



CITY COUNCIL STUDY SESSION AGENDA

In-Person

SPECIAL MEETING AGENDA

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

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

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

<https://losaltosca-gov.zoom.us/j/81869782473?pwd=YkTrQ2Kh0NvSu90VPpQiyKQtaG0Wzp.1>

Telephone: 1-669-444-9171 / Webinar ID: 818 6978 2473 / Passcode: 487273

SUBMIT WRITTEN COMMENTS: Prior to the meeting, comments on matters listed on the agenda may be emailed to PublicComment@losaltosca.gov. Emails sent to this email address are sent to/received immediately by the City Council. Emails sent directly to the City Council as a whole or individually, and not sent to PublicComment@losaltosca.gov will not be included as a public comment in the Council packet.

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

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

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

MEETING CALLED TO ORDER

CONFIRM QUORUM

DISCUSSION ITEM(S)

1. The City Council will meet with the following Commissions in the following order to discuss 2024 Commission work plans:
 1. Financial
 2. Parks, Arts, Recreation and Cultural
 3. Historical
 4. Planning

ADJOURNMENT

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.

Draft Financial Commission 2023/24 Work Plan

Goal	Projects	Assignments	Frequency	Target Date(s)	Status
Recurring Goals					
#1	Investment Performance	Review Investment Performance	Quarterly	Ended Sep 30, 2023– Nov 2023 Ended Dec 31, 2023 – Feb 2024 Ended Mar 31, 2024– Apr 2024 Ended Jun 30, 2024– Sep 2024	
#2	Operating Budget	Current year Mid- Year Review and Annual Budget Review for the next fiscal year	Annually	FY24 Mid- Year Review – Feb 2024 FY25 Annual Budget-May 2024	
#3	Financial Communication_ New Financial System Progress	Update on the new Financial System (Tyler Munis) Implementation process.	Quarterly or as needed	Feb 2024 May 2024 September 2024 November 2024	
#4	Annual Audit for Current Fiscal Year (FY24)	Review the Audit planning and priorities with auditors.	Annually	Audit Premeeting- May 2024	New
#5	Annual Comprehensive Financial Report For FY23	Review draft ACFR and Internal Control with the Auditor	Annually	ACFR draft- March 2024	
#6	PERS Unfunded Liability	Evaluate PERS Unfunded Liability; re-evaluate prepay only or investment plan	Annually	June 2024	
#7	Five- Year Capital Improvement and Major Maintenance Program Budget	Review Capital Spending	Annually	March 2024	New
#8	Five- Year Capital Improvement and Major Maintenance Program Budget	Annual Budget Review for the next fiscal year (FY25), focus on the method of project selection and cost estimation.	Annually	FY25 Project 1 ST review- April 2024 FY25 Project 2 nd review- May/June 2024	

#9	Community Center Debt (commenced 6/30/21, 2.29%)	Review if payoff feasible Full payoff: Yrs 1-5 a 102%, Yrs 6-10 at 101%, Yrs 11 on at 100% on any pmt date Partial payoff annually of no more than \$500,000 on any pmt date, applied to end of pmt schedule Both require 30 day notice	Annually	March 2024	
#10	Financial Policies	Review/update City's Financial Policy (Including the Debt Policy)	Annually	September/ October 2024	
#11	Investment Policy	Review/update City's Investment Policy	Annually	February/March 2024 October/ November 2024 (with 3 rd Quarterly Investment Report)	
#12	Cross Commission Collaboration	Finance Commission responds to requests from other commissions	Ad hoc	As needed	
Non-recurring Goals					

Parks Arts Recreation & Culture Commission 2024 Work Plan

Impact	Objective	Deliverables	Leadership	Status
Community Outreach	Continue increasing community involvement in activity and the arts through programs and events	Continue search for opportunities for community involvement programs. <ul style="list-style-type: none"> Everyone is an artist 		
		Partnership Grant Program – Call for Art <ul style="list-style-type: none"> Develop process/program 		
		PR Outreach: Work with City PR support for communications outreach and Commission charter <ul style="list-style-type: none"> Brochure Commission program signage 		
		PARC representation at City and community special events <ul style="list-style-type: none"> Farmers Market Concerts Family Fun Days 		
Expand existing public arts “footprint”	Establish Los Altos as a “Destination” for experiencing public art	Walking and bike tour of business district sculptures: Planned tours, flyer, promotion <ul style="list-style-type: none"> Create/update sculpture walking tour map and brochure 		
		Call for public art (Art Without Walls)		
		Placing art within a reasonable distance to the public. (Art Near Me)		
Art Conservation and Stewardship	Ensure a positive end-to-end experience with our city’s art installations including interaction	Work with staff to enter website updated with new sculpture information.		
		Work with staff to manage and monitor: <ul style="list-style-type: none"> Current values of city-owned sculptures 		

	with artists, staff and community	<ul style="list-style-type: none"> • Placement of sculptures • Loan sculptures insurance and extensions • Best practices of other cities regarding loan program • Proof of insurance through the life of the art loan (check with staff on this) 		
		Explore restoration possibilities for various City-owned artworks		
		Catalog all art in public spaces (City and private)		
Mange Los Altos Community Center and other public facility art programs	Implement ongoing visual art exhibits that enhance community spaces	Community Center art gallery: Complete two calls for art each year <ul style="list-style-type: none"> • Winter Call for Art • Fall Call for Art 		
		Art for the Council Chamber entry steps: Scope project and seek community input		
Increase park and facility use	Engagement events	Work with staff on: <ul style="list-style-type: none"> • Art related event(s) • Recreation related event(s) • Gather feedback on events 		
	Assess use of current dog parks	Compile report with observations that were done by commissioners		
	DEI (Diversity Equity and Inclusion)	Apply DEI principles to everything we do		
Increase participation in recreation programs	Multi-cultural	Work with staff and partners to plan new cultural events		
	Performance	Be responsive to staff as they select performance activities		
	Scholarship Program	Work with staff to explore a scholarship program		
	Sponsorship	Work with staff to recommend a sponsorship program for summer concerts and events		

Public Process	Be conduit for public input and city transparency	Park improvement projects and public art purchases		
Strategic Planning	Approach parks planning in a holistic way	Update the City's Parks Plan		

HISTORICAL COMMISSION 2024 Work Plan

Goal	Projects	Assignments	Target Date	City Related Priority	Status
<p>1) Administer the annual Margaret Thompson Essay Contest</p>	<p>Administer the essay contest and coordinate with the Los Altos History Museum’s Education Committee</p>	<ul style="list-style-type: none"> • Coordinate outreach to Los Altos schools once an essay topic is established (Commissioner Lang) • Receive and judge essay entries, and determine winners for each grade (LA History Museum) • Prepare the award certificates (staff) • Administer the Ice Cream Social to recognize winners (Commissioner Lang) <p>Implementation:</p> <ul style="list-style-type: none"> • Update the city website to post the documents provided from the Museum. • Contact the sends a press release to the Los Altos Town Crier announcing the contest. • Share the Contest information with the Historical Commission in January; Chair should participate in the judge of the contest? 	<ul style="list-style-type: none"> • Begins in December each year • Ends in May each year 	<p>The priority is related to the Historic Commission’s purpose to encourage public knowledge, understanding, and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City’s historic resources.</p>	<p>The Historical Commission is currently administering the project.</p>

Goal	Projects	Assignments	Target Date	City Related Priority	Status
2) Implement the Historic Plaque Program	Administer the Historic Plaque program and coordinate with the Los Altos History Museum	<ul style="list-style-type: none"> • Coordinate outreach to historic resource property owners to solicit interest in receiving a historic plaque • Coordinate the ordering of plaques for historic resource properties • Report to the HC for the plaque program update of 2024. • If there is an event, contact the historic museum and HC for the event details. • Museum the installation of historic landmark plaques in the City’s Historic Landmark Orchard 	<ul style="list-style-type: none"> • Begins in February each year • Ends in May each year 	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission’s purpose to encourage public knowledge, understanding, and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City's historic resources.	The Historical Commission is currently administering the project.
3) Review Ongoing Efforts to preserve the Historic Landmark Apricot Orchard	<ul style="list-style-type: none"> • Receive an informational report from the Orchard Commons Committee on the rehabilitation of the Historic Landmark Apricot Orchard. 	<ul style="list-style-type: none"> • Coordinate informational reports and presentations from the Los Altos History Museum Orchard Commons Commission (Commissioner Lang) 	Year-round	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission’s purpose to encourage public knowledge, understanding and appreciation of the City's past, and foster civic and neighborhood pride,s.	The Historical Commission is actively administering the project.

Goal	Projects	Assignments	Target Date	City Related Priority	Status
<p>4) Provide a venue for public engagement regarding the city's heritage by safeguarding historic resources.</p>	<ul style="list-style-type: none"> • Process and evaluate applications for historic landmark designation or the listing of a historic resource in the historic resources inventory. • Receive and Review applications for historical alteration permits or advisory review. • Facilitate a forum for public discourse on the preservation of the City's heritage. 	<ul style="list-style-type: none"> • Evaluate and respond to applications for historic designation, as well as applications for permits related to historic alteration and historic advisory reviews. (All Commissioners) 	<p>Year-round</p>	<p>The priority is related to the Historic Commission's purpose to (1) Safeguard the heritage of the city by providing for the protection of irreplaceable historic resources representing significant elements of its history; and (2) encourage public knowledge, understanding, and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City's historic resources.</p>	<p>The Historical Commission is actively administering the project.</p>

Goal	Projects	Assignments	Target Date	City Related Priority	Status
<p>5) Administer the annual Historic Preservation Award</p>	<p>Review nominations, hear testimony, and hold a vote to determine the award recipient</p>	<ul style="list-style-type: none"> • Coordinate outreach by publicizing the historic preservation award (staff) • Review nominations and vote on the historic preservation award recipient (All Commissioners) <p>Implementation:</p> <ol style="list-style-type: none"> 1. Update the Los Altos Historic Preservation Award Website including the flyer and the nomination form if needed. 2. Working with the assigned commissioner and send a notification to the Town Crier for public interest. The notification shall include a link to the nomination form. 3. Agendized to the April Regulation HC Meeting for the award. 4. The Proclamation should be scheduled in a City Council Meeting in May. Work with the City Clerk Office to put it on the agenda (and ensure it will be on the agenda!) 	<ul style="list-style-type: none"> • Begins in February each year • Ends in May each year 	<p>The priority is related to City Council Resolution No. 2013-05 and the Historic Commission’s purpose to encourage public knowledge, understanding and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City’s historic resources.</p>	<p>The Historical Commission is actively administering the project.</p>

Goal	Projects	Assignments	Target Date	City Related Priority	Status
6) Review the ongoing staff efforts to ensure the Mills Act is advancing the preservation of historic properties in Los Altos	Review Mills Act agreements for compliance.	<ul style="list-style-type: none"> Review staff’s ongoing efforts on Mills Act compliance (Commissioner Lang) Staff to provide annual report to the Historical Commission on October 28, 2024 	<ul style="list-style-type: none"> Begins in September each year Ends in November each year 	The priority is related to City Council Ordinance No. 2011-363 and the Historic Commission’s purpose to support the preservation, maintenance, and appropriate rehabilitation of the City's historic resources.	The Historical Commission is initiating its administration of the project.
7. Maintain the City’s Certified Local Government Status	Review and approve the annual CLG report that is submitted to the State Office of Historic Preservation	<ul style="list-style-type: none"> Coordinate the preparation of the Certified Local Government (CLG) annual report (Commission Chair) Historical Commission reviews and approves CLG annual report (All Commissioners) 	The Historical Commission approves the CLG in April.	The Certified Local Government Program encourages the direct participation of local governments in the identification, evaluation, registration, and preservation of historic properties. The priority is consistent with Goal 6 of the Community Design & Historic Resource Element of the General Plan.	The Historical Commission is actively administering the project.
	Seek historic education opportunities, with a focus on the local community activities and educational opportunities,	<ul style="list-style-type: none"> Actively pursue historic education and training opportunities (All Commissioners) 	<ul style="list-style-type: none"> Begins in October Ends in September 		

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8. Foster Partnership with Los Altos History Museum	<p>Hold an annual joint meeting with the Museum Board of Directors</p> <p>Seek opportunities to partner with the Museum on historic education and outreach</p>	<ul style="list-style-type: none"> • Coordinate the annual joint meeting with the Museum Board of Directors (Commissioner Lang) • Actively coordinate with the Los Altos History Museum on current and future education and outreach programs (Commissioner Lang) • Coordinate with the Los Altos History Museum the establishment of an Apricot Orchard Festival. 	Summer each year	The priority is related to the Historic Commission’s purpose to encourage public knowledge, understanding and appreciation of the.	The joint meeting will occur in the fall.
9. Brochure for Historical Plaque Program Houses	Create a Historical Plaque Program brochure to publicize the program and recipients	<ul style="list-style-type: none"> • Develop a brochure for the Historical Plaque program houses and orchard in coordination with the Los Altos History Museum (All Commissioners) 	<ul style="list-style-type: none"> • Begin in November • End in January 	The City priority is related to the Historic Commission’s purpose to encourage public knowledge, understanding and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City's historic resources.	Pending

Goal	Projects	Assignments	Target Date	City Related Priority	Status
<p>10. Advocate for good stewardship of city-owned historic properties</p>	<p>Evaluate the current status of city-owned historic properties.</p>	<ul style="list-style-type: none"> Evaluate the current status of city-owned historic properties. 	<p>Ongoing - (All Commissioners)</p>	<p>The priority is related to City Council Ordinance No. 2011-363 and the Historic Commission's purpose to support the preservation, maintenance, and appropriate rehabilitation of the City's historic resources.</p>	<p>Ongoing</p>