/15/2022	7/15/2022	370,000.00	02582JJT8	AMXCA 2022-2 A	3.39%	5/17/2027	1,045.25		
7/15/2022	7/15/2022	3,669.02	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/2024	7.15		
7/15/2022	7/15/2022	2,300,000.00	91282CBE0	US TREASURY NOTES	0.12%	1/15/2024	1,437.50		
7/15/2022	7/15/2022	250,000.00	14041NFZ9	COMET 2022-A1 A1	2.80%	3/15/2027	583.33		
7/15/2022	7/15/2022	122,746.24	44933FAC0	HART 2020-B A3	0.48%	12/16/2024	49.10		
7/15/2022	7/15/2022	260,000.00	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	119.17		
7/15/2022	7/15/2022	14,046.13	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/2023	29.38		
7/15/2022	7/15/2022	130,000.00	345286AC2	FORDO 2022-A A3	1.29%	6/15/2026	139.75		
7/15/2022	7/15/2022	1,676.41	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/2023	4.07		
7/15/2022	7/15/2022	155,000.00	254683CP8	DCENT 2021-A1 A1	0.58%	9/15/2026	74.92		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
7/15/2022	7/15/2022	305,000.00	14041NFY2	COMET 2021-A3 A3	1.04%	11/15/2026	264.33		
7/15/2022	7/15/2022	255,000.00	41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	650.25		
7/15/2022	7/15/2022	190,000.00	98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	128.25		
7/15/2022	7/15/2022	59,247.93	58769EAC2	MBALT 2020-B A3	0.40%	11/15/2023	19.75		
7/15/2022	7/15/2022	160,000.00	14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	102.67		
7/15/2022	7/15/2022	145,000.00	89238FAD5	TAOT 2022-B A3	2.93%	9/15/2026	354.04		
7/15/2022	7/15/2022	125,000.00	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	54.17		
7/15/2022	7/15/2022	37,914.14	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/2024	84.67		
7/15/2022	7/15/2022	245,000.00	02008JAC0	ALLYA 2022-1 A3	3.31%	11/15/2026	675.79		
7/15/2022	7/15/2022	140,000.00	448977AD0	HART 2022-A A3	2.22%	10/15/2026	259.00		
7/15/2022	7/15/2022	270,000.00	254683CS2	DCENT 2022-A2 A	3.32%	5/17/2027	747.00		
7/15/2022	7/15/2022	225,000.00	46625HMN7	JP MORGAN CHASE CORP NOTES (CALLABLE)	3.90%	7/15/2025	4,387.50		
7/15/2022	7/15/2022	190,000.00	14317HAC5	CARMX 2022-2 A3	3.49%	2/16/2027	552.58		
7/15/2022	7/15/2022	1,350,000.00	91282CCL3	US TREASURY N/B NOTES	0.37%	7/15/2024	2,531.25		
7/15/2022	7/15/2022	40,047.66	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/2024	62.41		
7/15/2022	7/15/2022	19,293.37	65479KAD2	NAROT 2019-A A3	2.90%	10/15/2023	46.63		
7/15/2022	7/15/2022	94,409.84	65479JAD5	NAROT 2019-C A3	1.93%	7/15/2024	151.84		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
7/16/2022	7/16/2022	125,000.00	362585AC5	GMCAR 2022-2 A3	3.10%	2/16/2027	322.92		
7/16/2022	7/16/2022	110,000.00	380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	115.50		
7/16/2022	7/16/2022	100,000.00	362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	56.67		
7/16/2022	7/16/2022	151,540.35	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/2025	56.83		
7/18/2022	7/18/2022	150,321.60	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/2024	46.35		
7/20/2022	7/20/2022	100,000.00	92868AAC9	VWALT 2022-A A3	3.44%	7/21/2025	344.00		
7/20/2022	7/20/2022	310,000.00	92290BAA9	VZOT 2020-B A	0.47%	2/20/2025	121.42		
7/20/2022	7/20/2022	123,153.57	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/2024	199.10		
7/20/2022	7/20/2022	62,680.66	362569AC9	GMALT 2020-3 A3	0.45%	8/21/2023	23.51		
7/20/2022	7/20/2022	210,000.00	380144AC9	GMALT 2021-2 A3	0.34%	5/20/2024	59.50		
7/20/2022	7/20/2022	76,291.67	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/2024	117.62		
7/21/2022	7/21/2022	155,000.00	43815GAC3	HAROT 2021-4 A3	0.88%	1/21/2026	113.67		
7/23/2022	7/23/2022	85,000.00	6174468C6	MORGAN STANLEY CORP NOTES	4.00%	7/23/2025	1,700.00		
7/23/2022	7/23/2022	200,000.00	06051GHL6	BANK OF AMERICA (CALLABLE) CORP NOTES	3.86%	7/23/2024	3,864.00		
7/25/2022	7/25/2022	104,877.23	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/2024	25.35		
7/25/2022	7/25/2022	135,000.00	05602RAD3	BMWOT 2022-A A3	3.21%	8/25/2026	361.13		
7/25/2022	7/25/2022	71,451.22	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/2024	28.58		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
7/26/2022	7/26/2022	83,000.00	110122CM8	BRISTOL MYERS SQUIBB CO CORP NOTES (CALL	2.90%	7/26/2024	1,203.50		
7/30/2022	7/30/2022	225,000.00	025816CG2	AMERICAN EXPRESS CO CORP NOTES (CALLABLE	2.50%	7/30/2024	2,812.50		
8/1/2022	8/1/2022		MONEY0002	MONEY MARKET FUND			228.92		
8/1/2022	8/1/2022	225,000.00	06051GFS3	BANK OF AMERICA CORP NOTES	3.87%	8/1/2025	4,359.38		
8/1/2022	8/25/2022	5,645.72	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/2024	9.84		
8/1/2022	8/25/2022	129,959.49	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/2022	246.92		
8/1/2022	8/25/2022	253,109.68	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/2022	529.42		
8/1/2022	8/25/2022	7,440.17	3137FKK39	FHMS KP05 A	3.20%	7/1/2023	19.86		
8/5/2022	8/5/2022	175,000.00	74005PBN3	LINDE INC/CT (CALLABLE) CORPORATE NOTES	2.65%	2/5/2025	2,318.75		
8/6/2022	8/6/2022	110,000.00	857477BR3	STATE STREET CORP (CALLABLE) CORPORATE N	1.74%	2/6/2026	954.97		
8/7/2022	8/7/2022	175,000.00	63743HFC1	NATIONAL RURAL UTIL COOP CORPORATE NOTES	1.87%	2/7/2025	1,640.63		
8/9/2022	8/9/2022	145,000.00	69371RR40	PACCAR FINANCIAL CORP CORPORATE NOTES	0.50%	8/9/2024	362.50		
8/9/2022	8/9/2022	185,000.00	02665WDY4	AMERICAN HONDA FINANCE CORPORATE NOTES	0.75%	8/9/2024	693.75		
8/10/2022	8/10/2022	130,000.00	58933YAR6	MERCK & CO INC CORP NOTES	2.75%	2/10/2025	1,787.50		
8/12/2022	8/12/2022	100,000.00	904764BN6	UNILEVER CAPITAL CORP (CALLABLE) CORPORA	0.62%	8/12/2024	313.00		
8/13/2022	8/13/2022	200,000.00	89236TGT6	TOYOTA MOTOR CREDIT CORP CORP NOTES	1.80%	2/13/2025	1,800.00		
8/15/2022	8/15/2022	370,000.00	02582JJT8	AMXCA 2022-2 A	3.39%	5/17/2027	1,045.25		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
8/15/2022	8/15/2022	265,000.00	14318MAD1	CARMX 2022-3 A3	3.97%	4/15/2027	730.59		
8/15/2022	8/15/2022	34,031.50	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/2024	53.03		
8/15/2022	8/15/2022	130,000.00	345286AC2	FORDO 2022-A A3	1.29%	6/15/2026	139.75		
8/15/2022	8/15/2022	111,375.79	44933FAC0	HART 2020-B A3	0.48%	12/16/2024	44.55		
8/15/2022	8/15/2022	255,000.00	41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	650.25		
8/15/2022	8/15/2022	115,000.00	44933LAC7	HART 2021-A A3	0.38%	9/15/2025	36.42		
8/15/2022	8/15/2022	1,834.30	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/2023	4.04		
8/15/2022	8/15/2022	10,331.56	65479KAD2	NAROT 2019-A A3	2.90%	10/15/2023	24.97		
8/15/2022	8/15/2022	82,542.55	65479JAD5	NAROT 2019-C A3	1.93%	7/15/2024	132.76		
8/15/2022	8/15/2022	1,575,000.00	91282CCT6	US TREASURY N/B NOTES	0.37%	8/15/2024	2,953.13		
8/15/2022	8/15/2022	160,000.00	14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	102.67		
8/15/2022	8/15/2022	115,481.35	98163WAC0	WOART 2020-B A3	0.63%	5/15/2025	60.63		
8/15/2022	8/15/2022	7,808.42	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/2023	16.33		
8/15/2022	8/15/2022	260,000.00	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	119.17		
8/15/2022	8/15/2022	145,000.00	89238FAD5	TAOT 2022-B A3	2.93%	9/15/2026	354.04		
8/15/2022	8/15/2022	190,000.00	98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	128.25		
8/15/2022	8/15/2022	245,000.00	02008JAC0	ALLYA 2022-1 A3	3.31%	11/15/2026	675.79		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
8/15/2022	8/15/2022	123,325.26	89237VAB5	TAOT 2020-C A3	0.44%	10/15/2024	45.22		
8/15/2022	8/15/2022	155,000.00	254683CP8	DCENT 2021-A1 A1	0.58%	9/15/2026	74.92		
8/15/2022	8/15/2022	120,000.00	44935FAD6	HART 2021-C A3	0.74%	5/15/2026	74.00		
8/15/2022	8/15/2022	250,000.00	14041NFZ9	COMET 2022-A1 A1	2.80%	3/15/2027	583.33		
8/15/2022	8/15/2022	52,184.35	58769EAC2	MBALT 2020-B A3	0.40%	11/15/2023	17.39		
8/15/2022	8/15/2022	190,000.00	14317HAC5	CARMX 2022-2 A3	3.49%	2/16/2027	552.58		
8/15/2022	8/15/2022	335,000.00	14041NGA3	COMET 2022-A2 A	3.49%	5/15/2027	1,981.06		
8/15/2022	8/15/2022	30,161.92	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/2024	67.36		
8/15/2022	8/15/2022	86,021.04	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/2024	135.48		
8/15/2022	8/15/2022	1,600,000.00	91282CBM2	US TREASURY NOTES	0.12%	2/15/2024	1,000.00		
8/15/2022	8/15/2022	305,000.00	14041NFY2	COMET 2021-A3 A3	1.04%	11/15/2026	264.33		
8/15/2022	8/15/2022	270,000.00	254683CS2	DCENT 2022-A2 A	3.32%	5/17/2027	747.00		
8/15/2022	8/15/2022	125,000.00	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	54.17		
8/15/2022	8/15/2022	140,000.00	448977AD0	HART 2022-A A3	2.22%	10/15/2026	259.00		
8/16/2022	8/16/2022	141,166.91	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/2025	52.94		
8/16/2022	8/16/2022	170,000.00	46647PBY1	JPMORGAN CHASE & CO CORP NOTES (CALLABLE	0.56%	2/16/2025	478.55		
8/16/2022	8/16/2022	110,000.00	380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	115.50		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
8/16/2022	8/16/2022	125,000.00	362585AC5	GMCAR 2022-2 A3	3.10%	2/16/2027	322.92		
8/16/2022	8/16/2022	155,000.00	36265WAD5	GMCAR 2022-3 A3	3.64%	4/16/2027	517.19		
8/16/2022	8/16/2022	100,000.00	362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	56.67		
8/18/2022	8/18/2022	290,000.00	61747YEM3	MORGAN STANLEY CORP NOTES (CALLABLE)	2.63%	2/18/2026	3,813.50		
8/18/2022	8/18/2022	139,586.23	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/2024	43.04		
8/20/2022	8/20/2022	100,000.00	92868AAC9	VWALT 2022-A A3	3.44%	7/21/2025	286.67		
8/20/2022	8/20/2022	310,000.00	92290BAA9	VZOT 2020-B A	0.47%	2/20/2025	121.42		
8/20/2022	8/20/2022	101,460.48	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/2024	164.03		
8/20/2022	8/20/2022	66,198.50	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/2024	102.06		
8/20/2022	8/20/2022	47,044.17	362569AC9	GMALT 2020-3 A3	0.45%	8/21/2023	17.64		
8/20/2022	8/20/2022	210,000.00	380144AC9	GMALT 2021-2 A3	0.34%	5/20/2024	59.50		
8/21/2022	8/21/2022	155,000.00	43815GAC3	HAROT 2021-4 A3	0.88%	1/21/2026	113.67		
8/24/2022	8/24/2022	1,075,000.00	3137EAEV7	FREDDIE MAC NOTES	0.25%	8/24/2023	1,343.75		
8/25/2022	8/25/2022	135,000.00	05602RAD3	BMWOT 2022-A A3	3.21%	8/25/2026	361.13		
8/25/2022	8/25/2022	93,128.73	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/2024	22.51		
8/25/2022	8/25/2022	64,662.36	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/2024	25.86		
9/1/2022	9/1/2022		MONEY002	MONEY MARKET FUND			193.13		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
9/1/2022	9/25/2022	197,234.06	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/2022	412.55		
9/1/2022	9/25/2022	1,322.53	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/2024	2.31		
9/1/2022	9/25/2022	106,429.77	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/2022	202.22		
9/1/2022	9/25/2022	250,000.00	3137BN6G4	FHMS K053 A2	2.99%	12/1/2025	623.96		
9/1/2022	9/25/2022	7,420.15	3137FKK39	FHMS KP05 A	3.20%	7/1/2023	19.81		
9/3/2022	9/3/2022	150,000.00	38141GVM3	GOLDMAN SACHS CORP NOTES	4.00%	3/3/2024	3,000.00		
9/4/2022	9/4/2022	150,000.00	025816CQ0	AMERICAN EXPRESS CO CORP NOTES (CALLABLE)	2.25%	3/4/2025	1,687.50		
9/6/2022	9/6/2022	130,000.00	30231GAF9	EXXON MOBIL CORP CORPORATE NT (CALLABLE)	2.70%	3/6/2025	1,760.85		
9/7/2022	9/7/2022	75,000.00	24422EWB1	JOHN DEERE CAPITAL CORP CORPORATE NOTES	2.12%	3/7/2025	796.88		
9/8/2022	9/8/2022	1,825,000.00	3137EAEW5	FREDDIE MAC NOTES	0.25%	9/8/2023	2,281.25		
9/10/2022	9/10/2022	150,000.00	38141GYE8	GOLDMAN SACHS GROUP INC (CALLABLE) CORP	0.65%	9/10/2024	492.75		
9/13/2022	9/13/2022	200,000.00	89236TJN6	TOYOTA MOTOR CREDIT CORP CORPORATE NOTES	0.62%	9/13/2024	625.00		
9/15/2022	9/15/2022	335,000.00	14041NGA3	COMET 2022-A2 A	3.49%	5/15/2027	974.29		
9/15/2022	9/15/2022	190,000.00	14317HAC5	CARMX 2022-2 A3	3.49%	2/16/2027	552.58		
9/15/2022	9/15/2022	260,000.00	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	119.17		
9/15/2022	9/15/2022	245,000.00	02008JAC0	ALLYA 2022-1 A3	3.31%	11/15/2026	675.79		
9/15/2022	9/15/2022	112,938.92	89237VAB5	TAOT 2020-C A3	0.44%	10/15/2024	41.41		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
9/15/2022	9/15/2022	45,554.69	58769EAC2	MBALT 2020-B A3	0.40%	11/15/2023	15.18		
9/15/2022	9/15/2022	107,726.42	98163WAC0	WOART 2020-B A3	0.63%	5/15/2025	56.56		
9/15/2022	9/15/2022	120,000.00	44935FAD6	HART 2021-C A3	0.74%	5/15/2026	74.00		
9/15/2022	9/15/2022	370,000.00	02582JJT8	AMXCA 2022-2 A	3.39%	5/17/2027	1,045.25		
9/15/2022	9/15/2022	270,000.00	254683CS2	DCENT 2022-A2 A	3.32%	5/17/2027	747.00		
9/15/2022	9/15/2022	130,000.00	345286AC2	FORDO 2022-A A3	1.29%	6/15/2026	139.75		
9/15/2022	9/15/2022	190,000.00	98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	128.25		
9/15/2022	9/15/2022	140,000.00	448977AD0	HART 2022-A A3	2.22%	10/15/2026	259.00		
9/15/2022	9/15/2022	100,600.88	44933FAC0	HART 2020-B A3	0.48%	12/16/2024	40.24		
9/15/2022	9/15/2022	115,000.00	44933LAC7	HART 2021-A A3	0.38%	9/15/2025	36.42		
9/15/2022	9/15/2022	300,000.00	254683CW3	DCENT 2022-A3 A3	3.56%	7/15/2027	1,068.00		
9/15/2022	9/15/2022	160,000.00	14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	102.67		
9/15/2022	9/15/2022	155,000.00	254683CP8	DCENT 2021-A1 A1	0.58%	9/15/2026	74.92		
9/15/2022	9/15/2022	2,103.23	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/2023	4.40		
9/15/2022	9/15/2022	78,462.59	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/2024	123.58		
9/15/2022	9/15/2022	105,000.00	89231CAD9	TAOT 2022-C A3	3.76%	4/15/2027	318.03		
9/15/2022	9/15/2022	72,039.93	65479JAD5	NAROT 2019-C A3	1.93%	7/15/2024	115.86		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
9/15/2022	9/15/2022	22,648.40	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/2024	50.58		
9/15/2022	9/15/2022	305,000.00	14041NFY2	COMET 2021-A3 A3	1.04%	11/15/2026	264.33		
9/15/2022	9/15/2022	28,378.34	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/2024	44.22		
9/15/2022	9/15/2022	250,000.00	14041NFZ9	COMET 2022-A1 A1	2.80%	3/15/2027	583.33		
9/15/2022	9/15/2022	125,000.00	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	54.17		
9/15/2022	9/15/2022	1,000,000.00	91282CCX7	US TREASURY N/B NOTES	0.37%	9/15/2024	1,875.00		
9/15/2022	9/15/2022	165,000.00	002824BB5	ABBOTT LABORATORIES CORP NOTE (CALLABLE)	2.95%	3/15/2025	2,433.75		
9/15/2022	9/15/2022	145,000.00	89238FAD5	TAOT 2022-B A3	2.93%	9/15/2026	354.04		
9/15/2022	9/15/2022	1,867.09	65479KAD2	NAROT 2019-A A3	2.90%	10/15/2023	4.51		
9/15/2022	9/15/2022	265,000.00	14318MAD1	CARMX 2022-3 A3	3.97%	4/15/2027	876.71		
9/15/2022	9/15/2022	255,000.00	41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	650.25		
9/16/2022	9/16/2022	110,000.00	380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	115.50		
9/16/2022	9/16/2022	100,000.00	362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	56.67		
9/16/2022	9/16/2022	125,000.00	362585AC5	GMCAR 2022-2 A3	3.10%	2/16/2027	322.92		
9/16/2022	9/16/2022	131,745.67	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/2025	49.40		
9/16/2022	9/16/2022	155,000.00	36265WAD5	GMCAR 2022-3 A3	3.64%	4/16/2027	470.17		
9/18/2022	9/18/2022	175,000.00	808513BN4	CHARLES SCHWAB CORP NOTES (CALLABLE)	0.75%	3/18/2024	656.25		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
9/18/2022	9/18/2022	129,054.22	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/2024	39.79		
9/20/2022	9/20/2022	80,963.07	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/2024	130.89		
9/20/2022	9/20/2022	32,934.33	362569AC9	GMALT 2020-3 A3	0.45%	8/21/2023	12.35		
9/20/2022	9/20/2022	210,000.00	380144AC9	GMALT 2021-2 A3	0.34%	5/20/2024	59.50		
9/20/2022	9/20/2022	310,000.00	92290BAA9	VZOT 2020-B A	0.47%	2/20/2025	121.42		
9/20/2022	9/20/2022	56,494.11	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/2024	87.10		
9/20/2022	9/20/2022	100,000.00	92868AAC9	VWALT 2022-A A3	3.44%	7/21/2025	286.67		
9/21/2022	9/21/2022	155,000.00	43815GAC3	HAROT 2021-4 A3	0.88%	1/21/2026	113.67		
9/22/2022	9/22/2022	125,000.00	904764BB2	UNILEVER CAPITAL CORP NOTES (CALLABLE)	3.37%	3/22/2025	2,109.38		
9/23/2022	9/23/2022	535,000.00	4581X0DZ8	INTER-AMERICAN DEVEL BK NOTES	0.50%	9/23/2024	1,337.50		
9/25/2022	9/25/2022	82,090.20	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/2024	19.84		
9/25/2022	9/25/2022	58,381.63	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/2024	23.35		
9/25/2022	9/25/2022	135,000.00	05602RAD3	BMWOT 2022-A A3	3.21%	8/25/2026	361.13		
9/30/2022	9/30/2022	925,000.00	91282CDA6	US TREASURY NOTES	0.25%	9/30/2023	1,156.25		
9/30/2022	9/30/2022	255,000.00	857477BM4	STATE STREET CORP NOTES (CALLABLE)	2.90%	3/30/2026	3,698.78		
Total INTEREST		40,568,768.64					112,267.35		0.00

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
MATURITY									
7/1/2022	7/1/2022	45,327.54	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/2022	45,416.50		
Total MATURITY		45,327.54					45,416.50		0.00
PAYDOWNS									
7/1/2022	7/25/2022	5,865.02	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/2022	5,865.02		
7/1/2022	7/25/2022	987.19	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/2022	987.19		
7/1/2022	7/25/2022	21.19	3137FKK39	FHMS KP05 A	3.20%	7/1/2023	21.19		
7/1/2022	7/25/2022	7,711.41	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/2022	7,711.41		
7/1/2022	7/25/2022	3,154.05	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/2024	3,154.05		
7/15/2022	7/15/2022	7,373.93	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/2023	7,373.93		
7/15/2022	7/15/2022	1,170.85	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/2023	1,170.85		
7/15/2022	7/15/2022	8,649.03	98163WAC0	WOART 2020-B A3	0.63%	5/15/2025	8,649.03		
7/15/2022	7/15/2022	7,752.22	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/2024	7,752.22		
7/15/2022	7/15/2022	1,676.41	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/2023	1,676.41		
7/15/2022	7/15/2022	7,063.58	58769EAC2	MBALT 2020-B A3	0.40%	11/15/2023	7,063.58		
7/15/2022	7/15/2022	6,016.16	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/2024	6,016.16		
7/15/2022	7/15/2022	10,921.44	89237VAB5	TAOT 2020-C A3	0.44%	10/15/2024	10,921.44		
7/15/2022	7/15/2022	3,669.02	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/2024	3,669.02		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
7/15/2022	7/15/2022	8,961.81	65479KAD2	NAROT 2019-A A3	2.90%	10/15/2023	8,961.81		
7/15/2022	7/15/2022	11,867.29	65479JAD5	NAROT 2019-C A3	1.93%	7/15/2024	11,867.29		
7/15/2022	7/15/2022	11,370.45	44933FAC0	HART 2020-B A3	0.48%	12/16/2024	11,370.45		
7/15/2022	7/15/2022	6,237.71	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/2023	6,237.71		
7/15/2022	7/15/2022	7,839.77	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/2024	7,839.77		
7/16/2022	7/16/2022	10,373.44	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/2025	10,373.44		
7/18/2022	7/18/2022	10,735.37	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/2024	10,735.37		
7/20/2022	7/20/2022	10,093.17	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/2024	10,093.17		
7/20/2022	7/20/2022	21,693.09	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/2024	21,693.09		
7/20/2022	7/20/2022	15,636.49	362569AC9	GMALT 2020-3 A3	0.45%	8/21/2023	15,636.49		
7/25/2022	7/25/2022	11,748.50	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/2024	11,748.50		
7/25/2022	7/25/2022	6,788.86	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/2024	6,788.86		
8/1/2022	8/25/2022	10,164.84	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/2022	10,164.84		
8/1/2022	8/25/2022	55,875.62	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/2022	55,875.62		
8/1/2022	8/25/2022	4,323.19	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/2024	4,323.19		
8/1/2022	8/25/2022	13,364.88	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/2022	13,364.88		
8/1/2022	8/25/2022	20.02	3137FKK39	FHMS KP05 A	3.20%	7/1/2023	20.02		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
8/15/2022	8/15/2022	10,774.91	44933FAC0	HART 2020-B A3	0.48%	12/16/2024	10,774.91		
8/15/2022	8/15/2022	5,653.16	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/2024	5,653.16		
8/15/2022	8/15/2022	7,558.45	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/2024	7,558.45		
8/15/2022	8/15/2022	8,464.47	65479KAD2	NAROT 2019-A A3	2.90%	10/15/2023	8,464.47		
8/15/2022	8/15/2022	1,834.30	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/2023	1,834.30		
8/15/2022	8/15/2022	5,705.19	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/2023	5,705.19		
8/15/2022	8/15/2022	10,502.62	65479JAD5	NAROT 2019-C A3	1.93%	7/15/2024	10,502.62		
8/15/2022	8/15/2022	10,386.34	89237VAB5	TAOT 2020-C A3	0.44%	10/15/2024	10,386.34		
8/15/2022	8/15/2022	6,629.66	58769EAC2	MBALT 2020-B A3	0.40%	11/15/2023	6,629.66		
8/15/2022	8/15/2022	7,513.52	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/2024	7,513.52		
8/15/2022	8/15/2022	7,754.93	98163WAC0	WOART 2020-B A3	0.63%	5/15/2025	7,754.93		
8/16/2022	8/16/2022	9,421.24	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/2025	9,421.24		
8/18/2022	8/18/2022	10,532.01	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/2024	10,532.01		
8/20/2022	8/20/2022	20,497.41	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/2024	20,497.41		
8/20/2022	8/20/2022	14,109.84	362569AC9	GMALT 2020-3 A3	0.45%	8/21/2023	14,109.84		
8/20/2022	8/20/2022	9,704.39	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/2024	9,704.39		
8/25/2022	8/25/2022	11,038.53	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/2024	11,038.53		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
8/25/2022	8/25/2022	6,280.73	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/2024	6,280.73		
9/1/2022	9/25/2022	15,587.56	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/2022	15,587.56		
9/1/2022	9/25/2022	11,855.33	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/2022	11,855.33		
9/1/2022	9/25/2022	25,980.13	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/2022	25,980.13		
9/1/2022	9/25/2022	20.13	3137FKK39	FHMS KP05 A	3.20%	7/1/2023	20.13		
9/1/2022	9/25/2022	85.81	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/2024	85.81		
9/15/2022	9/15/2022	10,794.99	89237VAB5	TAOT 2020-C A3	0.44%	10/15/2024	10,794.99		
9/15/2022	9/15/2022	10,941.08	44933FAC0	HART 2020-B A3	0.48%	12/16/2024	10,941.08		
9/15/2022	9/15/2022	5,434.21	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/2024	5,434.21		
9/15/2022	9/15/2022	11,065.09	65479JAD5	NAROT 2019-C A3	1.93%	7/15/2024	11,065.09		
9/15/2022	9/15/2022	7,124.61	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/2024	7,124.61		
9/15/2022	9/15/2022	7,199.99	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/2024	7,199.99		
9/15/2022	9/15/2022	2,103.23	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/2023	2,103.23		
9/15/2022	9/15/2022	8,711.29	98163WAC0	WOART 2020-B A3	0.63%	5/15/2025	8,711.29		
9/15/2022	9/15/2022	1,867.09	65479KAD2	NAROT 2019-A A3	2.90%	10/15/2023	1,867.09		
9/15/2022	9/15/2022	7,601.42	58769EAC2	MBALT 2020-B A3	0.40%	11/15/2023	7,601.42		
9/16/2022	9/16/2022	9,963.86	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/2025	9,963.86		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
9/18/2022	9/18/2022	10,351.75	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/2024	10,351.75		
9/20/2022	9/20/2022	1.65	380144AC9	GMALT 2021-2 A3	0.34%	5/20/2024	1.65		
9/20/2022	9/20/2022	9,304.50	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/2024	9,304.50		
9/20/2022	9/20/2022	14,655.12	362569AC9	GMALT 2020-3 A3	0.45%	8/21/2023	14,655.12		
9/20/2022	9/20/2022	19,199.35	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/2024	19,199.35		
9/20/2022	9/20/2022	37,219.36	92290BAA9	VZOT 2020-B A	0.47%	2/20/2025	37,219.36		
9/25/2022	9/25/2022	6,307.71	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/2024	6,307.71		
9/25/2022	9/25/2022	11,054.54	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/2024	11,054.54		
Total PAYDOWNS		697,917.50					697,917.50		0.00
SELL									
7/20/2022	7/26/2022	225,000.00	3137EAES4	FREDDIE MAC NOTES	0.25%	6/26/2023	219,034.88		-5,811.00
7/21/2022	7/25/2022	125,000.00	459200HU8	IBM CORP NOTES	3.62%	2/12/2024	127,101.65		-5,701.65
7/21/2022	7/27/2022	125,000.00	3137EAES4	FREDDIE MAC NOTES	0.25%	6/26/2023	121,663.16		-3,252.42
7/21/2022	7/25/2022	125,000.00	459200HU8	IBM CORP NOTES	3.62%	2/12/2024	127,101.65		-4,982.47
7/26/2022	7/28/2022	50,000.00	3137EAES4	FREDDIE MAC NOTES	0.25%	6/26/2023	48,709.11		-1,257.60
8/3/2022	8/8/2022	325,000.00	3137EAES4	FREDDIE MAC NOTES	0.25%	6/26/2023	316,820.29		-7,995.43
8/4/2022	8/8/2022	325,000.00	3137EAES4	FREDDIE MAC NOTES	0.25%	6/26/2023	316,911.29		-7,904.43

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
SELL									
8/4/2022	8/8/2022	275,000.00	69353RFL7	PNC BANK NA (CALLABLE) CORP NOTES	3.50%	6/8/2023	277,253.17		649.00
8/4/2022	8/8/2022	885,000.00	3135G05G4	FANNIE MAE NOTES	0.25%	7/10/2023	861,967.38		-22,620.84
8/5/2022	8/9/2022	250,000.00	3135G05G4	FANNIE MAE NOTES	0.25%	7/10/2023	243,097.85		-6,788.06
8/5/2022	8/9/2022	250,000.00	3135G05G4	FANNIE MAE NOTES	0.25%	7/10/2023	243,097.85		-6,922.50
8/16/2022	8/22/2022	250,000.00	3135G05G4	FANNIE MAE NOTES	0.25%	7/10/2023	243,582.92		-6,461.16
8/17/2022	8/19/2022	150,000.00	3135G05G4	FANNIE MAE NOTES	0.25%	7/10/2023	145,984.63		-4,038.54
8/17/2022	8/19/2022	225,000.00	91282CDA6	US TREASURY NOTES	0.25%	9/30/2023	217,851.47		-7,296.06
8/23/2022	8/25/2022	250,000.00	91282CDA6	US TREASURY NOTES	0.25%	9/30/2023	242,282.27		-7,893.03
8/31/2022	9/6/2022	75,000.00	91282CDA6	US TREASURY NOTES	0.25%	9/30/2023	72,573.64		-2,485.77
9/1/2022	9/6/2022	440,000.00	4581X0DM7	INTER-AMERICAN DEVEL BK NOTES	0.50%	5/24/2023	431,154.53		-9,434.23
9/7/2022	9/9/2022	175,000.00	3137EAEV7	FREDDIE MAC NOTES	0.25%	8/24/2023	169,446.23		-5,515.26
9/27/2022	9/28/2022	25,000.00	91282CDA6	US TREASURY NOTES	0.25%	9/30/2023	24,052.39		-971.59
Total SELL		4,550,000.00					4,449,686.36		-116,683.04

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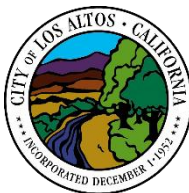
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- Money market fund/cash balances are included in performance and duration computations.
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- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

Glossary

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

Glossary

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



AGENDA REPORT SUMMARY

Meeting Date: November 29, 2022

Subject Approve updated Conflict of Interest Code: Adopt Resolution 2022-XX updating the Los Altos Conflict of Interest Code for staff and commissioners pursuant to the Political Reform Act of 1974

Prepared by: Angel Rodriguez, Interim City Clerk

Reviewed by: Jon Maginot, Assistant City Manger

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Resolution 2022-XX: A Resolution of The City Council Of The City Of Los Altos Approving And Adopting An Amended Conflict Of Interest Code Pursuant To The Political Reform Act Of 1974
2. Exhibit A: Conflict of Interest Code

Initiated by:
State Law

Previous Council Consideration:
October 13, 2020

Fiscal Impact:
None

Environmental Review:
Not applicable

Policy Question(s) for Council Consideration:

- Are the positions designated within the Conflict of Interest Code consistent with the regulation to identify those positions which make or participate in making governmental decisions?

Summary:

- Adoption of the City’s Conflict of Interest Code is required every two years
- Those positions which make or participate in making governmental decisions have been identified

City Manager
GE

Reviewed By:
City Attorney
JH

Finance Director
JE



Subject: Approve updated Conflict of Interest Code: Adopt Resolution 2022-XX updating the Los Altos Conflict of Interest Code for staff and commissioners pursuant to the Political Reform Act of 1974

Staff Recommendation:
Adopt Resolution No. 2022-XX amending the City of Los Altos Conflict of Interest



Subject: Approve updated Conflict of Interest Code: Adopt Resolution 2022-XX updating the Los Altos Conflict of Interest Code for staff and commissioners pursuant to the Political Reform Act of 1974

Purpose

To adopt the City’s biennial Conflict of Interest Code.

Discussion/Analysis

The purpose of the biennial COI Code review is to determine if changes to the code are needed. According to Fair Political Practices Commission (FPPC) Regulation 18730, the COI Code designates those positions in the City which “make or participate in the making of decisions which may foreseeably have a material effect on economic interests.” The Code must further specify the extent of disclosure required. Upon a review of the City’s current Code, it was determined that an amendment is necessary.

Since the last update to the COI Code, staff positions have been created and/or eliminated and titles and responsibilities have changed. In addition, the City Attorney’s office has conducted a thorough review of the list of positions and determined that additional positions should be added to the list. Exhibit A to Resolution No. 2022-XX contains the list of positions and their designated disclosure requirements.

The following positions are recommended to be added to the City’s Conflict of Interest Code and have been included in the proposed Resolution.

- Assistant City Clerk
- Development Services Manager
- Public Works Director/City Engineer
- Environmental Services and Utilities Director
- Human Resources Director
- Park, Recreation and Community Services Director
- Management Analyst I/II
- Senior Human Resources Analyst
- Transportation Services Manager

The following positions are recommended to be deleted to the City’s Conflict of Interest Code and have been removed in the proposed Resolution.

- Assistant/Associate Planner
- Building Inspector
- Community Development Director
- Construction Inspector



Subject: Approve updated Conflict of Interest Code: Adopt Resolution 2022-XX updating the Los Altos Conflict of Interest Code for staff and commissioners pursuant to the Political Reform Act of 1974

-
- Deputy City Manager/City Clerk
 - Engineering Services Director/City Engineer
 - Human Resource Analyst
 - Information Technology Analyst
 - Network System Administrator
 - Maintenance Services Director
 - Recreation Coordinator
 - Recreation Director
 - Senior/Recreation Supervisor
 - Transportation Project Manager

Each individual designated by the COI Code must file an annual Statement of Economic Interests (Form 700) with the City Clerk’s Office, as well as Assuming Office and Leaving Office statements when applicable.

It should be noted that those serving on the City Council and the Planning Commission, as well as the City Manager, City Attorney and Administrative Services/Finance Director are designated in Government Code Section 87200 and therefore are not listed in the City’s Code.

Background

California Government Code Section 87300 et seq. requires all local government agencies to establish a Conflict of Interest (COI) Code and to review that Code biennially. The City of Los Altos COI was last amended on October 13, 2020.

Recommendation

Adopt Resolution No. 2022-XX amending the City of Los Altos Conflict of Interest.

RESOLUTION NO. 2022-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS APPROVING AND ADOPTING AN AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000, et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the City of Los Altos (the “City”), and which requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the City Council adopted a Conflict of Interest Code (the “Code”), which was amended by Resolution No. 2020-36 in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the City have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the City’s Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the City being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the City Council on November 29, 2022 at which all present were given an opportunity to be heard on the proposed amended Code.

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

1. The City Council does hereby approve and adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the City Clerk and available to the public for inspection and copying during regular business hours;
2. The said amended Conflict of Interest Code shall become effective immediately upon its adoption and approval; and
3. All previous conflict of interest codes of the City of Los Altos shall be rescinded upon effective date of said amended Code as approved by the City Council.

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

AYES:
NOES:
ABSENT:
ABSTAIN:

Anita Enander, MAYOR

Attest:

Angel Rodriguez, INTERM CITY CLERK

CONFLICT OF INTEREST CODE OF THE CITY OF LOS ALTOS

CONFLICT OF INTEREST CODE OF THE CITY OF LOS ALTOS

(Proposed November 29, 2022)

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Regulation 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **City of Los Altos (the "City")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **City Clerk** as the City's Filing Officer. The **City Clerk** shall make and retain a copy of all statements filed by the Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the City Treasurer, and forward the originals of such statements to the Fair

Political Practices Commission. The **City Clerk** shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

All officials and designated positions required to submit a statement of economic interests shall receive ethics training as required pursuant to Government Code section 53235 (AB 1234). The City's Filing Officer shall annually provide all filers with information on training available to meet the requirements of Section 53235, and maintain required records indicating the dates that filers satisfied the training requirements and the entity that provided the training. These records shall be retained for five years after the date of training and are public records subject to disclosure under the California Public Records Act. (Gov. Code § 53235.2.)

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

CITY OF LOS ALTOS

(Proposed November 29, 2022)

PART "A"

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and All Other City Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3(b), are NOT subject to the City's Code but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)]

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are Other City Officials who manage public investments¹. These positions are listed here for informational purposes only.

Administrative Services/Finance Director

Investment Advisor

Investment Consultant

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Assistant City Manager	1, 2
Senior Planner	2, 3, 5
Building Official	2, 3, 5, 6
City Attorney (not filing under GC § 87200, incl. deputy/assistant)	1, 2
City Clerk	1, 2
Development Services Director	1, 2
Deputy City Clerk	5
Deputy City Manager	1, 2
Economic Development Manager/Coordinator	1, 2
Public Works Director/City Engineer	1, 2
Engineering Services Manager	2, 3, 5
Environmental Services and Utilities Director	1, 2
Financial Services Manager	1, 2
Human Resources Director	1, 2
Human Resources Manager	5
Information Technology Manager	5
Parks, Recreation and Community Services Director	1, 2
Maintenance Supervisor	5
Management Analyst I/II	5
Planning Services Manager	1, 2
Police Captain	5
Police Chief	5
Police Services Manager	5
Project Manager	2, 3, 5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Public Information Officer	1, 2
Recreation Manager	5
Senior Accountant	4
Senior Human Resources Analyst	5
Special Projects Manager	2, 3, 5
Sustainability Coordinator	2, 3, 5, 6
Transportation Services Manager	2, 3, 5

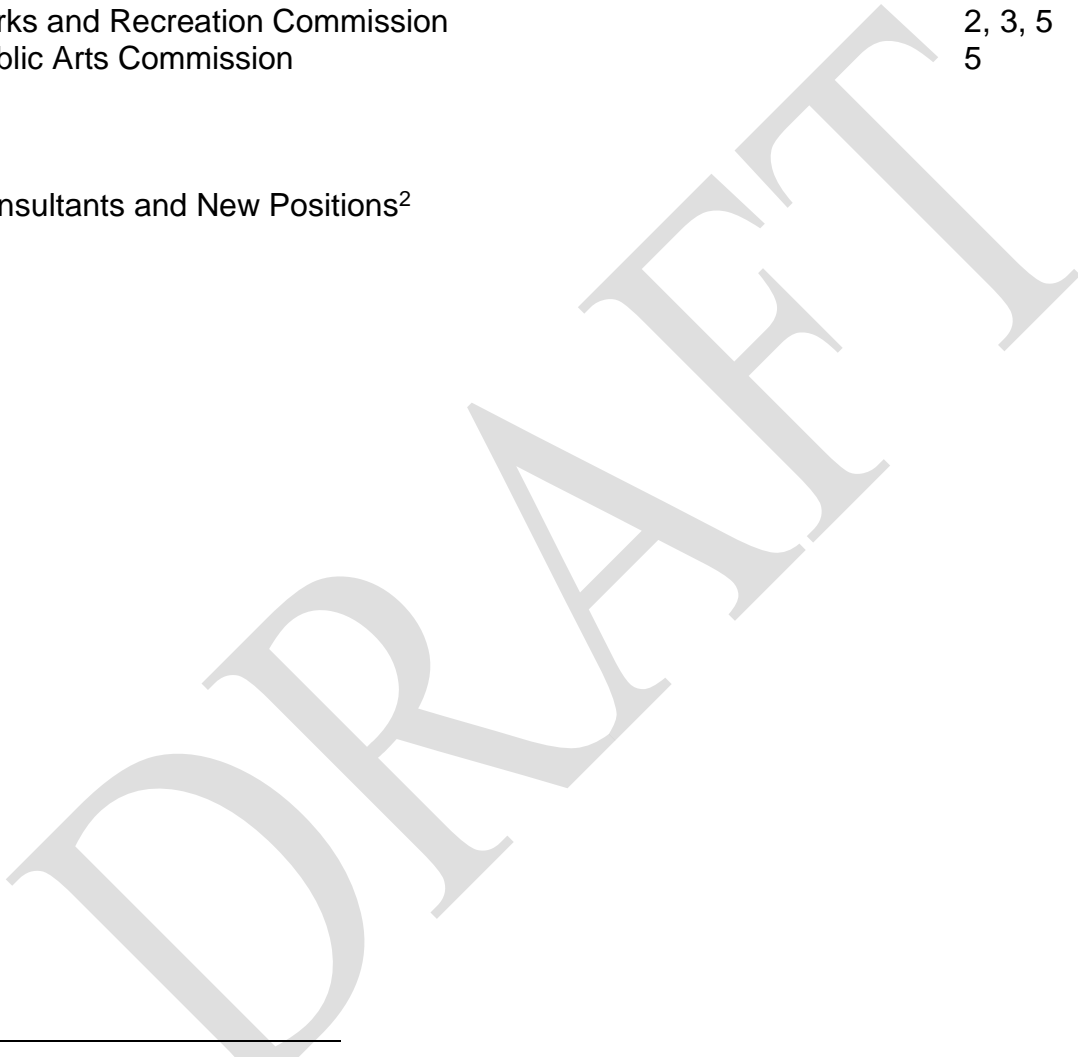
DRAFT

DESIGNATED POSITIONS'
TITLE OR FUNCTION
MEMBERS OF COMMITTEES,
BOARDS & COMMISSIONS

DISCLOSURE CATEGORIES
ASSIGNED

Complete Streets Commission	1, 2
Design Review Commission	2, 3, 6
Environmental Commission	1, 2
Financial Commission	1, 2
Historical Commission	5
Parks and Recreation Commission	2, 3, 5
Public Arts Commission	5

Consultants and New Positions²



² Individuals serving as a consultant as defined in FPPC Reg 18700.3(a) or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The City Manger's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

PART "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³ "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the City.

Category 1: .All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the City.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the City.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated employee's department, unit or division.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)



**CITY COUNCIL MEETING
MINUTES
7:00 PM - Tuesday, November 15, 2022
via Videoconference**

CALL MEETING TO ORDER

At 7:00 p.m. Mayor Enander called the meeting to order.

ESTABLISH QUORUM

PRESENT: Councilmembers Fligor, Lee Eng (via Zoom), Weinberg, Vice Mayor Meadows, and Mayor Enander

ABSENT: None

PLEDGE ALLEGIANCE TO THE FLAG

Collette Huey with Troops 60615 led the pledge of allegiance.

REPORT ON CLOSED SESSION

Mayor Enander indicated that there was no reportable action resulting from Closed Session.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following members of the public spoke: Jeanine Valadez, Shabana Raghupathy, Anne Paulson, Susan Russell, and Renee Rashid.

CONSENT CALENDAR

1. **Response to the Santa Clara County Civil Grand Jury Report: *If You Only Read the Ballot, You're Being Duped*:** Approve the draft response to the Santa Clara County Civil Grand Jury Report: *If You Only Read the Ballot, You're Being Duped* (J. Maginot)
2. **Emergency Declaration Resolution:** Adopt a Resolution extending the declaration of a local emergency due to the COVID-19 pandemic (J. Maginot)
3. **Minutes:** Approve Minutes of the City Council Regular Meeting of October 25, 2022. (A. Rodriguez)

Councilmember Fligor recommended adding an introduction to the memo on Item 1.

The following member of the public spoke: Jeanine Valadez.

Following a motion by Councilmember Weinberg, seconded by Vice Mayor Meadows, Items 1 through 3 as amended were approved with the following roll call vote:

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

PUBLIC HEARINGS

- 4. Introduce an Ordinance Adopting by Reference the 2022 California Building Codes with Amendments, and Set a Public Hearing on November 29, 2022, for Adoption of the Ordinance.** This Ordinance has been assessed in accordance with the California Environmental Quality Act (Cal. Pub. Res. Code, § 21000 et seq.) (“CEQA”) and the State CEQA Guidelines (14 Cal. Code Regs. § 15000 et seq.) and is categorically exempt from CEQA under CEQA Guidelines, § 15061(b)(3), which exempts from CEQA any project where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Adoption of the proposed Ordinance would not be an activity with potential to cause significant adverse effect on the environment because the changes made to the California Green Buildings Standards Code within are enacted to provide more protection to the environment, and therefore is exempt from CEQA. It is also exempt from CEQA pursuant to CEQA Guidelines, § 15308 which exempts actions taken by regulatory agencies for the enhancement and protection of the environment. As such, the Ordinance is categorically exempt from CEQA, and none of the circumstances set forth in CEQA Guidelines Section 15300.2 applies.

Possible Action:

A. Move to read the Ordinance by title only and waive the first reading beyond the title.

B. Introduce an Ordinance amending Title 12 Buildings and Construction of the Los Altos Municipal Code, Sections 12.04, 12.08, 12.10, 12.12, 12.16, 12.20, 12.22, 12.24, 12.26, 12.30, 12.32, 12.42 and 12.68 adopting by reference the 2022 CALIFORNIA ADMINISTRATIVE CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA BUILDING CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA RESIDENTIAL CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA PLUMBING CODE, PUBLISHED BY THE INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS; 2022 CALIFORNIA MECHANICAL CODE, PUBLISHED BY THE INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS; 2022 CALIFORNIA ELECTRICAL CODE, PUBLISHED BY THE NATIONAL FIRE PROTECTION AGENCY; 2022 CALIFORNIA ENERGY CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA FIRE CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA EXISTING BUILDING CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA HISTORICAL BUILDING CODE, PUBLISHED BY

THE INTERNATIONAL CODE COUNCIL; AND 2022 CALIFORNIA REFERENCED STANDARDS CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL;

C. Set a public hearing on November 29, 2022, for adoption of the Ordinance, pursuant to California Government Code Section 50022.3.

Development Services Director Zornes introduced the item to Council.

Council asked clarifying questions to which Director Zornes responded.

There was no public comment.

Mayor Enander asked a clarifying question to City Attorney Houston who responded.

A motion by Councilmember Fligor, seconded by Mayor Enander, to read the Ordinance by title only and waive the first reading beyond the title; and introduce an ordinance amending Title 12 Buildings and Construction of the Los Altos Municipal Code, Sections 12.04, 12.08, 12.10, 12.12, 12.16, 12.20, 12.22, 12.24, 12.26, 12.30, 12.32, 12.42 and 12.68 adopting by reference the 2022 CALIFORNIA ADMINISTRATIVE CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA BUILDING CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA RESIDENTIAL CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA PLUMBING CODE, PUBLISHED BY THE INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS; 2022 CALIFORNIA MECHANICAL CODE, PUBLISHED BY THE INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS; 2022 CALIFORNIA ELECTRICAL CODE, PUBLISHED BY THE NATIONAL FIRE PROTECTION AGENCY; 2022 CALIFORNIA ENERGY CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA FIRE CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA EXISTING BUILDING CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA HISTORICAL BUILDING CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; AND 2022 CALIFORNIA REFERENCED STANDARDS CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; and set a public hearing on November 29, 2022, for adoption of the Ordinance, pursuant to California Government Code Section 50022.3 passed with the following roll call vote:

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

Council further directed staff to develop a handout on these building codes for residents and developers.

DISCUSSION ITEMS

5. **December 2022 Council Meeting Dates:** Provide direction to staff regarding December Council Meeting dates

Mayor Enander introduced the item to Council.

Council engaged in discussion.

A motion by Councilmember Weinberg, seconded by Vice Mayor Meadows, to cancel the Regular meeting of December 6, 2022, was approved with the following roll call vote:

AYES: Councilmembers Fligor, Weinberg, Vice Mayor Meadows
NOES: Councilmember Lee Eng, Mayor Enander
ABSENT: None
ABSTAIN: None

6. Review and Provide Direction: Request for Transit Service Planning on San Antonio Road Corridor

City Manager Engeland introduced the item to Council.

Council engaged in discussion.

The following members of the public commented: Jeanine Valadez, Anne Paulson, and Renee Rashid.

Director Zornes provided clarification to Council regarding AB2011.

Council engaged in further discussion.

Council directed staff to bring this item back with additional information for their consideration.

INFORMATIONAL ITEMS ONLY

7. Annual Development Impact Fees Report for Fiscal Year 2022
8. Municipal Regional Stormwater Permit: Overview of New Requirements
9. Tentative Council Calendar

Vice Mayor Meadows asked if council assignments were in December and City Manager Engeland confirmed.

Councilmember Fligor inquired as to an earlier start to the Housing Element study session which Development Services Director Zornes responded.

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Mayor Enander announced an event at the History Museum celebrating the City's 70th anniversary on December 1 from noon to 2 pm.

Vice Mayor Meadows mentioned that the City would recognize its 70th anniversary of incorporation throughout the coming year.

Councilmember Fligor asked for the December Local Emergency declaration be accompanied with a summary of the new California bills affecting public meetings.

Councilmember Lee Eng requested compassion training for Council due to recent and increasing hate crimes against Asian-American and other minorities.

Vice Mayor Meadows reported that she attended a legislative summary session hosted by the League of California Cities.

Councilmember Lee Eng reported her participation in Council Training hosted by the Cities Association, Veterans Day events, and Fremont Union School District/Cupertino Union School District joint meeting.

Councilmember Fligor reported her participation in Veterans Day events and inquired about the Cuesta Drive speed bumps to which City Manager Engeland responded.

City Manager Engeland reported updates on the upcoming quarterly staff retreat, Council Chamber renovations, the Los Altos Youth Center design contract, and the City property on 999 Fremont.

ADJOURNMENT

Mayor Enander adjourned the meeting at 8:45 pm.

Anita Enander MAYOR

ATTEST:

Angel Rodriguez, INTERIM CITY CLERK



AGENDA REPORT SUMMARY

Meeting Date: November 15, 2022

Subject Request to use Park-In-Lieu Funds for purchase of playground shade structures at the Los Altos Community Center and McKenzie Park and approve purchase from Ross Recreation Equipment

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

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- 1. Los Altos Community Center Shade Plan
- 2. McKenzie Park Shade Plan

Initiated by:

Staff

Previous Council Consideration:

None

Fiscal Impact:

The following project will cost \$92,198.09 and for the purchase and installation of shade structures over the small playground at the Community Center and the 5-12 playground at McKenzie Park.

- Breakdown of funds to be used :
 - o \$92,198.09 Park In Lieu
- Amount already included in approved budget: No
- Amount above budget requested: 0

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.

Policy Question(s) for Council Consideration:

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JE



Subject: Request to use Park-In-Lieu Funds for purchase of playground shade structures at the Los Altos Community Center and McKenzie Park and approve purchase from Ross Recreation Equipment

-
- Does Council wish to appropriate funding from the Park-In-Lieu fund to purchase and install shade structures over the playgrounds at the Community Center and McKenzie Park 5-12 playground to reduce the direct sun and heat on the play surfaces?
 - Does Council feel there is an adequate amount of funding available in the Park-In-Lieu fund to use for this project?

Summary:

- The playground structure surfaces at the Community Center and McKenzie Park are in direct sunlight for a majority of the day and can get very hot during the summer months.
- Parks & Recreation staff received several complaints during the summer regarding the temperature of the playground surfaces at these two locations.
- Periods of high temperature seem to start earlier and continue later in recent years.
- There is funding available in Park-In-Lieu for this purchase while still having an adequate amount for upcoming parks projects.

Staff Recommendation:

- 1) Approve use of Park-In-Lieu funds for the purchase and installation of shade structures over the playgrounds at the Los Altos Community Center and McKenzie Park.
- 2) Approve the purchase and installation of shade structures in the amount of \$92,198.09 that was submitted as the lowest responsible proposal from Ross Recreation Equipment.

Purpose

To purchase and install shade structures at the Los Altos Community Center and McKenzie Park 5-12 playgrounds through the use of Park-In-Lieu funds in the total amount of \$92,198.09.

Background

The Los Altos Community Center playground was built along with the new Community Center at 97 Hillview Avenue and opened in October 2021. This public playground is age appropriate for children 2-5 years old and is also frequented by the Parks & Recreation’s Tiny Tots program, immediately adjacent to the playground.

With no mature trees nearby for shade, the Community Center playground is in direct sunlight the entire day. This causes the plastic surfaces of the play structure to sometimes become too hot for kids to comfortably play on. In the planning of the new Community Center, a shade structure was considered, but later removed for value engineering purposes. After evaluation through the first summer of the facility being open, staff feels a shade structure is needed for comfortable use.



Subject: Request to use Park-In-Lieu Funds for purchase of playground shade structures at the Los Altos Community Center and McKenzie Park and approve purchase from Ross Recreation Equipment

The 5-12 playground (Appropriate for ages 5-12 years) was installed in 2007. There are mature trees in the park, but the playground is situated in a way that it is exposed to the sun for a good portion of the day, causing the slide surfaces to become extremely hot. The slide surfaces seemed extremely hot this year. Staff is recommending a shade structure at this location based upon observation and public complaints. The shade structure for this playground is slightly different in that it will be attached to the high poles of the playground platform. This playground is scheduled for replacement in fiscal year 23/24, but the shade structure will be able to be used in the same manner with new playground replacement components.

Discussion/Analysis

The Park-In-Lieu fund currently has funds available to cover the cost of the purchase and installation of shade structures at the Community Center and McKenzie Park. In 2022, staff received calls and emails from the public confirming the observations of excessively hot playground surfaces at these two locations. It is being recommended that the use of Park-In-Lieu funds is appropriate for this project.

The Community Center playground is a popular destination for children ages 2-5 years. It is a new playground that has an adjacent sand pit and is enclosed by a low-level fence. The playground enclosure was designed to provide parents with security that children would not run off suddenly to the parking lot. This playground is also frequently used by the Tiny Tots program that takes place Monday-Friday in the Acorn room, just steps away.

McKenzie Park has two playgrounds in the large park area, behind the City’s Maintenance Service Center, that includes restrooms, open space and is lined with mature trees. The larger playground that is for children ages 5-12 years old, has the slides exposed to the sun through an opening in the tree line of the park. This heats up the slides and makes them very hot to the touch. The proposed shade structure would reduce the time it is in direct sun and make it more comfortable for children to play on.

Park in Lieu fees may be used for the purpose of developing new or rehabilitating existing park or recreational facilities such as the addition of sun shades at the Community Center and McKenzie Park within the City because: (1) the neighborhoods in which the fees are to be expended has fewer than three acres of park area per 1,000 members of the City; (2) is reasonably foreseeable that City residents will use the proposed park and recreational facilities where the fees are being used; (3) the use of the fees is consistent with the City's adopted general plan and park master plan; and (4) the fees are used in compliance Los Altos Municipal Code Section 13.24.010. The amount requested for the purchase and installation of the two shade structures is \$92,198.09 through the



Subject: Request to use Park-In-Lieu Funds for purchase of playground shade structures at the Los Altos Community Center and McKenzie Park and approve purchase from Ross Recreation Equipment

lowest responsible proposal from Ross Recreation Equipment. The use of this amount from the Park-In-Lieu fund will not impact upcoming planned parks projects at this time.

Recommendation

The staff recommends:

- 1) Council approve use of Park-In-Lieu funds in the amount of \$92,198.09 for the purchase and installation of shade structures over the playgrounds at the Los Altos Community Center and McKenzie Park.
- 2) Approve the purchase and installation of shade structures from Ross Recreation Equipment in the amount of \$92,198.09 that was submitted as the lowest responsible proposal.

RESOLUTION NO. 2022-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AUTHORIZING THE ALLOCATION OF PARK-IN-LIEU FUNDS FOR THE PURCHASE AND INSTALLATION OF PLAYGROUND SHADE COVERS FROM ROSS RECREATION EQUIPMENT IN THE AMOUNT OF \$92,198.09

WHEREAS, the City currently has \$4,412,175 in the Park-In-Lieu fund to cover the cost of park improvements in Los Altos; and

WHEREAS, the City has determined that the playground at McKenzie Park and Hillview Community Center reach uncomfortable temperatures on hot days; and

WHEREAS, the City has determined that shade structure installation is the best option for immediately reducing playground surface temperature; and

WHEREAS, The City Council of the City of Los Altos hereby authorizes the allocation of \$92,198.09 from the City’s Park-In-Lieu fund for the purchase and installation of two playground shade structures at McKenzie Park and Hillview Community Center.

WHEREAS, Ross Recreation Equipment was the low and responsible proposal for the desired shade structure to be installed at the Community Center and McKenzie Park playgrounds in the amount of \$92,198.09.

NOW THEREFORE, BE IT RESOLVED,

- 1) The City Council finds that Park in Lieu fees may be used for the purpose of developing new or rehabilitating existing park or recreational facilities such as the installation of shade structures over the playgrounds at the Los Altos Community Center and McKenzie Park within the City because: (1) the neighborhoods in which the fees are to be expended has fewer than three acres of park area per 1,000 members of the City; (2) is reasonably foreseeable that City residents will use the proposed park and recreational facilities where the fees are being used; (3) the use of the fees is consistent with the City's adopted general plan and park master plan; and (4) the fees are used in compliance Los Altos Municipal Code Section 13.24.010.
- 2) The City Council of the City of Los Altos hereby authorizes the allocation of \$92,198.09 from the City’s Park-In-Lieu fund for the purchase and installation of two playground shade structures at McKenzie Park and Hillview Community Center.

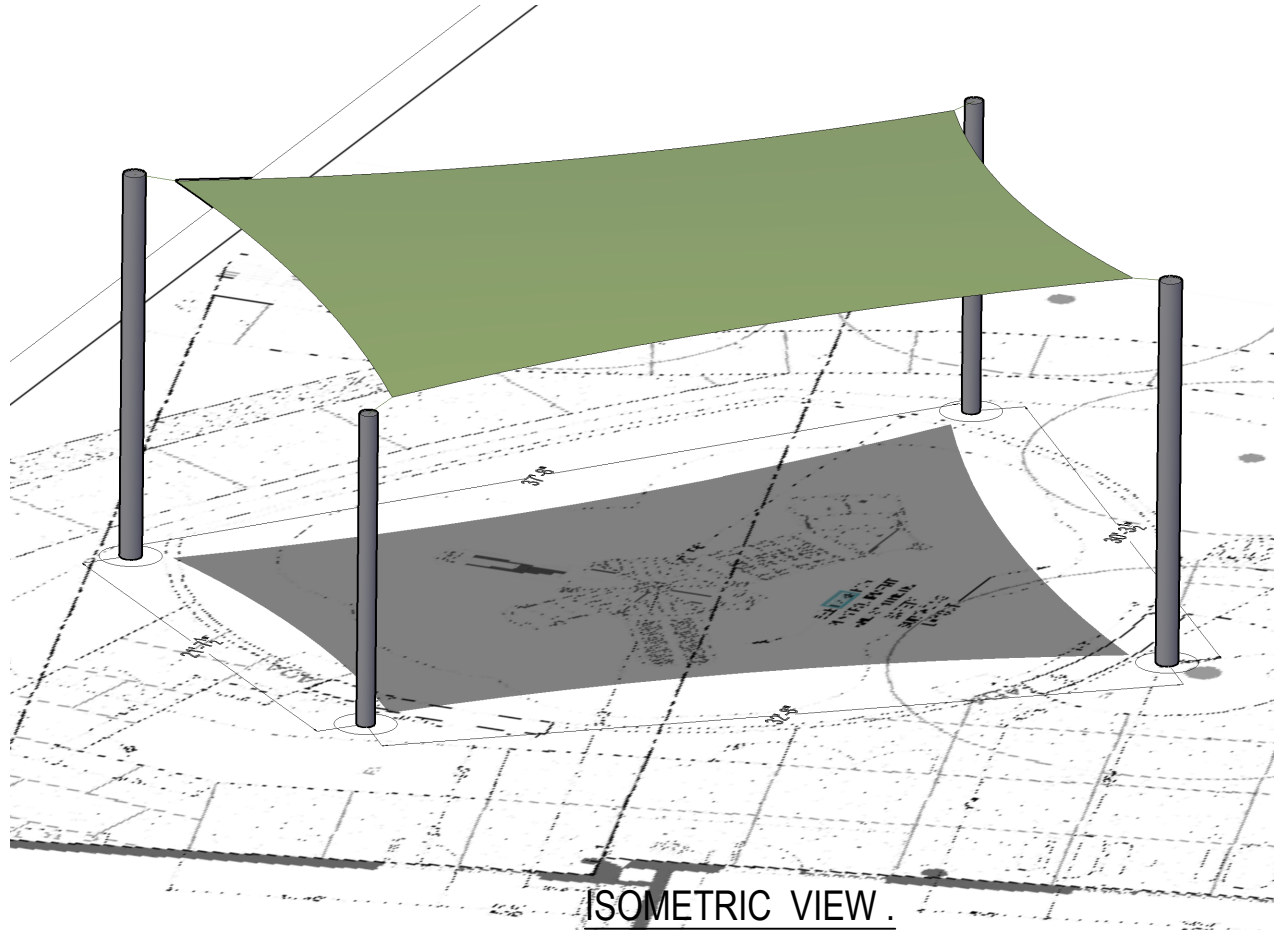
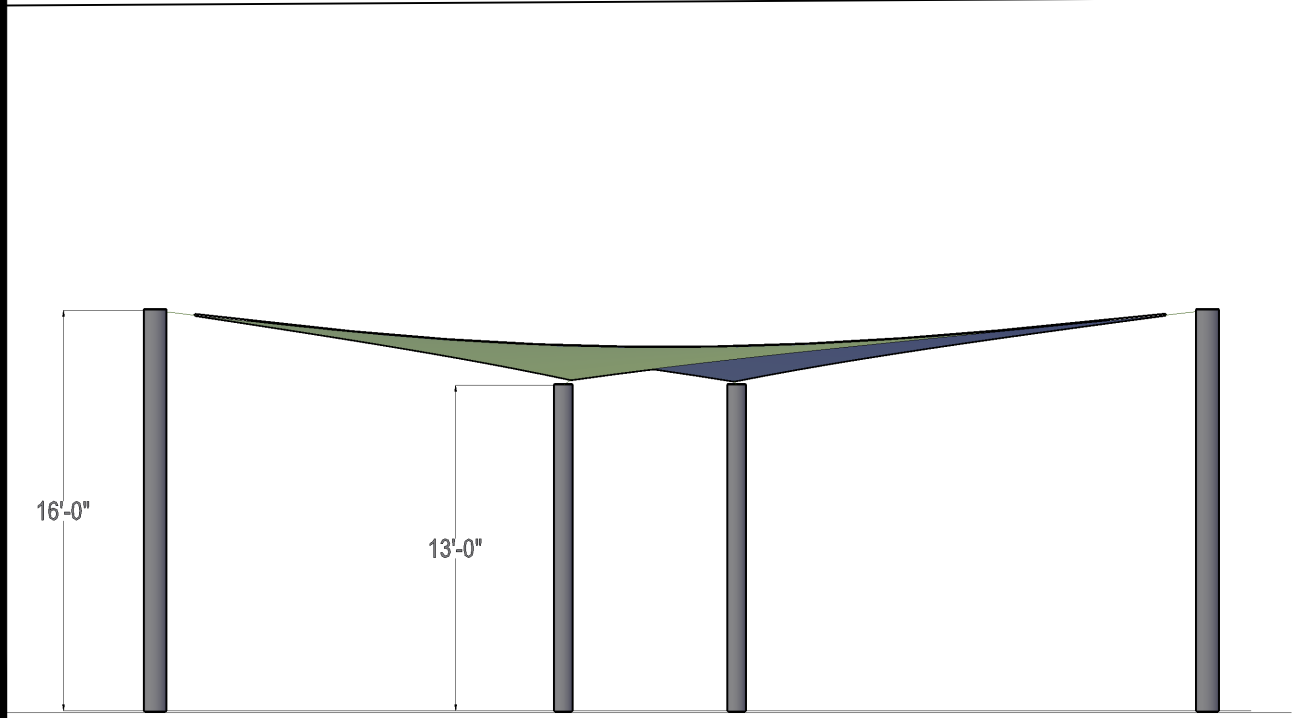
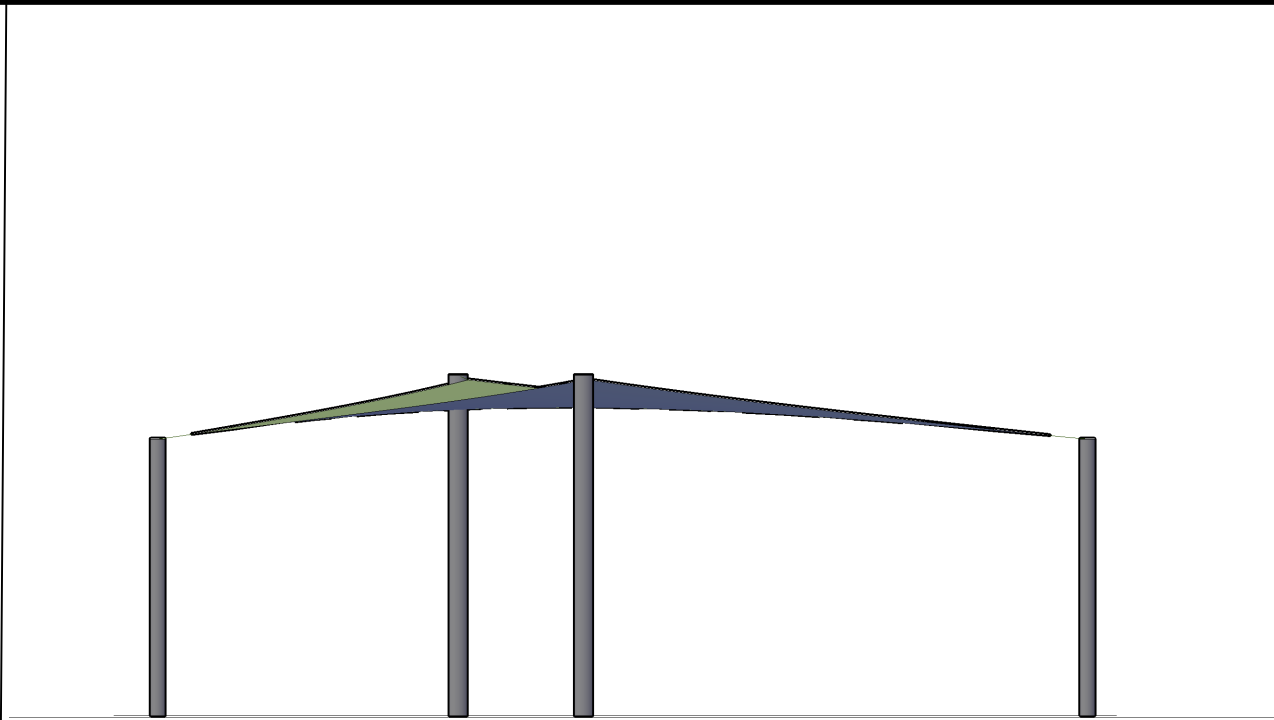
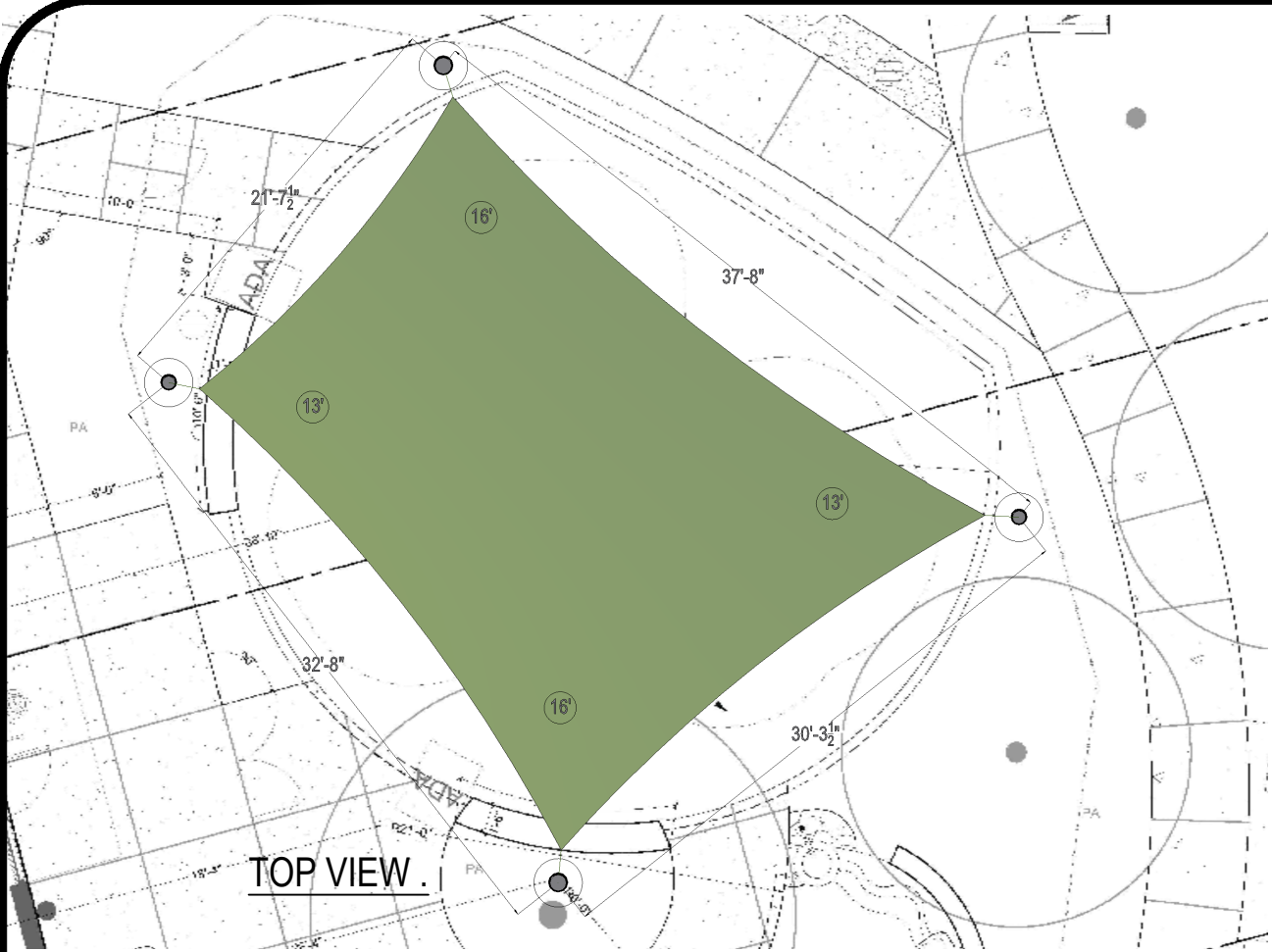
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the ____ day of ____, 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Anita Enander, MAYOR

Attest:

Angel Rodriguez, INTERIM CITY CLERK



General Notes

LOS ALTOS COMMUNITY CENTER
OPTION 1

No.	Revision/Issue	Date

Firm Name and Address
ROSS
RECREATION
EQUIPMENT

Project Name and Address
Custom
Canopies inc.

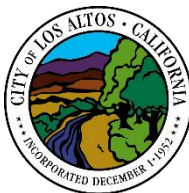
Project	Sheet
Date	S1-1
Scale	NTS



McKenzie Park Shade Retrofit

1169412-01-01-01 • 10.24.2022





AGENDA REPORT SUMMARY

Meeting Date: November 29, 2022

Subject: Adopt an Ordinance Adopting by Reference the 2022 California Building Codes with Amendments.

Prepared by: Nick Zornes, Development Services Director

Reviewed by: Jon Maginot, Assistant City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- 1. Draft Ordinance

Initiated by:

City Council

Fiscal Impact:

There is no fiscal impact to the City for the creation of this report.

Additional costs could be incurred during the building plan check process as city specific building code regulations will require specialized review from either in-house staff or third-party consultants. Should in-house building division staff be required to facilitate additional plan check review this could necessitate additional staffing resources to conduct the plan review or provide inspection services. Staffing can only be monitored at this time; any additional resources would be needed to be evaluated during implementation of the code during 2023.

Environmental Review:

This Ordinance has been assessed in accordance with the California Environmental Quality Act (Cal. Pub. Res. Code, § 21000 et seq.) (“CEQA”) and the State CEQA Guidelines (14 Cal. Code Regs. § 15000 et seq.) and is categorically exempt from CEQA under CEQA Guidelines, § 15061(b)(3), which exempts from CEQA any project where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Adoption of the proposed Ordinance would not be an activity with potential to cause significant adverse effect on the environment because the changes made to the California Green Buildings Standards Code within are enacted to provide more protection to the environment, and therefore is exempt from CEQA. It is also exempt from CEQA pursuant to CEQA Guidelines, § 15308

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JE



Subject: Introduce an Ordinance Adopting by Reference the 2022 California Building Codes with Amendments, and Set a Public Hearing on November 29, 2022, for Adoption of the Ordinance

which exempts actions taken by regulatory agencies for the enhancement and protection of the environment. As such, the Ordinance is categorically exempt from CEQA, and none of the circumstances set forth in CEQA Guidelines Section 15300.2 applies.

Summary:

- Every three (3) years the California Building Standards Commission updates the California Building Standards Code. Each jurisdiction must adopt the updated California Building Standards prior to the effective date. The 2022 California Building Standards become effective on January 1, 2023.
- State law allows a local jurisdiction to modify or change these codes and establish more restrictive building standards if the local jurisdiction finds that the modifications and changes are reasonably necessary because of local, climatic, geological, or topographical conditions. This ordinance would adopt the statewide codes and local amendments that are intended to enhance and safeguard public health, safety, and general welfare in addition to providing safety to firefighters and emergency responders during emergency operations.
- As directed by City Council on September 6, 2022, the draft ordinance readopts the existing Reach Codes that are in effect today and that are not in conflict with the new 2022 California Building Codes.

Staff Recommendation:

Adopt and Waive further reading of Ordinance No. 2022-XX to amend Title 12 Buildings and Construction of the Los Altos Municipal Code.

Purpose

Update Title 12 Buildings and Construction of the Los Altos Municipal Code and adopt the 2022 California Building Codes with added local amendments to align the City of Los Altos with codes mandated by the State of California.

Background

The 2022 California Building Standards Code, are State mandated construction codes and since 1953 have been required to be updated on a triennial cycle. These codes establish minimum building standards to protect the public welfare and provide uniformity in building law. In order to incorporate the updated version of the California Building Standards Code into the Los Altos Municipal Code, the City Council must adopt an ordinance revising Title 12 Buildings and Construction in the LAMC. Local amendments are included within the draft ordinance, and are allowed by State law, so as long as the local amendments are more restrictive than the State minimums.



Subject: Introduce an Ordinance Adopting by Reference the 2022 California Building Codes with Amendments, and Set a Public Hearing on November 29, 2022, for Adoption of the Ordinance

Discussion

California Health and Safety Code Sections 17958.7 and 18941.5 authorize cities to adopt the California Building Standards Code with modifications determined to be reasonably necessary because of local climatic, geological, or topographical conditions. The 2022 California Building Standards Code includes the: California Administration Code, California Building Code, California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Energy Code, California Historical Code, California Fire Code, California Existing Building Code, California Green Building Standards Code and the California Referenced Standards Code.

The 2022 California Building Standards Code establishes construction standards to protect the public welfare and provide uniformity in building laws. State law requires updating the Building Codes every three (3) years. The updated 2022 Building Codes go into effect automatically January 1, 2023, regardless of the City taking action or not. However, an ordinance must be adopted in order to incorporate the City’s local amendments and the Santa Clara County Fire Department amendments into the Building Codes. Staff is recommending that the City Council adopt the updated California Building Standards Code including previously adopted local amendments.

The City of Los Altos contracts with the Santa Clara County Fire Department to enforce Fire Codes. The Santa Clara County Fire Department has provided their 2022 Fire Code modifications that include a variety of amendments that reflect the local rules they administer amongst the multiple jurisdictions they provide fire services to. All modifications prepared by Santa Clara County Fire Department have been incorporated into the draft ordinance.

Lastly, on September 6, 2022, the City Council accepted staff’s recommendation to readopt the existing Reach Codes to remain in effect after January 1, 2023. The local amendments included within the draft ordinance incorporates the existing Reach Code provisions that are not in conflict with the 2022 California Building Standards Code. As directed by the City Council, staff will return early next year with additional amendments to the Los Altos Municipal Code based on the recommendations of the Environmental Commission which were presented at the September 6, 2022, meeting. It is important to note that the vast majority of the draft ordinance before the City Council this evening is consistent with the standard provisions included in the 2022 California Building Codes. Local amendments to the code as it relates to Reach Codes are as follows:

- Increased EV Ready charging for Single Family Residences
- Increased EV Ready percentage requirement for Multi Family Residences
- Electric Only for New Construction Single Family Residences (no remodels included in this provision; consistent with existing Reach Codes)



Subject: Introduce an Ordinance Adopting by Reference the 2022 California Building Codes with Amendments, and Set a Public Hearing on November 29, 2022, for Adoption of the Ordinance

Recommendation/Possible Action:

1. Move to read the Ordinance by title only and waive the second reading beyond the title.

2. Adopt an Ordinance amending Title 12 Buildings and Construction of the Los Altos Municipal Code, Sections 12.04, 12.08, 12.10, 12.12, 12.16, 12.20, 12.22, 12.24, 12.26, 12.30, 12.32, 12.42 and 12.68 adopting by reference the 2022 CALIFORNIA ADMINISTRATIVE CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA BUILDING CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA RESIDENTIAL CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA PLUMBING CODE, PUBLISHED BY THE INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS; 2022 CALIFORNIA MECHANICAL CODE, PUBLISHED BY THE INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS; 2022 CALIFORNIA ELECTRICAL CODE, PUBLISHED BY THE NATIONAL FIRE PROTECTION AGENCY; 2022 CALIFORNIA ENERGY CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA FIRE CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA EXISTING BUILDING CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; 2022 CALIFORNIA HISTORICAL BUILDING CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL; AND 2022 CALIFORNIA REFERENCED STANDARDS CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL;

ORDINANCE NO.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AMENDING TITLE 12 OF THE MUNICIPAL CODE BY REPLACING
CHAPTERS 12.04, 12.08, 12.10, 12.12, 12.16, 12.20, 12.22, 12.24, 12.26, 12.30, 12.32, 12.42
AND 12.68 TO ADOPT BY REFERENCE WITH LOCAL AMENDMENTS THE
FOLLOWING:**

2022 CALIFORNIA ADMINISTRATIVE CODE, PUBLISHED BY THE
INTERNATIONAL CODE COUNCIL;

2022 CALIFORNIA BUILDING CODE, PUBLISHED BY
THE INTERNATIONAL CODE COUNCIL;

2022 CALIFORNIA RESIDENTIAL CODE, PUBLISHED BY
THE INTERNATIONAL CODE COUNCIL;

2022 CALIFORNIA PLUMBING CODE, PUBLISHED BY THE INTERNATIONAL
ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS;

2022 CALIFORNIA MECHANICAL CODE, PUBLISHED BY THE
INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL
OFFICIALS;

2022 CALIFORNIA ELECTRICAL CODE, PUBLISHED BY
THE NATIONAL FIRE PROTECTION AGENCY;

2022 CALIFORNIA ENERGY CODE, PUBLISHED BY
THE INTERNATIONAL CODE COUNCIL;

2022 CALIFORNIA FIRE CODE, PUBLISHED BY
THE INTERNATIONAL CODE COUNCIL;

2022 CALIFORNIA GREEN BUILDING STANDARDS CODE PUBLISHED BY
THE INTERNATIONAL CODE COUNCIL;

2022 CALIFORNIA EXISTING BUILDING CODE, PUBLISHED BY
THE INTERNATIONAL CODE COUNCIL;

2022 CALIFORNIA HISTORICAL BUILDING CODE, PUBLISHED BY
THE INTERNATIONAL CODE COUNCIL;

AND 2022 CALIFORNIA REFERENCED STANDARDS CODE, PUBLISHED BY
THE INTERNATIONAL CODE COUNCIL;

**TOGETHER WITH CERTAIN ADMENDMENTS, ADDITIONS, INSERTIONS,
DELETIONS AND CHANGES THERETO.**

WHEREAS, The California Building Standards Commission has published the California Building Standards Code, 2022 edition, as provided in the California Code of Regulations, Title 24, and these State mandated regulations go into effect January 1, 2023; and

WHEREAS, California Health and Safety Code Sections 17958.7 and 18941.5 authorize cities to adopt the California Building Standards Code with modifications determined to be reasonably necessary because of local climatic, geological or topographical conditions; and;

WHEREAS, adoption of these updated versions of the California Code of Regulations, with local amendments as set forth in this ordinance, are necessary to enhance and safeguard public health, safety, general welfare and to provide safety to firefighters and emergency responders during emergency operations as required by the City’s unique climatic, geological and topographical conditions; and

WHEREAS, the City held a public hearing on _____, 2022 at which time all interested persons had the opportunity to appear and be heard on the matter of adopting the Codes as amended herein; and

WHEREAS, the City published notice of the aforementioned public hearing pursuant to California Government Code Section 6066 on _____, __ and _____, ____ 2022; and

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

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

SECTION 1. AMENDMENT OF CODE:

TITLE 12. BUILDINGS AND CONSTRUCTION

SECTION 2. AMENDMENT OF CODE: Title 12, Chapter 12.04 of the Municipal Code is hereby repealed.

SECTION 3. AMENDMENT OF CODE: Title 12, Chapter 12.04 of the Municipal Code is hereby added to read as follows:

Chapter 12.04 ADMINISTRATIVE CODE

Section 12.04.010 Adoption of the California Administrative Code.

There is hereby adopted by reference as if fully set forth herein, the 2022 California Administrative Code, contained in the California Code of Regulations, Title 24, Part 1, published by the International Code Council, and each and all of its regulations and provisions. One copy is on file for use and examination by the public in the office of the Building Official.

SECTION 4. AMENDMENT OF CODE: Title 12, Chapter 12.08, of the Municipal Code is hereby repealed.

SECTION 5. AMENDMENT OF CODE: Title 12, Chapter 12.08, of the Municipal Code is hereby added to read as follows:

Chapter 12.08 BUILDING CODE

Section 12.08.010 Adoption of the California Building Code.

Section 12.08.020 Amendments.

Section 12.08.030 Correction of Violations.

Section 12.08.040 Fee Refunds.

Section 12.08.010 Adoption of the California Building Code.

The 2022 California Building Code (2 volumes), contained in the California Code of Regulations, Title 24, Part 2, which incorporates and amends the International Building Code 2021 Edition, published by the California Building Standards Commission and the International Code Council, with the amendments and certain appendices as set forth in Section 12.08.020, is hereby adopted by reference as if fully set forth here. One copy of said code is on file in the office of the Building Official for use and examination by the public.

Section 12.08.020 Amendments.

The 2022 California Building Code referred to in Section 12.08.010 is adopted, together with Chapter 1 of the 2022 California Building Code, with the following amendments and certain Appendix Chapters as follows:

Chapter 1, Division II, Section 105.2 Building: #1, is deleted and replaced to read as follows, based upon the express finding of necessity set forth in Section 6.B.1 of this Ordinance.

A. Work exempt from building permits.

Building permits shall not be required for freestanding unenclosed play structures. Enclosed accessory structures used as playhouses, tool and storage sheds and similar uses that are less than 120 square feet constructed without electrical, plumbing, or mechanical features do not require building permits, but do require zoning approval to comply with local zoning regulations.

Chapter 1, Division II, Section 110.3.4 is deleted and replaced to read as follows, based upon the express findings of necessity set forth in Section 6.B.2 of this Ordinance.

B. Frame Inspection.

Ordinance No. 2022-

Framing inspection shall be made after the following components are completed: Roof deck and/or sheathing has been inspected and approved; complete finish roofing materials are installed; the building exterior envelope has all windows and doors installed; all framing, fire-blocking, bracing, pipes, chimneys and vents to be concealed are complete; and all sub-trades including, but not limited to, building, electrical, plumbing and mechanical are roughed in and under required tests.

C. Only the following Appendix Chapters from the Building Code are adopted:

- 1. Appendix I, Patio Covers.
- 2. Appendix J, Grading.

Section 903.2 is amended to read as follows:

903.2 Where required. Approved automatic sprinkler systems in new and existing buildings and structures shall be provided in the locations described in this Section or in Sections 903.2.1 through 903.2.12 whichever is the more restrictive and Sections 903.2.14 through 903.2.21.

For the purposes of this section, firewalls and fire barriers used to separate building areas shall be constructed in accordance with the California Building Code and shall be without openings or penetrations.

- 1. An automatic sprinkler system shall be provided throughout all new buildings and structures, other than Group R occupancies, except as follows:
 - a. Buildings and structures not located in any Wildland-Urban Interface and not exceeding 1,200 square feet of fire area.
 - b. Buildings and structures located in any Wildland-Urban Interface Fire Area and not exceeding 500 square feet of fire area.
 - c. Group S-2 or U occupancies, including photovoltaic support structures, used exclusively for vehicle parking which meet all of the following:
 - i. Noncombustible construction.
 - ii. Maximum 5,000 square feet in building area.
 - iii. Structure is open on not less than three (3) sides nor 75% of structure perimeter.
 - iv. Minimum of 10 feet separation from existing buildings, or similar structures, unless area is separated by fire walls complying with California Building Code 706.
 - d. Canopies, constructed in accordance with CBC 406.7.2, used exclusively for weather protection of vehicle fueling pads per CBC 406.7.1 and not exceeding 5,000 square feet of fire area.
- 2. An automatic sprinkler system shall be installed throughout all new buildings with a Group R fire area.

Exception: Detached Accessory Dwelling Unit, provided that all of the following are met:

- a. The unit meets the definition of an Accessory Dwelling Unit as defined in the Government Code Section 65852.2.

- b. The existing primary residence does not have automatic fire sprinklers.
 - c. The accessory detached dwelling unit does not exceed 1,200 square feet in size.
 - d. The unit is on the same lot as the primary residence.
 - e. The unit meets all apparatus access and water supply requirements of Chapter 5 and Appendix B of the 2022 California Fire Code.
3. An approved automatic fire sprinkler system shall be installed in new manufactured homes (as defined in California Health and Safety Code Sections 18007 and 18009) and multifamily manufactured homes with two dwelling units (as defined in California Health and Safety Code Section 18008.7) in accordance with Title 25 of the California Code of Regulations.
4. An approved automatic sprinkler system shall be provided throughout all existing buildings, when additions are made that exceed fifty (50) percent and/or seven hundred and fifty (750) square feet of existing floor areas (area calculations shall not include existing basement floor areas and any non-habitable floor areas i.e., garages).
5. An approved automatic sprinkler system shall be provided throughout all new and existing basements.
6. An approved automatic sprinkler system shall be provided throughout existing buildings and structures when alterations or additions are made that create conditions described in Sections 903.2.1 through 903.2.18
7. Any change in the character of occupancy or in use of any building with a fire area equal to or greater than 3,600 square feet which, in the opinion of the fire code official or building official, would place the building into a more hazardous division of the same occupancy group or into a different group of occupancies and constitutes a greater degree of life safety¹ or increased fire risk², shall require the installation of an approved fire automatic fire sprinkler system.
- ¹ Life Safety – Shall include, but not limited to: Increased occupant load, public assembly areas, public meeting areas, churches, indoor amusement attractions, buildings with complex exiting systems due to increased occupant loads, large schools/day-care facilities, large residential care facilities housing non-ambulatory clients.
- ² Fire Risks – Shall include, but not limited to: High-piled combustible storage, woodworking operations, hazardous operations using hazardous materials, increased fuel loads (storage of moderate to highly combustible materials), increased sources of ignition (welding, automotive repair with the use of flammable liquids and open flames).
8. The obligation to provide compliance with these fire sprinkler regulations may not be evaded by performing a series of small additions and/or alterations undertaken over a three-year period and/or two code cycles. The permit issuance dates of past additions and/or alterations where these regulations were in effect shall be used for determining compliance.
- a. Any submittal for building permits which exceed fifty (50) percent and/or seven hundred and fifty (750) square feet of existing floor areas (area calculations shall not include existing basement floor areas and any non-habitable floor areas i.e., garages) during the three-year period shall comply with fire sprinkler regulations.
 - b. No waiver shall be granted from compliance with fire sprinklers.

Section 903.2.11.7 is amended to read as follows:

903.2.11.7 Chemical Fume Hood Fire Protection. Approved automatic fire extinguishing systems shall be provided in chemical fume hoods in the following cases:

1. Existing hoods having interiors with a flame spread index greater than 25 in which flammable liquids are handled
2. If a hazard assessment determines that an automatic extinguishing system is required for the chemical fume hood, then the applicable automatic fire protection system standard shall be followed.

Section 907.8 is amended to read as follows:

907.8 Inspection, testing and maintenance. The maintenance and testing schedules and procedures for fire alarm and fire detection systems shall be in accordance with Sections 907.8.1 through 907.8.4 and NFPA 72. Records of inspection, testing and maintenance shall be documented using NFPA 72 record of inspection and testing forms.

Section 12.08.030 Correction of Violations.

The issuance or granting of a permit or approval of plans under this Title shall not prevent the administrative authority from thereafter requiring the correction of errors in such plans and specifications, or from preventing construction operations being carried on thereunder when in violation of this Code or of any other law, or from revoking any certificate of approval when issued in error.

- A. The 2022 California Building Code referred to in Section 12.08.010 is adopted, together with Chapter 1 of the 2022 California Building Code, with the following amendments and certain Appendix Chapters as follows:

Chapter 1, Division II, Section 105.5 is deleted and replaced to read as follows, as an administrative clarification, and does not modify a building standard pursuant to California Health & Safety Code Sections 17958, 17958.7 and/or 18941.5 This amendment establishes administrative standards for the effective enforcement of the building standards in the City of Los Altos.

Expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 12 months after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 12 Months after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Before such work can be recommenced, a new permit shall be first obtained, and the fee therefore shall be one-half (1/2) the amount required for a new permit for such work provided no changes have been made, or will be made, in the original plans and specifications for such work; and provided, further, that such a suspension or abandonment has not exceeded one year. In order to renew action on a permit after one year expiration, the permittee shall be required to pay original full building permit fees.

For the purpose of this section, failure to progress a project to the next level of required inspection shall be deemed abandonment of the project.

For those projects that are residential only, the Building Official may modify expired permit fees when the owner can demonstrate that the project has received all required inspections, except for the Building Division final. The fee amount of one hundred dollars (\$100) shall be required within 10 working days of notice and the project shall achieve a final inspection within 30 days of payment received, otherwise expired permit fees as noted above shall be required.

- B. Work commencing before permit issuance. Whenever any work for which a permit is required by the California Code of Regulations as adopted in this chapter has been commenced without first obtaining said permit, the building official shall charge a minimum of two times and/or up to four times, for repeat offenders, on all applicable plan review and permit (inspection) fees related to the required permit(s), including, but not limited to, building permits (including, but not limited to electrical, fire, mechanical and plumbing), sign permits and demolition permits. The legal registered owner of said property shall obtain a building permit within 30 days of any violation letter or stop-work notice issued by the City of Los Altos. The payment of the increased fee(s) shall not relieve any person from fully complying with the requirements of this code, other codes adopted by the City, or the requirements of the zoning ordinance. Failure to comply with the provisions of this chapter may also subject the violator to any other penalties, sanctions or remedies provided elsewhere in this code. This provision shall not apply to emergency work when the administration authority determines that such work was urgently necessary and that it was not practical to obtain a permit therefore prior to the commencement of such work. In such cases, a permit shall be obtained as soon as it is practical to do so; and if there is an unreasonable delay (exceeding two working days) in obtaining such permit, a fee as provided in this section shall be charged.

Once building permits are issued pursuant to work commenced without required permits, it is the responsibility of the permit holder to obtain their first required building inspection within 30 days from permit issuance date and shall receive a project final inspection within a one-year period. Any further delays will require additional building permit fees charged again in the original amount with an additional 30-day extension. If the project continues without meeting these deadlines, Administration Citation Fees and/or other legal remedies allowed by local, or state law shall be imposed.

Failure to contact the Building Division within five business days of receiving the violation notice may result in Administration Citation Fees, Chapter 1.30 of the Los Altos Municipal Code.

Section 12.08.040 Fee Refunds.

The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

The Building Official may authorize refunding of not more than 80 percent of the permit fee

paid when no work has been done under a permit issued in accordance with this code.

The Building Official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.

The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

SECTION 6. AUTHORITY AND FINDINGS.

- A. This Ordinance is enacted pursuant to and in compliance with Health and Safety Code Section 18941.5 and as expressly permitted in Government Code Section 50022.2.
- B. Express Findings as required by Health and Safety Code 18941.5(c). The City Council of the City of Los Altos hereby expressly finds that amendments to the Building Code adopted by this Ordinance and as described in section 12.08.020 are necessary for the protection of the public health, safety, and welfare, due to the local climatic, geologic, or topographical conditions.
 - 1. Section 105.2 Building: (1) exempts one story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, from obtaining building permits provided the floor area does not exceed 120 square feet. The Los Altos Municipal Code zoning regulations apply to all accessory structures, regardless of size. All accessory structures are subject to obtaining a zoning approval.
 - 2. The City of Los Altos is a combination inspection jurisdiction; once the framing inspection is approved the building may be insulated. The City of Los Altos is located in climate zone four, due to the local climatic conditions; rain is often forecasted creating ideal conditions for corrosion, moisture to conductors and mold related issues due to wet materials and insulation. Providing a finished roof in addition to installing exterior doors and windows will reduce these negative impacts.

SECTION 7. AMENDMENT OF CODE: Title 12, Chapter 12.10, of the Municipal Code is hereby repealed.

SECTION 8. AMENDMENT OF CODE: Title 12, Chapter 12.10 of the Municipal Code is hereby added to read as follows:

Chapter 12.10 RESIDENTIAL CODE

Section 12.10.010 Residential Code – Adoption of the California Residential Code.

Section 12.10.020. Amendments.

Section 12.10.030 Correction of Violations.

Section 12.10.040 Fee Refunds.

Section 12.10.010 Adoption of the California Residential Code.

The 2022 California Residential Code, contained in the California Code of Regulations, Title 24, Part 2.5, published by the California Building Standards Commission and the International Code Council, which incorporates and amends the 2021 International Residential Code 2021 Edition, is hereby adopted. There is one copy of said code on file in the office of the Building Official for use and examination by the public.

Section 12.10.020 Amendments.

The 2022 California Residential Code referred to in Section 12.10.10 is adopted, together with Chapter 1 of the 2022 California Residential Code, with the following amendments to read as follows:

Chapter 3 Section R301.1.3.2 is deleted and replaced to read as follows, based upon the express finding of necessity set forth in section 9.B.1. of this Ordinance.

R301.1.3.2 Wood frame structures. The building official shall require construction documents to be approved and stamped for structural compliance by a California licensed architect or engineer for all dwellings of wood frame construction more than one story in height located in Seismic Design Category D0, D1, D2, or E.

Chapter 3 Section R313.1 and Section R313.2 are deleted and replaced to read as follows, based upon the express finding of necessity set forth in section 9.B.2. of this Ordinance.

Section R313.1 is amended to read as follows:

R313.1 Townhouse automatic fire sprinkler systems. An automatic residential fire sprinkler system shall be installed in accordance with National Fire Protection Association’s (NFPA) Standard 13D in all new townhouses and in existing townhouses, when additions are made that increase the building area to more than the allowable Fire-Flow Appendix B, Tables B105.1(1) and B105.1(2) of the 2022 California Fire Code, and/or additions exceeding fifty (50) percent of the existing living area (existing square foot calculations shall not include existing basement) and/or additions exceeding seven hundred and fifty (750) square feet. When automatic fire sprinkler systems are required by this section, all associated attached garages shall be included. Additions over fifty (50) percent and/or seven hundred and fifty (750) square feet as referenced above, shall be treated as a new structure regarding installation of fire sprinkler systems. For the purpose of this section, removal of roof framing with associated exterior walls down to, or below the subfloor/slab shall be included in the above calculations. Therefore, the following shall apply:

The obligation to provide compliance with these fire sprinkler regulations may not be evaded by performing a series of small additions undertaken over a three-year period. The permit issuance dates of past additions where these regulations were in effect shall be used for determining compliance.

- a. Any submittal for building permits which exceed fifty (50) percent and/or seven hundred and fifty (750) square feet of existing floor areas (area calculations shall not include existing basement floor areas and any non-habitable floor areas i.e., garages) during the three-year period shall comply with fire sprinkler regulations.
- b. No waiver shall be granted from compliance with fire sprinklers.

Section R313.2 is amended to read as follows:

R313.2 One and two-family dwellings automatic fire sprinklers systems. An automatic residential fire sprinkler system shall be installed in accordance with National Fire Protection Association’s (NFPA) Standard 13D in all new one and two-family dwellings and in existing dwellings, when additions are made that increase the building area to more than the allowable Fire-Flow Appendix Tables B105.1(1) and B105.1(2) of the 2022 California Fire Code, and/or additions exceeding fifty (50) percent of the existing living area (existing square foot calculations shall not include existing basement) and/or additions exceeding seven hundred and fifty (750) square feet. When automatic fire sprinkler systems are required by this section, all associated garages shall be included. Additions over fifty (50) percent and/or seven hundred and (750) square feet as referenced above, shall be treated as a new structure regarding installation of fire sprinkler systems. For the purpose of this section, removal of roof framing with associated exterior walls down to, or below the subfloor/slab shall be included in the above calculations. Therefore, the following shall apply:

The obligation to provide compliance with these fire sprinkler regulations may not be evaded by performing a series of small additions undertaken over a three-year period and/or two California Building Standards Code Cycles. The permit issuance date of past additions where these regulations were in effect shall be used for determining compliance.

- a. Any submittal for building permits which exceed fifty (50) percent and/or seven hundred and fifty (750) square feet of existing floor areas (area calculations shall not include existing basement floor areas and any non-habitable floor areas i.e., garages) during the three-year period shall comply with fire sprinkler regulations.
- b. No waiver shall be granted from compliance with fire sprinklers.

Exceptions:

- 1. Detached Accessory Dwelling Unit, provided that all of the following are met:
 - 1.1. The unit meets the definition of an Accessory Dwelling Unit as defined in the Government Code Section 65852.2.
 - 1.2. The existing primary residence does not have automatic fire sprinklers.
 - 1.3. The accessory detached dwelling unit does not exceed 1,200 square feet in size.
 - 1.4. The unit is on the same lot as the primary residence.
 - 1.5. The unit meets all apparatus access and water supply requirements of Chapter 5 and Appendix B of the 2022 California Fire Code.

Chapter 6 Section R602.10.4.3.1 and Table R602.10.3 (3) footnote “i” are new sections added to read as follows, based upon the express finding of necessity set forth in section 9.B.3. of this Ordinance.

Amend Section R328.7 to read as follows:

R328.7 Fire detection. Rooms and areas within dwelling units, basements and attached garages in which ESS are installed shall be protected by smoke alarms in accordance with Section R314. A heat detector, listed and interconnected to the smoke alarms, shall be installed in locations within dwelling units and attached garages where smoke alarms cannot be installed

based on their listing.

ESS installed in Group R-3 and townhomes shall comply with the following:

1. Rooms and areas within dwellings units, sleeping units, basements and attached garages in which ESS are installed shall be protected by smoke alarms in accordance with Section R314.
2. A listed heat alarm interconnected to the smoke alarms shall be installed in locations within dwelling units, sleeping units, and attached garages where smoke alarms cannot be installed based on their listing.

Exceptions:

1. A listed heat detector may be used in place of a heat alarm, so long as it is interconnected with devices that provide an audible alarm at all sleeping areas.
2. A fire sprinkler associated with an approved automatic sprinkler system that triggers an audible alarm upon activation of the waterflow switch, may be used in place of a heat alarm.

Add a new subsection R602.10.4.3.1 to read as follows:

R602.10.4.3.1 Limits on methods GB and PCP. In Seismic Design Categories D0, D1, and D2, Method GB is not permitted for use as intermittent braced wall panels, but gypsum board is permitted to be installed when required by this Section to be placed on the opposite side of the studs from other types of braced wall panel sheathing. In Seismic Design Categories D0, D1, and D2, the use of Method PCP is limited to accessory structures.

Add a new footnote “i” to the end of CRC Table R602.10.3(3), after the five footnotes (a) – (f) currently shown, to read:

g. In Seismic Design Categories D0, D1, and D2, Method GB is not permitted, and the use of Method PCP is limited to accessory structures.

C. Only the following Appendix Chapters from the California Residential Code are adopted:

1. Appendix H, Patio Covers

Section 12.10.030 Correction of Violations.

The issuance or granting of a permit or approval of plans under this Title shall not prevent the Administrative Authority from thereafter requiring the correction of errors in such plans and specifications, or from preventing construction operations being carried on thereunder when in violation of this Code or of any other law, or from revoking any certificate of approval when issued in error.

- A. The 2022 California Residential Code referred to in Section 12.10.010 is adopted, together with Chapter 1 of the 2022 California Residential Code, with the following amendments and certain Appendix Chapters as follows:

Chapter 1, Division II, Section 105.5 is deleted and replaced to read as follows, as an administrative clarification, and does not modify a building standard pursuant to California Health & Safety Code Sections 17958, 17958.7 and/or 18941.5 This amendment establishes administrative standards for the effective enforcement of the building standards in the City of Los Altos.

Expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 12 months after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 12 months after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time for periods not more than 180 days each.

Before such work can be recommenced, a new permit shall be first obtained, and the fee therefore shall be one-half (1/2) the amount required for a new permit for such work provided no changes have been made, or will be made, in the original plans and specifications for such work; and provided, further, that such a suspension or abandonment has not exceeded one year. In order to renew action on a permit after one year expiration, the permittee shall be required to pay original full building permit fees.

For the purpose of this section, failure to progress a project to the next level of required inspection shall be deemed abandonment of the project.

For those projects that are residential only, the Building Official may modify expired permit fees when the owner can demonstrate that the project has received all required inspections, except for the Building Division final. The fee amount of one hundred dollars (\$100) shall be required within 10 working days of notice and the project shall achieve a final inspection within 30 days of payment received, otherwise expired permit fees as noted above shall be required.

- B. Work commencing before permit issuance. Whenever any work for which a permit is required by the California Code of Regulations as adopted in this chapter has been commenced without first obtaining said permit, the building official shall charge a minimum of two times and/or up to four times, for repeat offenders, on all applicable plan review and permit (inspection) fees related to the required permit(s), including, but not limited to, building permits (including, but not limited to electrical, fire, mechanical and plumbing), sign permits and demolition permits. The legal registered owner of said property shall obtain a building permit within 30 days of any violation letter or stop-work notice issued by the City of Los Altos. The payment of the increased fee(s) shall not relieve any person from fully complying with the requirements of this code, other codes adopted by the city, or the requirements of the zoning ordinance. Failure to comply with the provisions of this chapter may also subject the violator to any other penalties, sanctions or remedies provided elsewhere in this code. This provision shall not apply to emergency work when the administration authority determines that such work was urgently necessary and that it was not practical to obtain a permit therefore prior to the commencement of such work. In such cases, a permit shall be obtained as soon as it is practical to do so; and if there is an unreasonable delay (exceeding two working days) in obtaining such permit, a fee as provided in this section shall be charged.

Once building permits are issued pursuant to work commenced without required permits; it is the responsibility of the permit holder to obtain their first required building inspection within 30 days from permit issuance date and shall receive a project final inspection within a one-year period. Any further delays will require additional building permit fees charged again in the original amount with an additional 30-day extension. If the project continues past this deadline to obtain a required building inspection, Administration Citation Fees and/or other legal remedies allowed by local, or state law shall be imposed.

Failure to contact the Building Division within five business days of receiving the violation notice may result in Administration Citation Fees, Chapter 1.30 of the Los Altos Municipal Code.

Section 12.10.040 Fee Refunds.

The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

The Building Official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.

The Building Official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.

The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

SECTION 9. AUTHORITY AND FINDINGS.

- A. This Ordinance is enacted pursuant to and in compliance with Health and Safety Code Section 18941.5 and as expressly permitted in Government Code Section 50022.2.
- B. Express Findings as required by Health and Safety Code 18941.5(c). The City Council of the City of Los Altos hereby expressly finds that amendments to the California Residential Code adopted by this Ordinance and as described in section 12.10.010 are necessary for the protection of the public health, safety, and welfare, due to the local climatic, geological, or topographical conditions.
 - 1. Section R301.1.3.2. The City of Los Altos is geographically situated in Seismic Design Categories “D” and “E.” The occurrence of a major earthquake would significantly impact all structures. Therefore, mitigation measures are necessary for residential two-story buildings and above. Engineered designed buildings over one-story in height will greatly reduce extensive damage during a substantial seismic event. The City of Los Altos is adjacent to several active earthquake faults capable of producing these events.
 - 2. Section R313.1 and R313.2. The City of Los Altos experiences low humidity, high winds and warm temperatures during the summer months creating conditions which

are particularly conducive to the ignition and spread of grass, brush, and structure fires. Additionally, the City of Los Altos is geographically situated adjacent to active earthquake faults capable of producing substantial seismic events. Since the City of Los Altos is divided by creeks, an expressway and other substantial traffic corridors, the occurrence of a major earthquake would significantly impact the ability of fire crews to respond to emergencies should one or more bridges collapse or be substantially damaged. In addition, fire suppression capabilities would be severely limited should the water system be extensively damaged during the seismic event. Therefore, mitigation measures are necessary such as: automatic fire suppression systems, communications systems, access to buildings, seismic protection, safety controls for hazardous materials and other safeguards in order to minimize the risks to citizens, firefighters and property due to the severity of the fire threat and potential response delays.

- 3. Section R602.10.4.3.1 and Table R602.10.3(3) footnote “i.” The amendment addresses the problem of poor performance of gypsum wallboard and portland cement plaster as wall bracing materials in high seismic areas. The City of Los Altos is situated in a high seismic area. This amendment reflects the recommendations by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the poor performance of these bracing materials that were observed in 1994 Northridge earthquake.

SECTION 10. AMENDMENT OF CODE: Title 12, Chapter 12.12 of the Municipal Code is hereby repealed.

SECTION 11. AMENDMENT OF CODE: Title 12, Chapter 12.12 of the Municipal Code is hereby added to read as follows:

Chapter 12.12 PLUMBING CODE

**Section 12.12.010 Plumbing Code – Adoption of the California Plumbing Code.
Section 12.12.020 Amendments.**

Section 12.12.010 Plumbing Code – Adoption of the California Plumbing Code.

The 2022 California Plumbing Code, contained in California Code of Regulations, Title 24, Part 5, which incorporates and amends the Uniform Plumbing Code 2021 Edition, published by the International Association of Plumbing and Mechanical Officials, with amendments and certain appendices set forth in Section 12.12.020 is hereby adopted. There is one copy of said code on file in the office of the Building Official for use and examination by the public.

Section 12.12.020 Amendments.

The 2022 California Plumbing Code referred to in Section 12.12.010 is adopted with the following amendments and certain Appendix Chapters as follows:

- A. Section 710.1 is deleted and replaced to read as follows, based upon the finding of express necessity set forth in Section 8.B.1 of this Ordinance.

B. Drainage of Fixtures Located Below the Next Upstream Manhole or Below the Main Sewer level.

710.1 Backflow Protection All new, replaced, or repaired building sewers, both public and private, requiring sewer connections to the City main sewer system shall be protected from backflow of sewage by installing an accessible approved type of backwater and atmospheric relief valve. Cleanouts for drains that pass through a backwater valve shall be clearly identified with a permanent label stating, “backwater valve downstream”. Building sewers shall have an atmospheric relief valve installed upstream of the backwater valve outside the building in close proximity to the foundation.

Exception: Sewer repairs where there is no existing cleanout located at or near the building foundation, may have these atmospheric relief devices placed near the repair upstream of the newly installed backwater valve.

C. Chapter 12 Section 1211.8 is amended to read as follows, based upon express finding of necessity set forth in section 8.B.2 of this Ordinance.

1211.7 Earthquake-Actuated Gas Shutoff Valves Earthquake-actuated gas shutoff valves designed to automatically shut off the gas at the location of the valve in the event of a seismic disturbance and certified by the State Architect as conforming to California Code of Regulations, Title 24, Part 12, Chapter 12-16-1, shall be installed in all new buildings, and when reinstalling meters at the same location, and when relocating gas utility meters. Said gas shutoff valves shall be at or near the meter supplying gas to individual buildings.

D. Only the following Appendix Chapters from the Plumbing Code are adopted:

- 1. Appendix A, Recommended Rules for Sizing the Water Supply System.
- 2. Appendix B, Explanatory Notes on Combination Waste and Vent Systems.
- 3. Appendix D, Sizing Storm Water Drainage Systems.
- 4. Appendix H, Private Sewage Disposal Systems.
- 5. Appendix I, Installation Standard for Pex Tubing Systems for Hot and – Cold-Water Distribution.

SECTION 12. AUTHORITY AND FINDINGS.

A. This Ordinance is enacted pursuant to and in compliance with Health and Safety Code Section 18941.5 and as expressly permitted in Government Code Section 50022.2.

B. Express Findings as required by Health and Safety Code 18941.5(c). The City Council of the City of Los Altos hereby expressly finds that amendments to the Plumbing Code adopted by this Ordinance and as described in section 12.12.020 are necessary for the protection of the public health, safety, and welfare, due to the local climatic, geologic, or topographical conditions.

- 1. Section 710.1 requires that fixtures installed on a floor level lower than the next upstream manhole cover of the public or private sewer, serving such drainage piping,

shall be protected from backflow of sewage by installing an approved backwater valve. Due to the topography of the City of Los Altos, it shall be required to install an accessible approved type of backwater and atmospheric relief valve in all new, replaced or repaired public and private building sewers.

- 2. Local Geological Conditions – The City of Los Altos is located in a highly active seismic region. The need to incorporate this modification into the code will help to assure that all new buildings and relocated gas meters for existing buildings equipped with these automatic gas shut off devices are designed to minimize fire, life and safety issues arising from damage due to an earthquake.

SECTION 13. AMENDMENT OF CODE: Title 12, Chapter 12.16, of the Municipal Code is hereby repealed.

SECTION 14. AMENDMENT OF CODE: Title 12, Chapter 12.16, of the Municipal Code is hereby added to read as follows:

Chapter 12.16 MECHANICAL CODES

Section 12.16.010 Adoption of the California Mechanical Code.

The 2022 California Mechanical Code, contained in the 2022 California Code of Regulations, Title 24, Part 4, which incorporates and amends the Uniform Mechanical Code 2021 Edition, published by the International Association of Plumbing and Mechanical Officials, is hereby adopted. There is one copy of said code on file in the office of the Building Official for use and examination by the public.

SECTION 15. AMENDMENT OF CODE: Title 12, Chapter 12.20, of the Municipal Code is hereby repealed.

SECTION 16. AMENDMENT OF CODE: Title 12, Chapter 12.20, of the Municipal Code is hereby added to read as follows:

Chapter 12.20 ELECTRICAL CODE

Section 12.20.010 Adoption of the California Electrical Code.

The 2022 California Electrical Code, contained in the 2022 California Code of Regulations, Title 24, Part 3, incorporates and amends the National Electrical Code 2020 Edition, published by the National Fire Protection Association, is hereby adopted. There is one copy of said code on file in the office of the Building Official for use and examination by the public.

SECTION 17. AMENDMENT OF CODE: Title 12, Chapter 12.22, of the Municipal Code is hereby repealed.

SECTION 18. AMENDMENT OF CODE: Title 12, Chapter 12.22 of the Municipal Code is hereby added to read as follows:

Chapter 12.22 ENERGY CODE

12.22.010 Adoption of the California Energy Code.

There is hereby adopted by reference as if fully set forth herein, the 2019 California Energy Code, contained in the California Code of Regulations, Title 24, Part 6, published by the International Code Council, and each and all of its regulations and provisions. One copy is on file for use and examination by the public in the office of the building official.

12.22.020 Amendments for all-electric buildings.

City of Los Altos local amendments to the 2022 California Energy Code. Upon adoption of this Code in the event that there is any conflict between local amendments and the 2022 California Energy Code the most restrictive shall prevail.

- A. Amend Section 100.1(b) of the Energy Code by adding the following definitions to read as follows:

ALL-ELECTRIC BUILDING is a building that has no natural gas or propane plumbing installed within the building.

NEWLY CONSTRUCTED BUILDING (Applicable to Chapter 12.22 Energy Code Section 12.22.020 Amendments) is a building that has never been used or occupied for any purpose and supported by 1) a new structural foundation, 2) an existing, structural foundation where a building has been demolished and removed to floor or below, or 3) a combination of 1) and 2).

PUBLIC BUILDING is a building used by the public for any purpose, such as assembly, education, entertainment, or worship.

SCIENTIFIC LABORATORY BUILDING is a building or area where research, experiments, and measurement in medical, life, and physical sciences are performed and/or stored requiring examination of fine details. The building may include workbenches, countertops, scientific instruments, and supporting offices.

Subchapter 1 Section 100.0(e)2.A. is deleted and replaced to read as follows, based on express finding of necessity set forth of this Ordinance.

- B. Amend Section 100.0(e)2.A. of the Energy Code to read as follows:

2. Newly constructed buildings.

- A. Sections 110.0 through 110.12 apply to all newly constructed buildings within the scope of Section 100.0(a). In addition, newly constructed buildings shall meet the requirements of Subsections B, C, D or E, as applicable and shall be an all-electric building as defined in Section 100.1(b).

Exception 1: Residential Single-Family Dwellings, Detached ADUs (Accessory Dwelling Units), Multifamily Dwellings with two to nine units may install non-electric (natural gas-fueled) cooking and fireplace appliances if the applicant complies with the prewiring provisions, Subsection 12.22.020B.3.

Exception 2: Non-residential Buildings containing for-profit restaurant open to the public may install gas-fueled cooking appliances. The applicant shall comply with the pre-wiring provision of Subsection 12.22.020B.3.

Exception 3: Non-residential buildings, Scientific Laboratory Buildings and Public Buildings may apply to the Building Division of the Los Altos Development Services Department for an exception to install a non-electric fueled appliance or piece of equipment. The Building Division of the Los Altos Development Services Department shall grant an exception if they find the following conditions are met:

- i. The applicant shows that there is a public or business-related need that cannot be reasonably met with an electric fueled appliance or piece of equipment.
- ii. The applicant complies with the pre-wiring provisions to the non-electric appliance or piece of equipment noted at Subsection 12.22.020B.3.

The decision of the Building Division of the Los Altos Development Services Department shall be final unless the applicant appeals the decision to the City Manager or his or her designee within 15 days of the date of the decision. The City Manager's or his or her designee's decision on the appeal shall be final.

3. Wiring to accommodate future electric appliances or equipment.

- (a) If a non-electric appliance or piece of equipment is allowed to be installed, the appliance or equipment location must also be electrically pre-wired for future electric appliance or equipment installation, including:
 - i. A dedicated circuit, phased appropriately, with a minimum amperage requirement for a comparable electric appliance with an electrical receptacle or junction box that is connected to the electric panel with conductors of adequate capacity, extending to within 3 feet of the appliance and accessible with no obstructions. Appropriately sized conduit may be installed in lieu of conductors; and
 - ii. Both ends of the unused conductor or conduit shall be labeled with the words "For Future Electric appliance or equipment" and be electrically isolated; and
 - iii. A reserved circuit breaker space shall be installed in the electrical panel adjacent to the circuit breaker for the branch circuit and labeled for each circuit, an example is as follows (i.e. "For Future Electric Range;"); and
 - iv. All electrical components, including conductors, receptacles, junction boxes, or blank covers, related to this section shall be installed in accordance with the California Electrical Code.

SECTION 19. AUTHORITY AND FINDINGS.

The following findings support that the above amendments and modifications are reasonably necessary because of local climatic, geological, or topographical conditions:

The City of Los Altos is located in Climate Zone 4 as established in the 2019 California Energy Code. Climate Zone 4 includes Santa Clara County, San Benito County, portions of Monterey County and San Luis Obispo. The City experiences an average of 19 inches of precipitation per year. In Los Altos, January is the rainiest month of the year while July is the driest month of the year. Temperatures average about 80 degrees Fahrenheit in the summer and about 40 degrees Fahrenheit in the winter. These climatic conditions along with the effects of climate change caused by Green House Gas (GHG) emissions generated from burning natural gas to heat buildings and emissions from Vehicle Miles Traveled results in an overall increase in global average temperature. Higher global temperatures are contributing to rising sea levels, record heat waves, droughts, wildfires, and floods.

The above local amendments to the 2022 California Energy Code are necessary to combat the ever-increasing harmful effects of global climate change. Implementation of the proposed code amendments will achieve decarbonization and provide an accelerated path to reduce GHG emissions. The proposed Ordinance containing these amendments would ensure that new buildings use cleaner sources of energy which helps meet the goal of cutting carbon emissions in half by 2030.

All-electric building design benefits the health, welfare, and resiliency of Los Altos and its residents.

SECTION 20. AMENDMENT OF CODE: Title 12, Chapter 12.24 of the Municipal Code is hereby repealed.

SECTION 21. AMENDMENT OF CODE: Title 12, Chapter 12.24 of the Municipal Code is hereby added to read as follows:

Chapter 12.24 FIRE CODE

Section 12.24.010 Adoption of the 2022 California Fire Code

Section 12.24.015 Findings.

Section 12.24.020 Establishment and duties of the fire prevention division.

Section 12.24.030 Definitions.

Section 12.24.080 Fire Code Amendments.

Section 12.24.010 Adoption of the 2022 California Fire Code

There is hereby adopted by the City, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the 2022 California Fire Code, contained in the 2022 California Code of Regulations, Title 24, Part 9, which incorporates and amends the International Fire Code 2021 Edition, published by the International Code Council, including Appendix Chapters B, C, D and O, save and except such portions as are hereinafter deleted, modified or amended by this chapter. One copy has been filed

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for use and examination by the public in the office of the Building Official. Said codes are adopted and incorporated as fully as if set out at length herein, and from the date on which the ordinance codified in this chapter shall take effect.

Section 12.24.015 Findings.

The City Council of the City of Los Altos hereby expressly finds that amendments to the California Fire Code adopted by this chapter and commencing with Section 12.24.080 are reasonably necessary for the protection of the public health, safety, and welfare, due to the local climatic, geologic, or topographical conditions specified as follows:

The City of Los Altos experiences low humidity, high winds and warm temperatures during the summer months creating conditions which are particularly conducive to the ignition and spread of grass, brush, and structure fires. Additionally, the City of Los Altos is geographically situated adjacent to active earthquake faults capable of producing substantial seismic events. Since the City of Los Altos is divided by creeks, an expressway and other substantial traffic corridors, the occurrence of a major earthquake would significantly impact the ability of fire crews to respond to emergencies should one or more bridges collapse or be substantially damaged. In addition, fire suppression capabilities would be severely limited should the water system be extensively damaged during the seismic event. Therefore, mitigation measures are necessary such as: automatic fire suppression systems, communications systems, access to buildings, seismic protection, safety controls for hazardous materials and other safeguards in order to minimize the risks to citizens, firefighters and property due to the severity of the fire threat and potential response delays.

The below table provides the express findings and determinations (where necessary pursuant to California Health & Safety Code Sections 17958, 17958.7 and/or 18941.5) justifying the City of Los Altos’ amendments to the 2022 Edition of the California Fire Code as reasonably necessary because of local climatic, geologic, or topographic conditions.

Admin = This amendment is necessary for administrative clarification and does not modify a building standard pursuant to California Health & Safety Code Sections 17958, 17958.7 and/or 18941.5. This amendment establishes administrative standards for the effective enforcement of the building standards in the City of Los Altos.

- I = This amendment is reasonably necessary because of climatic conditions.
- II = This amendment is reasonably necessary because of topographical conditions.
- III = This amendment is reasonably necessary because of geological conditions.

Code Section	California Fire Code Local Amendment	Findings
108.5	Final Inspection	Admin
112.4	Violation penalties	Admin
Chapter 2	Definitions	Admin
503.1	Where required	Admin
503.1.1	Buildings and facilities	Admin
503.2.1	Dimensions	Admin
503.2.4	Turning Radius	Admin

503.2.7	Grade	Admin
503.5	Required Gates or Barricades	Admin
503.6	Security Gates	Admin
504.5	Access control devices	II & III
505.1	Address identification	Admin
510.1	Emergency responder communication coverage in new buildings	Admin
510.1.1	Obstruction by new buildings	Admin
510.3	Permit required	Admin
510.4	Technical requirements	Admin
510.4.1.1	Minimum signal strength into the building	Admin
510.4.1.2	Minimum signal strength out of the building	Admin
510.5	Installation requirement	Admin
510.5.1	Approval prior to installation	Admin
510.5.3	Acceptance test procedure	Admin
603.11	Immersion Heaters	Admin
605.5	Portable unvented heaters	Admin
605.5.2.1.1	Prohibited locations	Admin
703.3	Fire-resistant penetrations and joints	Admin
901.6.2	Integrated testing	Admin
901.6.2.1	High-rise buildings	Admin
901.6.3	Records	Admin
903.2	Where required	II & III
909.20.1	Schedule	Admin
1202.1	Definitions	Admin
1207.1.5	Large-scale fire test	Admin
1207.2.2.1	Ongoing inspection and testing	Admin
1207.5.2	Maximum allowable quantities	Admin
1207.5.5	Fire suppression systems	III
1207.11.3	Location	Admin
1207.11.6	Fire detection	III
3305.5	Fire watch	Admin
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Section 12.24.020 Establishment and duties of the fire prevention division.

- a. The California Fire Code shall be enforced by the Santa Clara County Fire Department which shall be operated under the supervision of the Chief of the Fire Department.
- b. The City fire marshal shall be the chief of the fire prevention division and shall be appointed by the Chief of the Fire Department.
- c. The Chief of the Fire Department may assign members of the fire department as deputy fire marshals as shall be necessary.

Section 12.24.030 Definitions.

- a. Wherever the words "board of appeal" are used, they shall mean the City Council of the City of Los Altos, or the body appointed by the Council to pass on matters pertaining to fire safety.
- b. Wherever the words "fire prevention bureau" are used in the California Fire Code, they shall mean the fire prevention division of the fire department.
- c. Wherever the term "fire code official" is used, it shall mean the chief of the fire department.
- d. Wherever the word "jurisdiction" is used in the California Fire Code, it shall mean the City of Los Altos.

Section 12.24.080 Fire Code Amendments

The 2022 California Fire Code referred to in Section 12.24.010 is adopted with the following amendments and certain Appendix Chapters as follows:

Chapter 1 SCOPE AND ADMINISTRATION

Section 105 PERMITS

- Section 108.5 Final inspection.**
- Section 112.4 Violation penalties.**

Section 108 INSPECTIONS

Section 108.5 is added to read as follows:

Section 108.5 Final Inspection.

No final inspection as to all or any portion of a development shall be deemed completed until the installation of the required fire protection facilities and access ways have been completed and approved. No final certificate of occupancy may be granted until the Fire Department issues notice of final clearance of such fire protection facilities and access ways to the Building Division.

Section 112 VIOLATIONS

Section 112.4 is amended to read as follows:

Section 112.4 Violation penalties.

Violation penalties shall be in accordance with Title 1, Chapter 1.30 of the City of Los Altos Municipal Code.

Chapter 2 DEFINITIONS

Chapter 2 of the 2022 California Fire Code and 2021 International Fire Code is amended to include the following definitions:

CORROSIVE LIQUID. Corrosive liquid is:

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1. any liquid which, when in contact with living tissue, will cause destruction or irreversible alteration of such tissue by chemical action; or
2. any liquid having a pH of 2 or less or 12.5 or more; or
3. any liquid classified as corrosive by the U.S. Department of Transportation; or
4. any material exhibiting the characteristics of corrosivity in accordance with Title 22, California Code of Regulations §66261.22.

LARGE-SCALE FIRE TESTING. Testing a representative energy storage system that induces a significant fire into the device under test and evaluates whether the fire will spread to adjacent energy storage system units, surrounding equipment, or through an adjacent fire-resistance-rated barrier.

MODERATELY TOXIC GAS. A chemical or substance that has a median lethal concentration (LC50) in air more than 2000 parts per million but not more than 5000 parts per million by volume of gas or vapor, when administered by continuous inhalation for an hour, or less if death occurs within one hour, to albino rats weighing between 200 and 300 grams each.

HEALTH HAZARD – OTHER. A hazardous material which affects target organs of the body, including but not limited to, those materials which produce liver damage, kidney damage, damage to the nervous system, act on the blood to decrease hemoglobin function, deprive the body tissue of oxygen or affect reproductive capabilities, including mutations (chromosomal damage), sensitizers or teratogens (effect on fetuses).

SPILL CONTROL. That level of containment that is external to and separate from the primary containment and is capable of safely and securely containing the contents of the largest container and prevents the materials from spreading to other parts of the room.

SECONDARY CONTAINMENT. Secondary containment is that level of containment that is external to and separate from primary containment and is capable of safely and securely containing the material, without discharge, for a period of time reasonably necessary to ensure detection and remedy of the primary containment failure.

WORKSTATION. A defined space or an independent principal piece of equipment using flammable or unstable (Class 3 or 4 as ranked by NFPA 704) hazardous materials where a specific function, laboratory procedure or research activity occurs. Approved or listed hazardous materials storage cabinets, flammable liquid storage cabinets or gas cabinets serving a workstation are included as part of the workstation. A workstation is allowed to contain ventilation equipment, fire protection devices, detection devices, electrical devices and other processing and scientific equipment.

Chapter 5 FIRE SERVICE FEATURES

Section 503 FIRE APPARATUS ACCESS ROADS

- Section 503.1 Where required.**
- Section 503.1.1 Buildings and facilities.**
- Section 503.2.1 Dimensions.**
- Section 503.2.4 Turning Radius**

Section 503.2.7 Grade
Section 503.5 Required Gates or Barricades
Section 503.6 Security Gates

Section 503.1 is amended to read as follows:

Section 503.1 Where required. Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3 and as per Fire Department access road Standards.

Section 503.1.1 is amended to read as follows:

503.1.1 Buildings and facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements for this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

Exceptions:

1. In other than R-3 or U occupancies, when the building is equipped throughout with an approved automatic sprinkler system, installed in accordance with Section 903.3.1.1 the dimension may be increased to a maximum of 300 feet when approved by the fire code official.
2. When there are not more than two Group R-3 or accessory Group U occupancies, the dimension may be increased to a maximum of 200 feet.
3. When apparatus roads cannot be installed because of topography, waterways, nonnegotiable grades or other similar conditions, an approved alternative means of fire protection shall be provided.

Section 503.2.1 is amended to read as follows:

Section 503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm) for engines, and 26 feet (7925 mm) for aerial fire apparatus exclusive of shoulders, except for approved gates or barricades in accordance with Sections 503.5.1 and 503.6. and the unobstructed vertical clearance shall be a minimum of 13 feet 6 inches (4115 mm), or as determined by the fire code official.

Exception: When there are not more than two Group R, Division 3, or Group U parcels, the access road width may be modified by the fire code official.

Section 503.2.4 is amended to read as follows:

503.2.4 Turning radius. The required turning radius of a fire apparatus access road shall be a minimum of 30 feet (9144 mm) inside, and a minimum of 50 feet (15240 mm) outside.

Section 503.2.7 is amended to read as follows:

503.2.7 Grade. The maximum grade of a fire department apparatus access road shall not exceed 15-percent, unless approved by the fire code official.

Section 503.5 is amended to read as follows:

503.5 Required gates or barricades. The fire code official is authorized to require the installation and maintenance of gates or other approved barricades across fire apparatus access roads, trails, or other accessways, not including the public streets, alleys, or highways. The minimum width for commercial applications is 20 feet (6096 mm), and 12 feet (4268 mm) for single-family dwellings. Electric gate operators, where provided shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed, and installed to comply with the requirements of ASTM F2200.

Section 503.6 is amended to read as follows:

503.6 Security gates. The installation of security gates across a fire apparatus access road shall be approved by the fire code official. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200. The minimum width for commercial applications is 20 feet (6096 mm), and 12 feet (4268 mm) for single-family dwellings.

Section 504 ACCESS TO BUILDINGS AND ROOFS

Section 504.5 is added to read as follows:

Section 504.5 Access control devices. When access control devices including bars, grates, gates, electric or magnetic locks or similar devices, which would inhibit rapid fire department emergency access to the building, are installed, such devices shall be approved by the fire code official. All electrically powered access control devices shall be provided with an approved means for deactivation or unlocking from a single location or otherwise approved by the fire code official.

Access control devices shall also comply with Chapter 10 Means of Egress.

Section 505 PREMISES IDENTIFICATION

Section 505.1 is amended to read as follows:

505.1 Address identification. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 6 inches (153 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure.

Address identification shall be maintained.

The following is a guideline for adequate address number dimensions:

- a. The number posted up to 49 feet from the public street shall be of one solid color which is contrasting to the background and be at least six (6) inches high with a half (1/2) inch stroke.
- b. The number posted from 50 to 100 feet from the public street shall be of one solid color which is contrasting to the background and be at least six (6) inches high with a one (1) inch stroke.
- c. The number posted over 100 to 199 feet from the public street shall be of one solid color which is contrasting to the background and be at least ten (10) inches high with a one and a half (1 1/2) inch stroke.
- d. The number posted over 200 to 299 feet from the public street shall be of one solid color which is contrasting to the background and be at least ten (18) inches high with a one and a half (2) inch stroke.
- e. The number posted over 300 to 400 feet from the public street shall be of one solid color which is contrasting to the background and be at least ten (24) inches high with a one and a half (2 1/2) inch stroke.

Section 510 EMERGENCY RESPONDER COMMUNICATION COVERAGE

Section 510.1 is amended to read as follows:

510.1 Emergency responder radio coverage in new buildings. Approved radio coverage for emergency responders shall be provided within all buildings meeting any one of the following conditions:

- 1. There are more than 3 stories above grade plane (as defined by the California Building Code Section 202);
- 2. The total building area is 30,000 square feet or more;
- 3. The total basement area is 5,000 square feet or more;
- 4. Where required by the fire code official and radio coverage signal strength levels are not consistent with the minimum levels set forth in Section 510.4.1

Exceptions:

- 1. Where approved by the fire code official, a wired communication system in accordance with Section 907.2.12.2 shall be permitted to be installed or maintained in lieu of an approved radio coverage system.
- 2. Where it is determined by the fire code official that the radio coverage system is not needed.
- 3. In facilities where emergency responder radio coverage is required and such systems, components or equipment required could have a negative impact on the normal operations of that facility, the fire code official shall have the authority to accept an automatically activated emergency responder radio coverage system.
- 4. Buildings and areas of buildings that have minimum radio coverage signal strength levels of the Silicon Valley Regional Interoperability Authority (SVRIA) P25 Phase 2 700 MHz Digital Trunked Radio System within the building in accordance with Section 510.4.1 without the use of an indoor radio coverage system.

The radio coverage system shall be installed and maintained in accordance with Sections 510.4 through 510.6.4 of this code and with the applicable provisions of NFPA 1221, Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems.

The coverage shall be based upon the existing coverage levels of the public safety communication systems of the jurisdiction at the exterior of the building. This section shall not require improvement of the existing public safety communication systems.

Section 510.1.1 is amended to read as follows:

510.1.1 Obstruction by new buildings. No obstruction of the public safety system backhaul shall be allowed without an approved mitigating plan.

Section 510.3 is amended to read as follows:

510.3 Permit required. A construction permit, for the installation of, or modification of, emergency responder radio coverage systems and related equipment is required as specified in Section 105.7.6. Maintenance performed in accordance with this code is not considered a modification and does not require a permit. A frequency change made to an existing system is considered to be new construction and will require a construction permit

Section 510.4 is amended to read as follows:

510.4 Technical requirements. Systems, components, and equipment required to provide the emergency responder radio coverage system shall comply with the current Emergency Responders Radio Coverage Systems Standard Details & Specification enforced by the Santa Clara County Fire Department.

Section 510.4.1.1 is amended to read as follows:

510.4.1.1 Minimum signal strength into the building. The minimum inbound signal strength shall be sufficient to provide usable voice communications throughout the coverage area as specified by the fire code official. The inbound signal level shall be sufficient to provide not less than a Delivered Audio Quality (DAQ) of 3.0 for analog communications and DAQ of 3.4 for digital communications systems or an equivalent Signal-to-Interference-Plus-Noise Ratio (SINR) applicable to the technology.

Section 510.4.1.2 is amended to read as follows:

510.4.1.2 Minimum signal strength out of the building. The minimum outbound signal strength shall be sufficient to provide usable voice communications throughout the coverage area as specified by the fire code official. The outbound signal level shall be sufficient to provide not less than a DAQ of 3.0 for analog communications and DAQ of 3.4 for digital communications systems or an equivalent SINR applicable to the technology.

Section 510.5 is amended to read as follows:

510.5 Installation requirement. The installation of the emergency responder radio coverage system shall be in accordance with NFPA 1221 and the current Emergency Responder Radio Coverage Systems Standard Details & Specification enforced by the Santa Clara County Fire Department.

Section 510.5.1 is amended to read as follows:

510.5.2 Approval prior to installation. Amplification systems capable of operating on frequencies licensed to any public safety agency by the FCC or other radio licensing authority shall not be installed without prior coordination and approval of the fire code official and the agency FCC license holder or systems administrator.

The first paragraph of Section 510.5.3 is amended to read as follows:

510.5.3 Acceptance test procedure. Where an emergency responder radio coverage system is required, and upon completion of installation, the building owner shall have the radio system tested to verify that two-way coverage on each floor of the building is not less than 95 percent. Final system acceptance will require ERRCS power level and DAQ testing with agency FCC license holder, systems administrators, or designee.

Chapter 6 BUILDING SERVICES AND SYSTEMS

Section 603 ELECTRICAL EQUIPMENT, WIRING AND HAZARDS

Add Section 603.11 to read as follows:

603.11 Immersion Heaters. All electrical immersion heaters used in dip tanks, sinks, vats, and similar operations shall be provided with approved over-temperature controls and low liquid level electrical disconnects. Manual reset of required protection devices shall be provided.

Section 605 FUEL-FIRED APPLIANCES

Section 605 is amended to read as follows:

605.5 Portable unvented heaters. Portable unvented fuel-fired heating equipment shall be prohibited in occupancies in Groups A, B, E, I, R-1, R-2, R2.1, R2.2, R-3, R3.1 and R-4 and ambulatory care facilities. Portable unvented fuel-fired heating equipment shall be prohibited in the public rights-of-way.

Exceptions:

1. Portable unvented fuel-fired heaters listed in accordance with UL 647 are permitted to be used in one and two-family dwellings, where operated and maintained in accordance with the manufacturer’s instructions.
2. Portable outdoor gas-fired heating appliances in accordance with Section 605.5.2.

Section 605.5.2.1.1 is amended to read as follows and the exception in the Section is deleted:

605.5.2.1.1 Prohibited locations. The storage or use of portable outdoor gas-fired heating appliances is prohibited in any of the following locations:

1. Inside of any occupancy where connected to the fuel gas container.
2. Inside of tents, canopies, and membrane structures.
3. On exterior balconies and rooftops

Chapter 7 FIRE AND SMOKE PROTECTION FEATURES

Section 703 PENETRATIONS

Section 703.3 is amended to read as follows:

703.3 Fire-resistant penetrations and joints. In high-rise buildings, in buildings assigned to Risk Category III or IV, or in fire areas containing Group R occupancies with an occupant load greater than 100, and other occupancies as determined necessary special inspections for through-penetrations, membrane penetration firestops, fire resistant joint systems and perimeter fire containment systems that are tested and listed in accordance with CBC Sections 714.4.1.2, 714.5.1.2, 715.3.1 and 715.4 shall be in accordance with Section 1705.18.1 or 1705.18.2.

Chapter 9 FIRE PROTECTION AND LIFE SAFETY SYSTEMS

Section 901 GENERAL

Section 901.6.2 is amended as follows:

901.6.2 Integrated testing. Where two or more fire protection or life safety systems are interconnected, the intended response of subordinate fire protection and life safety systems shall be verified when required testing of the initiating system is conducted. In addition, integrated testing shall be performed in accordance with Sections 901.6.2.1 and 901.6.2.2.

901.6.2.1 High-rise buildings. For high-rise buildings, integrated testing shall comply with NFPA 4, with an integrated test performed prior to issuance of the certificate of occupancy and at intervals not exceeding 10 years, unless otherwise specified by an integrated system test plan prepared in accordance with NFPA 4. If an equipment failure is detected during integrated testing, a repeat of the integrated test shall not be required, except as necessary to verify operation of fire protection or life safety functions that are initiated by equipment that was repaired or replaced. For existing buildings, the testing timeframe shall be specified by the integrated systems test plan prepared in accordance with NFPA 4 as approved by the fire code official.

901.6.2.2 Smoke control systems. Where a fire alarm system is integrated with a smoke control system as outlined in Section 909, integrated testing shall comply with NFPA 4, with an integrated test performed prior to issuance of the certificate of occupancy and at intervals not exceeding 10 years, unless otherwise specified by an integrated system test plan prepared in accordance with NFPA 4. If an equipment failure is detected during integrated testing, a repeat of the integrated test shall not be required, except as necessary to verify operation of fire protection or life safety functions that are initiated by equipment that was repaired or replaced. For existing buildings, the testing timeframe shall be specified by the integrated systems test plan prepared in accordance with NFPA 4 as approved by the fire code official.

Section 901.6.3 is amended to read as follows:

901.6.3 Records. Records of all system inspections, tests and maintenance required by the referenced standard shall be maintained on the premises for a minimum of five years. See 907.7 & 907.8 for fire alarm system inspection, testing and maintenance documentation requirements.

Section 903 AUTOMATIC SPRINKLER SYSTEMS

Section 903.2 Where required.

Section 903.2.18 Group U private garages and carports accessory to Group R-3 occupancies.

Section 903.2 is amended to read as follows:

Section 903.2 Where required. Approved automatic sprinkler systems in new and existing buildings and structures shall be provided in the locations described in this Section or in Sections 903.2.1 through 903.2.12 whichever is the more restrictive and Sections 903.2.14 through 903.2.21.

For the purposes of this section, firewalls and fire barriers used to separate building areas shall be constructed in accordance with the California Building Code and shall be without openings or penetrations.

1. An automatic sprinkler system shall be provided throughout all new buildings and structures, other than Group R occupancies, except as follows:
 - a. Buildings and structures not located in any Wildland-Urban Interface and not exceeding 1,200 square feet of fire area.
 - b. Buildings and structures located in any Wildland-Urban Interface Fire Area and not exceeding 500 square feet of fire area.
 - c. Canopies, constructed in accordance with CBC 406.7.2, used exclusively for weather protection of vehicle fueling pads per CBC 406.7.1 and not exceeding 5,000 square feet of fire area.
 - d. Group S-2 or U occupancies, including photovoltaic support structures, used exclusively for vehicle parking which meet all of the following:
 - i. Noncombustible construction.
 - ii. Maximum 5,000 square feet in building area.
 - iii. Structure is open on not less than three (3) sides nor 75% of structure perimeter.
 - iv. Minimum of 10 feet separation from existing buildings, or similar structures, unless area is separated by fire walls complying with California Building Code 706.
2. An automatic sprinkler system shall be installed throughout all new buildings with a Group R fire area.

Exception: Detached Accessory Dwelling Unit, provided that all of the following are met:

- a. The unit meets the definition of an Accessory Dwelling Unit as defined in the Government Code Section 65852.2.

- b. The existing primary residence does not have automatic fire sprinklers.
 - c. The accessory detached dwelling unit does not exceed 1,200 square feet in size.
 - d. The unit is on the same lot as the primary residence.
 - e. The unit meets all apparatus access and water supply requirements of Chapter 5 and Appendix B of the 2022 California Fire Code.
3. An approved automatic fire sprinkler system shall be installed in new manufactured homes (as defined in California Health and Safety Code Sections 18007 and 18009) and multifamily manufactured homes with two dwelling units (as defined in California Health and Safety Code Section 18008.7) in accordance with Title 25 of the California Code of Regulations.
 4. An approved automatic sprinkler system shall be provided throughout all existing buildings, when additions are made that exceed fifty (50) percent and/or seven hundred and fifty (750) square feet of existing floor areas (area calculations shall not include existing basement floor areas).
 5. An approved automatic sprinkler system shall be provided throughout all new basements regardless of size and throughout existing basements that are expanded by more than 50%.
 6. An approved automatic sprinkler system shall be provided throughout existing buildings and structures when alterations or additions are made that create conditions described in Sections 903.2.1 through 903.2.18.
 7. Any change in the character of occupancy or in use of any building with a fire area equal to or greater than 3,600 square feet which, in the opinion of the fire code official or building official, would place the building into a more hazardous division of the same occupancy group or into a different group of occupancies and constitutes a greater degree of life safety¹ or increased fire risk², shall require the installation of an approved fire automatic fire sprinkler system.
 - ¹ Life Safety – Shall include, but not limited to: Increased occupant load, public assembly areas, public meeting areas, churches, indoor amusement attractions, buildings with complex exiting systems due to increased occupant loads, large schools/day-care facilities, large residential care facilities housing non-ambulatory clients.
 - ² Fire Risks – Shall include, but not limited to: High-piled combustible storage, woodworking operations, hazardous operations using hazardous materials, increased fuel loads (storage of moderate to highly combustible materials), increased sources of ignition (welding, automotive repair with the use of flammable liquids and open flames).
 8. The obligation to provide compliance with these fire sprinkler regulations may not be evaded by performing a series of small additions and/or alterations undertaken over a three-year period and/or two code cycles. The permit issuance dates of past additions and/or alterations where these regulations were in effect shall be used for determining compliance.
 - a. Any submittal for building permits which exceed fifty (50) percent and/or seven hundred and fifty (750) square feet of existing floor areas (area calculations shall not include existing basement floor areas and any non-habitable floor areas i.e., garages) during the three-year period shall comply with fire sprinkler regulations.
 - b. No waiver shall be granted from compliance with fire sprinklers.

Section 903.2.11.7 is added as follows:

903.2.11.7 Chemical Fume Hood Fire Protection. Approved automatic fire extinguishing systems shall be provided in chemical fume hoods in the following cases:

- 3. Existing hoods having interiors with a flame spread index greater than 25 in which flammable liquids are handled.
- 4. If a hazard assessment determines that an automatic extinguishing system is required for the chemical fume hood, then the applicable automatic fire protection system standard shall be followed.

SECTION 907 FIRE ALARM AND DETECTION SYSTEMS

Section 907.8 is amended as follows:

907.8 Inspection, testing and maintenance. The maintenance and testing schedules and procedures for fire alarm and fire detection systems shall be in accordance with Sections 907.8.1 through 907.8.4 and NFPA 72. *Records of inspection, testing and maintenance shall be documented using NFPA 72 record of inspection and testing forms.*

Section 909 SMOKE CONTROL SYSTEMS

Section 909.20.1 Schedule

Section 909.20.1 is amended to read as follows:

909.20.1 Schedule. A routine maintenance and operational testing program shall be initiated immediately after the smoke control system has passed the acceptance tests. A written schedule for routine maintenance and operational testing shall be established and operational testing shall occur at least annually.

Chapter 12 ENERGY SYSTEMS

SECTION 1202 DEFINITIONS

Section 1202.1 is amended as follows:

1202.1 Definitions. The following terms are defined in Chapter 2:

- BATTERY SYSTEM, STATIONARY STORAGE.
- BATTERY TYPES.
- CAPACITOR ENERGY STORAGE SYSTEM.
- CRITICAL CIRCUIT.
- EMERGENCY POWER SYSTEM.
- ENERGY STORAGE MANAGEMENT SYSTEMS.
- ENERGY STORAGE SYSTEM (ESS).
- ENERGY STORAGE SYSTEM, ELECTROCHEMICAL.
- ENERGY STORAGE SYSTEM, MOBILE.
- ENERGY STORAGE SYSTEM, WALK-IN UNIT.

ENERGY STORAGE SYSTEM CABINET.
ENERGY STORAGE SYSTEM COMMISSIONING.
ENERGY STORAGE SYSTEM DECOMMISSIONING.
FUEL CELL POWER SYSTEM, STATIONARY.
LARGE-SCALE FIRE TESTING
PORTABLE GENERATOR.
STANDBY POWER SYSTEM.

SECTION 1207 ELECTRICAL ENERGY STORAGE SYSTEMS (ESS)

Section 1207.1.5 is amended as follows:

1207.1.5 Large-scale fire test. Where required elsewhere in Section 1207, large-scale fire testing shall be conducted in accordance with *NFPA 855, and UL 9540A*. The testing shall be conducted or witnessed and reported by an approved testing laboratory and show that a fire involving one ESS will not propagate to an adjacent ESS, and where installed within buildings, enclosed areas and walk-in units will be contained within the room, enclosed area or walk-in unit for a duration equal to the fire-resistance rating of the room separation specified in Section 1207.7.4. The test report shall be provided to the fire code official for review and approval in accordance with Section 104.8.2.

Section 1207.2.2.1 is amended as follows:

1207.2.2.1 Ongoing inspection and testing. Systems that monitor and protect the ESS installation shall be inspected and tested in accordance with the manufacturer’s instructions and the operation and maintenance manual. Inspection and testing records shall be maintained in the operation and maintenance manual and made available to the fire code official upon request.

Section 1207.5.2 is amended as follows:

1207.5.2 Maximum allowable quantities. Fire areas within rooms, areas and walk-in units containing electrochemical ESS shall not exceed the maximum allowable quantities in Table 1207.5. The allowable number of fire areas, maximum allowable quantity, and fire-resistance rating of fire-barriers shall comply with Table 1207.5.1.

Exceptions: Where approved by the fire code official, rooms, areas and walk-in units containing electrochemical ESS that exceed the amounts in Table 1207.5 shall be permitted based on a hazardous mitigation analysis in accordance with Section 1207.1.4 and large-scale fire testing complying with Section 1207.1.5.

1. Lead-acid and nickel-cadmium battery systems installed in facilities under the exclusive control of communications utilities and operating at less than 50 VAC and 60 VDC in accordance with NFPA 76.
2. Dedicated-use buildings in compliance with Section 1207.7.1.

TABLE 1207.5.1			
DESIGN AND NUMBER OF ESS FIRE AREAS			
STORY	PERCENTAGE	NUMBER	FIRE-

		OF MAXIMUM ALLOWABLE QUANTITY OF FIRE AREA	OF FIRE AREAS PER STORY	RESISTANCE RATING FOR FIRE BARRIER IN HOURS
Above grade plan	Higher than 9	25	1	3
	7-9	50	2	2
	6	50	2	2
	5	50	2	2
	4	75	4	2
	3	100	6	2
	2	100	6	2
1	100	6	2	
Below grade plan	1	100	4	3
	2	50	2	3
	Lower than 2	Not Allowed	Not Allowed	Not Allowed

Section 1207.5.5 is amended as follows:

1207.5.5 Fire suppression systems. Rooms and areas within buildings and walk-in units containing electrochemical ESS shall be protected by an automatic fire suppression system designed and installed in accordance with one of the following:

1. An automatic sprinkler system designed and installed in accordance with Section 903.3.1.1 with a minimum density of 0.3 gpm/ft² (1.14 L/min) based on the fire area or 2,500 square-foot (232 m²) design area, whichever is larger.
2. Where approved, an automatic sprinkler system designed and installed in accordance with Section 903.3.1.1 with a sprinkler hazard classification based on large-scale fire testing complying with Section 1207.1.5.
3. The following alternative automatic fire-extinguishing systems designed and installed in accordance with Section 904, provided that the installation is approved by the fire code official based on large-scale fire testing complying with Section 1207.1.5:
 - 3.1. NFPA 12, *Standard on Carbon Dioxide Extinguishing Systems.*
 - 3.2. NFPA 15, *Standard for Water Spray Fixed Systems for Fire Protection.*
 - 3.3. NFPA 750, *Standard on Water Mist Fire Protection Systems.*
 - 3.4. NFPA 2001, *Standard on Clean Agent Fire-Extinguishing Systems.*
 - 3.5. NFPA 2010, *Standard for Fixed Aerosol Fire-Extinguishing Systems.*

Exception: Fire suppression systems for lead-acid and nickel-cadmium battery systems at facilities under the exclusive control of communications utilities that operate at less than 50 VAC and 60 VDC shall be provided where required by NFPA 76.

Section 1207.11.3 is amended as follows:

1207.11.3 Location. ESS shall be installed only in the following locations:

1. Detached garages and detached accessory structures.
2. Attached garages separated from the dwelling unit living space and sleeping units in accordance with Section R302.6.
3. Outdoors or on the exterior side of the exterior walls not less than 3 feet (914 mm) from

doors and windows directly entering the dwelling unit and not below or above any emergency escape and rescue openings.

- 4. Enclosed utility closets, basements, storage, or utility spaces within dwelling units with finished or noncombustible walls and ceilings. Walls and ceilings of unfinished wood-framed construction shall be provided with not less than 5/8-inch (15.9 mm) Type X gypsum wallboard.
- 5. ESS shall not be installed in sleeping rooms, closets, spaces opening directly into sleeping rooms or in habitable spaces of dwelling units.

Section 1207.11.6 is amended as follows:

1207.11.6 Fire detection. ESS installed in Group R-3 and R-4 occupancies shall comply with the following:

- 1. Rooms and areas within dwellings units, sleeping units, basements and attached garages in which ESS are installed shall be protected by smoke alarms in accordance with Section 907.2.11.
- 2. A listed heat alarm interconnected to the smoke alarms shall be installed in locations within dwelling units, sleeping units, and attached garages where smoke alarms cannot be installed based on their listing.

Exceptions:

- 1. A listed heat detector may be used in place of a heat alarm, so long as it is interconnected with devices that provide an audible alarm at all sleeping areas.
- 2. A fire sprinkler associated with an approved automatic sprinkler system that triggers an audible alarm upon activation of the waterflow switch, may be used in place of a heat alarm.

Chapter 33 FIRE SAFETY DURING CONSTRUCTION AND DEMOLITION

Section 3305 PRECAUTIONS AGAINST FIRE

Section 3305.5 is amended to read as follows:

3305.5 Fire watch. Where required by the fire code official or the site safety plan established in accordance with Section 3303.1, a fire watch shall be provided for building demolition and for building construction. Fire watch is not intended to facilitate occupancy during ongoing construction in a new building.

Section 3305.10 is amended to read as follows:

Section 3305.10 Fire Walls.

When firewalls are required in combustible construction, the wall construction shall be completed (with all openings protected) immediately after the building is sufficiently weather protected at the location of the wall(s).

Section 3311 ACCESS FOR FIRE FIGHTING

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Add Section 3311.1.1 to read:

3311.1.1 Fire Department Access Roadways: All construction sites shall be accessible by fire department apparatus by means of roadways having an all-weather driving service of not less than 20ft. of unobstructed width. The roads shall have the ability to withstand the live loads of fire apparatus and have a minimum 13ft. 6 in. of vertical clearance. Dead end fire access roads in excess of 150 ft. in length shall be provided with approved turnarounds.

When approved by the Fire Code Official, temporary access roadways may be utilized until such time that the permanent roadways are installed. As a minimum, the roadway shall consist of a compacted subbase and six (6) inches of road base material (Class 2 aggregate base rock) both compacted to a minimum 95% and sealed. The perimeter edges of the roadway shall be contained and delineated by curb and gutter or other approved method. The use of geotextile reinforcing fabric underlayment or soils lime-treatment may be required if so, determined by the project civil engineer. Provisions for surface drainage shall also be provided where necessary. The integrity of the roadway shall be maintained at all times.

Section 3312 MEANS OF EGRESS

Section 3312.1 Stairways Required.

Section 3312.4 Required Means of Egress.

Section 3312.1 is amended to read as follows:

Section 3312.1 Stairways Required.

Each level above the first story in new multi-story buildings that require two exit stairways shall be provided with at least two usable exit stairways after the floor decking is installed. The stairways shall be continuous and discharge to grade level. Stairways serving more than two floor levels shall be enclosed (with openings adequately protected) after exterior walls/windows are in place. Exit stairs in new and in existing, occupied buildings shall be lighted and maintained clear of debris and construction materials at all times.

Exception: For new multi-story buildings, one of the required exit stairs may be obstructed on not more than two contiguous floor levels for the purposes of stairway construction (i.e., installation of gypsum board, painting, flooring, etc.).

Section 3312.4 is added to read as follows:

Section 3312.4 Required Means of Egress.

All buildings under construction shall have at least one unobstructed means of egress. All means of egress shall be identified in written fire safety plan as required by Section 3303.1.

Section 3315 AUTOMATIC FIRE SPRINKLER SYSTEM

Section 3315.1 is amended as follows:

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3315.1 Completion before occupancy. In buildings where an automatic sprinkler system is required by this code or the California Building Code, it shall be unlawful to occupy any portion of a building or structure until the automatic sprinkler system installation has been tested and approved.

In new buildings of combustible construction where, automatic fire sprinkler systems are required to be installed, the system shall be placed in service as soon as possible. Immediately upon the completion of sprinkler pipe installation on each floor level, the piping shall be hydrostatically tested and inspected. After inspection approval from the Fire department, each floor level of sprinkler piping shall be connected to the system supply riser and placed into service with all sprinkler heads uncovered. Protective caps may be installed on the active sprinklers during the installation of drywall, texturing and painting, but shall be removed immediately after this work is completed. For system activation notification, an exterior audible waterflow alarm shall bell can be installed and connected to the sprinkler waterflow device prior to installation of the monitoring system.

For buildings equipped with fire sprinkler systems that are undergoing alterations, the sprinkler system(s) shall remain in service at all times except when system modifications are necessary. Fire sprinkler systems undergoing modifications shall be returned to service at the end of each workday unless otherwise approved by the fire department. The General contractor or his/her designee shall check the sprinkler control valve(s) at the end of each workday to confirm that the system has been restored to service.

Chapter 49 REQUIREMENTS FOR WILDLAND-URBAN INTERFACE FIRE AREAS

Chapter 49 of the 2022 California Fire Code is amended as follows:

Section 4901 GENERAL

Section 4901.3 is added as follows:

4901.3 Where applicable. These requirements shall apply to all areas within the City of Los Altos as set forth and delineated on the map entitled "Wildland-Urban Interface Fire Area" which map and all notations, references, data and other information shown thereon are hereby adopted and made a part of this Chapter. The map properly attested, shall be on file in the Office of the City of Los Altos.

Section 4901.3 is added as follows:

4901.4 Exemptions. These requirements shall not apply to any land or water area acquired or managed for one or more of the following purposes or uses:

1. Habitat for endangered or threatened species, or any species that is a candidate for listing as an endangered or threatened species by the state or federal government.
2. Lands kept in a predominantly natural state as habitat for wildlife, plant, or animal communities.
3. Open space lands that are environmentally sensitive parklands.

- 4. Other lands having scenic values, as declared by the local agency, or by state or federal law.

Section 4906 VEGETATION MANAGEMENT

Section 4906.1.1 is added as follows:

4906.1.1 Hazardous vegetation and fuels shall be managed to reduce the severity of potential exterior wildfire exposure to buildings, to reduce the risk of fire spreading to buildings, and provide for safe access for emergency wildland fire equipment and civilian evacuation concurrently, as required by applicable laws and standards.

Section 4906.1.2 is added as follows:

4906.1.2 Maintenance required. Maintenance is required to ensure conformance with these standards and measures, and to assure continued availability, access, and utilization, of the defensible space during a wildfire.

Section 4906.1.3 is added as follows:

4906.1.3 Additional measures. No person subject to these regulations shall permit any fire hazard, as defined in this chapter, to exist on premises under their control, or fail to take immediate action to abate a fire hazard when requested to do so by the enforcing agency.

Section 4906.1.4 is added as follows:

4906.1.4 Exemption. For the purposes of this chapter, vegetation removal or management, undertaken in whole or in part, for fire prevention or suppression purposes shall not be deemed to alter the natural condition of public property.

Section 4907 DEFENSIBLE SPACE

Section 4907.3 is amended as follows:

4907.3 Requirements. Hazardous vegetation and fuels around all buildings, roads, driveways, and structures shall be maintained in accordance with the following laws and regulations:

- 1. Public Resources Code, Sections 4291 through 4296.
- 2. California Code of Regulations, Title 14, Division 1.5, Chapter 7, Subchapter 3, Article 3, Section 1299.03.
- 3. California Government Code, Sections 51175 - 51189.
- 4. California Code of Regulations, Title 19, Division 1, Chapter 7, Subchapter 1, Section 3.07.
- 5. Any local ordinance of the City of Los Altos.

Chapter 50. HAZARDOUS MATERIALS-GENERAL PROVISIONS

Chapter 50 of the 2022 California Fire Code and 2021 International Fire Code are amended as follows:

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Section 5001 GENERAL

Section 5001.2.2.2 is amended as follows:

5001.2.2.2 Health Hazards The material categories listed in this section are classified as health hazards. A material with a primary classification as a health hazard can also pose a physical hazard.

1. Highly toxic and toxic materials.
2. Corrosive materials.
3. Moderately toxic gas.
4. Health hazards - Other.

Section 5002 DEFINITIONS

Amend Section 5002.1 to read:

5002.1 Definitions. The following terms are defined in Chapter 2:

- BOILING POINT.
- CEILING LIMIT.
- CHEMICAL.
- CHEMICAL NAME.
- CLOSED CONTAINER.
- CONTAINER.
- CONTROL AREA.
- CYLINDER.
- DAY BOX.
- DEFLAGRATION.
- DESIGN PRESSURE.
- DETACHED BUILDING.
- DISPENSING.
- EXCESS FLOW CONTROL.
- EXHAUSTED ENCLOSURE.
- EXPLOSION.
- FLAMMABLE VAPORS OR FUMES.
- GAS CABINET.
- GAS ROOM.
- HANDLING.
- HAZARDOUS MATERIALS.
- HEALTH HAZARD.
- HEALTH HAZARD – OTHER.
- IMMEDIATELY DANGEROUS TO LIFE AND HEALTH (IDLH).
- INCOMPATIBLE MATERIALS.
- LIQUID.
- LOWER EXPLOSIVE LIMIT (LEL).
- LOWER FLAMMABLE LIMIT (LFL).

MAXIMUM ALLOWABLE QUANTITY PER CONTROL AREA.
 MODERATELY TOXIC GAS.
 NORMAL TEMPERATURE AND PRESSURE (NTP).
 OUTDOOR CONTROL AREA.
 PERMISSIBLE EXPOSURE LIMIT (PEL).
 PESTICIDE.
 PHYSICAL HAZARD.
 PRESSURE VESSEL.
 SAFETY CAN.
 SAFETY DATA SHEET (SDS).
 SECONDARY CONTAINMENT.
 SEGREGATED.
 SOLID.
 SPILL CONTROL.
 STORAGE, HAZARDOUS MATERIALS.
 SYSTEM.
 TANK, ATMOSPHERIC.
 TANK, PORTABLE.
 TANK, STATIONARY.
 TANK VEHICLE.
 UNAUTHORIZED DISCHARGE.
 USE (MATERIAL).
 VAPOR PRESSURE.

Section 5003 GENERAL REQUIREMENTS

Section 5003.1.3.1 is added as follows:

5003.1.3.1 Toxic, Highly Toxic, Moderately Toxic Gases and Similarly Used or Handled Materials. The storage, use and handling of toxic, highly toxic, and moderately toxic gases in amounts exceeding Table 6004.2.1.4 shall be in accordance with this chapter and Chapter 60. Any toxic, highly toxic, or moderately toxic material that is used or handled as a gas or vapor shall be in accordance with the requirements for toxic, highly toxic, or moderately toxic gases.

Section 5003.1.5 is added as follows:

5003.1.5 Health Hazards - Other. The storage, use and handling of materials classified as other health hazards including carcinogens, irritants and sensitizers in amounts exceeding 810 cubic feet for gases, 55 gallons for liquids and 5,000 pounds for solids shall be in accordance with Section 5003.

Section 5003.1.6 is added as follows:

5003.1.6 Additional Spill Control and Secondary Containment Requirements. In addition to the requirements set forth in Section 5004.2. An approved containment system is required for any quantity of hazardous materials that are liquids or solids at normal temperature, and pressure (NTP) where a spill is determined to be a plausible event and where such an event would endanger people, property, or the environment. The approved containment system may be

required to include a combination of spill control and secondary containment meeting the design and construction requirements set forth in Section 5004.2.

Section 5003.2.2.1 is amended as follows:

5003.2.2.1 Design and Construction. Piping, tubing, valves, fittings, and related components used for hazardous materials shall be in accordance with the following:

1. Piping, tubing, valves, fittings, and related components shall be designed and fabricated from materials that are compatible with the material to be contained and shall be of adequate strength and durability to withstand the pressure, structural and seismic stress, and exposure to which they are subject.
2. Piping and tubing shall be identified in accordance with ASME A13.1 and the *Santa Clara County Fire Chiefs Marking Requirements and Guidelines for Hazardous Materials and Hazardous Waste* to indicate the material conveyed.
3. Manual valves or automatic remotely activated fail-safe emergency shutoff valves shall be installed on supply piping and tubing and provided with ready access at the following locations:
 - 3.1. The point of use.
 - 3.2. The tank, cylinder, or bulk source.
4. Manual emergency shutoff valves and controls for remotely activated emergency shutoff valves shall be clearly visible, provided with ready access and identified in an approved manner.
5. Backflow prevention or check valves shall be provided where the backflow of hazardous materials could create a hazardous condition or cause the unauthorized discharge of hazardous materials.
6. Where gases or liquids having a hazard ranking of:
 - Health hazard Class 3 or 4
 - Flammability Class 4
 - Reactivity Class 4

in accordance with NFPA 704 are carried in pressurized piping above 15 pounds per square inch gauge (psig)(103 Kpa), an approved means of leak detection, emergency shutoff or excess flow control shall be provided. Where the piping originates from within a hazardous material storage room or area, the excess flow control shall be located within the storage room or area. Where the piping originates from a bulk source, the excess flow control shall be located as close to the bulk source as practical.

Exceptions:

1. Piping for inlet connections designed to prevent backflow.
 2. Piping for pressure relief devices.
7. Secondary containment or equivalent protection from spills or leaks shall be provided for piping for liquid hazardous materials and for highly toxic and toxic corrosive gases above threshold quantities listed in Table 6004.2.1.4. Secondary containment includes but is not limited to double-walled piping.

Exceptions:

 1. Secondary containment is not required for toxic corrosive gases if the piping is constructed of inert materials.
 2. Piping under sub-atmospheric conditions if the piping is equipped with an alarm and fail-safe-to-close valve activated by a loss of vacuum.
 8. Expansion chambers shall be provided between valves whenever the regulated gas may

be subjected to thermal expansion. Chambers shall be sized to provide protection for piping and instrumentation and to accommodate the expansion of regulated materials.

Section 5003.2.2.2 is amended as follows:

5003.2.2.2 Additional Regulation for Supply Piping for Health Hazard Materials. Supply piping and tubing for gases and liquids having a health hazard ranking of 3 or 4 in accordance with NFPA 704 shall be in accordance with ASME B31.3 and the following:

- 8.1. Piping and tubing utilized for the transmission of highly toxic, toxic, or highly volatile corrosive liquids and gases shall have welded, or brazed connections threaded or flanged connections throughout except for connections within an exhausted ventilated enclosure if the material is a gas, or an approved method of drainage or containment is provided for connections if the material is a liquid.
- 8.2. Piping and tubing shall not be located within corridors, within any portion of a means of egress required to be enclosed in fire-resistance-rated construction or in concealed spaces in areas not classified as Group H Occupancies.
- 8.3. All primary piping for toxic, highly toxic, and moderately toxic gases shall pass a helium leak test of 1×10^{-9} cubic centimeters/second where practical, or shall pass testing in accordance with an approved, nationally recognized standard. Tests shall be conducted by a qualified "third party" not involved with the construction of the piping and control systems.

Exception: Piping and tubing within the space defined by the walls of corridors and the floor or roof above or in concealed spaces above other occupancies where installed in accordance with Section 415.11.7.4 of the *California Building Code* for Group H-5 occupancies.

Section 5003.5.2 is added as follows:

5003.5.2 Ventilation Ducting. Ducts venting hazardous materials operations shall be labeled with the hazard class of the material being vented and the direction of flow.

Section 5003.5.3 is added as follows:

5003.5.3 "H" Occupancies. In "H" occupancies, all piping and tubing may be required to be identified when there is any possibility of confusion with hazardous materials transport tubing or piping. Flow direction indicators are required.

Section 5003.10.4 is amended as follows:

5003.10.4 Elevators utilized to transport hazardous materials.

5003.10.4.1 When transporting hazardous materials, elevators shall have no other passengers other than the individual(s) handling the chemical transport cart.

5003.10.4.1.1 When transporting cryogenic or liquefied compressed gases, there shall be no occupants in the elevator.

5003.10.4.2 Hazardous materials liquid containers shall have a maximum capacity of 20 liters (5.28 gal).

5003.10.4.3 Toxic, moderately toxic, and highly toxic gases shall be limited to a container of a maximum water capacity of 1 pound.

5003.10.4.4 When transporting cryogenic or liquefied compressed gases, means shall be provided to prevent the elevator from being summoned to other floors.

Section 5004 STORAGE

Section 5004.2.1 is amended as follows:

5004.2.1 Spill Control for Hazardous Material Liquids. Rooms, buildings, or areas used for storage of hazardous material liquids shall be provided with spill control to prevent the flow of liquids to adjoining areas. Floors in indoor locations and similar surfaces in outdoor locations shall be constructed to contain a spill from the largest single vessel by one of the following methods:

- 1. Liquid-tight sloped or recessed floors in indoor locations or similar areas in outdoor locations.
- 2. Liquid-tight floors in indoor and outdoor locations or similar areas provided with liquid-tight raised or recessed sills or dikes.
- 3. Sumps and collection systems
- 4. Other approved engineered systems.

Except for surfacing, the floors, sills, dikes, sumps, and collection systems shall be constructed of noncombustible material, and the liquid-tight seal shall be compatible with the material stored. When liquid-tight sills or dikes are provided, they are not required at perimeter openings having an open-grate trench across the opening that connects to an approved collection system.

Section 5004.2.2.2 is amended as follows:

5004.2.2.2 Incompatible Materials. Incompatible materials used in open systems shall be separated from each other in *independent secondary containment systems*.

Chapter 54 CORROSIVE MATERIALS

Chapter 54 of the 2022 California Fire Code is adopted with the following amendments:

Section 5402 DEFINITION

Section 5402.1 is amended as follows:

5402.1 Definition. The following term is defined in Chapter 2:

CORROSIVE.
CORROSIVE LIQUIDS.

Chapter 56 EXPLOSIVES AND FIRWORKS

Section 5601 GENERAL

Section 5601.1.3 Fireworks.

Section 5601.1.1.3 is added to read as follows:

Section 5601.1.1.3 Fireworks. The possession, manufacture, storage, sale, handling, and use of fireworks, including those fireworks classified as Safe and Sane by the California State Fire Marshal, are prohibited.

Exceptions: The use of fireworks for firework displays as allowed in Section 5608.

Chapter 57 FLAMMABLE AND COMBUSTIBLE LIQUIDS

Section 5704 STORAGE

Section 5704.2.7.5.8 Overfill Prevention.

Section 5704.2.7.5.9 Automatic Filling of Tanks.

Section 5704.2.9.6.1 Locations where above-ground tanks are prohibited

Section 5706.2.4.4 Locations where above-ground tanks are prohibited.

Section 5707.3.3 Site Plan

Section 5704.2.7.5.8 is amended to read as follows and the exception in the Section is deleted:

Section 5704.2.7.5.8 Overfill Prevention.

An approved means or method in accordance with Section 5704.2.9.7.5. shall be provided to prevent the overfill of all Class I, II and IIIA liquid storage tanks. Storage tanks in refineries, bulk plants or terminals regulated by Sections 5706.4 or 5706.7 shall have overfill protection in accordance with API 2350.

Exception: Outside aboveground tanks with a capacity of 1320 gallons (5000 L) or less need only comply with Section 5704.2.9.7.5 (Item 1, Sub-item 1.1).

An approved means or method in accordance with Section 5704.2.9.7.5 shall be provided to prevent the overfilling of Class IIIB liquid storage tanks connected to fuel-burning equipment inside buildings.

Section 5704.2.7.5.9 is added to read as follows:

Section 5704.2.7.5.9 Automatic Filling of Tanks. Systems that automatically fill flammable or combustible liquid tanks shall be equipped with overfill protection, approved by the fire code official, that sends an alarm signal to a constantly attended location and immediately stops the filling of the tank. The alarm signal and automatic shutoff shall be tested on an annual basis and records of such testing shall be maintained on-site for a period of five (5) years.

Section 5704.2.9.6.1 is amended to read as follows:

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5704.2.9.6.1 Locations where above-ground tanks are prohibited. Storage of flammable or combustible liquids in outside aboveground tanks is prohibited, are hereby established as all locations of the City of Los Altos that are residential or congested commercial areas as determined by the fire code official.

Section 5706.2.4.4 is amended to read as follows:

5706.2.4.4 Locations where above-ground tanks are prohibited. Storage of Class I and II liquids in above-ground tanks outside of buildings is prohibited

In all locations of the City of Los Altos which are residential or congested commercial areas as determined by the fire code official.

Section 5707.3.3 is amended to read as follows:

5707.3.3 Site plan. A site plan shall be developed for each location at which mobile fueling occurs. The site plan shall be in sufficient detail to indicate the following:

1. All buildings and structures.
2. Lot lines or property lines.
3. Electric car chargers.
4. Solar photovoltaic parking lot canopies.
5. Appurtenances on-site and their use or function.
6. All uses adjacent to the lot lines of the site.
7. Fueling locations.
8. Locations of all storm drain openings and adjacent waterways or wetlands.
9. Information regarding slope, natural drainage, curbing and impounding.
10. How a spill will be kept on the site property.
11. Scale of the site plan.

Chapter 58 FLAMMABLE GASES AND FLAMMABLE CRYOGENIC FLUIDS.

Section 5806.2 Limitations

Section 5809.3.4 Site Plan

Section 5809.3.4 is amended to read as follows:

5809.3.4 Site plan. For other than emergency roadside service, a site plan shall be developed for each location at which mobile gaseous hydrogen fueling occurs. The site plan shall be in sufficient detail to indicate, all buildings, structures, lot lines, property lines and appurtenances on site and their use and function, and the scale of the site plan.

Chapter 60 HIGHLY TOXIC AND TOXIC MATERIALS

Chapter 60 of the 2022 California Fire Code and 2021 International Code is amended as follows:

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Section 6001 GENERAL

Section 6001.1 is amended as follows:

6001.1 Scope. The storage and use of highly toxic, toxic, and moderately toxic materials shall comply with this chapter. Compressed gases shall also comply with Chapter 53.

Exceptions:

- 1. Display and storage in Group M and storage in Group S occupancies complying with Section 5003.11.
- 2. Conditions involving pesticides or agricultural products as follows:
 - 2.1 Application and release of pesticide, agricultural products and materials intended for use in weed abatement, erosion control, soil amendment or similar applications when applied in accordance with the manufacturer’s instruction and label directions.
 - 2.2 Transportation of pesticides in compliance with the Federal Hazardous Materials Transportation Act and regulations thereunder.
 - 2.3 Storage in dwellings or private garages of pesticides registered by the US Environmental Protection Agency to be utilized in and around the home, garden, pool, spa, and patio.

Section 6004 HIGHLY TOXIC AND TOXIC COMPRESSED GASES

Section 6004.1 is amended as follows:

6004.1 General. The storage and use of highly toxic, toxic, and moderately toxic compressed gases shall comply with this section.

6004.1.1 Special limitations for indoor storage and use by occupancy. The indoor storage and use of highly toxic, toxic, and moderately toxic compressed gases in certain occupancies shall be subject to the limitations contained in Sections 6004.1.1.1 through 6004.1.1.3.

6004.1.1.1 Group A, E, I or U occupancies. Moderately toxic, toxic, and highly toxic compressed gases shall not be stored or used within Group A, E, I or U occupancies.

Exception: Cylinders not exceeding 20 cubic feet (0.566 m³) at normal temperature and pressure (NTP) are allowed within gas cabinets or fume hoods.

6004.1.1.2 Group R occupancies. Moderately toxic, toxic, and highly toxic compressed gases shall not be stored or used in Group R occupancies.

6004.1.1.3 Offices, retail sales and classrooms. Moderately toxic, toxic, and highly toxic compressed gases shall not be stored or used in offices, retail sales or classroom portions of Group B, F, M or S occupancies.

Exception: In classrooms of Group B occupancies, cylinders with a capacity not exceeding 20 cubic feet (0.566 m³) at NTP are allowed in gas cabinets or fume hoods.

Section 6004.2 is amended as follows:

6004.2 Indoor storage and use. The indoor storage and use of highly toxic, toxic, and moderately toxic compressed gases shall be in accordance with Sections 6004.2.1 through 6004.2.2.10.3.

Section 6004.2.1 is amended as follows:

6004.2.1 Applicability. The applicability of regulations governing the indoor storage and use of highly toxic, toxic, and moderately toxic compressed gases shall be as set forth in Sections 6004.2.1.1 through 6004.2.1.4.

Section 6004.2.1.4 is amended as follows:

6004.2.1.4 Quantities exceeding the minimum threshold quantities but not exceeding the maximum allowable quantities per control area. The indoor storage or use of highly toxic, toxic, and moderately toxic gases in amounts exceeding the minimum threshold quantities per control area set forth in Table 6004.2.1.4 but not exceeding maximum allowable quantity per control area set forth in Table 5003.1.1(2) shall be in accordance with Sections 5001, 5003, 6001, 6004.1, and 6004.4

Add Table 6004.2.1.4 as follows:

Minimum Threshold Quantities for Highly Toxic, Toxic and Moderately Toxic Gases for Indoor Storage and Use	
Highly Toxic	20
Toxic	405 cubic feet
Moderately Toxic	405 cubic feet

Section 6004.4 is amended as follows:

6004.4. General indoor requirements. The general requirements applicable to the indoor storage and use of highly toxic, toxic, and moderately toxic compressed gases shall be in accordance with Sections 6004.4 through 6004.4.8.2

6004.4.1 Cylinder and tank location. Cylinders shall be located within gas cabinets, exhausted enclosures, or gas rooms. Portable and stationary tanks shall be located within gas rooms or exhausted enclosures.

Exceptions:

1. Where a gas detection system is provided in accordance with 6004.4.8

6004.4.2. Ventilated areas. The room or area in which gas cabinets or exhausted enclosures are located shall be provided with exhaust ventilation. Gas cabinets or exhausted enclosures shall not be used as the sole means of exhaust for any room or area.

6004.4.3. Piping and controls. In addition to the requirements of Section 5003.2.2, piping and controls on stationary tanks, portable tanks, and cylinders shall comply with the following requirements:

1. Stationary tanks, portable tanks, and cylinders in use shall be provided with a means of excess flow control on all tank and cylinder inlet or outlet connections.

Exceptions:

1. Inlet connections designed to prevent backflow.
2. Pressure relief devices.

6004.4.4 Gas rooms. Gas rooms shall comply with Section 5003.8.4 and both of the following requirements:

1. The exhaust ventilation from gas rooms shall be directed to an exhaust system.
2. Gas rooms shall be equipped with an approved automatic sprinkler system. Alternative fire- extinguishing systems shall not be used.

6004.4.5 Treatment systems. The exhaust ventilation from gas cabinets, exhausted enclosures, and gas rooms, required in Section 6004.4.1 shall be directed to a treatment system. The treatment system shall be utilized to handle the accidental release of gas and to process exhaust ventilation. The treatment system shall be designed in accordance with Sections 6004.2.2.7.1 through 6004.2.2.7.5 and Chapter 5 of the California Mechanical Code.

Exceptions:

1. Highly toxic, toxic, and moderately toxic gases—storage. A treatment system is not required for cylinders, containers, and tanks in storage where all the following controls are provided:
 - 1.1 Valve outlets are equipped with gas- tight outlet plugs or caps.
 - 1.2 Hand wheel-operated valves have handles secured to prevent movement.
 - 1.3 Approved containment vessels or containment systems are provided in accordance with Section 6004.2.2.3.
2. Highly toxic, toxic, and moderately toxic gases —use. Treatment systems are not required for highly toxic, toxic, and moderately toxic gases supplied by stationary tanks, portable tanks, or cylinders where a gas detection system complying with Section 6004.4.8 and listed or approved automatic-closing fail- safe valves are provided. The gas detection system shall have a sensing interval not exceeding 5 minutes. Automatic-closing fail- safe valves shall be located immediately adjacent to cylinder valves and shall close when gas is detected at the permissible exposure limit (PEL) by a gas sensor monitoring the exhaust system at the point of discharge from the gas cabinet, exhausted enclosure, ventilated enclosure, or gas room.

6004.4.5.1. Design. Treatment systems shall be capable of diluting, adsorbing, absorbing, containing, neutralizing, burning or otherwise processing the contents of the largest single vessel of compressed gas. Where a total containment system is used, the system shall be designed to handle the maximum anticipated pressure of release to the system when it reaches equilibrium.

6004.4.5.2. Performance. Treatment systems shall be designed to reduce the maximum allowable discharge concentrations of the gas to one-half immediate by dangerous to life and health (IDLH) at the point of discharge to the atmosphere. Where more than one gas is emitted

to the treatment system, the treatment system shall be designed to handle the worst-case release based on the release rate, the quantity and the IDLH for all compressed gases stored or used.

6004.4.5.3. Sizing. Treatment systems shall be sized to process the maximum worst-case release of gas based on the maximum flow rate of release from the largest vessel utilized. The entire contents of the largest compressed gas vessel shall be considered.

6004.4.5.4 Stationary tanks. Stationary tanks shall be labeled with the maximum rate of release for the compressed gas contained based on valves or fittings that are inserted directly into the tank. Where multiple valves or fittings are provided, the maximum flow rate of release for valves or fittings with the highest flow rate shall be indicated. Where liquefied compressed gases are in contact with valves or fittings, the liquid flow rate shall be utilized for computation purposes. Flow rates indicated on the label shall be converted to cubic feet per minute (cfm/min) (m3/s) of gas at normal temperature and pressure (NTP).

6004.4.5.5 Portable tanks and cylinders. The maximum flow rate of release for portable tanks and cylinders shall be calculated based on the total release from the cylinder or tank within the time specified in Table 6004.2.2.7.5. Where portable tanks or cylinders are equipped with approved excess flow or reduced flow valves, the worst-case release shall be determined by the maximum achievable flow from the valve as determined by the valve manufacturer or compressed gas supplier. Reduced flow and excess flow valves shall be permanently marked by the valve manufacturer to indicate the maximum design flow rate. Such markings shall indicate the flow rate for air under normal temperature and pressure.

6004.4.6. Emergency power. Emergency power shall be provided for the following systems in accordance with Section 604:

1. Exhaust ventilation system.
2. Treatment system.
3. Gas detection system.
4. Smoke detection system.

6004.4.6.1. Fail-safe systems. Emergency power shall not be required for mechanical exhaust ventilation and treatment systems where approved fail-safe systems are installed and designed to stop gas flow.

6004.4.7. Automatic fire detection system. An approved automatic fire detection system shall be installed in rooms or areas where highly toxic, toxic, and moderately toxic compressed gases are stored or used. Activation of the detection system shall sound a local alarm. The fire detection system shall comply with Section 907.

6004.4.8. Gas detection system. A gas detection system complying with Section 916 shall be provided to detect the presence of gas at or below the PEL or ceiling limit of the gas for which detection is provided.

Exceptions:

1. A gas detection system is not required for toxic and moderately toxic gases when the physiological warning threshold level for the gas is at a level below the accepted PEL for the gas.

- 2. A gas detection system is not required for highly toxic, toxic, and moderately toxic gases where cylinders, portable tanks, and all non-continuously welded connects are within a gas cabinet or exhausted enclosures.

6004.4.8.1. Alarms. The gas detection system shall initiate a local alarm and transmit a signal to an approved location.

6004.4.8.2. Shut off of gas supply. The gas detection system shall automatically close the shut off valve at the source on gas supply piping and tubing related to the system being monitored for whichever gas is detected.

Exception: Automatic shutdown is not required for highly toxic, toxic, and moderately toxic compressed gas systems where all the following controls are provided:

- 1. Constantly attended/supervised.
- 2. Provided with emergency shutoff valves that have ready access.

Chapter 61 LIQUEFIED PETROLEUM GASES

Section 6104.2 is amended to read as follows:

6104.2 Maximum capacity within established limits. Within The limits referred to in Section 6104.2 of the California Fire Code, in which storage of liquefied petroleum gas is restricted, are hereby established as all locations of the City of Los Altos that are residential or congested commercial areas as determined by the fire code official.

Exception: LPG may be used for industrial operations or when natural gas would not provide a viable substitute for LPG. Portable containers for temporary heating and/or cooking uses may be permitted if stored and handled in accordance with this code. Facilities in commercial areas for refueling portable or mobile LPG containers may be approved by the fire code official on a case-by-case basis.

Chapter 64 PYROPHORIC MATERIALS

Chapter 64 of the 2022 California Fire Code and 2021 International Code is amended as follows:

Section 6405 USE

Section 6405.3.1 is amended to read:

6405.3.1 Silane distribution systems automatic shutdown. Silane distribution systems shall automatically shut down at the source upon activation of the gas detection system at levels above the alarm level and/or failure of the ventilation system for the silane distribution system.

Chapter 80 REFERENCE STANDARD

NFPA

Add the following reference standard to read:

Ordinance No. 2022-

855 – 20: Standard for the Installation of Stationary Energy Storage Systems

Appendix B FIRE-FLOW REQUIREMENTS FOR BUILDINGS

Appendix B of the 2022 California Fire Code and 2021 International Code is amended as follows:

Section B105 FIRE=FLOW REQUIRES FOR BUILDINGS

Section B105.2 is amended as follows:

B105.2 Buildings other than one- and two-family dwellings, Group R-3 and R-4 buildings and townhouses. The minimum fire-flow and flow duration for buildings other than one- and two-family dwellings, Group R-3 and R-4 buildings and townhouses shall be as specified in Tables B105.1(2) and B105.2.

Exceptions: [SFM] Group B, S-2 and U occupancies having a floor area not exceeding 1,000 square feet, primarily constructed of noncombustible exterior walls with wood or steel roof framing, having a Class A roof assembly, with uses limited to the following or similar uses:

1. California State Parks buildings of an accessory nature (restrooms).
2. Safety roadside rest areas (SRRA), public restrooms.
3. Truck inspection facilities (TIF), CHP office space and vehicle inspection bays.
4. Sand/salt storage buildings, storage of sand and salt.

The maximum fire flow reduction for all commercial buildings greater than 30,000 square feet and residential podium buildings shall not exceed 25 percent of the fire flow specified in Table B105.1(2). The maximum fire flow reduction for all other buildings shall not exceed 50 percent of the fire flow specified in Table B105.1(2).

Appendix C FIRE HYDRANT LOCATIONS AND DISTRIBUTION

Appendix C of the 2022 California Fire Code and 2021 International Code is amended as follows:

Section C102 NUMBER OF FIRE HYDRANTS

Section C102.1 is amended to read:

C102.1 Minimum number of fire hydrants for a building. The number of fire hydrants available to a building shall be not less than the minimum specified in Table C102.1, utilizing the base fire flow without fire sprinkler reduction.

Appendix D FIRE APPARATUS ACCESS ROADS

Appendix D of the 2022 California Fire Code and 2021 International Code is amended as follows:

Section D103 MINIMUM SPECIFICATION

Section D103.1 is deleted:

D103.1 Access Road width with a hydrant. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm), exclusive of shoulders (see Figure D103.1).

Section D103.2 is amended as follows:

D103.2 Grade. The maximum grade of a fire department apparatus access road shall not exceed 15-percent, unless approved by the fire code official.

Section D103.3 is amended as follows:

D103.3 Turning radius. The required turning radius of a fire apparatus access roads shall be a minimum of 30 feet inside, and a minimum of 50 feet outside.

Section D103.4 is amended as follows:

D103.4 Dead ends. Dead-end fire apparatus access roads and/or driveways in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4 the Santa Clara County Fire Department apparatus access and turnaround standards, as approved by the fire code official.

Section D103.6 is amended as follows:

D103.6 Signs. Where required by the Fire Code Official, fire apparatus access roads shall be designated and marked as a fire lane as set forth in Section 22500.1 of the California Vehicle Code and the Santa Clara County Fire Department A-6 Standard. Signs shall have a minimum dimension of 12 inches (305 mm) wide by 18 inches (457 mm) high and have red letters on a white reflective background. Signs shall be posted on one or both sides of the fire apparatus road as required by Section D103.6.1 or D103.6.2.

SECTION 22. AMENDMENT OF CODE: Title 12, Chapter 12.26 of the Municipal Code is hereby repealed.

SECTION 23. AMENDMENT OF CODE: Title 12, Chapter 12.26 of the Municipal Code is hereby added to read as follows:

Chapter 12.26 CALIFORNIA GREEN BUILDING STANDARDS CODE

City of Los Altos local amendments to the 2022 California Green Building Standards Code. Upon adoption of this Code in the event that there is any conflict between local amendments and the 2022 California Green Building Standards Code the most restrictive shall prevail.

**Section 12.26.010 Adoption of the California Green Building Standards Code
Section 12.26.020 Amendments, Additions or Deletions**

Section 12.26.010 Adoption of the California Green Building Standards Code

There is hereby adopted by reference as if fully set forth herein, the 2022 California Green Building Standards Code, contained in the California Code of Regulations, Title 24, Part 11, published by the International Code Council, and each and all of its regulations and provisions. One copy is on file for use and examination by the public in the office of the Building Official.

Section 12.26.020 Amendments, Additions or Deletions

The 2022 California Green Building Standards Code referred to in Section 12.26.010 is adopted, together with Chapters 1 Administration, 4 Residential Mandatory Measures, and 5 Nonresidential Mandatory Measures, of the 2022 California Green Building Standards Code, with the following amendments as follows:

Chapter 1 Section 102.4 Scope and Mandatory Compliance is hereby added to read as follows.

Section 102.4 Scope and Mandatory Compliance

- A. This code contains both mandatory and voluntary green building measures. Mandatory and voluntary measures are identified in the appropriate chapters contained in this code. Compliance measures and methods shall be by one of the following measures approved by the Building Official.

The means by which compliance measures are achieved shall be mandatory measures with appendix sections voluntarily applied, building division mandatory check list, whole house Build it Green GreenPoint check list, LEED, other recognized point systems, Title 24 Part 6 Energy Efficiency Standards, or equivalent approved methods. Green Building Compliance measures in addition to checklists shall be incorporated into the project drawings approved by the Building Official prior to building permit submittal.

Prior to issuance of a building permit, the owner or responsible Registered Design Professional acting as the owner’s agent shall employ and/or retain a Qualified Green Building Professional to the satisfaction of the Building Official, and prior to final inspection shall submit verification that the project is in compliance with this ordinance.

Chapter 4 Section 4.106.4.1 Electric vehicle (EV) charging for new construction thru 4.106.4.2.2 are deleted and replaced to read as follows, based upon express findings set forth in this Ordinance.

Section 4.106.4.1 and 4.106.4.2.1 and 4.106.4.2.2 are amended to read as follows:

4.106.4.1 New one- and two-family dwellings and townhouses with attached private garages.

For each dwelling unit, install at least one Level 2 EV Ready Space in the garage. If multiple (two or more) garage parking spaces are provided for a dwelling unit, install at least two Level 2 EV Ready Spaces.

4.106.4.2.1 Multifamily development projects with less than 20 dwelling units; and hotels and motels with less than 20 sleeping units or guest rooms. The number of dwelling units, sleeping units or guest rooms shall be based on all buildings on a project site subject to this section.

1. **EV Capable.** Twenty-five (25) percent of the total number of parking spaces on a building site, provided for all types of parking facilities, shall be electric vehicle charging spaces (EV spaces) capable of supporting future Level 2 EVSE. Electrical load calculations shall demonstrate that the electrical panel service capacity and electrical system, including any on-site distribution transformer(s), have sufficient capacity to simultaneously charge all EVs at all required EV spaces at a minimum of 40 amperes.

The service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging purposes as “EV CAPABLE” in accordance with the California Energy Code.

Exceptions:

1. When EV chargers (Level 2 EVSE) are installed in a number equal to or greater than the required number of EV capable spaces.
2. When EV chargers (Level 2 EVSE) are installed in a number less than the required number of EV capable spaces, the number of EV capable spaces required may be reduced by a number equal to the number of EV chargers installed.

The following requirements apply to all multifamily development projects with less than 20 dwelling units; and hotels and motels with less than 20 sleeping units or guest rooms:

1. Calculations for the required minimum number of Level 2 EVSE spaces shall be rounded up to the nearest whole number.
2. In addition, each remaining dwelling unit with parking space(s) shall be provided with at least one Level 2 EV Ready Space.

4.106.4.2.2 Multifamily development projects with 20 or more dwelling units; and hotels and motels with 20 or more sleeping units or guest rooms. The number of dwelling units, sleeping units or guest rooms shall be based on all buildings on a project site subject to this section.

2. **EV Capable.** Twenty-five (25) percent of the total number of parking spaces on a building site, provided for all types of parking facilities, shall be electric vehicle charging spaces (EV spaces) capable of supporting future Level 2 EVSE. Electrical load calculations shall demonstrate that the electrical panel service capacity and electrical system, including any on-site distribution transformer(s), have sufficient capacity to simultaneously charge all EVs at all required EV spaces at a minimum of 40 amperes.

The service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging purposes as “EV CAPABLE” in accordance with the California Energy Code.

Exceptions:

3. When EV chargers (Level 2 EVSE) are installed in a number equal to or greater than

the required number of EV capable spaces.

- 4. When EV chargers (Level 2 EVSE) are installed in a number less than the required number of EV capable spaces, the number of EV capable spaces required may be reduced by a number equal to the number of EV chargers installed.

The following requirements apply to all multifamily development projects with 20 or more dwelling units; and hotels and motels with 20 or more sleeping units or guest rooms:

- 3. Calculations for the required minimum number of Level 2 EVSE spaces shall be rounded up to the nearest whole number.
- 4. In addition, each remaining dwelling unit with parking space(s) shall be provided with at least one Level 2 EV Ready Space.

Chapter 5 Section 5.106.5.3 Electric vehicle (EV) charging thru 5.106.5.3.5 are deleted and replaced to read as follows, based upon express findings set forth in this Ordinance

Section 5.106.5.3 thru 5.106.5.3.5 are amended to read as follows:

5.106.5.3 Electric vehicle (EV) charging. [N] New construction to provide electric vehicle infrastructure and facilitate electric vehicle charging shall comply with Section 5.106.5.3.1 and shall be provided in accordance with regulations in the California building Code and the California Electrical Code.

Exceptions:

- 1. Where there is no local utility power supply.
- 2. Parking spaces accessible only by automated mechanical car parking systems are not required to comply with this code section.

5.106.5.3.1 Office and Institutional buildings. In nonresidential new construction buildings designated primarily for office use and institutional buildings, with parking:

- 1. When 10 or more parking spaces are constructed, 50% of the available parking spaces on site shall be equipped with Level 2 EVSE;
- 2. An additional 20% shall be provided with at least Level 1 EV Ready Spaces; and
- 3. An additional 30% shall be at least Level 2 EV Capable.

Calculations for the required minimum number of spaces equipped with Level 2 EVSE, Level 1 EV Ready spaces and EV Capable spaces shall all be rounded up to the nearest whole number.

Construction plans and specifications shall demonstrate that all raceways shall be a minimum of 1” and sufficient for installation of EVSE at all required Level 1 EV Ready and EV Capable spaces; Electrical calculations shall substantiate the design of the electrical system to include the rating of equipment and any on-site distribution transformers, and have sufficient capacity to simultaneously charge EVs at all required EV spaces including Level 1 EV Ready and EV Capable spaces; and service panel or subpanel(s) shall have sufficient capacity to accommodate the required number of dedicated branch circuit(s) for the future installation of the EVSE.

5.106.5.3.2 Other nonresidential buildings. In nonresidential new construction buildings that are not designated primarily for office use, such as those for retail uses:

1. When 10 or more parking spaces are constructed, 6% of the available parking spaces on site shall be equipped with Level 2 EVSE;
2. An additional 5% shall be at least Level 1 EV Ready.

Calculations for the required minimum number of spaces equipped with Level 2 EVSE and Level 1 EV Ready spaces shall be rounded up to the nearest whole number

SECTION 24. AUTHORITY AND FINDINGS.

The following findings support that the above amendments and modifications are reasonably necessary because of local climatic, geological, or topographical conditions:

The City of Los Altos is located in Climate Zone 4 as established in the 2019 California Energy Code. Climate Zone 4 includes Santa Clara County, San Benito County, portions of Monterey County and San Luis Obispo. The City experiences an average of 19 inches of precipitation per year. In Los Altos, January is the rainiest month of the year while July is the driest month of the year. Temperatures average about 80 degrees Fahrenheit in the summer and about 40 degrees Fahrenheit in the winter. These climatic conditions along with the effects of climate change caused by Green House Gas (GHG) emissions generated from burning natural gas to heat buildings and emissions from Vehicle Miles Traveled results in an overall increase in global average temperature. Higher global temperatures are contributing to rising sea levels, record heat waves, droughts, wildfires, and floods.

The above local amendments to the 2022 California Green Building Standards Code are necessary to combat the ever-increasing harmful effects of global climate change. Implementation of the proposed code amendments will achieve decarbonization and provide an accelerated path to reduce GHG emissions. The proposed Ordinance containing these amendments would ensure that new buildings use cleaner sources of energy which helps meet the goal of cutting carbon emissions in half by 2030.

Increased Electric Vehicle Infrastructure integrated into building design benefits the health, welfare, and resiliency of Los Altos and its residents.

SECTION 25. AMENDMENT OF CODE: Title 12, Chapter 12.30 of the Municipal Code is hereby repealed.

SECTION 26. AMENDMENT OF CODE: Title 12, Chapter 12.30 of the Municipal Code is hereby added to read as follows:

Chapter 12.30 CALIFORNIA EXISTING BUILDING CODE

Section 12.30.10 Adoption of the California Existing Building Code.

There is hereby adopted by reference as if fully set forth herein, the 2022 California Existing Building Code, contained in the California Code of Regulations, Title 24, Part 10, and also the International Existing Building Code 2021 Edition, published by the International Code Council, and each and all of its regulations and provisions. One copy is on file for use and examination by the public in the office of the Building Official.

SECTION 27. AMENDMENT OF CODE: Title 12, Chapter 12.32 of the Municipal Code is hereby repealed.

SECTION 28. AMENDMENT OF CODE: Title 12, Chapter 12.32 of the Municipal Code is hereby replaced to read as follows:

Chapter 12:32 CALIFORNIA HISTORICAL BUILDING CODE

Section 12.32.10 Adoption of the California Historical Building Code.

There is hereby adopted by reference as if fully set forth herein, the 2022 California Historical Building Code, contained in the California Code of Regulations, Title 24, Part 8, published by the International Code Council, is hereby adopted. There is one copy of said code on file in the office of the Building Official for use and examination by the public.

SECTION 29. AMENDMENT OF CODE: Title 12, Chapter 12.42 of the Municipal Code is hereby repealed.

SECTION 30. AMENDMENT OF CODE: Title 12, Chapter 12.42 of the Municipal Code is hereby added to read as follows:

Chapter 12.42 CALIFORNIA REFERENCED STANDARDS CODE

Section 12.42.10 Adoption of the California Referenced Standards Code.

There is hereby adopted by reference as if fully set forth herein, the 2022 California Referenced Standards Code, contained in the 2022 edition of the California Code of Regulations, Title 24, Part 12, published by the International Code Council, and each and all of its regulations and provisions. One copy is on file for use and examination by the public in the office of the Building Official.

SECTION 31. AMENDMENT OF CODE: Title 12, Chapter 12.68 of the Municipal Code is hereby repealed.

SECTION 32. AMENDMENT OF CODE: Title 12, Chapter 12.68 of the Municipal Code is hereby added to read as follows:

Chapter 12.68 UNDERGROUNDING UTILITIES

Section 12.68.010 Purpose.

Section 12.68.020 Undergrounding utilities.

Section 12.68.010 Purpose.

The purpose of this chapter is to improve and maintain the visual quality and public and private views in the city, as well as to protect and enhance the health and quality of life of its citizens, by reducing hazards along with the visual blight created by overhead utilities.

Section 12.68.020 Undergrounding utilities.

It is the intent of the city to ensure that all new utility services and relocated existing utility services are placed underground, including additions exceeding fifty (50) percent of floor area and/or seven hundred and fifty (750) square feet or more, excluding basements and any non-habitable floor areas. For the purpose of this section, removal of roof framing with associated exterior walls down to, or below the subfloor/slab shall be included in the above calculations. Therefore, the following shall apply:

- a. In areas served by existing overhead facilities, all new service drops shall be installed underground from the most convenient existing pole.
- b. Relocations and extensions of existing overhead facilities shall be prohibited; provided, however, relocation of existing poles shall be permitted in some instances pursuant to Section 13.20.160 of this municipal code.
- c. Residential properties that are served by utilities located in rear yards on standard lots with frontage on only one public right-of-way shall not be required to underground existing overhead services.
- d. The obligation to provide compliance with these underground utility regulations may not be evaded by performing a series of small additions undertaken over a three-year period and/or two code cycles. The original addition permit issuance date where these regulations were in effect shall be used for compliance.
 - i. Any submittal for building permits which exceed fifty (50) percent and/or seven hundred and fifty (750) square feet of existing floor areas (area calculations shall not include existing basement floor areas and any non-habitable floor areas i.e., garages) during the three-year period shall comply with undergrounding of utility regulations.
 - ii. No exception or waiver shall be granted from compliance with undergrounding utilities.
- e. The Building Official may only grant exceptions to these requirements in cases where access across adjacent property is necessary but is not legally or practically available.
 - i. To demonstrate an exception the property owner shall provide a plan showing the required utility design, communication with adjacent property owners indicating the lack of access allowed, and a letter from the utility company which indicates that no alternative configuration for undergrounding of utilities is possible.
- f. Completion of Work. Undergrounding utilities shall be completed prior to Building Final Inspection, and issuance of Certificate of Occupancy. No exception or waiver shall be granted which allows for a property owner to evade compliance with this requirement.

SECTION 33. CEQA. The City Council hereby finds and determines that this Ordinance has been assessed in accordance with the California Environmental Quality Act (Cal. Pub. Res. Code, § 21000 et seq.) (“CEQA”) and the State CEQA Guidelines (14 Cal. Code Regs. § 15000 et seq.) and is categorically exempt from CEQA under CEQA Guidelines, § 15061(b)(3), which exempts from CEQA any project where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Adoption of the proposed Ordinance would not be an activity with potential to cause significant adverse effect on the environment because the changes made to the California

Green Buildings Standards Code within are enacted to provide more protection to the environment, and therefore is exempt from CEQA. It is also exempt from CEQA pursuant to CEQA Guidelines, § 15308 which exempts actions taken by regulatory agencies for the enhancement and protection of the environment. As such, the Ordinance is categorically exempt from CEQA, and none of the circumstances set forth in CEQA Guidelines Section 15300.2 applies.

SECTION 34. The City Clerk is hereby directed to file a copy of this Ordinance with the California Building Standards Commission of the State of California.

SECTION 35. CONSTITUTIONALITY. If any section, subsection, sentence, clause, or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 36. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 37. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2022 and was thereafter, at a regular meeting held on _____, 2022 passed and adopted by the following vote:

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

Anita Enander, MAYOR

Attest:

Angel Rodrigues, Interim CITY CLERK



AGENDA REPORT SUMMARY

Meeting Date: November 29, 2022

Subject: Los Altos Flag Raising Policy

Prepared by: Anthony Carnesecca, Economic Development Administrator

Reviewed by: Jon Maginot, Assistant City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- 1. Resolution No. 2022-XX Flag Raising Policy
- 2. City of Los Altos Flag Raising Application
- 3. Resolution No. 2022-XX Flag Policy

Initiated by:

City Council

Previous Council Consideration:

None

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to review flag raising requests and approve them on a case-by-case basis by using the proposed new policy and process?
- Does the Council wish to adopt a policy that will prohibit the use of its flagpoles for any flag other than the flags of the United States, the State of California, or the City of Los Altos?

Summary:

- City Council has historically reviewed flag raising requests on a case-by-case basis.
- The first proposed policy will create the process that allows third-party organizations to apply for a particular flag raised on specified City flagpoles.
- The second proposed policy will prohibit the use of its flagpoles for any flag other than the flags of the United States, the State of California, and the City of Los Altos.

Staff Recommendation:

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JD



Subject: Los Altos Flag Raising Policy

Approve either Resolution No. 2022-XX or Resolution No. 2022-XX.

Purpose

One resolution will create the process that allows third-party organizations to apply for a particular flag raised on specified City flagpoles. The other resolution will prohibit the use of its flagpoles for any flag other than the flags of the United States, the State of California, or the City of Los Altos.

Background

The City of Los Altos does not have a formal policy for determining what flags will be flown at any given time, so these requests have been approved on a case-by-case basis by the City Council.

City Council expressed an interest in creating a clear policy for raising flags on any City-owned flag poles.

Discussion/Analysis

The U.S. Supreme Court recently decided that the city of Boston’s flag raising policy was in violation of an applicant’s First Amendment right to free speech due primarily of sufficient guidance in the policy regarding selection of flags that the city would allow to be flown from city-owned flagpoles.

There are two options under consideration for the City of Los Altos to avoid similar challenges regarding unclear guidelines.

The first option is to formalize the current policy and to provide additional guidance in the policy. This policy allows City Council to review flag raising requests and approve them on a case-by-case basis. When a flag raising is approved, the City Council would be required to adopt the particular flag as government speech. Public agencies have the right to free speech on their own property, which means the City Council can convey any message or symbol as their own speech on their own property without opening it into a public forum.

The second option is to prohibit the use of its flagpoles for any flag other than the flags of the United States, the State of California, and the City of Los Altos. This option is the legally safest option.

Recommendation

The staff recommends adopting either Resolution No. 2022-XX or Resolution No. 2022-XX.

RESOLUTION NO. 2022-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
(CITY OF LOS ALTOS FLAG RAISING POLICY)**

WHEREAS, The City of Los Altos displays the flags of the United States, California, and the City on poles located at certain City facilities City flag poles; and

WHEREAS, from time to time, members of the City Council, City commissions, or of the public propose raising other flags on public property, including to commemorate an event or occasion; and

WHEREAS, this policy is intended to create clear guidelines for the display of flags on City property.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts policy attached hereto as **Exhibit 1**.

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

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

Anita Enander, MAYOR

Attest:

Angel Rodriguez, INTERIM CITY CLERK

**EXHIBIT 1
LOS ALTOS FLAG POLICY**

The flags of the United States, California, and the City may be flown on City property. The United States flag shall always be given precedence, and the flag of California shall be given precedence over the City’s flag. The display of these flags shall comply with 4 U.S.C. § 1, et seq., and Government Code Section 430, et seq.

In addition to these flags, or in lieu of the display of the City’s own flag, the City Council may authorize the display of other flags on City property, including to commemorate an event or occasion. Such authorization by the City Council shall take the form of a resolution, which shall include the following information:

- (1) The date or dates on which the flag shall be displayed and any locations in addition to City Hall where the flag shall be displayed;
- (2) A finding that the display of the flag constitutes government speech in that the particular message conveyed by the flag is a message that the City Council wishes to express on behalf of the residents of the City;
- (3) A statement describing the particular message conveyed by the flag and expressing the reason or reasons the City Council wishes to express that message on behalf of the residents of the City; and
- (4) A statement that the resolution is adopted pursuant to this policy and a statement of reasons why the adoption of the resolution is consistent with this policy.

Under no circumstances shall the City Council authorize the display of a flag that:

- (1) Proposes a consumer transaction;
- (2) Represents a group, organization, or movement that advocates the unlawful overthrow of the state or federal government;
- (3) Commemorates a rebellion against the federal government by the government of any state;
- (4) Advocates discrimination or intolerance against individuals on the basis of any classification specified in Civil Code Section 51;
- (5) Endorses or expresses a preference for any religious sect;
- (6) Advocates for or against a candidate for public office, a political party, or a ballot measure or proposition;
- (7) Is considered highly offensive to persons of average sensitivity within the community; or
- (8) Poses a real and substantial threat to public safety based on objective circumstances or criteria.

The City Council may consider authorizing the display of a flag pursuant to this policy by referral of the Mayor, by referral of the entire Council on motion of any Councilmember made during the time reserved at regular City Council meetings for discussion of future agenda items, or at the recommendation of a commission of the City. The City Council

may also consider authorizing the display of a flag on application of a resident or community group, as follows:

- (1) The applicant shall complete a Commemorative Flag Flying/Raising Application, on a form to be created by the City Manager or designee; and
- (2) A full color picture of the flag (front and back) must be included with the completed application, and the dimensions of the flag must be specified.

The City Council shall not authorize the display of the same flag more than once per year, and if it approves an application from an individual or group within a particular calendar year, it shall not consider another application from that individual or group until the following calendar year. The City Council may condition its authorization to display a particular flag on the applicant's agreement to donate the use of a flag for that purpose. The flag must be a clean and serviceable flag with dimensions no larger than 4' x 6' that is sturdy enough to be flown on an outdoor flagpole for at least one week, and the City shall not be responsible for any loss or damage to the flag while in its possession. The flag must be collected by the applicant within two business days of removal or it may be discarded or destroyed by City staff.

At the time it authorizes the display of any flag, the City Council may also authorize a flag raising ceremony. Any such ceremony shall be open to the general public, subject to reasonable rules of decorum intended to avoid disruption and reasonable efforts by law enforcement to maintain public order in case of a lawful or unlawful protest occurring at or near the site of the ceremony. If the display of the flag has been authorized by the City Council on the application of a private individual or organization, then the City Council may condition authorizing a flag raising ceremony on the applicant's agreement to pay the costs of the ceremony and to coordinate or assist in the coordination of the ceremony; provided, however, that:

- (1) One or more representatives of the City shall be present at the ceremony, and at least one representative of the City shall speak at the ceremony on behalf of the City; and
- (2) City staff shall oversee the coordination of the ceremony and shall supervise and maintain ultimate control over the conduct of the ceremony.

Except as provided in this policy, no flags will be displayed on City property other than the flags of the United States, California, or the City. This policy is intended for the City's sole benefit, and nothing herein is intended to confer any legal right or privilege on any member of the public.

City of Los Altos requires all non-profit organizations or Los Altos residents interested in flying or raising a flag on a City of Los Altos flag pole to meet all the below guidelines and submit a completed application.

1. Applicant Guidelines

- a. A third-party organization or individual may apply to have the City raise a particular flag on one City flagpole located at specified City flagpoles.
- b. A commemorative flag under this policy means a flag that identifies with a specific date, historical event cause, nation or group of people, whereby the city honors or commemorates the date, event, cause, nation or people by flying the flags.
- c. Only commemorative flags that are consistent with the City’s vision, mission, and ongoing strategic priorities, incorporating themes of diversity, equity, social justice and inclusion.
- d. At no time will the City of Los Altos display flags that pose a danger to public health or public safety, are deemed to be inappropriate or offensive in nature, support discrimination, prejudice or religious or political movements
- e. If a flag raising ceremony is requested and approved, all flag raising ceremonies must be open to all members of the public. Guests must adhere to the City of Los Altos policy not to discriminate on the basis of gender, race, religion, sexual orientation, or any other class protected by law.
- f. Organizations or individuals may request one flag flying/raising per calendar year. If the same or similar flag was previous flown by a different organization within the one-year period, the application will be denied.
- g. Approved Commemorative flags will be flown for no longer than seven calendar days and will be raised or removed on the first workday of the week.
- h. All flags on City flagpoles will be raised in accordance with the U.S. Flag Code and all applicable laws.

2. Application Procedure

- a. Applicant will complete the Commemorative Flag Flying/Raising Application Form.
- b. A full color picture of the flag (front and back) must be included with the completed application
- c. The flag must be a clean and serviceable flag with dimensions no larger than 4’ x 6’ that is sturdy enough to be flown on an outdoor flagpole for at least one week.

3. Review and Approval Process

- a. Applications will be reviewed by City staff for completeness.
- b. Approval of the commemorative flag is at the discretion of the City Council.
- c. If approved, the applicants must deliver the flag to the City Clerk’s office at least three weeks in advance of the requested raising date.

4. Fee Guidelines

- a. Applicants may be required to pay cleaning/custodial or other costs, as well as police detail fees or special permit fees, depending on the scale of any flag raising event.

5. Pick Up Process

- a. After removal, flags can be picked up at the Municipal Services Center (707 Fremont Ave.).
- b. The City of Los Altos is not responsible for any harm that comes to the flag while it is flying or if not picked up within 48 hours of being removed.



City of Los Altos Flag Raising Application

Organization Information

Name: _____

Address: _____

Organization: _____

Website: _____

Contact Information

Contact name: _____

Contact role: _____

Email: _____

Phone: _____

Flag Raising Information

Flag Raising Date Requested: _____

Flag Flying Dates Requested (7 days maximum): _____

Please attach a picture of the flag with your application for review.

RESOLUTION NO. 2022-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
(CITY OF LOS ALTOS FLAG POLICY)**

WHEREAS, the City of Los Altos City Council does not intend to allow the flag poles to serve as a forum for free expression by the public ;and

WHEREAS, The City of Los Altos will only display the flags of the City of Los Altos, State of California and the United States of America on flagpoles located at City facilities ;and

WHEREAS, The display of these flags shall comply with 4 U.S.C. § 1, et seq., and Government Code Section 430, et seq.

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

City of Los Altos will only fly the City of Los Altos, state of California, and the United States of America flags on flagpoles at City facilities.

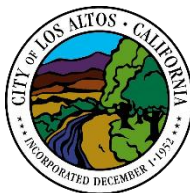
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the __ day of ____, 2022 by the following vote:

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

Anita Enander, MAYOR

Attest:

Angel Rodriguez, INTERIM CITY CLERK



AGENDA REPORT SUMMARY

Meeting Date: November 29, 2022

Subject Appoint Representative to VTA North County Cities Group: Nominate a Council Member to serve as the Valley Transportation Authority Board Alternate for the North County Cities Group

Prepared by: Angel Rodriguez, Interim City Clerk

Reviewed by: Jon Maginot, Assistant City Manger

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. VTA “North County Cities Group” Procedure for Appointment of Board Member Representation and Expectations of the Board Member

Initiated by:

VTA

Previous Council Consideration:

October 2019

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to nominate a Council member to serve as the Valley Transportation Authority Board Alternate for the North County Cities Group?

Summary:

- The Cities of Los Altos, Los Altos Hills, Mountain View and Palo Alto are grouped together by VTA and have one voting member and one alternate of the VTA Board
- Council member Lee Eng has served since 2017 on the VTA Policy Advisory Committee, a mayor-appointed position done annually. Since the end of 2019, Council member Lee Eng has been nominated by Council and voted in by the VTA North County Cities group as the alternate to the VTA Board.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JE



Subject: Nominate A Council Member to serve as the Valley Transportation Authority Board Alternate for the North County Cities Group

-
- The Alternate VTA Board Member position is a 2-year term, which is why this nomination is for Council consideration tonight.

Staff Recommendation:

Move to nominate a Council member to serve as the Valley Transportation Authority Board Alternate for the North County Cities Group.

Purpose

To nominate a Council member to serve as the Valley Transportation Authority Board Alternate for the North County Cities Group.

Discussion/Analysis

The Valley Transportation Authority (VTA) Board of Directors consists of elected officials appointed to serve on the Board by the jurisdictions they represent. The Cities of Los Altos, Los Altos Hills, Mountain View and Palo Alto, collectively known as the North County Cities Group (Group 2 Cities), have one voting member of the Board and one alternate. In 2019, the City of Los Altos appointed Council Member Lee Eng to serve as the City’s Group 2 representative for a three-year term.

The nominee must be affirmed by a majority of the nominating city’s Council.

Background

As defined in the VTA ‘North County Cities Group’ Procedure for Appointment of Board Member Representative and Expectations of the Representative” document (Attachment 1), the appointment of the Group 2 member of the Board is made through an election process that takes place in odd years and is guided by a nomination rotation that gives first opportunity to the next city in the rotation.

Per VTA North County Cities Group, “in order to satisfy the enabling legislation's requirement that "the appointing powers shall appoint individuals who have expertise, experience, or knowledge to transportation issues," each nominee must meet at least 2 of the following criteria:

1. At least one years' service on the VTA Board with in the last 4 years
2. At least one year's service on a policy advisory body that reports directly to the VTA (Policy Advisory Committee, Policy Advisory Board, the Citizens Advisory Committee and has 80% attendance.
3. Any other transportation policy credential deemed relevant by the majority of the Group 2 Cites as meeting the intent of the experience requirement with in the last 4 years.
4. Demonstrate working knowledge of VTA.”



Subject: Nominate A Council Member to serve as the Valley Transportation Authority Board Alternate for the North County Cities Group

Recommendation

Move to nominate a Council member to serve as the Valley Transportation Authority Board Alternate for the North County Cities Group.

VTA Group 2 North County
Minutes of August 14 2018
Mountain View City Hall 3 pm

Attends; PAC voting members of VTA Group 2

- Liz Kniss City of Palo Altos
- Gary Waldeck City of Los Altos Hills
- Lenny Seigal City of Mountain View
- Lynette Eng City of Los Altos
- John McAlister VTA Board Rep- Chair , non-voting

Agenda –1) Discussion of VTA Board Alternate.

Concerns that Los Altos Hills choice for VTA Board Alternate was not fully committed to the position.

Further discussion was for Palo Alto to switch rotation places with Los Altos Hills, giving Los Altos Hills time to groom a suitable candidate for VTA Board Alternate.

Action taken: Motion to Allow Palo Alto to move ahead Los Altos Hills in the Rotation.

Motion passes 4-0-0, unanimous in favor of the motion.

New rotation:

Mountain View

Palo Alto

Los Altos Hills

Los Altos

Meeting adjourned 4pm.

VTA Group 2 North County
Minutes of October 30 2018
Mountain View City Hall 9:15am

Attends: PAC voting members of VTA Group 2

Liz Kniss City of Palo Alto

Lenny Seigal City of Mountain View

Lynette Eng City of Los Altos

Town of Los Altos Hills rep did not attend.

Agenda Items: 1) To Revise by- laws for the appointing of VTA Board Rep, the qualifications requirements , the timing of the terms, and in the event of Board member being term out or resigning from VTA Board rep mid-term ,who would be the next VTA Group 2 Board Rep and Alternate ..

2) Vote on extending Current Board VTA Board member John McAlister term one year to end in January 2021.

Action taken; item 1) By- laws revisions were discussion and voted on. Motion passed on the revised by-laws 3-0-0

Item 2) Vote to extend John McAlister's VTA Board term one year to end in January 2021.

Motion passed 3-0-0

Meeting adjourned 11:00 am

VTA "North County Cities Group" (aka Group 2 Cities)
 Procedure for Appointment of Board Member Representation and
 Expectations of the Board Member

Background: The VTA Board of Directors sets VTA policy. The Board has 18 members and ex-officio members, all of whom are elected officials appointed to serve on the Board by the jurisdictions they represent. Fifteen Directors are city council members and three are County Supervisors. Twelve Directors serve as voting members and there are six Directors who serve as alternates. Group 2 Cities (aka North County Cities) has one voting member of the Board and one alternate.

The purpose of this document is to define the procedures for appointing the Group2 Cities Board Member and Alternate and to provide expectation of the appointees as it relates to Group 2.

Membership: The Group 2 Cities Working Group is composed of the VTA Policy Advisory Committee (PAC) members and their alternates who represent the cities of Mountain View, Palo Alto, Los Altos, and Los Altos Hills, as well as the Group 2 VTA board member. PAC and Board Alternates are also encouraged to attend. Should the PAC position for any of these cities be vacant at the time of election, that city council appoint a councilmember to participate.

Voting Membership: PAC members who represent the Group 2 cities shall be the voting members of the working group. Should the PAC position for any of these cities be vacant at the time of the election, that city council appoint a councilmember to participate in the election. Should the PAC member for any city be unavailable at the time of the election, but the PAC Alternative is available, the Alternate may vote on behalf of their city

Appointment of VTA Board Member.

VTA Board member's term is a minimum of 2 years and a maximum of 4 years. The appointment of the Groups 2 board is made through an election process that takes place every 3 years or when determined by a majority of the Group, and is guided by a nomination rotation that gives opportunity to the next city in the rotation.

Election Time Frame: No earlier than November and no later than December of every 3rd year, or as needed by a majority of the Group

City Rotation: Nominations may rotate in the prescribed order rotation so as to give each city an opportunity to have a representative serve at the VTA Board level or unless voted on by PAC members to amend rotation.. The order shall be:

Mountain View
 Palo Alto
 Los Altos Hills
 Los Altos and so on.

Qualification and Consideration of the Nominees: Nominees must be incumbent city councilmembers who will not face a term limit (1) before the end of the VTA Board term under consideration.

In order to satisfy the enabling legislation's requirement that "the appointing powers shall appoint individuals who have expertise, experience, or knowledge to transportation issues," each nominee must meet at least 2 of the following criteria:

1. At least one years' service on the VTA Board with in the last 4 years
2. At least one year's service on a policy advisory body that reports directly to the VTA (Policy Advisory Committee, Policy Advisory Board, the Citizens Advisory Committee and has 80% attendance.
3. Any other transportation policy credential deemed relevant by the majority of the Group 2 Cites as meeting the intent of the experience requirement with in the last 4 years.
4. Demonstrate working knowledge of VTA.

A VTA Board member may not serve simultaneously on the PAC in any capacity, but an Alternate member may simultaneously serve on the PAC.

Re-election: By November 1 of the election year, the current Board member shall notify the working group of weather they intend to seek additional time or to extend current term, not to exceed 4 years. If the member is eligible to complete the upcoming board term, than that person may be considered. If the sitting Board member is not eligible or does not wish to seek additional time, then the nominees shall be provided as described below.

Board Member Nomination Process: The City Council of the PAC member whose turn it is to nominate ("nominating city") may nominate up to two of its qualified councilmembers for the VTA Board. The nominees can be put forth simultaneously or serially (in the event that the first nominee is not elected). A nominating city with no qualified councilmember may not make a nomination. The nomination city also has the option of declining to nominate any of its councilmembers. In the case of no eligible candidates or the nomination city declines to make nomination, the option to nominate shall pass to the next city in the rotation. The nomination city shall notify the group of whether it intends to nominate a candidate by November 1 of the election year. The choice of who to nominate will be at the discretion of the nominating city.

Nominees must be affirmed by a majority of the City's Council. Each city will have the opportunity to put forth two nominees for consideration. If neither succeeds, then the nomination process shall pass to the next city in order.

¹ Term limit refers to the statutory limit on the number of years of consecutive terms an official may serve in their elected capacity.

Alternate Board Member Nomination Process: Alternate Board members may be put forth by any city provided the person meets the qualifications noted below and the Alternate Board member does not come from the same city as the Board Member.

The group shall give consideration selecting someone from the city next in the rotation. It is desirable that in addition to the qualifications below that the alternate to be eligible to become the Board Member at a future election.

Meeting of the Working Group for Purpose of Election: A meeting of the Group 2 membership shall be convened for the purpose of electing/re-election the VTA Board member and Alternate.

Quorum: Representatives from at least three of the Group 2 cities must be present in order for an election to proceed.

Presentations: Nominees will be given equal opportunities to present argument for their election during the meeting and before the election is held. The length of time per nominee will be three minutes.

Election Process: Election to the Board shall be accomplished by a show of hands of the voting members. Each city will have one vote. A majority vote constitutes a successful election.

The group will first vote on any member seeking to extend term, no longer than a combine 4 years. If re-election is successful, than the group shall move on to selecting an Alternative. If unsuccessful, the group shall consider the nominees from the nominating city. Voting shall continue on each proposed nominee until a Board member and Alternate are selected.

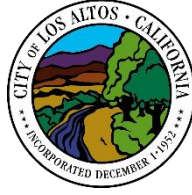
Vacancies: Should the Board member resign or cease to be a city councilmember, that seat shall be declared vacant. The seat shall remain with the current city and be filled by a selection of the current city council. That person will serve the remaining of the existing term.

Expectations of the VTA Board Member

The VTA Board member shall keep the VTA Group 2 Cities Working Group apprised of items coming before the VTA Board, facilitate communications with the Group, and help build consensus with respect to policy matters the Group determines to be relevant to the Member Agency or VTA. The VTA Board member is the Chairperson of Group 2 Cities.

Amendments

This document may be amended by a majority of the VTA Group 2 Cities Working Group. A meeting of the North County Board and PAC shall be convened as necessary in order to evaluate the fairness of the selection process and the quality of the Board members.



AGENDA REPORT SUMMARY

Meeting Date: November 29, 2022
Subject Palo Alto Request for Transit Service Planning on San Antonio Road Corridor
Prepared by: Marisa Lee, Transportation Services Manager
James Sandoval, Public Works Director
Gabriel Engeland, City Manager

Attachment(s):

- 1. Palo Alto Request for Transit Service Planning on San Antonio Road Corridor

Initiated by:

Staff

Previous Council Consideration:

November 15, 2022

Fiscal Impact:

None

Environmental Review:

N/A

Policy Question(s) for Council Consideration:

- After reviewing attachment #1, the Palo Alto Request for Transit Service Planning on San Antonio Road Corridor, as well as the additional information received from Palo Alto City Staff since the previous Council meeting, does the Los Altos City Council wish to take a position?

Summary:

- On October 12, 2022, the Palo Alto Mayor Pat Burt sent a letter to the General Manager of the Valley Transportation Authority (VTA) on behalf of the City of Palo Alto and the north County VTA Policy Advisory Group members requesting direct transit service planning resources to the San Antonio Road corridor serving the four north County cities of Mountain View, Palo Alto, Los Altos and Los Altos Hills.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JD



Subject: Palo Alto Request for Transit Service Planning on San Antonio Road Corridor

- On November 15, 2022, The Los Altos City Council discussed taking a position on this request due to potential impacts or changes for Los Altos. The Council had questions on what types of changes were being asked by Palo Alto, but overall, the Council was interested in taking a position in support of transit on N. San Antonio.
- On November 16, Los Altos City Staff reached out to Palo Alto City Staff to ask for clarification on what the request entailed. Palo Alto Staff responded saying that generally, and even before the letter was shared, Palo Alto Staff have been requesting that VTA consider new service that would cover the San Antonio corridor. Palo Alto Staff considers this a long-term request and does not expect immediate action by VTA on this.

Background

Los Altos City Council had questions for Staff regarding what types of impacts this request could have on requirements for developments along N. San Antonio Rd under AB 2097 and SB 9. Staff did preliminary research; however additional research will be necessary. This request only asks that VTA direct transit service planning resources to the San Antonio Road corridor, it does not make any specific requests for frequency, nor the creation of a high-quality transit corridor, nor of a major transit stop, all of which are defining elements of AB 2097 and SB 9 requirements.

AB 2097 applies only to developments within ½ mile of a major transit stop. A major transit stop is defined as two intersecting bus lines with 15-minute headways. The 22 Line along ECR currently has a 15-minute headway. If the proposed planning process were to result in increasing the frequency of the 40 Line from 30-minute headways to 15-minute headways, AB 2097 could have a potential impact only on developments within ½ mile of the intersection of ECR and N. San Antonio. Neither a frequency increase nor a high-quality transit line are specifically requested in the study requested by Palo Alto.

SB 9 requires that there should be one parking space per unit except if the parcel is located within ½ mile of a high-quality transit corridor (bus line with 15-minute headway) or a major transit stop (two intersecting transit lines with 15-minute headways), or if the parcel is located within one block of a car-share vehicle lot or space. If the proposed planning process along N. San Antonio ultimately leads to increasing the headway of the 40 Line from 30-minutes to 15-minutes, this corridor could qualify as a high-quality transit line. Neither a frequency increase nor a high-quality transit line are specifically requested in the study requested by Palo Alto.

Staff Recommendation: Staff recommends the City Council discuss and determine whether they would like to take a position on this topic. If the City Council desires to take a position, staff will return with a letter affirming the Council position at the next regular Council meeting.

November 28, 2022

Mayor Pat Burt
City of Palo Alto
250 Hamilton Avenue
Palo Alto, CA 94301

Mayor Pat Burt:

Thank you for your letter regarding the Request for Transit Service Planning on San Antonio Road Corridor. We appreciate your commitment to transit service and the opportunity to work with local jurisdictions on building stronger transit corridors.

Given the recent development activity and the emerging changes to land use plans along the San Antonio corridor as you highlighted, we have put together a plan of action to assess the future of transit service along the corridor. While most sections of San Antonio Road are already served by VTA Route 40 and VTA Route 21, the section north of Middlefield Road is unserved by VTA transit. We have also observed the recent changes in land use plans and development activity along this unserved section of the corridor. Accordingly, we've developed an approach to study the full San Antonio corridor:

1. Our Service Planning team will include a focus on the San Antonio Road corridor, including the San Antonio Caltrain station, in our next annual transit service planning effort, which will kick off in late spring and culminate in a transit service plan to be adopted by the VTA Board of Directors in October. VTA's annual service plans are the most appropriate forum to discuss a corridor's service design and service level holistically, in the context of all needs throughout the network. As with each year's service plan, the development of San Antonio corridor service changes for 2024 will involve community feedback and will require close coordination with local jurisdictions' staff and elected officials.
2. As an input to the San Antonio Road service planning discussions, our Service Planning team will also engage a transit service planning consultant to conduct an independent assessment of the corridor and Caltrain station and make recommendations prior to the kickoff of the annual service plan project. This assessment, which we plan to complete in April, will include a review of city plans and recent development activity in the context of the cities' General Plans and the VTA Frequent Network.

Going into the efforts, all options for changes to San Antonio transit service are on the table, including changes in service levels, changes in route design, capital improvement proposals, alternative service models, and maintaining the status quo. The VTA Board of Directors will have the opportunity to weigh in on any policy choices that come out of the effort.

Thank you again for your interest in partnering for better transit service; we look forward to taking a fresh look at the San Antonio corridor and Caltrain station.

Sincerely,



Carolyn M. Gonot
General Manager/CEO

CC: Deborah Dagang, Chief Planning & Programming Officer



PUBLIC CORRESPONDENCE

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

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

From: [Bill Hough](#)
To: [Public Comment](#); [City Council](#)
Subject: Fw: public comment regarding item # 11 on 11/29/2022 agenda
Date: Tuesday, November 29, 2022 5:32:17 PM

Once again, I am forced to write in concerning this matter. The Los Altos City Council should endorse and support the Palo Alto Request for Transit Service Planning on San Antonio Road as proposed in the October 12, 2022, letter from Mayor Pat Burt of PA to Carolyn Gonot of VTA.

Specifically, I would like to emphasize Mr. Burt's comment that *the San Antonio Caltrain station currently will soon go from one train per hour except during peak periods to a train every 30 minutes. Serving this station with appropriate transit will be key to supporting mobility and reducing congestion in this area. VTA needs to place a greater emphasis on integrating its network with the electrified Caltrain network coming in 2024. Together, these two systems make a single network for the County.*

The current bus on San Antonio, route 40, just misses San Antonio station, although it ironically passes the site of the former "Castro" stop at Rengstorff Avenue. (Not to be confused with the Mountain View station at Castro Street.) Route 40, as currently designed, is useless for anyone attempting to access Caltrain.

I agree with Pat Burt that transit access to San Antonio Caltrain station needs to be improved and I urge Los Altos to join the Palo Alto-VTA transit planning effort.

Bill Hough
Los Altos resident and taxpayer



City of Los Altos 2022 Tentative Council Agenda Calendar

November 21, 2022

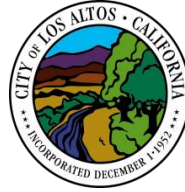
All items and dates are tentative and subject to change unless a specific date has been noticed for a legally required Public Hearing. Items may be added or removed from the shown date at any time and for any reason prior to the publication of the agenda eight days prior to the next Council meeting.

Date	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion Item - note in red if Public Hearing)	Dept/ Date of request to add.
------	---	---	--

December 13, 2022	Special meeting REORG.		
	Stale Check Report	Consent	June
	2023 Council Regular Meeting Dates	Consent	Angel
	Council Assignments	Consent	Angel
	Contract Award: Construction Documents and Construction administration for EOC	Consent	Jim
	Parcel Map Acceptance: 4898 ECR	Consent	Harun

Future Agenda Topics To Be Scheduled....

Proposed City policy that modifies the environmental analysis standard for circulation impacts from a Level of Service (LOS) analysis to a Vehicle Miles Traveled (VMT) analysis.	Public Hearing	
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City of Los Altos Tentative Council Agenda Calendar
November 21, 2022

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

Date	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion Item - note in red if Public Hearing)	Dept.
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League of California Cities – Role and Representation	Presentation /Discussion	Council Initiated
Subcommittee on Grants		NF 03.25.2022
Comprehensive multi-modal traffic study (analysis of recent projects projected parking, trip generation, & traffic impacts to actuals; ECR impacts should include adjacent streets)		ES
PCI Report		
Funding mechanisms for housing and housing programs – Nick		
Open Government Cmte		
MWENDO – Council		
Dark Skies Ordinance (LLE/AE/NF 7/12)		
Holidays to be referenced on employee rules – HR	Consent	HR
Placing Items on Future Agendas – CM	Discussion	Gabe
Restriction of Fire Arms on Public Property (JW/NF/AE 7/12)	Discussion	January 2022
Cities Association JPA – Council	Discussion	Angel
Outgoing Commissioner Recognition		
Commission Handbook		
Compassion Training	Discussion	Council
Noise Ordinance	Discussion	Council

1st January Meeting



City of Los Altos Tentative Council Agenda Calendar
November 21, 2022

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

Date	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion Item - note in red if Public Hearing)	Dept.
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- Parklet Program
- Commission Appointments Process
- Ceding time, Consent ,Anthony
- IIO Annual Report, Katie/Angela
- Military Equipment Use Report, Katie/Angela
- Design Contract for S 1st street scape, Consent, Jim
- FLOCK
- Mayor Comments
- Emergency Declaration/Commission Meeting Direction /Brown Act Updates

2nd January Meeting

- Assembly Bill AB 1276, Public Hearing, Aida

1st Feb

- Study Session – City Council Priority #9: Business Communities; Study Session Anthony C