

CITY COUNCIL MEETING AGENDA

7:00 PM - Tuesday, March 25, 2025
via Videoconference and In Person

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

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

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

<https://losaltosca-gov.zoom.us/j/86117039794?pwd=tRSNYwJD2B8LReJyAixEI2NWSuhOYf.1>

Telephone: 1-669-444-9171 / Webinar ID: 861 1703 9794 / Passcode: 655469

SUBMIT WRITTEN COMMENTS: Prior to the meeting, comments on matters listed on the agenda may be emailed to publiccomment@losaltosca.gov. Emailed public comments sent directly to the City Council, either as a group, or individually, will not be included in the agenda packet but may be disclosable as part of a public records request. Emails sent to publiccomment@losaltosca.gov will be included in the appropriate agenda packet and are also disclosable as part of a public records request.

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

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

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

AGENDA

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE ALLEGIANCE TO THE FLAG

REPORT ON CLOSED SESSION

CHANGES TO THE ORDER OF THE AGENDA

SPECIAL ITEM

Issue Certificates of Recognition to Local Eagle Scouts

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Council's attention any item that is not on the agenda. The Mayor will announce the time speakers will be granted before comments begin. Please be advised that, by law, the City Council is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "The Brown Act") items must first be noted on the agenda before any discussion or action.

[03-25-2025](#) Written Public Comments

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. Approval of Meeting Minutes

Approve the Special and Regular Meeting Minutes of March 11, 2025

2. Progress Pride Flag Raising

Adopt a Resolution approving the raising of the Progress Pride flag in June 2025

3. Juneteenth Flag Raising

Adopt a Resolution approving the raising of the Juneteenth flag in June 2025

4. Approval of Policy

Approve changes to Los Altos Police Policy 709

5. Review Los Altos Legislative Body Travel Request

Review and provide direction on a Councilmember request for official travel

DISCUSSION ITEMS**6. Committee Appointments**

Appoint Members to the Joint Community Volunteer Service Awards Committee (JVAC)

7. Introduction of Ordinance - Meeting Date and Time

Introduce an Ordinance Amending Chapter 2, Section 2.04.010 of the Los Altos Municipal Code “Meetings.”

8. Introduction of Ordinance - Parking Enforcement Code Update

Introduce and waive first reading of Ordinances that will outline the procedures for parking citation enforcement, allow expanded enforcement of parking regulations within the City of Los Altos, and allow the removal of vehicles by enforcement officers

Adopt policy changes to ALPR policy governing Mobile ALPR use for parking enforcement

9. Introduction of Ordinance - Weed Abatement

Introduce an Ordinance of the City Council of the City of Los Altos Adding Chapter 11.06 Weed Abatement to Title 11 Miscellaneous Property Regulations of the Los Altos Municipal Code and find that this action is Exempt from Environmental Review Pursuant to Section 15301(h) of the State Guidelines Implementing the California Environmental Quality Act of 1970

10. Fiscal Year 2024/25 Mid-Year Budget Update

Three actions for Council consideration:

- a. Adopt a Resolution approving FY 2024/25 Mid-Year Financial Update and Budget adjustments;
- b. Adopt a Resolution approving the transfer of funds to CalPERS to pay down the City’s Unfunded Accrued Liability; and
- c. Adopt a Resolution approving the updated FY 2024/25 Pay Schedule

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

11. Tentative Council Calendar and Housing Element Update Implementation Calendar**COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS****ADJOURNMENT**

(Council Norms: It will be the custom to have a recess at approximately 9:00 p.m. Prior to the recess, the Mayor shall announce whether any items will be carried over to the next meeting. The

established hour after which no new items will be started is 11:00 p.m. Remaining items, however, may be considered by consensus of the Council.)

SPECIAL NOTICES TO THE PUBLIC

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

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

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

From: [carol surrell](#)
To: [Public Comment](#)
Subject: I support library courtyard project
Date: Wednesday, March 19, 2025 2:32:30 PM

As a 29 year resident of Los Altos, and a frequent library user, I support the courtyard project. Removing a few trees to make room for the expanded library courtyard is well worth it. There are still plenty of apricot trees surrounding City Hall.

Thank you,
Carol Surrell
San Luis Ave, Los Altos

From: [Bill Hough](#)
To: [Public Comment](#)
Cc: [City Council](#)
Subject: PUBLIC COMMENT LA City Council item #2 March 25, 2025
Date: Saturday, March 22, 2025 11:43:04 AM

I STRONGLY object to the Los Altos City Government raising the “Progress Pride” flag. Although I do not care what consenting adults do in the privacy of their homes, we should not recognize this flag as government speech. Public resources should not be used to celebrate one private sexual preference over another,

The City’s flag raising policy, adopted on November 29, 2022, prohibits flags that are “highly offensive to persons of average sensitivity within the community.” The “Progress Pride” flag represents controversial views that are in direct conflict with many people’s sincerely held religious beliefs. The flag promotes behavior that is highly offensive to some people, including many here in Los Altos.

Again, if a private individual wants to display the “Progress Pride” on private property, fine, However, the politically partisan “Progress Pride” flag is not appropriate government speech.

Raising the “Progress Pride” flag violates the city’s flag raising policy. If Council insists on going forward despite this obvious flag policy violation, have legal staff consider possible First Amendment violations.

From: [Maria Bautista](#)
To: [Public Comment](#)
Subject: City Council Meeting March 25, 2025: Consent Calendar Item #1 Approval of Minutes Correction
Date: Tuesday, March 25, 2025 9:26:23 AM
Attachments: [March 11 City Council Letter to Cure.pdf](#)

Please include the attached letter in Public Comment for the March 25, 2025 City Council Regular Meeting.

Thank you,

Maria Bautista

To: Los Altos City Council

From: Maria Bautista and PALLA

Date: March 23, 2025

Subject: City Council Meeting, March 25, 2025
Item #1 Approval of Meeting Minutes

RE: Demand to Cure March 11, 2025 Draft Meeting Minutes, and to Conduct a De Novo Public Hearing

Dear City Councilmembers,

This letter is a formal demand for you to correct and cure the Draft Meeting Minutes for the City Council Regular Meeting that took place on March 11, 2025 at 7:00pm for Public Hearing Item #11 Library Patio Appeal 2.

This letter is also a request to vacate the decision of the March 11, 2025 Public Hearing and proceed with a de novo hearing as a result of an erroneous disqualification of the appeal.

To cure the Draft Meeting Minutes errors, please strike from the record all details of the disqualification of the applicant; return to the applicant the \$1,000 application fee for failing to provide a fair and transparent Public Hearing, and invite and conduct a de novo hearing of the March 11, 2025 Item #11 Library Patio Appeal 2.

The issues with this erroneous disqualification, addended to the Motion to Deny the appeal and uphold the decision of the Los Altos Planning Commission, that states, “and as a separate and distinct grounds for appeal, find that the appellant lacks standing to bring the appeal” follow:

Per the clocked video recording of the meeting, at 2:45:40, once the appeal has been heard and denied, Mayor Pete Dailey states: “We have an issue with this appeal and standing with regard to distance from the appellant to the parcel in question and so first I would ask staff to comment on that particular issue.”

Staff proceeds to disqualify the applicant PALLA, Maria Bautista based first on the address of PALLA at 171 Main Street and then Maria Bautista at 71 Angela “Way” suggesting that neither address is within a 300 foot radius of the subject property and therefore, not qualified to appeal, per Line #4 of the Appeal Application.

- A. Per Mayor Pete Dailey’s comments, City Councilmembers had been briefed by Staff in advance of the hearings. Details of that briefing were not part of the agenda packet nor was the briefing, and its material details, disclosed to the public prior to the commencement of the Public Hearing.
- B. I, Maria Bautista, received a City-issued Public Notice prior to and in announcement of the February 6, 2025 meeting in the form of a mailed postcard addressed to 71 Angela Drive, a property I own. *See attached*. I was determined by the City to be an interested party by this noticing, and, in fact, reside within 300 feet of the subject property.
- C. The Preservation Action League Los Altos (PALLA), a community interest group, is made up of approximately 100 Los Altos residents and community members, some of whom live within 300 feet of the subject property.
- D. “Interested parties” for matters of public land use include residents of and property owners in Los Altos. The City of Los Altos holds property only as a trustee and administers property as an agent for the use and benefit of the public.

Furthermore, the matter of qualification to appeal is determined by the Los Altos Municipal Code, specifically Title 14, as stated by Development Services Director Nick Zornes on March 11 (2:46:42). Per the stated findings on Page 25 of the February 6, 2025 Joint Meeting of the Planning Commission and the Historical Commission ”With regard to the Design Review Permit, the Planning Commission find the following pursuant to Section 14.78.060 of the Los Altos Municipal code.” Title 14, Chapter 14.78 speaks to the qualifications to appeal as follows:

- **Chapter 14.78 - DESIGN AND TRANSPORTATION REVIEW—
MULTIPLE-FAMILY, PUBLIC AND COMMUNITY FACILITIES, OFFICE AND
ADMINISTRATIVE, AND COMMERCIAL DISTRICTS^[15]**

Chapter 14.78.100 - Appeals.

- A. Within fourteen (14) days of an action (approval or denial) on an administrative or zoning administrator design review application, the decision may be appealed to the planning commission by any interested party.

- B. Within fourteen (14) days of an action (approval or denial) on a design review and/or variance application by the planning commission, the decision may be appealed to the city council by any interested party.

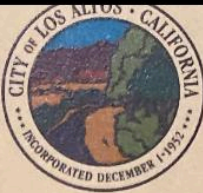
To deny the appeal based on the applicant's lack of standing is unjust and should be removed from the Draft Meeting Minutes and stricken from the record.

Please remove Consent Calendar Item #1 and properly cure and correct, and provide a written response to the entirety of this demand. If you fail to comply with this demand, we will pursue available legal remedies.

Sincerely,

Maria Bautista and Preservation Action League Los Altos (PALLA)

Notice postcard of the February 6, 2025 Joint Meeting by postcard mailed to 71 Angela Drive, Los Altos that was dated January 21, 2025.



JOINT PUBLIC HEARING NOTICE PLANNING COMMISSION/HISTORICAL COMMISSION

Project Site: 13 S. San Antonio Road

Meeting Date and Time: 6:00 p.m., Thursday, February 6, 2025

Applicant: Natalie Tan for SSA Landscape Architects

Project Description: Request for Design Review (D24-0002) and Historical Alteration Permit (H24-0003) to construct an approximately 8,265 square foot outdoor courtyard for the existing Los Altos Public Library. The project is categorically exempt pursuant to Section 15301 ("Existing Facilities") and Section 15303 ("New Construction or Conversion of Small Structures") of the California Environmental Quality Act (CEQA) Guidelines.

Meeting Location: This meeting will be held virtually via Zoom and in-person in the Community Meeting Chambers, Los Altos City Hall, 1 North San Antonio Road, Los Altos, CA 94022. See below for detailed information.

Members of the Public may call (253) 215-8782 to listen into the conference call (Webinar ID: 817 7646 8782 or via the web at <https://tinyurl.com/3px8te82> with Passcode: 242017). Members of the Public may only comment during times allotted for public comments and public testimony will be taken at the direction of the Chair. Members of the public are also encouraged to submit written testimony prior to the meeting at PCPublicComment@losaltosca.gov. Emails received prior to the meeting will be included in the public record.

Project Planner: Sean Gallegos, (650) 947-2641
sgallegos@losaltosca.gov

The agenda report and plans will be available on the City's website the Thursday before the meeting date at <https://www.losaltosca.gov/planningcommission/page/joint-planning-commissionhistorical-commission-meeting>. Written comments can be mailed or delivered in person to the Development Services Department or emailed to the Project Planner. Verbal comments can also be made at the Public Meeting.

Notice Date: January 21, 2025

From: [Catherine Nunes](#)
To: [Public Comment](#)
Cc: [PALLA](#)
Subject: Re: Letter for City Council Meeting, March 25, 2025 Item #1 Approval of Meeting Minutes for March 11, 2025 Appeal Hearings
Date: Tuesday, March 25, 2025 9:50:40 AM
Attachments: [F Appeal 3 Mar 11 Complaint and Request for Cure March 11 Appeal Minutes and Hearing City Council Letter 3-25-2025.pdf](#)

Dear Los Altos City Council, City and City Clerk:

We respectfully submit this request letter to cure and correct the minutes and address matters regarding Appeal #3, March 11, 2025, the appeal hearing for the Library Courtyard Project that is scheduled for minutes to be reviewed and approved on the Consent Calendar at tonight's City Council meeting 3-25-2025.

Please confirm receipt.

Thank you,

Catherine Nunes, on behalf of the Preservation Action League Los Altos (PALLA)

To: Los Altos City Council

From: Catherine Nunes and Preservation Action League Los Altos (PALLA)

Date: March 23, 2025

Subject: Demand to Cure March 11, 2025 Draft Meeting Minutes, and to Conduct a De Novo Public Hearing

Dear City Councilmembers,

This letter is a formal demand for you to correct and cure the Draft Meeting Minutes for the City Council Regular Meeting that took place on March 11, 2025 at 7:00pm for Public Hearing Item #12 Library Patio Appeal 3, which was in fact submitted, recorded and accepted as an **“Administrative Appeal to the City Council of the Application of the Categorical Exemption and the Filing of NOE 25458** for the Library Courtyard Project for Design Review and Historical Alteration Permit.

This letter is also a request to vacate its decision, and reschedule a de novo hearing for Appeal #3 of the March 11, 2025 Public Hearing as a result of an apparent misunderstanding of the nature of the appeal per the draft minutes and a mistaken disqualification of the appeal application.

The issue with this disqualification erroneously states in the draft minutes following the motion to deny administrative Appeal #3 to include” as separate and distinct basis that the Council find that the appeal is untimely.”

The appeal application was submitted to and confirmed by the City Clerk on February 21, 2025, fourteen (14) days from the filing of the Notice of Exemption (NOE) on February 7, 2025, and fifteen (15) days from the City’s administrative application of a categorical exemption.

The application was submitted, accepted and recorded by the City as an administrative appeal on the proper forms as timely without any question, and in the City’s March 1, 2025 Affidavit of Publication in the Daily Post for the Los Altos City Council Notice of Public Hearing cites Appeal #3 to be as follows:

3. Appeal of Administrative Decision. Appellant Preservation Action League Los Altos, Catherine Nunes

The appeal was filed pursuant to **Los Altos Municipal Code Chapter 1.2 Appeals** pertaining to the administrative determination made by an official of the city.

1.12.030 - Time limit on notice of appeal. The appellant shall file the notice of appeal with the city clerk and pay the filing fee thereon within fifteen (15) days after the date on which the determination or decision is rendered.

The appeal application was submitted and recorded by the City Clerk on time and, as such, the denial of the appeal based on timeliness is unjust and should be removed from the Draft Meeting Minutes and stricken from the records as such.

On a separate and related matter, the Draft Meeting Minutes do not indicate which city council member seconded the motion to deny the Appeal,.

There was also no transcript recorded read out of the Appeal itself specific to Appeal #3 or proper identification of the Appeal #3. Appeal # 3 was specified and filed as an Administrative Appeal to the City Council for the **Application of the Categorical Exemption as confirmed with the filing of Notice of Exemption (NOE) ENV 25458 for the Library Courtyard Project.**

Appeal #3 was specifically submitted to allow the Council to deliberate the questionable application the use of a CEQA categorical exemption (Class 1 and Class 3) and the NOE filing which due to the Library Courtyard Projects encroachment and impacts on the Heritage Orchard qualify the review to apply proper review for its sensitive location, land encroachment onto a historic property and requirement for a full cumulative impact study of past, present and future projects on that historic land, in context with Library Patio Project impacts. The Appeal and deliberation were specific to the misapplication of categorical exemption and when these named Exemption(s) apply void the use of a categorical exemption. The City's discretionary administrative decision to consider this project categorically exempt from required environmental review, classifying it a "minor alteration and patio extension to an existing facility" using CEQA Section 15301 and 15303 did not account for Council's flagrant misapplication of the actual construction and project discussed in order to avoid the necessary environmental review. The record should be corrected in line with the specific Appeal and subject regarding application and that the filing was correct and lawful.

The March 11 Council Minutes the findings for Appeal #3 are stated:

Motion by Weinberg and Second by (???) to deny the appeal and uphold the decision of the Los Altos Historical Commission for Historical Alteration Permit (H24-0003) and the Los Altos Planning Commission for Design Review Permit (DR24-0002) for a new library courtyard, and affirming that the proposed project is categorically exempt from environmental review pursuant to Section 15301 (Existing Facilities) and Section 15303 (New Construction and Conversion of Small Structures), of the State Guidelines implementing the California Environmental Quality Act (CEQA) of 1970 and that none of the exceptions outlined in Section 15300.2 apply...

To cure the Draft Meeting Minutes error, please strike from the record all details of the disqualification of the applicant; return to the applicant the \$1,000 application fee for failing to provide a fair and transparent Public Hearing, and invite and conduct a de novo hearing of the March 11, 2025 Item #12 Library Patio Appeal 3.

We request the minutes be pulled from the Consent Calendar, and taken up with Council for proper cure and correction and a written response to this complaint and these errors. If you choose to not correct these records and as well as provide cure for the Appeal hearing, we will be forced to compel the City to provide lawful records and hearings with all municipal governance and remedies in this matter.

PALLA has exhausted all administrative remedies.

Sincerely,

Catherine Nunes on behalf of the **Preservation Action League Los Altos (PALLA)**

From: [Eric Muller](#)
To: [Public Comment](#)
Subject: Public comment - 03/25/2025 City Council Meeting - item 4
Date: Tuesday, March 25, 2025 11:08:19 AM

Dear Council members,

In light of the continuing and growing assaults on civil liberties, and growing uses of state intimidation and violence, I renew my call to help our City and our Police Department, so that they are less likely to become tools against our community:

- disarm the Police Department as much as possible, and in particular retire rifles and drones immediately
- discontinue immediately the ALPR system in Los Altos, and physically dismantle the cameras.

Thanks,
Eric Muller
Los Altos resident

From: [Alice Mansell](#)
To: [Public Comment](#)
Cc: [PALLA](#)
Subject: Los Altos City Council 3/25/25 Agenda item #1
Date: Tuesday, March 25, 2025 12:00:39 PM
Attachments: [Affidavit 3.11.Library Patio Proj.CityLA.pdf](#)

This letter is a demand to correct and cure the Draft Meeting Minutes for the City Council Regular Meeting on March 11, 2025 for Public Hearing Item #12 Library Patio Appeal #1. This letter is also a request to vacate Council's decision and reschedule a de novo hearing for Appeal #1 from its March 11, 2025 Public Hearing. There was no need for me, as stated in the Draft Minutes, "to appear" personally on 3/11/2025 for the following reasons:

1. There were 2 other PALLA representatives present to speak for PALLA.
2. The Council Norms and Procedures adopted 2/28/2025 do not require a need for a "notarized" document from me nominating a substitute speaker as one Council member demanded as seen and heard on the meeting video. Any member of PALLA can speak on behalf of the group.
3. The appeal form filed with the City listed as its first named appellant "PALLA" thus anyone representing that entity could speak for PALLA due to it being listed patently on the filed appeal form. The City fee for the PALLA appeal was paid with a cashier's check by a fellow PALLA representative, Maria Bautista, who was present on 3/11/2025 as further evidence she was involved in PALLA Appeal #1.
4. The Public Notice by the City published in the "Palo Alto Daily Post" referred to Appeal #1 as follows (see attached City legal notice affidavit):

"The Appeals were received as follows and will be considered in the following order:

"1. Appeal of the Historical Commission Decision. Appellant: **Preservation Action League Los Altos**, Alice Mansell."

5. Attached to the filed and signed Appeal #1 form was a multi-page letter from PALLA's expert historic land law attorney with her numerous legal, factual and procedural arguments which were not discussed in written or oral detail by any City staff at the appeal hearing thus avoiding any Council or staff public discussion of the appeal's legal, factual and procedural merits, nor any opportunity by any PALLA representatives to provide rebuttal arguments after staff or Council discussions.
6. Based on the hearing video and witnesses there is reasonable verbal and body language evidence that a pre-written script was prepared by staff with a Council majority pre-coordination to dismiss Appeal #1 on arbitrary and capricious procedural grounds and thus the City of Los Altos' government avoided addressing all of Appeal #1's legal and factual merits.

PALLA has exhausted administrative remedies for Appeal #1.

Regards,
Alice Mansell
On behalf of PALLA (Preservation Action League Los Altos)

att: City of Los Altos legal notice affidavit

AFFIDAVIT OF PUBLICATION

IN THE

DAILY POST

385 Forest Avenue, Palo Alto, California 94301
(650)328-7700

IN THE

SUPERIOR COURT

OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF SANTA CLARA

No. H24-0003 & DR24-0002

LIBRARY PATIO PROJECT

STATE OF CALIFORNIA

COUNTY OF SANTA CLARA

} SS

I, the undersigned, state that I am, and at all times herein mentioned was, a citizen of the United States of America, over the age of eighteen years, and not a party to or interested in the above entitled matter, that I was at and during all said times and still am the principle clerk of the publisher of the Daily Post in said County of Santa Clara, State of California; that said is and was at all times herein mentioned a newspaper of general circulation as that term is defined by Section 6000 and 6020 of the Government Code of the State of California; that said was adjudged as such by Superior Court of the County of Santa Clara, State of California, under date of February 27, 2017, Case Number 17CV305056; that the notice of which the annexed is a true printed copy, was set not smaller than nonpareil and was preceded with words printed in black-face type not smaller than nonpareil, describing and expressing in general terms, the purport and character of the notice intended to be given; that said notice was published and printed in said newspaper on the following dates, to wit:

03/01/2025

03/01/25

DATE OF FIRST PUBLICATION IN THE DAILY POST

I declare under penalty of perjury that the foregoing is true and correct.

Executed on

03/01/2025

at Palo Alto, California

Signed



**LOS ALTOS CITY COUNCIL
NOTICE OF PUBLIC HEARING TO CONSIDER THREE (3)
SEPARATE APPEALS FILED REGARDING PROJECT NO. H24-0003
(HISTORICAL ALTERNATION PERMIT) AND DR24-0002 (DESIGN
REVIEW) FOR THE APPROVED LIBRARY COURTYARD PATIO
LOCATED AT 13 SOUTH SAN ANTONIO ROAD**

NOTICE IS HEREBY GIVEN that the City Council of the City of Los Altos, California, will hold a public hearing on March 11, 2025 at 4:30 p.m., to consider three (3) separate appeals filed regarding Project No. H24-0003 (Historical Alteration Permit) and DR24-0002 (Design Review) for the approved library courtyard patio located at 13 South San Antonio Road. The project was approved by the Los Altos Historical Commission and Los Altos Planning Commission at a Joint Meeting on February 6, 2025. The project was determined to be categorically exempt from environmental review pursuant to Section 15301 (Existing Facilities) and Section 15303 (New Construction and Conversion of Small Structures) of the California Environmental Quality Act (CEQA) Guidelines and that no special circumstances apply by the Los Altos Historical Commission and Los Altos Planning Commission at a Joint Meeting on February 6, 2025.

The Appeals filed were received as follows and will be considered in the following order:

1. Appeal of Historical Commission Decision. Appellant: Preservation Action League Los Altos, Alice Mansell.
2. Appeal of Planning Commission Decision. Appellant: Preservation Action League Los Altos, Maria Bautista.
3. Appeal of Administrative Decision. Appellant: Preservation Action League Los Altos, Catherine Nunes.

The City Council meeting will begin at 4:30 p.m. Members of the public can view the Public Hearing by accessing the Council Meeting via the link provided on the published agendas. Members of the Public that wish to speak on this item must attend the meeting in-person. Written Correspondence will be provided to the City Council. The agendas may be found at this website at least 72 hours prior to each meeting date: www.losaltosca.gov

Melissa Thurman. MMC
City Clerk



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, FEBRUARY 25, 2025
5:30 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

Agenda Item # 1.

*Pete Dailey, Mayor
Neysa Fligor, Vice Mayor
Larry Lang, Councilmember
Sally Meadows, Councilmember
Jonathan D. Weinberg, Councilmember*

SPECIAL MEETING

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

ESTABLISH QUORUM: All Councilmembers were present.

STUDY SESSION

1. The City Council will meet with the following Commission to discuss the 2025 Commission work plan:

-Parks, Arts, Recreation and Cultural Commission

There were no public speakers during this item.

Discussion item only. No motion taken.

ADJOURNMENT – The meeting adjourned at 6:07 p.m.

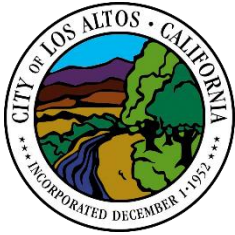
The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting of March 25, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk

The March 11, 2025 City Council Special Meeting recording may be viewed via the following external website: <https://www.youtube.com/@CityofLosAltosCA>

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



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, MARCH 11, 2025
7:00 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

Agenda Item # 1.

*Pete Dailey, Mayor
Neysa Fligor, Vice Mayor
Larry Lang, Councilmember
Sally Meadows, Councilmember
Jonathan D. Weinberg, Councilmember*

CALL MEETING TO ORDER – Pete Dailey, Mayor, called the meeting to order at 7:00 p.m.

ESTABLISH QUORUM – All Councilmember were present.

PLEDGE ALLEGIANCE TO THE FLAG – Pete Dailey, Mayor, led the Pledge of Allegiance.

REPORT ON CLOSED SESSION

No reportable action was taken during the Closed Session meeting of March 11, 2025, at 6:15 p.m.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes to the order of the agenda.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There following member of the public spoke during Public Comment:

- Dianne Connelly

CONSENT CALENDAR

Motion by Weinberg and Second by Lang to approve the Consent Calendar. **Motion carried unanimously by roll call vote.**

1. Approval of Meeting Minutes

Approve the Draft Special and Regular Meeting Minutes for the Meeting of February 25, 2025

2. Contract Award for Hetch Hetchy ADA Improvements Project

Two actions for Council consideration:

1. Adopt a Resolution Authorizing the City Manager to execute an Agreement with SAE Consulting Engineering for Construction Services for the Intersection Access Barrier Removal project in the amount of \$97,923.00 and up to 15% contingency, if needed, in the amount not to exceed \$14,688.00; and

2. Adopt a Resolution increasing the Intersection Access Barrier Removal, TS-01058, project budget to \$127,300

3. Contract Amendment with Civic Plus LLC

Approve a resolution authorizing the City Manager to execute Amendment No. 1 with CivicPlus LLC. for an amount not to exceed \$125,000.00 for development and implementation of a new city website

4. Adoption of Resolution - 2024 Annual Housing Element Program Report

Adopt a Resolution of the City Council of the City of Los Altos Accepting the Housing Element Annual Progress Report for Calendar Year 2024 and Authorizing Staff to Submit the Report to the California Department of Housing and Community Development and find that this action is exempt from the requirements of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15378(b)(5)

5. Independent Intake Official (IIO) Yearly Report for 2024

Receive the Independent Intake Official (IIO) Yearly Report for 2024

6. Annual Comprehensive Financial Report

Accept the Annual Comprehensive Financial Report and compliance reports for the fiscal year ended June 30, 2024

7. Designation of Enforcement Officers

Adopt a Resolution of the City Council of the City of Los Altos Designating Certain Employees or Agents as Enforcement Officers

8. City Council Strategic Goals

Adopt a Resolution affirming the City Council Strategic Goals

9. Regional Board Assignments – VTA PAC Representatives and LAC Alternate

Affirm Mayoral Appointment to the Valley Transportation Authority Policy Advisory Committee (VTA-PAC) and Santa Clara County Cities Association – Legislative Action Committee (LAC)

PUBLIC HEARINGS

10. Library Patio Appeal 1

Deny the appeal and uphold the decision of the Los Altos Historical Commission for Historical Alteration Permit (H24-0003) for a new library courtyard, and affirming that the proposed project is categorically exempt from environmental review pursuant to Section 15301 (Existing Facilities) and Section 15303 (New Construction and Conversion of Small Structures), of the State Guidelines implementing the California

Environmental Quality Act (CEQA) of 1970 and that none of the exceptions outlined in Section 15300.2 apply

Pete Dailey, Mayor, opened the Public Hearing.

Maria Bautista, Resident, requested the Public Hearing be continued to a future meeting date.

Pete Dailey, Mayor, denied the request for continuance.

Alice Mansell, Appellant, was absent from the Public Hearing.

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

- Jon Baer
- Maria Bautista
- Robert Specker
- Catherine Nunes

Pete Dailey, Mayor, closed the Public Hearing.

The City Council deliberated, and due to the appellant's failure to exhaust her administrative remedy and failure to appeal, the decision was made to deny the appeal.

Motion by Weinberg and Second by Dailey to deny the appeal and uphold the decision of the Los Altos Historical Commission for Historical Alteration Permit (H24-0003) for a new library courtyard, and affirming that the proposed project is categorically exempt from environmental review pursuant to Section 15301 (Existing Facilities) and Section 15303 (New Construction and Conversion of Small Structures), of the State Guidelines implementing the California Environmental Quality Act (CEQA) of 1970 and that none of the exceptions outlined in Section 15300.2 apply, and further find that the appellant has failed to exhaust her administrative remedy by failing to appear for the Public Hearing. **Motion carried unanimously by roll call vote.**

11. Library Patio Appeal 2

Deny the appeal and uphold the decision of the Los Altos Planning Commission for Design Review Permit (DR24-0002) for a new library courtyard, and affirming that the proposed project is categorically exempt from environmental review pursuant to Section 15301 (Existing Facilities) and Section 15303 (New Construction and Conversion of Small Structures), of the State Guidelines implementing the California Environmental Quality Act (CEQA) of 1970 and that none of the exceptions outlined in Section 15300.2 apply

Pete Dailey, Mayor, opened the Public Hearing.

Maria Bautista, Appellant, presented the appeal and requested to continue the item to a future meeting date.

The City Council did not provide a motion to continue the item.

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

- Robert Specker
- Catherine Nunes

Maria Bautista, Appellant, provided a rebuttal.

Pete Dailey, Mayor, closed the Public Hearing.

Motion by Weinberg and Second by Meadows to deny the appeal and uphold the decision of the Los Altos Planning Commission for Design Review Permit (DR24-0002) for a new library courtyard, and affirming that the proposed project is categorically exempt from environmental review pursuant to Section 15301 (Existing Facilities) and Section 15303 (New Construction and Conversion of Small Structures), of the State Guidelines implementing the California Environmental Quality Act (CEQA) of 1970 and that none of the exceptions outlined in Section 15300.2 apply, and as a separate and distinct grounds for appeal, find that the appellant lacks standing to bring the appeal. **Motion carried unanimously by roll call vote.**

12. Library Patio Appeal 3

Deny the appeal and uphold the decision of the Los Altos Historical Commission for Historical Alteration Permit (H24-0003) and the Los Altos Planning Commission for Design Review Permit (DR24-0002) for a new library courtyard, and affirming that the proposed project is categorically exempt from environmental review pursuant to Section 15301 (Existing Facilities) and Section 15303 (New Construction and Conversion of Small Structures), of the State Guidelines implementing the California Environmental Quality Act (CEQA) of 1970 and that none of the exceptions outlined in Section 15300.2 apply

Pete Dailey, Mayor, opened the Public Hearing.

Catherine Nunes, Appellant, presented the appeal.

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

- Chip Lion
- Maria Bautista
- Teresa Morris

Catherine Nunes, Appellant, provided a rebuttal.

Pete Dailey, Mayor, closed the Public Hearing.

Motion by Weinberg and Second by to deny the appeal and uphold the decision of the Los Altos Historical Commission for Historical Alteration Permit (H24-0003) and the Los Altos Planning Commission for Design Review Permit (DR24-0002) for a new library courtyard, and affirming that the proposed project is categorically exempt from environmental review pursuant to Section 15301 (Existing Facilities) and Section 15303 (New Construction and Conversion of Small

Structures), of the State Guidelines implementing the California Environmental Quality Act (CEQA) of 1970 and that none of the exceptions outlined in Section 15300.2 apply, and that as a separate and distinct basis that the Council find that the appeal is untimely. **Motion carried unanimously by roll call vote.**

The City Council recessed at 9:35 p.m.

The City Council reconvened at 9:52 p.m.

DISCUSSION ITEMS

13. AB481 Military Equipment Use Annual Report for 2024

Waive the first and second reading, affirm and adopt the Ordinance approving Los Altos Police Policy 709 pertaining to the funding, acquisition and use of military equipment as mandated by Assembly Bill 481 and approve the acquisition of new military equipment, removal of training items and addition of new uses for drones

Katie Krauss, Police Captain, presented the report.

The following members of the public spoke regarding the item:

- John Lindsay-Poland
- Toni Moos
- Brian Jones
- Jeanine Valadez
- Freddie Wheeler

Motion by Dailey and Second by Meadows to waive the first and second reading, and affirm and adopt the ordinance approving Los Altos Police Policy 709 pertaining to the funding, acquisition and use of military equipment as mandated by Assembly Bill 481, and to approve the acquisition of new military equipment, removal of training items and addition of new uses for drones.

Motion carried unanimously by roll call vote.

14. Introduction of Ordinance - Underground Utilities

Introduce an Ordinance of the City Council of the City of Los Altos Adding Chapter 11.25 Underground Utilities to Title 11 Miscellaneous Property Regulations of the Los Altos Municipal Code and find that this action is Exempt from Environmental Review Pursuant to Section 15061(b)(3) of the State Guidelines Implementing the California Environmental Quality Act of 1970

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

The following members of the public spoke regarding the item:

- Les Poltrack
- Gaurav Jain

The City Council directed staff to gather more data on the project and determine if the project should return at a future meeting date.

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

15. Tentative Council Calendar and Housing Element Update Implementation Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Jonathan D. Weinberg, Councilmember – Requested a future agenda item:

- Discuss the raising of the Juneteenth and Progress Pride flags in June 2025 (*Full support*)

ADJOURNMENT – The regular meeting adjourned at 12:10 a.m. on March 13, 2025.

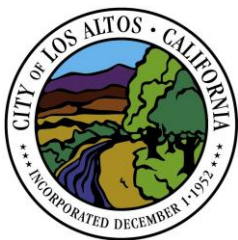
The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting on March 25, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk

The March 11, 2025, City Council meeting recording may be viewed via the following external website: <https://www.youtube.com/@CityofLosAltosCA>

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



City Council Agenda Report

Meeting Date: March 25, 2025

Initiated By: City Council

Prepared By: Anthony Carnesecca

Approved By: Gabe Engeland

Subject: Flag Raising – Progress Pride Flag

COUNCIL PRIORITY AREA

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

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

- In accordance with the City’s flag raising policy, shall the City of Los Altos recognize the Progress Pride flag as government speech and raise the Progress Pride flag from June 2, 2025 through June 9, 2025?

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

Not applicable

PREVIOUS COUNCIL CONSIDERATION

November 29, 2022, May 23, 2023, & April 9, 2024

BACKGROUND

At its regular meeting on November 29, 2022, the Los Altos City Council approved Resolution 2022-90 which established the City’ flag raising policy. A copy of the resolution is attached to this staff report.

Los Altos’ flag raising policy says that in addition to the flags of the United States, the State of California, and the City of Los Altos, “the City Council may authorize the display of other flags on City property, including to commemorate an event or occasion.” Authorization to fly an additional flag must be in the form of a resolution.

For the past two years, City Council raised the Progress Pride flag at City Hall.

At its regular meeting on March 11, 2025, the Los Altos City Council approved placing on its agenda the question of whether to fly the Progress Pride flag in the month of June 2025.

DISCUSSION

The month of June is LGBTQ+ Pride month dedicated to the celebration and commemoration of lesbian, gay, bisexual, transgender, and queer pride recognized by the federal government beginning in 1999 and continuing through today. The first Pride flag was created by American artist and gay rights activist Gilbert Baker in 1978 to be a symbol for the LGBT community. Artist Daniel Quasar released a redesign of the Pride flag, called the Progress Pride flag which includes black, brown, pink, pale blue and white stripes, to represent marginalized people of color in the LGBTQ+ community, as well as the trans community, and those living with HIV/AIDS. The Progress Pride flag image has been included as an attachment to this staff report.

ATTACHMENTS

1. Resolution No. 2022-90 Flag Raising Policy
2. Exemplar of the Progress Pride Flag
3. Resolution No. 2025-XX

RESOLUTION NO. 2022-90

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
CITY OF LOS ALTOS FLAG RAISING POLICY**

WHEREAS, The City of Los Altos displays the flags of the United States, California, and the City on poles located at certain City facilities City flag poles; and

WHEREAS, from time to time, members of the City Council, City commissions, or of the public propose raising other flags on public property, including to commemorate an event or occasion; and

WHEREAS, this policy is intended to create clear guidelines for the display of flags on City property.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts policy attached hereto as **Exhibit 1**.

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

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


Anita Enander, MAYOR

Attest:



Angel Rodriguez, INTERIM CITY CLERK

EXHIBIT 1 LOS ALTOS FLAG POLICY

The flags of the United States, California, and the City may be flown on City property. The United States flag shall always be given precedence, and the flag of California shall be given precedence over the City's flag. The display of these flags shall comply with 4 U.S.C. § 1, et seq., and Government Code Section 430, et seq.

In addition to these flags, or in lieu of the display of the City's own flag, the City Council may authorize the display of other flags on City property, including to commemorate an event or occasion. Such authorization by the City Council shall take the form of a resolution, which shall include the following information:

- (1) The date or dates on which the flag shall be displayed and any locations in addition to City Hall where the flag shall be displayed;
- (2) A finding that the display of the flag constitutes government speech in that the particular message conveyed by the flag is a message that the City Council wishes to express on behalf of the residents of the City;
- (3) A statement describing the particular message conveyed by the flag and expressing the reason or reasons the City Council wishes to express that message on behalf of the residents of the City; and
- (4) A statement that the resolution is adopted pursuant to this policy and a statement of reasons why the adoption of the resolution is consistent with this policy.

Under no circumstances shall the City Council authorize the display of a flag that:

- (1) Proposes a consumer transaction;
- (2) Represents a group, organization, or movement that advocates the unlawful overthrow of the state or federal government;
- (3) Commemorates a rebellion against the federal government by the government of any state;
- (4) Advocates discrimination or intolerance against individuals on the basis of any classification specified in Civil Code Section 51;
- (5) Endorses or expresses a preference for any religious sect;
- (6) Advocates for or against a candidate for public office, a political party, or a ballot measure or proposition;
- (7) Is considered highly offensive to persons of average sensitivity within the community; or
- (8) Poses a real and substantial threat to public safety based on objective circumstances or criteria.

The City Council may consider authorizing the display of a flag pursuant to this policy by referral of the Mayor, by referral of the entire Council on motion of any Councilmember made during the time reserved at regular City Council meetings for discussion of future agenda items, or at the recommendation of a commission of the City. The City Council

may also consider authorizing the display of a flag on application of a resident or community group, as follows:

- (1) The applicant shall complete a Commemorative Flag Flying/Raising Application, on a form to be created by the City Manager or designee; and
- (2) A full color picture of the flag (front and back) must be included with the completed application, and the dimensions of the flag must be specified.

The City Council shall not authorize the display of the same flag more than once per year, and if it approves an application from an individual or group within a particular calendar year, it shall not consider another application from that individual or group until the following calendar year. The City Council may condition its authorization to display a particular flag on the applicant's agreement to donate the use of a flag for that purpose. The flag must be a clean and serviceable flag with dimensions no larger than 4' x 6' that is sturdy enough to be flown on an outdoor flagpole for at least one week, and the City shall not be responsible for any loss or damage to the flag while in its possession. The flag must be collected by the applicant within two business days of removal or it may be discarded or destroyed by City staff.

At the time it authorizes the display of any flag, the City Council may also authorize a flag raising ceremony. Any such ceremony shall be open to the general public, subject to reasonable rules of decorum intended to avoid disruption and reasonable efforts by law enforcement to maintain public order in case of a lawful or unlawful protest occurring at or near the site of the ceremony. If the display of the flag has been authorized by the City Council on the application of a private individual or organization, then the City Council may condition authorizing a flag raising ceremony on the applicant's agreement to pay the costs of the ceremony and to coordinate or assist in the coordination of the ceremony; provided, however, that:

- (1) One or more representatives of the City shall be present at the ceremony, and at least one representative of the City shall speak at the ceremony on behalf of the City; and
- (2) City staff shall oversee the coordination of the ceremony and shall supervise and maintain ultimate control over the conduct of the ceremony.

Except as provided in this policy, no flags will be displayed on City property other than the flags of the United States, California, or the City. This policy is intended for the City's sole benefit, and nothing herein is intended to confer any legal right or privilege on any member of the public.

City of Los Altos requires all non-profit organizations or Los Altos residents interested in flying or raising a flag on a City of Los Altos flag pole to meet all the below guidelines and submit a completed application.

1. Applicant Guidelines

- a. A third-party organization or individual may apply to have the City raise a particular flag on one City flagpole located at specified City flagpoles.
- b. A commemorative flag under this policy means a flag that identifies with a specific date, historical event cause, nation or group of people, whereby the city honors or commemorates the date, event, cause, nation or people by flying the flags.
- c. Only commemorative flags that are consistent with the City's vision, mission, and ongoing strategic priorities, incorporating themes of diversity, equity, social justice and inclusion.
- d. At no time will the City of Los Altos display flags that pose a danger to public health or public safety, are deemed to be inappropriate or offensive in nature, support discrimination, prejudice or religious or political movements
- e. If a flag raising ceremony is requested and approved, all flag raising ceremonies must be open to all members of the public. Guests must adhere to the City of Los Altos policy not to discriminate on the basis of gender, race, religion, sexual orientation, or any other class protected by law.
- f. Organizations or individuals may request one flag flying/raising per calendar year. If the same or similar flag was 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.

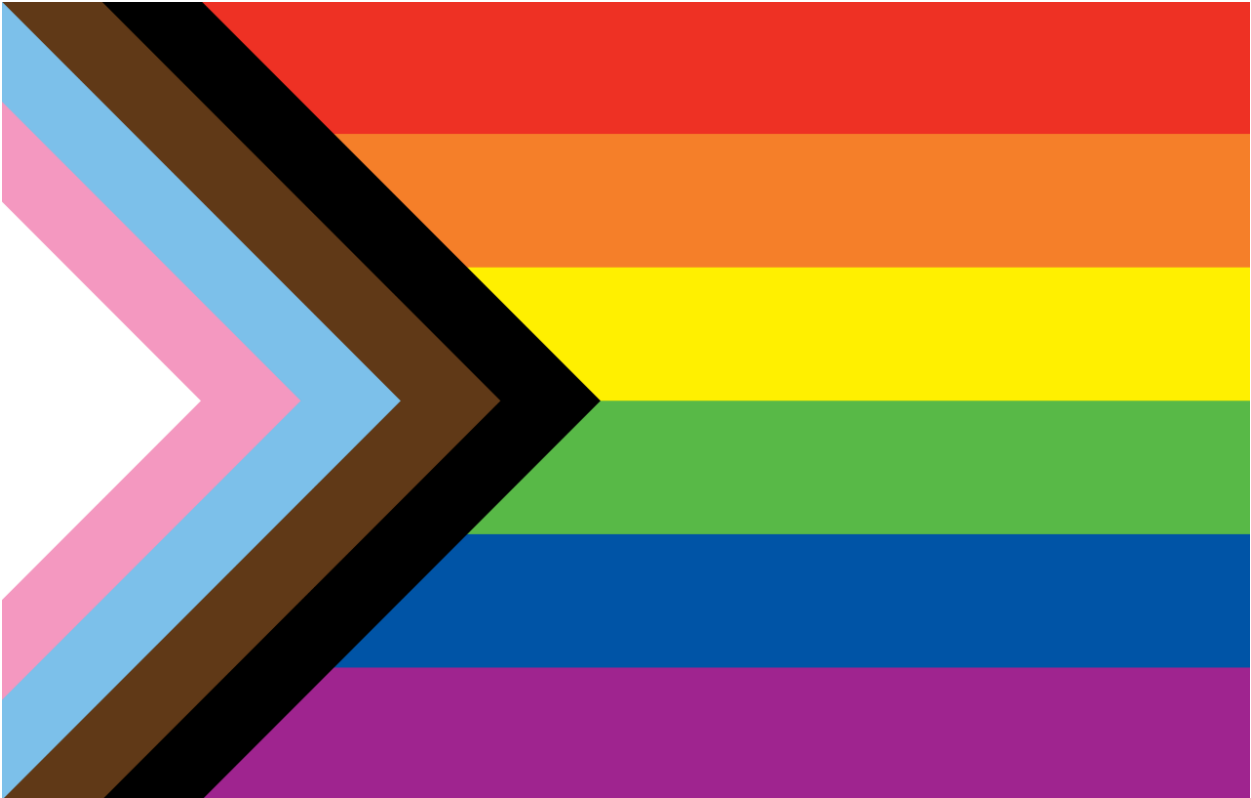
4. Fee Guidelines

- 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.

Progress Pride Flag



RESOLUTION NO. 2025-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS PERMITTING THE RAISING OF THE PROGRESS PRIDE FLAG IN RECOGNITION OF PRIDE MONTH

WHEREAS, the month of June is LGBTQ+ Pride month dedicated to the celebration and commemoration of lesbian, gay, bisexual, transgender, and queer pride recognized by the federal government beginning in 1999 and continuing through today; and

WHEREAS, City Council wishes to express support for all members of the LGBTQ+ community who identify with this flag; and

WHEREAS, the first Pride flag was created by American artist and gay rights activist Gilbert Baker in 1978 to be a symbol for the LGBT community; and

WHEREAS, artist Daniel Quasar released a redesign of the Pride flag, called the Progress Pride flag which includes black, brown, pink, pale blue and white stripes, to represent marginalized people of color in the LGBTQ+ community, as well as the trans community, and those living with HIV/AIDS; and

WHEREAS, the City Council may display flags recognized as government speech under the City of Los Altos Flag Raising Policy, Resolution No. 2022-90; and

WHEREAS, the Flag Raising Policy states that the City Council may consider authorizing the display of a flag on City property by referral from the Mayor, the Council as a whole, or a City commission, or on application of a member of the community; and

WHEREAS, on March 11, 2025, the City Council gave direction to consider authorizing the display of the Pride flag as a future agenda item; and

WHEREAS, the Flag Raising Policy prohibits flags conveying specified messages, and the City Council finds that the Progress Pride flag does not convey any of the prohibited messages, and that this Resolution substantially conforms to all the requirements of the Flag Raising Policy; and

WHEREAS, the City Council finds that the Progress Pride flag is government speech in that the history and symbolism of the flag as described above constitute a message that the City of Los Altos desires to convey on behalf of its residents;

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby recognizes the LGBTQ+ community by displaying the Progress Pride flag from June 2, 2025 through June 9, 2025 at Los Altos City Hall.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the __ day of ____ 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Jonathan D. Weinberg
Mayor

Melissa Thurman, MMC
City Clerk



City Council Agenda Report

Meeting Date: March 25, 2025
Initiated By: City Council
Prepared By: Anthony Carnesecca
Approved By: Gabe Engeland

Subject: Flag Raising – Juneteenth Flag

COUNCIL PRIORITY AREA

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

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

- In accordance with the City’s flag raising policy, shall the City of Los Altos recognize the Juneteenth flag as government speech and raise the Juneteenth flag at City Hall for the time period June 18, 2025 through June 25, 2025?

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

Not applicable

PREVIOUS COUNCIL CONSIDERATION

November 29, 2022, May 23, 2023, & April 9, 2024

BACKGROUND

At its regular meeting on November 29, 2022, the Los Altos City Council approved Resolution 2022-90 which established the City’ flag raising policy. A copy of the resolution is attached to this staff report.

Los Altos’ flag raising policy says that in addition to the flags of the United States, the State of California, and the City of Los Altos, “the City Council may authorize the display of other flags on City property, including to commemorate an event or occasion.” Authorization to fly an additional flag must be in the form of a resolution.

For the past two years, City Council raised the Juneteenth flag at City Hall.

At its regular meeting on March 11, 2025, the Los Altos City Council approved placing on its agenda the question of whether to fly the Juneteenth flag in the month of June 2025.

DISCUSSION

On June 19, 1865, Union General Gordon Granger arrived at the port of Galveston Texas and announced that slavery had been ended with General Order No. 3. Juneteenth was declared a federal holiday by President Joe Biden in June 2021. The Juneteenth flag is a symbol for the Juneteenth holiday in the United States. Activist Ben Haith designed the Juneteenth flag in 1997 using the colors of red, white, and blue from the American flag with a bursting star of freedom through the new horizon of opportunity across the center of the flag. The Juneteenth flag image has been included as an attachment to this staff report.

ATTACHMENTS

1. Resolution No. 2022-90 Flag Raising Policy
2. Exemplar of the Juneteenth Flag
3. Resolution No. 2025-XX

RESOLUTION NO. 2022-90

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
CITY OF LOS ALTOS FLAG RAISING POLICY**

WHEREAS, The City of Los Altos displays the flags of the United States, California, and the City on poles located at certain City facilities City flag poles; and

WHEREAS, from time to time, members of the City Council, City commissions, or of the public propose raising other flags on public property, including to commemorate an event or occasion; and

WHEREAS, this policy is intended to create clear guidelines for the display of flags on City property.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts policy attached hereto as **Exhibit 1**.

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


Anita Enander, MAYOR

Attest:



Angel Rodriguez, INTERIM CITY CLERK

EXHIBIT 1 LOS ALTOS FLAG POLICY

The flags of the United States, California, and the City may be flown on City property. The United States flag shall always be given precedence, and the flag of California shall be given precedence over the City's flag. The display of these flags shall comply with 4 U.S.C. § 1, et seq., and Government Code Section 430, et seq.

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- (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.

Juneteenth Flag



RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
PERMITTING THE RAISING OF THE JUNETEENTH FLAG IN
RECOGNITION OF THE FEDERAL HOLIDAY**

WHEREAS, on June 19, 1865, Union General Gordon Granger arrived at the port of Galveston, Texas and announced that slavery had been ended with General Order No. 3; and

WHEREAS, Juneteenth was declared a federal holiday by President Joe Biden in June 2021; and

WHEREAS, the Juneteenth flag is a symbol for the Juneteenth holiday in the United States; and

WHEREAS, activist Ben Haith designed the Juneteenth flag in 1997 using the colors of red, white, and blue from the American flag with a bursting star of freedom through the new horizon of opportunity across the center of the flag; and

WHEREAS, the City Council may display flags recognized as government speech under the City of Los Altos Flag Raising Policy, Resolution No. 2022-90; and

WHEREAS, the Flag Raising Policy states that the City Council may consider authorizing the display of a flag on City property by referral from the Mayor, the Council as a whole, or a City commission, or on application of a member of the community; and

WHEREAS, on March 11, 2025, the City Council voted to consider authorizing the display of the Juneteenth flag as a future agenda item; and

WHEREAS, the Flag Raising Policy prohibits flags conveying specified messages, and the City Council finds that the Juneteenth flag does not convey any of the prohibited messages, and that this Resolution substantially conforms to all the requirements of the Flag Raising Policy; and

WHEREAS, the City Council finds that the Juneteenth flag is government speech in that the history and symbolism of the flag as described above constitute a message that the City of Los Altos desires to convey on behalf of its residents;

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby recognizes this historic event by displaying the Juneteenth flag from June 18, 2025 through June 25, 2025 at Los Altos City Hall.

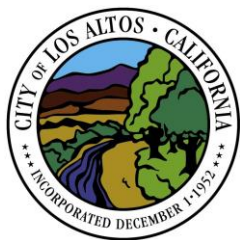
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the __ day of ____ 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk



City Council Agenda Report

Meeting Date: March 25, 2025

Prepared By: Katie Krauss

Approved By: Gabriel Engeland

Subject: AB 481 Military Equipment Use - Los Altos Police Policy 709

COUNCIL PRIORITY AREA

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

RECOMMENDATION

- Approve changes to Los Altos Police Policy 709

FISCAL IMPACT

There is no fiscal impact to the General Fund.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

September 20, 2022

March 14, 2023

April 11, 2023

February 27, 2024

March 12, 2024

March 11, 2025

BACKGROUND

On September 30, 2021, Governor Newsom signed a series of eight (8) policing reform legislation aimed at increasing transparency of peace officer misconduct records and creates a system to decertify peace officers for serious misconduct, improving policing responsibility and accountability guidelines, raising eligibility standards, banning harmful restraint techniques, and creates a public forum for the funding, acquisition and use of military equipment. Assembly Bill 481 (AB 481) was authored by Assemblymember David Chiu (D-San Francisco) to address the funding, acquisition and use of military equipment.

California Government Section 7071 requires a law enforcement agency's military equipment policy, which includes the type of equipment the department may acquire and use, to be approved by the governing body. "Military equipment" is not related to whether or not the equipment was acquired through military sources. The Los Altos Police Department does not possess any equipment specifically designed for military use, nor has the department acquired any equipment through a military surplus program, commonly known as the 1033 Program. Our "military equipment" is included in the attached policy under inventory, and includes items such as patrol rifles, several less lethal force options, and training flash bangs utilized as diversionary devices by our SWAT team.

As part of the approval process outlined in Assembly Bill 481, the initial proposed military equipment policy was made available on the department website (Government Code § 7071). The police department also hosted a community meeting to discuss AB 481 on May 12th, 2022. The Military Equipment Use Policy was presented to Council on September 20, 2022 and was approved with minor amendments. The 2022 Annual Report, a requirement of AB 481, was presented to citizens at a Town Hall meeting on February 8, 2023. It went before Council on March 14, 2023 and Ordinance No. 2023-489 was adopted on April 11, 2023. The 2023 Annual Report went to Council on February 27, 2024. The Ordinance was adopted on March 12, 2024. The 2024 Annual Report was published on the Department webpage on February 10, 2025 prior to the public meeting on February 27, 2025.

ANALYSIS

California Assembly Bill 481, signed into law on September 30, 2021, requires police agencies to obtain City Council approval by the adoption of a military equipment use policy prior to taking certain actions relating to the funding, acquisition, or use of military equipment as defined by the legislature. The bill requires an annual report to the governing board regarding the military equipment. If an agency wishes to acquire additional equipment that is defined as military equipment, they must receive Council approval. The policy/ordinance governing military equipment use must be reviewed and renewed annually.

DISCUSSION

California Assembly Bill 481 requires the Los Altos Police Department to report annually on the inventory, procurement, use and misuse of covered military equipment items. The Annual Report also includes a description of new military equipment the police department seeks City Council approval for acquisition and funding for. These changes were highlighted in the 2024 Annual Report that was presented to Council on March 11, 2025.

In February 2024, the City Council authorized the Police Department to acquire four UAS/drones (two exterior, two interior). At the March 11, 2025 Council meeting, the Department presented the AB 481 Annual Report and requested to revise the inventory and purchase different interior models than were presented and approved last year. In addition, the department asked to purchase one training UAS (drone) that can be used by operators indoors or outdoors. The department requested to increase the inventory of Daniel Defense Rifles to accommodate issuing them to each operator rather than having them assigned to specific patrol vehicles.

The department requested the removal of two items from the inventory that are used for training purposes only and have no direct impact on the public's welfare, safety, civil rights and civil liberties as defined by AB 481. The department also asked to add additional uses for the UAS (drones) as prescribed in Policy 611.

At the Council meeting on March 11, 2025, it was directed that we keep the original definitions in Lexipol Policy 709.1.1. These changes are reflected in the attached Military Equipment Policy 709. In addition, City Council directed staff to include language for Item #11, UAS, to include restrictions on the sharing of data or images for immigration purposes. This language was taken from the ALPR Policy as directed by Council and is highlighted in green. The updated inventory list also includes the approved items from March 11, 2025, as well as the removal of two training equipment items from the inventory.

Council expressed preference in authorizing the purchase of American-made interior drones. Staff are researching if a preferential purchase is allowable under the City's purchasing guidelines. If Staff were to purchase American-made drones, the cost would be significantly increased from approximately \$2,000 with the DJI drone requested to an American-made drone that would cost approximately \$20,000.

ATTACHMENTS

1. AB 481 Annual Report 2024
2. Military Equipment Policy 709
3. Updated Proposed Inventory list
4. Ordinance No. 2023-489



AB 481 Annual Report 2024

Captain Katie Krauss

Los Altos Police Department

Submitted February 10, 2025

Military Equipment Use AB 481 Compliance Requirements:

- Approval of the Military Use Policy (Completed 2022, 2023, 2024; Policy 709)
- Publishing the Policy (Completed 2022, 2023, 2024)
- Annual Report (see below)

Annual Report Description:

Assembly Bill 481 requires the police department report annually on the inventory, procurement, use and misuse of covered military equipment items. The annual report also includes a description of new military equipment the police department seeks City Council approval for acquisition and funding.

Per AB 481, the annual report must include the following:

- (1) A summary of how the military equipment was used and the purpose of its use.
- (2) A summary of any complaints or concerns received concerning the military equipment.
- (3) The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.
- (4) The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
- (5) The quantity possessed for each type of military equipment.
- (6) If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

LAMC 7.30.010. Military equipment policy (Last reviewed on 2/27/24)

As required by AB 481, the City Council reviewed this section as an ordinance to approve a military equipment use policy. The City Council's approval shall remain effective for a period of one year, which approval may be revoked, extended, renewed, modified or amended by resolution of the City Council. Within a year of the initial approval, and at least annually thereafter, the City Council will review this section and related resolutions. The City Council may, by resolution, make amendments, modifications or revisions to the military equipment use policy adopted by the Los Altos Police Department. The ordinance must be reviewed and renewed annually.

A. The City Council has made the following determinations:

1. The military equipment inventoried and presented to the City Council is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
2. The proposed military equipment use policy (“Policy”) will safeguard the public’s welfare, safety, civil rights and civil liberties (said Policy is attached hereto as Exhibit “A” and incorporated by this reference).
3. The equipment is reasonably cost-effective compared to available alternatives that can achieve the same objective of officer and civilian safety (if any).
4. Prior military equipment use complied with the applicable equipment use policy (which included equipment now defined as military equipment) that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

Equipment Usage for 2024:

None of the equipment in the attached military equipment inventory was utilized in 2024, except in training situations including range and SWAT.

Summary of Complaints for 2024:

The Department did not receive any complaints concerning military equipment in 2024.

Violations of Policy 709:

An internal review revealed no violations of Policy 709, as none of the equipment was utilized in 2024 except in training situations.

Total Annual Cost for Military Equipment:

The estimated annual cost for the maintenance of the military equipment in the current inventory is \$4,800. This includes the cost of replacement parts, cleaning supplies, and the staff time to conduct inspections on the equipment.

Replacement Military Equipment Inventory List:

- None

New Proposed Items for the Military Equipment Inventory List:

- UAS (Unmanned Aircraft System): Change the request from two (2) Council-approved Aardvark Loki Mk2 drones to two (2) DJI Avata 2 drones. These drones, including lights and additional controllers, would cost approximately \$2000 each for a total cost of \$4,000. The specifications for these drones are attached to this annual report for further information. These drones would be utilized for interior operations. The (2) Aardvark Loki Mk2 drones approved by Council in 2024 were never purchased.
- Training UAS (Unmanned Aircraft System): Purchase of a DJI Mini Pro (DJI RC 2) as a training drone. This drone uses the same software as our larger exterior drones and the controller functions are the same. However, its smaller size allows for training indoors as well as outdoors. It would only be utilized for training purposes for our UAS pilots. The cost of the DJI Mini 4 Pro is approximately \$1300. The specifications for this training drone are attached to this annual report for further information.
- Increase the number of Daniel Defense Rifles from current inventory of 5 to 36 while phasing out our current Colt AR rifles. This would allow for a rifle to be issued to each officer and would become our standard issue rifle. The benefit would be that each rifle would be individually “sighted in” for each officer. Every police officer would go through a process of adjusting their rifle sight on the range to ensure they are accurately shooting at the intended target. The individualized process of sighting in a rifle is due to slight variations in grip, stance, and eyesight. Precise shot placement is crucial in high-stress situations where a single shot may need to incapacitate a threat. Currently, we do not have enough rifles for individual issuance, so the patrol rifles are sighted in based to generic standards. The Daniel Defense rifles would replace the Colt AR rifles, which are from 2003 and are nearing their end of life. The replacement would happen incrementally (6-7 per year over a 5-year period) as the Colt AR Rifles were cycled out of service.

Additional Requests for AB 481 Changes:

- **Removal of CTS Flash-bang Training Kit (Item 8) from the Inventory:** The training flash-bangs are built and weigh the same as its equivalent live Flash-bang but have no flash charge. They are used only in training situations and do not impact the public’s welfare, safety, civil rights and civil liberties as defined by AB 481.

- **Removal of SIMS equipment (Item 9) from the Inventory:** Simunition equipment, aka SIMS, are comprised of training cartridges, weapon conversion kits, and personal protective equipment that provide realistic training systems for police officers. This equipment is utilized in scenario-based training, led by Simunition Instructors. The equipment, similar to paint ball, is only used in training situations and does not impact the public's welfare, safety, civil rights and civil liberties as defined by AB 481.

- **Additional uses for UAS (Drones) as prescribed in Policy 611** *(The complete inventory description of the UAS (Drones) is attached to the annual report for further review)*
 - Locating suspect(s) who have fled from lawful detention and/or are attempting to conceal themselves to avoid arrest.
 - Exhibitions for the public at community events

Military Equipment

709.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072). Assembly Bill 481 (AB 481), signed into law on September 30, 2021, requires law enforcement agencies to create a policy establishing guidelines and requirements for the funding, acquisition, and use of "military equipment" (Government Code § 7070, 7071, and 7072), including requirements to host informational meetings with the public, generate annual "military equipment" use reports, and seek annual approval from their respective governing bodies. The purpose of this policy is to make sure that safeguards exist, including transparency, governing body oversight, and accountability measures, to ensure the funding, acquisition, and use of "military equipment" is consistent with the provisions set forth by the governing body and as outlined in AB 481. This policy will also provide the public with a transparent view of the "military equipment" utilized by the Los Altos Police Department. The military equipment use policy will safeguard the public's welfare, safety, civil rights and civil liberties.

709.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The Los Altos City Council for the adoption of this ordinance and the approval of the annual report

POST - Peace Officer Standards and Training

SWAT - Special Weapons and Tactics

Military equipment – Per AB 481, military equipment includes but is not limited to the following:

- (1) Unmanned, remotely piloted, powered aerial or ground vehicles.
- (2) Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers. However, police versions of standard consumer vehicles are specifically excluded from this subdivision.
- (3) High mobility multipurpose wheeled vehicles (HMMWV), commonly referred to as Humvees, two and one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. However, unarmored all-terrain vehicles (ATVs) and motorized dirt bikes are specifically excluded from this subdivision.
- (4) Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.
- (5) Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- (6) Weaponized aircraft, vessels, or vehicles of any kind.

Military Equipment

(7) Battering rams, slugs, and breaching apparatuses that are explosive in nature. However, items designed to remove a lock, such as bolt cutters, or a handheld ram designed to be operated by one person, are specifically excluded from this subdivision.

(8) Firearms of .50 caliber or greater. However, standard issue shotguns are specifically excluded from this subdivision.

(9) Ammunition of .50 caliber or greater. However, standard issue shotgun ammunition is specifically excluded from this subdivision.

(10) Specialized firearms and ammunition of less than .50 caliber, including assault weapons as defined in Sections 30510 and 30515 of the Penal Code, with the exception of standard issue service weapons and ammunition of less than .50 caliber that are issued to officers, agents, or employees of a law enforcement agency or a state agency.

(11) Any firearm or firearm accessory that is designed to launch explosive projectiles.

(12) "Flashbang" grenades and explosive breaching tools, "tear gas," and "pepper balls," excluding standard, service-issued handheld pepper spray.

(13) Taser Shockwave, microwave weapons, water cannons, and the Long Range Acoustic Device (LRAD).

(14) The following projectile launch platforms and their associated munitions: 40mm projectile launchers, "bean bag," rubber bullet, and specialty impact munition (SIM) weapons.

(15) Any other equipment as determined by a governing body or a state agency to require additional oversight.

(16) Notwithstanding paragraphs (1) through (15), "military equipment" does not include general equipment not designated as prohibited or controlled by the federal Defense Logistics Agency.

709.2 POLICY

It is the policy of the Los Altos Police Department that members of the department comply with the provisions of Government Code § 7071 with respect to qualifying "military equipment". "Military equipment" should be used by members of the Department who have completed applicable training, including training required by the Commission on Peace Officer Standards and Training (POST). See the Military Equipment Inventory List (section 709.4) for associated "military equipment" training requirements.

"Military equipment", which has been approved for use by the governing body, shall be used in accordance with all other applicable department policies and laws. These policies and laws include, but are not limited to:

- Los Altos Police Department Policy 300 (Use of Force)
- Los Altos Police Department Policy 308 (Control Devices and Techniques)
- Los Altos Police Department Policy 312 (Firearms)

Military Equipment

- Los Altos Police Department Policy 414 (Hostage and Barricade Incidents)
- California Assembly Bill No. 48 (Use of Kinetic Energy Projectiles and Chemical Agents-Assemblies, Protests, and Demonstrations)
- California Penal Code Section 13652 (Use of Kinetic Energy Projectiles and Chemical Agents)

This policy expressly prohibits the use of "military equipment" on individuals or groups solely based on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

709.3 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body before the Department engages in any of the following (Government Code § 7071):

- (a) Requests military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeks funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquires military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborates with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Uses any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Solicits or responds to a proposal for, or enters into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquires military equipment through any means not provided above.

709.3.1 EXIGENCY- PROCUREMENT AND USE

Subject to this paragraph, nothing in this policy shall prohibit the procurement or use of controlled equipment when exigent circumstances exist. In rare circumstances, exigent circumstances may occur where the immediate procurement and use of controlled equipment may be necessary to preserve life, prevent physical harm to officers or other persons, prevent the destruction of relevant evidence, prevent the escape of the suspect, or maintain public safety. In the event such an event occurs, the Chief of Police or the authorized designee may authorize the procurement and

Military Equipment

use of controlled equipment. Any exigent procurement and/or use of controlled equipment will be reported to the governing body, in writing, unless such information is confidential or privileged under local, state or federal law.

709.3.2 MAINTENANCE AND RESUPPLY OF CONTROLLED EQUIPMENT

In the event a previously approved supply of controlled equipment falls below the approved quantity, the Department may replenish the supply, as needed, without first obtaining additional approval from the Governing Body.

709.4 COORDINATION WITH OTHER JURISDICTIONS

Military equipment used by other law enforcement agencies that are providing mutual aid to this jurisdiction or otherwise engaged in law enforcement operations within this jurisdiction should comply with their respective military equipment policies in rendering mutual aid.

709.5 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

709.6 POLICY COMPLIANCE AND SUBMITTING COMPLAINTS

The Chief of Police or the authorized designee will ensure that all Los Altos Police Department employees comply with this policy. Suspected violations of the provisions set forth in this policy, or in other laws or policies governing the use of "military equipment", should be handled in accordance with Los Altos Police Department Policy 340 (Standards of Conduct). Additionally, violations of the provisions set forth in this policy, or in other laws or policies governing the use of "military equipment", will be reported to the governing body via the annual Military Equipment Report.

Any member of the community can submit a complaint regarding the use of "military equipment" to any Los Altos Police Department employee or the Independent Intake Official. Complaints can be submitted in any form (e.g., in person, online, telephone, email, etc.). Once a complaint is received, it will be handled in accordance with Los Altos Police Department Policy 340 (Standards of Conduct) and LAPD Policy 1020 (Personnel Complaints). Formal complaints regarding alleged violations of this policy will be handled by an independent investigator.

Complaints may be made directly to the Independent Intake Official (IIO) Stephanie Atigh in one of the following ways:

Military Equipment

Online Submission:

[Complaint IIO WEBFORM](#) (online)

By Email:

Fill out the appropriate Civilian Complaint Submission form (located online), save it to your computer and email as an attachment to stephatigh@sbcglobal.net

By Phone:

(831) 915-4643

Complaints may be made directly to the Los Altos Police Department in one of the following ways (for online options, please visit <https://www.losaltosca.gov/police/page/how-are-we-doing-0>):

In Person:

Los Altos Police Department
1 N. San Antonio Road, Los Altos, CA 94022

Online Submission:

[Complaint PD WEBFORM](#)

By Email:

Fill out the appropriate Civilian Complaint Submission form (online), save it to your computer and email as an attachment to PoliceFeedback@losaltosca.gov

By Phone:

(650) 947-2770

709.7 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department should hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

709.8 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.

Military Equipment

- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Los Altos Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 - 1. Publicizing the details of the meeting.
 - 2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit any questions about the use of a type of military equipment, and how the Department will respond in a timely manner.

709.9 MILITARY EQUIPMENT INVENTORY

See attachment: [Inventory List 2024 AB 481 revised 02.25.pdf](#)

Attachments

Inventory List 2024 AB 481 revised 02.25.pdf

709.9 MILITARY EQUIPMENT INVENTORY

The following constitutes a list and description of qualifying equipment for the Department:

1. **40 MM Launchers and Rounds:** 40mm Launchers are utilized by department personnel as a less lethal tool to launch impact rounds.

(a) Description, quantity, capabilities, and purchase cost

- i. PENN ARMS GL-140-C, 40MM SINGLE SHOT LAUNCHER, cost:\$1,000, quantity: 13. The 40mm Single Launcher is a tactical single shot launcher that features a collapsible stock. It will fire standard 40mm less lethal ammunition, up to 6.0 inches in cartridge length. 40mm launchers are capable of firing a variety of munitions with a maximum effective range of one hundred twenty (120) feet.
- ii. DEFTECH EXACT IMPACT 40MM STANDARD RANGE SPONGE ROUND, cost: \$25.00, quantity: 150. A less lethal 40mm impact sponge projectile fired from a single 40mm grenade launcher with a rifled barrel. The sponge round is a point-of-aim, point-of-impact direct fire round. This lightweight, high-speed projectile consisting of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40 mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant, and, therefore, have velocities that are extremely consistent.

(b) Purpose: To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

(c) Authorized Use: Subject to subsection (g) below, situations for use of the less lethal weapon systems may include, but are not limited to the following:

- i. The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- ii. The suspect has made credible threats to harm him/herself or others.
- iii. The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- iv. There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.
- v. Other situations not listed here may also be deemed authorized use cases under applicable penal code and case law, and shall reflect necessary, reasonable, and proportional use of less lethal weapon system.

(d) Training: All personnel who are authorized to carry a control device must be properly trained and certified to carry the specific control device and are retrained or re-certified as necessary. Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(e) Lifespan:

i. Penn Arms GL-140-C- No lifespan indicated by manufacturer. Lifespan varies on operational usage and wear

ii. 40MM Standard Range Sponge Rounds-5 years

(f) Fiscal Impact: Annual maintenance is approximately \$100 for each launcher.

(g) Legal and Procedural Rules: Use of the 40mm launcher and 40mm baton rounds are subject to the requirements of Policy 300 (USE OF FORCE), 308 (CONTROL DEVICES AND TECHNIQUES), 308.9 (KINETIC ENERGY PROJECTILE GUIDELINES), and Policy 312 (FIREARMS). It is the policy of the Los Altos Police Department to utilize the 40mm only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

2. **Less Lethal Shotgun and Rounds:** Less Lethal Shotgun is used to deploy the less lethal 12-gauge Super-Sock Beanbag Round. **No longer in use as they were replaced by the 40MM launchers. Still in inventory as disposal/destruction is processed.**

(a) Description, quantity, capabilities, and purchase cost

i. REMINGTON 870 LESS LETHAL SHOTGUN, cost: \$950, quantity: 11. The Remington 870 Less Lethal Shotgun is used to deploy the less lethal 12- gauge Super-Sock Beanbag Round up to a distance of 75 feet. The range of the weapon system helps to maintain space between officers and a suspect reducing the immediacy of the threat which is a principle of de-escalation. The less lethal 12- gauge shotgun is distinguishable by an orange butt stock and fore grip.

ii. 12-GAUGE SUPER-SOCK BEANBAG ROUND 2581, cost: \$6, quantity: 90. A less lethal 2.4-inch 12-gauge shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot at a velocity of 270-290 feet per second (FPS). CTS (Combined Tactical Systems) Super-Sock rounds are discharged from a dedicated 12- gauge shotgun that is distinguishable by an orange butt stock and fore grip. This round provides accurate and effective performance when fired from the approved distance of not fewer than five (5) feet. The maximum effective range of this munition is up to 75 feet from the target. The Model 2581 Super-Sock is in its deployed state immediately upon exiting the barrel. It does not require a minimum range to "unfold" or "stabilize." The Super-Sock is an aerodynamic projectile. However, accuracy is relative to the shotgun, barrel length, environmental conditions, and the operator. The Super-Sock is very accurate. However, effectiveness depends on many variables, such as distance, clothing, stature, and the point where the projectile impacts.

(b) Purpose: To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

(c) Authorized Use - Subject to subsection (g) below, situations for use of the less lethal weapon systems may include, but are not limited to the following:

- i. The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- ii. The suspect has made credible threats to harm him/herself or others.
- iii. The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- iv. There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.
- v. Other situations not listed here may also be deemed authorized use cases under applicable penal code and case law, and shall reflect necessary, reasonable, and proportional use of less lethal weapon system.

(d) Lifespan:

- i. Remington 970 Less Lethal Shotgun-25 years
- ii. Super Sock Round Model 2581: No listed expiration date

(e) Training: All personnel who are authorized to carry a control device must be properly trained and certified to carry the specific control device and are retrained or re-certified as necessary. Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(f) Fiscal Impact: Annual maintenance is approximately \$100 per shotgun.

(g) Legal and Procedural Rules: Use of the less lethal shotgun and Super Sock rounds are subject to the requirements of Policy 300 (USE OF FORCE), 308 (CONTROL DEVICES AND TECHNIQUES), 308.9 (KINETIC ENERGY PROJECTILE GUIDELINES), and Policy 312 (FIREARMS). It is the policy of the Los Altos Police Department to utilize the less lethal shotgun only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

3. 5.56mm Semi-Automatic Rifles and Ammunition: The Colt AR-15/M4 5.56 mm/.223 semiautomatic rifles are used for patrol. Daniel Defense V7s AR-15/M4, 5.56mm/.223 caliber semi-automatic rifle are planned for use by SWAT team.

(a) Description, quantity, capabilities, and purchase cost

i. COLT AR RIFLES, cost: \$1200, quantity: 27. These rifles, equipped and locked in each patrol car or police motorcycle, offer a higher degree of accuracy at a longer distance. The ammunition used in rifles are also more effective at penetrating body armor (as some suspects have worn during high-profile shooting events in the country). They are normally kept secured in patrol cars or in the Police station and are only deployed on specific incidents where officers believe guns or weapons are involved.

ii. DANIEL DEFENSE V7 AR RIFLES, cost: \$3000, quantity: 5. These rifles offer a higher degree of accuracy at a longer distance. The ammunition used in rifles are also more effective at penetrating body armor (as some suspects have worn during high-profile shooting events in the country). They are normally kept secured in SWAT armory or tactical vehicle and are only deployed on specific incidents where officers believe guns or weapons are involved.

iii. .223 CALIBER or 5.56MM RIFLE AMMUNITION, cost: \$280 per case of 500 rounds, quantity: 10,800 rounds. This rifle ammunition used in conjunction with an AR-15 type rifle provides officers the ability to engage hostile suspects at distances generally greater than the effective distance of their handguns. Rifle ammunition fired from AR-15 rifles offer advantages over handguns, such as increased accuracy potential and the ability to defeat soft body armor but are not appropriate for every situation.

(b) Purpose: To address a threat with more precision and/or greater distances than a handgun, if present and feasible.

(c) Authorized Use - Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Subject to subsection (g) below, situations for use of these weapon systems may include, but are not limited to the following:

i. Situations where the member reasonably anticipates an armed encounter.

ii. When a member is faced with a situation that may require accurate and effective fire at long range.

iii. Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

iv. When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

v. When a member reasonably believes that a suspect may be wearing body armor.

vi. When authorized or requested by a supervisor.

vii. When needed to euthanize an animal.

viii. When an officer is training at an approved range or other approved facility

ix. Other situations not listed here may also be deemed authorized use cases under applicable penal code and case law, and shall reflect necessary, reasonable, and proportional use of this weapon system.

(d) Lifespan:

- i. Colt AR Rifles: Approximately 15-20 years
- ii. 223 Caliber or 5.56mm rifle ammunition: No expiration

(e) Training: Officers must successfully complete a 24-hour patrol rifle course as well as regular Department firearms training and qualifications as required by law and policy. Firearm Instructors attend a 40-hour POST-approved rifle instructor class, and SWAT personnel must attend an 80-hour basic SWAT Team course.

(f) Fiscal Impact: Annual maintenance is approximately \$100 per rifle.

(g) Legal and Procedural Rules: Use of the patrol rifles and ammunition are subject to the requirements of Policy 300 (USE OF FORCE), Policy 312.3.2 (PATROL RIFLES), and Policy 312 (FIREARMS). It is the policy of the Los Altos Police Department to utilize rifles only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

4. **.308 caliber LWRC REPR MKII 7.62 NATO sniper rifles (quantity 2) and Ammunition:** The sniper rifles are capable of firing a .308 caliber bullet. This rifle may only be used by a SWAT Officer trained and certified to be a sniper (LAPD currently has two such officers) and may be deployed to assist the SWAT Team in a critical incident or emergency.

(a) Description, quantity, capabilities, and purchase cost

- i. .308 LWRC REPR MKII 7.62 NATO sniper rifles (quantity 2), cost: \$7,725, quantity: 2
- ii. .308 AMMUNITION, cost: \$1.50 per round, Authorized quantity: 3,040 rounds. These nickel-plated bonded soft-point 308/7.62 cartridges from Speer Gold-Dot are resistant to corrosion, capable of expansion from barrels as short as 10", and retain accuracy from a variety of barrels lengths.

(b) Purpose: This rifle may only be used by a SWAT Officer trained and certified to be a sniper and may be deployed to assist the SWAT Team in a critical incident or emergency. The main use of this weapon system is for observation of an incident and to be able to accurately and immediately be able to stop a threat to life.

(c) Authorized Use: Subject to subsection (g) below, examples of situations for deploying the sniper rifle may include, but are not limited to the following:

- i. where the Officer reasonably anticipates an armed encounter;

- ii. when the Officer is faced with a situation that may require accurate and effective fire at a long distance;
- iii. where an Officer reasonably expects the need to meet or exceed the firearms and ammunition that a suspect is reported or believed to possess;
- iv. when an Officer reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage;
- v. when an Officer reasonably believes that a suspect may be wearing body armor.
- vi. When an officer is training at an approved range or other approved facility
- vii. Other situations not listed here may also be deemed authorized use cases under applicable penal code and case law, and shall reflect necessary, reasonable, and proportional use of this weapon system.

(d) Lifespan:

- i. .308 LWRC REPR MKII 7.62 NATO, sniper rifles (quantity 2). Approximately 15 years
- ii. .308 Ammunition: No expiration

(e) Training: In addition to patrol rifle and standard SWAT operator training, SWAT snipers must successfully complete a California POST-certified sniper course as well as regular SWAT sniper training and qualifications as required by law and policy.

(f) Fiscal Impact: Annual maintenance is approximately \$100 per LWRC REPR rifle.

(g) Legal and Procedural Rules: Use of the sniper rifles and ammunition are subject to the requirements of the SWAT Standard Operating Procedures for Mountain View/Los Altos, Policy 300 (USE OF FORCE), Policy 312.3.2 (PATROL RIFLES), Policy 312 (FIREARMS), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the Los Altos Police Department to utilize rifles only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

5. **Benelli M3Super90 12-gauge shotgun and ammunition:** This firearm is not currently used by the department and is stored in the armory. The Benelli M3 is a dual-mode (hybrid pump-action and semi-automatic) shotgun The ammunition for the shotgun is 00 Buck and slug rounds.

(a) Description, quantity, capabilities, and purchase cost

- i. BENELLI M3SUPER90 12 GAUGE SHOTGUN, cost \$500, quantity: 1. The Benelli M3 is a combination Pump-Action and Semi-Automatic Shotgun. The shotgun can be chambered for 12 GA shells with a 20 inch barrel.

ii. 00 BUCK AMMUNITION, cost: \$1.80 per round, quantity: 600 rounds. A typical 12-gauge, 2 ¾-inch 00 Buckshot shell holds 8 pellets that are 0.33" in diameter. A 3-inch shell most often contains 12 of these same sized pellets.

iii. SLUG AMMUNITION, cost: \$1.40 per round, quantity: 100. The Foster-type shotgun slug features exterior rifled grooves which contact the shotgun's bore to give it spin; and, the slug's hollow-point design initiates expansion to augment stopping power.

(b) Purpose: This shotgun is not currently utilized by the department. The only shotguns used by the Department are the less lethal shotguns. The ammunition is purchased solely for recruits in the police academy, where shotgun instruction occurs.

(c) Authorized Use: There is currently no authorized use for the shotgun in our policy.

(d) Lifespan:

i. Benelli M3Super90 12 gauge shotgun: Approximately 15 years

ii. OO Buck Ammunition: No expiration

iii. Slug ammunition: No expiration

(e) Training: Officers receive training in shotgun use in the police academy, and have to pass firearm qualifications. There is no further training with the Benelli shotgun or ammunition.

(f) Fiscal Impact: None, the weapon is not utilized. When equipment is being used, yearly maintenance costs are estimated to be \$100.

(g) Legal and Procedural Rules: Use of all firearms fall under the following policies:

Policy 300 (USE OF FORCE) and Policy 312 (FIREARMS). It is the policy of the Los Altos Police Department to utilize firearms only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

6. Remington 870 MCS 12 Gauge Breaching shotgun and breaching rounds:
This firearm/ammunition is not currently used by the department and is stored in the SWAT armory.

(a) Description, quantity, capabilities, and purchase cost

i. REMINGTON 870 MCS 12 GAUGE BREACHING SHOTGUN, cost:\$1,400, quantity: 1. Extremely compact breaching model 12 gauge with a ten inch cylinder bore breaching barrel with parkerized finish, a Knoxx recoil reducing breacher pistol grip stock, and synthetic modular fore-end.

ii. 12 GAUGE BREACHING ROUNDS, cost: \$5.00 per round, quantity: 25 rounds. The 12-Gauge TKO Breaching Round is a 12-Gauge shell loaded with a compressed zinc slug, utilizing smokeless powder as a propellant. The is a widely used method to breach door locks or hinges for entry during tactical operations.

(b) Purpose: The breaching shotgun is used to safely gain entry into a structure. When properly deployed, the TKO breaching round is capable of defeating door lock mechanisms, door knobs, hinges, dead bolts, safety chains, and pad locks on both wooden or hollow core doors. Upon impact with the target, the zinc slug disintegrates in to a fine powder eliminating fragmentation. The Explosive Breaching Program, conducted in conjunction with the Mountain View Police Department, was established to provide the joint SWAT Team the ability to quickly create an opening in a wall or window to quickly enter a building for an emergency rescue of hostages. It is reserved for rescue operations only.

(c) Authorized Use: Subject to subsection (g) below, this equipment would only be deployed during a SWAT incident, and its use would need specific authorization from the Incident Commander. The equipment may only be used by a "tactical breacher" on the SWAT team. We currently do not have any authorized users at the Department.

(d) Lifespan:

i. Remington 870 MCS 12 Gauge Breaching shotgun: Approximately 15 years

ii. 12-Gauge TKO Breaching Round: Approximately 5 years

(e) Training: The training consists of an 80-hour course for a member of the SWAT Team specifically designated as the "breacher." At the conclusion of the course, the breacher must pass a test proctored by CAL/OSHA. The OSHA certification is valid for 5 years. Before the expiration of the certification, the breacher must retake and pass the test.

(f) Fiscal Impact: None, the weapon is not utilized. When equipment is being used, yearly maintenance costs are estimated to be \$100.

(g) Legal and Procedural Rules: Use of the breaching shotgun and ammunition are subject to the requirements of the SWAT Standard Operating Procedures for Mountain View/Los Altos. Use is also under Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the LAPD to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

7. **Kaiser Precision Vulcan II Munitions Pole**: Telescoping tool utilized by SWAT personnel to safely deliver approved noise/diversionary devices.

(a) Description, quantity, capabilities, and purchase cost

i. KAISER PRECISION VULCAN II MUNITIONS POLE, cost: \$2,000, quantity: 1. The munitions pole is a multi-purpose breaching tool, constructed of lightweight

aluminum square tubing used to deploy distraction devices and chemical munitions in order to gain entrance into a building, structure or even a vehicle.

(b) Purpose: The munitions pole is used to safely deploy diversionary devices, chemical munitions, or other objects (cell phones, cameras) during SWAT operations.

(c) Authorized Use: Subject to subsection (g) below, this equipment would be deployed during primarily during a SWAT incident, but could be utilized to gain entry into a residence during other high-risk operations on patrol.

(d) Lifespan: Approximately 10 years

(e) Training: Kaiser Precision provided an instructional video for individual and team training.

(f) Fiscal Impact: None, does not require annual maintenance

(g) Legal and Procedural Rules: Use of the munitions pole are subject to the requirements of the SWAT Standard Operating Procedures for Mountain View/Los Altos. Use is also under Policy 317 (HIGH RISK OPERATIONS PROTOCOL), Policy 322 (SEARCH AND SEIZURE), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the LAPD to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

8. CTS Flash-bang Training Kit: The training flash-bangs are built and weigh exactly the same as it's equivalent live Flash-Bang, but have no flash charge.

(a) Description, quantity, capabilities, and purchase cost

i. CTS FLASH-BANG TRAINING KIT, cost: \$964, Quantity 1 kit (comes with 70 reload Training Fuzes, 1 body), current fuze inventory is 25. The training bodies are painted with a bright blue coating, and can be used an unlimited number of times. The M201FB fuze for this system has 10 times the output of a normal M201 fuze and it is threaded with a left hand thread so it can not be accidentally used in any other munitions. The training devices produce an output of about 120db.

(b) Purpose: Flash-bangs are used to distract and temporarily immobilize dangerous suspects by overwhelming their senses of vision and hearing. The distraction gives Officers time to seize a moment and create an opportunity to take control of high-risk or dangerous situations.

(c) Authorized Use: Subject to subsection (g) below, SWAT operators may utilize the training flash-bangs as a training tool to distract and temporarily immobilize dangerous suspects by overwhelming their senses of vision and hearing. Los Altos Police Department does not have any live flash-bangs in the inventory. Our operators use live flash-bangs while on SWAT events or at training with Mountain View Police Department.

(d) Lifespan: 5 years

(e) Training: These are a training tool. SWAT operators must attend and pass an 80-hour SWAT training class. Flash-bang training is provided by an instructor who has completed an 8-hour noise flash diversionary device course.

(f) Fiscal Impact: None, does not require annual maintenance

(g) Legal and Procedural Rules: Use of the live flash-bangs are subject to the requirements of the SWAT Standard Operating Procedures for Mountain View/Los Altos. Use is also under Policy 317 (HIGH RISK OPERATIONS PROTOCOL), Policy 322 (SEARCH AND SEIZURE), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the LAPD to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

9. **Specialty Impact Munition (SIM) weapons and ammunition**: Simunition® is the pioneer and world leader in providing military, law enforcement and approved range members with the most realistic and non-lethal force-on-force, short range, simulation training system.

(a) Description, quantity, capabilities, and purchase cost

i. SIMUNITION GLOCK 17T, cost: \$500 each, quantity: 8. The GLOCK Training Pistols were developed with the purpose of enabling reality-based tactical operations training using color marking or plastic projectile ammunition. When utilized in a pistol caliber barrel training platform (9mm), SIMs have an effective range of 25 feet.

ii. SIM CONVERTED BERETTA 92, cost: \$500 each, quantity: 4. The Simunition® conversion kit, conversion bolt, bolt carrier assembly and safety-ring insert allow the FX® Marking Cartridges and the SecuriBlank® to be fired safely from the user's own service weapon. These easy-to-install kits help preclude the inadvertent chambering of live ammunition and ensure the proper operation and cycling of the weapons. When utilized in a pistol caliber barrel training platform (9mm), SIMs have an effective range of 25 feet.

iii. HK MP5 CONVERSION KITS, cost: \$500 each, quantity 2. The Simunition® conversion kit, conversion bolt, bolt carrier assembly and safety-ring insert allow the FX® Marking Cartridges and the SecuriBlank® to be fired safely from the user's own service weapon. These easy-to-install kits help preclude the inadvertent chambering of live ammunition and ensure the proper operation and cycling of the weapons. When effective range of approximately 27 yards.

iv. SIMUNITION COLT AR-15 CARBINE RIFLE UPPERS, cost: \$1,000 each, quantity: 3. The Simunition® conversion kit, conversion bolt, bolt carrier assembly and safety-ring insert allow the FX® Marking Cartridges and the SecuriBlank® to be fired safely from the user's own service weapon. These easy-to-install kits help preclude the inadvertent chambering of live ammunition and ensure the proper operation and cycling of the weapons. When utilized with a training munition bolt carrier group in a 5.56mm rifle platform, SIMs have an effective range of approximately 27 yards.

v. FX MARKING CARTRIDGES, cost: \$350 for 500 rounds, quantity: 3,500 rounds. The reduced-energy, non-lethal cartridges leave a detergent-based, water-soluble color-marking compound. The visible impacts allow accurate assessment of simulated lethality. They feature tactical accuracy up to 25 feet (7.6 meters).

(b) Purpose: Enabling reality-based, force-on-force tactical operations training using color marking or plastic projectile ammunition.

(c) Authorized Use: Subject to subsection (g) below, simunition weapons and marking rounds are non-operational rounds and non-operational weapons systems. These munitions provide for realistic close quarters firearms training while allowing the shooter to visually assess shot placement and accuracy in force on force training scenarios. These items are used for training purposes for all sworn staff members.

(d) Lifespan:

i. Simunition Glock 17T: – 24-month limited warranty. No lifespan indicated by manufacturer. Lifespan varies on operational usage and wear.

ii. Sim Converted Beretta: – 24-month limited warranty. No lifespan indicated by manufacturer. Lifespan varies on operational usage and wear.

iii. HK MP5 Conversion Kits: – 24-month limited warranty. No lifespan indicated by manufacturer. Lifespan varies on operational usage and wear.

iv. Simunition Colt AR-15 Rifle Uppers: – 24-month limited warranty. No lifespan indicated by manufacturer. Lifespan varies on operational usage and wear.

v. FX Marking Cartridges: Shelf life five (5) years.

(e) Training: These are a training tool. Simunition Instructors attend an informative, three-day (24-hour) course designed to provide students with substantial hands-on experience with Simunition® FX® training ammunition technology, weapons conversion kits, and the Simunition® line of protective equipment. The course provides in-depth, hands-on instruction in scenario-based training program development and training methodology, and gives critical practical experience to students on the best use of Simunition® training products in a highly effective, realistic, extremely safe training program. Sworn staff members are given extensive firearms handling courses and weapons safety instruction to include the use of SIMs for training purposes.

(f) Fiscal Impact: Annual maintenance cost is approximately \$500 for all of the simunition weapons to be inspected and repaired.

(g) Legal and Procedural Rules: Use of the Simunition firearms and marking rounds are subject to the requirements of Policy 300 (USE OF FORCE) and Policy 312 (FIREARMS) while training. It is the policy of the Los Altos Police Department to utilize Simunition equipment only for official law enforcement training purposes, in accordance

with all requirements under State and Federal law, including those regarding the use of force.

10. **Flashbangs: Noise Flash Diversionary Device (NFDD)** An NFDD, or flashbang, is a device that creates a bright flash or loud sound to temporarily divert the attention of subjects in the immediate area.

a. Description, quantity, capabilities, and purchase cost

i. 7290-0 Flash-Bang, Aluminum body 9-bang, cost \$168.65 each, Authorized quantity: 12. The patented multi-bangs feature top and bottom non-fragmenting, minimal movement devices that perform with high reliability incorporating CTS Superior fuze components with the patented and US Army adopted Confidence Clip and pin shroud.

ii. 7290 Flash-Bang, Steel Body, cost \$55.45, authorized quantity 36. The CTS 7290 (single bang) is the standard for diversionary flash-bang devices. The 7290 produces a 165-180db and 6-8 million candela of light output. The patented design of the 7290, incorporates a porting system that eliminates movement of the body at detonation even if the top or bottom of the device should be in contact with a hard surface. In addition, internal adjustments have greatly reduced smoke output.

b. Purpose: Flash-bangs are used to distract and temporarily immobilize dangerous suspects by overwhelming their senses of vision and hearing. The distraction gives Officers time to seize a moment and create an opportunity to take control of high-risk or dangerous situations.

c. Authorized Uses: Flashbangs are used to distract and temporarily immobilize dangerous suspects by overwhelming their senses of vision and hearing. The distraction gives Officers time to seize a moment and create an opportunity to take control of high-risk or dangerous situations. SWAT Operators that have received authorized training shall use Diversionary Devices only under the following:

- i. By officers who have been trained in their proper use.
- ii. In hostage and barricaded subject situations.
- iii. In high risk warrant (search/arrest) services where there may be extreme hazards to officers.
- iv. During other high-risk situations where their use would enhance officer safety.
- v. During training exercises.

d. Lifespan:

e. Training: 8-hour flash diversionary devices instructor school f. Fiscal Impact: No known annual maintenance cost g. Legal and Legal and Procedural Rules: Use of the live flash-bangs are subject to the requirements of the SWAT Standard Operating Procedures for Mountain View/Los Altos. Use is also under Policy 317 (HIGH RISK OPERATIONS PROTOCOL), Policy 322 (SEARCH AND SEIZURE), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the LAPD to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

11. **Chemical Agents**: Chemical agent munitions can be used as a non-lethal tool to deny a designated area to a suspect, force a suspect to move to a desired area, or to disorient a suspect.

a. Description, quantity, capabilities, and purchase cost:

i. OC Grenades (Purchase Cost \$52.10 each, authorized quantity 5): The Defense Technology OC Vapor Aerosol Grenade is for law enforcement and corrections use to deliver a high concentration of Oleoresin Capsicum (OC) in a powerful mist. The grenade is designed for indoor-use in confined areas and, once deployed, inflames the mucous membranes and exposed skin resulting in an intense burning sensation. The incapacitating effect of the OC Vapor on the subject is dramatic yet requires minimal decontamination. Removing the subject from the affected area to fresh air will resolve respiratory effects within minutes. The OC Vapor Aerosol Grenade is ideal for cell extractions or barricade situations where the use of pyrotechnic, powder or liquid devices is not practical or desired.

ii. CTS 5230B Baffled CS chemical agent canister munition (purchase cost \$52.25 each, authorized quantity 15): Pyrotechnic grenade designed for indoor use delivering a maximum amount of irritant smoke throughout multiple rooms with minimal risk of fire.

iii. CTS 5230 CS Chemical agent canister munition (Purchase price \$39.70 each, authorized quantity 10): Large diameter burning grenade that discharges a high volume of smoke and chemical agent through multiple emission ports. Specifically for outdoor use and should not be deployed on rooftops, in crawl spaces or indoors due to potential fire hazard. Can be hand thrown or launched.

b. Purpose: Compel an individual to cease their actions when such munitions present a reasonable option; deny a designated area to a suspect, force a suspect to move to a desired area, or to disorient a suspect. Only officers who have received training from POST certified instructors in the use chemical agents are authorized to use chemical agents. To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

c. Authorized Uses: Situations for use of the less lethal weapon systems may include, but are not limited to:

i. Self-destructive, dangerous and/or combative individuals.

- ii. Circumstances where a tactical advantage can be obtained.
- iii. Potentially vicious animals.
- iv. Training exercises or approved demonstrations.
- d. Lifespan: 5 years from manufacturing date.
- e. Training: 40-hour chemical agent instructor course.
- f. Fiscal Impact: No known annual maintenance cost.
- g. Legal and Procedural Rules: Use is established under the Mountain View-Los Altos Regional SWAT SOP. Use is also covered under Policy 300 USE OF FORCE), Policy 317 (HIGH RISK OPERATIONS PROTOCOL), Policy 322 (SEARCH AND SEIZURE), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the MVPD-LAPD Regional SWAT Team to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

12. **12 gauge Shotgun Chemical Munition Launcher**: Cup that attaches to 12 gauge less lethal shotgun which allow SWAT operators to launch canisters of chemical agents or smoke.

- a. Description, quantity, capabilities, and purchase cost: COMBINED SYSTEMS LC5 12 GAUGE LAUNCHING CUP, cost: \$400, authorized quantity: 1. The LC5 Launching Cups are designed for the 5200 series grenades. The cups can be attached to virtually any 12ga shotgun and the munition launched with the model 2600 launching cartridge.
- b. Purpose: To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.
- c. Authorized Uses: Situations for use of the less-lethal weapon systems may include, but are not limited to:
 - i. Self-destructive, dangerous, and/or combative individuals
 - ii. Circumstances where a tactical advantage can be obtained
 - iii. Potentially vicious animals
 - iv. Training exercises or approved demonstrations
- d. Lifespan: Combined Systems LC5 40MM Launching Cup- 25 years
- e. Fiscal Impact: No known annual maintenance cost
- f. Training: 24-hour less lethal instructor course and/or 40 hour chemical instructor course.

g. Legal and Procedural Rules: Use is established under the Mountain View-Los Altos Regional SWAT SOP. Use is also covered under Policy 300 USE OF FORCE), Policy 308.9 (KINETIC ENERGY PROJECTILE GUIDELINES), Policy 317 (HIGH RISK OPERATIONS PROTOCOL), Policy 322 (SEARCH AND SEIZURE), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the MVPD-LAPD Regional SWAT Team to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

13. **DJI MATRICE 30T DRONE WITH THERMAL CAMERA:** Drones are utilized by department personnel as a means to search for missing persons more expeditiously and provide information during critical incidents as prescribed in policy 611.

a. Description, quantity, capabilities, and purchase cost:

- i. DJI Matrice 30T Drone with Thermal Camera, cost: \$15,495/each, quantity: 2. The DJI Matrice 30T drone is a medium-sized UAS weighing approximately 3,770 grams. Capable of recording video and audio with approximately 41 minutes of flight time.
- ii. Loudspeaker Spotlight 2-in-1 Payload, cost: \$1,750.00/each, quantity: 2. The DJI M30 drone loudspeaker and spotlight all in one payload is powered by DJI Onboard SDK. It features a fluid design to reduce wind resistance. It packs in high performance in its small size (only 270g) with lighting distance up to 100 meters and effective sound distance up to 200 meters.

b. Purpose: To be deployed when its view would assist officers or incident commanders with the following situations, which include but are not limited to:

- 1) Mass casualty incidents (e.g. large structure fires with numerous casualties, mass shootings involving multiple deaths or injuries);
- 2) Disaster response and damage assessment;
- 3) Missing or lost persons;
- 4) Hazardous material releases;
- 5) Identifying, locating and apprehending non-compliant, threatening or combative persons who pose a threat of injury or death to themselves, others or officers;
- 6) Suspected explosive devices;
- 7) Video/photographic documentation of crime scenes or collision locations;
- 8) Reconnaissance of incident locations that are inaccessible for fire apparatus;
- 9) Response to fires or post-fire investigations;
- 10) Sideshow events where many vehicles and reckless driving is present;
- 11) Rescue operations;

12) Conduct inspections of the City's utility infrastructure (e.g. electric, fiber, water, sewer, etc.) to detect leaks or stressed assets.

13) Training flights as required to meet FAA and Department certification standards;

14) Hazardous situations which present a high risk to officer and/or public safety, to include:

- a. Armed suicidal persons;
- b. Hostage situations;
- c. Barricaded suspects;

15) Arrest of armed and/or dangerous persons

16) Service of high risk search and arrest warrants involving armed and/or dangerous persons.

17) Other unforeseen exigent circumstances.

- c. Authorized Uses: All use shall be in accordance with local, state, and federal law. Additionally, use of UAS is subject to the guidelines and requirements of LAPD Policy 611. Only assigned operators who have completed the required training shall be permitted to operate the DJI 30T during approved missions
- d. Lifespan:
 - i. Expected life of the DJI Matrice 30T UAS is approximately three to five years. Lifespan varies on operational usage and wear.
 - ii. Expected life of the loudspeaker spotlight 2-in-1 payload is approximately three to five years. Lifespan varies on operational usage and wear.
- e. Fiscal Impact: Annual maintenance and battery replacement are approximately \$1500 per year.
- f. Training: All Department UAS operators are licensed by the Federal Aviation Administration for UAS operation. In addition, each operator must attend an online UAS pilot course and attend department trainings.
- g. Legal and Procedural Rules: Use of the DJI Matrice 30T and loudspeaker spotlight 2-in-1 payload are subject to the requirements of Policy 611 (Unmanned Aerial Systems Operations). It is the policy of the Los Altos Police Department to utilize the UAS only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those outlined in Policy 611.

709.9 MILITARY EQUIPMENT INVENTORY

The following constitutes a list and description of qualifying equipment for the Department:

1. **40 MM Launchers and Rounds:** 40mm Launchers are utilized by department personnel as a less lethal tool to launch impact rounds.

(a) Description, quantity, capabilities, and purchase cost

- i. PENN ARMS GL-140-C, 40MM SINGLE SHOT LAUNCHER, cost:\$1,000, quantity: 13. The 40mm Single Launcher is a tactical single shot launcher that features a collapsible stock. It will fire standard 40mm less lethal ammunition, up to 6.0 inches in cartridge length. 40mm launchers are capable of firing a variety of munitions with a maximum effective range of one hundred twenty (120) feet.
- ii. DEFTECH EXACT IMPACT 40MM STANDARD RANGE SPONGE ROUND, cost: \$25.00, quantity: 150. A less lethal 40mm impact sponge projectile fired from a single 40mm grenade launcher with a rifled barrel. The sponge round is a point-of-aim, point-of-impact direct fire round. This lightweight, high-speed projectile consisting of a plastic body and sponge nose that is spin stabilized via the incorporated rifling collar and the 40 mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant, and, therefore, have velocities that are extremely consistent.

(b) Purpose: To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

(c) Authorized Use: Subject to subsection (g) below, situations for use of the less lethal weapon systems may include, but are not limited to the following:

- i. The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- ii. The suspect has made credible threats to harm him/herself or others.
- iii. The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- iv. There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.
- v. Other situations not listed here may also be deemed authorized use cases under applicable penal code and case law, and shall reflect necessary, reasonable, and proportional use of less lethal weapon system.

(d) Training: All personnel who are authorized to carry a control device must be properly trained and certified to carry the specific control device and are retrained or re-certified as necessary. Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(e) Lifespan:

i. Penn Arms GL-140-C- No lifespan indicated by manufacturer. Lifespan varies on operational usage and wear

ii. 40MM Standard Range Sponge Rounds-5 years

(f) Fiscal Impact: Annual maintenance is approximately \$100 for each launcher.

(g) Legal and Procedural Rules: Use of the 40mm launcher and 40mm baton rounds are subject to the requirements of Policy 300 (USE OF FORCE), 308 (CONTROL DEVICES AND TECHNIQUES), 308.9 (KINETIC ENERGY PROJECTILE GUIDELINES), and Policy 312 (FIREARMS). It is the policy of the Los Altos Police Department to utilize the 40mm only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

2. **Less Lethal Shotgun and Rounds:** Less Lethal Shotgun is used to deploy the less lethal 12-gauge Super-Sock Beanbag Round. **No longer in use as they were replaced by the 40MM launchers. Still in inventory as disposal/destruction is processed.**

(a) Description, quantity, capabilities, and purchase cost

i. REMINGTON 870 LESS LETHAL SHOTGUN, cost: \$950, quantity: 11. The Remington 870 Less Lethal Shotgun is used to deploy the less lethal 12- gauge Super-Sock Beanbag Round up to a distance of 75 feet. The range of the weapon system helps to maintain space between officers and a suspect reducing the immediacy of the threat which is a principle of de-escalation. The less lethal 12- gauge shotgun is distinguishable by an orange butt stock and fore grip.

ii. 12-GAUGE SUPER-SOCK BEANBAG ROUND 2581, cost: \$6, quantity: 90. A less lethal 2.4-inch 12-gauge shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot at a velocity of 270-290 feet per second (FPS). CTS (Combined Tactical Systems) Super-Sock rounds are discharged from a dedicated 12- gauge shotgun that is distinguishable by an orange butt stock and fore grip. This round provides accurate and effective performance when fired from the approved distance of not fewer than five (5) feet. The maximum effective range of this munition is up to 75 feet from the target. The Model 2581 Super-Sock is in its deployed state immediately upon exiting the barrel. It does not require a minimum range to "unfold" or "stabilize." The Super-Sock is an aerodynamic projectile. However, accuracy is relative to the shotgun, barrel length, environmental conditions, and the operator. The Super-Sock is very accurate. However, effectiveness depends on many variables, such as distance, clothing, stature, and the point where the projectile impacts.

(b) Purpose: To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

(c) Authorized Use - Subject to subsection (g) below, situations for use of the less lethal weapon systems may include, but are not limited to the following:

- i. The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- ii. The suspect has made credible threats to harm him/herself or others.
- iii. The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- iv. There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.
- v. Other situations not listed here may also be deemed authorized use cases under applicable penal code and case law, and shall reflect necessary, reasonable, and proportional use of less lethal weapon system.

(d) Lifespan:

- i. Remington 970 Less Lethal Shotgun-25 years
- ii. Super Sock Round Model 2581: No listed expiration date

(e) Training: All personnel who are authorized to carry a control device must be properly trained and certified to carry the specific control device and are retrained or re-certified as necessary. Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(f) Fiscal Impact: Annual maintenance is approximately \$100 per shotgun.

(g) Legal and Procedural Rules: Use of the less lethal shotgun and Super Sock rounds are subject to the requirements of Policy 300 (USE OF FORCE), 308 (CONTROL DEVICES AND TECHNIQUES), 308.9 (KINETIC ENERGY PROJECTILE GUIDELINES), and Policy 312 (FIREARMS). It is the policy of the Los Altos Police Department to utilize the less lethal shotgun only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

3. 5.56mm Semi-Automatic Rifles and Ammunition: The Colt AR-15/M4 5.56 mm/.223 semiautomatic rifles are used for patrol. Daniel Defense V7s AR-15/M4, 5.56mm/.223 caliber semi-automatic rifle are planned for use by SWAT team.

(a) Description, quantity, capabilities, and purchase cost

- i. COLT AR RIFLES, cost: \$1200, quantity: 27. (Cycled out of service over next 5 years, inventory of zero by 2030) These rifles, equipped and locked in each patrol car or police motorcycle, offer a higher degree of accuracy at a longer distance. The ammunition used in rifles are also more effective at penetrating body armor (as some suspects have worn during high-profile shooting events in the country). They are normally kept secured in patrol cars or in the Police station and are only deployed on specific incidents where officers believe guns or weapons are involved.
 - ii. DANIEL DEFENSE V7 AR RIFLES, cost: \$3000, quantity: 36. These rifles offer a higher degree of accuracy at a longer distance. The ammunition used in rifles are also more effective at penetrating body armor (as some suspects have worn during high- profile shooting events in the country). These rifles would be standard issue and individually “sighted in” for each officer. Per policy, rifles are only deployed on specific incidents where officers believe guns or weapons are involved.
 - iii. .223 CALIBER or 5.56MM RIFLE AMMUNITION, cost: \$280 per case of 500 rounds, quantity: 10,800 rounds. This rifle ammunition used in conjunction with an AR-15 type rifle provides officers the ability to engage hostile suspects at distances generally greater than the effective distance of their handguns. Rifle ammunition fired from AR-15 rifles offer advantages over handguns, such as increased accuracy potential and the ability to defeat soft body armor but are not appropriate for every situation.
- (b) Purpose: To address a threat with more precision and/or greater distances than a handgun, if present and feasible.
- (c) Authorized Use - Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Subject to subsection (g) below), situations for use of these weapon systems may include, but are not limited to the following:
- i. Situations where the member reasonably anticipates an armed encounter.
 - ii. When a member is faced with a situation that may require accurate and effective fire at long range.
 - iii. Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
 - iv. When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
 - v. When a member reasonably believes that a suspect may be wearing body armor.
 - vi. When authorized or requested by a supervisor.
 - vii. When needed to euthanize an animal.
 - viii. When an officer is training at an approved range or other approved facility

ix. Other situations not listed here may also be deemed authorized use cases under applicable penal code and case law, and shall reflect necessary, reasonable, and proportional use of this weapon system.

(d) Lifespan:

- i. AR Rifles: Approximately 15-20 years
- ii. 223 Caliber or 5.56mm rifle ammunition: No expiration

(e) Training: Officers must successfully complete a 24-hour patrol rifle course as well as regular Department firearms training and qualifications as required by law and policy. Firearm Instructors attend a 40-hour POST-approved rifle instructor class, and SWAT personnel must attend an 80-hour basic SWAT Team course.

(f) Fiscal Impact: Annual maintenance is approximately \$100 per rifle.

(g) Legal and Procedural Rules: Use of the patrol rifles and ammunition are subject to the requirements of Policy 300 (USE OF FORCE), Policy 312.3.2 (PATROL RIFLES), and Policy 312 (FIREARMS). It is the policy of the Los Altos Police Department to utilize rifles only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

4. **.308 caliber LWRC REPR MKII 7.62 NATO sniper rifles (quantity 2) and Ammunition:** The sniper rifles are capable of firing a .308 caliber bullet. This rifle may only be used by a SWAT Officer trained and certified to be a sniper (LAPD currently has two such officers) and may be deployed to assist the SWAT Team in a critical incident or emergency.

(a) Description, quantity, capabilities, and purchase cost

- i. .308 LWRC REPR MKII 7.62 NATO sniper rifles (quantity 2), cost: \$7,725, quantity: 2
- ii. .308 AMMUNITION, cost: \$1.50 per round, Authorized quantity: 3,040 rounds. These nickel-plated bonded soft-point 308/7.62 cartridges from Speer Gold-Dot are resistant to corrosion, capable of expansion from barrels as short as 10", and retain accuracy from a variety of barrels lengths.

(b) Purpose: This rifle may only be used by a SWAT Officer trained and certified to be a sniper and may be deployed to assist the SWAT Team in a critical incident or emergency. The main use of this weapon system is for observation of an incident and to be able to accurately and immediately be able to stop a threat to life.

(c) Authorized Use: Subject to subsection (g) below, examples of situations for deploying the sniper rifle may include, but are not limited to the following:

- i. where the Officer reasonably anticipates an armed encounter;

- ii. when the Officer is faced with a situation that may require accurate and effective fire at a long distance;
- iii. where an Officer reasonably expects the need to meet or exceed the firearms and ammunition that a suspect is reported or believed to possess;
- iv. when an Officer reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage;
- v. when an Officer reasonably believes that a suspect may be wearing body armor.
- vi. When an officer is training at an approved range or other approved facility
- vii. Other situations not listed here may also be deemed authorized use cases under applicable penal code and case law, and shall reflect necessary, reasonable, and proportional use of this weapon system.

(d) Lifespan:

- i. .308 LWRC REPR MKII 7.62 NATO, sniper rifles (quantity 2). Approximately 15 years
- ii. .308 Ammunition: No expiration

(e) Training: In addition to patrol rifle and standard SWAT operator training, SWAT snipers must successfully complete a California POST-certified sniper course as well as regular SWAT sniper training and qualifications as required by law and policy.

(f) Fiscal Impact: Annual maintenance is approximately \$100 per LWRC REPR rifle.

(g) Legal and Procedural Rules: Use of the sniper rifles and ammunition are subject to the requirements of the SWAT Standard Operating Procedures for Mountain View/Los Altos, Policy 300 (USE OF FORCE), Policy 312.3.2 (PATROL RIFLES), Policy 312 (FIREARMS), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the Los Altos Police Department to utilize rifles only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

5. **Benelli M3Super90 12-gauge shotgun and ammunition:** This firearm is not currently used by the department and is stored in the armory. The Benelli M3 is a dual-mode (hybrid pump-action and semi-automatic) shotgun The ammunition for the shotgun is 00 Buck and slug rounds.

(a) Description, quantity, capabilities, and purchase cost

- i. BENELLI M3SUPER90 12 GAUGE SHOTGUN, cost \$500, quantity: 1. The Benelli M3 is a combination Pump-Action and Semi-Automatic Shotgun. The shotgun can be chambered for 12 GA shells with a 20 inch barrel.

ii. 00 BUCK AMMUNITION, cost: \$1.80 per round, quantity: 600 rounds. A typical 12-gauge, 2 ¾-inch 00 Buckshot shell holds 8 pellets that are 0.33" in diameter. A 3-inch shell most often contains 12 of these same sized pellets.

iii. SLUG AMMUNITION, cost: \$1.40 per round, quantity: 100. The Foster-type shotgun slug features exterior rifled grooves which contact the shotgun's bore to give it spin; and, the slug's hollow-point design initiates expansion to augment stopping power.

(b) Purpose: This shotgun is not currently utilized by the department. The only shotguns used by the Department are the less lethal shotguns. The ammunition is purchased solely for recruits in the police academy, where shotgun instruction occurs.

(c) Authorized Use: There is currently no authorized use for the shotgun in our policy.

(d) Lifespan:

i. Benelli M3Super90 12 gauge shotgun: Approximately 15 years

ii. OO Buck Ammunition: No expiration

iii. Slug ammunition: No expiration

(e) Training: Officers receive training in shotgun use in the police academy, and have to pass firearm qualifications. There is no further training with the Benelli shotgun or ammunition.

(f) Fiscal Impact: None, the weapon is not utilized. When equipment is being used, yearly maintenance costs are estimated to be \$100.

(g) Legal and Procedural Rules: Use of all firearms fall under the following policies:

Policy 300 (USE OF FORCE) and Policy 312 (FIREARMS). It is the policy of the Los Altos Police Department to utilize firearms only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those regarding the use of force.

6. Remington 870 MCS 12 Gauge Breaching shotgun and breaching rounds:
This firearm/ammunition is not currently used by the department and is stored in the SWAT armory.

(a) Description, quantity, capabilities, and purchase cost

i. REMINGTON 870 MCS 12 GAUGE BREACHING SHOTGUN, cost:\$1,400, quantity: 1. Extremely compact breaching model 12 gauge with a ten inch cylinder bore breaching barrel with parkerized finish, a Knoxx recoil reducing breacher pistol grip stock, and synthetic modular fore-end.

ii. 12 GAUGE BREACHING ROUNDS, cost: \$5.00 per round, quantity: 25 rounds. The 12-Gauge TKO Breaching Round is a 12-Gauge shell loaded with a compressed zinc slug, utilizing smokeless powder as a propellant. The is a widely used method to breach door locks or hinges for entry during tactical operations.

(b) Purpose: The breaching shotgun is used to safely gain entry into a structure. When properly deployed, the TKO breaching round is capable of defeating door lock mechanisms, door knobs, hinges, dead bolts, safety chains, and pad locks on both wooden or hollow core doors. Upon impact with the target, the zinc slug disintegrates in to a fine powder eliminating fragmentation. The Explosive Breaching Program, conducted in conjunction with the Mountain View Police Department, was established to provide the joint SWAT Team the ability to quickly create an opening in a wall or window to quickly enter a building for an emergency rescue of hostages. It is reserved for rescue operations only.

(c) Authorized Use: Subject to subsection (g) below, this equipment would only be deployed during a SWAT incident, and its use would need specific authorization from the Incident Commander. The equipment may only be used by a "tactical breacher" on the SWAT team. We currently do not have any authorized users at the Department.

(d) Lifespan:

i. Remington 870 MCS 12 Gauge Breaching shotgun: Approximately 15 years

ii. 12-Gauge TKO Breaching Round: Approximately 5 years

(e) Training: The training consists of an 80-hour course for a member of the SWAT Team specifically designated as the "breacher." At the conclusion of the course, the breacher must pass a test proctored by CAL/OSHA. The OSHA certification is valid for 5 years. Before the expiration of the certification, the breacher must retake and pass the test.

(f) Fiscal Impact: None, the weapon is not utilized. When equipment is being used, yearly maintenance costs are estimated to be \$100.

(g) Legal and Procedural Rules: Use of the breaching shotgun and ammunition are subject to the requirements of the SWAT Standard Operating Procedures for Mountain View/Los Altos. Use is also under Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the LAPD to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

7. **Kaiser Precision Vulcan II Munitions Pole**: Telescoping tool utilized by SWAT personnel to safely deliver approved noise/diversionary devices.

(a) Description, quantity, capabilities, and purchase cost

i. KAISER PRECISION VULCAN II MUNITIONS POLE, cost: \$2,000, quantity: 1. The munitions pole is a multi-purpose breaching tool, constructed of lightweight

aluminum square tubing used to deploy distraction devices and chemical munitions in order to gain entrance into a building, structure or even a vehicle.

(b) Purpose: The munitions pole is used to safely deploy diversionary devices, chemical munitions, or other objects (cell phones, cameras) during SWAT operations.

(c) Authorized Use: Subject to subsection (g) below, this equipment would be deployed during primarily during a SWAT incident, but could be utilized to gain entry into a residence during other high-risk operations on patrol.

(d) Lifespan: Approximately 10 years

(e) Training: Kaiser Precision provided an instructional video for individual and team training.

(f) Fiscal Impact: None, does not require annual maintenance

(g) Legal and Procedural Rules: Use of the munitions pole are subject to the requirements of the SWAT Standard Operating Procedures for Mountain View/Los Altos. Use is also under Policy 317 (HIGH RISK OPERATIONS PROTOCOL), Policy 322 (SEARCH AND SEIZURE), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the LAPD to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

8. **Flashbangs: Noise Flash Diversionary Device (NFDD)** An NFDD, or flashbang, is a device that creates a bright flash or loud sound to temporarily divert the attention of subjects in the immediate area.

a. Description, quantity, capabilities, and purchase cost

i. 7290-0 Flash-Bang, Aluminum body 9-bang, cost \$168.65 each, Authorized quantity: 12. The patented multi-bangs feature top and bottom non-fragmenting, minimal movement devices that perform with high reliability incorporating CTS Superior fuze components with the patented and US Army adopted Confidence Clip and pin shroud.

ii. 7290 Flash-Bang, Steel Body, cost \$55.45, authorized quantity 36. The CTS 7290 (single bang) is the standard for diversionary flash-bang devices. The 7290 produces a 165-180db and 6-8 million candela of light output. The patented design of the 7290, incorporates a porting system that eliminates movement of the body at detonation even if the top or bottom of the device should be in contact with a hard surface. In addition, internal adjustments have greatly reduced smoke output.

b. Purpose: Flash-bangs are used to distract and temporarily immobilize dangerous suspects by overwhelming their senses of vision and hearing. The distraction gives Officers time to seize a moment and create an opportunity to take control of high-risk or dangerous situations.

c. Authorized Uses: Flashbangs are used to distract and temporarily immobilize dangerous suspects by overwhelming their senses of vision and hearing. The distraction gives Officers time to seize a moment and create an opportunity to take

control of high-risk or dangerous situations. SWAT Operators that have received authorized training shall use Diversionary Devices only under the following:

- i. By officers who have been trained in their proper use.
- ii. In hostage and barricaded subject situations.
- iii. In high risk warrant (search/arrest) services where there may be extreme hazards to officers.
- iv. During other high-risk situations where their use would enhance officer safety.
- v. During training exercises.

d. Lifespan: Unknown

e. Training: 8-hour flash diversionary devices instructor school f. Fiscal Impact: No known annual maintenance cost g. Legal and Legal and Procedural Rules: Use of the live flash-bangs are subject to the requirements of the SWAT Standard Operating Procedures for Mountain View/Los Altos. Use is also under Policy 317 (HIGH RISK OPERATIONS PROTOCOL), Policy 322 (SEARCH AND SEIZURE), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the LAPD to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

9. **Chemical Agents:** Chemical agent munitions can be used as a non-lethal tool to deny a designated area to a suspect, force a suspect to move to a desired area, or to disorient a suspect.

a. Description, quantity, capabilities, and purchase cost:

i. OC Grenades (Purchase Cost \$52.10 each, authorized quantity 5): The Defense Technology OC Vapor Aerosol Grenade is for law enforcement and corrections use to deliver a high concentration of Oleoresin Capsicum (OC) in a powerful mist. The grenade is designed for indoor-use in confined areas and, once deployed, inflames the mucous membranes and exposed skin resulting in an intense burning sensation. The incapacitating effect of the OC Vapor on the subject is dramatic yet requires minimal decontamination. Removing the subject from the affected area to fresh air will resolve respiratory effects within minutes. The OC Vapor Aerosol Grenade is ideal for cell extractions or barricade situations where the use of pyrotechnic, powder or liquid devices is not practical or desired.

ii. CTS 5230B Baffled CS chemical agent canister munition (purchase cost \$52.25 each, authorized quantity 15): Pyrotechnic grenade designed for indoor use delivering a maximum amount of irritant smoke throughout multiple rooms with minimal risk of fire.

iii. CTS 5230 CS Chemical agent canister munition (Purchase price \$39.70 each, authorized quantity 10): Large diameter burning grenade that discharges a high volume of smoke and chemical agent through multiple emission ports. Specifically for outdoor use and should not be deployed on rooftops, in crawl spaces or indoors due to potential fire hazard. Can be hand thrown or launched.

b. Purpose: Compel an individual to cease their actions when such munitions present a reasonable option; deny a designated area to a suspect, force a suspect to move to a desired area, or to disorient a suspect. Only officers who have received training from POST certified instructors in the use chemical agents are authorized to use chemical agents. To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

c. Authorized Uses: Situations for use of the less lethal weapon systems may include, but are not limited to:

- i. Self-destructive, dangerous and/or combative individuals.
- ii. Circumstances where a tactical advantage can be obtained.
- iii. Potentially vicious animals.
- iv. Training exercises or approved demonstrations.

- d. Lifespan: 5 years from manufacturing date.
- e. Training: 40-hour chemical agent instructor course.
- f. Fiscal Impact: No known annual maintenance cost.
- g. Legal and Procedural Rules: Use is established under the Mountain View-Los Altos Regional SWAT SOP. Use is also covered under Policy 300 (USE OF FORCE), Policy 317 (HIGH RISK OPERATIONS PROTOCOL), Policy 322 (SEARCH AND SEIZURE), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the MVRPD-LAPD Regional SWAT Team to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

10. **12 gauge Shotgun Chemical Munition Launcher**: Cup that attaches to 12 gauge less lethal shotgun which allow SWAT operators to launch canisters of chemical agents or smoke.

- a. Description, quantity, capabilities, and purchase cost: COMBINED SYSTEMS LC5 12 GAUGE LAUNCHING CUP, cost: \$400, authorized quantity: 1. The LC5 Launching Cups are designed for the 5200 series grenades. The cups can be attached to virtually any 12ga shotgun and the munition launched with the model 2600 launching cartridge.
- b. Purpose: To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.
- c. Authorized Uses: Situations for use of the less-lethal weapon systems may include, but are not limited to:
 - i. Self-destructive, dangerous, and/or combative individuals
 - ii. Circumstances where a tactical advantage can be obtained
 - iii. Potentially vicious animals
 - iv. Training exercises or approved demonstrations
- d. Lifespan: Combined Systems LC5 40MM Launching Cup- 25 years
- e. Fiscal Impact: No known annual maintenance cost
- f. Training: 24-hour less lethal instructor course and/or 40 hour chemical instructor course.

g. Legal and Procedural Rules: Use is established under the Mountain View-Los Altos Regional SWAT SOP. Use is also covered under Policy 300 USE OF FORCE), Policy 308.9 (KINETIC ENERGY PROJECTILE GUIDELINES), Policy 317 (HIGH RISK OPERATIONS PROTOCOL), Policy 322 (SEARCH AND SEIZURE), and Policy 414 (HOSTAGE AND BARRICADE INCIDENTS). It is the policy of the MVPD-LAPD Regional SWAT Team to utilize diversion devices only for official law enforcement purposes and pursuant to State and Federal law regarding the use of force.

11. **UAS (Unmanned Aircraft Systems)** Drones are utilized by department personnel as a means to search for missing persons more expeditiously and provide information during critical incidents as prescribed in policy 611.

a. Description, quantity, capabilities, and purchase cost:

- i. DJI Matrice 30T Drone with Thermal Camera, cost: \$15,495/each, quantity: 2. The DJI Matrice 30T drone is a medium-sized UAS weighing approximately 3,770 grams. Capable of recording video and audio with approximately 41 minutes of flight time.
- ii. Loudspeaker Spotlight 2-in-1 Payload, cost: \$1,750.00/each, quantity: 2. The DJI M30 drone loudspeaker and spotlight all in one payload is powered by DJI Onboard SDK. It features a fluid design to reduce wind resistance. It packs in high performance in its small size (only 270g) with lighting distance up to 100 meters and effective sound distance up to 200 meters.
- iii. DJI Avata 2 Drones, including lights and additional controllers, cost: \$2,000 each, quantity: 2. The DJI Avata 2 is a small-sized UAS weighing approximately 377 grams and is appropriate for interior use. It has a maximum flight time of 23 minutes and supports fast charging. DJI Avata 2 drones has a maximum range of 10 kilometers and capture 4K video resolution.
- iv. DJI Mini Pro (DJI RC2), cost: \$1,300, quantity: 2. The DJI Mini Pro would be utilized as training drone as it uses the same software and controller functions as our larger exterior drones. It in a small-sized UAS weighing 420 grams and supports a flight time of 34 minutes. DJI Mini Pro drones can be used indoors or outdoors, have omnidirectional obstacle avoidance, and capture 4K video.

b. Purpose: To be deployed when its view would assist officers or incident commanders with the following situations, which include but are not limited to:

- 1) Mass casualty incidents (e.g. large structure fires with numerous casualties, mass shootings involving multiple deaths or injuries);
- 2) Disaster response and damage assessment;
- 3) Missing or lost persons;
- 4) Hazardous material releases;
- 5) Identifying, locating and apprehending non-compliant, threatening or combative persons who pose a threat of injury or death to themselves, others or officers;

- 6) Suspected explosive devices;
- 7) Video/photographic documentation of crime scenes or collision locations;
- 8) Reconnaissance of incident locations that are inaccessible for fire apparatus;
- 9) Response to fires or post-fire investigations;
- 10) Sideshow events where many vehicles and reckless driving is present;
- 11) Rescue operations;
- 12) Conduct inspections of the City's utility infrastructure (e.g. electric, fiber, water, sewer, etc.) to detect leaks or stressed assets.
- 13) Training flights as required to meet FAA and Department certification standards;
- 14) Hazardous situations which present a high risk to officer and/or public safety, to include:
 - a. Armed suicidal persons;
 - b. Hostage situations;
 - c. Barricaded suspects;
- 15) Arrest of armed and/or dangerous persons
- 16) Locating suspect(s) who have fled from lawful detention
- 17) Locating suspects who are attempting to conceal themselves to avoid arrest.
- 18) Service of high risk search and arrest warrants involving armed and/or dangerous persons.
- 19) UAS product demos for the public at community events for educational and informational purposes
- 20) Other unforeseen exigent circumstances.
 - c. Authorized Uses: All use shall be in accordance with local, state, and federal law. Additionally, use of UAS is subject to the guidelines and requirements of LAPD Policy 611. Only assigned operators who have completed the required training shall be permitted to operate the DJI 30T during approved missions
 - d. Lifespan:
 - i. Expected life of UAS are approximately three to five years. Lifespan varies on operational usage and wear
 - ii. Expected life of the loudspeaker spotlight 2-in-1 payload is approximately three to five years. Lifespan varies on operational usage and wear.
 - e. Fiscal Impact: Annual maintenance and battery replacement are approximately \$1500

per year for the DJI Matrice UAS. Batteries for the DJI Mini Pro and Avata 2 are approximately \$250 each.

- f. Training: All Department UAS operators are licensed by the Federal Aviation Administration for UAS operation. In addition, each operator must attend an online UAS pilot course and attend department trainings.
- g. Legal and Procedural Rules: Use of the UAS are subject to the requirements of Policy 611 (Unmanned Aerial Systems Operations). It is the policy of the Los Altos Police Department to utilize the UAS only for official law enforcement purposes, in accordance with all requirements under State and Federal law, including those outlined in Policy 611. All data and images gathered by the UAS are for the official use of this department. Such images are not open to public view, as it may contain confidential information. The Los Altos Police Department does not permit the sharing of UAS images gathered by the City for (1) any purpose that violates this policy or any applicable laws and regulations, (2) the purpose of federal immigration enforcement, pursuant to the California Values Act (Government Code 7282.5: Government Code 7284.2 et seq) - these federal immigration agencies include Immigration and Customs Enforcement (ICE) and Customs and Border Patrol (CBP), or (3) any purpose that would assist another state to carry out enforcement actions that violate California laws.

ORDINANCE NO. 2023-489**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS ADDING A NEW CHAPTER 7.30, ENTITLED "MILITARY EQUIPMENT POLICY," TO THE LOS ALTOS CITY CODE IN COMPLIANCE WITH ASSEMBLY BILL 481**

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 ("AB 481") (creating Government Code, Section 7070, et seq.), relating to the use of military equipment by California law enforcement agencies; and

WHEREAS, AB 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, or used; and

WHEREAS, the Los Altos Police Department is in possession of certain items of equipment that qualify as "military equipment" under AB 481; and

WHEREAS, AB 481 requires that a law enforcement agency possessing and using such qualifying equipment prepare a publicly released, written military equipment use policy document covering the inventory, description, purpose, use, acquisition, maintenance, fiscal impacts, procedures, training, oversight, and complaint process applicable to the Los Altos Police Department's use of such equipment; and

WHEREAS, the Policy and supporting information must be approved by the governing body by Ordinance and reviewed annually; and

WHEREAS, the City Council of the City of Los Altos, having received the information required under AB 481 regarding the Los Altos Police Department's use of military equipment as defined in said law, deems it to be in the best interest of the City to approve the Military Equipment Policy as set forth herein.

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

SECTION 1. AMENDMENT TO CHAPTER 7 OF THE MUNICIPAL CODE. Section 7.30.010 is hereby added to the Los Altos Municipal Code to read as follows:

"7.30.010. Military equipment policy.

A. The City Council has made the following determinations:

1. The military equipment inventoried and presented to the City Council is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
2. The proposed military equipment use policy ("Policy") will safeguard the public's welfare, safety, civil rights and civil liberties (said Policy is attached hereto as Exhibit "A" and incorporated by this reference).

3. The equipment is reasonably cost-effective compared to available alternatives that can achieve the same objective of officer and civilian safety (if any).
4. Prior military equipment use complied with the applicable equipment use policy (which included equipment now defined as military equipment) that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

B. The Policy was considered by the City Council as an agenda item in an open session of regular meeting and noticed in accordance with the Ralph M. Brown Act, at which public comment was permitted.

C. The Policy shall be made publicly available on the Los Altos police department's website for as long as the military equipment is available for use.

D. The Los Altos police department shall submit an annual military equipment report to the city council containing the information required in California Government Code, Section 7072, and the city council shall determine whether each type of military equipment identified in that report has complied with the standards for approval set forth in Paragraphs (a)(1)-(4) above.

E. The City Council shall review this Ordinance and vote on whether to renew it, on an annual basis at a regular meeting, in accordance with California Government Code Section 7071(e)(2).

F. The City Council approves the use of the Policy and finds that it satisfies the requirements of California Government Code Section 7070(d)."

SECTION 2. This Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) of the CEQA Guidelines (Title 14, Chapter 3 of the California Code of Regulations) (the activity will not result in a direct or reasonable foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378 of the CEQA Guidelines because it has no potential for resulting in physical change to environment, directly or indirectly).

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

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

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

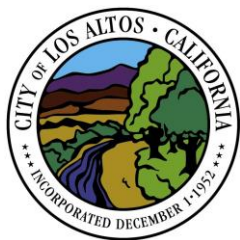
The foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on March 28, 2023 and was thereafter, at a regular meeting held on April 11, 2023 passed and adopted by the following vote:

AYES: Dailey, Fligor, Lee Eng, Meadows and Weinberg
NOES: None
ABSENT: None
ABSTAIN: None


Sally Meadows, MAYOR

Attest:


Melissa Thurman, MMC
City Clerk



City Council Agenda Report

Meeting Date: March 25, 2025

Prepared By: Anthony Carnesecca

Approved By: Gabe Engeland

Subject: Los Altos Legislative Body Travel Request

COUNCIL PRIORITY AREA

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

FISCAL IMPACT

This item is not earmarked in the FY24-25 adopted legislative bodies travel and meeting budget (1110-5180), however, the City will cover the \$549.96 estimated cost with City Manager contingency fund upon approval.

ENVIRONMENTAL REVIEW

Not applicable

POLICY QUESTION

- Does the City Council wish to approve the attached travel request for Councilmember Fligor attend the League of California Cities Revenue and Taxation Policy Committee Meeting in Burbank, CA as Vice Chair on March 27, 2025?

BACKGROUND

City Council approved the Legislative Body Travel Policy which provides guidelines for the authorization and administration of public funds for travel expenses and reimbursements for official City business as they apply to members of legislative bodies, including the Council and Commissions.

This process requires the submission of a completed Legislative Body Travel Pre-Authorization Form for review and approval by the City Council.

DISCUSSION/ANALYSIS

Councilmember Fligor was appointed as Vice Chair of the League of California Cities Revenue and Taxation Policy Committee. The Revenue and Taxation Policy Committee reviews issues

related to finance administration, taxation reform, revenue needs, and revenue sources at the federal, state, and local levels.

ATTACHMENTS

1. Completed Legislative Body Travel Pre-Authorization Form
2. City of Los Altos Policy – Training and Travel Expense Policy for Members of Legislative Body

**CITY OF LOS ALTOS REQUEST FOR TRAINING AND TRAVEL EXPENSE
PRE-AUTHORIZATION FOR MEMBERS OF LEGISLATIVE BODY**

Agenda Item # 5.

Applicant Name: Neysa Fligor

Purpose of Travel/Name of Course:

(Provide Brief Description of Course and Attach Announcement)

Attend CalCities Revenue and Taxation Policy Committee meeting as Vice Chair.

Estimated Expenses: *Includes additional Incidental Per Diem of \$5/day

Registration	N/A
Airfare	464.96
Transportation (including Gas)	40
Lodging	N/A x Nights \$

Meals (Estimated amount is based on GSA per diem limits for location.)

Meals included in registration fees are not reimbursable.)

Any Dietary Restrictions? If yes, explain.

☐ Yes ☒ No

a. Breakfast	22	x	Days	\$ 22
b. Lunch	23	x	Days	\$ 23
c. Dinner	N/A	x	Days	\$
Total Meals				\$

Other

Total Estimated Expenses* \$ 549.96

Travel Destination:

Burbank CA

Conference Date From: 3/27/25 To: 3/27/25

Travel Date & Time From: 3/27/25 To: 3/27/25

Travel Method (City Vehicle, Air, etc.): Air

Is this budgeted? _____

Is this reimbursable from other sources & how much? _____

Conference Start Time: 10am

(Provide Reason under Remarks if Travel Date differs from Conference Date)

Primary Residence or

Departure Address: _____

Budget Account No.: _____

Remarks:

I have read the City of Los Altos Policy and Procedure Training and Travel Expense Policy for Members of Legislative Body, understand its contents, and agree to abide by its provisions.

Neysa Fligor

3/20/25

Applicant Name

Applicant's Signature

Date

Completeness Check by Finance Department:

Jessie Kim

Opin

3/20/25

Finance Staff

Finance Staff Signature

Date

Once this application is deemed complete by City staff, the request will be agendized as early as feasible for legislative body approval.



CITY OF LOS ALTOS POLICY AND PROCEDURE TRAINING AND TRAVEL EXPENSE POLICY FOR MEMBERS OF LEGISLATIVE BODY

PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the authorization and administration of public funds for travel expenses and reimbursements for official City business as they apply to members of legislative bodies. For ease of reading, members of legislative bodies refers to Mayor, Vice Mayor, Council members, and Commission members in the following policy. Additionally, meetings can refer to any meeting, seminar, training, or conference in the following policy.

All travel paid by the City shall be for business and training purposes that is of value to the City and its residents. All expenses incurred while on City business shall constitute actual and necessary expenses that are reasonable and justified use of public funds. When traveling, members shall choose the most cost efficient, direct and economical travel options available. This policy shall be consistent with AB 1234.

City officials shall keep in mind that some expenditures shall be subject to reporting under the Political Reform Act and other laws. All agency expenditures are subject to disclosure under the Public Records Act.

POLICY

The purpose of this policy is to establish business travel guidelines for members that are fair, accountable and transparent. This policy addresses the criteria for City payment of travel expenses and/or advances incurred by the member. Only the authorized members are eligible for reimbursement.

This policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources. This policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.

City funds, equipment, supplies, and staff time must only be used for authorized City business and shall not exceed the adopted budget appropriation.

The Council's training and travel budget shall include a separate appropriation for all Council members to attend the League of California Cities Legislative Annual Conference and Expo & League of California Cities City Leaders Summit. Additionally, new Council members and Mayors may attend the New Council Members and Mayors Academy through Cal Cities.

Any travel under this policy must be compliant with Assembly Bill 1887, which prohibits government-funded and government-sponsored travel to certain states to “avoid supporting or financing discrimination against lesbian, gay, bisexual, and transgender people.”

INTERNAL CONTROLS

In order to safeguard public funds, all of the following internal controls shall be followed by all members that incur expenses while traveling on City business:

- All members are responsible for reading and complying with this policy,;
- All training and travel expenses shall be properly authorized by the legislative body in advance of travel, except in emergency by the City Manager,;
- The duties between the travel authorization and reimbursement payment shall be properly segregated,;
- All training and travel expenses shall be properly supported by adequate documentation,;
- All reimbursement claims shall be filed in accordance with the policy,;
- If an advance check is provided, the member shall make certain the amount corresponds to the total estimated expenses minus any prepayment,;
- It shall also be the responsibility of the member to be aware of and understand the estimate of expenses established by the estimate. The member shall monitor expenses to ensure they are within the estimated amount unless unusual circumstances exist and if so, document such circumstances,;
- Prior to any travel during which reimbursable expenses will be incurred, the member shall estimate the expenses which will be incurred as a direct result of the travel and attendance at the training or conference,; and
- It shall be the responsibility of the member incurring the expenses to provide the proper documentation for each expense, including receipts as required.

GENERAL GUIDELINES

Allowable Expenses

1. Allowable expenses are those that are properly authorized and shall include, but are not limited to, authorized business expenses incurred while engaging and/or participating in the following activities and/or events, which meet the criteria listed below:
 - The meeting is mandatory and/or necessary to accomplish key City goals and objectives. Such activities include, but are not limited to:
 - Participating in and attending meetings of regional, state and national organizations whose activities affect the City’s interests,;
 - Attending educational seminars designed to improve skill and information levels that may be benefit to the City,; and
 - Attending business meetings, functions of local civic or community organizations where there is a clear nexus between the event and their official City duty, i.e., not purely social events.

- If the training location requires an overnight stay, efforts shall be made to ensure no local option is available. Government rates shall be used when available. Attendance at conferences and travel time to and from the conference shall receive prior approval from the legislative body.
- Registration fees will be fully paid by the City via check or credit card. Any discounts offered for early registration or attendance by additional persons shall be obtained whenever possible.

PROHIBITED EXPENDITURES

1. The following are examples, but are not all inclusive, of personal expenses for which the City shall not reimburse the member, even when incurred in conjunction with other approved reimbursable expenses:
 - Receipts that are not itemized;
 - Any expenses that have not been properly authorized;
 - Double-dipping of expenses (submitting the same expense for reimbursement more than once through the same or various means);
 - Expenses incurred as a result of supplemental personal travel;
 - Political or charitable contributions or events;
 - Family or companion expenses, including those related to child or pet care;
 - Entertainment expenses;
 - Meals for any person other than the member;
 - Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline;; air flight upgrades
 - Personal losses incurred while on City business;;
 - Inaccurate receipts that are greater than the reimbursable cost of the item;;
 - Alcohol and gambling expenses;;
 - Traffic and toll violations;; and
 - Any expenses incurred by individuals that are not members;
2. Payments for travel and expenses shall be requested as an advance, prepayment or reimbursement of appropriate expenses for lodging, food, transportation and incidental expenses. Reimbursement of expenses shall be made only for members; no reimbursement is allowed for non-members accompanying the attendee.
3. All reimbursement claims or advances for travel and expenses (including registration) shall be accompanied by sufficient supporting documentation including properly approved Request for Travel Authorization Form, original receipts, copies of registration forms, invoices, cancelled checks or notation for any receipts that are lost. An exception to this requirement is listed under section entitled *Meal Costs*.

LODGING, MEALS AND TRANSPORTATION

Airfare

1. Use of air, train, private automobile, or other mode of transportation shall be selected on the basis of the least expensive option for the City. Government and group rates shall be used when available.

2. Transportation costs to and from the authorized destination shall not exceed advance purchase economy class airfare unless such fare is not available. Members shall inquire as to any government discount the airlines may provide. The City shall not pay for upgrades (e.g. seat upgrades or early boarding options) without prior approval from the legislative body.
3. Members shall receive reimbursement for additional expenses (checked bags, travel insurance, etc.) with prior authorization.

Automobile

1. Automobile mileage shall be reimbursed at the rate set by the Internal Revenue Service (IRS) in effect at the time of travel and will be reimbursed for the distance between home and the destination or work and the destination, whichever is less. The Finance Division shall be responsible for determining the applicable rate at the time of travel. This amount does not include bridge and road tolls, which are reimbursable at actual rates. Mileage reimbursement shall be submitted within thirty (30) days of travel.
2. If a personal vehicle is used to and from the airport, the actual mileage shall be reimbursed. If a personal vehicle is left at the airport, the reimbursement shall be the lesser of the following: round trip and parking costs compared with shuttle transportation.
3. The necessity for a rental car must be established and authorized in advance by the legislative body. Only economy car models shall be rented, unless the upgrade is provided at no additional cost to the City. Prepaid gas is not to be selected, but optional insurance is required and shall be reimbursed. The member is required to notify the City's Risk Manager immediately in the event of any incident or accident related to the rental vehicle.

Taxis/Shuttles

1. Whenever possible, hotel courtesy buses or local shuttle services shall be used. Taxi service shall be used only when no other convenient, less costly transportation is available.

Lodging

1. No lodging expenses incurred by members within a 50-mile radius of Los Altos City Hall shall be reimbursed unless there are extenuating circumstances with prior legislative body approval.
2. The number of nights in the hotel shall be equal to the number of days at the conference unless prior legislative body approval for an additional night prior or afterward for necessary and legislative body related activities.
3. Lodging expenses shall be prepaid directly to the hotel or reimbursed. Prepayment or reimbursement shall be limited to single occupant room rates. Lodging reimbursement shall not exceed conference hotel cost or host group rate with the exception the conference lodging is not available. No reimbursement shall be made when lodging is at a family/friend's residence.

Meal Costs

1. The City shall reimburse for documented meal expenses including gratuity (not to exceed 15%), according to the daily Maximum Federal Rate. For per diem rates within the US, the member shall use rate listed on <http://www.gsa.gov/>. If the destination city is not listed, then the rate for the county applies. If there is no rate for the city or county, the lowest rate applies.
2. Meal expenses, including gratuity, in excess of the daily Maximum Federal Rate shall not be reimbursed without approval of the legislative body.
3. The per diem rates are to be reimbursed only for full days of travel (travel away from City overnight). If there is a partial day of travel, the City shall reimburse meal based on the Federal Meal Rate.
4. If any meal is included in the registration fee or the hotel fee, the member shall not receive reimbursement for the included meal. For example, if lunch is included in the registration fee, then the full day per diem will be less the per diem allocated for lunch.
5. If a member returns home after 1:00 p.m., the member will receive the per diem for breakfast and lunch. If a member returns home after 6:00 p.m., the member shall receive the full day's per diem.

Miscellaneous Expenses

1. Expenses related to City business shall be reimbursed for actual telephone, fax, parking expenses, tolls, tipping (non-meal related as this falls under the Maximum Federal Rates), taxi, hotel wireless charges, or other reasonable expenses. Miscellaneous expenses shall be itemized and receipts shall be provided. Where receipts are not available, a signed declaration of expenditures shall be accepted by the City Manager or designee at their discretion.
2. Incidental expenses incurred for fees and tips given to porters, baggage carriers and hotel staff shall be reimbursed up to General Service Administration (GSA) limit (currently at \$5 per day). If the member receives a full day's per diem, no additional incidentals shall be provided, as this is already included in the GSA daily rate.
3. Personal expenses (e.g. shoe shine, in-room entertainment, personal phone calls, traffic fines, etc.) shall not be reimbursable.
4. If a personal side trip is planned, the City shall reimburse not more than the advance purchase economy class airfare to and from the original destination. Any additional costs related to personal travel shall not be reimbursed by the City.
5. If a companion accompanies a member, only the business cost incurred by the member shall be reimbursed. All costs incurred in addition to the member's costs shall not be reimbursed by the City.

Business Meeting Expenses

1. Prior to any business meeting, the legislative body shall approve any meal expense based on the Federal Meal Rate or in excess. The itemized receipt shall include the amount of the expense, the date and place of the expense, the business purpose, and who attended the business meeting.

2. Meals shall only be reimbursed for the cost(s) of the eligible item on the meal receipt. Overcharged amounts shall not be reimbursed.
3. Meal reimbursement shall be submitted within 30 business days of the meeting.

PROCEDURE

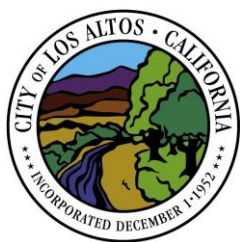
Member shall comply with the following procedures:

1. Complete the Request for Travel Authorization for City staff and Finance Department with all information regarding meeting, travel dates, travel plan, hotel information, estimated costs, and justification for the event at least sixty days before registration for the meeting closes.
2. The relevant parties shall agendaize the request as early as feasible for legislative body review.
3. Legislative body shall approve or deny the proposed travel expenses.
4. Submit requests for registration and any advances or prepaid items within the standard disbursement time period.
5. Members are responsible for turning in all receipts to the Finance Division within 60 business days of returning from travel in the same fiscal year as the event. Only expenses approved prior to travel shall be reimbursed by the City.
6. Within 60 business days after the member's return from a trip in the same fiscal year, a Statement of Travel Expenses (travel and expense report), supported by the Approved Request for Travel Authorization Form, shall be filed with the Finance Division complete with the proper signing authority.
7. All Statement of Travel Expenses shall include copies of documentation of previous prepayments or advances made, including registration, airfare, hotel, training agenda, etc.
8. Following an event for which a reimbursement claim has or will be submitted, the official seeking reimbursement shall briefly report on the event during the next regular meeting of the legislative body and no more than 30 days after the claim has been fulfilled. If multiple officials attended, a joint report shall be made. This report shall be made verbally, or provided as a written report to be included as information in the agenda packet.

Finance Division shall comply with the following procedures:

1. Receives completed Statement of Travel Expenses with the Approved Request for Travel Authorization Form from member.
2. Receives the required backup documentation: Meeting agenda, receipts for airfare, hotel, tax/transit, map to and from if mileage is used, per diem rate of the travel destination from GSA website or meal receipts with details if actual meal expenses is used.

3. Reviews requested prepayments, advances and reimbursements related to travel. Checks the budget for consistency with budgeted funds.
4. Process Statement of Travel Expenses and provides payment for advances, prepayments or reimbursements.



City Council Agenda Report

Meeting Date: March 25, 2025

Prepared By: Melissa Thurman

Approved By: Gabriel Engeland

Subject: Appoint Members to the Joint Community Volunteer Service Awards Committee (JVAC)

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Appoint Members to the Joint Community Volunteer Service Awards Committee (JVAC)

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

Not Applicable

PREVIOUS COUNCIL CONSIDERATION

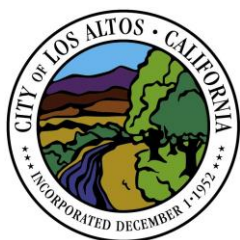
Not Applicable

BACKGROUND

The Joint Community Volunteer Service Awards Committee (JVAC) is a ten-member body comprised of five Los Altos Hills members and five Los Altos members. There are three Los Altos vacancies on the committee, with two partial-term seats expiring in September 2025 and one partial-term seat expiring in 2027. When appointments are made, the City Council should indicate which applicant(s) will serve in the one seat expiring in 2027 and which will serve in the two seats expiring in 2025. Due to the short time frame between March and September, it is recommended that the two seats that are expiring in 2025 be extended to September 2029, the next expiration date for those seats.

ATTACHMENT

None



City Council Agenda Report

Meeting Date: March 25, 2025

Prepared By: Melissa Thurman

Approved By: Gabriel Engeland

Subject: Introduction of an Ordinance Amending Chapter 2, Section 2.04.010 of the Los Altos Municipal Code “Meetings.”

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Introduce an Ordinance Amending Chapter 2, Section 2.04.010 of the Los Altos Municipal Code “Meetings.”

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

The Ralph M. Brown Act requires the City Council to set the place and time of its regular meetings “by ordinance, resolution, bylaws, or whatever other rules is required for the conduct of business.”

Chapter 2.04.010 of the Los Altos Municipal Code entitled “Meetings” states the following:

The Council shall hold its regular meetings in the community meeting chambers located at One North San Antonio Road, Los Altos, California, on the second and fourth Tuesday of each month at 7:00 p.m. A special meeting of the city council may be called at any time by the mayor, or by a majority of the members of the city council, in accordance with state law. Any meeting of the city council may be cancelled in advance by majority vote of the council. The mayor may cancel

a meeting in the case of an emergency or when a majority of members have confirmed in writing their unavailability to attend a meeting. (Ord. No. 2012-376)

In December of each year, an item is presented to Council to approve the following year’s meeting schedule, which reflects regular meeting times as currently defined in Section 2.04.010 of the Los Altos Municipal Code.

DISCUSSION

To allow the City Council more liberties in creating and/or cancelling meetings, an amendment to Chapter 2, Section 2.04.010 of the Los Altos Municipal Code is recommended. The amended language will be added as an “Exception” and is detailed below and in Attachment 2 of this staff report.

- A. The council shall hold its regular meetings in the community meeting chambers located at One North San Antonio Road, Los Altos, California on the second and fourth Tuesday of each month at 7:00 p.m. A special meeting of the city council may be called at any time by the mayor, or by a majority of the members of the city council, in accordance with state law. Any meeting of the city council may be cancelled in advance by majority vote of the council. The mayor may cancel a meeting in the case of an emergency or when a majority of members have confirmed in writing their unavailability to attend a meeting.
- B. Exception. The city council may from time to time, by resolution, change the day and/or time of a regular or special meeting as provided in subsection A of this section. If the city council so elects, a resolution shall be adopted which clearly states the duration of the change, or if no termination is stated, the earlier start time shall prevail until altered by a resolution of the city council.

The City Council may further amend Section 2.04.010 of the Los Altos Municipal Code to change the start time of the regular meetings. In late January 2025, the City Clerk’s Office conducted a survey of public agencies in California and posed the question “What is the start time of your City Council regular meetings?”. 159 responses were received and are included in this report as Attachment 3. Below is a snapshot of the data received in that survey:

Out of 159 responses:

- 113 agencies had a City Council Regular Meeting start time of 6:00 p.m. or before
- 46 agencies had a City Council Regular Meeting start time of 7:00 p.m. or later

If the City Council amends the start time of the regular meetings, the language will be further updated and returned for final adoption by the City Council at the meeting of March 25, 2025. This amendment would not require a second introduction.

ATTACHMENTS

1. Ordinance
2. Amended Language
3. List of CA City Council Meeting Start Times

ORDINANCE NO. 2025-

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AMENDING CHAPTER 2, SECTION 2.04.010 OF THE LOS ALTOS MUNICIPAL
CODE “MEETINGS.”**

WHEREAS, the Ralph M. Brown Act requires the City Council to set the place and time of its regular meetings “by ordinance, resolution, bylaws, or whatever other rules is required for the conduct of business”; and

WHEREAS, the City of Los Altos last amended the ordinance which set the regular meeting date and time schedule in 2012 as Ordinance No. 2012-376; and

WHEREAS, the amendment to Section 2.04.010 aims to provide more liberties to the City Council in creating and/or canceling meetings; and

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

SECTION 2.04.010. AMENDMENT OF CHAPTER 2 OF THE MUNICIPAL CODE. Chapter 2, Section 2.04.010 is hereby amended in the Los Altos Municipal Code as set forth in Appendix A to this Ordinance.

SECTION 2. CONSTITUTIONALITY; AMBIGUITIES. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions hereof. Any ambiguities in the Los Altos Municipal Code created by this Ordinance shall be resolved by the City Clerk, in their reasonable discretion, after consulting the City Attorney.

SECTION 3. EFFECTIVE DATE. This Ordinance shall be effective upon the commencement of the thirty-first day following the adoption hereof.

APPENDIX A

Agenda Item # 7.

The foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on March 11, 2025, and was thereafter, at a regular meeting held on March 25, 2025, passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Pete Dailey
MAYOR

Attest:

Melissa Thurman MMC
City Clerk

2.04.010 Meetings.

- A. The council shall hold its regular meetings in the community meeting chambers located at One North San Antonio Road, Los Altos, California on the second and fourth Tuesday of each month at 7:00 p.m. A special meeting of the city council may be called at any time by the mayor, or by a majority of the members of the city council, in accordance with state law. Any meeting of the city council may be cancelled in advance by majority vote of the council. The mayor may cancel a meeting in the case of an emergency or when a majority of members have confirmed in writing their unavailability to attend a meeting.
- B. Exception. The city council may from time to time, by resolution, change the day and/or time of a regular or special meeting or meetings as provided in subsection A of this section. If the city council so elects, a resolution shall be adopted which clearly states the duration of the change, or if no termination is stated, the earlier start time shall prevail until altered by a resolution of the city council.

2.04.010 Meetings.

- A. The council shall hold its regular meetings in the community meeting chambers located at One North San Antonio Road, Los Altos, California on the second and fourth Tuesday of each month at 7:00 p.m. A special meeting of the city council may be called at any time by the mayor, or by a majority of the members of the city council, in accordance with state law. Any meeting of the city council may be cancelled in advance by majority vote of the council. The mayor may cancel a meeting in the case of an emergency or when a majority of members have confirmed in writing their unavailability to attend a meeting.
- B. Exception. The city council may from time to time, by resolution, change the day and/or time of a regular or special meeting or meetings as provided in subsection A of this section. If the city council so elects, a resolution shall be adopted which clearly states the duration of the change, or if no termination is stated, the earlier start time shall prevail until altered by a resolution of the city council.

AGENCY NAME	REGULAR MEETING START TIME	POPULATION SIZE
Agoura Hills	6:00 p.m.	19,474
Alameda	7:00 p.m.	75,355
Albany	7:00 p.m.	20,271
Alhambra	6:00 p.m.	79,776
Aliso Viejo	7:00 p.m.	50,263
Anaheim	5:00 p.m.	340,512
Arcadia	7:00 p.m.	54,157
Arcata	6:00 p.m.	19,012
Arroyo Grande	6:00 p.m.	18,243
Atherton	6:00 p.m.	6,823
Auburn	6:00 p.m.	13,658
Azusa	6:30 p.m.	48,272
Bakersfield	5:15 p.m.	413,381
Bell Gardens	6:00 p.m.	42,072
Belmont	6:00 p.m.	28,355
Berkeley	6:00 p.m.	124,321
Beverly Hills	7:00 p.m.	30,974
Big Bear Lake	5:00 p.m.	5,007
Blue Lake	6:30 p.m.	1,172
Brisbane	7:30 p.m.	4,577
Buena Park	5:00 p.m.	81,958
Burbank	6:00 p.m.	102,755
Burlingame	7:00 p.m.	29,910
Calimesa	6:00 p.m.	11,165
Campbell	7:00 p.m.	43,959
Capitola	6:00 p.m.	9,572
Carmel-by-the-Sea	4:30 p.m.	3,104
Carpinteria	5:30 p.m.	12,828
Chico	6:00 p.m.	101,301
Chino	6:00 p.m.	93,114
Chino Hills	6:00 p.m.	77,212
Chula Vista	5:00 p.m.	274,333
Citrus Heights	6:00 p.m.	86,239
Coalinga	6:00 p.m.	17,369
Colma	7:00 p.m.	1,407
Cupertino	6:45 p.m.	57,285
Daly City	7:00 p.m.	99,833
Dana Point	6:00 p.m.	32,567
Danville	5:00 p.m.	43,582
Davis	6:30 p.m.	65,832
Desert Hot Springs	6:00 p.m.	33,438
East Palo Alto	6:30 p.m.	28,216
Eastvale	6:30 p.m.	70,510
El Centro	6:00 p.m.	43,772
Emeryville	7:16 p.m. (not a typo)	12,732
Eureka	6:00 p.m.	25,734
Folsom	6:30 p.m.	84,782

Cities in Santa Clara County
Cities in San Mateo County

AGENCY NAME	REGULAR MEETING START TIME	POPULATION SIZE
Fontana	2:00 p.m.	215,465
Fort Bragg	6:00 p.m.	6,919
Foster City	6:30 p.m.	32,180
Fremont	7:00 p.m.	226,208
Fresno	9:00 a.m.	545,716
Gardena	7:30 p.m.	58,377
Gilroy	6:00 p.m.	58,250
Glendora	7:00 p.m.	49,934
Grand Terrace	6:00 p.m.	13,100
Greenfield	6:00 p.m.	20,634
Half Moon Bay	7:00 p.m.	11,105
Hawthorne	6:00 p.m.	83,364
Hayward	7:00 p.m.	155,675
Hercules	7:00 p.m.	26,582
Hillsborough	6:00 p.m.	10,883
Huntington Beach	6:00 p.m.	192,129
Irvine	4:00 p.m.	314,621
Irwindale	6:00 p.m.	1,426
Kerman	6:00 p.m.	17,238
Kingsburg	6:00 p.m.	13,013
La Canada Flintridge	6:00 p.m.	19,538
La Habra Heights	6:30 p.m.	5,383
La Verne	6:30 p.m.	29,898
Laguna Beach	5:00 p.m.	22,332
Laguna Hills	6:00 p.m.	30,243
Lake Elsinore	7:00 p.m.	73,028
Lakeport	6:00 p.m.	5,135
Lawndale	6:30 p.m.	30,155
Livermore	7:00 p.m.	82,908
Loomis	6:00 p.m.	6,779
Los Altos	7:00 p.m.	29,990
Los Altos Hills	6:00 p.m.	8,189
Los Gatos	7:00 p.m.	32,216
Malibu	6:30 p.m.	10,277
Manhattan Beach	6:00 p.m.	33,369
Menlo Park	6:00 p.m.	31,690
Milpitas	7:00 p.m.	77,321
Mission Viejo	5:00 p.m.	90,624
Modesto	5:30 p.m.	218,915
Monrovia	7:30 p.m.	36,768
Montclair	7:00 p.m.	37,545
Monte Sereno	7:00 p.m.	3,459
Monterey	4:00 p.m.	29,116
Monterey Park	6:30 p.m.	57,877
Moorpark	6:30 p.m.	35,543
Morgan Hill	6:00 p.m.	44,478
Mountain House	7:00 p.m.	23,590

Cities in Santa Clara County
Cities in San Mateo County

AGENCY NAME	REGULAR MEETING START TIME	POPULATION SIZE
Mountain View	6:30 p.m.	81,785
Newark	7:00 p.m.	304,960
Newport Beach	4:00 p.m.	82,637
Norwalk	6:00 p.m.	98,078
Oakdale	7:00 p.m.	23,045
Oakley	6:30 p.m.	45,761
Ontario	6:30 p.m.	182,457
Pacific Grove	6:00 p.m.	14,757
Pacifica	7:00 p.m.	36,426
Palo Alto	5:30 p.m.	65,882
Palm Springs	5:30 p.m.	45,218
Paradise	6:00 p.m.	8,285
Pasadena	6:00 p.m.	133,560
Pismo Beach	5:30 p.m.	7,948
Pittsburg	7:00 p.m.	75,803
Pleasant Hill	7:00 p.m.	33,802
Pomona	7:00 p.m.	145,502
Port Hueneme	6:30 p.m.	21,217
Portola Valley	7:00 p.m.	4,204
Red Bluff	5:30 p.m.	14,413
Redwood City	6:00 p.m.	80,996
Riverside	1:00 p.m.	318,858
Sacramento	5:00 p.m.	526,384
Salinas	4:00 p.m.	159,506
San Bernardino	5:00 p.m.	223,728
San Bruno	7:00 p.m.	41,327
San Carlos	7:00 p.m.	28,862
San Dimas	7:00 p.m.	33,105
San Gabriel	6:30 p.m.	37,732
San Jacinto	6:30 p.m.	55,450
San Jose	1:30 p.m.	969,655
San Juan Capistrano	5:00 p.m.	34,754
San Leandro	7:00 p.m.	85,784
San Mateo	7:00 p.m.	101,327
Santa Clara	7:00 p.m.	131,062
Santa Monica	5:30 p.m.	89,922
Santa Rosa	4:00 p.m.	175,845
Saratoga	7:00 p.m.	29,607
Sausalito	7:00 p.m.	7,021
Scotts Valley	6:00 p.m.	11,879
Sierra Madre	5:30 p.m.	10,713
Simi Valley	6:30 p.m.	125,113
Solvang	6:30 p.m.	5,970
Sonoma	6:00 p.m.	10,619
South Lake Tahoe	9:00 a.m. (1 st mtg. in month); 5:00 p.m. (2 nd mtg. in month)	21,079
South San Francisco	6:30 p.m.	63,123

Cities in Santa Clara County
Cities in San Mateo County

AGENCY NAME	REGULAR MEETING START TIME	POPULATION SIZE
Stanton	6:30 p.m.	38,815
Stockton	5:30 p.m.	319,543
Sunnyvale	7:00 p.m.	38,815
Temple City	7:30 p.m.	34,854
Thousand Oaks	6:00 p.m.	123,463
Tiburon	6:30 p.m.	8,748
Torrance	5:00 p.m.	139,224
Truckee	5:00 p.m.	17,039
Ukiah	5:15 p.m.	15,911
Union City	7:00 p.m.	65,414
Upland	6:00 p.m.	78,699
Vacaville	6:00 p.m.	102,526
West Hollywood	6:00 p.m.	34,349
West Sacramento	7:00 p.m.	55,842
Westlake Village	6:30 p.m.	7,573
Westminster	6:00 p.m.	205,087
Wildomar	6:00 p.m.	37,087
Woodside	7:00 p.m.	5,037
Yountville	3:00 p.m.	3,356

LOS ALTOS COMMISSION	COMMISSION MEETING START TIME
Complete Streets	6:00 p.m.
Environmental	6:00 p.m.
Financial	6:00 p.m.
Historical	6:00 p.m.
Library	6:30 p.m.
PARC	6:30 p.m.
Planning	6:00 p.m.
Senior	3:30 p.m.



City Council Agenda Report

Meeting Date: March 25, 2025

Initiated By: City Council

Prepared By: Anthony Carnesecca and Saskia Lagergren

Approved By: Gabe Engeland

Subject: Parking Enforcement Code Update

COUNCIL PRIORITY AREA

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

RECOMMENDATION

- Introduce and waive first reading of Ordinances that will outline the procedures for parking citation enforcement, allow expanded enforcement of parking regulations within the City of Los Altos, and allow the removal of vehicles by enforcement officers
- Adopt policy changes to ALPR policy governing Mobile ALPR use for parking enforcement.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

- Does the City Council wish to allow expanded enforcement of parking regulations?

FISCAL IMPACT

None.

ENVIRONMENTAL REVIEW

The adoption of the resolution does not constitute a project under CEQA. The subsequent action of inspections of enforcement officers are exempt from the requirements of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15309.

PREVIOUS COUNCIL CONSIDERATION

August 27, 2024

BACKGROUND

During the August 27, 2024 meeting, City Council directed City staff to explore private sector parking enforcement services throughout the City of Los Altos.

DISCUSSION

Upon review of the Los Altos Municipal Code, City staff discovered that the Los Altos Municipal Code will need to be amended to ensure clarity across different code sections. These proposed modifications will allow a more uniform definition of enforcement officer across the Municipal Code and defined enforcement officers for the City of Los Altos.

LAMC 1.30 clearly defines “enforcement officer” as any city employee or agent of the city with the authority to enforce any provision of the city code, including, but not limited to, the city manager, or his or her designee, as set forth in a resolution adopted by the city council. As new contracts for enforcement are approved by City Council for enforcement of code sections, such as parking, the contractors will be named by resolution as enforcement officers of the City.

LAMC Section 1.30 provides the general provisions, administration, and enforcement of administrative citations, but City staff would like to add an additional section specifically for parking citations.

The new LAMC Section 1.50 will provide the general provisions, administration, and enforcement of motor vehicle parking citations.

LAMC Section 8.04 provides the general provisions, administration, and enforcement of vehicles and traffic. It limits authority for street traffic laws to only sworn peace officers within the City. The recommended modifications create the definition of enforcement officer incorporating language from LAMC 1.30. Additionally, it will allow directed enforcement officers to enforce all parking laws and issue citations to any person responsible for violation of the city parking code.

Proposed modifications to LAMC Section 8.20 would allow enforcement officers under the broader definition to remove vehicles found to be “parked or left standing upon a street, highway, or public parking lot for seventy-two (72) or more consecutive hours” and “any vehicle which remains parked or standing longer than sixty (60) minutes after a citation has been issued in any area where parking is prohibited, provided signs are posted giving notice of such removal.” Additionally, City staff recommends a minor modification to LAMC Section 8.20.030 to comply with prior judicial decisions regarding protected speech.

Policy 462 in the Los Altos Police Department Manual governs the use of ALPRs by the Police Department. City staff have incorporated Mobile ALPRs into this policy under 462.6 Mobile ALPR that are used exclusively for parking enforcement.

ATTACHMENTS

1. Ordinance
2. Ordinance
3. Ordinance
4. Amended Flock Policy

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
LOS ALTOS ADDING SECTION 1.50 OF THE LOS ALTOS
MUNICIPAL CODE GOVERNING MOTOR VEHICLE PARKING
VIOLATION ENFORCEMENT**

WHEREAS, the City Council expressed an interest in exploring expanding enforcement of parking regulations by agents of the City; and

WHEREAS, The new LAMC Section 1.50 will provide the general provisions, administration, and enforcement of motor vehicle parking citations; and

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

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

SECTION 1. ADDITION OF CODE: Chapter 1.50 of the Los Altos Municipal Code as set forth in Appendix A to this Ordinance.

SECTION 2. 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 3. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 4. 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 _____, 2025 and was thereafter, at a regular meeting held on _____, 2025 passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, CITY CLERK

Chapter 1.50 MOTOR VEHICLE PARKING VIOLATION ENFORCEMENT

Sections:

1.50.010 Purpose.

This chapter sets forth authority for enforcement of parking violations to preserve and protect the quality of life in the city of Los Altos. This chapter further establishes administrative hearing procedures to provide all individuals charged with a parking violation a forum in which the facts of their case may be reviewed fairly, a disposition rendered in a timely manner, and for collection of fines.

1.50.020 Definitions.

For purpose of this chapter the following definitions shall apply:

"Enforcement officer" means any city employee or agent of the city with the authority to enforce any provision of the city code, including, but not limited to, the city manager, or his or her designee, as set forth in a resolution adopted by the city council.

"Hearing officer" means any person designated by the city manager to hear appeals of administrative citations and to hear administrative compliance hearings. The hearing officer shall not be the citing enforcement officer or a city employee. The employment, performance evaluation, compensation and benefits of the hearing officer shall not be directly or indirectly conditioned upon the amount of administrative citation penalties upheld by the hearing officer.

"Park" shall mean to stand or leave standing any vehicle, whether occupied or not, otherwise that temporarily for the purpose of and while actually engaged in loading or unloading of passengers or materials.

"Processing agency" shall mean and refer to the contracting party responsible for the processing of the notices of parking violations and notices of delinquent parking violations.

1.50.030 Service of citations, orders, and notices.

All citations, orders and notices shall be served in accordance with the provisions of LAMC Chapter 1.50 and California Vehicle Code Section 40202.

1.50.040 Citation Issuance.

Whenever an enforcement officer determines a violation of parking statute or ordinance has occurred, the enforcement officer shall be authorized to issue a parking citation to any person responsible for the violation in accord with California Vehicle Code Section 40202.

1.50.050 Parking fines.

- A. The fines for each parking violation and administrative fees imposed pursuant to this chapter shall be set forth in the schedule of fines established by resolution of the city council. In the absence of a designated fine, the default fine for each violation shall be \$50.00.
- B. Any parking citation fine paid pursuant to this section shall be refunded in accordance with LAMC 1.50.080 if it is determined that, after a hearing, the person charged in the parking citation was not responsible for the violation or that there was no violation as charged in the parking citation.

1.50.060 Delinquent Parking Violation.

- A. The notice of delinquent violation shall be issued to the registered vehicle owner if the person fails to pay to the city the parking fine by the date fixed on the notice of parking violation. This notice shall be issued in accordance with LAMC 1.50.040.
- B. Whenever the amount of any parking fine or penalty has not been satisfied within the due date of the delinquent notice or the parking citation has not been successfully challenged pursuant to this chapter, this obligation may be collected in accordance with LAMC 1.50.140.

1.50.070 Advance deposit hardship waiver.

Any person who intends to request a hearing to contest whether the parking violation occurred, or that he or she is the responsible party and who is financially unable to make the advance deposit of the fine as required in LAMC 1.50.050, may file a request for an advance deposit hardship waiver in accord with California Vehicle Code Section 40215(b).

1.50.080 Hearing request – Initial review.

- A. Any recipient of a notice of parking violation or a notice of delinquent parking violation may request an initial review of the notice by the city. A person may request an initial review of the notice of parking violation for a period of 21 calendar days from the issuance of a notice of parking violation or 14 calendar days from the mailing of a notice of delinquent parking violation. The request may be made by telephone, in writing, or in person in accord with California Vehicle Code Section 40215(a). There shall be no charge for this review.
- B. If the city is satisfied that (1) the violation did not occur, (2) the registered owner was not responsible for the violation, or (3) extenuating circumstances make dismissal of the citation appropriate in the interest of justice, the city shall cancel the notice of parking violation or notice of delinquent parking violation. The city shall advise the processing agency, if any, of the cancellation.
- C. If the city upholds the notice of parking violation or notice of delinquent parking violation, the city shall include:
 - 1. A reason for that denial;
 - 2. Notification of the ability to request an administrative hearing; and
 - 3. Notification of the procedure for waiving prepayment of the parking penalty based upon an inability to pay pursuant to LAMC 1.50.040.
 - 4. The city shall mail the results of the initial review to the person contesting the notice in accordance with LAMC 1.50.020.

1.50.090 Hearing request – Administrative hearing.

- A. If the person is dissatisfied with the results of the initial review, the person may request an administrative hearing of the violation no later than 21 calendar days following the mailing of the results of the city's initial review in accord with California Vehicle Code Section 40215(b).
- B. The person requesting the hearing shall deposit the fine in advance, in accordance with LAMC 1.50.040, or shall receive in advance a deposit hardship waiver in accordance with LAMC 1.50.070.
- C. A hearing before the hearing officer shall be set for a date no later than 90 calendar days following the receipt of a request for an administrative hearing. The person requesting the hearing shall be notified of the

time and place set for the hearing at least 10 days prior to the date of the hearing. The person requesting the hearing may request one continuance, not to exceed 21 calendar days.

- D. If the enforcement officer submits any additional written report concerning the citation to the hearing officer for consideration at the hearing, then a copy of this report shall be served on the person requesting the hearing at least five days prior to the date of the hearing.

1.50.100 Administrative hearing procedure.

The administrative hearing process shall consist of the following:

- A. The person requesting an administrative hearing shall indicate to the city whether the administrative hearing will be in writing or in person.
- B. If the person requesting an administrative hearing is a minor, that person shall be permitted to appear at the hearing or admit responsibility for a parking violation without the necessity of the appointment of a guardian.
- C. The failure of any recipient of a parking citation to appear at the administrative hearing shall constitute a forfeiture of the fine and a failure to exhaust their administrative remedies.
- D. The parking citation and any additional report submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents.
- E. The enforcement officer who issued the notice of parking violation shall not be required to participate in the administrative hearing. No evidence shall be required other than the notice of parking violation or copy, and information received from the DMV identifying the registered owner of the vehicle. The enforcement officer may, but is not required to, submit additional report he or she deems necessary or appropriate.
- F. The hearing officer may question witnesses and request additional information from the enforcement officer or the recipient of the administrative citation prior to closing the hearing.

1.50.110 Hearing officer's decision.

- A. After considering all of the testimony and evidence submitted at the hearing, the hearing officer shall issue a written decision to uphold or cancel the citation and shall list the reasons for that decision. The decision of the hearing officer shall be final for purposes of administrative review.
- B. If the hearing officer determines that the citation should be upheld, then the fine amount on deposit with the city shall be retained by the city. If the fine has not been deposited, the hearing officer shall set forth in the decision a payment schedule for the fine.
- C. If the hearing officer determines that the citation should be canceled and the fine was deposited with the city, then the city shall promptly refund the amount of the deposited fine, together with interest. If the fine has not been deposited, the hearing officer shall cancel the obligation to tender the fine.
- D. The hearing officer's decision shall be personally served or served by first class mail. A copy of the decision shall be forwarded to the hearing officer.

1.50.120 Judicial review.

- A. Any person aggrieved by an administrative hearing officer's final decision may obtain review by filing an appeal to be heard by the superior court.
- B. California Vehicle Code Section 40230 shall be applicable so as to provide a 30-day limitation for judicial review of any parking enforcement decision.

- C. A copy of the notice of parking violation or, if the citation was issued electronically, a true and correct abstract containing the information set forth in the notice of parking violation shall be admitted into evidence as prima facie evidence of the facts stated therein.
- D. The person shall pay the filing fees as prescribed by the court. If the court finds in favor of the person, the amount of the filing fees shall be reimbursed to the person by the city. Any deposit of parking penalty shall be refunded by the city in accordance with the judgment of the court.
- E. If no notice of appeal of the hearing officer's decision is filed within the period set forth in subsection (b) of this section, the decision shall be deemed final.

1.50.130 Collection of unpaid citations.

Whenever the amount of any administrative fine, penalty and/or administrative cost imposed by a hearing officer pursuant to this chapter has not been satisfied, the city shall commence collection proceedings. The city shall proceed with options set forth in the California Vehicle Code Section 40200 et seq. as may be amended for the collection of unpaid parking citations.

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
LOS ALTOS AMENDING SECTION 8.04 OF THE LOS ALTOS
MUNICIPAL CODE GOVERNING VEHICLES AND TRAFFIC**

WHEREAS, the City Council expressed an interest in exploring expanding enforcement of parking regulations by agents of the City; and

WHEREAS, LAMC Section 8.04 provides the general provisions, administration, and enforcement of vehicles and traffic. It limits authority for street traffic laws to only sworn peace officers within the City. The recommended modifications create the definition of enforcement officer incorporating language from LAMC 1.30. Additionally, it will allow directed enforcement officers to enforce all parking laws and issue citations to any person responsible for violation of the city parking code; and

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

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

SECTION 1. AMENDMENT OF CODE: Chapter 8.04 of the Los Altos Municipal Code as set forth in Appendix A to this Ordinance.

SECTION 2. 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 3. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 4. 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 _____, 2025 and was thereafter, at a regular meeting held on _____, 2025 passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, CITY CLERK

Exhibit A

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Chapter 8.04 GENERAL PROVISIONS, ADMINISTRATION AND ENFORCEMENT

Sections:

Article 1. Definitions

8.04.010 Vehicle Code definitions incorporated.

Except as defined hereinafter, every term or phrase used in this chapter shall have the meaning set forth in the Vehicle Code of the state of California.

(Prior code § 3-2.101)

8.04.020 Terms and phrases defined.

Whenever appearing in this chapter, the following words and phrases shall have the meaning as follows hereinafter:

"Enforcement officer" means any city employee or agent of the city with the authority to enforce any provision of the city code, including, but not limited to, the city manager, or his or her designee, as set forth in a resolution adopted by the city council.

"Holidays" are January 1st, the third Monday in both January and February, the last Monday in May, July 4th, the first Monday in September, the second Monday in October, the second Monday in November, the third Thursday in November, and December 25th.

"Loading zone" means the space adjacent to a curb reserved for the exclusive use vehicles during the loading or unloading of passengers or materials.

"Passenger loading zone" means the space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers.

~~"Police officer" means every sworn peace officer of the city meeting the standards of the Penal Code of the state of California and so designated by the chief of police.~~

(Prior code § 3-2.102)

Article 2. Enforcement and Obedience to Traffic Regulations

8.04.030 Authority of police and fire department officials.

- A. It shall be the duty of the officers of the police department, or such officers as are assigned by the chief of police, to enforce all street traffic laws of the city and all of the state vehicle laws applicable to street traffic in the city.
- B. Officers of the police department, or ~~enforcement officers such officers as are assigned by the chief of police~~, are hereby authorized to direct all traffic by voice, hand or signal in conformance with traffic laws, provided that in the event of a fire or other emergency, or to expedite traffic or safeguard pedestrians,

officers of the police department may direct traffic as conditions may require, notwithstanding the provisions of the traffic laws.

- C. Officers of the fire department, when at the scene of a fire, may direct or assist the police in directing traffic threat or in the immediate vicinity.

D. It shall be the duty of directed enforcement officers to enforce all parking laws of the city and all of the state vehicle laws applicable to parking in the city.

(Prior code § 3-2.201)

8.04.040 Required obedience to traffic regulations.

It shall be a misdemeanor for any person to do any act forbidden or fail to perform any act required in this chapter.

(Prior code § 3-2.202)

8.04.050 Obedience to police and fire department officials.

No person shall ~~wilfully~~willfully fail or refuse to comply with any lawful order of a police officer, enforcement officer, or fire department official when directing traffic.

(Prior code § 3-2.203)

8.04.060 Persons other than officials shall not direct traffic.

No person, other than an officer of the police department, ~~or enforcement officer, or fire department official~~a person deputized by the chief of police or person authorized by law, shall direct or attempt to direct traffic by voice, hand or other signal, except that persons may operate, when and as herein provided, any mechanical pushbutton signal erected by order of the council.

(Prior code § 3-2.204)

8.04.070 Public employees to obey traffic regulations.

The provisions of this chapter shall apply to the driver of any vehicle owned by or used in the service of the United States government, the state, any county, or any city. It shall be unlawful for any said driver to violate any of the provisions of this chapter except as otherwise permitted in this chapter or by state statute.

(Prior code § 3-2.205)

8.04.080 Exemptions to certain vehicles.

- A. The provisions of this chapter regulating the operation, parking and standing of vehicles shall not apply to any vehicle of the police or fire department, any public ambulance or any public utility vehicle or private ambulance, which public utility vehicle or private ambulance has qualified as an authorized emergency vehicle, when any vehicle mentioned in this section is operated in the manner specified in the Vehicle Code of the state in response to an emergency call.

B. The provisions of this chapter regulating the parking or standing of vehicles shall not apply to any vehicle of a city department or public utility while necessarily in use for construction or repair work or any vehicle owned by the United States while in use for the collection, transportation or delivery of United States mail.

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ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
LOS ALTOS AMENDING SECTION 8.20 OF THE LOS ALTOS
MUNICIPAL CODE GOVERNING STOPPING, STANDING AND
PARKING**

WHEREAS, the City Council expressed an interest in exploring expanding enforcement of parking regulations by agents of the City; and

WHEREAS, Proposed modifications to LAMC Section 8.20 would allow enforcement officers under the broader definition to remove vehicles found to be “parked or left standing upon a street, highway, or public parking lot for seventy-two (72) or more consecutive hours” and “any vehicle which remains parked or standing longer than sixty (60) minutes after a citation has been issued in any area where parking is prohibited, provided signs are posted giving notice of such removal;” and

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

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

SECTION 1. AMENDMENT OF CODE: Chapter 8.20 of the Los Altos Municipal Code as set forth in Appendix A to this Ordinance.

SECTION 2. 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 3. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 4. 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 _____, 2025 and was thereafter, at a regular meeting held on _____, 2025 passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, CITY CLERK

Chapter 8.20 STOPPING, STANDING AND PARKING

Sections:

Article 1. Stopping, Standing, and Parking

8.20.010 Application of regulations.

- A. The provisions of this chapter prohibiting the stopping, standing or parking of a vehicle shall apply at all times or at those times herein specified except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with the directions of a police officer or official traffic control device.
- B. The provisions of this chapter imposing a time limit on standing or parking shall not relieve any person from the duty to observe other and more restrictive provisions of the Vehicle Code of the state or of this code prohibiting or limiting the standing or parking of vehicles in specified places or at specified times.

(Prior code § 3-2.901)

8.20.020 Standing, stopping, and parking in roadways and parkways prohibited.

- A. No person shall stop, stand or park a vehicle within any parkway. No person shall stop, stand, park or leave standing any vehicle, whether attended or unattended, upon any street in the city when it is practicable to stop, park or leave the vehicle of such travelled portion of the roadway, but in every event an unobstructed width of the roadway opposite a standing vehicle shall be left for the free passage of other vehicles, and a clear view of the stopped vehicle shall be available from a distance of two hundred (200) feet in each direction upon the roadway. This section shall not apply where a roadway is bounded by adjacent curbs.
- B. This section shall not apply to the driver of any vehicle which is disabled in such a manner and to such an extent that it is impossible to avoid stopping and temporarily leaving the disabled vehicle on the roadway.

(Prior code § 3-2.902)

8.20.030 Parking for certain purposes prohibited.

No person shall park a vehicle upon any roadway for the principal purpose of:

~~A. Displaying such vehicle for sale;~~

~~B.A.~~ Washing, greasing, or repairing such vehicle except repairs necessitated by an emergency; or

~~C.B.~~ Obstructing any portion of the regular lanes of travel.

(Prior code § 3-2.903)

8.20.040 Angle parking.

The city engineer shall mark, sign, or paint any street or any other public parking area indicating the angle at which vehicles shall be parked, in any such area designated by the city council for such purposes. Whenever such signs, markings or painting are in place, no person shall park or stand a vehicle other than at the angle to the curb

or the edge of the roadway indicated by such signs, markings, or painting and the right front wheel of such vehicle shall be within eighteen (18) inches of the curb or edge of the roadway.

(Prior code § 3-2.905)

8.20.050 Parking on narrow streets.

- A. The city engineer is hereby authorized to place signs or markings indicating no parking upon any street where the width of the roadway does not exceed twenty (20) feet, or upon one side of a street as indicated by such signs or markings where the width of the roadway does not exceed thirty (30) feet.
- B. When official signs or markings prohibiting parking are erected upon narrow streets as authorized by the provisions of this section, no person shall park a vehicle upon any such street in violation of any such sign or marking.

(Prior code § 3-2.908)

8.20.060 Parking in disabled zones prohibited.

- A. It is unlawful for any person to stop, stand or park a vehicle in any disabled parking zone unless the vehicle displays either distinguishing license plates or a placard issued pursuant to the California Vehicle Code for disabled persons or disabled veterans.
- B. It is unlawful for any person to park a vehicle within three feet of any sidewalk access ramp which has been constructed adjacent to a crosswalk so as to be accessible to and usable by the physically disabled.

(Prior code § 3-2.909)

8.20.070 Reserved.

Editor's note(s)—Ord. No. 2014-398, § 1, adopted Feb. 11, 2014, repealed § 8.20.070 which pertained to unlawful parking of peddlers and vendors and derived from § 3-2.910 of the prior code.

8.20.080 Emergency parking signs.

- A. Whenever the chief of police shall determine that an emergency traffic congestion is likely to result from the holding of public or private assemblages, gatherings, or functions, or for other reasons, the chief of police shall have the power and authority to order temporary signs to be erected or posted indicating that the operation, parking, or standing of vehicles is prohibited on such streets and alleys as the chief of police shall direct during the time such temporary signs are in place. Such signs shall remain in place only during the existence of such emergency, and the chief of police shall cause such signs to be removed promptly thereafter.
- B. When the signs authorized by the provisions of this section are in place giving notice thereof, no person shall operate, park, or stand any vehicle contrary to the directions and provisions of such signs.

(Prior code § 3-2.911)

8.20.090 Parking for more than 72 hours.

No person who owns or has possession, custody, or control of any vehicle or trailer shall park such vehicle or trailer upon any street, alley, or public place continuously for more than a consecutive period of seventy-two (72)

hours. For the purposes of this section, a vehicle or trailer shall be considered to have been parked or left standing for seventy-two (72) or more consecutive hours if it has not been moved at least one thousand (1,000) feet during such seventy-two (72) hour period.

(Prior code § 3-2.913)

8.20.100 Removal of vehicles parked more than 72 hours.

Any ~~regularly employed and salaried officer of the police department~~ enforcement officer as defined in 8.04.020 may remove, or cause to be removed, any vehicle which has been parked or left standing upon a street, highway, or public parking lot for seventy-two (72) or more consecutive hours.

(Prior code § 3-2.914)

8.20.110 Establishment of preferential parking zones.

- A. The city engineer may issue regulations regulating parking, stopping, or standing in public parking areas, both on-street and off-street. Any regulation issued pursuant to this section shall not be effective until signs notifying of such regulation have been erected.
- B. In addition to subsection A, the city engineer may designate by resolution approved by the city council certain public parking areas, residential streets, alleys or any portions thereof as a preferential parking zone for the benefit of the city and residents. Said preferential parking program is solely voluntary and vehicles in said preferential parking zone displaying a permit or other authorized indicia may be exempt from the city's parking prohibitions or restrictions. The resolution shall include the following, as well as other matters deemed pertinent by the city engineer:
 - 1. The boundaries of the preferential parking zone;
 - 2. The hours during which preferential parking shall apply;
 - 3. The procedures for obtaining preferential parking permits, including the fee therefor.
- C. Upon the adoption of a preferential parking resolution, no person shall park in the designated area during the hours specified for preferential parking without a preferential parking permit.

(Ord. 07-305 § 1 (part))

8.20.111 Findings and use of fees.

- A. Each preferential parking zone may be designated only upon findings that such zone is required to enhance or protect the quality of life in the area of the proposed zone and that such zone is necessary to provide reasonably available and convenient parking for the benefit of the city.
- B. The fees for preferential parking permits shall be established by a resolution of the city council. The revenue generated by the fees from a preferential parking shall be deposited in a separate fund. No moneys shall be disbursed from this fund except for the purposes set forth in this chapter.
- C. The revenue generated by the fees from a preferential parking program shall be used for funding the city's costs of its preferential parking programs, such as maintenance and striping of parking areas and other parking program costs.
- D. The revenue generated by the fees from a preferential parking program may also be authorized by the city council to be used for such other private programs which benefit the city as follows:

1. Promotion of business and retail activities within the downtown business area or in the general area where the funds are raised;
 2. Promotion of public events which are to take place on or in public places within the downtown business area or in the general area where the funds are raised;
 3. Furnishing of music and decorations in any public place within the downtown business area or in the general area where the funds are raised;
 4. Providing public improvements such as landscaping, trash receptacles, litter removal and sidewalk cleaning in any public place within the downtown business area or in the general area where the funds are raised;
 5. Acquisition, construction or maintenance of parking facilities for the benefit of the city.
- E. If the city council authorizes the use of revenue generated by the fees from a preferential parking to benefit the city, such authorization shall be by a resolution of the city council designating such city or private program to receive said funds. The resolution shall also require the program applicant to provide, upon completion of the program and/or improvements, a detailed accounting of the use of said funds, and any unused funds shall be promptly returned to the city.
- (Ord. 07-305 § 1 (part))

8.20.112 Notice of preferential parking.

- A. The city engineer or his or her designee shall install, at such public parking areas, streets or alleys or portions thereof as have been declared to be preferential parking zones, appropriate signs or markings giving notice of such parking restriction.
 - B. No preferential parking resolution shall apply until signs or markings giving adequate notice thereof have been placed.
- (Ord. 07-305 § 1 (part))

8.20.114 Issuance of permits.

- A. The police department shall be responsible for the issuance of permits pursuant to this chapter. Applicants for such permits shall present such proof, as may be required by said department. Not more than one permit shall be issued for each such motor vehicle. The police department shall prescribe appropriate application forms and procedures with respect to such permits. The form of the permit shall be prescribed by the police department and shall be affixed in a visible location on the subject vehicle.
- B. Permits issued pursuant to this section shall remain effective for a period of one calendar year or fraction thereof, or until the preferential parking zone for which such permit was issued is eliminated, whichever period of time is less.
- C. Each permit shall be subject to all conditions and restrictions set forth in this chapter and of the preferential parking zone for which it was issued, including conditions or restrictions which may be altered or amended from time to time. The issuance of such permit shall not be construed to be a permit for, or approval of, any violation of any provisions of this code or any other laws or regulations.
- D. It shall be unlawful for any person to alter, forge, counterfeit, or falsify any permit relating to a preferential program or display or cause or permit to be displayed any such altered, forged, counterfeited or false permit with the intent to represent the permit as issued by the city.

(Ord. 07-305 § 1 (part))

8.20.120 Use of parking areas by other than motor vehicles.

No item (including, by way of example, but not limited to, dumpsters and construction materials) other than a motor vehicle may be placed in any lawful public parking area or loading zone, either on-street or off-street, or on any sidewalk, unless the owner or authorized user of the item has first obtained a permit from the city engineer for such use of the area, and paid a fee as set in the municipal fee schedule.

(Prior code § 3-2.916)

Article 2. Stopping for Loading or Unloading Only

8.20.130 Authority to establish loading zones.

- A. The city engineer is hereby authorized to determine and mark loading zones and passenger loading zones near any entrance to any place of business or in front of any hall or place used for the purpose of public assembly.
- B. Loading zones shall be indicated by yellow painted curbs or by signs.
- C. Passenger loading zones shall be indicated by white painted curbs or by signs.
- D. The city engineer may determine to permit general parking for all, or parts, of any day in loading zones and shall post signs in accordance with such determinations.

(Prior code § 3-2.1001)

8.20.140 Curb markings to indicate no stopping and parking regulations.

- A. The city engineer is hereby authorized, subject to the provisions and limitations of this chapter, to place, and when required herein shall place, the following curb markings to indicate parking or standing regulations. Such curb markings shall have the following meanings:
 - 1. Red shall mean no stopping, standing, or parking at any time, except as permitted by the Vehicle Code of the State and except that a bus may stop in a red zone marked or signed as a bus zone.
 - 2. Yellow shall mean no stopping, standing, or parking at any time between 7:00 a.m. and 6:00 p.m. of any day, not including Sundays and holidays, and except where the city engineer has designated general parking during those hours by posting signs in such areas, for any purpose other than the loading or unloading of passengers or materials; provided, however, the loading or unloading of passengers shall not consume more than three minutes and the loading or unloading of materials other than twenty (20) minutes.
 - 3. White shall mean no stopping, standing, or parking for any purpose other than the loading or unloading of passengers which shall not exceed three minutes. Such restrictions shall apply between 7:00 a.m. and 6:00 p.m. of any day, except Sundays and holidays, except when such zone is in front of a theater. Restrictions shall apply at all times, except when such theater is closed.
 - 4. Green shall mean no standing or parking for longer than twenty (20) minutes at any time between 7:00 a.m. and 6:00 p.m. of any day, except Sundays and holidays.

(Supp. No. 43, Update 2)

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5. Blue shall mean parking for the exclusive use of physically handicapped persons in accordance with Sections 8.20.270 through 8.20.290 of this chapter.
- B. When the city engineer, as authorized under this chapter, has caused curb markings to be placed, no person shall stop, stand, or park a vehicle adjacent to any such legible curb marking in violation of any of the provisions of this section.
- (Prior code § 3-2.1002)

8.20.150 Effect of permission to load or unload.

- A. Permission herein granted to stop or stand a vehicle for the purposes of loading or unloading of materials shall apply only to commercial vehicles and shall not extend beyond the time necessary therefor and in no event for more than twenty (20) minutes.
- B. The loading or unloading of materials shall apply only to commercial deliveries and the delivery and pickup of express and parcel post packages and United States mail.
- C. Permission herein granted to stop or park for the purposes of loading or unloading passengers shall include the loading or unloading of personal baggage but shall not extend beyond the time necessary therefor and in no event for more than three minutes.
- D. Within the total time limits specified in this section, the provisions of this section shall be enforced so as to accommodate necessary and reasonable loading or unloading but without permitting the abuse of the privileges hereby granted.

(Prior code § 3-2.1003)

8.20.160 Standing for loading or unloading only.

No person shall stop, stand, or park a vehicle in any yellow loading zone for any purpose other than loading or unloading passengers or materials for such time as is permitted by Section 8.20.150 of this chapter.

(Prior code § 3-2.1004)

8.20.170 Standing in passenger loading zones.

No person shall stop, stand, or park a vehicle in any passenger loading zone for any purpose other than the loading or unloading of passengers for such time as is specified in Section 8.20.150 of this chapter.

(Prior code § 3-2.1005)

8.20.180 Parking in alleys.

- A. No person shall park a vehicle within an alley except during the necessary and expeditious loading and unloading of merchandise, and no person shall stop, stand or park a vehicle within an alley in such position as to block the driveway entrance to any abutting property or interfere with free movement of traffic through the alley.
- B. No vehicle shall be so parked as to constitute a fire hazard or any obstruction to fire fighting apparatus.

(Prior code § 3-2.1006)

8.20.190 Bus zones to be established.

- A. The city engineer is hereby authorized to establish bus zones opposite curb space for the loading and unloading of buses of common carriers of passengers and to determine the location thereof subject to the directives and limitations set forth herein.
- B. The word "bus" as used in this section shall mean any motor bus or passenger stage used as a common carrier of passengers.
- C. No person shall stop, stand or park any vehicle except a bus in a bus zone.

(Prior code § 3-2.1007)

Article 3. Stopping, Standing, or Parking Restricted or Prohibited on Certain Streets

8.20.200 Parking time.

When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle between the hours of 7:00 a.m. and 6:00 p.m. of any day except Sundays and holidays for a period of time longer than as indicated by sign.

(Prior code § 3-2.1101)

8.20.210 Parking prohibited at all times on certain streets.

When signs are erected giving notice thereof, no person shall park a vehicle at any time upon any street.

(Prior code § 3-2.1102)

8.20.220 All night parking prohibited.

- A. No person shall stop, stand, or park a vehicle on any street for a period of time longer than thirty (30) minutes between the hours of 2:00 a.m. and 6:00 a.m. of any day if notice thereof is posted in the block.
- B. No person shall stand or park any commercial vehicle having a manufacturer's gross vehicle weight rating of ten thousand (10,000) pounds or more on any residential street between the hours of 2:00 a.m. and 6:00 a.m. of any day, unless authorized in advance by the chief of police. This section not apply to any vehicle owned or operated by the city or any public utility, nor to an authorized emergency vehicle, nor to any vehicle making pickups or delivering goods, wares, or merchandise or delivering materials to be used in the actual and bona fide repair, alteration, remodeling, or construction of any building or structure located upon such residential street for which a building permit has previously been obtained.

(Prior code § 3-2.1103)

8.20.230 Parking space markings.

The city engineer is authorized to install and maintain parking space markings to indicate parking spaces adjacent to curbs where authorized parking is permitted. When such parking space markings are placed in the

highway, subject to other and more restrictive limitations, no vehicle shall be stopped, left standing, or parked other than within a single space, unless the size or shape of such vehicle makes compliance impossible.

(Prior code § 3-2.1104)

8.20.240 Removal of markings—Movement of parked vehicles before reparking.

It shall be unlawful, and an infraction, for any person to remove, obliterate, or obscure chalk marks or other indicia placed by city employees on any vehicle to enforce time-limited parking, or to park a vehicle more than once a day in any time-limited parking area or street during the time such time limits are in force, without moving the vehicle at least one thousand (1,000) feet prior to such parking.

(Prior code § 3-2.1105)

8.20.250 Continued parking violations.

Whenever the stopping, standing, or parking of a vehicle has been prohibited, restricted, or limited as to time by this chapter or any resolution enacted pursuant to this chapter, the continued standing or parking of such vehicle after a citation for the violation of such provision has been issued shall constitute a separate and additional violation of the provision for which the citation was issued when such standing or parking continues for an additional period longer than the maximum permissible period of parking in such space or location, or, if no such period of time is designated, when such stopping, standing, or parking continues for an additional period longer than one hour.

(Prior code § 3-2.1106)

8.20.260 Removal of illegally parked vehicles.

Any ~~full time police officer of the city~~ enforcement officer as defined in 8.04.020 may cause to be removed any vehicle which remains parked or standing longer than sixty (60) minutes after a citation has been issued in any area where parking is prohibited, provided signs are posted giving notice of such removal.

(Prior code § 3-2.1107)

8.20.265 Reserved parking for electric vehicle charging station use.

When authorized signs are in place giving notice thereof, no person shall stop, stand, or park any vehicle in a spot demarcated as an electric vehicle charging station except when using the electric vehicle chargers, as indicated by sign.

(Ord. No. 2013-393, § 2, 6-11-2013)

Editor's note(s)—Ord. No. 2013-393, § 1, adopted June 11, 2013, repealed Ord. No. 2013-392, adopted April 9, 2013 and enacted § 8.20.265 as set out herein.

Article 4. Parking for the Physically Handicapped

8.20.270 Blue curb markings.

Blue curb markings or a sign consisting of a profile view of a wheel-chair with the occupant in white on a blue background posted immediately adjacent to and visible from each parking space shall indicate parking for the exclusive use of physically handicapped persons where vehicles display either one of the distinguishing license plates issued to disabled persons pursuant to Section 22511.5 of the Vehicle Code of the state or to disabled veterans as specified in Section 9105 of said Vehicle Code.

(Prior code § 3-2.1401)

8.20.280 Parking zones.

The city engineer is authorized to establish and maintain parking zones limited exclusively for the vehicles of physically handicapped persons displaying either one of the distinguishing license plates issued to disabled persons pursuant to Section 22511.5 of the Vehicle Code of the state or to disabled veterans as specified in Section 9105 of said Vehicle Code.

(Prior code § 3-2.1402)

8.20.290 Exclusive parking.

No person, on any public parking lot which is municipally owned or operated, shall park or place any vehicle in any area designated exclusively for the vehicles of physically handicapped persons, unless such vehicle displays either one of the distinguishing license plates issued to disabled persons pursuant to Section 22511.5 of the Vehicle Code of the state or to disabled veterans as specified in Section 9105 of said Vehicle Code.

(Prior code § 3-2.1403)

Automated License Plate Readers (ALPRs)

462.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Los Altos Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery. Furthermore, Mobile ALPRs may be used for parking enforcement.

462.2 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Police Services Manager.

462.3 ALPR OPERATION

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official and legitimate law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless otherwise authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through CLETS before taking enforcement action that is based solely on an ALPR alert.

462.4 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Los Altos Police Department and because such data may contain confidential CLETS information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

All Los Altos Police Department ALPR data downloaded to the County of Santa Clara server shall be stored for a maximum of one year (Government Code § 34090.6), and thereafter shall be immediately purged from any outside servers, including the Northern California Regional Intelligence Center and other government servers unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

The Police Services Manager is responsible to ensure all ALPR data is properly collected, uploaded, retained and purged from all database systems in accordance with all legal regulations and department policy.

462.5 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Los Altos Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All non-law enforcement requests for access to stored ALPR data shall be referred to the Records Supervisor and processed in accordance with applicable law with final approval by the Chief of Police.
- (b) All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- (c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
- (e) ALPR system audits should be conducted on an annual basis by the Police Services Manager with the audit finding(s) submitted to the Chief of Police.

462.6 MOBILE ALPR

Mobile ALPR cameras may be used for “digital chalking” for parking enforcement. ALPR data gathered via mobile cameras will not be accessible to other jurisdictions. Should a request related to a particular license plate be made from another jurisdiction, the Flock administrator or designee will have the requestor sign the Data-Sharing Agreement, conduct the search in the Flock system and provide the requesting jurisdiction with the information requested if determined necessary.



City Council Agenda Report

Meeting Date: March 11, 2025

Prepared By: Nick Zornes

Approved By: Gabe Engeland

Subject: Weed Abatement – Chapter 11.06

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Introduce an Ordinance of the City Council of the City of Los Altos Adding Chapter 11.06 Weed Abatement to Title 11 Miscellaneous Property Regulations of the Los Altos Municipal Code and find that this action is Exempt from Environmental Review Pursuant to Section 15301(h) of the State Guidelines Implementing the California Environmental Quality Act of 1970.

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

The proposed amendments are exempt from environmental review pursuant to Section 15301(h) of the California Environmental Quality Act (CEQA) Guidelines.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

On June 25, 2024, the Los Altos City Council authorized participation in the County of Santa Clara Weed Abatement Program. As part of the program requirements the City Council adopted the first annual resolution declaring weeds a public nuisance on November 12, 2024. Following the adoption of the public nuisance declaration the County of Santa Clara Consumer and Environmental Protection Agency (CEPA) sent all identified properties in the City of Los Altos with weed abatement violations a notice regarding the status of their property and the potential for inclusion in the program. On January 28, 2025, the City Council considered all objections from property owners to be included in the Weed Abatement program; objections heard were granted

an appeal and were removed from the inclusion of their property in the 2025 Weed Abatement program.

The Los Altos Municipal Code reflects regulations for general public nuisances, however, does not include provisions specific to Weed Abatement. The City of Los Altos could continue to utilize the existing Nuisance Abatement provisions of the Los Altos Municipal Code (Chapter 11.10), but to streamline the process in future years this ordinance was developed.

DISCUSSION

The Santa Clara County Consumer and Environmental Protection Agency works with several cities throughout Santa Clara County on the Weed Abatement Program. The purpose of the Weed Abatement Program is to prevent fire hazards posed by vegetative growth and the accumulation of combustible materials.

The Weed Abatement program is entirely funded from fees charged to residents. Fees will be assessed for any property in the program. This is to cover the cost of the compliance inspection for the property. Properties that fail the compliance inspection will be charged a failed inspection fee, even if the resident completes the weed abatement. If the property requires abatement by the County contractor, the property owner will be responsible for the actual cost of abatement plus an administrative fee. Properties that meet and maintain the minimum fire safety standards will not be charged other than the annual fee.

Santa Clara County program staff annually inspect parcels at the beginning of the fire season, which is typically in March or April depending on the jurisdiction. If the parcel is not in compliance at the time of inspection, the property owner will be charged a failed inspection fee, and the owner will be sent courtesy notice as a reminder to abate the weeds. If the weeds are not abated by the property owner, the work will be completed by the County contractor. The property owner will pay the contractor's fees plus a County administrative fee. All fees will be included in your property tax bill.

When a property is placed in the Weed Abatement Program, it will remain in the program for up to three years for ongoing monitoring, and if after three years no abatement has been required on the site the property will be removed from the program. The intention of the Weed Abatement Program is to achieve Voluntary Compliance. Vegetation must not exceed 6 inches in height any time after the compliance deadline. Maintain grasses and weeds below 6 inches for 10 feet horizontally on both sides of all roadways, including driveways and access routes.

As discovered at the first Weed Abatement Appeal Hearing, the process can be somewhat cumbersome when occurring during a regularly scheduled meeting of the City Council. This is due to the number of objections that could be heard in one even in addition to regular city business which must occur. The draft ordinance was developed after reviewing surrounding city Weed Abatement ordinances, best practices for meeting management, and pertinent legal requirements. The draft ordinance will help to streamline the review process of any objections received annually for participation in the Weed Abatement Program.

ANALYSIS

Based on the draft ordinance the following process would occur for the next annual Weed Abatement Program:

1. Adoption of City Council Resolution
 - a. Declaring Weeds a Public Nuisance
 - b. Will occur in November annually
2. Notification Sent to all identified properties in the Weed Abatement Program
 - a. To be completed by city's authorized agent, the County of Santa Clara
 - b. Notification sets a date and time for all responsible parties to Appeal inclusion in the Weed Abatement Program
3. Appeal Proceedings occur
 - a. The City Council assigns the City Manager or their designee to serve as the Hearing Officer to consider any objections of properties inclusion in the Weed Abatement Program
 - b. Objections of property inclusion must provide:
 - i. Written objection which includes the address and parcel information, property owner names with contact information and sufficient justification to explain the reason for existing non-compliance with the Weed Abatement Program.
 - ii. Printed photographs no smaller than 5" by 7" which clearly show all portions of the subject site.
 - c. The Hearing Officer will determine appropriate inclusion or removal of subject sites from participation in the program at the hearing and will refer the final list to the City Council at the conclusion of the hearing.
4. Adoption of City Council Resolution
 - a. Ordering the destruction of nuisance to be completed by the city's authorized agents.
5. Accounting, Noticing, Confirmation and Assessment
 - a. Following the completion of any nuisance abatement apart of the Weed Abatement Program the City Council will confirm the accounting of costs associated with such destruction that has occurred by the city's authorized agent, and will notice, and confirm the assessment(s) to be collected on the County of Santa Clara's Tax rolls.

The fundamental change that will occur by adoption of this ordinance is Step #3 as described above. The Appeal Proceedings as described above will help to streamline the Appeal process for all those who object to the inclusion of their property in the Weed Abatement Program.

ATTACHMENTS

1. **Draft Ordinance**
2. **Appendix A – Chapter 11.06**

ORDINANCE NO. 2025-

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS ADDING
CHAPTER 11.06 TO TITLE 11 MISCELLANEOUS PROPERTY REGULATIONS OF
THE LOS ALTOS MUNICIPAL CODE ENACTING REGULATIONS FOR WEED
ABATEMENT**

WHEREAS, enactment of Weed Abatement regulations provides consistent and practical process improvements for future enforcement and application of the Weed Abatement Program in the City of Los Altos; and

WHEREAS, the amendments were processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code; and

WHEREAS, the City Council held a duly noticed public hearing on March 11, 2025, and March 25, 2025; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15301(h) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended; and

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

SECTION 1. AMENDMENT OF TITLE 11 OF THE MUNICIPAL CODE. Chapter 11.06 are hereby added of the Los Altos Municipal Code as set forth in Appendix A to this Ordinance, underline indicates addition, strikethrough indicates deletion.

SECTION 2. CONSTITUTIONALITY; AMBIGUITIES. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions hereof. Any ambiguities in the Los Altos Municipal Code created by this Ordinance shall be resolved by the Development Services Director, in their reasonable discretion, after consulting the City Attorney.

SECTION 3. PUBLICATION. This Ordinance shall be published as provided in Government Code Section 36933.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective upon the commencement of the thirty-first day following the adoption hereof.

The foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on March 11, 2025, and was thereafter, at a regular meeting held on March 25, 2025, passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman MMC, City Clerk

APPENDIX A
AMENDMENTS TO CHAPTER 11.06

Chapter 11.06 WEED ABATEMENT

11.06.010 Purpose.

The purpose of the Weed Abatement Program is to prevent fire hazards created by vegetative growth and the accumulation of combustible debris through voluntary compliance. The city's authorized agent(s) inspect parcels that have been declared a public nuisance and included in the program throughout the year. Abatement work is ordered by an inspector on properties when the minimum fire safety standards have not been satisfied, or if the owner has requested that the city's agent perform the necessary work. The abatement charges for any work performed by the city's agent and an administrative fee are included on the property tax statement as a special assessment. For provisions regarding the authority of the City Council to provide weed abatement, see Government Code Section 39501.

11.06.020 Definitions.

"Weeds," as used in this chapter, means all weeds growing upon streets, alleys, sidewalks or private property in the city and includes any of the following:

- A. Weeds which bear or may bear seeds of a downy or wingy nature;
- B. Weeds and indigenous grasses which may attain such large growth as to become, when dry, a fire menace to adjacent improved property;
- C. Weeds which are otherwise noxious or dangerous;
- D. Poison oak and poison ivy when the conditions of growth are such as to constitute a menace to the public health;
- E. Accumulation of garden refuse, cuttings and other combustible trash.

11.06.030 Duty to remove.

Every property owner shall remove or destroy such weeds from their property, and in the abutting half of any street or alley between the lot lines as extended. No owner, agent, lessee or other person occupying or having charge or control of any building, lot or premises within the city shall permit weeds to remain upon the premises, or public sidewalks or streets or alleys between such premises and the centerline of any public street or alley.

11.06.040 Resolution declaring nuisance.

Whenever any weeds are growing upon any property or in any street or alley within the City. The City Council shall pass a resolution declaring the same to be a public nuisance and order the city's authorized agent to give notice of the passage of such resolution as provided in this chapter, and state therein that, unless such nuisance is abated without delay by the destruction or removal of such weeds, the work of abating such nuisance will be done by the city's authorized agent, and the expense thereof assessed upon the parcel(s), and/or in the front and rear of which, such weeds have been destroyed or removed. Such resolution shall fix the time and place for hearing any objections to the proposed destruction or removal of the weeds.

11.06.050 Notice to destroy weeds—Form.

The notice shall be in substantially the following form:

NOTICE TO DESTROY WEEDS

NOTICE IS HEREBY GIVEN that on _____, pursuant to the provisions of Chapter 11.06 of the Los Altos Municipal Code, the City Council of the City of Los Altos ("City") passed a resolution declaring that all weeds growing upon any property or in any public street or alley, as defined in Section 11.06.020 of the Los Altos Municipal Code, constitutes a public nuisance, which nuisance must be abated by the destruction or removal thereof.

NOTICE IS FURTHER GIVEN that property owners shall, without delay, remove all such weeds from their property, and the abutting half of the street in front and alleys, if any, behind such property, and between the lot lines thereof as extended, or such weeds will be destroyed or removed and such nuisance abated by the city's authorized agent(s), in which case the cost of such destruction or removal will be assessed upon the parcel(s), or from the front or rear of which, such weeds shall have been destroyed or removed; and such cost will constitute a lien upon such parcel(s) until paid, and will be collected upon the next tax roll upon which general municipal taxes are collected. All property owners having any objections to the proposed destruction or removal of such weeds are hereby notified to attend a Public Hearing to be held in the Council Chambers located at 1 North San Antonio Road, Los Altos, CA, 94022, on _____, at _____ A.M./P.M., when and where their objections will be heard and given due consideration.

11.06.060 Hearing Officer assigned.

The City Council hereby assigns the City Manager or their designee to serve as the Hearing Officer on behalf of the City of Los Altos to consider any and all objections to the proposed destruction or removal of such weeds identified by the city's authorized agent(s).

11.06.070 Hearing.

- A. At the time stated in the notice prescribed in Section 11.06.050, the Hearing Officer shall hear and consider any and all objections to the proposed destruction or removal of such weeds and may continue the hearing from time to time to account for additional consideration of such objections. All those in objection to the proposed destruction or removal of such weeds shall provide the Hearing Officer with the following to be considered:
 - i. Written objection to the proposed destruction or removal of such weeds which includes the address and parcel information of the subject site, the property owner name(s) with contact information (e.g. phone number, mailing address, email address) and sufficient justification to explain the reason for existing non-compliance with the Weed Abatement Program.
 - ii. Printed photographs no smaller than 5" by 7" which clearly show all portions of the subject site.
 - a. Should additional photographs be determined to be necessary the Hearing Officer may continue the hearing to a date certain to allow time for the property owner(s) to obtain sufficient photographs for consideration.
- B. The Hearing Officer, by motion, shall allow or overrule any and all objections, if any, after which the city's authorized agent(s) shall be deemed to have acquired jurisdiction to proceed and perform the work of destruction and removal of the weeds.
 - i. Decisions of the Hearing Officer shall be final.
 - ii. The Hearing Officer shall forward a final list of all properties subject to weed abatement to the City Council for adoption by resolution. The City Council resolution shall be included on the consent calendar at the next scheduled public meeting.

11.06.080 Order to abate nuisance.

The City Council by resolution shall order the city's authorized agent(s) to abate such nuisance, or cause the same to be abated, by having the weeds referred to, destroyed or removed by cutting, digging, spraying or any other method as may be determined by the city's authorized agent(s). The city's authorized agent(s) are expressly authorized to enter upon private property for that purpose. Any property owner shall have the right to destroy or

remove such weeds or have the same destroyed or removed at their own expense; provided that such weeds shall have been removed prior to the arrival of the city's authorized agent(s) to inspect for or remove them.

11.06.090 Account and report of cost.

The city's authorized agent(s) shall keep an account of the cost of abating such nuisance and embody such account in a report and assessment list to the city. Such report shall refer to each separate lot or parcel of land by description sufficient to identify such lot or parcel, together with the expense proposed to be assessed against each separate lot or parcel of land. The expense shall include any additional charges necessary to pay for the costs of administering the program.

11.06.100 Posting and publishing notice of report.

The City Clerk shall make available a copy of such report and assessment list available at the public counter at City Hall located at, 1 North San Antonio Road, Los Altos, CA, 94022, together with the notice of the posting thereof, and of the time and place when and where it will be submitted to the hearing officer for hearing and confirmation, notifying property owners that they may appear at such time and place and object to any matter contained therein. A like notice shall also be published twice in a newspaper of general circulation, published, and circulated within the city. The posting and first publication of such notice shall be made and completed at least ten days before the time such report shall have been submitted to the hearing officer. The notice, as so posted and published, shall be substantially in the following form:

Notice of Hearing on Report and Assessment for Weed Abatement

NOTICE IS HEREBY GIVEN that on _____, the city's authorized agent(s) of the City of Los Altos ("City"), filed with the City a report and assessment on abatement of hazardous vegetation within the City, copies of which are available at City Hall located at, 1 North San Antonio Road, Los Altos, CA, 94022.

NOTICE IS FURTHER GIVEN that on _____, at the hour of _____ A./P.M., in the _____ located at _____ said report and assessment list shall be presented to the Hearing Officer for consideration and confirmation, and that any and all persons interested, having any objections to said report and assessment list, or to any matter or thing contained herein, may appear at said time and place and be heard.

11.06.110 Hearing and confirmation.

- A. At the time and place fixed for receiving and considering such report, the hearing officer shall hear the same together with any objections which may be raised by any of the property owners liable to be assessed for the work of abating such nuisance, and the city's authorized agent(s) shall attend such meeting with record thereof, and upon such hearing, the hearing officer may make such modifications in the proposed assessment therefor as they may deem necessary, after which such report and assessment list shall be confirmed.
- B. The amount of the cost of abating such nuisance upon, or in the front or rear of, the various lots or parcels of land respectively referred to in such report, shall constitute special assessments against such respective lots or parcels of land, and after thus made and confirmed, shall constitute a lien on such property for the amount of such assessments, until paid.

11.06.120 Collection of assessment.

- A. Assessment Book. The notice of lien, after recording, shall be delivered to the tax assessor of Santa Clara County, who shall enter the amount in the county assessment book opposite the description of the particular property, and the amount shall be collected together with all other taxes thereon against the property. The notice of lien shall be delivered to the auditor before the date fixed by law for the delivery of the assessment book to the county board of equalization.

- B. Collection. Thereafter, the amount set forth in the notice of lien shall be collected at the same time and in the same manner as ordinary city taxes are collected and shall be subject to the same penalties and interest and to the same procedure under foreclosure and sale in case of delinquency as provided for ordinary city taxes. All laws applicable to the levy, collection and enforcement of city taxes are made applicable to such assessment. The amount set forth in the notice of lien shall be returned to the city fund designated for code enforcement activities.

11.06.130 Weed Abatement Program.

Upon passage of the resolution by city council under Section 11.06.040 of this chapter, the property owner shall be placed into the city's weed abatement program. Once in the weed abatement program, a property owner is only removed from the program once one of the following conditions occurs: 1) the property is determined, during an inspection, to be free of weeds as defined in this chapter for three (3) consecutive years, 2) the property is developed or landscaped to remove the threat of weeds as defined by this chapter, or 3) the city council determines, at a public hearing confirming the properties to be included in the program as held in conformance with Section 11.06.110, that the property owner should be removed from the program.



City Council Agenda Report

Meeting Date: March 25, 2025

Prepared By: Jon Maginot

Approved By: Gabe Engeland

Subject: Fiscal Year 2024/25 Mid-Year Budget Update

COUNCIL PRIORITY AREA

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

RECOMMENDATION

1. Adopt a Resolution approving FY 2024/25 Mid-Year Financial Update and Budget adjustments
2. Adopt a Resolution approving the transfer of funds to CalPERS to pay down the City's Unfunded Accrued Liability
3. Adopt a Resolution approving the updated FY 2024/25 Pay Schedule

FISCAL IMPACT

The proposed budget adjustments will impact both revenues and expenditures as well as the assignment of Unassigned General Fund dollars. These adjustments are further detailed in the narrative of this report.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

June 11, 2024 – Adoption of FY 2024/25 Operating Budget and Five-Year Capital Improvement and Major Maintenance Program

BACKGROUND

On June 11, 2024, the City Council adopted the FY 24/25 Operating Budget and Five-Year Capital Improvement and Major Maintenance Program. The budget sets forth expected revenues and allocates funds to be expended in implementing programs and services within the community. As part of the budget process, the City reviews the budget after the mid-way point of the year and makes adjustments as needed. In addition, the City Council can make transfers as necessary.

On February 10, 2025, the Financial Commission reviewed the proposed Mid-Year Budget adjustments and recommended approval of the proposed adjustments. Following the Commission meeting, there were a few additional modifications to the recommendations as described below.

DISCUSSION

As presented in the FY 2023/24 Annual Comprehensive Financial Report (ACFR), the City had a healthy financial year last year with General Fund revenues exceeding expenditures by approximately \$11.5 million. This raised the City's Unassigned General Fund balance to approximately \$27.8 million. Staff recommends assigning some of these funds as follows:

PERS Reserve	\$6,000,000
Facility Maintenance Fund	\$10,000,000
Fleet Vehicle Fund	\$1,000,000
Liability Fund	\$500,000
Technology Fund	\$500,000

With these transfers, the General Fund Unassigned Fund Balance will be approximately \$9.3 million. This is a change from what was presented at the Financial Commission meeting as staff previously recommended assigning fewer dollars. Given the high Unassigned Fund balance, staff recommends the above assignments of funds.

For FY 2024/25, the City continues to be in a healthy financial position. General Fund revenues are trending higher than expected and General Fund expenditures are trending lower than budgeted. This is a reflection of sound fiscal management and budgeting on the part of the City Council and staff.

The following are proposed mid-year budget adjustments:

Workers' Compensation Insurance Fund (\$1,000,000 from General Fund)

The City's Workers' Compensation Insurance Fund, which covers claims and premium costs for work-related injuries, requires additional funding due cover current year expenditure and financial buffer for potential future claims.

Equipment Replacement Fund (\$98,000 from General Fund)

This adjustment re-appropriates funding that expired at the end of FY 2024 for a previously approved equipment purchase.

Development Services Department (\$500,000 Increase from Revenue & Expenditure)

The Development Services Department anticipates increased expenditures due to higher demand for plan check services. The additional costs will be fully offset by a corresponding \$500,000 increase in revenue from plan check service fees.

LEAP Grant Reimbursement (\$150,000 Increase in Revenue)

As part of the 2023 Housing Element Update, the City anticipated receiving funds from the LEAP Grant for California Department of Housing and Community Development (HCD). These funds were not received until November 2024 and will reimburse the Capital Improvement Fund.

Legal Reimbursement (\$493,000 Increase in Revenue) The City received reimbursement for legal fees expended in a prior fiscal year in the amount of \$493,000. These funds will be a one-time General Fund revenue.

Legislative Department (\$50,000 from General Fund)

The Legislative Department requests an additional \$50,000 in expenditure appropriation to fund a research project exploring the feasibility of implementing a Real Property Transfer Tax. This study will assess potential revenue impacts, legal considerations, and best practices from comparable jurisdictions.

Council Chambers AV Maintenance (\$50,000 from PEG Fund)

The City is proposing the use of PEG funds to correct some issues with the AV equipment in the Council Chambers. These fixes will make the existing equipment easier to use and correct several issues that have been encountered in recent months.

Los Altos Youth Center Improvements (\$810,000 from CIP Fund)

The City is nearing completion of the conversion of the Los Altos Youth Center into City Hall office space. This project is advancing faster than previously scheduled. As such, dollars that were budgeted for a future year are needed to fund the project in the current fiscal year. In addition, the project cost has been increased by \$25,000 due to tariffs recently enacted by the federal government. This adjustment was recommended after the February 10, 2025 Financial Commission meeting.

Downtown Lighting Improvements (\$100,000 from Downtown Parking Fund)

The Downtown Lighting Improvement project seeks to replace existing downtown lights with solar-powered lights. The project was originally approved at \$250,000 with \$150,000 being funded by an outside grant and the remaining being funded from the Downtown Parking Fund. The \$100,000 from the Downtown Parking Fund was inadvertently not rolled forward from the prior year. This adjustment was recommended after the February 10, 2025 Financial Commission meeting.

Use of PERS Reserve

At the February 10, 2025 Financial Commission meeting, the Commission further recommended that the City use the funds in the PERS Reserve to pay down a portion of the City's unfunded liability and to work over the next five years to achieve an 80% funded level as an aspirational goal, meaning that as funds are available, they can be used to further reduce the City's liabilities. Currently the City is funded at approximately 70%. It is recommended that the balance of the PERS Reserve be expended in this way.

Updated Salary Schedule

It is recommended that the City Council approve an updated Salary Schedule as presented. The changes reflect previous Council actions as well as reclassifications of positions and adjustments to pay ranges.

ATTACHMENTS

- 1.** Fiscal Year 2024/25 General Fund Budget vs. Actual as of January 31, 2025
- 2.** Resolution approving FY 2024/25 Mid-Year Budget Adjustments
- 3.** Resolution approving use of PERS Reserve
- 4.** Resolution approving updated Salary Schedule

Budget vs. Actual
GENERAL FUND
7/1/2024-1/31/2025

Agenda Item # 10.

REVENUE

	FY 2024 Actual 7/1/2024- 1/31/2025	FY 2025 YTD Actual 7/1/2024- 1/31/2025	FY 2025 Budget 7/1/2024- 1/31/2025	FY 2025 Total Budget	YTD Actual versus Total Budget
Development Services	3,159,455	5,642,255	3,385,842	5,804,300	(162,045) -3%
Business License Tax	360,218	387,502	306,250	525,000	(137,498) -26%
Charges for Services	1,022,788	1,977,487	1,517,425	2,601,300	(623,813) -24%
Construction Tax	68,779	194,566	116,667	200,000	(5,434) -3%
Fines and forfeitures	48,676	31,064	24,500	42,000	(10,936) -26%
Licenses, permits and fees	1,658,994	3,051,636	1,421,000	2,436,000	615,636 25%
General Government	29,273,690	30,172,508	28,822,228	49,409,534	(19,237,026) -39%
Documentary Transfer Tax	286,729	440,370	475,417	815,000	(374,630) -46%
Property Tax	22,468,739	23,263,808	20,958,172	35,928,295	(12,664,487) -35%
Sales Tax	1,224,670	1,396,935	2,083,083	3,571,000	(2,174,065) -61%
Charges for Services	7,536	14,804	31,932	54,740	(39,936) -73%
Grants	762,970	225,376	5,833	10,000	215,376 2154%
Interest Income	611,812	12,632	259,000	444,000	(431,368) -97%
Licenses, permits and fees	765,559	833,138	1,699,295	2,913,078	(2,079,940) -71%
Motor Vehicle Tax	-	49,750	17,500	30,000	19,750 66%
Other	41,295	514,893	20,417	35,000	479,893 1371%
Rental Income	-	485	4,958	8,500	(8,015) -94%
Transient Occupancy Tax	1,378,778	1,531,101	1,178,333	2,020,000	(488,899) -24%
Utility Users Tax	1,725,603	1,889,217	2,088,287	3,579,921	(1,690,704) -47%
Park & Recreation	734,000	706,272	940,450	1,612,200	(905,928) -56%
Athletics	62,063	72,347	69,417	119,000	(46,653) -39%
Camps	38,957	34,046	141,167	242,000	(207,954) -86%
Classes	130,563	84,001	137,667	236,000	(152,000) -64%
Other	24,978	30,488	59,500	102,000	(71,512) -70%
Recreation	41,017	64,143	45,033	77,200	(13,057) -17%
Rental Income	377,830	391,867	386,750	663,000	(271,133) -41%
Seniors	16,578	16,661	26,250	45,000	(28,339) -63%
Tity Tots	42,014	12,720	74,667	128,000	(115,280) -90%
Police	90,179	127,375	198,683	340,600	(213,225) -63%
Charges for Services	1,568	5,301	17,500	30,000	(24,699) -82%
Fines and forfeitures	52,412	77,799	107,975	185,100	(107,301) -58%
Licenses, permits and fees	35,290	43,871	8,750	15,000	28,871 192%
Other	909	405	64,458	110,500	(110,095) -100%
Public Works	340,922	740,959	743,750	1,275,000	(534,041) -42%
Licenses, permits and fees	340,922	740,959	743,750	1,275,000	(534,041) -42%
Transfer In	840,000	-	-	-	-
Transfer In	840,000	-	-	-	-
TOTAL	34,438,246.09	37,389,369.22	34,090,953.17	58,441,634.00	(21,052,264.78) -36%

Budget vs. Actual
GENERAL FUND
7/1/2024-1/31/2025

Agenda Item # 10.

EXPENDITURES

	FY 2024 Actual 7/1/2024- 1/31/2025	FY 2025 YTD Actual 7/1/2024- 1/31/2025	FY 2025 Budget 7/1/2024- 1/31/2025	FY 2025 Total Budget		YTD Actual versus Total Budget
City Manger's Office	2,470,260	2,325,081	3,320,014	5,691,452		3,366,371 59%
Development Services	2,656,924	2,858,319	3,013,467	5,165,944		2,307,625 45%
Finance	1,217,498	1,036,849	1,353,478	2,320,248		1,283,399 55%
Human Resources	984,364	887,349	1,072,970	1,839,377		952,028 52%
Legislative	386,068	474,607	602,390	1,032,668		558,061 54%
Parks & Recreation	4,531,213	4,593,435	5,583,425	9,571,586		4,978,151 52%
Police	11,191,730	11,779,158	14,990,306	25,697,667		13,918,509 54%
Public Works	1,795,441	1,519,912	1,958,154	3,356,835		1,836,923 55%
TOTAL	25,233,498	25,474,711	31,894,203	54,675,777		29,201,066 53%

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING FISCAL YEAR 2024/25 MID-YEAR FINANCIAL UPDATE AND
BUDGET ADJUSTMENTS**

WHEREAS, on June 11, 2024, the City Council adopted the Fiscal Year 2024/25 Operating Budget; and

WHEREAS, on February 10, 2025, the Financial Commission reviewed the Fiscal Year 2024/25 Mid-Year Financial Update; and

WHEREAS, the City Council has reviewed the Fiscal Year 2024/25 Mid-Year Financial Update.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos does hereby approve the following Fiscal Year 2024/25 Mid-Year budget adjustments:

1. Workers Compensation Insurance Fund (\$1,000,000 from General Fund)
2. Equipment Replacement Fund (\$98,000 from General Fund)
3. Development Services Department (\$500,000 Increase from General Fund Revenue & Expenditure)
4. LEAP Grant Reimbursement (\$150,000 Increase in General Fund Revenue)
5. Legal Reimbursement (\$493,000 Increase in General Fund Revenue)
6. Legislative Department (\$50,000 from General Fund)
7. Council Chambers AV Maintenance (\$50,000 from PEG Fund)
8. Los Altos Youth Center Improvements (\$810,000 from CIP Fund)
9. Downtown Lighting Improvements (\$100,000 from Downtown Parking Fund)

NOW THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the City of Los Altos does hereby approve the following assignments of Unassigned General Fund Balance dollars:

1. PERS Reserve - \$6,000,000
2. Facility Maintenance Fund - \$10,000,000
3. Fleet Vehicle Fund - \$1,000,000
4. Liability Fund - \$500,000
5. Technology Fund - \$500,000

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 25th day of March 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pete Dailey
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING THE TRANSFER OF FUNDS TO CALPERS TO PAY DOWN THE
CITY'S UNFUNDED ACCRUED LIABILITY**

WHEREAS, the City currently has an Unfunded Accrued Liability (UAL) with CalPERS of approximately \$51.8 Million; and

WHEREAS, the pre-payment of UAL will help lower payments in future years and will save the City additional expenses; and

WHEREAS, on February 10, 2025, the Financial Commission recommended that the City strive to achieve an 80% funding level with CalPERS within five years as an aspirational goal and further recommended the use of existing PERS Reserve dollars.

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

1. The pre-payment of the City's Unfunded Accrued Liability (UAL) with CalPERS using dollars currently assigned to the City's PERS Reserve
2. City Staff shall determine which plans dollars are applied to with the goal of providing the highest level of benefit to the City
3. City Staff shall determine the appropriate timing of the payment, based on cash flow and subject to completing the transfer in the Fiscal Year 2024/25

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 25th day of March 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pete Dailey
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2025-__

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

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

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

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

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

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

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

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

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

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

1. Adjusts the City Manager's annual base pay rate to \$298,825 effective July 7, 2025, reflecting the amended Employment Agreement; and
2. Adjusts the City Council Member monthly stipend to \$950.00 effective December 10, 2024 following Councils reorganization; and
3. Reflects the market adjustments for the Los Altos Peace Officers' Association effective December 22, 2024, as a result of the Side Letter Agreement that was previously adopted; and
4. Adjusts the minimum wage to \$18.20 per hour to comply with the City's Minimum Wage Ordinance effective the pay period including January 1, 2025; and
5. Retitles the classification Transportation Services Manager to Public Works Manager effective 03/02/2025; and
6. Approves adding the part-time classification, Records Management Assistant effective 03/02/2025; and

7. Adjusts the Senior HR Analyst classification pay range at the 50th percentile compared to market peers effective 03/16/2025; and
8. Adjust the HR Analyst II classification to align with the Management Analyst II classification effective 03/16/2025; and
9. Retitles the classification Facilities Coordinator to Recreation Assistant and adjust the classification pay range at the 50th percentile compared to market peers effective 03/16/2025; and
10. Retitles the classification Planning Manager to Housing Services Manager effective 03/16/2025; and
11. Retitles the classification Senior Engineer to Senior Civil Engineer reflecting the Professional Engineer License requirement of the classification effective 03/16/2025; and
12. Retitles the classification of Assistant Civil Engineer to Assistant Engineer reflecting the that the classification does not require a Professional Engineer License requirement effective 03/16/2025; and
13. Retitles the part-time classification Camp Director to Senior Recreation Leader effective 03/16/2025; and
14. Approves adding the full-time classification, Police Lieutenant effective 03/16/2025; and
15. Approves removing the full-time classifications, Junior Engineer and Administrative Officer effective 03/16/2025; and
16. Approves moving the Civil Senior Engineer and Public Information Coordinator classifications into the unrepresented group effective 03/16/2025 after meeting and conferring with the Los Altos Municipal Employee Association; and
17. Adopts an Updated Fiscal Year 2024/25 Pay Schedule reflecting these adjustments effective the pay period including March 25th, 2025.

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 ____, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, CITY CLERK

City Manager: 5% increase effective 07/07/24
Unrepresented Department Heads: 3.8% COLA & Market Range Adjustment to Individual Classifications effective 06/23/24
Unrepresented Management: 3.8% COLA & Market Range Adjustment to Individual Classifications effective 06/23/24
Unrepresented Confidential: 3.8% COLA & Market Range Adjustments to Individual Classifications increase effective 06/23/24

LAMEA: 3.8% COLA increase effective 06/23/24
POA: Market Adjustments to Individual Classifications, effective 12/22/24
Teamsters: 3.5% increase and Market Adjustments to Individual Classifications effective 06/23/24

(M) Market Adjustment
(R) Market Range Adjustment
* New Classification

City of Los Altos - Full Time Salary Schedule FY 24/25 <i>Resolution 2025-XX</i>		Biweekly					Monthly					Annual				
<i>Unrep. Department Head Classifications</i>	<i>FLSA Status</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
City Manager	Exempt					\$11,493.27					\$24,902.08					\$298,825.00
Assistant City Manager (R)	Exempt	\$8,986.24	Open Range			\$10,922.77	\$19,470.19	Open Range			\$23,666.01	\$233,642.24	Open Range			\$283,992.14
Police Chief (R)	Exempt	\$8,986.24	Open Range			\$10,922.77	\$19,470.19	Open Range			\$23,666.01	\$233,642.24	Open Range			\$283,992.14
Public Works Director (R)	Exempt	\$8,509.13	Open Range			\$10,342.85	\$18,436.45	Open Range			\$22,409.50	\$221,237.38	Open Range			\$268,914.04
Development Services Director (R)	Exempt	\$8,127.62	Open Range			\$9,879.12	\$17,609.84	Open Range			\$21,404.76	\$211,318.12	Open Range			\$256,857.17
Parks, Recreation, & Community Svs. Director (R)	Exempt	\$8,127.62	Open Range			\$9,879.12	\$17,609.84	Open Range			\$21,404.76	\$211,318.12	Open Range			\$256,857.17
Finance Director (R)	Exempt	\$8,125.10	Open Range			\$9,876.06	\$17,604.38	Open Range			\$21,398.12	\$211,252.52	Open Range			\$256,777.43
Human Resources Director	Exempt	\$7,690.04	Open Range			\$9,347.25	\$16,661.76	Open Range			\$20,252.37	\$199,941.16	Open Range			\$243,028.49

<i>Unrep. Management Classifications</i>	<i>FLSA Status</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Deputy City Manager (R)	Exempt	\$7,357.83	Open Range			\$8,943.49	\$15,941.97	Open Range			\$19,377.56	\$191,303.58	Open Range			\$232,530.70
Deputy Director (R)	Exempt	\$7,210.67	Open Range			\$8,764.62	\$15,623.13	Open Range			\$18,990.01	\$187,477.51	Open Range			\$227,880.08
Police Captain	Exempt	\$7,195.11	Open Range			\$8,745.70	\$15,589.41	Open Range			\$18,949.03	\$187,072.92	Open Range			\$227,388.31
Police Lieutenant *	Exempt	\$6,894.43	Open Range			\$8,380.22	\$14,937.93	Open Range			\$18,157.15	\$179,255.18	Open Range			\$217,885.79
Capital Improvement Projects Manager	Exempt	\$6,848.41	Open Range			\$8,324.29	\$14,838.23	Open Range			\$18,035.96	\$178,058.70	Open Range			\$216,431.46
City Engineer	Exempt	\$6,848.41	Open Range			\$8,324.29	\$14,838.23	Open Range			\$18,035.96	\$178,058.70	Open Range			\$216,431.46
Finance Manager	Exempt	\$6,518.42	Open Range			\$7,923.18	\$14,123.24	Open Range			\$17,166.88	\$169,478.84	Open Range			\$206,002.58
Information Technology Manager	Exempt	\$6,518.42	Open Range			\$7,923.18	\$14,123.24	Open Range			\$17,166.88	\$169,478.84	Open Range			\$206,002.58
Human Resources Manager	Exempt	\$6,518.42	Open Range			\$7,923.18	\$14,123.24	Open Range			\$17,166.88	\$169,478.84	Open Range			\$206,002.58
Building Official	Exempt	\$6,053.00	Open Range			\$7,357.46	\$13,114.83	Open Range			\$15,941.16	\$157,377.95	Open Range			\$191,293.88
Development Services Manager	Exempt	\$6,053.00	Open Range			\$7,357.46	\$13,114.83	Open Range			\$15,941.16	\$157,377.95	Open Range			\$191,293.88
Housing Services Manager	Exempt	\$6,053.00	Open Range			\$7,357.46	\$13,114.83	Open Range			\$15,941.16	\$157,377.95	Open Range			\$191,293.88
Public Works Manager	Exempt	\$6,053.00	Open Range			\$7,357.46	\$13,114.83	Open Range			\$15,941.16	\$157,377.95	Open Range			\$191,293.88
Maintenance Superintendent (R)	Exempt	\$5,995.95	Open Range			\$7,288.11	\$12,991.23	Open Range			\$15,790.92	\$155,894.70	Open Range			\$189,490.98
City Clerk (R)	Exempt	\$5,995.93	Open Range			\$7,288.09	\$12,991.18	Open Range			\$15,790.86	\$155,894.18	Open Range			\$189,490.35
Assistant to the City Manager	Exempt	\$5,711.63	Open Range			\$6,942.52	\$12,375.19	Open Range			\$15,042.12	\$148,502.28	Open Range			\$180,505.45
Project Manager	Exempt	\$5,620.81	Open Range			\$6,832.13	\$12,178.42	Open Range			\$14,802.95	\$146,141.07	Open Range			\$177,635.38
Recreation Manager (R)	Exempt	\$5,407.59	Open Range			\$6,572.96	\$11,716.45	Open Range			\$14,241.41	\$140,597.34	Open Range			\$170,896.95
Public Information Officer	Exempt	\$5,222.93	Open Range			\$6,348.51	\$11,316.36	Open Range			\$13,755.10	\$135,796.27	Open Range			\$165,061.22

<i>Unrep. Confidential Classifications</i>	<i>FLSA Status</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Senior Civil Engineer	Exempt	\$5,598.15	\$5,878.06	\$6,171.97	\$6,480.56	\$6,804.59	\$12,129.33	\$12,735.80	\$13,372.59	\$14,041.22	\$14,743.28	\$145,552.01	\$152,829.61	\$160,471.09	\$168,494.65	\$176,919.38
Senior Human Resouces Analyst (R)	Exempt	\$4,806.95	\$5,047.30	\$5,299.67	\$5,564.65	\$5,842.88	\$10,415.07	\$10,935.82	\$11,482.61	\$12,056.74	\$12,659.58	\$124,980.81	\$131,229.85	\$137,791.34	\$144,680.91	\$151,914.95
Senior Accountant	Exempt	\$4,631.42	\$4,862.99	\$5,106.14	\$5,361.45	\$5,629.52	\$10,034.75	\$10,536.49	\$11,063.31	\$11,616.48	\$12,197.30	\$120,417.00	\$126,437.85	\$132,759.75	\$139,397.73	\$146,367.62
Management Analyst II	Exempt	\$4,518.46	\$4,744.38	\$4,981.60	\$5,230.68	\$5,492.22	\$9,790.00	\$10,279.50	\$10,793.48	\$11,333.15	\$11,899.81	\$117,480.00	\$123,354.00	\$129,521.70	\$135,997.79	\$142,797.68
Human Resources Analyst II	Exempt	\$4,518.46	\$4,744.38	\$4,981.60	\$5,230.68	\$5,492.22	\$9,790.00	\$10,279.50	\$10,793.48	\$11,333.15	\$11,899.81	\$117,480.00	\$123,354.00	\$129,521.70	\$135,997.79	\$142,797.68
Human Resources Analyst I	Exempt	\$4,300.74	\$4,515.77	\$4,741.56	\$4,978.64	\$5,227.57	\$9,318.26	\$9,784.18	\$10,273.39	\$10,787.05	\$11,326.41	\$111,819.16	\$117,410.12	\$123,280.62	\$129,444.65	\$135,916.89
Management Analyst I (R)	Exempt	\$4,287.80	\$4,502.19	\$4,727.30	\$4,963.66	\$5,211.84	\$9,290.23	\$9,754.74	\$10,242.48	\$10,754.60	\$11,292.33	\$111,482.73	\$117,056.87	\$122,909.71	\$129,055.20	\$135,507.96
Public Information Coordinator	Non-Exempt	\$4,287.80	\$4,502.19	\$4,727.30	\$4,963.66	\$5,211.84	\$9,290.23	\$9,754.74	\$10,242.48	\$10,754.60	\$11,292.33	\$111,482.73	\$117,056.87	\$122,909.71	\$129,055.20	\$135,507.96
Confidential Exectuive Assistant (R)	Non-Exempt	\$3,658.66	\$3,841.59	\$4,033.67	\$4,235.35	\$4,447.12	\$7,927.09	\$8,323.44	\$8,739.62	\$9,176.60	\$9,635.43	\$95,125.08	\$99,881.33	\$104,875.40	\$110,119.17	\$115,625.13
Human Resources Technician	Non-Exempt	\$3,529.82	\$3,706.31	\$3,891.62	\$4,086.20	\$4,290.51	\$7,647.93	\$8,030.33	\$8,431.85	\$8,853.44	\$9,296.11	\$91,775.19	\$96,363.95	\$101,182.15	\$106,241.26	\$111,553.32
Deputy City Clerk	Exempt	\$3,433.98	\$3,605.68	\$3,785.96	\$3,975.26	\$4,174.02	\$7,440.29	\$7,812.30	\$8,202.92	\$8,613.06	\$9,043.72	\$89,283.45	\$93,747.62	\$98,435.00	\$103,356.75	\$108,524.59

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

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

Resolution 2025-XX

		Biweekly					Monthly					Annual				
<i>LAMEA Classifications</i>	<i>FLSA Status</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Senior Planner	Exempt	\$5,468.74	\$5,742.18	\$6,029.28	\$6,330.75	\$6,647.29	\$11,848.93	\$12,441.38	\$13,063.45	\$13,716.62	\$14,402.45	\$142,187.20	\$149,296.56	\$156,761.39	\$164,599.46	\$172,829.44
Senior Network Systems Administrator	Exempt	\$5,245.22	\$5,507.48	\$5,782.85	\$6,072.00	\$6,375.60	\$11,364.64	\$11,932.87	\$12,529.52	\$13,155.99	\$13,813.79	\$136,375.70	\$143,194.48	\$150,354.21	\$157,871.92	\$165,765.51
Information Technology Analyst II	Exempt	\$4,995.45	\$5,245.22	\$5,507.48	\$5,782.85	\$6,072.00	\$10,823.47	\$11,364.64	\$11,932.87	\$12,529.52	\$13,155.99	\$129,881.62	\$136,375.70	\$143,194.48	\$150,354.21	\$157,871.92
Network Systems Administrator	Exempt	\$4,995.45	\$5,245.22	\$5,507.48	\$5,782.85	\$6,072.00	\$10,823.47	\$11,364.64	\$11,932.87	\$12,529.52	\$13,155.99	\$129,881.62	\$136,375.70	\$143,194.48	\$150,354.21	\$157,871.92
Associate Civil Engineer	Non-Exempt	\$4,885.75	\$5,130.04	\$5,386.54	\$5,655.87	\$5,938.66	\$10,585.80	\$11,115.08	\$11,670.84	\$12,254.38	\$12,867.10	\$127,029.54	\$133,381.02	\$140,050.07	\$147,052.57	\$154,405.20
Information Technology Analyst I	Exempt	\$4,757.57	\$4,995.45	\$5,245.22	\$5,507.48	\$5,782.85	\$10,308.06	\$10,823.47	\$11,364.64	\$11,932.87	\$12,529.52	\$123,696.78	\$129,881.62	\$136,375.70	\$143,194.48	\$150,354.21
Associate Planner	Non-Exempt	\$4,614.59	\$4,845.32	\$5,087.59	\$5,341.97	\$5,609.07	\$9,998.29	\$10,498.20	\$11,023.11	\$11,574.27	\$12,152.98	\$119,979.47	\$125,978.44	\$132,277.36	\$138,891.23	\$145,835.79
Senior Building Inspector	Exempt	\$4,551.74	\$4,779.32	\$5,018.29	\$5,269.20	\$5,532.66	\$9,862.09	\$10,355.20	\$10,872.96	\$11,416.61	\$11,987.44	\$118,345.13	\$124,262.39	\$130,475.51	\$136,999.28	\$143,849.25
Assistant Engineer	Non-Exempt	\$4,318.79	\$4,534.73	\$4,761.46	\$4,999.54	\$5,249.51	\$9,357.37	\$9,825.24	\$10,316.50	\$10,832.33	\$11,373.95	\$112,288.47	\$117,902.90	\$123,798.04	\$129,987.95	\$136,487.34
Accountant	Non-Exempt	\$4,277.06	\$4,490.91	\$4,715.46	\$4,951.23	\$5,198.80	\$9,266.97	\$9,730.32	\$10,216.83	\$10,727.67	\$11,264.06	\$111,203.61	\$116,763.79	\$122,601.98	\$128,732.08	\$135,168.68
Senior Recreation Supervisor	Exempt	\$4,271.95	\$4,485.55	\$4,709.83	\$4,945.32	\$5,192.58	\$9,255.89	\$9,718.69	\$10,204.62	\$10,714.85	\$11,250.60	\$111,070.73	\$116,624.27	\$122,455.48	\$128,578.26	\$135,007.17
Maintenance Supervisor	Non-Exempt	\$4,189.37	\$4,398.84	\$4,618.78	\$4,849.72	\$5,092.21	\$9,076.97	\$9,530.82	\$10,007.36	\$10,507.73	\$11,033.12	\$108,923.67	\$114,369.85	\$120,088.34	\$126,092.76	\$132,397.40
Emergency Response Coordinator	Non-Exempt	\$4,188.14	\$4,397.55	\$4,617.42	\$4,848.29	\$5,090.71	\$9,074.30	\$9,528.02	\$10,004.42	\$10,504.64	\$11,029.87	\$108,891.62	\$114,336.20	\$120,053.01	\$126,055.66	\$132,358.45
Economic Development Coordinator	Non-Exempt	\$4,188.14	\$4,397.55	\$4,617.42	\$4,848.29	\$5,090.71	\$9,074.30	\$9,528.02	\$10,004.42	\$10,504.64	\$11,029.87	\$108,891.62	\$114,336.20	\$120,053.01	\$126,055.66	\$132,358.45
Sustainability Coordinator	Non-Exempt	\$4,188.14	\$4,397.55	\$4,617.42	\$4,848.29	\$5,090.71	\$9,074.30	\$9,528.02	\$10,004.42	\$10,504.64	\$11,029.87	\$108,891.62	\$114,336.20	\$120,053.01	\$126,055.66	\$132,358.45
Assistant Planner	Non-Exempt	\$4,177.05	\$4,385.90	\$4,605.19	\$4,835.45	\$5,077.23	\$9,050.27	\$9,502.78	\$9,977.92	\$10,476.82	\$11,000.66	\$108,603.21	\$114,033.37	\$119,735.04	\$125,721.79	\$132,007.88
Building Inspector	Non-Exempt	\$4,117.88	\$4,323.78	\$4,539.97	\$4,766.97	\$5,005.31	\$8,922.08	\$9,368.19	\$9,836.60	\$10,328.43	\$10,844.85	\$107,065.01	\$112,418.26	\$118,039.17	\$123,941.13	\$130,138.19
Recreation Supervisor	Exempt	\$4,063.65	\$4,266.84	\$4,480.18	\$4,704.19	\$4,939.40	\$8,804.58	\$9,244.81	\$9,707.05	\$10,192.41	\$10,702.03	\$105,654.99	\$110,937.74	\$116,484.63	\$122,308.86	\$128,424.31
GIS Technician	Non-Exempt	\$3,925.61	\$4,121.89	\$4,327.99	\$4,544.38	\$4,771.60	\$8,505.49	\$8,930.76	\$9,377.30	\$9,846.17	\$10,338.47	\$102,065.87	\$107,169.16	\$112,527.62	\$118,154.00	\$124,061.70
Police Records Supervisor	Non-Exempt	\$3,925.61	\$4,121.89	\$4,327.99	\$4,544.38	\$4,771.60	\$8,505.49	\$8,930.76	\$9,377.30	\$9,846.17	\$10,338.47	\$102,065.87	\$107,169.16	\$112,527.62	\$118,154.00	\$124,061.70
Construction Inspector	Non-Exempt	\$3,738.27	\$3,925.18	\$4,121.44	\$4,327.51	\$4,543.89	\$8,099.58	\$8,504.55	\$8,929.78	\$9,376.27	\$9,845.08	\$97,194.90	\$102,054.65	\$107,157.38	\$112,515.25	\$118,141.01
Engineering Technician	Non-Exempt	\$3,738.27	\$3,925.18	\$4,121.44	\$4,327.51	\$4,543.89	\$8,099.58	\$8,504.55	\$8,929.78	\$9,376.27	\$9,845.08	\$97,194.90	\$102,054.65	\$107,157.38	\$112,515.25	\$118,141.01
Information Technology Technician	Non-Exempt	\$3,612.55	\$3,793.17	\$3,982.83	\$4,181.98	\$4,391.07	\$7,827.19	\$8,218.55	\$8,629.47	\$9,060.95	\$9,513.99	\$93,926.23	\$98,622.54	\$103,553.67	\$108,731.36	\$114,167.92
Code Enforcement Officer	Non-Exempt	\$3,522.37	\$3,698.49	\$3,883.41	\$4,077.59	\$4,281.46	\$7,631.80	\$8,013.40	\$8,414.06	\$8,834.77	\$9,276.51	\$91,581.66	\$96,160.74	\$100,968.78	\$106,017.22	\$111,318.08
Accounting Technician II	Non-Exempt	\$3,399.32	\$3,569.29	\$3,747.75	\$3,935.14	\$4,131.89	\$7,365.19	\$7,733.45	\$8,120.12	\$8,526.13	\$8,952.44	\$88,382.31	\$92,801.43	\$97,441.50	\$102,313.57	\$107,429.25
Development Services Technician	Non-Exempt	\$3,308.11	\$3,473.52	\$3,647.19	\$3,829.55	\$4,021.03	\$7,167.58	\$7,525.96	\$7,902.25	\$8,297.37	\$8,712.23	\$86,010.92	\$90,311.47	\$94,827.04	\$99,568.39	\$104,546.81
Executive Assistant	Non-Exempt	\$3,208.28	\$3,368.69	\$3,537.13	\$3,713.98	\$3,899.68	\$6,951.27	\$7,298.83	\$7,663.77	\$8,046.96	\$8,449.31	\$83,415.21	\$87,585.97	\$91,965.27	\$96,563.53	\$101,391.71
Recreation Coordinator	Non-Exempt	\$3,086.26	\$3,240.57	\$3,402.60	\$3,572.73	\$3,751.36	\$6,686.89	\$7,021.23	\$7,372.30	\$7,740.91	\$8,127.96	\$80,242.68	\$84,254.81	\$88,467.55	\$92,890.93	\$97,535.48
Lead Records Specialist	Non-Exempt	\$2,995.05	\$3,144.80	\$3,302.04	\$3,467.14	\$3,640.50	\$6,489.27	\$6,813.74	\$7,154.42	\$7,512.15	\$7,887.75	\$77,871.29	\$81,764.85	\$85,853.10	\$90,145.75	\$94,653.04
Accounting Technician I	Non-Exempt	\$2,951.91	\$3,099.51	\$3,254.48	\$3,417.21	\$3,588.07	\$6,395.81	\$6,715.60	\$7,051.38	\$7,403.95	\$7,774.14	\$76,749.69	\$80,587.17	\$84,616.53	\$88,847.35	\$93,289.72
Records Specialist	Non-Exempt	\$2,720.20	\$2,856.20	\$2,999.02	\$3,148.97	\$3,306.41	\$5,893.76	\$6,188.44	\$6,497.87	\$6,822.76	\$7,163.90	\$70,725.08	\$74,261.33	\$77,974.40	\$81,873.12	\$85,966.77
Accounting Office Assistant	Non-Exempt	\$2,595.71	\$2,725.50	\$2,861.77	\$3,004.86	\$3,155.10	\$5,624.04	\$5,905.24	\$6,200.50	\$6,510.53	\$6,836.05	\$67,488.45	\$70,862.87	\$74,406.02	\$78,126.32	\$82,032.63
Office Assistant II	Non-Exempt	\$2,585.85	\$2,715.14	\$2,850.90	\$2,993.44	\$3,143.12	\$5,602.67	\$5,882.81	\$6,176.95	\$6,485.80	\$6,810.08	\$67,232.08	\$70,593.69	\$74,123.37	\$77,829.54	\$81,721.02
Recreation Assistant	Non-Exempt	\$2,581.56	\$2,710.64	\$2,846.17	\$2,988.48	\$3,137.90	\$5,593.38	\$5,873.05	\$6,166.70	\$6,475.04	\$6,798.79	\$67,120.56	\$70,476.59	\$74,000.42	\$77,700.44	\$81,585.46
Office Assistant I	Non-Exempt	\$2,322.09	\$2,438.19	\$2,560.10	\$2,688.11	\$2,822.51	\$5,031.19	\$5,282.75	\$5,546.89	\$5,824.23	\$6,115.44	\$60,374.28	\$63,393.00	\$66,562.65	\$69,890.78	\$73,385.32

POA: Market Range Adjustment to Individual Classifications, effective 12/22/24

City of Los Altos - Full Time Salary Schedule FY 24/25 <i>Resolution 2025-XX</i>		Biweekly					Monthly					Annual				
<i>POA Classifications</i>	<i>FLSA Status</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Police Sergeant (M)	Non-Exempt	\$5,824.01	\$6,115.21	\$6,420.98	\$6,742.02	\$7,079.13	\$12,618.70	\$13,249.63	\$13,912.11	\$14,607.72	\$15,338.11	\$151,424.37	\$158,995.59	\$166,945.37	\$175,292.63	\$184,057.27
Police Corporal (M)	Non-Exempt	\$5,161.92	\$5,420.02	\$5,691.02	\$5,975.57	\$6,274.35	\$11,184.16	\$11,743.37	\$12,330.54	\$12,947.06	\$13,594.42	\$134,209.94	\$140,920.44	\$147,966.46	\$155,364.78	\$163,133.02
Communications Supervisor (M)	Non-Exempt	\$4,998.46	\$5,248.38	\$5,510.80	\$5,786.34	\$6,075.66	\$10,830.00	\$11,371.50	\$11,940.07	\$12,537.07	\$13,163.93	\$129,959.96	\$136,457.96	\$143,280.85	\$150,444.90	\$157,967.14
Police Officer (M)	Non-Exempt		\$5,118.67	\$5,374.61	\$5,643.34	\$5,925.51		\$11,090.46	\$11,644.99	\$12,227.23	\$12,838.60		\$133,085.55	\$139,739.83	\$146,726.82	\$154,063.16
Lead Communications Officer (M)	Non-Exempt	\$4,590.50	\$4,820.03	\$5,061.03	\$5,314.08	\$5,579.79	\$9,946.09	\$10,443.39	\$10,965.56	\$11,513.84	\$12,089.54	\$119,353.09	\$125,320.74	\$131,586.78	\$138,166.12	\$145,074.42
Crime Analyst * (M)	Non-Exempt	\$4,306.45	\$4,521.78	\$4,747.87	\$4,985.26	\$5,234.52	\$9,330.65	\$9,797.18	\$10,287.04	\$10,801.40	\$11,341.47	\$111,967.83	\$117,566.22	\$123,444.53	\$129,616.76	\$136,097.59
Communications Officer (M)	Non-Exempt	\$4,203.77	\$4,413.96	\$4,634.66	\$4,866.39	\$5,109.71	\$9,108.17	\$9,563.58	\$10,041.76	\$10,543.85	\$11,071.04	\$109,298.05	\$114,762.95	\$120,501.10	\$126,526.16	\$132,852.46
Police Officer Trainee (M)	Non-Exempt	\$4,874.93					\$10,562.35					\$126,748.14				
Community Service Officer (M)	Non-Exempt	\$3,470.03	\$3,643.53	\$3,825.71	\$4,016.99	\$4,217.84	\$7,518.40	\$7,894.32	\$8,289.03	\$8,703.48	\$9,138.66	\$90,220.76	\$94,731.79	\$99,468.38	\$104,441.80	\$109,663.89

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

City of Los Altos - Full Time Salary Schedule FY 24/25 <i>Resolution 2025-XX</i>		Biweekly					Monthly					Annual				
<i>Teamsters Classifications</i>	<i>FLSA Status</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Senior Wastewater Maintenance Worker	Non-Exempt	\$3,843.09	Open Range			\$4,671.30	\$8,326.69	Open Range			\$10,121.14	\$99,920.28	Open Range			\$121,453.73
Equipment Mechanic II	Non-Exempt	\$3,660.08	\$3,843.09	\$4,035.24	\$4,237.00	\$4,448.85	\$7,930.18	\$8,326.69	\$8,743.02	\$9,180.18	\$9,639.18	\$95,162.17	\$99,920.28	\$104,916.29	\$110,162.11	\$115,670.21
Senior Maintenance Technician	Non-Exempt	\$3,660.08	\$3,843.09	\$4,035.24	\$4,237.00	\$4,448.85	\$7,930.18	\$8,326.69	\$8,743.02	\$9,180.18	\$9,639.18	\$95,162.17	\$99,920.28	\$104,916.29	\$110,162.11	\$115,670.21
Wastewater Maintenance Worker II	Non-Exempt	\$3,493.73	Open Range			\$4,246.65	\$7,569.74	Open Range			\$9,201.06	\$90,836.86	Open Range			\$110,412.77
Maintenance Leadworker (M)	Non-Exempt	\$3,413.76	\$3,584.44	\$3,763.67	\$3,951.85	\$4,149.44	\$7,396.47	\$7,766.30	\$8,154.61	\$8,562.34	\$8,990.46	\$88,757.67	\$93,195.55	\$97,855.33	\$102,748.10	\$107,885.50
Equipment Mechanic I	Non-Exempt	\$3,327.35	\$3,493.72	\$3,668.40	\$3,851.82	\$4,044.41	\$7,209.26	\$7,569.72	\$7,948.20	\$8,345.61	\$8,762.90	\$86,511.07	\$90,836.62	\$95,378.45	\$100,147.37	\$105,154.74
Maintenance Technician	Non-Exempt	\$3,327.35	\$3,493.72	\$3,668.40	\$3,851.82	\$4,044.41	\$7,209.26	\$7,569.72	\$7,948.20	\$8,345.61	\$8,762.90	\$86,511.07	\$90,836.62	\$95,378.45	\$100,147.37	\$105,154.74
Wastewater Maintenance Worker I	Non-Exempt	\$3,169.78	Open Range			\$3,852.88	\$6,867.85	Open Range			\$8,347.92	\$82,414.22	Open Range			\$100,175.00
Maintenance Worker II	Non-Exempt	\$3,018.84	\$3,169.78	\$3,328.27	\$3,494.68	\$3,669.41	\$6,540.81	\$6,867.85	\$7,211.24	\$7,571.81	\$7,950.40	\$78,489.73	\$82,414.22	\$86,534.93	\$90,861.68	\$95,404.76
Maintenance Worker I (M)	Non-Exempt	\$2,738.06	\$2,874.97	\$3,018.71	\$3,169.65	\$3,328.13	\$5,932.47	\$6,229.09	\$6,540.55	\$6,867.57	\$7,210.95	\$71,189.63	\$74,749.12	\$78,486.57	\$82,410.90	\$86,531.44

Minimum Wage Increase: \$18.20 effective the pay period incuding 01/01/25
Council Stipend Increase: \$950.00 / month effective 12/10/24
Part-Time Classifications: Market Range Adjustment to Individual Classifications, effective 06/23/24

(R) Market Range Adjustment

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

Resolution 2025-XX

<i>Part-Time Classifications Title</i>	<i>FLSA Status</i>	<i>Employment Status</i>	<i>Rate Type</i>	Min	Max
Project Manager (R)	Non-Exempt	Part-Time	Hourly	\$42.50	\$85.40
Network Engineer (R)	Non-Exempt	Part-Time	Hourly	\$53.90	\$75.90
Public Safety Specialist - Dispatch	Non-Exempt	Part-Time	Hourly	\$61.77	\$75.08
Police Officer (Reserve) - Level I (R)	Non-Exempt	Part-Time	Hourly	\$67.00	\$67.00
Emergency Preparedness Coordinator (R)	Non-Exempt	Part-Time	Hourly	\$52.35	\$63.63
IT Technician (R)	Non-Exempt	Part-Time	Hourly	\$45.16	\$54.89
Parking Enforcement Officer (R)	Non-Exempt	Part-Time	Hourly	\$44.03	\$53.52
Property & Evidence CSO	Non-Exempt	Part-Time	Hourly	\$43.12	\$52.41
Department Support Specialist (R)	Non-Exempt	Part-Time	Hourly	\$36.00	\$46.00
Project Coordinator (R)	Non-Exempt	Part-Time	Hourly	\$32.32	\$44.85
Public Safety Specialist - Records (R)	Non-Exempt	Part-Time	Hourly	\$34.00	\$41.33
Clerical Assistant II (R)	Non-Exempt	Part-Time	Hourly	\$27.50	\$35.00
Preschool Teacher III (R)	Non-Exempt	Part-Time	Hourly	\$27.50	\$33.00
Recreation Specialist	Non-Exempt	Part-Time	Hourly	\$25.00	\$30.00
Maintenance Worker I (R)	Non-Exempt	Part-Time	Hourly	\$24.50	\$30.00
Intern (R)	Non-Exempt	Temporary	Hourly	\$18.00	\$30.00
Clerical Assistant I (R)	Non-Exempt	Part-Time	Hourly	\$20.00	\$29.50
Records Management Assistant *	Non-Exempt	Part-Time	Hourly	\$20.00	\$29.50
Preschool Teacher II (R)	Non-Exempt	Temporary	Hourly	\$22.25	\$27.50
Senior Recreation Leader (R)	Non-Exempt	Seasonal	Hourly	\$20.00	\$23.00
Facility Attendant (R)	Non-Exempt	Part-Time	Hourly	\$18.20	\$22.75
Preschool Teacher I (R)	Non-Exempt	Temporary	Hourly	\$18.75	\$22.25
Recreation Leader	Non-Exempt	Seasonal	Hourly	\$18.20	\$21.50
Council Member	Non-Exempt	Part-Time	Stipend	Stipend \$950.00 / Month	
Police Officer (Reserve) - Level II	Non-Exempt	Per-Diem	Stipend	Stipend \$200.00 / Month	



City of Los Altos 2025 Tentative Council Agenda Calendar

APRIL 8, 2025

REGULAR MEETING (7:00 p.m.):

CONSENT:

- Adopt Ordinance - Parking Code Change
- Parking Enforcement Contract Award

DISCUSSION:

- Introduction of Ordinance – Dark Skies
- Downtown Theatre

APRIL 22, 2025

STUDY SESSION (6:00 p.m.): Below Market Rate Selection Process

REGULAR MEETING (7:00 p.m.):

CONSENT:

- Adopt Ordinance – Dark Skies

DISCUSSION:

- Gas Leaf Blower Data
- Special Events
- Introduction of Ordinance – E-Bike

Remaining 2025 City Council agenda calendar items are pending and will be published at a later date.

All items and dates are tentative and subject to change unless a specific date has been noticed for a legally required Public Hearing. Items may be added or removed from the shown date at any time and for any reason prior to the publication of the agenda.

PROGRAM	SUB PROJECT	INITIATION DATE	HEU COMPLETION DATE	STATUS
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Budget & Hire Planning Technician		December 31, 2022	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Amend ADU Ordinance based upon HCD's letter		6 months or less	COMPLETED
Program 6.G: Housing mobility	Allow more than one JADU (at least two per site)		with ADU Ordinance Update	COMPLETED
Program 3.H: Amend design review process and requirements.	Eliminate 3rd Party Architectural Review		February 28, 2023	COMPLETED
Program 3.H: Amend design review process and requirements.	Dismiss Design Review Commission		February 28, 2023	COMPLETED
Program 3.L: Eliminate the requirement of story poles.			March 31, 2023	COMPLETED
Program 2.E: Conduct annual ADU rental income surveys.	Budget & Hire Housing Manager	March 31, 2023		COMPLETED
Program 4.J: Facilitate alternate modes of transportation for	Adopt VMT Policy &		June 30, 2023	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	RFP-Permit Ready ADU Plans		July 31, 2023	COMPLETED
Program 1.H: Facilitate housing on City-owned sites.	Financial Analysis	July 1, 2023	December 31, 2023	COMPLETED
Program 3.D: Evaluate and adjust impact fees.		August 1, 2023	December 31, 2024	COMPLETED
Program 1.H: Facilitate housing on City-owned sites.	Release RFP	December 31, 2023		COMPLETED
Program 6.C: Target housing development in highest resource areas.	Initial Outreach		September 31, 2023	COMPLETED
Program 6.D: Promote Housing Choice (Section 8) rental assistance program.			September 31, 2023	COMPLETED
Program 2.A: Continue to implement and enhance inclusionary housing requirements.			December 31, 2023	ONGOING
Program 2.B: Establish an affordable housing in-lieu fee and commercial linkage fee.	Housing in-lieu fee.		December 31, 2023	COMPLETED
Program 2.F: Water and Sewer Service Providers.			December 31, 2023	COMPLETED
Program 3.B: Modify building height in mixed-use zoning districts.	Downtown Districts		December 31, 2023	COMPLETED

Program 3.E: Ensure that the density bonus ordinance remains consistent with State law.			December 31, 2023	ONGOING
Program 3.H: Amend design review process and requirements.	Code Amendments		December 31, 2023	COMPLETED
Program 3.K: Standardize multimodal transportation requirements.	Bicycle Storage and Charging Regulations		December 31, 2023	COMPLETED
Program 3.K: Standardize multimodal transportation requirements.	Remove CSC Review of Housing Developments		December 31, 2023	COMPLETED
Program 4.C: Allow Low Barrier Navigation Centers consistent with AB 101.			December 31, 2023	COMPLETED
Program 4.D: Allow transitional and supportive housing consistent with State law.			December 31, 2023	COMPLETED
Program 4.E: Allow employee/farmworker housing consistent with State law.			December 31, 2023	COMPLETED
Program 4.F: Reasonably accommodate disabled persons' housing needs.			December 31, 2023	COMPLETED
Program 6.B: Maintain and expand an inventory of affordable housing funding sources.	Prepare Inventory.		December 31, 2023	COMPLETED
Program 6.E: Prepare and distribute anti-displacement information.			December 31, 2023	IN-PROGRESS
Program 1.A: Rezone for RHNA shortfall.			January 31, 2024	COMPLETED
Program 1.G: Rezone housing sites from previous Housing Elements.			January 31, 2024	COMPLETED
Program 3.G: Amend Conditional Use Permits findings applicable to housing developments.			March 31, 2024	COMPLETED
Program 3.I: Allow residential care facilities consistent with State law.			January 31, 2024	COMPLETED
Program 3.J: Explicitly allow manufactured homes consistent with State law.			January 31, 2024	COMPLETED
Program 3.F: Reduce Conditional Use Permit requirement for residential mixed-use and multi-family.			September 31, 2024	COMPLETED
Program 1.B: Facilitate higher density housing in the Commercial Thoroughfare (CT) District.			January 31, 2024	COMPLETED

Program 1.C: Allow housing in the Office Administrative (OA) District.			January 31, 2024	COMPLETED
Program 1.E: Update the Loyola Corners Specific Plan.			January 31, 2024	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Adopt-Permit Ready ADU Plans		December 31, 2024	COMPLETED
Program 3.A: Prepare a Downtown parking plan and update citywide parking requirements.	Downtown Parking Plan		December 31, 2024	COMPLETED
Program 3.A: Prepare a Downtown parking plan and update citywide parking requirements.	Comprehensive Parking Ordinance Update		December 31, 2024	COMPLETED
Program 3.B: Modify building height in mixed-use zoning districts.	Neighborhood (CN) District		December 31, 2024	COMPLETED
Program 3.C: Remove floor-to-area ratio (FAR) restriction at Rancho Shopping Center and Woodland Plaza.			December 31, 2024	COMPLETED
Program 3.M: Modify parking requirements for emergency shelters consistent with State law.			December 31, 2024	COMPLETED
Program 2.B: Establish an affordable housing in-lieu fee and commercial linkage fee.	Commercial linkage fee.	December 31, 2025		COMPLETED
Program 1.D: Allow housing on certain Public and Community Facilities District sites and facilitate housing on religious institution properties.			December 31, 2025	IN-PROGRESS
Program 6.G: Housing mobility	Allow housing on all religious sites within the City		December 31, 2025	IN-PROGRESS
Program 1.F: Rezone Village Court parcel.			January 31, 2024	COMPLETED
Program 4.H: Provide additional density bonuses and incentives for housing that accommodates special needs groups.			December 31, 2025	IN-PROGRESS
Program 4.I: Allow senior housing with extended care facilities in multi-family and mixed-use zoning districts.			December 31, 2025	IN-PROGRESS
Program 1.I: Incentivize Downtown lot consolidation.			July 31, 2026	

Program 4.G: Assist seniors to maintain and rehabilitate their homes.			July 31, 2026	
Program 6.C: Target housing development in highest resource areas.	Follow-up Outreach		September 31, 2026	
Program 1.H: Facilitate housing on City-owned sites.	Entitlement Review		December 31, 2026	
Program 3.N: Modify standards in the R3 zoning districts.			December 31, 2026	COMPLETED
Program 4.J: Facilitate alternate modes of transportation for residents.	Capital Improvement Project for above head pedestrian crossing signals on San Antonio Road near Downtown Los Altos		December 31, 2027	
Program 5.F: Incentivize the creation of play areas for multi-family housing projects.			December 31, 2027	
Program 1.K: Participate in regional housing needs planning efforts.			Ongoing	ONGOING
Program 1.L: General Plan amendments.			Ongoing	ONGOING
Program 1.M: SB 9 implementation.			Ongoing	ONGOING
Program 1.N: Facilitate and monitor pipeline housing projects.			Ongoing	ONGOING
Program 2.C: Assist in securing funding for affordable housing projects.			Ongoing	ONGOING
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).			Ongoing	ONGOING
Program 2.E: Conduct annual ADU rental income surveys.	Annual Survey		Annually	ONGOING
Program 4.A: Support efforts to fund homeless services.			Ongoing	ONGOING
Program 4.B: Continue to participate in local and regional forums for homelessness, supportive, and transitional housing.			Ongoing	ONGOING
Program 5.A: Monitor condominium conversions.			Ongoing	ONGOING

Program 5.B: Continue to administer the City's affordable housing programs.			Ongoing	ONGOING
Program 5.C: Restrict commercial uses from displacing residential neighborhoods.			Ongoing	ONGOING
Program 5.D: Implement voluntary code inspection program.			Ongoing	ONGOING
Program 5.E: Help secure funding for housing rehabilitation and assistance programs.			Ongoing	ONGOING
Program 6.A: Assist residents with housing discrimination and landlord-tenant complaints.			Ongoing	ONGOING
Program 6.B: Maintain and expand an inventory of affordable housing funding sources.	Inform, Evaluate Apply/Submit		Ongoing	ONGOING
Program 6.F: Affirmatively market physically accessible units.			Ongoing	ONGOING
Program 7.A: Promote energy and water conservation and greenhouse gas reduction through education and awareness campaigns.			Ongoing	ONGOING
Program 7.B: Monitor and implement thresholds and statutory requirements of climate change legislation.			Ongoing	ONGOING