



CITY COUNCIL STUDY SESSION AGENDA

6:00 PM - Tuesday, February 25, 2025

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/83613651214?pwd=A0hWkYYViadn00b7OVnSjq5xbka78R.1>

Telephone: 1-669-444-9171 / Webinar ID: 836 1365 1214 / Passcode: 955245

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 2025 Commission work plans:
 - o Senior Commission
 - o Financial Commission
 - o Complete Streets Commission
 - o Planning Commission

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.

Senior Commission

2024 - 25 Work Plan

(October 2024 - September 2025)

Goals	Projects	Due Date	Priority/Source	Status	Assignment	Notes
Outdoor Spaces and Building						
Transportation	Write a letter to El Camino Healthcare District Board regarding the RoadRunner Program	November 2024	Community input	Completed	Buchholz, Gallagher Thompson	Individual letters were written in lieu of a formal letter due to Council being the legislative body that should approve a letter being sent by the city
Housing						
Social Participation	Collaborate with Adult 50+ staff to increase participation in programs and activities	October 2024		Completed	Nagao, Olson	
	Collaborate with Club 55 and Adult 50+ Program to expand the October Club 55 event to a Halloween themed Fall Fling	October 2025	Commission	In Progress	Olson, Trapnell	
	Collaborate with Club 55 and Adult 50+ Program to host a Spring Fling in April	April 2026	Commission			Planning of this event will be based upon the Fall Fling
Respect and Social Inclusion						
Civic Participation and Employment						
Communication and Information						

Senior Commission

2024 - 25 Work Plan

(October 2024 - September 2025)

Agenda Item 1.

Community Support and Health Care Services	Host a Health Fair	September / October 2025	Commission	In Progress	Basiji, Buchholz, Gallagher Thompson	Two dates have been reserved at the Los Altos Community Center 1. Tuesday, September 9 2. Tuesday, October 7 Final date will be based upon availability of speakers and vendors
Emergency Preparedness						

Senior Commission 2024 - 25 Work Plan

(October 2024 - September 2025)

October 7, 2024	November 4, 2025	December - No Meeting	January 6, 2025	February 3, 2025	March 3, 2025
Reorganization	Work Plan		Work Plan	Work Plan	Health Fair
Age Friendly Action Plan	Meeting Schedule		Health Fair		Fall Fling
Work Plan	Health Fair				
Transportation Alternative Options to RoadRunners	Age Friendly				

April 7, 2025	May 5, 2025	June 2, 2025	July - No Meeting	August 4, 2025	September 8, 2025
Health Fair	Health Fair	Health Fair		Health Fair	Health Fair
Fall Fling	Fall Fling	Fall Fling		Fall Fling	Fall Fling

Financial Commission 2024/25 Work Plan

Goal	Projects	Assignments	Frequency	Target Date(s)	Status
Recurring Goals					
#1	Investment Performance	Review Investment Performance	Quarterly	Ended Sept 2024 – February 10, 2025 Ended Dec 2024 – February 10, 2025 Ended Mar 2025 – April 21, 2025 Ended Jun 2025 – September 15, 2025 Ended Sept 2025 – October 20, 2025	
#2	Operating Budget	Current year Mid- Year Review and Annual Budget Review for the next fiscal year	Annually	FY25 Mid Year Review – February 10, 2025 FY26 Annual Budget – May 19, 2025	
#3	Financial Communication_ New Financial System Progress	Update on the new Financial System (Tyler Munis) Implementation process.	Quarterly or as needed	October 2024 – Completed February 2025 – Completed May 2025 – May 19, 2025	
#4	Annual Audit for Current Fiscal Year (FY25)	Review the Audit planning and priorities with auditors.	Annually	Audit Premeeting – May 19, 2025	
#5	Annual Comprehensive Financial Report For FY24	Review draft ACFR	Annually	ACFR draft – February 10, 2025	
#6	PERS Unfunded Liability	Evaluate PERS Unfunded Liability; re-evaluate prepay only or investment plan	Annually	February 10, 2025	In progress
#7	Five- Year Capital Improvement and Major Maintenance Program Budget	Review Capital Spending	Annually	April 21, 2025	
#8	Five- Year Capital Improvement and Major Maintenance Program Budget	Annual Budget Review for the next fiscal year (FY26), focus on the method of project selection and cost estimation	Annually	FY26 Project review – May/June 2025	
#9	Financial Policies	Review/update City's Financial Policy	Annually	April/May 2025	
#10	Investment Policy	Review/update City's Investment Policy	Annually	February/March 2025	
#11	Cross Commission Collaboration	Finance Commission responds to requests from other commissions	Ad hoc	As needed	
Non-recurring Goals					
#12	Key Performance Indicators	Develop list of key performance indicators to assist in monitoring City's financials	Ad Hoc		

2025 Los Altos Complete Streets Commission Work Plan								
Goal #	Goal	Projects (14 Total)	Anticipated Completion	Priority Source	Status	Assignment	Notes	
1	Implementing and Improving Safe Routes to School (SRTS)	Updating SRTS Infrastructure - implement where applicable to 2025 CIP project list	Q2, Q3 2025	Complete Streets Master Plan & Safe Routes to School	Planned	City staff in collaboration with commission	- Advance complete streets projects for high priority areas around Los Altos schools. - Work will include getting community input on projects.	
		SRTS Education	Ongoing work	Complete Streets Master Plan & Safe Routes to School	Planned	City staff in collaboration with commission & external group	Work with local schools and groups to educate the community on how to stay safe while getting around town.	
		Wayfinder Maps & Signage - SRTS	TBD - end of 2025	Complete Streets Master Plan & Safe Routes to School	Planned	City staff in collaboration with commission	Explore the value of wayfinding and signage, such as for intended Safe Routes to School.	
2	Downtown Safety Improvements	Review Traffic Calming Measures and Speed Limit Mechanisms	Q2 2025	Community, Commission, and Staff Input	Planned	City staff in collaboration with commission	Evaluate opportunities for traffic calming and speed limit changes for downtown Los Altos.	
		Review Bike Parking locations; supporting additional bicycle types	Q2 2025	Community, Commission, and Staff Input	In progress	City staff in collaboration with commission	Find areas for bike parking to make it easier for Los Altans to bike in and around downtown.	
3	Multimodal Transportation Safety	Complete E-Bike Ordinance	Q1 2025	Community, Commission, and Staff Input	In progress	City staff in collaboration with commission	Finalize a proposed ordinance clarifying the use of e-bikes in Los Altos.	
		San Antonio Road improvements (w/improve bike lanes)	Ongoing work	Complete Streets Master Plan & Safe Routes to School	In progress	City staff in collaboration with commission	Develop a proposal for San Antonio Road street improvements and secure associated federal grant.	
		Create Partnerships with Neighboring Agencies (County & Cities): Benchmark, Coordinate, and Fix Public Safety Gaps Based on City Boundaries/Jurisdiction	Ongoing work	Community, Commission, and Staff Input	In progress	City staff in collaboration with commission	Foster communication with neighbors (such as Palo Alto, Mountain View, Sunnyvale, Santa Clara County) in order to learn from them and coordinate better on projects.	
		Update/Conduct a city wide radar survey	Q1 2025	Staff Plan	Planned	City Staff	Evaluate benefits of radar survey for enforcing local speed limits.	
4	Road Maintenance and Improvements for Public Safety (and Implement Safe Routes to School Where Possible)	Implement 2025 Project List	Q2, Q3 2025	Street Condition Study; CIP Budget & Plan	Planned	City staff in collaboration with commission	Work through the 2025 project list for road maintenance and safety, while building in SRTS.	
		Review and Update long term CIP project list	Q2, Q3 2025	Street Condition Study; CIP Budget & Plan	Planned	City staff in collaboration with commission	Build out the list of long-term CIP projects.	
5	CSC Strategic Plans	Identify Gaps in Priorities - with respect to SRTS and CSMP Items in Past Budgets	Q1 2025	Complete Streets Master Plan & Commission Input	Planned	CSC in collaboration with City Staff	Uncover any gaps from recent prior years in SRTS and CMPS priorities, and address them for future plans.	
		Leverage Traffic Calming Plan (AB 43)	TBD - end of 2025	Commission & Community Input	Planned	CSC in collaboration with City Staff	Evaluate how AB 43 could help Los Altos.	
		Long-term & 2026 CSC work plan	Q4 2025	Complete Streets Master Plan & Commission Input	Planned	CSC Subcommittee + CSC in collaboration with City Staff	Create 2026 CSC work plan, and plan for out-years as well (think about ~5 year plan).	

2025 Los Altos Planning Commission Work Plan

Goal	Projects	Anticipated Completion	Priority Source	Status	Assignment	Notes
Housing Element Implementation	Review and provide recommendation to Council on code amendments or other policy documents necessary to implement the 6th Cycle Housing Element (2023-2031)	As needed	Powers and Duties	In Progress	City Staff	
Development Project Review	Provide recommendation or decision on development projects.	As needed	Powers and Duties	In Progress	City Staff	
General Plan Safety Element	Review and provide recommendation to Council on the comprehensive update to the City's Safety Element. State legislation requires that the Safety Element be reviewed and updated as necessary alongside the Housing Element. The City's Housing Element was last adopted in January 2023.	2025	Powers and Duties	In Progress	City Staff and Consultant	
Comprehensive General Plan Update	Review components of the draft General Plan Elements. The City's current General Plan has a horizon from 2002-2020 necessitating a comprehensive update	TBD	Powers and Duties	Process to be started in 2025.	City Staff and Consultant	