

CITY COUNCIL MEETING AGENDA

7:00 PM - Tuesday, June 10, 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/88401911969?pwd=nhSpzFsJGZKZlVrDXPDiesnusdlVPe.1>

Telephone: 1-669-444-9171 / Webinar ID: 884 0191 1969 / Passcode: 357486

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 OF ALLEGIANCE

REPORT ON CLOSED SESSION

CHANGES TO THE ORDER OF THE AGENDA

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Council's attention any item that is not on the agenda. 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.

[06-10-2025](#) 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

Approval of the Draft Special and Regular Meeting Minutes of May 27, 2025

2. Adoption of Resolution - On-Call Sanitary Sewer Repairs

Adopt a Resolution accepting completion of the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services for FY 24/25 and authorize the Public Works Director to record a Notice of Completion as required by law

3. Adopt a Resolution - Professional Services Agreements

Adopt Resolutions authorizing the City Manager to execute professional services agreements with TRB + Associates, Structech Engineering, and David Powers & Associates for third-party plan review and environmental review services for the Development Services Department

4. Adoption of Resolutions - Special Event Sponsorship and Flag Raising Policy

Adoption of Resolution Creating Special Event Sponsorship Policy, Adoption of Resolution Repealing Resolution No. 2015-23 And Setting Special Event Sponsorship Levels Pursuant To Los Altos Municipal Code Section 9.25.100, & Adoption of Resolution Repealing Resolution No.2023-66 and Adopting New Flag Raising Policy

5. Amendments to the Commission Handbook

Approve the Recommended Amendments to the Commission Handbook

PUBLIC HEARINGS

6. Adoption of Resolution - Approving Sewer Service Charges

Adopt a Resolution Approving the Report of Sewer Service Charges for the Fiscal Year 2025/26 and directing the Filing of Charges for Collection by the County Tax Collector

7. Adoption of Resolution - Safety Element

Adopt a Resolution approving a General Plan Amendment for a new Safety Element and revised Natural Environment & Hazards Element; and find the project is exempt from environmental review pursuant to Sections 15060(c)(2) and 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines

8. Adoption of Resolutions - FY 25-26 Budget

Hold a Public Hearing and Adopt Resolutions Approving the FY 2025–26 Appropriations Limit, Fee Schedule, Salary Schedule, Utility Users Tax, Transient Occupancy Tax, Operating Budget, and FY 2026 - 2030 Capital Improvement and Major Maintenance Program (CIMMP)

DISCUSSION ITEMS

9. Introduction of Ordinance - E-Bicycle and E-Scooter Regulation

Introduce an Ordinance of the City Council of the City of Los Altos Repealing Chapter 8.32 in its entirety and replacing it with a new Chapter 8.32 entitled “Bicycle and Electric Mobility Devices” to Title 8 (Vehicles and Traffic) of the Los Altos Municipal Code

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

10. Tentative Housing Calendar and Housing Element Update Implementation Calendar

11. 2025 Community Priorities Survey

12. Emergency Preparedness and Response: A City Checklist

13. Receive an Administrative Public Records Act Policy

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.

Melissa Thurman

From: Nuria Bertran <nuriabertranortiz@gmail.com>
Sent: Friday, June 6, 2025 3:45 PM
To: Public Comment
Subject: PUBLIC COMMENT – NOT ON THE AGENDA

Re: Traffic Calming/Speed Limit Enforcement on Streets Leading to High School (Alvarado Avenue/Panchita Way/Los Ninos Way/Casita Way/Alicia Way)

The current traffic situation around Los Altos High School is not conducive to elementary aged kids biking/walking to their neighborhood school. There is simply too much traffic chaos and speeding especially on the streets coming from San Antonio or El Camino Real (as listed above). Can the Town please find a solution for this? Here's a few I can think of:

1. Make sure the High School's schedule does NOT coincide with the elementary school schedule in the morning or at dismissal time.
2. Install traffic cameras on those streets and simply mail tickets to any car exceeding the speed limit. Make the fines hefty so it sticks.

I think the elementary aged kids have a right to gain some independence by going to school on their own without it being too risky due to irresponsible driving from parents or kids going to/from the High School.

Thank you in advance for your consideration in this matter.

Best;

Nuria Bertran-Ortiz
(Arbuelo Way resident)

Melissa Thurman

From: Anne Paulson <anne.paulson@gmail.com>
Sent: Monday, June 9, 2025 12:51 PM
To: Public Comment
Subject: Agendizing a fee holiday for small housing projects
Attachments: Impact fee holiday.pdf

Dear Mayor Dailey and Councilmembers,

The City needs small housing projects of 2-10 units, the kind of projects that could be built by the same people who now build large single family houses. But we haven't been seeing these projects come forward. One reason could be our impact fees and (for projects of 5 to 10 units) our inclusionary fees, which are very high.

Please agendize a discussion about a short "fee holiday" to incentivize projects of 2-10 units. Attached is a discussion about this issue.

It would be great if a Los Altos resident who wanted to downsize, or a new family wanting to move to our City, could buy a townhouse or a small detached house here!

--

-- Anne Paulson

A Fee Holiday for Small Residential Projects

Los Altos Affordable Housing Alliance

June 3, 2025

Executive Summary

The City of Los Altos recently rezoned a number of small parcels for housing, but we haven't seen any housing built in any of the parcels. Our impact and inclusionary fees on small multifamily housing—\$366,000 for one townhouse!—are one reason why developers might find it infeasible to build small multifamily projects like townhouses; three-, four-, five-, and six-plexes; and small detached houses. Our current system charges more than six times as much in fees to build one townhouse on a lot as we charge for a maxed out house. And that's preventing us from building the housing we need. To encourage building small multifamily projects at the scale of single family homes, we propose a pilot project of an 18 month fee holiday on projects of two to ten units, to encourage small-scale builders to build small projects.

The Problem

These are uncertain economic times. But people still need a place to live. We need more homes in Los Altos, and to accomplish that we need to make it easier and cheaper to build them.

In the last few years, what we've seen being built and offered to the public is large and expensive single family homes¹, and condos. We at LAAHA are always happy when someone gets their new dream home in Los Altos, but we'd like to see a greater variety in home types available in our city.

In particular, our city needs homes for young couples starting out, empty nest couples wanting to downsize, families with school-aged kids wanting to take advantage of our excellent schools, and community members who through divorce or loss of a spouse need to find a smaller home. Right now the City offers few options for those households. That's why we need to see some smaller, naturally more affordable projects of two to ten units: townhouses, small detached houses on small lots, and small apartment or condo buildings.

Being shorter and less dense, these little homes would fit more unobtrusively in our neighborhoods. They are the kinds of projects that could be built by builders who now build big single family houses. Our recent rezoning of parcels on Altos Oaks Drive, Loyola Corners, and small parcels around Luckys should have enabled small projects like these, but we have not seen any proposals on the newly rezoned sites or on other sites.

One reason we haven't seen small projects is our large fees. A small-scale builder could build a large house on a lot in Los Altos, or on the same sized lot² they could build five townhouses or

¹ New construction single family homes are averaging around \$7 million in Los Altos.

² Or on the same exact lot, if they used SB 1123, which comes into effect in July

five small SB 684 houses. The large house would pay about \$55K in inclusionary and impact fees. The five townhouses would pay \$366K each, for a total of \$1.8 million. Faced with those gigantic fees for a small multifamily project, the builder is going to choose the single house instead. The City should not put its thumb on the scale to favor giant houses over more modest-sized homes for our own neighbors who want to downsize as they get older, for our neighbors whose family circumstances, like divorce, force them to find a smaller place, or for other families looking for homes. The City should not welcome people who can afford \$7 million homes, while making Los Altos unaffordable to young couples wanting to start out here and young families wanting their children to enjoy our great schools and terrific community.

The City charges more in impact fees for a townhouse than for a huge single family house. But the real hit for townhouses comes from our inclusionary in-lieu fee, which applies to townhouses but not mansions. A quarter of a million dollars in inclusionary fees per unit in these small developments—plus almost another hundred thousand in impact fees—renders them almost impossible to build (see Appendix 1).

The way bigger, taller projects can pencil under our inclusionary requirements is by using the State Density Bonus to add more units, and add another story to put them in; the density bonus units partially offset the cost of building the inclusionary units. Without the bonus units, the big projects wouldn't be feasible either.³

But the State Density Bonus can't grant an applicant more land to put another townhouse in. There's no room for density bonus townhouses on a small parcel. So the builder of the five unit project has to pay our inclusionary fee—\$272K for a typically sized three bedroom townhouse—but has no offsetting revenue from density bonus units. The same is true for small SB 684 houses, and small apartment or condo buildings; the developer is forced to pay the fee or build the inclusionary units,⁴ but cannot build bonus units to offset the cost.

Even for smaller projects of two to four units, our impact fees are huge. A townhouse in a project of four townhouses pays about twice as much as a giant new single family house. Almost \$100K per townhouse, for these smaller projects, is an enormous fee.

The current fees are too high, pushing builders to build large single family houses instead of the smaller homes we also need. By removing these fees we can kickstart the building of the kind of housing we are lacking. San Jose recently enacted a wildly successful fee holiday for large

³ Rather than use the State Density Bonus Law to get more units, a developer can instead use it to waive our ordinance that inclusionary units have to be the same size as market rate units. It amounts to the same thing; a smaller part of the project floor area is devoted to inclusionary units, whether because of density bonus units or because of tiny inclusionary units, and therefore the cost of the inclusionary units is reduced.

⁴ Parking is a big problem. Even when there's room for another unit, or two or three, there's not room for surface parking for the units. And underground parking is so expensive builders avoid it. Even for big projects, underground parking is crippling expensive, which is why the developer of the new 95 First Street project is planning surface parking for his midrise. So even when it seems like more units can fit in a parcel, once surface parking is taken into account, no more units can fit.

multifamily projects.⁵ A small-scale developer suggested that we emulate San Jose's fee holiday not for large multifamily projects, but for small multifamily projects instead, and we enthusiastically agree.

The Solution: A Fee Holiday

We propose Los Altos incentivize small projects of more affordable housing by offering a "fee holiday" pilot program: for the next 18 months, developers of projects of 2-10 units would not be charged impact fees or inclusionary fees/requirements. We'd evaluate this pilot program by seeing how many projects of 2 to 4 units and how many projects of 5 to 10 units were approved.

Eighteen months is long enough to see if the fee holiday makes a difference. Since we're getting no projects of 2-10 units right now, if we saw three or more projects, that would look like a success, and look like the fees we have now are too high. If we saw no projects or just one during the fee holiday, we'd learn the useful albeit depressing fact that even a \$1.8 million (for five units) to \$3.6 million (for ten units) reduction in the cost of building a small project doesn't make it feasible. If the fee holiday didn't generate more housing, we could re-institute the fees. If we got dozens of projects, we could ratchet the fees up. If we institute a fee holiday, we can find out if our fees are too high, and potentially get some more infill housing that's affordable to more families.

⁵<https://www.mercurynews.com/2025/05/14/san-jose-incentive-program-spurs-multifamily-development-economy-interest-rate-construction-costs/>

Appendix 1: Impact Fees in Los Altos

Impact fees and inclusionary fees for small projects in Los Altos									
	Total fees per unit	Total fees per project	Units in project	Size of unit (sq ft)	Impact fee (per sq ft) ⁶	Arts fee per unit (estimated)	Total impact fees per unit	Inclusionary in-lieu fee (per sq ft) ⁷	Inclusionary fee per unit
Single family house	\$55,560	\$55,560	1	4000	\$13.89	\$0	\$55,560	\$0	\$0
Four townhouses	\$94,016	\$376,064	4	1600	\$51.26	\$12,000	\$94,016	\$0	\$0
Fiveplex (rental)	\$150,534	\$752,670	5	900	\$51.26	\$9,000	\$55,134	\$106	\$95,400
Fiveplex (for Housing typesale)	\$176,260	\$881,300	5	1000	\$51.26	\$10,000	\$61,260	\$115	\$115,000
Five townhouses	\$366,016	\$1,830,080	5	1600	\$51.26	\$12,000	\$94,016	\$170	\$272,000
Five little houses (SB 684)	\$335,808	\$1,679,038	5	1750	\$13.89	\$14,000	\$38,308	\$170 ⁸	\$297,500

⁶ Impact fees from City Council Resolution 2024-54:

https://www.losaltosca.gov/sites/default/files/fileattachments/public_works/page/39101/reso_no_2024-54_adopting_development_impact_and_li-li eu_fees_-_signed.pdf

⁷ Inclusionary fees from City Council Resolution 2024-04:

https://www.losaltosca.gov/sites/default/files/fileattachments/ordinance/86211/reso_no_2024-04_inclusionary_housing_in-lieu_fee_-_signed.pdf

⁸ Los Altos planning staff told us small houses using SB 684 would be subject to the same inclusionary in-lieu fee as townhouses

Melissa Thurman

From: PALLA <pallalosaltos@gmail.com>
Sent: Monday, June 9, 2025 1:46 PM
To: Public Comment
Subject: Public Comment June 10, 2025: Items Not On Agenda- Actions Needed for Los Altos Heritage Orchard Failure
Attachments: Actions Needed for Los Altos Heritage Orchard Failure .pdf

Dear City Council,

Attached please find a Public Comment letter dated June 9, 2025, regarding Actions Needed for the Los Altos Heritage Orchard Failure.

Please acknowledge receipt with a response to this email from both the City Clerk and the City Manager.

Please provide notice of any future agenda items related to the Los Altos Heritage Orchard.

Thank you for your consideration.

June 9, 2025

Los Altos City Council
1 N San Antonio Road
Los Altos, CA 94022

Subject: Actions Needed for Los Altos Heritage Orchard Failure

Dear City Council,

For the past year, Preservation Action League Los Altos (PALLA) has been sounding the alarm that the Los Altos Heritage Orchard is failing. We've independently sought the input of regional orchardists and historical landscape experts, have had continuous meetings with the director of the Los Altos History Museum and alerted the City Manager as recently as Friday, April 18, 2025.

We now write to express our grave concern and utter dismay at the ongoing deterioration of the public lands that are the Los Altos Heritage Orchard, an irreplaceable cultural landscape and historic resource and historic landmark. The orchard's collapse is the result of the City's failure to uphold its duties under Los Altos Municipal Code 12.44.200 and its public trust function, and the unacceptable performance of its contracted maintenance entity the volunteer-led Orchard Commons Committee under the direction of the Los Altos History Museum.

Despite the City's public assurances, the facts are undeniable:

- Orchard trees are dying at an alarming rate: at least 147 trees since September 2024. The LAHM Blog, dated March 29, 2025, identifies 92 additional trees that have died since the Historical Alteration Permit was issued for the removal of 22 separate trees in January 2025. A near 30% tree loss within 18 months is an abject failure.
- The contractor has not fulfilled basic duties and obligations violating both the terms of the City's maintenance contract, historic preservation ordinance requirements and accepted historic preservation standards, demonstrating a lack of understanding of regional and historical agricultural principles and practices.
- Public communications by the contractor have misled the public, laying blame on climate and disease when in fact experimental irrigation practices were untested and schedules altered; soil compaction was increased with no understory, no nutrient amendments and no disking; and potentially productive trees were neither treated for optimal health with allowable spraying or pruned to standard practices. Of note, nearby Sunnyvale and Saratoga Heritage Orchards are anticipating abundant harvests this season per their orchardists.

- Extensive utility boring and construction related to adjacent projects was undertaken with neither environmental impact studies nor tree protection, and orchard trees were repositioned with no historic alteration permits. Mapping shows a predominance of tree loss in construction areas.
- Neither a cultural landscape assessment nor an orchard management plan have been completed. A qualified historical arborist has not been engaged and no public oversight sought as is best practice for preservation under State Office of Historic Preservation (OHP) and Secretary of the Interior Standards.
- Repeated PRA requests, and emails and orchard walkthroughs with OCC, LAHM and the City Manager have yielded no records: health reports, irrigation plans, monitoring plans, etc. An inclusive arborist report dated May 23, 2025, also omits a health report on remaining trees.

This is more than negligence. This is a clear breach of the public's trust and a dereliction of the City's duty to safeguard historic public resources for current and future generations.

Please add to the next City Council agenda, the following discussion and actions:

1. Reassessment of the current maintenance contract for failure of contractor and City staff to comply with contract terms, substandard performance and material damage to a protected resource.
2. Formation of an emergency task force composed of independent historic preservation experts, community stakeholders, and certified arborists and orchardists with historic and cultural landscape expertise.
3. Allocation of emergency funding for an independent study and full condition assessment of the remaining orchard with findings, and further funding as determined.
4. A public hearing and study session to present study results, assess project history and outline corrective actions.
5. Enforcement of all applicable local, state, and federal standards related to the preservation of public historic resources including the Los Altos Historic Preservation Ordinance, Certified Local Government responsibilities and CEQA mandates.

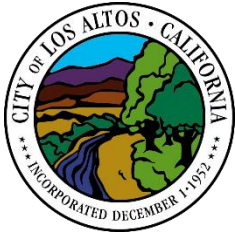
The Los Altos community cannot stand by as our public lands are mismanaged, misrepresented and irreparably harmed. The Heritage Orchard will not become barren land or a "memorial garden" for convenience or development. The Heritage Orchard is a living testament to our agricultural history, a recognized regional historic resource, and together with the J Gilbert Smith House, the last remaining orchard farmstead in the Valley of the Heart's Delight. Our Heritage (Civic Center) Orchard is a cultural landscape and landmark that has been at the heart of our city and a cherished part of the Los Altos identity for nearly 125 years.

We urge City Council to act swiftly, and with the integrity and transparency the Los Altos Heritage Orchard deserves.

Please acknowledge receipt of this letter. Again, we request a formal and timely response to this serious and urgent matter.

Sincerely,

Maria Bautista and Catherine Nunes for PALLA,
Preservation Action League Los Altos



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, MAY 27, 2025
6:00 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*

SPECIAL MEETING

CALL MEETING TO ORDER: Pete Dailey, Mayor, called the meeting to order at 6:00 p.m.

ESTABLISH QUORUM - All Councilmembers were present.

STUDY SESSION

1. Review and Provide Direction on the Draft Budget for Fiscal Year 2025-26 and the Five-Year Capital & Major Maintenance Program for Fiscal Years 2026-30

Gabriel Engeland, City Manager and Jessie Kim, Finance Director, presented the report.

There were no public speakers regarding the item.

Discussion item only. No motions were taken.

ADJOURNMENT – The meeting adjourned at 7:07 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting of June 10, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, MAY 27, 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 7:15 p.m.

ESTABLISH QUORUM – All Councilmembers were present.

PLEDGE OF ALLEGIANCE – **Neysa Fligor, Vice Mayor**, led the Pledge of Allegiance.

REPORT ON CLOSED SESSION

There was no Closed Session meeting.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes to the order of the agenda.

SPECIAL ITEMS

Present Proclamation to the 2025 Historic Preservation Award Recipient

Pete Dailey, Mayor, presented a proclamation to Walter Chapman, the 2025 Historic Preservation Award Recipient.

Present Proclamation in Support of the United States Constitution

Pete Dailey, Mayor, presented a proclamation in support of the United States Constitution.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There were no speakers during Public Comment.

CONSENT CALENDAR

Jonathan D. Weinberg, Councilmember, requested to pull Item 7 for further discussion.

Pete Dailey, Mayor, moved Item 7 to the first Discussion Item on the agenda.

There were no public speakers for items on the Consent Calendar.

Motion by Meadows and Second by Lang to approve the Consent Calendar, excluding Item 7.
Motion carried unanimously by roll call vote.

1. Approval of Meeting Minutes

Approve the Special and Regular Meeting Minutes of May 13, 2025

2. Adoption of Resolution - SB1 Funding for Road Repairs

Adopt a Resolution approving a list of streets that will utilize Senate Bill 1 (SB-1) funding, Road Repair and Accountability Act, for the purpose of annual road maintenance; consider finding the adoption of the resolution exempt pursuant to California Environmental Quality Act Guidelines Section 15301 (Existing Facilities)

3. Adoption of Resolution - Re-establishment of Budget Authority

Adopt a resolution re-establishing budget authority for the Emergency Operations Center project and amending the FY 2024-25 Operating and Capital Budget to appropriate \$2,510,000 of funds included in the current fiscal year budget

4. Adoption of Ordinance - Fire Hazard Safety Zones

Adopt an ordinance to designate Fire Hazard Severity Zones

5. Adoption of Ordinance - Sherwood Rezoning

Adopt three (3) ordinances and considering the unanimous recommendation of the Los Altos Planning Commission April 3, 2025, decision of:

- a. An Ordinance of the Los Altos City Council of the City of Los Altos Amending Chapter 14.50 of the Los Altos Municipal Code; and
- b. An Ordinance of the Los Altos City Council of the City of Los Altos Repealing in its Entirety the Sherwood Gateway Specific Plan of the Los Altos Municipal Code; and
- c. An Ordinance of the Los Altos City Council of the City of Los Altos Amending Chapter 14.88 of the Los Altos Municipal Code and Rezoning Certain Parcels Located along San Antonio Road and El Camino Real in the City of Los Altos to Commercial Thoroughfare (CT) Zoning District; and

Find that the proposed zone change and amendments are exempt from environmental review pursuant to Section 15183 of the California Environmental Quality Act (CEQA) Guidelines since the zone change and amendments are consistent with the adopted General Plan

6. Receive Report - City Vacancies

Receive a Report Pursuant to Government Code Section 3502.3 on City of Los Altos Vacancies, and Recruitment and Retention Efforts

7. Adoption of Resolution - Stewardship Services in Redwood Grove Nature Preserve

Adopt a Resolution authorizing the City manager to execute an amendment that extends the agreement with Grassroots Ecology an additional 3-year term for Redwood Grove Stewardship services

Jonathan D. Weinberg, Councilmember, requested to add the language “total” to the resolution.

Neysa Fligor, Vice Mayor, made a Friendly Amendment to change the language “total” to “not to exceed”. **Councilmember Weinberg** accepted the Friendly Amendment.

Motion by Weinberg and Second by Meadows to adopt a resolution, as amended, authorizing the City Manager to execute an amendment that extends the agreement with Grassroots Ecology an additional 3-year term for Redwood Grove Stewardship services. **Motion carried unanimously by roll call vote.**

This item had been moved from the Consent Calendar.

8. Adoption of Resolution— Agreement with Epic Recruiting

Adopt a resolution authorizing the City Manager to enter into an agreement with Epic Recruiting in an amount not to exceed \$300,000 for the development and implementation of recruitment marketing services, including video production, marketing materials, website development and targeted digital advertising to attract qualified candidates for Police Department vacancies

Sam Blonder, Epic Recruiting CEO, presented the report.

There were no public speakers regarding the item.

Motion by Dailey and Second by Lang to adopt a resolution authorizing the City Manager to enter into an agreement with Epic Recruiting in an amount not to exceed \$300,000 for the development and implementation of recruitment marketing services, including video production, marketing materials, website development and targeted digital advertising to attract qualified candidates for Police Department vacancies. **Motion carried unanimously by roll call vote.**

9. City of Los Altos Pension Obligations

Receive information regarding the City's pension obligations

Jon Maginot, Assistant City Manager, presented the report.

There were no public speakers regarding the item.

Informational item only. No motion taken.

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

10. Tentative Housing Calendar and Housing Element Update Implementation Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT – The regular meeting adjourned at 8:57 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting on June 10, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk

The May 27, 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: June 10, 2025
Prepared By: Public Works Department
Approved By: Gabe Engeland

Subject: On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services FY 24/25 Project Acceptance

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt a Resolution accepting completion of the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services for FY 24/25 and authorize the Public Works Director to record a Notice of Completion as required by law, and find that this action is Exempt from Environmental Review pursuant to Section 15300.2 of the State Guidelines Implementing the California Environmental Quality Act of 1970

FISCAL IMPACT

The final cost of this project is \$125,818.58 for the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services for FY 24/25; any remaining expenditure budget will be returned to the Sewer Fund for future allocation. The following table summarizes the final cost of this project.

Project Item	Original Project Budget	Final Cost
Construction Contract (Spot Repair and CCTV Inspections)	\$125,000.00	\$124,991.60
Printing/Environmental Doc/Misc.	\$1,000.00	\$826.98
Total Cost	\$126,000.00	\$125,818.58

ENVIRONMENTAL REVIEW

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

PREVIOUS COUNCIL CONSIDERATION

July 9, 2024

BACKGROUND

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

On August 8, 2024, the City Manager executed a contract with C2R Engineering, Inc. for On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services for the not-to-exceed amount of \$125,000.

ANALYSIS

C2R Engineering, Inc. completed the repairs and CCTV inspection of On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services per the project plans and specifications. This project consisted of the repair or replacement of seven sewer laterals using the pipe bursting method or open trench method, the completion of two mainline repairs using the open trench method, televising 438 feet of 6-inch sewer mainlines, and televising 323 feet of 12-inch sewer mainlines.

ATTACHMENT

- 1. Resolution

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ACCEPTING COMPLETION AND DIRECTING THE PUBLIC WORKS DIRECTOR TO
FILE A NOTICE OF COMPLETION OF THE ON-CALL SANITARY SEWER SPOT
REPAIRS AND CCTV INSPECTION SERVICES FOR FY 2024-2025**

WHEREAS, the Los Altos Public Works Director has filed with the City Clerk of Los Altos an Engineer's Certificate for the completion of all work provided within and pursuant to the contract between said City and C2R Engineering, Inc., dated August 8, 2024; and

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

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

1. Accept the completion of said work hereby made and ordered; and
2. Authorize the Public Works Director to execute and file for recording with the County Recorder of the County of Santa Clara, Notice of Acceptance of Completion thereof, as required by law; and
3. Approve the acceptance of the work is exempt from review under the California Environmental Quality Act ("CEQA") under CEQA Guidelines Section 15301 (b) for reasons stated in the staff report, and none of the circumstances described in CEQA Guidelines Section 15300.2 apply, and
4. Authorize the remaining budget expenditures to be returned to the Sewer Fund.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 10th day of June 2025, by the following vote:

AYES:

NOES

ABSTAIN:

ABSENT:

ATTACHMENT 1

Agenda Item # 2.

Pete Dailey, MAYOR

ATTEST:

Melissa Thurman, MMC, City Clerk



City Council Agenda Report

Meeting Date: June 10, 2025

Prepared By: Nick Zornes

Approved By: Gabriel Engeland

Subject: Development Services Department Professional Service Agreements

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt Resolutions authorizing the City Manager to execute professional services agreements with TRB + Associates, Structech Engineering, and David Powers & Associates for third-party plan review and environmental review services for the Development Services Department.

FISCAL IMPACT

All fiscal impacts associated with the professional service agreements are offset by revenues that are equal to the expenditures. Plan review and environmental review fees are paid upon submitting a project or permit.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

City Council approves any consultant contracts over \$100,000.00 per the Los Altos Purchasing Policy.

BACKGROUND

The Development Services Department engages several third-party consultants to conduct essential plan reviews and environmental assessments for permits and projects. In Fiscal Year 2021, the City entered into multiple professional services agreements to facilitate these reviews, with an initial term of three (3) years. These agreements were subsequently extended for an additional two (2) years in 2023 and are scheduled to expire on June 30, 2025.

A Request for Proposals (RFP) was issued earlier this year in anticipation of the expiration of the current contracts. Nine (9) consultants submitted proposals in response to the RFP for plan check services. Following a thorough review, staff recommends entering into contract with two (2) consultants for plan check services and one (1) consultant for environmental review services as the most qualified responsive consultants.

DISCUSSION

Authorization of new professional service agreements will allow for the continuation and continuity of services provided by the Development Services Department, who utilize third-party consultants to provide the required plan review and environmental review in the absence of in-house staff to complete the work. Staff propose the contracts have five (5) year terms, after which new contracts would need to be obtained or extended pursuant to the Los Altos Purchasing Policy. The total authorized budget for each agreement is reflected in the City's Annual Budget for the Development Services Department.

The following tables represent the three proposed contracts:

TRB + Associates	
Services Provided:	Third-party building plan review for Building Permits.
Fiscal Analysis:	Revenues associated with this contract meet or exceed the expenditures and create no negative fiscal impact.
Contract Amount:	\$1.5 million per year
Contract Term:	5 years
Contract Total:	\$7.5 million

Structech Engineering	
Services Provided:	Third-party building plan review for Building Permits.
Fiscal Analysis:	Revenues associated with this contract meet or exceed the expenditures and create no negative fiscal impact.
Contract Amount:	\$1.5 million per year
Contract Term:	5 years
Contract Total:	\$7.5 million

David Powers & Associates	
Services Provided:	Third-party environmental review for projects.
Fiscal Analysis:	Revenues associated with this contract meet or exceed the expenditures and create no negative fiscal impact.
Contract Amount:	\$500,000
Contract Term:	5 years
Contract Total:	\$500,000

ATTACHMENTS

1. Resolution – TRB + Associates
2. Resolution – Structech Engineering
3. Resolution – David Powers & Associates

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL
SERVICES AGREEMENT WITH TRB + ASSOCIATES FOR BUILDING PERMIT
REVIEW SERVICES**

WHEREAS, the City of Los Altos retains the services of third-party consultants for building permit review; and

WHEREAS, TRB + Associates responded to a City issued Request for Proposals with a comprehensive proposal; and

WHEREAS, TRB + Associates was chosen as one of the most qualified responsive consultants for the requested City services; and

WHEREAS, the contract will match the budget appropriations and forthcoming anticipated professional services.

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

1. Authorize the City Manager to execute a Professional Services Agreement between the City of Los Altos and TRB + Associates to provide professional third-party plan review services for five years in an amount not to exceed \$7.5 million dollars.
2. Authorizes the City Manager to take such further actions as may be necessary to implement the foregoing agreement.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 10th day of June 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
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL
SERVICES AGREEMENT WITH STRUCTECH ENGINEERING FOR BUILDING
PERMIT REVIEW SERVICES**

WHEREAS, the City of Los Altos retains the services of third-party consultants for building permit review; and

WHEREAS, Structech Engineering responded to a City issued Request for Proposals with a comprehensive proposal; and

WHEREAS, Structech Engineering was chosen as one of the most qualified responsive consultants for the requested City services; and

WHEREAS, the contract will match the budget appropriations and forthcoming anticipated professional services.

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

1. Authorize the City Manager to execute a Professional Services Agreement between the City of Los Altos and Structech Engineering to provide professional third-party plan review services for five years in an amount not to exceed \$7.5 million dollars.
2. Authorizes the City Manager to take such further actions as may be necessary to implement the foregoing agreement.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 10th day of June 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
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL
SERVICES AGREEMENT WITH DAVID POWERS & ASSOCIATES FOR
PROFESSIONAL ENVIRONMENTAL REVIEW SERVICES**

WHEREAS, the City of Los Altos retains the services of third-party consultants for environmental review of projects; and

WHEREAS, the contract will match the budget appropriations and forthcoming anticipated professional services.

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

1. Authorize the City Manager to execute a Professional Services Agreement between the City of Los Altos and David Powers & Associates to provide professional environmental review services for five years in an amount not to exceed \$500,000.
2. Authorizes the City Manager to take such further actions as may be necessary to implement the foregoing agreement.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 10th day of June 2025, by the following vote:

AYES:

NOES:

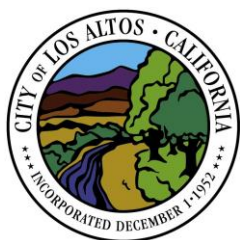
ABSTAIN:

ABSENT:

Pete Dailey
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk



City Council Agenda Report

Meeting Date: June 10, 2025

Initiated By: City Council

Prepared By: Anthony Carnesecca

Approved By: Gabriel Engeland

Subject: Adoption of Resolution Creating Special Event Sponsorship Policy, Adoption of Resolution Repealing Resolution No. 2015-23 And Setting Special Event Sponsorship Levels Pursuant To Los Altos Municipal Code Section 9.25.100, & Adoption of Resolution Repealing Resolution No.2023-66 and Adopting New Flag Raising Policy

COUNCIL PRIORITY AREA

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

RECOMMENDATION

City staff recommends the following actions by City Council:

- Adopt the resolution that creates a special event sponsorship policy
- Adopt the resolution repealing Resolution No. 2015-23 and setting special event sponsorship levels pursuant to Los Altos Municipal Code Section 9.25.100
- Adopt the resolution repealing Resolution No. 2023-66 and adopting new flag raising policy

FISCAL IMPACT

Based on the cost estimates for this year's Farmers' Market at roughly \$17,650, the transition of that event from half to full sponsorship will cost the City roughly \$8,825 per year for in-kind services, which is the staff time for the closure of State Street.

ENVIRONMENTAL REVIEW

This resolution are exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended.

PREVIOUS COUNCIL CONSIDERATION

June 2015, October 2023, April 2025, & May 2025

BACKGROUND

Special Event Sponsorship Policy

The City Council adopted Los Altos Municipal Code 9.25 “Special Events” in March 2007 that governs special events. In October 2023, the City Council adopted changes to this code section that simplified a confusing code section, retained control over more events on public property, and simplified the special event and block party process.

In 2024, the City received, reviewed, and approved various special event applications. These special event applications vary from one-time events to the weekend-long Art and Wine Festival to the weekly Farmers Market in downtown. They also vary in attendance from large events such as the weekend-long Fine Art in the Park to the multi-minute Spring Egg Hunt. Prior to a special event, City staff gathers a cost estimate for the cost of City services provided for the event, which is discussed during a pre-event meeting and provided to the event organizer in advance of the event. After the event concludes, City staff will put together the cost recap that will calculate the final cost of City services provided for the event and is sent to the event organizer for payment.

The chart above illustrates the relative City cost for special events with one dollar sign being on the lower end for most events that only require an application fee and five dollar signs being the more expensive special events that require larger street closures to operate from the City perspective. The biggest cost is shutting down the street for a special event as that has historically been completed by our Police Department on a minimum overtime or call-out basis. Moving forward, that may be adjusted as we have a third-party operator who can shut down the street at a lower cost than our sworn Police officers, but it will still be an expense for the special event organizer.

The City Council determines what special events qualify as full-sponsored or half-sponsored events that will not be required to pay a portion or all of their cost for City services. There are two tiers for sponsorship. Full-sponsorship means the City bears the full cost of City services. Half-sponsorship means that the City bears half the cost of City services and invoices the organization afterward for their half the cost of City services.

Historically, these events have been identified by a resolution of the City Council and was last updated on June 9, 2015 to adjust per Council direction.

Per Resolution 2015-23, the City sponsors the following events at these various levels:

<u>Event</u>	<u>City Sponsorship</u>
Festival of Lights Parade	100%
Glorious Fourth Celebration*	100%
Los Altos High School Homecoming Parade	100%
Pet Parade	100%
Arts and Wine Festival	50%
Bus Barn Follies	50%

Chanukah Menorah Lighting	50%
Corvette Spectacular	50%
Easter Egg Hunt	50%
Fall Festival^	50%
Farmers' Market	50%
Fine Art in the Park	50%
Halloween Spooktacular (A Boo-tiful Downtown Halloween)	50%
Holiday Tree Lighting Ceremony	50%
Movie Nights^	50%
Veterans' Day*	50%

* denotes that the event is now a City-coordinated event so it can be removed from sponsorship list if directed

^ denotes that the event has not happened in at least the last year

Flag Raising Policy

At the November 29, 2022 meeting, City Council adopted a flag raising policy as a pilot policy set to be reviewed in late 2023.

This policy allowed City Council to review flag raising requests and approve them on a case-by-case basis. When a flag raising is approved, the City Council determines that the particular flag falls under government speech. Public agencies have the right to free speech on their own property, which means the City Council can convey any message or symbol as their own speech on their own property without opening it into a public forum.

At the October 24, 2023 meeting, City Council adopted the pilot flag raising policy as a permanent policy.

DISCUSSION/ANALYSIS

Special Event Sponsorship Policy

At their April 22, 2025 meeting, the City Council provided direction to City staff to bring back a new resolution that incorporates the following changes:

- Remove Bus Barn Follies
- Remove Fall Festival
- Remove Glorious Fourth Celebration
- Remove Movie Nights
- Remove Veterans' Day
- Update A Boo-tiful Downtown Halloween Name
- Identify if there are any other special events that City staff would adjust, including the addition of the Farmers' Market to Full Sponsorship

At their May 13, 2025 meeting, the City Council provided direction for the City Attorney to clarify the language regarding religious portion of this policy to avoid any First Amendment issues and return with the list of sponsored special events based upon this clarification.

The City Attorney has reviewed the policy and determined that the City Council has the ability to sponsor any special event as long as they allow any institution to apply for sponsorship and the policy does not prohibit any organization from applying. City Council can make a determination at that time whether the Council would like to convey the message of the event as government speech.

Flag Raising Policy

The City Attorney updated this policy to mirror the above policy due to previous case law and for consistency with similar City sponsorship policies.

ATTACHMENT

1. Resolution
2. Resolution
3. Resolution

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADOPTING THE LOS ALTOS SPECIAL EVENT SPONSORSHIP POLICY**

WHEREAS, the City Council recognizes that special events enhance the City’s lifestyle and provide benefits to the City; and

WHEREAS, the City Council finds that the sponsorship of certain long-standing special events provides a benefit to the community; and

WHEREAS, on May 27, 2025, the City Council found that the sponsorship of particular special events would qualify as government speech and constitutes a message that the City of Los Altos desires to convey on behalf of its residents;

WHEREAS, this policy is intended to create clear guidelines for the sponsorship of special events on City property.

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

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

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, CITY CLERK

EXHIBIT 1

LOS ALTOS SPECIAL EVENT SPONSORSHIP POLICY

City Council has the authority to review special event sponsorship requests and approve them on a case-by-case basis. When a special event sponsorship request is approved, the City Council would be required to adopt the particular event as government speech. Public agencies have the right to free speech on their own property, which means the City Council can convey any event, message, or symbol as their own speech on their own property without opening it into a public forum. 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 event will take place;
- (2) A finding that the special event constitutes government speech in that the particular message conveyed by the special event 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 special event 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 sponsorship of a special event that:

- (1) Represents a group, organization, or movement that advocates the unlawful overthrow of the state or federal government;
- (2) Commemorates a rebellion against the federal government by the government of any state;
- (3) Advocates discrimination or intolerance against individuals on the basis of any classification specified in Civil Code Section 51;
- (4) Advocates for or against a candidate for public office, a political party, or a ballot measure or proposition; or
- (5) Poses a real and substantial threat to public safety based on objective circumstances or criteria.

The City Council may consider authorizing the sponsorship of a special event pursuant to this policy 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 sponsorship of a special event on application of a resident or community group, as long as they shall complete a Special Event Sponsorship Application Packet, on a form to be created by the City Manager or designee.

City staff shall provide a recommendation to City Council for every application on whether the proposed special event meets the above criteria listed 1 through 5 for a special event

sponsorship, which will allow City Council to make the final determination on the application.

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 having the City of Los Altos sponsor a special event to meet all the below guidelines and submit a completed application packet.

1. Applicant Guidelines
 - a. Only special events that are consistent with the City's vision, mission, and ongoing strategic priorities, incorporating themes of diversity, equity, social justice and inclusion.
 - b. All special events will be sponsored in accordance with all applicable laws.
2. Application Procedure
 - a. Applicant will complete the Special Event Sponsorship Application Form and required documentation.
3. Review and Approval Process
 - a. Applications will be reviewed by City staff for completeness.
 - b. Approval of the special event sponsorship is at the discretion of the City Council.
4. Fee Guidelines
 - a. Applicants may be required to pay any additional costs that were incurred beyond the authorized special event costs by City Council.

RESOLUTION NO. 2025-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REPEALING RESOLUTION NO. 2015-23 AND SETTING SPECIAL EVENT
SPONSORSHIP LEVELS PURSUANT TO LOS ALTOS MUNICIPAL CODE
SECTION 9.25.100

WHEREAS, the City Council recognizes that special events enhance the City’s lifestyle and provide benefits to the City; and

WHEREAS, the City Council finds that the sponsorship of certain long-standing special events provides a benefit to the community; and

WHEREAS, the Los Altos Municipal Code Section 9.25.100 specifies that special event sponsorship shall be set by Resolution of the City Council; and

WHEREAS, on June 10, 2025, the City Council found that the sponsorship of the following special events qualifies as government speech and constitutes 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:

- 1. Repeal Resolution No. 2015-23, adopted June 23, 2015, in its entirety
- 2. Authorizes sponsoring the following special events at the following levels

Event	Organizer	Sponsorship Level
Festival of Lights Parade	Festival Of Lights Parade Association	Full
Los Altos High School Homecoming Parade	Los Altos High School	Full
Pet Parade	Kiwanis	Full
Farmers’ Market	Los Altos Village Association	Full
A Boo-tiful Downtown Halloween	Los Altos Village Association	Half
Arts and Wine Festival	Los Altos Village Association	Half
Chanukah Menorah Lighting	Los Altos Village Association	Half
Corvette Spectacular	Los Altos Village Association	Half
Easter Egg Hunt	Los Altos Village Association	Half
Fine Art in the Park	Los Altos Rotary	Half
Holiday Tree Lighting Ceremony	Los Altos Village Association	Half

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:

Resolution No. 2025-XX

Page 1

ABSENT:
ABSTAIN:

ATTEST:

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REPEALING RESOLUTION NO. 2023-66 AND ADOPTING THE NEW 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; and

WHEREAS, this policy was adopted by the City Council on November 29, 2022 as a pilot program for one year; and

WHEREAS, this policy was adopted by a City Council on October 24, 2023 as a permanent program; and

WHEREAS, this policy was amended to remain complaint with relevant case law and other sponsorship activities by the City of Los Altos.

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

1. Repeal Resolution No. 2023-66, adopted October 24, 2023, in its entirety
2. Adopts the policy attached hereto as **Exhibit 1**.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, 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) Represents a group, organization, or movement that advocates the unlawful overthrow of the state or federal government;
- (2) Commemorates a rebellion against the federal government by the government of any state;
- (3) Advocates discrimination or intolerance against individuals on the basis of any classification specified in Civil Code Section 51;
- (4) Advocates for or against a candidate for public office, a political party, or a ballot measure or proposition; or
- (5) 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 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.

City staff shall provide a recommendation to City Council for every application on whether the proposed flag or organization meets the above criteria listed 1 through 5 for a flag raising, which will allow City Council to make the final determination on the application.

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. 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.
- e. 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.
- f. 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.
- g. All flags on City flagpoles will be raised in accordance with the U.S. Flag Code and all applicable laws.

2. Application Procedure

- a. Applicant will complete the Commemorative Flag Flying/Raising Application Form.
- b. A full color picture of the flag (front and back) must be included with the completed application
- c. The flag must be a clean and serviceable flag with dimensions no larger than 4' x 6' that is sturdy enough to be flown on an outdoor flagpole for at least one week.

3. Review and Approval Process

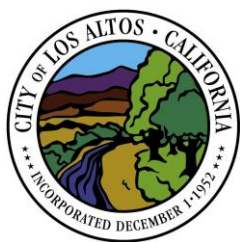
- a. Applications will be reviewed by City staff for completeness.
- b. Approval of the commemorative flag is at the discretion of the City Council.
- c. If approved, the applicants must deliver the flag to the City Clerk's office at least three weeks in advance of the requested raising date.

4. Fee Guidelines

- a. Applicants may be required to pay cleaning/custodial or other costs, as well as police detail fees or special permit fees, depending on the scale of any flag raising event.

5. Pick Up Process

- a. After removal, flags can be picked up at the Municipal Services Center (707 Fremont Ave.).
- b. The City of Los Altos is not responsible for any harm that comes to the flag while it is flying or if not picked up within 48 hours of being removed.



City Council Agenda Report

Meeting Date: June 10, 2025

Prepared By: Melissa Thurman

Approved By: Gabriel Engeland

Subject: Approve the Recommended Amendments to the Commission Handbook

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Approve the recommended amendments to the Commission Handbook.

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

The City Council made prior amendments to the Commission Handbook on July 11, 2023, August 22, 2023 and September 12, 2023.

BACKGROUND

The Los Altos Commission Handbook serves as a formal guide for all appointed Commissioners and Committee members for the city. The handbook is reviewed and managed by staff, who ensure the content aligns with Council direction and state law.

DISCUSSION

The Handbook was last amended in September 2023, and since then, staff have identified several areas for suggested edits and changes.

The Commission Handbook recommended amendments are as follows:

- **Meeting Days and Times**
This section has been amended to add clarifying language that the City Council must approve a change in a Commission or Committee’s regular meeting schedule.
- **Commission Workplans**
This section has been amended to specify when Commission workplans should be developed and presented to the City Council each calendar year.
- **Appointment**
This section has been amended to specify the Council will conduct at least one meeting for Commission interviews.
- **Adding Items to a Future Agenda**
This section has been amended to remove the language: “...or by emailing a request to the staff liaison”.
- **Ad Hoc Subcommittee**
This section has been amended to clarify the number of Commissioners who may be included on an Ad Hoc Subcommittee to work on specific tasks, as well as the duration for which an Ad Hoc Subcommittee may exist.
- **Consideration of Agenda Items**
This section has been amended to clarify the number of Commission members required to take official action on agenda items.
- **Public Comment**
This section has been amended to include language clarifying that public comments on special meeting agendas may be offered only for items listed on the agenda.
- **Training**
This section has been amended to update the name of the city’s travel policy.

ATTACHMENTS

1. Commission Handbook with redline amendments



City of Los Altos

COMMISSION HANDBOOK June 2025

INTRODUCTION

This manual functions as an introduction to service as a Commission or Committee member in Los Altos. For the purposes of this manual, the terms Commission member and Committee member are interchangeable. For those instances not covered in this manual, refer to the City Council Norms and Procedures and the Los Altos Municipal Code for additional guidance.

If there is any conflict between the rules set forth in this handbook and the Los Altos Municipal Code or the City Council Norms and Procedures, the Code and then the Norms and Procedures shall govern.

THE BASICS

GOVERNMENT IN THE CITY OF LOS ALTOS

The City of Los Altos operates under the Council-Manager form of government. The City Council sets policy for the City which is then carried out by the City Manager and staff.

Commissions are integral to the City's commitment to developing policies which reflect the needs and values of the community. Commissions work closely with staff and the Council to carry out the duties and responsibilities assigned by the Council.

CITY COUNCIL

The City Council is elected by registered voters of the City of Los Altos and serves as the 'Board of Directors' for the City. The Council is the legislative body of the City. It sets policy and establishes the City's overall priorities, direction and financial plan. The Council appoints the City Manager, who is responsible for the administration of City business, and the City Attorney.

COUNCIL LIAISON

The City Council relies upon the expertise and recommendations of the Commissions and Committees in advising the Council as it sets City policy. The Council liaison function serves to facilitate and enhance this work. Their principal function is to provide a wide range of information to the advisory body, such as information about Council discussions, policies and actions. This helps provide an historical perspective and thereby place their work in context. However, the Commissions and Committees should act independently in formulating recommendations for the City Council to consider. Therefore, it is inconsistent for Council liaisons to direct, guide or unduly influence the policy making work of the City's advisory bodies. Council liaisons are not required to attend their Commission or Committee meetings. Council liaisons will meet, at a minimum, with the Commission Chair and Staff

liaison once per year individually and once per year at the joint meetings of the City Council and the Commission. These meetings can be more frequent and will be based on the specific Commission.

COMMISSIONS/COMMITTEES

Members are appointed by a majority vote of the City Council to serve on Commissions and Committees to advise and make recommendations to the Council and staff. Commissions focus on specific policy issues and provide additional opportunity for community participation in decision making.

From time to time, there may be instances when staff's recommendations on an issue may differ from those of the Commission. If this occurs, staff will inform the Commission of this in advance of the Council meeting and both recommendations will be presented to the Council for consideration.

As appointees of the City Council, members of Commissions are public officials and are appointed to represent all residents of the City, not individual organizations or special interest groups. Care should be taken to ensure that viewpoints expressed as public officials are consistent with City Council policy and the position of the majority of the Commission. Minority opinions are allowed but Commissioners acting in the role of a commissioner should support actions taken by a majority of the Commission.

Unless speaking as the official spokesperson for the commission at a City Council or other public forum, commissioners should begin all written or verbal comments with "I am a commissioner for the [insert commission name here], but I am speaking on behalf of myself and my own personal beliefs."

Each Commission is established by Chapter 2.08 of the Los Altos Municipal Code, which includes the powers and duties of each Commission. Committees, both standing and ad hoc, are created by Council action and typically are assigned to focus on a specific topic for a short duration. Ad hoc Committees (sometimes referred to as Task Forces) may include Commissioners.

STAFF

The City Manager serves as the 'Chief Executive Officer' for the City and implements policy set by the City Council, manages the day-to-day affairs of the City, appoints and removes employees, prepares the budget, enforces laws and ordinances, and makes recommendations to the Council on the general welfare of the City. He/she hires professionally trained staff to assist in carrying out his/her responsibilities.

The City Manager assigns staff members to assist the various Commissions in carrying out their responsibilities. These staff liaisons, by virtue of their technical training and experience, are competent to provide such assistance.

Commissions shall work closely with the staff liaisons; however, they do not have the authority to supervise or direct the work of staff.

Requests by a commission or commissioner for assistance in completing research or analysis for the benefit of a commission may be directed towards the Department Head, which oversees the assigned Staff Liaison.

ROLE OF STAFF LIAISON

- Attend all meetings of the Commission
- Prepare agendas in collaboration with the Chair
- Work with the Commission in the development of a work plan for the coming year and a summary of accomplishments for the previous year
- Research and prepare reports for the Commission, as is consistent with the work plan and/or Council direction
- Ensure agendas and reports are posted in compliance with State law and City protocols
- Prepare action minutes for approval by the Commission
- Prepare reports from the Commission to the Council, ensuring that reports represent the majority view and recommendation of the Commission
- Serve as the liaison between the Commission and City staff
- Submit all budget requests from Commissions to cover costs associated with accomplishing their mission as well as to attend training sessions related to accomplishing the work of the Commission
- Communicate directions from the City Council to the Commission
- Stay apprised of new laws and City protocols related to their assigned Commission or Commissions generally

MEETING DAYS AND TIMES

Regularly scheduled commission meeting days and times are established by the City Council. To facilitate and encourage public participation, no commission meeting can be held during the same meeting time as a City Council meeting and commissions should strive to not have any overlapping commission meeting with another commission's regular meeting. Additionally, commission meeting times are typically scheduled for later in the day

to not impede normal city business hours effectively ensuring services are available until the close of business each day.

Commission special meetings shall be held in accordance with the provisions of regularly scheduled meetings to not impede city services and operations.

With majority support of the commission members, any commission can request a change in the approved day and time for a commission regularly occurring meeting for approval by the City Council. A request for a change in meeting day and time shall be respective of city business hours to ensure that staff and services are provided throughout the day. Such a request shall be included in an agenda report prepared by the staff liaison and placed on the Commission's agenda as a Discussion Item before being brought to the City Council as an item on the consent calendar.

A complete calendar of all regular commission meetings can be found on the City website.

COMMISSION WORKPLANS

When a commission workplan is necessary each commission shall discuss and prepare its annual work plan based upon the City Council annual priorities and budget, which shall be submitted and approved by the City Council. The work plan is a list of the anticipated topics, assignments and goals that the Commission will focus on over a 12-month period. From time to time the City Council may amend the approved commission work plan in order to achieve the goals of the city. Any requested modifications should be in line with the goals and objectives of the commission and the city.

Each commission/committee is expected to develop each of their workplans at the end of each Calendar Year. A final workplan will be presented to the City Council at a Study Session at the beginning of each Calendar Year with specific dates determined by the Mayor.

MEMBERSHIP ON CITY COMMISSIONS

Unless otherwise directed, Commission members must be residents of the City of Los Altos. If, at any time during their term, a member moves to a principal residence outside the City, they shall become ineligible to continue as a member of that body and shall notify the Commission's assigned staff liaison as soon as possible. It is expected that when a commissioner moves to a principal residence outside the City, they will submit a letter of resignation to the assigned staff liaison and the City Clerk.

Members are appointed by and serve at the pleasure of the City Council. Except for Senior and Youth Commissioners, members serve for a term of four years and may serve a total of two, four- year terms, plus any portion of an unexpired term for which they have been

appointed. Senior Commissioners may serve four, two-year terms. Youth Commissioner may serve two-year terms through the conclusion of their final year in high school.

No Commissioner shall serve simultaneously on two separate Commissions. When a Commissioner ends their service on one Commission, the individual can then be appointed to a different Commission.

Ad hoc Committee members are appointed and shall serve until the task of the ad hoc committee has been completed at which time the Committee shall be disbanded. Council members and Commissioners may serve on ad hoc committees.

Two members of an immediate family, or people residing in the same household, are not allowed to serve simultaneously on the same Commission or Committee, including ad hoc Committees. Immediate family members of City Council members are not eligible for appointments to any Commission or Committee during the term of the elected Councilmember.

APPOINTMENT

The City Council accepts applications for Commission positions during the formal recruitment period. Once per year in September, formal recruitment is conducted for those positions which are or will become vacant (including those for which an incumbent is eligible for reappointment). The City may conduct recruitment for specific vacancies between formal recruitments if there is a vacancy that causes a commission to fall below quorum or at the direction of City Council after a request from a commission chair or commission liaison.

Except for the Youth Commission, all other commission recruitments will follow the same process. Youth Commission applicants are interviewed by the City Council Youth Commission Interview Committee which then makes appointment recommendations to the full City Council at a regular Council meeting.

The City Clerk announces that formal recruitment for commissioners is currently open so interested individuals should submit their application to the City for review. The City Clerk works with other City staff, City Council, and community groups to conduct as much public outreach as possible. This public outreach will include but is not limited to posting on the City website, City social media, local newspapers, and email notifications to previous commissioners or applicants.

City Council may only review applications for appointments once the application period ends.

Interested applicants submit their complete application to City staff, where they will indicate their desired commission(s). City staff verify that the individual lives within the City of Los Altos and may serve on the desired commission(s).

City Council holds at least one (1) ~~special~~ meeting that will include interviews and voting on commissioners. All applicants are allotted the same amount of time to ensure that all candidates are given equal treatment.

After all interviews are completed, the City Council submits a ballot with their appointees.

Incumbent applicants will have their attendance record included as part of their application packet for review by the City Council.

REAPPOINTMENT

Upon completion of the first four-year term, or an unexpired term, Commissioners shall notify the City Clerk that they have an interest in continuing on the commission and complete a new application for reappointment to the Commission for another four-year term. To qualify for reappointment a Commissioner shall have met the minimum attendance requirements during the duration of their previous term. Commissioners requesting reappointment will be interviewed by the City Council. Reappointments will occur at the same time as new appointments to the Commission.

Upon completion of their service, Commissioners are encouraged to meet, either in person or via telephone, with the Council Liaison assigned to their respective Commission or another Councilmember. The purpose of this meeting is to provide Commissioners with a chance to offer feedback to the Council regarding their time on the Commission.

RESIGNATION/REMOVAL

In the event a member is unable to continue serving because of change of residence, health, business requirements or other personal reasons, a letter of resignation must be submitted to the City Clerk.

Members of Commissions serve at the pleasure of the City Council. The City Council shall review members' performance and fulfillment of Commission member obligations and may remove a member from a Commission based upon that review. The City Council may discipline or remove a commissioner at any time solely at the discretion of the Council. Any proposed removal can be with or without cause. A Councilmember who wishes to discipline or remove a Commissioner shall indicate their desire to place the discipline or removal on a future agenda at the end of a regular Council meeting. If three or more Councilmembers wish to agendize the discipline or removal of a certain Commissioner, the item will be placed on a future Council agenda.

ATTENDANCE AND PARTICIPATION

A majority of members are necessary to conduct business. As such, Commission members are expected to attend no less than 75% of the regularly scheduled meetings annually during their term of office. At the end of each year, the City Council reviews an annual attendance report for each Commission. A Commissioner may be removed for failing to attend the required minimum number of meetings or after a third consecutive absence. If a Commissioner must miss a meeting, they shall inform the staff liaison a minimum of two weeks' notice prior to the regularly-scheduled commission meeting whenever possible. If a Commission meeting is cancelled due to a lack of quorum, that meeting will still be considered a regularly scheduled meeting for purposes of calculating attendance, and those members whose absence caused the cancellation shall be charged with an absence for that meeting.

Commissions benefit from the informed input of each member of the body. Each Commission member is expected to exercise judgment by formulating recommendations for the City Council. Members are expected to be prepared for meetings and to participate and vote on every issue before the Commission, unless they are legally prohibited from participating. Lack of preparation and participation can be grounds for removal from a Commission. Each commission is to keep a rotation schedule for representation at City Council meetings by one of its members. Attendance is required when a commission has an item of interest on the Council agenda, to be available to answer Council questions.

COMMISSION MEMBER RESPONSIBILITIES

- Prepare for and participate in Commission meetings
- Attend at least 75% of scheduled meetings annually
- File Form 700 on time, if required
- Complete Brown Act Training within sixty (60) days of beginning service
- Complete two hours of Ethics Training within thirty (30) days of assuming office and every two years thereafter
- Attend Annual Commission Training upon appointment and every two years while seated as a Commissioner

STATEMENT OF ECONOMIC INTEREST

The Statement of Economic Interest (Form 700) is a form on which designated employees and officials disclose certain financial interests. State law dictates that members of the Planning Commission must file Form 700s. In addition, the City identifies those positions which are subject to the City's Biennial Conflict of Interest Code. Those individuals appointed to positions identified in the Conflict-of-Interest Code are required to file Form

700s. Commission members not identified in the Conflict-of-Interest Code are not subject to these regulations.

Commissioners are responsible for ensuring that statements are filed properly and on time. For assistance in completing the forms, contact the City Clerk’s Office or the Fair Political Practices Commission (FPPC). Non-compliant Commissioners shall receive a letter from the City Clerk notifying them of their non-compliance and are subject to monetary fines. Continued non-compliance shall be grounds for removal from the Commission.

All statements filed are maintained in the City Clerk’s Office and are available for public review. **The following Table depicts Deadlines for filing Form 700:**

TYPE OF FILING	OCCURRENCE
Assuming Office	Within (3) days of assuming office
Annual	Each year on or before April 1 st
Leaving Office	Within (30) days of leaving office

ETHICS TRAINING

All those appointed by the Los Altos City Council to serve on Commissions shall complete at least two hours of public service ethics training every two years. New members must receive this training within 30 days of assuming office. Ethics training courses must have been reviewed and approved by the FPPC and the California Secretary of State. Members shall attend training sessions that are offered locally or by completing online training. Non-compliance shall be grounds for removal from the Commission.

It is the responsibility of a commissioner to provide proof of completion of the ethics training program to the City Clerk. These documents are public records and are subject to public review.

The City Clerk provides periodic reports of Form 700 and Ethics Training compliance to the City Council. The Council may remove any non-compliant Commissioner.

THE BROWN ACT

The Ralph M. Brown Act (Brown Act) is the State of California’s open government law. Its purpose is to ensure that deliberations and actions of local agency bodies are open to the public and that there is meaningful public access to a local agency’s decision-making process. All City Commissions are subject to the Brown Act. Staff liaisons to Commissions are versed in the elements of the Brown Act and will help Commissioners understand their obligations related to the Brown Act. In addition, certain Ad Hoc subcommittees may be subject to the provisions of the Brown Act. Commissioners should consult with their staff

liaison regarding questions about the Brown Act. Ultimately, it is up to the individual Commissioner to ensure that they are complying with the Brown Act.

A major element of the Brown Act relates to meetings of legislative bodies. A meeting is defined as the coming together of a majority or more of a particular body (also known as a quorum) where the business of that body is discussed. Meetings must be properly noticed and held in facilities that are open and accessible to all. All meetings must be held within the City of Los Altos. A discussion which occurs outside of a properly noticed meeting, and which involves a majority or more of a body, is a violation of the Brown Act. This includes serial discussions which involve only a portion of the Commission but eventually involve a majority. The two most common serial discussions are daisy chain and hub and spoke.

DAISY CHAIN

A daisy chain is when Member A contacts Member B who then contacts Member C who then contacts Member D and so forth, until a majority of members have discussed an item within the Commission's subject matter jurisdiction.

HUB AND SPOKE

A hub and spoke meeting are when one individual (the hub) contacts members individually (the spokes) until a majority has been achieved. The hub could be a commissioner, staff member or member of the public.

To attempt to avoid serial meetings, emails from Commissioners that are intended for fellow Commissioners should be sent through the staff liaison. Commissioners should take care to not 'reply all' on emails.

VIOLATIONS

Penalties for Brown Act violations can range from invalidation of an action taken to prosecution as a misdemeanor offense. In addition, there may be fines and/or attorney's fees associated with a violation of the Brown Act. Commissioners who violate the Brown Act may be subject to removal.

Whenever a questionable area arises, it should be brought to the attention of the City Attorney or City Clerk so that corrective actions or "cures" may be taken. Advice from the City Attorney or City Clerk should be followed completely to ensure all actions of the City comply with the Brown Act.

TYPE OF MEETINGS

There are two types of meetings which Commissions hold. The first, and most common, are regular meetings. These meetings are where a Commission accomplishes the vast majority

of its work. Regular meeting days, times and locations are established by formal action of the Commission.

The second type is special meetings. A special meeting is any meeting held outside of the normal meeting day, time or location. Action may be taken at special meetings and agendas for those meetings should indicate the action recommended to be taken.

Special meetings may include study sessions. Study sessions are held to provide Commission members with the opportunity to discuss and better understand a particular subject/item. Generally, no action is taken at study sessions.

AGENDAS

The staff liaison, in collaboration with the Chair, is responsible for preparing all agendas of a Commission. All items of business that will be considered or discussed at a meeting shall be briefly described on the agenda. The description should define the proposed action to be considered so that members of the public will know the nature of the action under review and consideration. No discussion or action may be taken by a Commission on any item not on the agenda.

The Chair, or a majority of the Commission, may decide to take matters listed on the agenda out of the prescribed order.

All agendas and meeting materials are posted to the City’s website as set forth in the Brown Act and the City’s Open Government Policy. All Commissioners should sign up to receive meeting notices and associated agenda materials for their specific Commission through the City’s website.

MEETING MINUTES

Written minutes of all regular and special meetings are kept as the official record of business transacted and are taken by the staff liaison. Minutes are modeled after the City Council form of minutes known as “action minutes” and include a record of the legislative actions from the meeting. They do not include summaries of comments or discussion made by Commissioners or members of the public. The staff liaison will endeavor to distribute draft minutes within 10 days of the meeting. Action minutes will state the text of a motion voted on by the Commission, the result of the vote, identify which Commissioners voted “aye”, “no”, abstained, recused, or were absent. Action minutes will also identify whether motion passed or failed.

Any document submitted at a meeting, whether by a member of the public or a commissioner, becomes part of the public record. The staff liaison should make a notation on the document of the date it was submitted and file it with the meeting packet. The staff

liaison is responsible for posting the materials received within 48 hours of the meeting to the City's website and forwarding the material to the members of the commission.

ADDING ITEMS TO FUTURE AGENDA

Commissioners may request that items be placed on a future agenda. This is done by requesting an item during the "Potential Future Agenda Items" portion of the meeting ~~or by emailing a request to the staff liaison~~. Requests must be for items that are under purview of the Commission. One less than a majority of members is required to place an item on an agenda. The staff liaison will work with the Chair to determine the best meeting to place an item on an agenda. Any background materials or information should be provided to the staff liaison for inclusion in the agenda packet. Future agenda items must be consistent with the Commission's Approved Work Plan.

CONFLICT OF INTEREST

Commission members are subject to all aspects of the Political Reform Act. Commission members must not make, participate in making, or attempt to influence in any manner a governmental decision which he/she knows, or should know, may have a material effect on financial interest.

It is ultimately the responsibility of the Commission member to identify whether they may be engaging in incompatible activities or have a perceived conflict of interest. The City Attorney should be consulted as early as possible on any matters regarding incompatible activities or perceived conflicts of interest.

A Commission member should disclose any perceived conflicts of interest prior to any discussion of the Commission. A Commission member should recuse themselves for a conflict of interest.

INCOMPATIBLE ACTIVITIES

Per state law, a public official, including commissioners, may not engage in any activity for compensation that is inconsistent, incompatible, or in conflict with their official duties with the City.

PERCEIVED CONFLICT OF INTEREST

A perceived conflict of interest for a commissioner may arise from personal relationships, financial interests, serving on bodies or boards that have shared or overlapping subject matter jurisdiction as those under the jurisdiction of the Commission, or when it appears that the Commissioner's private interests impact on the official duties of the Commissioner, or influence his/her decision-making.

If a Commission member is appointed to an agency or body that has shared or overlapping subject matter, after their service on a City Commission has started, the Commission member will notify the Council liaison and staff liaison.

A Commission member who has a conflict of interest shall, immediately prior to the consideration of the matter, do all of the following: **1)** publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address is not required; **2)** recuse himself or herself from discussing and voting on the matter; and **3)** leave the room until after the discussion, vote, and any other disposition of the matter is concluded. Notwithstanding this, a Commission member, not in the member's capacity as a commissioner, may speak on the issue during the time that the public speaks on the issue.

If a Commission member has obtained a letter or other documentation from the FPPC to discuss and vote on an item, then the member shall provide the letter to the staff liaison and the City Clerk upon receipt of the letter and disclose at the next Commission meeting the existence of the letter or other authorization, briefly describe the circumstances of why the member sought clarification, the basis for the FPPC's conclusion, and the file number or other unique identifier so that members of the public can request a copy from the FPPC. In addition, the member shall provide the staff liaison with a copy of the letter or other authorization no later than 24 hours after the meeting at which the letter or other authorization is disclosed, so that a copy may be forwarded to any member of the public who requests a copy.

COMMISSION ORGANIZATION

Each Commission consists of between five and seven members, except the Youth Commission which consists of eleven members. Each member has an equal voice and votes on the Commission.

CHAIR AND VICE CHAIR

To facilitate meetings and the work of the Commission, each Commission appoints a Chair and Vice Chair from the members of the Commission. The positions of Chair and Vice Chair shall rotate annually. Selection of Chair and Vice Chair occurs at the first meeting in October. In the event of either resignation or removal, the Commission shall elect another member to fill the remainder of the year. No member of a commission may serve consecutive terms as the chair, meaning that the chair must change annually.

The role of the Chair is to preside at Commission meetings and to run a timely and orderly meeting. The Vice Chair is to preside in the absence of the Chair. If both the Chair and Vice Chair are absent, the Commission may elect a Chair Pro-Tem to conduct the meeting. It is

incumbent upon the Chair to limit discussion and recommendations on those items on the agenda.

AD HOC SUBCOMMITTEE

A Commission may appoint Ad Hoc subcommittees, consisting of less than a majority of the body, but never 50% or greater of Commissioners seated to work on specific tasks. Each Ad Hoc subcommittees should be focused on one (1) specific topic and shall not last more than one (1) year. These Ad Hoc subcommittees are working bodies and may be responsible for the generation of reports and analyses, which are reviewed by staff prior to distribution to the full Commission. Commissions shall not create standing committees.

To establish an Ad Hoc Subcommittee, the topic of the formation of the Ad Hoc Subcommittee must be posted and noticed on the regular agenda.

Commission members currently serving on an Ad Hoc Subcommittee are not eligible to serve on another Ad Hoc Subcommittee simultaneously.

The motion of establishment must include that the Ad Hoc Subcommittee:

- It is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
- Consists of less than a quorum of the Commission,
- Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
- Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
- Will not be re-established or renewed in multiple years, and
- It is advisory in nature and is not established to work on an item where continuing jurisdiction exists.

In accordance with the Brown Act, Ad Hoc Subcommittees do not need to post notice of their meetings or hold meetings in public, unless directed to do so by the City Council.

COMMISSION LIAISON ASSIGNMENTS

Commissions may assign individual Commissioners to act, by a majority vote, as a liaison to other boards, commissions, or agencies, without establishing an Ad Hoc Subcommittee. The work, findings, conclusions, and any updates of the liaison should be brought back to the Commission at a regularly scheduled meeting for a report or discussion and, if applicable, action. The positions supported by the liaison are to be in alignment with the

positions that the Commission or the City Council have taken if they have considered the topic.

If a Commission is not able to select a Commission member as a liaison to another board, commission, or agency and a staff member cannot serve in that capacity, the Commission may recommend an individual resident to represent the Commission upon approval by the Commission and City Council.

MEETING PROCEDURES

All Commission meetings are open to the public and should be approached in a dignified, respectful manner. It is the responsibility of all Commissioners to take their duties and obligations seriously and to ensure that all meetings are productive and further the mission of the City.

RULES OF ORDER

Rosenberg's Rules of Order, with addendums adopted by the City Council, govern the conduct of Commission meetings. Information regarding the Rules of Order can be obtained from the City Clerk's Office.

CONSIDERATION OF AGENDA ITEMS

The standard procedure for considering individual agenda items shall be as outlined in Figure 5. From time to time, the prescribed order may be changed.

Official action requires a majority vote of the ~~entire~~ Commission/Committee of current members seated, not just those present. In the event that a Commission/Committee has a vacancy a majority vote shall be determined by the number of actively appointed members of the body. **Example: the Planning Commission is a body of seven (7) commissioners, but has two (2) vacancies, with five (5) actively appointed Planning Commissioners. A majority vote of at least three (3) commissioners is required to take action on an item.**

PROCEDURES FOR CONSIDERING AGENDA ITEMS

1. Presentation by Staff, Commissioner or Ad Hoc subcommittee; then
2. Commissioners ask clarifying questions; then
3. Members of the public are given an opportunity to speak on the item; then
4. Commissioners discuss the item; then
5. If needed, a motion is made upon which the Commission votes on.

PUBLIC COMMENT

People present at Commission meetings may comment on any item on the agenda. To facilitate an orderly meeting, each speaker is requested, but not required, to complete a Request to Speak card for each item they wish to speak on before discussion on that item begins. To ensure that all are heard, speakers are typically given three minutes to speak on each item. If there are more than 10 requests to speak on an agenda item, the Chair may limit each speaker's time to two minutes.

The Chair has the right to ask a member of the public to stop from speaking if over the allotted time or if comments are not related to the topic at hand.

During regular meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment. For special meetings, comments may be offered on items only for topics listed on the agenda. The Commission may not discuss or act on any item raised during the Public Comments on Items not on the agenda portion of the meeting.

TELECONFERENCING

Commission members may participate in meetings via teleconference in accordance with State law (Gov. Code sec. 54953 and AB 2449). Members participating via teleconferencing under AB 2449 (Just Cause or Emergency Circumstances) must participate via audio and visual methods. In all other circumstances, members participating via teleconferencing shall participate via audio and visual methods, when practical. Members may participate via teleconference in no more than 20% of meetings in a calendar year (January to December), whether utilizing provisions of the traditional Brown Act or Just Cause or Emergency Circumstances. All meetings of the Commission must have a majority of members present in the physical meeting location within the City.

At the beginning of a meeting in which a member is participating via teleconference, the Chair, or the Vice Chair if the Chair is participating remotely, will ask the member(s) participating via teleconference to confirm the teleconference location was properly noticed according to State Law, the teleconference location is accessible to members of the public and whether anyone is present in the teleconference location besides the member.

DECORUM

Commissioners shall render the utmost courtesy to each other, the City Council, staff and members of the public. Commissioners may be subject to dismissal for failure to observe these standards.

Members of the public attending Commission meetings shall observe the same rules of order and decorum applicable to Commission members. Los Altos Municipal Code Chapter 2.05 – Public Meetings Rules for Conduct shall apply to all meetings. To provide an environment in which all viewpoints may be expressed, noise emanating from the audience, whether in opposition or support, shall not be permitted. Continual disruption of meetings by members of the public may be grounds for the removal from the meeting.

TRAINING

Commissioners are expected to stay current on issues related to their service as public officials. Members are provided with brief training following their appointment regarding their duties as a Commissioner and the Brown Act. Annual training courses are organized by the City Clerk and conducted by City staff to review roles and responsibilities and to provide information on any changes in laws or policies that may be relevant to conducting the work of the Commissions. Attendance at this training course is required for all Commission members and staff liaisons. Individuals who are unable to attend the training session will be required to watch the video of the training and certify that they have completed the training.

Members of Commissions are encouraged, within budget limitations, to attend training related to their area of responsibility. It is intended that such attendance will broaden a member's knowledge and increase awareness of current developments relating to relevant areas of responsibility. The City may cover costs of registration and certain travel expenses in accordance with the City's Legislative Body Travel and Expense Policy. Requests for use of City funds must be approved in accordance with the aforementioned City Policy.

CONCLUSION

The City Council and staff appreciate your service as a Los Altos Commission member. The time and energy you expend help to make Los Altos the wonderful community it is. If at any time during your service, you have questions or concerns, do not hesitate to contact your staff liaison who can help to address any issue which may arise.

TIPS FOR CHAIR (AND VICE CHAIR)

(and anyone who may have to run a meeting)

The role of the Chair of the Commission is to preside at meetings and to help move the work of the Commission forward. The Chair (and Vice Chair) does not have any extra authority or power beyond that of his/her fellow Commissioners.

As Chair, you are responsible for conducting meetings of the Commission. It is important to limit discussion of those items on the agenda. For each agenda item, it is suggested that you follow this procedure:

1. Announce what the item being considered is
2. Ask if there is a report for the item – generally, this is provided by the staff liaison but occasionally may be provided by another Commissioner
3. Ask Commissioners if there are any clarifying questions
4. Take public comment – instructions for how to take public comment are included in the “Meeting Procedures” section of the Commission Handbook
5. Facilitate discussion among the Commission – it is important that each Commissioner is given equal chance to speak and express his/her opinion
6. After discussion of the item, ensure that a conclusion is reached – this can be in the form of a motion, direction provided to staff or an Ad Hoc subcommittee, decision to continue the item to a date certain or not certain, or to take no further action.

APPLICATIONS

On occasion, a Commission may receive an application from a resident or community group which the Commission is to consider. In these instances, applicants are given a total of up to ten minutes to present their position/input prior to hearing other public comments. This is done after the staff has presented its report. After the applicant(s) has been presented, public comment is taken from the audience. Following public comment, the applicant is given five minutes to provide a rebuttal to any issue raised during public comments.

ANNOUNCING VOTES

The Brown Act requires that all votes be clearly noted, both at the meeting and in the record. It is the Chair’s responsibility to ensure that the vote is noted during the meeting. This is done by announcing how each member voted on a particular issue. If the voting is unanimous, it is sufficient to state “passes unanimously.” The staff liaison will ensure that the minutes accurately reflect how each member voted on each issue.

RECESS

It is customary to have a short recess two hours after the beginning of a meeting. The established hour after which no new items will be started is four hours after the beginning of the meeting. Remaining items, however, may be considered by consensus of the Commission/Committee.



City Council Agenda Report

Meeting Date: June 10, 2025
Prepared By: Public Works Department
Approved By: Gabe Engeland

Subject: Sewer Service Charge for FY2025/26

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt a Resolution Approving the Report of Sewer Service Charges for the Fiscal Year 2025/26 and directing the Filing of Charges for Collection by the County Tax Collector

FISCAL IMPACT

There is no fiscal impact on the City's General Fund. The annual sewer service charge of \$11,250,724.94 will be included in the FY2025/26 Sewer Fund revenue budget.

ENVIRONMENTAL REVIEW

The adoption of the proposed resolution is statutorily exempt from review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15273 (Rates, Fares, Tolls, and Charges), in that the proposed action involves setting and collecting sewer rates that will be used in the ongoing operation and maintenance of existing sewer infrastructure or to fund capital projects within an existing service area.

PREVIOUS COUNCIL CONSIDERATION

February 28, 2023, June 13, 2023, and June 11, 2024.

BACKGROUND

Los Altos Municipal Code Chapter 10.12 authorizes the City to impose sewer service charges to fund costs associated with the City's sanitary sewer system. The City Council passed Ordinance No. 2023-494 in June 2023, establishing sewer rates to be applied for the five-year period beginning FY 2023/24 and ending in FY 2027/28.

ANALYSIS

In accordance with Municipal Code sections 10.12.135 and 10.12.140 and Ordinance No. 2023-494, the rate structure for the sewer service charges is comprised of two components: (1) a fixed annual per parcel base charge that is determined based on the number of equivalent dwelling units (“EDU”) assigned to a property: and (2) a variable quantity charge. One EDU equates to the quantity of wastewater an average single-family residential customer discharges to the sewer system. One EDU is assigned to each single-family residential home. The number of EDUs assigned to other customers is based on their expected wastewater flows relative to an average single-family residential customer. The quantity charge is imposed on a per-unit basis, with one unit equal to one hundred cubic feet, or 745 gallons, of metered water use. The total amount of the quantity charge is based on a customer’s average winter water use from the prior year (using the three wettest months of the prior year) multiplied by 12 and is designed to reflect a customer’s estimated wastewater flow. Estimated average winter water usage best reflects actual flows into the sewer system because outdoor water use is least likely to occur.

The City’s Sewer Service Charges are imposed pursuant to California Health and Safety Code section 5471 et. Seq. Section 5471 previously required that charges adopted in accordance therewith be adopted by an ordinance approved by two-thirds of the members of the City Council. Ordinance 2018-445 amended the Municipal Code Section 10.12.130 to allow future Sewer Service Charges to be adopted by a resolution in accordance with the provisions of the amended Health and Safety Code section 5471.

DISCUSSION

In order to levy sewer service charges on property bills for FY 2025/26, the Council must hold a hearing on the report of charges to be submitted to the County for collection for the fiscal year. That report, prepared by NBS, is on file with the City Clerk, and the body of the report (excluding the parcel list) is included here as Attachment 2. Following the hearing, the Council may adopt a resolution and direct the Filing of Charges for Collection by the County Tax Collector.

ATTACHMENTS

1. Resolution
2. NBS Sewer Service Charge Report dated June 2025 without Listing of Sewer Service Charges

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING THE REPORT OF SEWER SERVICE CHARGE FOR FISCAL YEAR
2025/2026 AND DIRECTING THE FILING OF CHARGES FOR COLLECTION BY
THE COUNTY TAX COLLECTOR**

WHEREAS, PURSUANT TO Chapter 10.12 of Los Altos Municipal Code, the City of Los Altos imposes Sewer Service Charges upon parcels connected to the sewer system; and

WHEREAS, pursuant to section 5473 of the California Health and Safety Code, the City Council has elected to annually collect the Sewer Service Charges on the property tax roll; and

WHEREAS, the Public Works Director has caused to be prepared a report (the “Report”) containing a description of each parcel of real property subject to the Sewer Service Charges and the amount of the Sewer Service Charges to be imposed on each such parcel for Fiscal Year 2025/26, computed in conformity with the rates prescribed by Ordinance of this City Council, which report is filed with the City Clerk, available for public inspection, and incorporated herein by reference; and

WHEREAS, on June 10, 2025, following publication of notice as required by law, the City Council held a full and fair public hearing with respect to the Report, and at such hearing the City Council heard and considered all protest and objections to the Report; and

WHEREAS, the City Council desires to approve the Report and to submit the Sewer Service Charges described therein to the Santa Clara County Tax Collector for collection on the Fiscal Year 2025/26 tax roll.

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

1. The City Council hereby overrules all protests and objections to the Report on the Sewer Service Charges and confirms and approves the Report and the Sewer Service Charges to be imposed on each parcel within the City subject to such charges as submitted; and
2. The City Clerk is instructed and authorized to transmit the Report to the Santa Clara County Tax Collector and to file the necessary documents with the Tax Collector that the Sewer Service Charges set forth in the Report will be included on the Santa Clara County Tax Roll for Fiscal Year 2025/26.

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 10th day of June, 2025 by the following vote:

ATTACHMENT 1

Agenda Item # 6.

AYES:

NOES:

ABSTAIN:

ABSENT:

Pete Dailey, Mayor

ATTEST:

Melissa Thurman MMC, City Clerk

CITY OF LOS ALTOS

Fiscal Year 2025/26 Annual Report For:

Sewer Service Charge

June 2025

**CITY OF LOS ALTOS
SEWER SERVICE CHARGE
Los Altos City Hall
1 North San Antonio Road
Los Altos, CA 94022
Phone - (650) 947-2700**

CITY COUNCIL

Pete Dailey, Mayor

Neysa Fligor, Vice Mayor

Larry Lang, Councilmember

Sally Meadows, Councilmember

Jonathan Weinberg, Councilmember

CITY STAFF

Gabriel Engeland, City Manager

Aida Fairman, Public Works Director

Harun Musaefendic, Associate Civil Engineer

NBS

Tim Seufert, Client Services Director

Adina McCargo, Project Manager

Kristin Harvey, Administrator

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1. INTRODUCTION

The City of Los Altos (the “City”) imposes a Sewer Service Charge to fund costs associated with the City’s sanitary sewer system in accordance with its Municipal Code Chapter 10.12. The City restructured the Sewer Service Charge in July 2013 to ensure a flow-of-funds for the on-going operation and maintenance, and to fund the upgrading and refurbishing of the City’s sanitary sewer system. The main objectives for updating the rate structure were to ensure a fair and equitable charge to all sewer users and to stabilize the charges to provide needed revenue.

A study was completed in February 2018 to support increased rates beginning July 1, 2018 and ending June 30, 2023. The City Council adopted an Ordinance in July 2018 establishing the Sewer Service Charge to be applied to each of the succeeding five fiscal years.

A study was completed in January 2023 to support increased rates beginning July 1, 2023 and ending June 30, 2028. The City Council will review the current Ordinance that was adopted in June 2023 to establish the Sewer Service Charge to be applied to each of the succeeding five fiscal years, which is comprised of a base charge per equivalent dwelling unit, plus a usage charge per estimated sewer unit. The adopted rate structure is designed to reduce volatility in the City’s sewer revenue stream and equitably allocate costs to each customer class of sewer use.

The Sewer Service Charge is levied pursuant to the California Health and Safety Code, Sections 5471 et seq. and the City’s Municipal Code Chapter 10.12. Payment of the Sewer Service Charge for each parcel will be made in the same manner and at the same time as payments are made for property taxes. This report contains the necessary data required to establish the Sewer Service Charge and is submitted for filing in the office of the City Clerk, where it shall remain open for public inspection.

2. SEWER SERVICE CHARGE CALCULATION

The total annual Sewer Service Charge for a parcel will be the sum of the base charge plus the usage charge. The calculation for each charge is described in this section and detailed in the City’s Municipal Code Chapter 10.12.

2.1 Base Charge (Per EDU)

The base charge is determined by multiplying the per equivalent dwelling unit (EDU) rate by the number of EDUs on each parcel. For residential parcels, 1.0 EDU is assigned for each dwelling unit (multi-family residential parcels included).

Parcels with non-residential structures or improvements shall also be assigned 1.0 EDU for the first 110 water units (or fraction thereof) of estimated sewer use for non-residential improvements on the parcel plus a number of additional EDUs (or fractions thereof) equal to the remaining estimated sewer use for non-residential improvements on the parcel divided by 110. A minimum of 1.0 EDU is assigned to each non-residential parcel or group of parcels associated with a shared meter.

Where multiple non-residential parcels share a common water meter, the equivalent dwelling units calculated based on water use measured by that meter shall be divided equally amongst the parcels sharing the meter.

2.2 Usage Charge (Per Unit of Estimated Sewer Use)

The usage charge is based on water consumption data provided by the California Water Service Company for the previous year. The three monthly billing periods which indicate the lowest total water consumption are selected as the wet seasons in that they represent a reasonable approximation of the amount of sewer usage. Water usage from the wet season months is averaged and multiplied by 12 to calculate estimated annual sewer usage. One unit is equal to 100 cubic feet of sewer use.

Where actual monthly water consumption data is not available for a water account on a parcel (as when a structure(s) on the parcel is recently connected to a water system), sewer use is estimated as the average estimated sewer use for the prior year of all parcels in the same land use. For purposes of this section, land uses are classified as follows:

- Single-Family Home
- Condominium Unit
- Multi-Family Residence (two dwelling units)
- Multi-Family Residence (three to four dwelling units)
- Multi-Family Residence (five or more dwelling units)
- Church
- Commercial/Industrial
- Institutional
- Park
- School
- Government

3. SEWER SERVICE CHARGE RATES

To provide the revenue to keep up with the increase in projected revenue needs, the City is in the process of adopting an updated five-year rate structure based on a rate study completed in January 2023. Both the base charge and the usage charge per sewer unit will be increased annually each year. One unit is equal to 100 cubic feet of sewer use. The following table shows the proposed rates through Fiscal Year 2027/28 based on the rate study.

Adopted Rates	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
Per EDU (Base Charge)	\$340.49	\$391.56	\$450.29	\$517.83	\$595.50
Per Unit of Estimated Sewer Use (Usage Charge)	\$3.30	\$3.80	\$4.37	\$5.03	\$5.78
Percentage Increase over Prior Fiscal Year	15.0%	15.0%	15.0%	15.0%	15.0%

4. WET SEASON MONTHS

The “wet season months” are the three monthly billing periods for which the records of the California Water Service Company indicate the lowest total water consumption during that calendar year by parcels connected to the City’s sewer system that are serviced by the California Water Service Company.

In 2024, the City’s three lowest months for water use were February, March, and April. Therefore, these are the months used to calculate each individual parcel’s estimated annual sewer usage for Fiscal Year 2025/26.

The following table provides the total annual sewer usage for calendar year 2024, as provided by the California Water Service Company.

Calendar Year 2024 Total Water Consumption for the City of Los Atos ^(1,2)											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
119,303	96,613	95,959	118,169	190,681	263,685	332,762	288,213	315,355	273,445	232,204	159,090

- (1) Data provided by the California Water Service Company for the City of Los Altos and certain parcels located within the Town of Los Altos Hills and unincorporated areas of the Santa Clara County that are connected to the City’s sewer system.
- (2) One unit = 100 cubic feet of sewer use.

5. SUMMARY OF LAND USE CLASSIFICATIONS

The following summarizes the estimated annual sewer usage for properties that are connected to the City's sewer system for Fiscal Year 2025/26.

Land Use Classification	Number of Parcels ⁽¹⁾	Total Estimated Yearly Sewer Use (in Units) ⁽¹⁾	Average Sewer Use Per Parcel ⁽²⁾
Single-Family Home	10,386	938,253	90
Condominium Unit	1,063	54,317	51
Multi-Family Residence (two units)	65	8,564	132
Multi-Family Residence (three to four dwelling units)	11	1,748	159
Multi-Family Residence (five or more dwelling units)	70	20,974	300
Church	22	10,676	485
Commercial/Industrial	456	87,311	191
Institutional	3	20,056	6,685
Park	4	3,612	903
School	10	9,756	976
Government	11	5,464	497
Vacant	1	0	0

- (1) Usage data includes all parcels in the City of Los Altos and in unincorporated Santa Clara County served by the City of Los Altos's sewer program. The City's program uses capacity and facilities provided to the program by the City of Mountain View to serve some parcels in the City of Los Altos. These parcels are charged a Sewer Service Charge by the City of Los Altos, and data for these parcels is included in the above table. The City of Los Altos compensates the City of Mountain View for access to the Mountain View sewer system by providing the Mountain View's sewer program with access to a similar volume of service from the Los Altos system. Parcels located in Mountain View, but connected to the City's sewer system, are receiving service from the Mountain View sewer program and are not included in the above table or subject to City's Sewer Service Charge. Additionally, the City of Los Altos sells sewer services, in bulk, to the Town of Los Altos Hills, and the Town uses these services to serve parcels located in Los Altos Hills. Usage by parcels in Los Altos Hills is not shown in the above table because these parcels are not subject to the Sewer Service Charge. Instead, the full cost of the services indirectly provided by the Town of Los Altos Hills parcels is covered by the direct payment to the City from the Town of Los Altos Hills. Costs of these services are not spread to parcels directly served by the City of Los Altos sewer program.
- (2) Average consumption based upon parcels where actual usage data was available. Developed properties that are connected to the City's sewer system, which water consumption information is not available, are charged at the average sewer use per parcel identified above.

6. TOTAL ANNUAL CHARGES

The following summarizes the total Sewer Service Charges to be leived in Fiscal Year 2025/26, as compared to the total charges in the prior two years.

Description	Fiscal Year 2025/26	Fiscal Year 2024/25	Fiscal Year 2023/24
Total Sewer Service Charges	\$11,250,724.94	\$9,600,873.73	\$9,662,442.16
Number of parcels	12,102	12,058	12,056

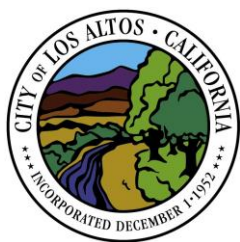
7. LISTING OF SEWER SERVICE CHARGES

Santa Clara County Assessor’s (tne “Assessor”) parcel identification, for each lot or parcel subject to the Sewer Service Charge, shall be based on the Assessor’s secured roll data for the applicable year in which this report is prepared and is incorporated herein by reference.

A listing of Assessor’s parcels subject to the Sewer Service Charge for Fiscal Year 2025/26, along with the charge amounts, is on file in the office of the City Clerk and incorporated herein by reference. Based on Assessor’s secured roll data, current assessor’s parcels, including corrected and/or new Assessor’s parcels, will be submitted and/or resubmitted to the Santa Clara County Auditor/Controller. The annual charge amount to be levied and collected for the resubmitted parcel(s) shall be determined in accordance with the City’s Municipal Code Chapter 10.12 and charge rate approved in this report. Therefore, if a single Assessor’s parcel has a status change in development, other land use change, or subdivides into multiple Assessor’s parcels, the charge amounts applied to each of the new Assessor’s parcels shall be recalculated and applied according to the approved method outlined in the City’s Municipal Code Chapter 10.12 and charge rate rather than a proportionate share of the original charge amount.

8. RESOLUTION

The following page presents the Resolution approving the report of Sewer Service Charges for Fiscal Year 2025/26 and directing the filing of charges for collection by the Santa Clara County Tax Collector.



City Council Agenda Report

Meeting Date: June 10, 2025

Prepared By: Sean Gallegos

Approved By: Nick Zornes

Subject: General Plan Amendment for New Safety Element and Revised Natural Environment & Hazards Element

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt a Resolution approving a General Plan Amendment for a new Safety Element and revised Natural Environment & Hazards Element; and find the project is exempt from environmental review pursuant to Sections 15060(c)(2) and 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines, per the recommended findings in the attached Resolution - Attachment 1 to the report.

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

Adoption of the General Plan Amendment for a new Safety Element and revised Natural Environment & Hazards Element is exempt from environmental review under the California Environmental Quality Act (CEQA). This action qualifies for the commonsense exemption pursuant to CEQA Guidelines Sections 15060(c)(2) and 15061(b)(3), which applies when it can be seen with certainty that there is no possibility the activity may have a significant effect on the environment. These General Plan policy updates do not authorize new development or physical improvements but instead provide guidance for future hazard mitigation and planning efforts. They strengthen existing policy direction and ensure compliance with State law, without relaxing any environmental protection standards or enabling new impacts. As such, no further CEQA review is required. This determination is consistent with CEQA provisions governing the adoption of policy documents that do not result in direct or reasonably foreseeable indirect environmental effects.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

The City's Natural Environment and Hazards Element, adopted as part of the General Plan, has functioned as a combined element covering safety, noise, and air quality. At that time, Los Altos did not maintain a standalone Safety Element although that is best practice. Instead, the required safety topics such as seismic hazards, flooding, wildfire risk, and emergency preparedness were included within the broader Natural Environment and Hazards Element, along with policies addressing noise and air quality.

As part of this General Plan Amendment, the City proposes two (2) actions:

1. Adopt a new, standalone Safety Element to replace the safety-related content previously located in the Natural Environment & Hazards Element to meet the City's Statutory Obligations.
2. Adopt a revised Natural Environment & Hazards Element, which will retain only the existing noise and air quality sections. The text, policies, implementation actions, and overall format of the remaining Natural Environment & Hazards Element are unchanged, except for the removal of safety-related content now covered in the new Safety Element. The remaining contents of this Element will allow for the City to pursue the comprehensive General Plan Update later this year.

These actions ensure that all required General Plan topics are addressed in full compliance with State law, while also improving clarity and usability by providing a dedicated element for public safety. The Safety Element reflects current State mandates under Government Code §65302(g), including the integration of climate adaptation strategies (SB 379), evacuation route planning (AB 747 and SB 99), and hazard mitigation coordination (AB 2140). It incorporates findings from the Santa Clara County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) and aligns with the City's Climate Action and Adaptation Plan (CAAP) to support a coordinated, forward-looking framework for hazard resilience and emergency preparedness.

State Law Requirements

State Government Code §65302(g) requires every city and county in California to adopt a Safety Element as part of its General Plan. The Safety Element includes goals, policies, and actions aimed at protecting the community from unreasonable risks associated with natural and human-made hazards, including (but not limited to) earthquakes, landslides, flooding, wildfires, and climate change. Over the past decade, new laws have expanded these requirements to address emerging threats and improve resiliency.

The last update to the Los Altos General Plan occurred in 2002, and since that time, significant legislative mandates have occurred, including:

- SB 379 (2015): Requires cities to address climate adaptation and resiliency in the Safety Element by including a climate change vulnerability assessment and related policies (or by incorporating a Local Hazard Mitigation Plan that addresses climate risks).

- SB 1035 (2018): Requires safety elements to be reviewed and updated with each Housing Element revision to ensure new information on fire, flood, and climate hazards is integrated.
- AB 747 (2019): Requires an analysis of evacuation routes in the Safety Element, evaluating their capacity, safety, and viability under a range of emergency scenarios.
- SB 99 (2019): Requires identification of any residential developments in hazard areas that have only one emergency evacuation route (for wildfire or flood) and policies to address evacuation constraints.
- AB 2140 (2006): Allows and encourages the City to adopt its Local Hazard Mitigation Plan (LHMP) into the Safety Element by reference, which can improve eligibility for post-disaster funding. Per Government Code §65302(g)(4), integrating the LHMP satisfies many hazard identification and climate adaptation requirements.

Housing Element Coordination

The City's Housing Element was adopted in January 2023. Per State law (SB 1035) and guidance from the Governor's Office of Land Use and Climate Innovation (LCI), the Safety Element should be updated concurrently or shortly after the Housing Element to reflect current data and policies on safety as they relate to housing within the community. This amendment ensures compliance with State law as it relates to the timing of the required update in relation to the recently adopted Housing Element. The new Safety Element will be integrated into the future comprehensive General Plan update along with the Housing Element.

Process

The City initiated the Safety Element in 2024 to comply with the above mandates and to enhance safety planning. Key steps completed to date:

- Engaged a planning consultant and convened an inter-departmental team (including Development Services Department, Public Works Department, Los Altos Police Department, and the Santa Clara County Fire Department) to develop the draft element.
- Provided community engagement through citywide public workshops, surveys, dedicated website, and public review process for the draft documents. The City of Los Altos prioritized inclusive engagement to ensure the updated policies and actions reflected the needs and concerns of residents, stakeholders, and partner agencies.
- Reviewed existing conditions and hazards using the best available science and mapping (e.g. seismic zones, FEMA flood maps, wildfire risk areas, climate projections).
- Incorporated findings from recent plans: the Climate Action & Adaptation Plan (2022) and the Emergency Operations Plan (2021), which provide relevant strategies for climate resilience and emergency response.

- Coordinated with Santa Clara County and participated in the regional update to the Santa Clara County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP). On August 27, 2024, the City Council adopted Resolution No. 2024-68, formally accepting Volume I and the City of Los Altos Annex within Volume II of the 2023 MJHMP. The MJHMP's data, vulnerability assessments, and strategies have been incorporated by reference into the Safety Element in accordance with the requirements of Assembly Bill 2140 (AB 2140).

Planning Commission Review

The Planning Commission held a public hearing on May 15, 2025, to review the draft Safety Element and revised Natural Environment & Hazards Element. No one from the public spoke on the item and no written public comments were received. The Commission unanimously recommended approval of the item to the City Council.

ANALYSIS

The proposed General Plan Amendment updates the City's General Plan in accordance with State law. It creates a new standalone Safety Element with updated policies addressing hazard mitigation, climate adaptation, and emergency preparedness. It also revises the Natural Environment and Hazards Element to reflect the relocation of safety-related content. Together, these actions improve organizational clarity, ensure compliance with State law, and support the City's long-term resilience and environmental planning efforts. Overall, the proposed Amendment ensures internal consistency within the General Plan, reinforces established City policy priorities, and provides a clear, comprehensive basis for guiding future decision-making related to hazard mitigation, resilience, and community safety.

Safety Element

The Safety Element is a component of a City's General Plan that identifies and addresses potential risks and hazards that could affect the community. Its purpose is to incorporate safety considerations into planning and decision-making to protect residents, businesses, and visitors from natural and human-caused hazards. It provides policy direction but does not directly initiate, fund, or implement development projects or environmental changes. Instead, it outlines strategies to reduce risks from natural and human-caused hazards and guides updates to key City plans, regulations, and processes.

The Draft Safety Element (Attachment 2) has been organized to meet applicable State law requirements and to provide a clear, actionable framework for enhancing public safety and hazard mitigation in Los Altos. The document is structured into three (3) primary sections: (1) an Introduction, which outlines the purpose of the Safety Element, applicable legal mandates, and its relationship to other City planning efforts; (2) a Hazard Identification and Risk Assessment, which evaluates natural and human-caused hazards that could affect the community, including seismic risks, flooding, wildfire, climate change, and hazardous materials; and (3) Goals, Policies, and Implementation Programs, which establish the City's strategic approach to risk reduction, climate adaptation, evacuation planning, and regional hazard mitigation coordination.

The Safety Element is structured around seven (7) core goals, each corresponding to a hazard identified in the Hazard Assessment and aligned with applicable State and regional requirements. Each goal is supported by policies and implementation actions that provide a clear framework for

enhancing public safety and community resilience. Policies are labeled numerically (e.g., SE-4.1), and implementation actions alphabetically (e.g., SE-1.a, SE-1.b), allowing City staff, decision-makers, and regional partners to easily reference and apply them.

The Draft Safety Element (Attachment 2) fulfills all requirements under California Government Code Section 65302(g), along with recent mandates designed to strengthen local preparedness and climate resilience. It includes a comprehensive climate vulnerability assessment in compliance with SB 379, evaluates evacuation routes and single-access areas per AB 747 and SB 99, and formalizes integration of the MJHMP in accordance with AB 2140. Additionally, it includes a commitment to regular review and revision per SB 1035 to ensure consistency with other planning efforts.

The following is a summary of the key components and how they address state mandates and local needs:

- Hazard Identification & Risk Assessment: The Safety Element provides a comprehensive evaluation of natural and human-caused hazards affecting Los Altos, as required by Government Code §65302(g). It addresses risks including earthquakes, liquefaction, landslides, wildfire, flooding, hazardous materials, and climate-related impacts such as extreme heat, drought, and sea-level rise. The assessment incorporates current data sources and integrates the 2023–2028 MJHMP, formally adopted by the City on August 27, 2024. In accordance with AB 2140, the MJHMP’s vulnerability assessment and mitigation strategies are adopted by reference, ensuring regional consistency and eligibility for future hazard mitigation funding
- Evacuation Routes and Emergency Response: In compliance with SB 99 and AB 747, the Safety Element evaluates the City's evacuation network, focusing on areas with constrained access or single ingress/egress. It identifies neighborhoods with limited evacuation options and emphasizes coordination with neighboring jurisdictions and Santa Clara County to improve route capacity and safety. Policies and actions support enhanced evacuation planning through interagency collaboration, public outreach, and integration of evacuation considerations into development review, as well as maintenance of the Emergency Operations Plan (EOP), mutual aid agreements, and emergency communication systems like AlertSCC and Genasys Protect.
- Climate Adaptation and Resilience: The Safety Element incorporates climate change adaptation throughout, as required by SB 379, supported by a Climate Change Vulnerability Assessment identifying local impacts such as extreme heat, drought, and wildfire. It aligns with the City’s CAAP and includes strategies such as heat emergency response protocols, identification of cooling centers, and regional coordination to enhance infrastructure resilience, particularly in areas vulnerable to sea-level rise.
- Wildfire Risk and Evacuation Planning: Although Los Altos is not subject to SB 1241 due to its location outside Cal Fire–designated Very High Fire Hazard Severity Zones, the Safety Element addresses wildfire risk consistent with the intent of the law. It includes policies for fire-safe development, defensible space, fire-resistant construction, vegetation management, and emergency access, as well as coordination with the Santa Clara County Fire Department

and mapping for areas with limited evacuation access. Additionally, should changes to made in State law in the coming year due to the recent Wildfires in Los Angeles, those will be integrated during the Comprehensive General Plan Update which will begin in Fall 2025.

Natural Environment & Hazards Element

The proposed revisions to the Natural Environment and Hazards Element (Attachment 3) remove the safety-related content while retaining the existing noise and air quality sections with no substantive changes and remains consistent with the overall General Plan. The revisions preserve the City's environmental quality goals and ensure internal consistency across all elements of the General Plan.

The Natural Environment and Hazards Element continue to address key environmental quality topics, specifically noise and air quality. The noise section fulfills the City's statutory obligation under Government Code Section 65302(f) by identifying major community noise sources, such as traffic from major roadways, and establishing policies to promote noise-compatible land uses and effective mitigation. The Air Quality section, while not required by State law, is retained to support regional air quality goals and local strategies for reducing pollution exposure. Policies in both sections remain unchanged from the previous version but will be evaluated during the upcoming Comprehensive General Plan Update.

The revised Natural Environment and Hazards Element remains consistent with the broader General Plan. The noise section supports land use compatibility and community health, consistent with Land Use Element Goal 2 (Promote a High Quality of Life) and Housing Element Policy H-2.6 (Ensure Housing Quality and Neighborhood Compatibility). The air quality section advances environmental protection goals outlined in the Open Space, Conservation & Community Facilities Element Goal 4 (Preserve and Protect Natural Resources) and complements the Climate Action and Adaptation Plan (CAAP) by promoting strategies to reduce vehicle emissions and encourage sustainable transportation alternatives.

Overall, the Natural Environment and Hazards Element retains its original structure and focus, ensuring Los Altos remains aligned with State planning requirements and its long-term vision for sustainability, health, and resilience. The Element will be reevaluated in its entirety during the comprehensive General Plan update which is scheduled to commence in Fall 2025.

Community Engagement

Community participation played a vital role in the development of the Safety Element. The City prioritized inclusive engagement to ensure the updated policies and actions reflected the needs and concerns of residents, stakeholders, and partner agencies, consistent with California Government Code Section 65302(g). Key outreach activities included:

- Community Workshops: The City hosted two (2) community meetings during the drafting stage:
 - *August 7, 2024*: Introduced the Safety Element process, reviewed the City's hazard profile, and gathered input on residents' concerns, such as earthquake preparedness, wildfire evacuation, and flood-prone intersections.

- *November 13, 2024*: Presented the draft goals, policies, and actions. Public feedback supported stronger emergency communications and fire fuel management, many of which were incorporated into the revised draft.
- Online Community Survey: An online survey (Summer 2024) collected over 82 responses, identifying priorities like improved disaster notifications, emergency training, and climate resilience measures. Survey input informed new action items, such as expanded neighborhood CERT (Community Emergency Response Team) programs.
- Agency Consultation: The City coordinated with internal departments, including Development Services Department, Public Works Department, Police Department, and the Santa Clara County Fire Department, to ensure the Safety Element addresses wildfire risk, evacuation, and emergency response. Their input helped align the Safety Element with local and regional safety goals. As Los Altos is not located in a State Responsibility Area or a Cal Fire Very High Fire Hazard Severity Zone, consultation with Cal OES was not required under Government Code Section 65302(g).
- Public Review Draft: The Draft Safety Element was released for a formal 10-day public review period from April 10 to April 20, 2025. The document was posted on the City website and noticed via e-mail to interested parties. During this period, stakeholders were invited to comment. This step was voluntary and not mandated by any State law. No public comments have been received to date.
- Public Notification: Public notification for all community engagement activities, including the community workshops, online survey, release of the Public Review Draft, and Planning Commission hearing — were published in the *Palo Alto Daily Post* and posted on the City's Safety Element webpage.

ATTACHMENTS

1. Draft Resolution
2. Draft Safety Element
3. Draft Revised Natural Environment & Hazards Element

RESOLUTION NO. 2025-XX**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS ADOPTING
A GENERAL PLAN AMENDMENT FOR A NEW SAFETY ELEMENT AND REVISED
NATURAL ENVIRONMENT & HAZARDS ELEMENT**

WHEREAS, the City of Los Altos has undertaken a General Plan Amendment to ensure consistency with state law and to provide a clear, actionable framework for enhancing public safety and hazard mitigation in Los Altos; and

WHEREAS, the Safety-related sections previously contained within the Natural Environment & Hazards Element have been removed and updated through the adoption of a new, standalone Safety Element, in accordance with California Government Code Section 65302(g); and

WHEREAS, the revised Natural Environment and Hazards Element now includes only the Noise and Air Quality sections. The format, language, and content of these sections remain unchanged, aside from the removal of safety-related content, which is now addressed in a standalone Safety Element; and

WHEREAS, the City Council has determined that the revised Natural Environment & Hazards Element is in the public interest and aligns with the goals and policies of the City's General Plan; and

WHEREAS, the City of Los Altos last updated its Safety Element in 2002, and subsequent State legislation—including SB 379, SB 99, AB 747, SB 1241, SB 1035, and AB 2140—necessitated an update to address new requirements for climate adaptation, wildfire risk reduction, evacuation planning, and hazard mitigation plan integration; and

WHEREAS, the Safety Element has been prepared in accordance with Government Code Section 65302(g), ensuring coverage of hazards such as seismic activity, flooding, wildfire, hazardous materials, climate change, and emergency preparedness; and

WHEREAS, the Safety Element incorporates the City's adopted Climate Action and Adaptation Plan (CAAP) and references the Santa Clara County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP), formally adopted by the City on August 27, 2024 (Resolution No. 2024-68); and

WHEREAS, although Los Altos is not located within a Cal Fire–designated Very High Fire Hazard Severity Zone (VHFHSZ) and therefore not subject to consultation with the Board of Forestry or Cal OES, the City consulted with the Santa Clara County Fire Department to ensure the Safety Element aligns with regional wildfire and emergency response protocols; and

WHEREAS, the City of Los Altos conducted public engagement to inform the Safety Element Update, including the establishment of a Safety Element webpage on the City's website; the publication of public notices in the Palo Alto Daily Post; distribution of informational flyers at

City Hall, the Library, the Community Center, the Senior Center, and the Grant Park Community Center; hosting two public workshops; conducting an online community survey; releasing the public review draft for community comment; and ongoing consultation with public safety stakeholders such as the Santa Clara County Fire Department and Los Altos Police Department; and

WHEREAS, adoption of the General Plan Amendment for a new Safety Element and revised Natural Environment & Hazards Element is exempt from environmental review under the California Environmental Quality Act (CEQA). This action qualifies for the commonsense exemption pursuant to CEQA Guidelines Sections 15060(c)(2) and 15061(b)(3), which applies when it can be seen with certainty that there is no possibility the activity may have a significant effect on the environment, as the update is a policy document that does not directly authorize development or other physical changes, and any future projects will be subject to separate environmental review as required; and

WHEREAS, the Planning Commission held a duly noticed public hearing on May 15, 2025, to consider the General Plan Amendment for the Safety Element and the revised Natural Environment & Hazards Element, received public testimony, and made a formal recommendation to the City Council; and

WHEREAS, the Planning Commission considered all evidence presented during its review of the Safety Element and the revised Natural Environment & Hazards Element, including: (a) written and graphical materials for the public review draft and staff presentations; (b) public comments from meetings, surveys, and the review period; (c) oral testimony from staff, stakeholders, and the public; (d) the May 15, 2025 staff report and its attachments; and (e) additional information received during the public hearing and deliberations; and

WHEREAS, the City Council held a duly noticed public hearing on June 10, 2025, received public testimony and materials, and carefully considered the Planning Commission's recommendation, staff reports, and community input; and

WHEREAS, the finding and conclusions made by the City Council in the Resolution are based upon the oral and written evidence presented as well as the entirety of the administrative record for the proposed project, which is incorporated herein by this reference. The findings are not based on the information provided in this resolution.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos does hereby approve a General Plan Amendment for a new Safety Element and revised Natural Environment & Hazards Element.

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 10th day of June 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk



City of Los Altos

SAFETY ELEMENT



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1.0 Introduction



1.0 INTRODUCTION

A community's safety and well-being can be influenced by many natural and man-made hazards. The Safety Element is a mandatory chapter of a jurisdiction's General Plan, as required by State law, and addresses the need to protect citizens from risks associated with natural and man-made hazards. The Safety Element contains goals, policies, and actions to reduce the risk associated with these hazards.

1.1. Related Laws, Plans, and Programs

There are several existing plans and programs that directly relate to the goals of the Safety Element. Enacted through state and local action, these plans and programs are administered by agencies with responsibility for their enforcement.

1.1.1. California Environmental Quality Act

The California Environmental Quality Act (CEQA) was adopted by the state legislature in response to a public mandate for a thorough environmental analysis of projects that might adversely affect the environment. The provisions of the law, review procedures, and any subsequent analysis are described in the CEQA Statutes and Guidelines as amended in 1998. Safety hazards, as well as noise and air quality impacts, are recognized as environmental impacts under CEQA.

1.1.2. Alquist-Priolo Earthquake Fault Zoning Act

The Alquist-Priolo Earthquake Fault Zoning Act requires the State Geologist to identify earthquake fault zones along traces of both recently and potentially active major faults.

Cities and counties that contain such zones must inform the public regarding zone location.

1.1.3. Seismic Hazards Mapping Act

Pursuant to the Seismic Hazards Mapping Act, the State Geologist compiles maps identifying seismic hazard zones. Development in seismic hazard areas is subject to policies and criteria established by the State Mining and Geology Board. Additionally, approval of development on a site within a seismic hazard area mandates the preparation of a geotechnical report and local agency consideration of compliance with applicable state requirements.

1.1.4. Landslide Hazard Identification Program

The Landslide Hazard Identification Program requires the State Geologist to prepare maps of landslide hazards within urbanizing areas.

1.1.5. Colbey-Alquist Floodplain Management Act

The Colbey-Alquist Floodplain Management Act encourages local governments to plan, adopt, and enforce land use regulations for floodplain management in order to protect people and property from flooding hazards. This act also identifies requirements that jurisdictions must meet to receive state financial assistance for flood control.

1.1.6. Santa Clara County General Plan Safety Element

The Santa Clara County General Plan Safety Element identifies geologic and other natural hazards. A key strategy of the element for reducing the potential risks to life and property from natural hazards is to minimize the number

of people who permanently reside in high hazard areas.

1.1.7. Los Altos Flood Hazard Area Regulations Ordinance

The City’s Flood Hazard Area Regulations (adopted as part of the Municipal Code) establish regulations of use, structures, grading and streambed alteration within designated flood, flood-related erosion, and mudslide hazard areas. These provisions apply to property identified in the Flood Insurance Study for the City of Los Altos (dated July 16, 1980) and the Flood Insurance Rate Map generated by the Federal Emergency Management Agency (FEMA).

1.1.8. Hazardous Waste Management Plan

The Santa Clara County Hazardous Waste Management Plan provides basic policy direction to address current and future hazardous waste management issues. All facilities and personnel of the County and affected cities are organized in the plan to effectively respond to hazardous materials emergencies.

1.1.9. Emergency Operations Plan

The City of Los Altos Emergency Operations Plan outlines authorities, organizational structures, and procedures used to coordinate activities related to local and regional emergencies or disasters. Taken with the Safety Element, the Emergency Operations Plan is a critical planning document that ensures the City is adequately prepared to respond to extreme hazard events.

The plan was developed in 2015 as part of the North Santa Clara County common-format Emergency Operations Plan for the Cities of Los Altos, Palo Alto, Mountain View, and Sunnyvale.

The plan was reviewed and revised by the City of Los Altos in January 2021.

1.1.10. County’s Multi-Jurisdictional Hazard Mitigation Plan

The City of Los Altos is a jurisdictional partner in the Santa Clara County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP). The MJHMP for Santa Clara County was developed in accordance with the Disaster Mitigation Act of 2000 and followed FEMA’s 2023 Local Hazard Mitigation Plan guidance. The MJHMP was locally adopted by the City on August 27, 2024.

The MJHMP incorporates a process where hazards are identified and profiled, the people and facilities at risk are analyzed, and mitigation actions are developed to reduce or eliminate hazard risk. The implementation of these mitigation actions, which include both short-term and long-term strategies, involve planning, policy changes, programs, projects, and other activities.

Assembly Bill (AB) 2140 authorizes local governments to adopt the Local Hazard Mitigation Plan (LHMP) with the General Plan Safety Element, through integration or incorporation by reference. The MJHMP is fully integrated into the Safety Element in accordance with AB 2140, Government Code 65302 (g)(4)(D)(ii), and is located at <https://emergencymanagement.sccgov.org/partners/hazard-mitigation-program>.

The vulnerability assessment conducted as part of the MJHMP satisfies the requirement to address climate resiliency and adaptation in the Safety Element (per Senate Bill [SB] 379).

1.1.11. Climate Action & Adaptation Plan

The 2022 Climate Action and Adaptation Plan (CAAP) assesses the impacts of Los Altos on the climate, how Los Altos can reduce its impact on

the climate, and how Los Altos can adapt to the changing climate.¹ The CAAP includes a qualitative and quantitative assessment of the impacts of City of Los Altos on climate change. An updated greenhouse gas (GHG) emissions inventory was conducted as part of this update. The CAAP also includes an assessment of climate impacts on the City as well as mitigation strategies, priority actions, and implementation measures to address climate change. The CAAP Climate Hazards Ranking is fully integrated into the Safety Element.

¹ [City of Los Altos, Los Altos Climate Action and Adaptation Plan, 2022,](#)

2.0 Natural & Human-Made Hazards Analysis



2.0 NATURAL & HUMAN-MADE HAZARDS ANALYSIS

As in all communities, natural conditions and human activities occur in Los Altos that have an effect on the quality of life of its residents. Reducing the risks associated with such hazards and being prepared for emergency situations is essential for creating an attractive and healthy environment for all residents and businesses within the City. This section of the Safety Element identifies the City’s approach for reducing potential hazards from natural conditions and human activities, along with the City’s emergency planning and response.

2.1. Planning Area

The Safety Element relates to the entire City of Los Altos, which is an incorporated city in Santa Clara County. Santa Clara County is located in the southeastern region of the San Francisco Bay Area. The City is located in the northwestern portion of Santa Clara County within the San Francisco Peninsula, between the southern reaches of the San Francisco Bay and the Santa Cruz Mountains.

Los Altos is bordered by the City of Palo Alto and the City of Mountain View to the north; the City of Sunnyvale to the east; the City of Cupertino and the unincorporated areas of Santa Clara County to the south; and the Town of Los Altos Hills to the west. Los Altos also abuts the Santa Cruz Mountains, which run southeast from the San Francisco Peninsula along the western border of Santa Clara County.

The analysis of existing conditions and potential hazards for this Safety Element applies to the entirety of the City of Los Altos. Certain hazards

and disaster events are regional and/or interrelated, such as earthquake and tsunami, and may transcend geographic boundaries. Thus, this Safety Element also considers potential hazards outside of the planning area that may occur or originate in other jurisdictions when the potential impact of those hazards might impact the City.

2.2. Geologic Hazards

Santa Clara County has a geologically diverse composition of bayside alluvial plains, hills, valleys, and mountains and is located in the Coast Ranges Geomorphic Province, which extends roughly 400 miles from Oregon to Southern California. To the west is the Pacific Ocean, where the coastline is uplifted, terraced, and wave-cut. To the east is the Central Valley of California. Major geological and hydrogeological features of Santa Clara County include the San Francisco Bay to the north and Santa Clara Valley, the geologic trough that extends roughly 90 miles from the San Francisco Bay to the City of Hollister. The Coast Ranges are subparallel to the Holocene-Active San Andreas fault, and Santa Clara County intersects with various faults that run parallel to the San Andreas fault. The proximity of the many faults in the area may exacerbate geologic and seismic hazards.

The City is primarily underlain by marine and continental sedimentary rocks and soil types that range from unconsolidated to semi- or loosely consolidated. Unconsolidated soil types may be more susceptible to geologic hazards. **Figure 1** and **Table 1** show the geologic makeup of the City of Los Altos.

Topographically, Los Altos is relatively flat and is located where the foothills of the Santa Cruz Mountains meet the Santa Clara Valley. Various creeks and riparian areas, including Adobe Creek, Hale Creek, Permanente Creek, and Stevens Creek, run down the foothills into the City. The foothills that abut the City to the south are prone to geologic hazards. The primary

geologic concerns within Los Altos include landslides and seismic impacts related to earthquakes. Seismic hazards can lead to fault rupture, ground shaking, and liquefaction. They can also be one of the causes of landslides, subsidence, tsunamis, and seiches. Other geologic hazards include subsidence, expansive soils, tsunamis, and seiches.

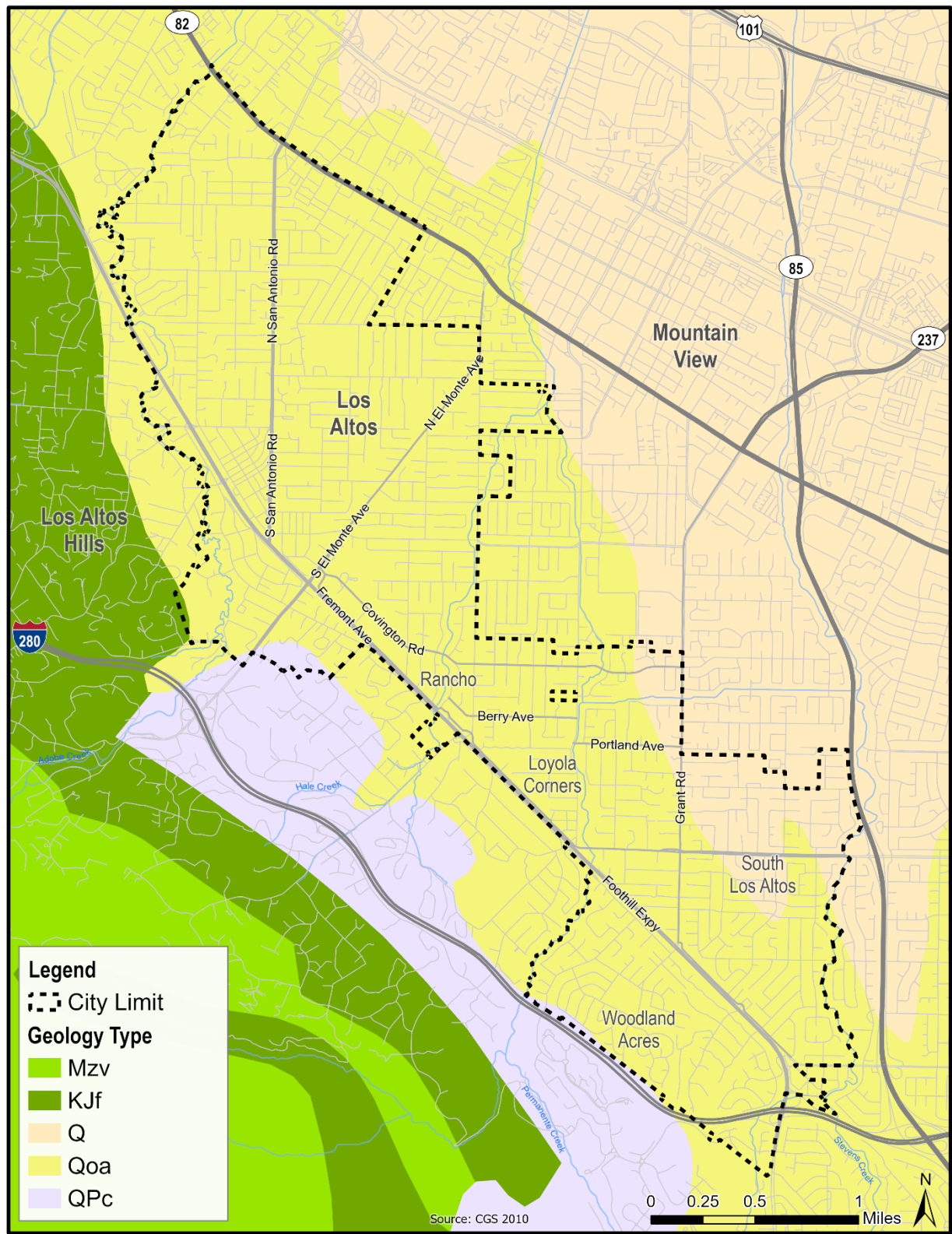
Table 1: Geology

Rock Types	General Lithology	Age	Description
Q	Marine and nonmarine (continental) sedimentary rocks	Pleistocene-Holocene	Alluvium, lake, playa, and terrace deposits; unconsolidated and semi-consolidated. Mostly nonmarine but includes marine deposits near the coast.
QPc	Nonmarine (continental) sedimentary rocks	Pliocene	Sandstone, shale, and gravel deposits; are mostly loosely consolidated.
Qoa	Marine and nonmarine (continental) sedimentary rocks	Pleistocene	Older alluvium, lake, playa, and terrace deposits.
KJf	Marine sedimentary and metasedimentary rocks	Cretaceous-Jurassic	Cretaceous and Jurassic sandstone with smaller amounts of shale, chert, limestone, and conglomerate. Includes Franciscan melange, except where separated.
Mzv	Metavolcanic rocks	Mesozoic	Undivided Mesozoic volcanic and metavolcanic rocks. Andesite and rhyolite flow rocks, greenstone, volcanic breccia and other pyroclastic rocks; in part strongly metamorphosed. Includes volcanic rocks of Franciscan Complex: basaltic pillow lava, diabase, greenstone, and minor pyroclastic rocks.

Source: California Geological Survey, <https://maps.conservation.ca.gov/cgs/gmc/App/>.



Figure 1: Geology



Source: California Department of Geology and Mines; Esri; City of Los Altos.

2.2.1. Seismic Hazards

The City of Los Altos is located in a region with active seismic faults and is therefore subject to risk of hazards associated with earthquakes. Seismic activity poses two types of hazards: primary and secondary. Primary hazards include ground rupture, ground shaking, ground displacement, and subsidence and uplift from earth movement. Primary hazards can induce secondary hazards, such as ground failure (lurch cracking, lateral spreading, and slope failure), liquefaction, water waves (tsunamis and seiches), movement on nearby faults (sympathetic fault movement), dam failure, and fires.

2.2.1.1. Fault Rupture

The City of Los Altos is situated in the central area of the Coast Ranges Geomorphic Province, a region with characteristic northwest-trending landforms and geologic structures. The Coast Range Geomorphic Province is an area of moderate-to-high seismic activity. Earthquake severity is typically categorized according to magnitude (a measure of the amount of energy released when a fault ruptures) and seismic intensity (a qualitative estimate of the damage caused by an earthquake at a given location). Because the amount of destruction generally decreases with distance from the epicenter (the point at the earth's surface directly above where the earthquake originated), earthquakes are assigned several intensities. The most commonly used seismic intensity scale is the Modified Mercalli Intensity scale, which has 12 levels of damage. The higher the number, the greater the damage.

The largest earthquake likely to occur on a fault or fault segment is called the maximum credible or characteristic earthquake. A maximum

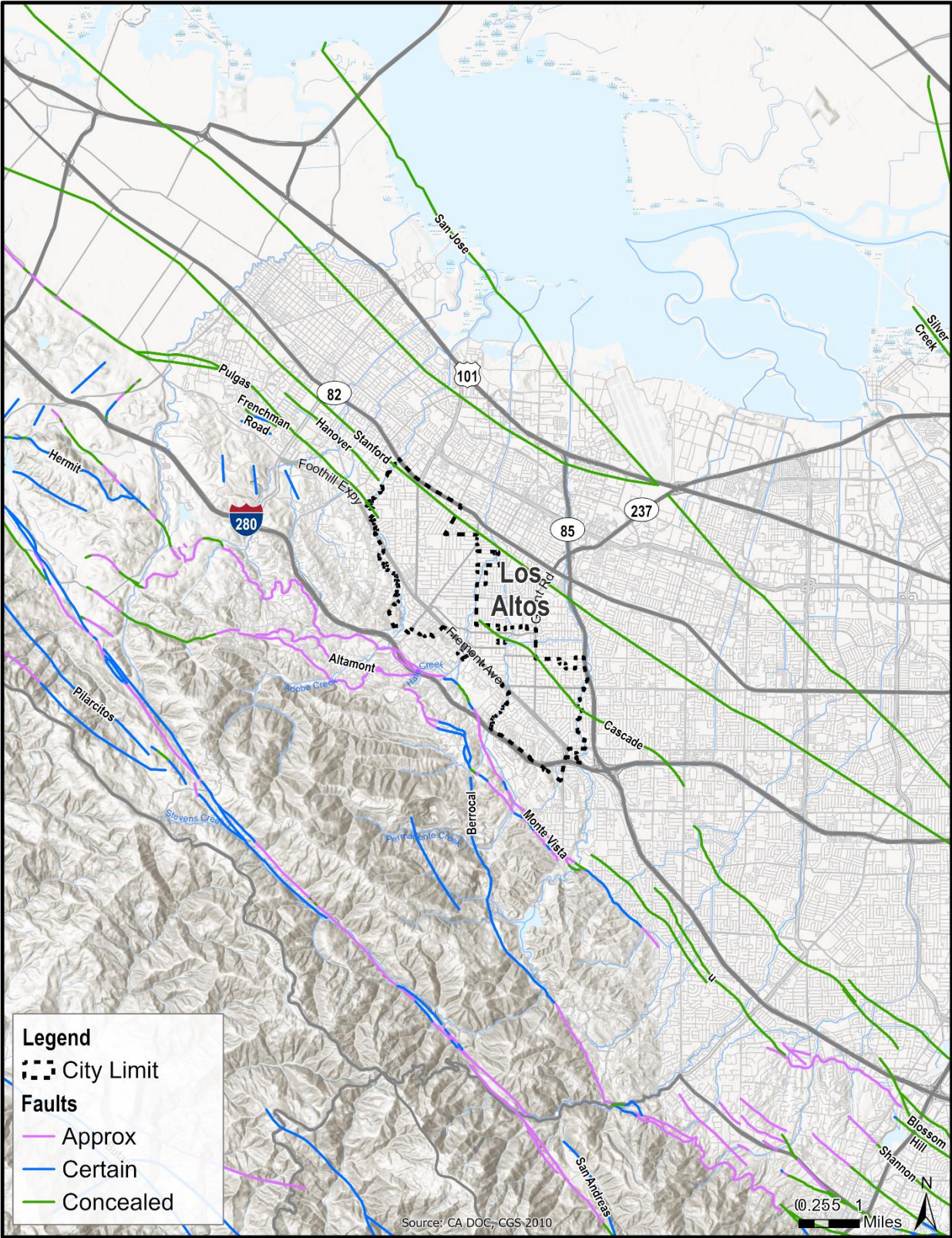
probable earthquake (MPE) is the earthquake most likely to occur in a specified period of time, such as 30 to 500 years. In general, the longer the period between earthquakes on a specific fault segment (recurrence interval), the larger the earthquake. The State of California, under the guidelines of the Alquist-Priolo Earthquake Fault Zoning Act of 1972, regulates development near active faults so as to mitigate the hazard of surface fault rupture. The California Department of Conservation classifies faults according to the following criteria:

- **Holocene-Active Fault:** A fault that has had surface displacement within Holocene time (the last 11,700 years)
- **Pre-Holocene Fault:** A fault whose recency of past movement is older than 11,700 years and thus does not meet the criteria of Holocene-active fault as defined in the State Mining and Geology Board regulations

An earthquake or rupture along one of the faults in the vicinity could result in casualties and extensive property damage. The effects of such a quake may result from aftershocks and secondary effects such as fires, landslides, dam failure, liquefaction, and other threats to public health and safety. California is a seismically active area with numerous faults throughout the region. The City of Los Altos is listed within a state-designated Alquist-Priolo Earthquake Fault Zone.² The Alquist-Priolo Earthquake Fault Zone Act prevents the construction of human-occupied buildings on the surface trace of Holocene-Active faults. The San Andreas fault is the closest Holocene-Active fault in the region, bordering the City to the west. Several faults are located within and near the City, including the Monte Vista fault and various pre-Holocene faults.

² State of California Department of Conservation, *Alquist-Priolo Earthquake Fault Zones*, accessed May 17, 2024, <https://www.conservation.ca.gov/cgs/alquist-priolo>.

Figure 2: Regional Fault Locations



Source: California Department of Conservation; California Geological Survey; Esri; City of Los Altos.

San Andreas Fault. The San Andreas fault is a continental, right lateral transform fault that forms the tectonic boundary between the Pacific Plate and the North American Plate. The fault runs roughly 810 miles from Cape Mendocino in the north to the Salton Sea in Southern California. The largest historical earthquakes along the San Andreas fault include the 1857 Fort Tejon earthquake and the 1906 San Francisco earthquake. The 1857 Fort Tejon earthquake occurred in January 1857 with an estimated magnitude of 7.9, which resulted in two deaths and significant damage throughout the area. The length of the surface rupture is estimated at 225 miles. The 1906 San Francisco earthquake occurred on April 18, 1906, with a magnitude of 7.9. The fault slipped over a segment of 270 miles, caused significant damage, and resulted in an estimated 3,000 deaths. The earthquake also caused the 1906 San Francisco fire, which burned for three days. Between the earthquake and fire, 28,000 buildings were destroyed with a total property value loss estimated at \$350 million. The 1906 earthquake is considered the most devastating earthquake in the state to date.

Monte Vista Fault. The Monte Vista fault runs approximately 29 miles from branching off of the San Andreas fault and traversing southeast through the neighboring Town of Los Altos Hills to Cupertino. The fault is thought to be Holocene-aged with fault displacement in the last 11,700 years; however, there is no historical record of fault rupture along this fault.

Pre-Holocene faults. Various Pre-Holocene faults are located in proximity to the City. The Cascade and Stanford faults are Quaternary faults that run northwest and underlie portions of the City of Los Altos. The Berrocal Fault is a late Quaternary fault to the southwest of the

City. These faults are part of a complex system of pre-Holocene faults located throughout the area that roots southwestward into the San Andreas fault zone. Other nearby faults include the Hanover fault and San Jose fault. These faults are understood to be inactive faults that pose little threat to the City.³

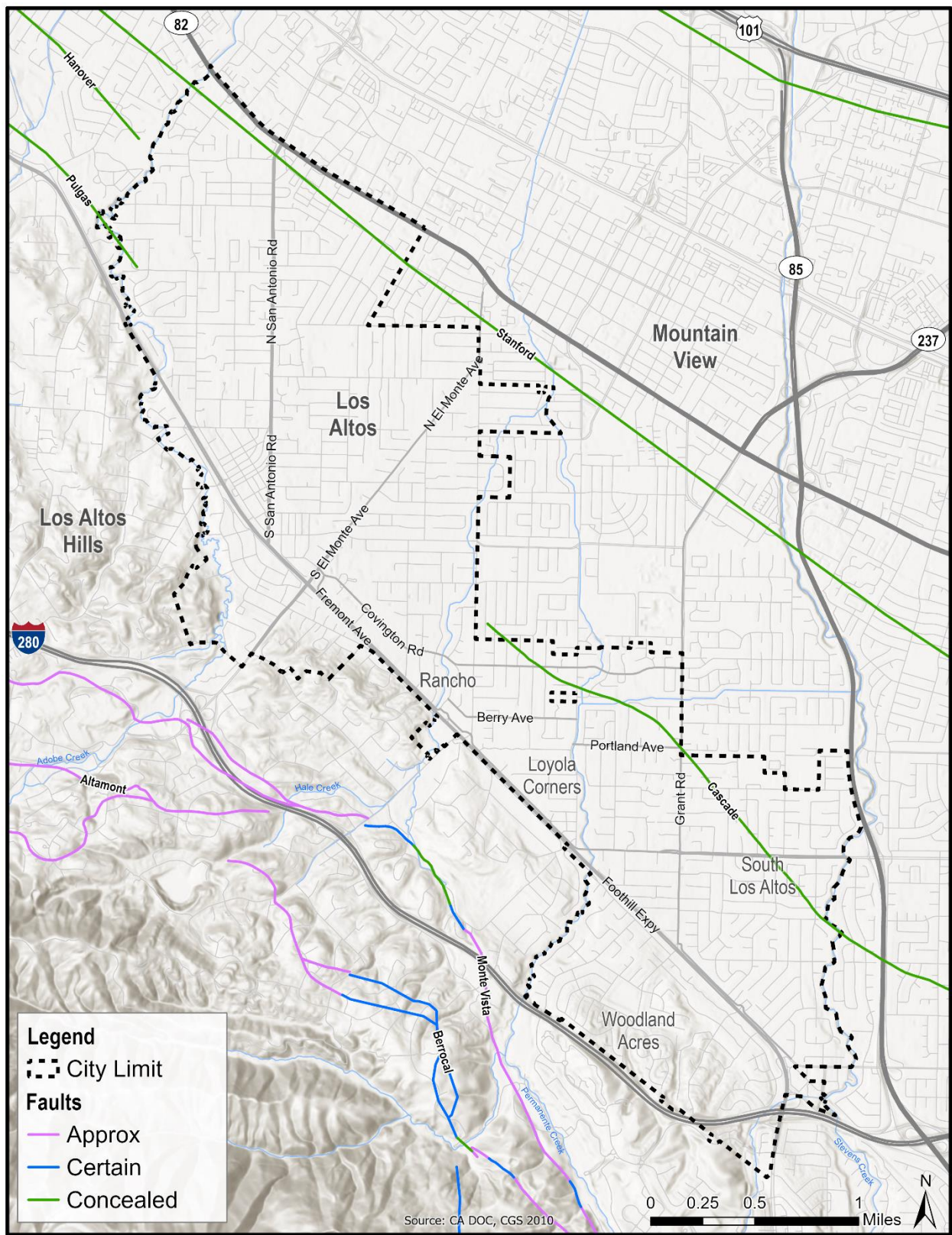
2.2.1.2. Ground Shaking

Ground shaking is characterized by the physical movement of the land surface during earthquakes. Given the City's proximity to active faults in the region, seismic ground shaking could damage buildings and cause objects to fall, creating hazards to life and property. Because Los Altos is in an earthquake-prone area of Northern California, and due to the close proximity to the San Andreas fault, seismic shaking would most likely be felt throughout the City. The effects of significant ground shaking would be most severe in areas with steep slopes, weak soils, and vulnerable structures. In a probable earthquake scenario, the majority of one- and two-story wood structures in the planning area would not sustain serious damage. Older, unreinforced masonry buildings in the downtown area that were built prior to improved building codes may be subject to severe damage or collapse in the event of an earthquake.

Figure 4 shows the shake potential in the City of Los Altos. It shows the relative intensity of ground shaking from anticipated future earthquakes. Percentage of gravity (% g) is a method for expressing acceleration, measured relative to gravity (g). Shaking potential at 50 percent would be 0.50 g, perceived as severe ground shaking with moderate to heavy potential damage on the Modified Mercalli Intensity scale.

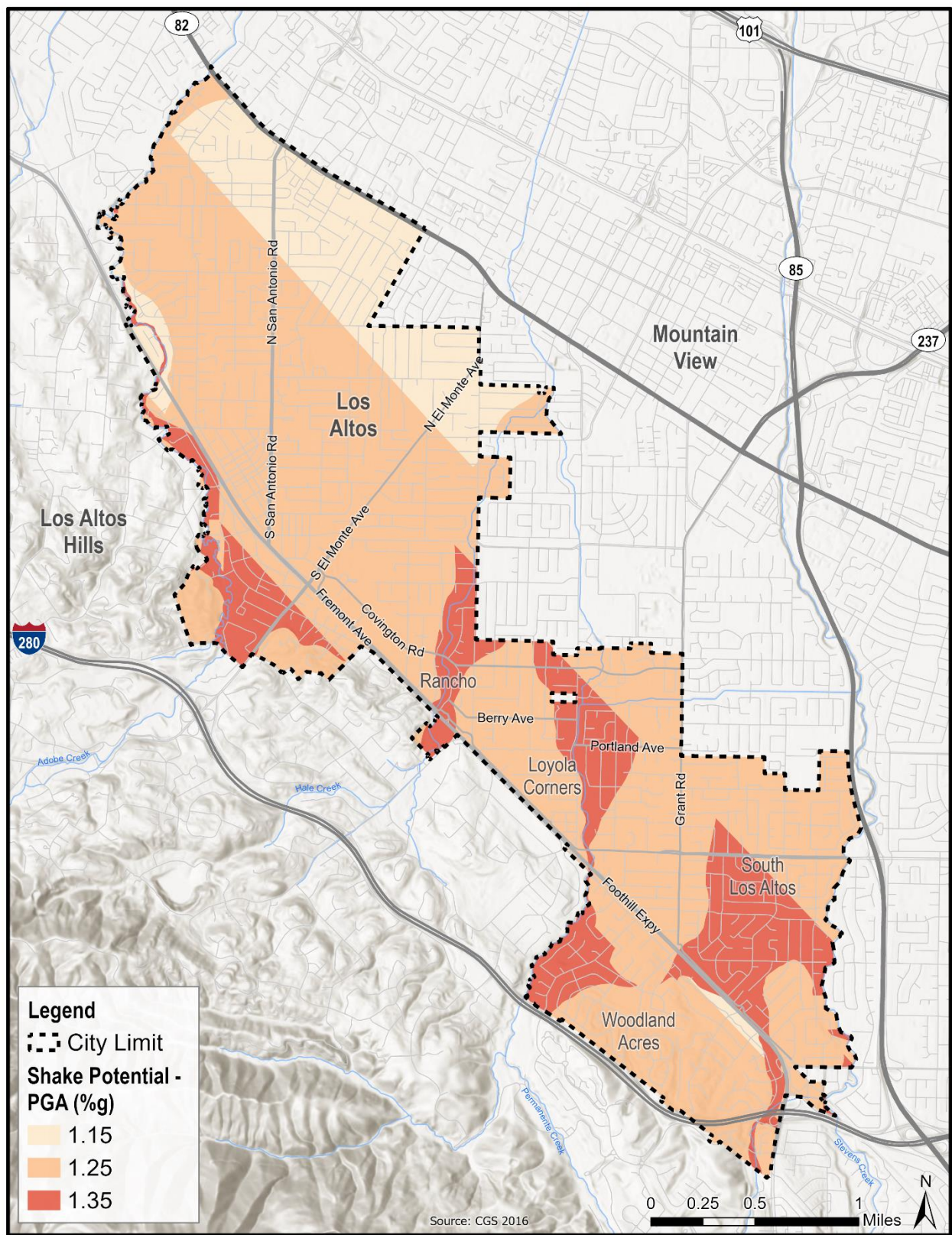
³ USGS, *Quaternary Fault and Fold Database of the United States*, accessed October 16, 2024, <https://www.usgs.gov/programs/earthquake-hazards/faults>.

Figure 3: Local Fault Locations



Source: California Department of Conservation; California Geological Survey; Esri; City of Los Altos.

Figure 4: Shake Potential Map



Source: California Geological Survey; Esri; City of Los Altos.

Based on the shake potential map, the strongest ground shaking that could occur in Los Altos would be 1.15 to 1.35 g. For comparison purposes, the peak ground acceleration in a single direction measured during the 1994 Northridge earthquake was 1.82 g, moment magnitude of 6.7; this was the highest ever instrumentally recorded in urban North America. The shake potential map shows the projected maximum capacity for ground shaking in the specific geography based on conditions such as topography, soil types, and groundwater location. The entirety of the City is vulnerable to the same levels of ground shaking.

2.2.1.3. Liquefaction

Seismic ground shaking of relatively loose, granular soils that are saturated or submerged can cause the soils to liquefy and temporarily behave as dense fluid. Liquefaction occurs primarily in areas of recently deposited sands and silts with poorly consolidated sediment and in areas of high groundwater levels. Los Altos sits on the very deep alluvial soils of the Santa Clara Valley floor. These soils, consisting of silt, clay, sand, and gravel deposits, can extend to a depth of 4,000 to 5,000 feet throughout most of the City.

Figure 5 shows areas of liquefaction hazards throughout the City. Mapped liquefaction zones exist near the creeks that run through Los Altos. Namely, the areas surrounding Adobe Creek, Hale Creek, Permanente Creek, and Stevens Creek are areas of potential liquefaction. Although severe ground motion resulting from an earthquake would be apparent in Los Altos because of the depth of the loosely consolidated soils, damage generally would not be serious to the predominant one- or two-story wood frame

structures that are prevalent in the City of Los Altos.

2.2.2. Subsidence

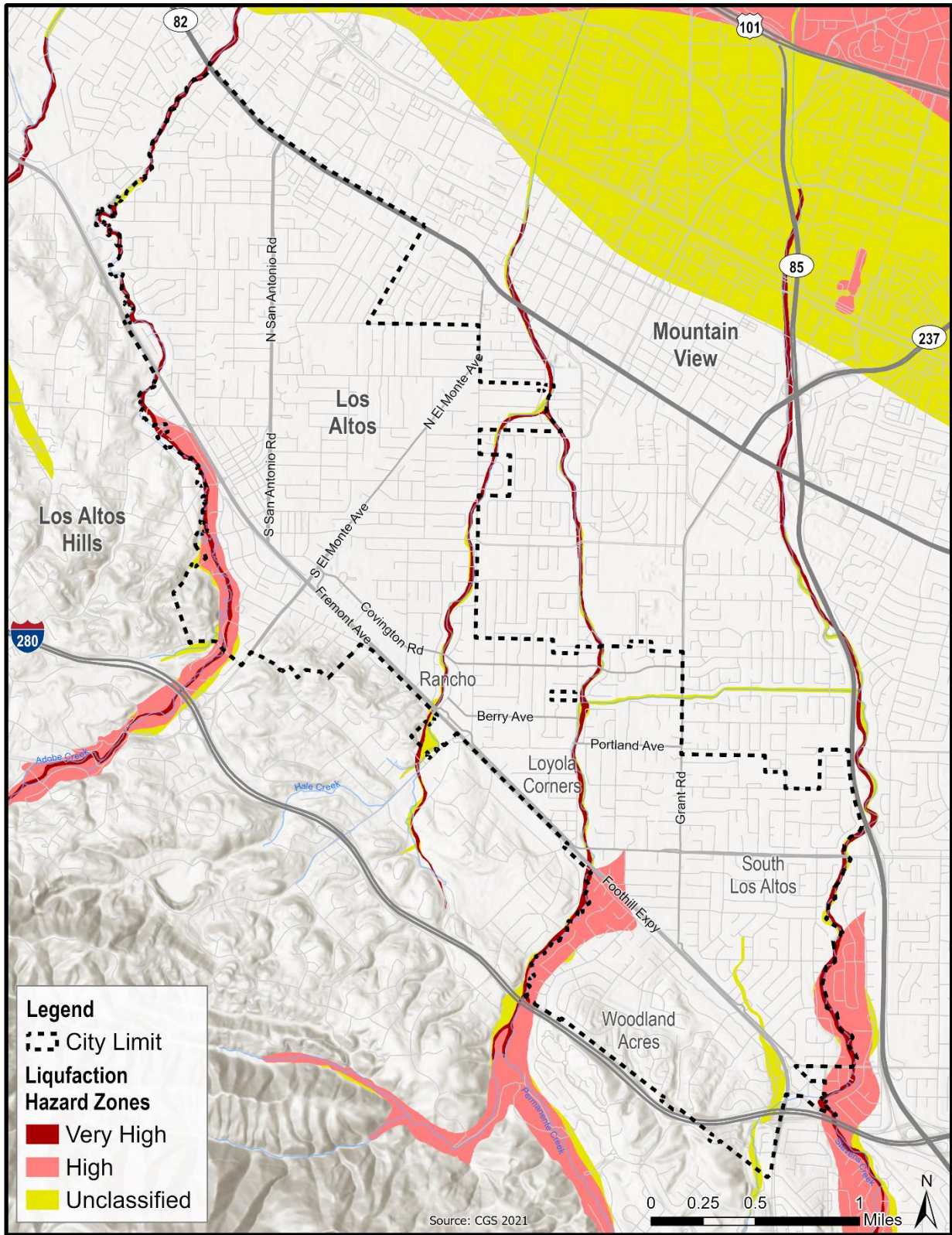
Ground subsidence is the gradual settling or sinking of the ground surface with little or no horizontal movement. Most ground subsidence is anthropogenic (created or influenced by humans) and is usually associated with the extraction of oil, gas, or groundwater from below the ground surface in valleys filled with recent alluvium. Land subsidence can also occur during an earthquake because of offset along fault lines and as a result of the settling and compacting of unconsolidated sediment from the shaking of an earthquake.

The United States Geological Survey (USGS) documents areas of land subsidence throughout California, including historical and current subsidence. The USGS has identified significant areas of regional subsidence as a result of groundwater pumping throughout Santa Clara County.

The majority of Santa Clara Valley, including the City of Los Altos, has been identified as an area of land subsidence. Generally, eastern areas of the City are identified as areas of land subsidence. **Figure 6** shows California's Groundwater Update land subsidence data which maps 0.25-foot intervals of land subsidence. The data shows that eastern areas of the City have experienced up to 0.25 feet of land subsidence.

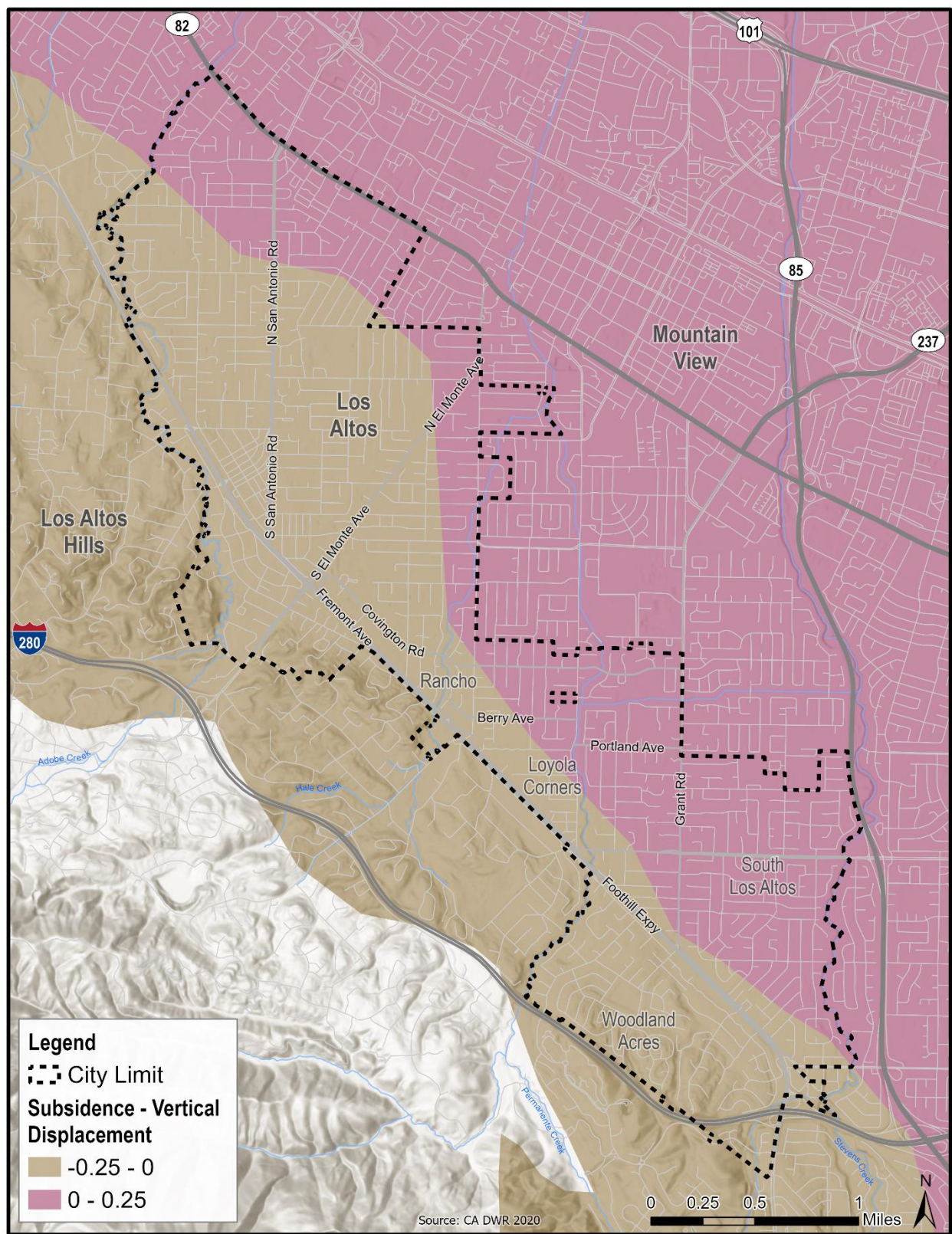
Due to the geology of the City and the potential for seismicity, land subsidence may impact significant eastern portions of Los Altos. Continued groundwater withdrawal may worsen land subsidence throughout the planning area.

Figure 5: Liquefaction Zones



Source: US Geological Survey; Esri; City of Los Altos.

Figure 6: Land Subsidence



Source: California’s Groundwater Update 2020 (Bulletin 118), Land Subsidence Vertical Displacement Polygon dataset.

2.2.3. Expansive Soils

Expansive soils are those that have the ability to expand or contract, changing in volume based on their moisture content. They are typically composed of a form of expansive clay mineral that readily absorbs water and swells, leading to an increase in volume when wet and shrinkage when dry. This shrink-swell process can cause fatigue and cracks in infrastructure or foundations placed directly on or within expansive soils. Structural damage may result over a long period of time, making it difficult to estimate the severity of long-term impacts.

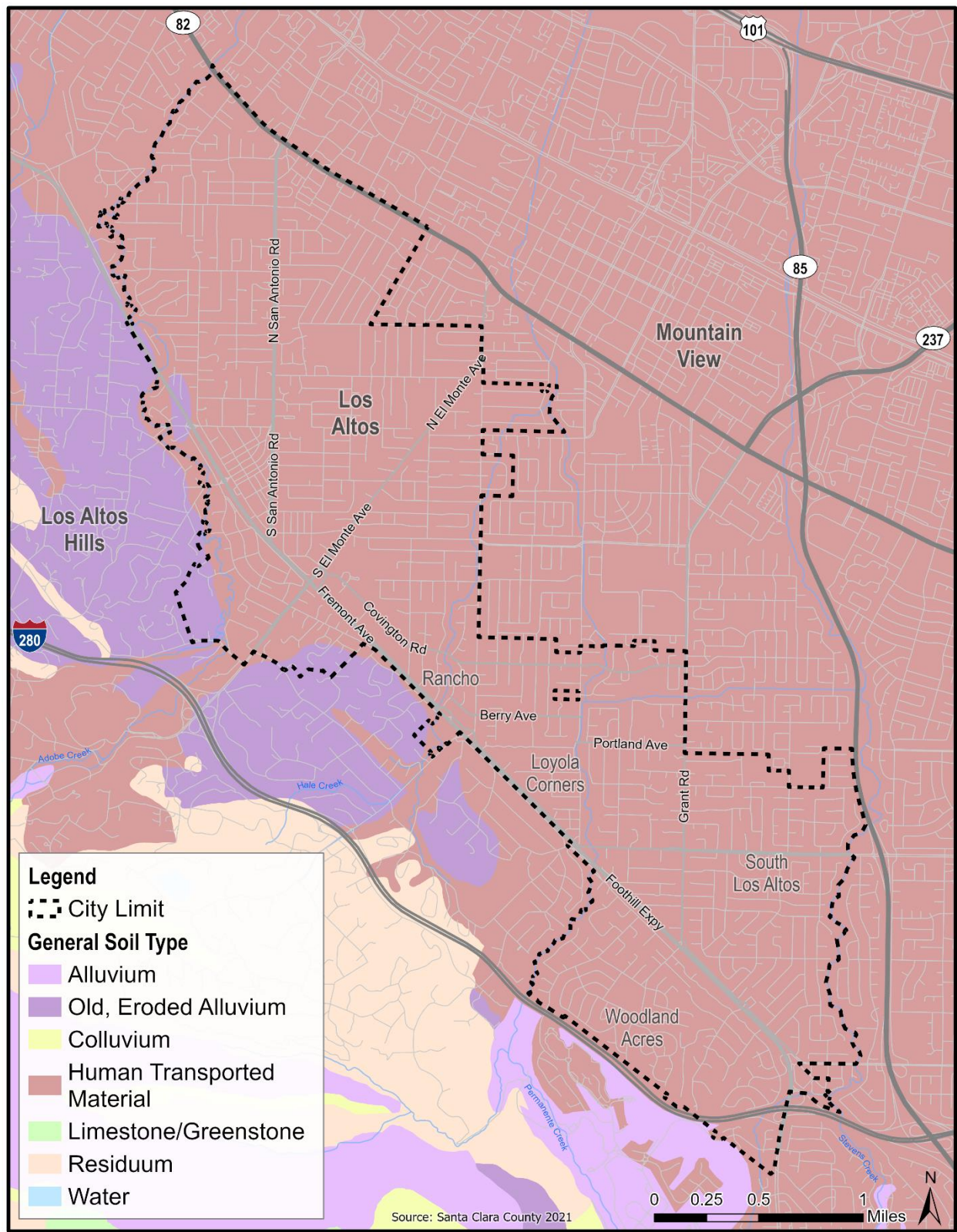
The geology of Los Altos may be susceptible to expansive soils due to groundwater. The City is within the Santa Clara Valley which is characterized by high groundwater levels and potentially soils with high clay content. **Figure 7** shows that the majority of soil throughout the City is human-transported material. There may be swelling potential within these soils. Expansive soils have not been well documented throughout the City, but the potential for expansive soils exists throughout the area where the Santa Clara Valley contains groundwater and soil conditions that are conducive.



Resilient Los Altos and Community Emergency Response Team (CERT) provide volunteer support to the City.
Photos Courtesy of Los Altos CERT and Resilient Los Altos



Figure 7: Soils



Source: Santa Clara County Planning Office GIS; Esri; City of Los Altos.

2.2.4. Landslides

A landslide is defined as the movement of a mass of rock, debris, or earth down a slope. Landslides are subdivided by the type of geologic material (bedrock, debris, or earth). Debris flows (commonly referred to as mudflows or mudslides) and rock falls are examples of common landslide types.⁴ Landslides can be initiated in slopes already on the verge of movement by rainfall, snowmelt, changes in water level, stream erosion, changes in groundwater, earthquakes, volcanic activity, disturbance by human activities, or any combination of these factors. When a hillside or other slope becomes unstable, downslope movement of rock and soil occurs under the direct influence of gravity. Landslides can include events such as rock falls, topples, slides, spreads, and flows.

Landslides are often sudden, although some occur very slowly over a long period of time. Loose and fractured materials are more likely to slide than compact materials or solid rock, and steep slopes are at greater risk than gentle rises. Areas that have been recently burned by wildfires are more susceptible to sliding because the fire destroys the plant cover that helps stabilize slopes. Areas underlain by shale and siltstone are more prone to landslides when compared to other bedrock geology, which is more prone to slow-developing, slump-type failure.

Landslides are usually induced by either earthquakes or moisture. The shaking of an earthquake can decrease slope stability or, in a more severe instance, can fracture the earth's material enough to slide. Moisture-induced landslides can occur when the ground soaks up

enough water that it becomes loose and unstable. This is often the result of intense or long-lasting rainfall but can also result from a pipeline burst or overwatering landscapes. In some cases, hillside erosion from rainfall can cause instability and result in landslides. If the slide is wet enough to become mud, the event is known as a mudslide or a mudflow.

Figure 8 shows the relative likelihood of deep-seated landsliding based on regional estimates of rock strength and steepness of slopes.⁵ On the most basic level, weak rocks and steep slopes are most likely to generate landslides. The map uses detailed information on the location of past landslides, the location and relative strength of rock units, and the steepness of the slope to estimate susceptibility to deep-seated landsliding, shown through classes of landslide susceptibility ranging from 0 (low) to 10 (high).

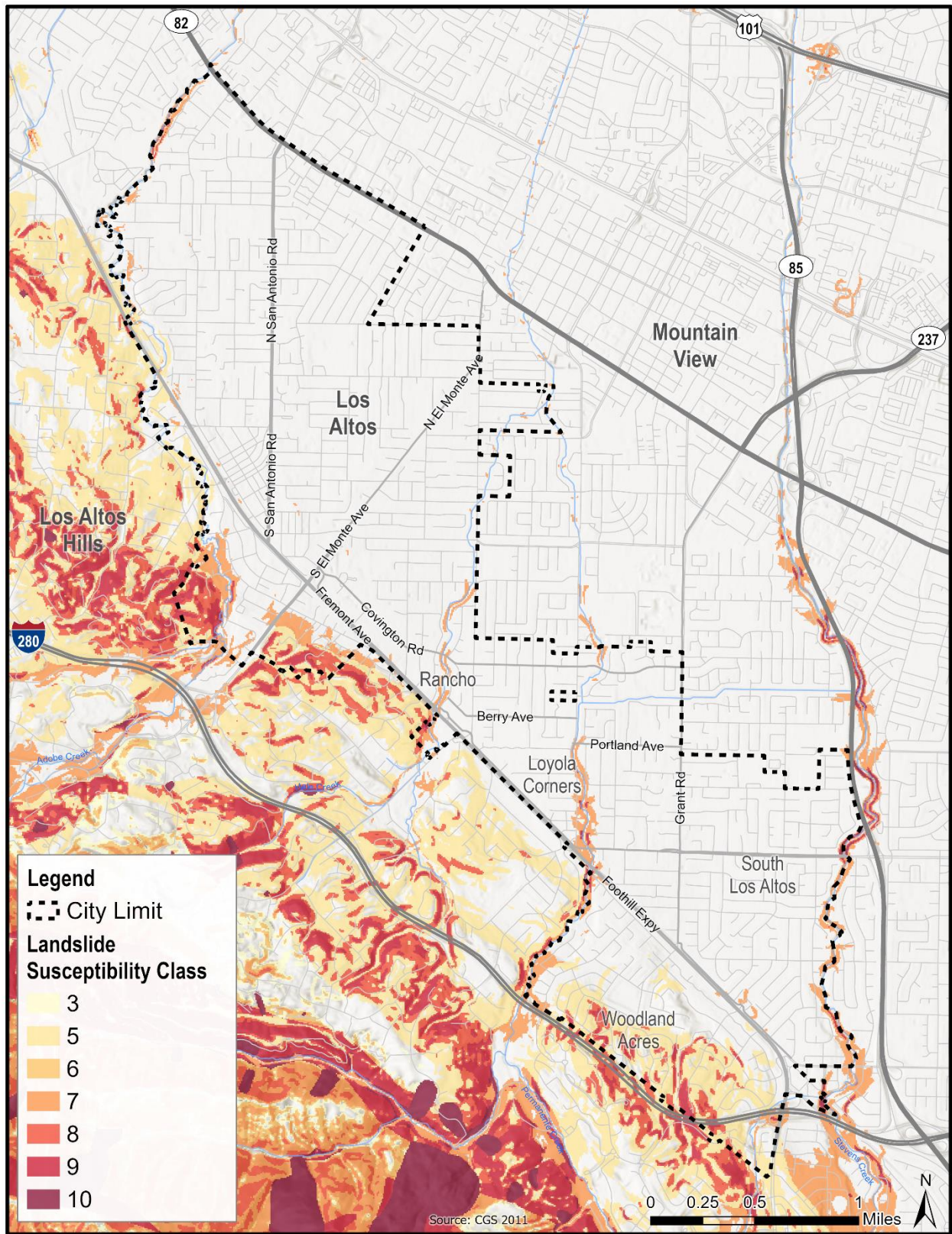
These classes generalize that on very low slopes, landslide susceptibility is low even in weak materials, but it increases with slope and in weak rocks. Landslide susceptibility is based on rock strength and slope steepness. Areas with steep or unstable slopes have the highest landslide risk in Los Altos. Landslides are also likely on hillsides where rock strata parallel surface slopes, high clay content absorbs excess water, displacement fractures a fault zone, or erosion or human activity removes a slope's base. Landslides are unlikely on slopes under 15 percent. In Los Altos, slopes of 15 percent or more are isolated to the City's southwest. While no recent landslides have occurred in the planning area, development on such slopes should be carefully reviewed to mitigate risks.

⁴ United States Geological Survey, "What is a landslide and what causes one?", accessed May 20, 2024, <https://www.usgs.gov/faqs/what-landslide-and-what-causes-one>.

⁵ "Deep-seated landslide" is typically defined as a landslide that is slow moving, rooted in bedrock, and covering larger areas.

Source: Washington Geological Survey, accessed May 20, 2024, https://www.dnr.wa.gov/publications/ger_fs_landslide_processes.pdf.

Figure 8: Landslide Areas



Source: California Department of Conservation; California Geological Survey; Esri; City of Los Altos.

2.2.5. Tsunamis and Seiches

A tsunami is a wave or series of waves generated by a large and sudden upward movement of the ocean floor, usually the result of an earthquake below or near the ocean floor. This sudden displacement and force create waves that radiate outward in all directions away from their source, sometimes crossing entire ocean basins. Los Altos is located five to six miles from the San Francisco Bay with an elevation of 150 feet or more above sea level. Consequently, potential hazards associated with water waves are not likely to impact populations and facilities within the City. Furthermore, based on the Tsunami Hazard simulations by the California Department of Conservation, a tsunami event will not impact the City of Los Altos (refer to **Figure 9**).

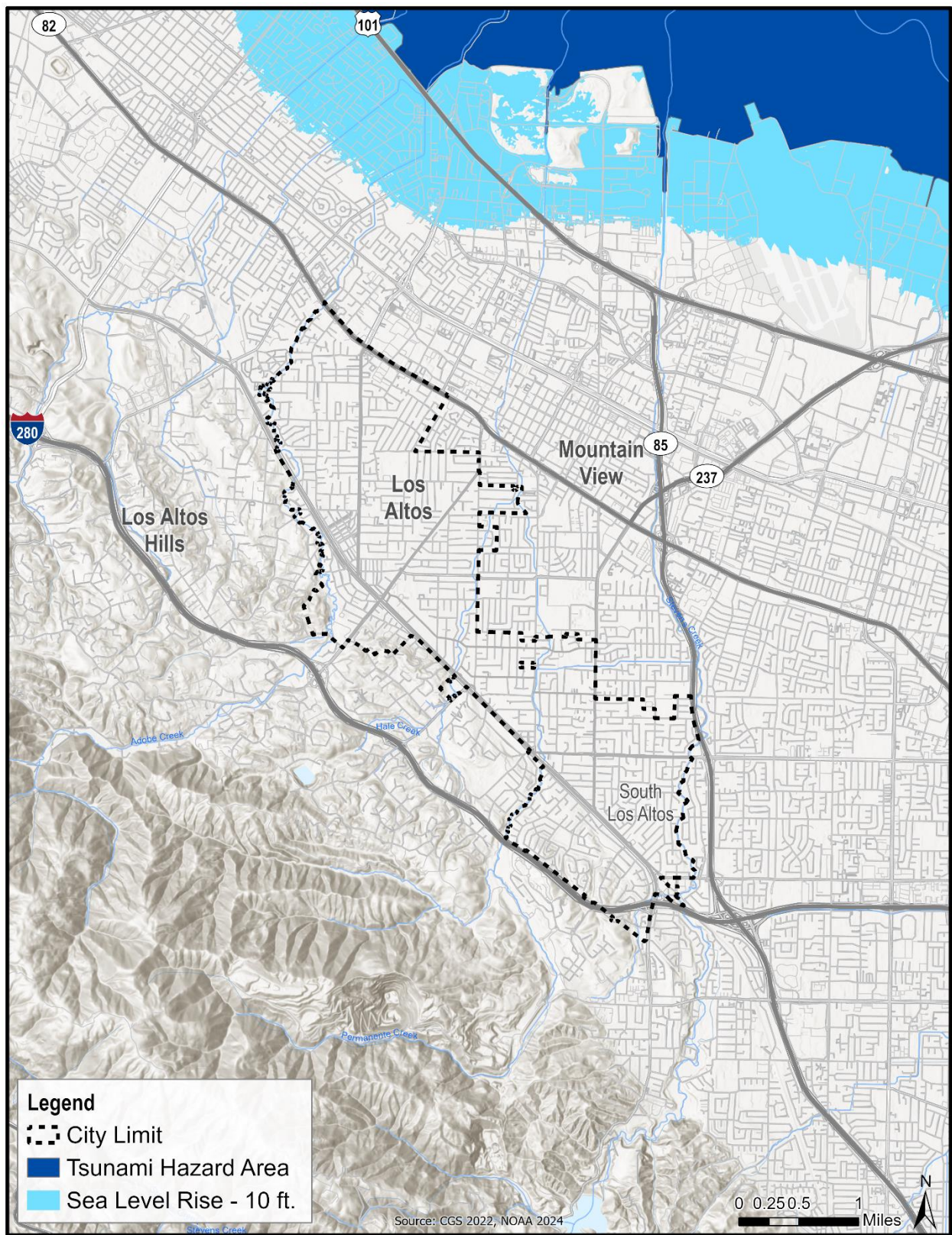
However, regional infrastructure and facilities in nearby areas that serve the City, such as the Palo Alto Regional Water Quality Control Plant, may be impacted by tsunamis. Inundation due to tsunami could cause regional impacts that disrupt water and utility services by damaging infrastructure such as pipelines, power lines, and sewage systems. Secondary impacts to the City of Los Altos might include contamination of water supplies, loss of power, and interruptions to communication and transportation networks. These disruptions can lead to broader public health and safety issues, affecting emergency response and overall community resilience.

A seiche is defined as a standing wave oscillation in an enclosed or semi-enclosed, shallow to moderately shallow water body to the basin, such as a lake, reservoir, bay, or harbor, due to ground shaking, usually following an earthquake. Seiches continue in a pendulum fashion after the cessation of the originating force, which can be tidal action, wind action, or a seismic event. Seiches are often described by the period of the waves (how quickly the waves repeat themselves) since the period will often

determine whether adjoining structures will be damaged. The period of a seiche varies depending on the dimensions of the basin. Whether the earthquake will create seiches depends upon a number of earthquake-specific parameters, including the earthquake location (a distant earthquake is more likely to generate a seiche than a local earthquake), the style of fault rupture (e.g., dip-slip or strike-slip), and the configuration (length, width, and depth) of the basin.

The nearest body of water to the City is the San Francisco Bay; however, seiches within the Bay would not impact the City. Similarly to tsunamis, although populations and facilities within the City may not be directly impacted, regional infrastructure may be impacted by seiches. The Palo Alto Regional Water Quality Control Plant is of particular concern because it serves the City of Los Altos but is located within the tsunami and sea level rise hazard area in Palo Alto. Seiches that impact surrounding areas may damage infrastructure such as pipelines, power lines, and sewage systems and cause secondary impacts to the City including contamination of water supplies, loss of power, and interruptions to communication and transportation networks.

Figure 9: Tsunami and Sea Level Rise Map



Source: California Geologic Survey, National Oceanic and Atmospheric Administration; Esri; City of Los Altos.

2.3. Fire Hazards

2.3.1. Wildland Fires

A wildfire is defined as an unplanned and unwanted wildland fire, including unauthorized human-caused fires, escaped wildland fire use events, escaped prescribed fire projects, and all other wildland fires where the object is to extinguish the fire. Wildfire is a natural part of the California ecosystem, helping to clear brush and debris, and is a necessary part of various species' life cycles. Wildfires can be sparked by lightning, accidents, or arson.

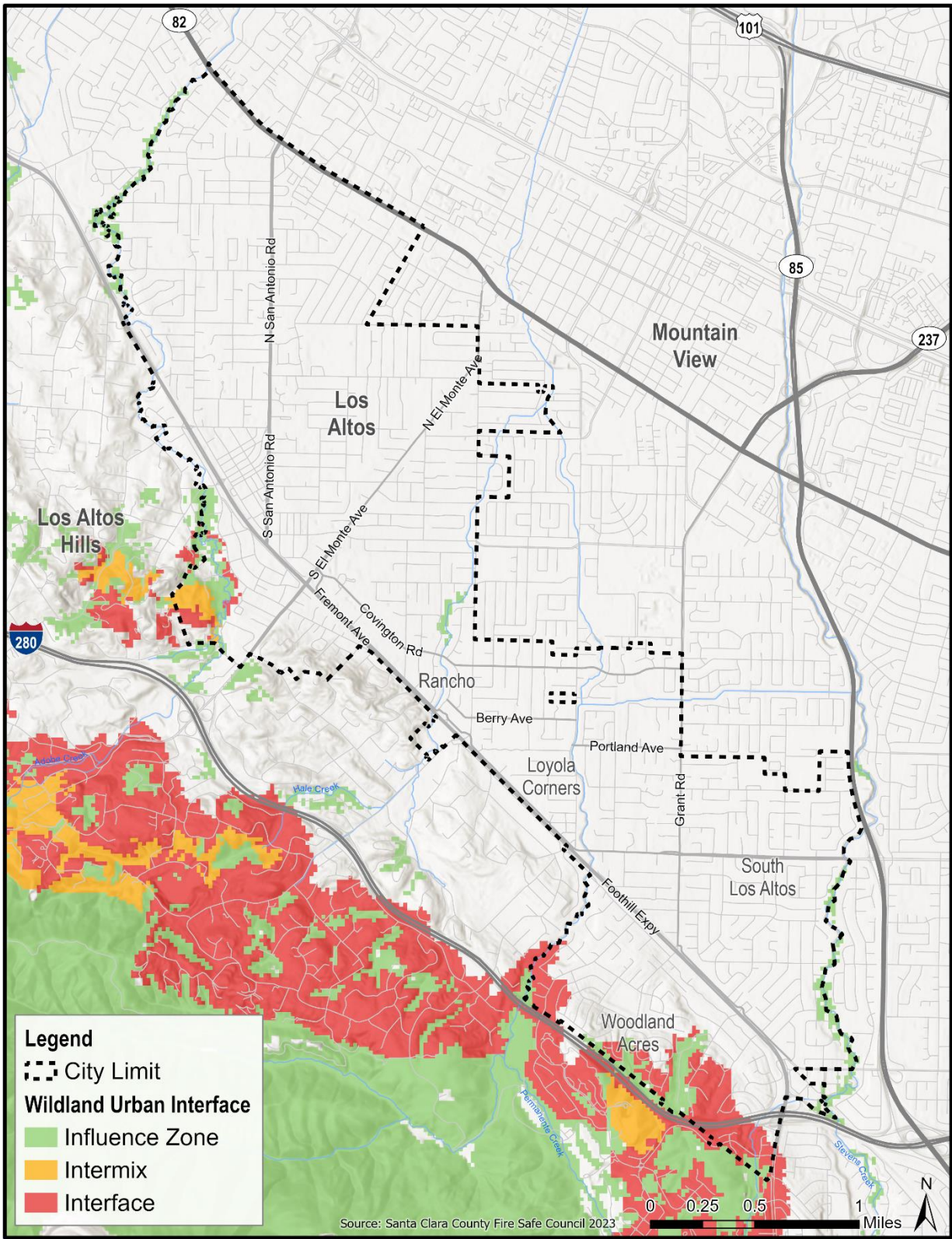
Human activity has changed the buffer zone between urbanized and undeveloped areas, known as the wildland-urban interface, where naturally fire-prone landscapes abut developed neighborhoods. The natural setting of a wildland-urban interface can make these areas highly desirable places to live, and many of these areas in California are now developed. This development has brought more people into wildfire-prone areas. The availability of fuel and increasing encroachment into the wildland-urban interface have made wildfires a common and dangerous hazard in California. Structural conditions that may affect fire control include the type and use of a structure, roof covering, surrounding landscaping, and exposure to the building.

The Santa Clara County Community Wildfire Protection Plan (CWPP) identifies wildland urban interface areas within the City of Los Altos; refer to **Figure 10**. The CWPP Wildland Urban Interface dataset identifies a wildland urban influence zone (lowest risk), wildland urban intermix, and wildland urban interface (highest risk). The majority of the City is not a designated wildland urban interface area. The City is mostly developed which has a low risk for wildfire; however, development intermingles with undeveloped, open space, and natural

areas that are prone to wildfire. The wildland-urban interface within the City primarily exists where development blends into the foothills of Rancho San Antonio County Park and the Santa Cruz Mountains to the southwest. Wildland urban interface areas primarily include residential areas in Woodland Acres and areas north of South El Monte Ave and west of Foothill Expressway. Additionally, wildland-urban interface areas include riparian zones along Adobe Creek, Stevens Creek, Hale Creek and Permanente Creek which run throughout the City. Regional wildfires and large wildfires outside of the City, particularly wildfires in undeveloped areas of unincorporated Santa Clara County, may cross wildland-urban interface areas and threaten the City. Urban fire hazards in Los Altos are concentrated primarily in dense nonresidential areas with limited landscape and separation between structures.

The City will reduce the potential for dangerous fires by coordinating with the Santa Clara County Fire Department to implement fire hazard education and fire protection programs. The City will also ensure that construction is consistent with the current California Fire Code including water flow and pressure requirements for firefighting purposes, requirements for turnarounds at dead end roads, road widths, and distances between fire hydrants.

Figure 10: Wildland Urban Interface



Source: Santa Clara County CWPP GIS Data Portal; Esri; City of Los Altos.

2.3.2. Fire Hazard Severity Zones

The California Department of Forestry and Fire Protection (Cal Fire) prepares wildfire hazard severity maps, including mapping areas of significant fire hazards based on fuels, terrain, weather, and other relevant factors. These zones, referred to as fire hazard severity zones (FHSZ), define the application of various mitigation strategies and influence how people construct buildings and protect property to reduce the risk associated with wildland fires. While a designation of FHSZ does not predict when or where wildfire will occur, it does identify areas where wildfire hazards could be more severe and therefore is of greater concern. Zones are designated in varying degrees, from moderate to high and very high.

An FHSZ may fall under one of three types of responsibility areas: Local Responsibility Area (LRA), State Responsibility Area (SRA), or Federal Responsibility Area (FRA). LRAs are incorporated into cities, urban regions, and agricultural lands where the local government is responsible for wildfire protection. SRAs are those for which the State of California is financially responsible for the prevention and

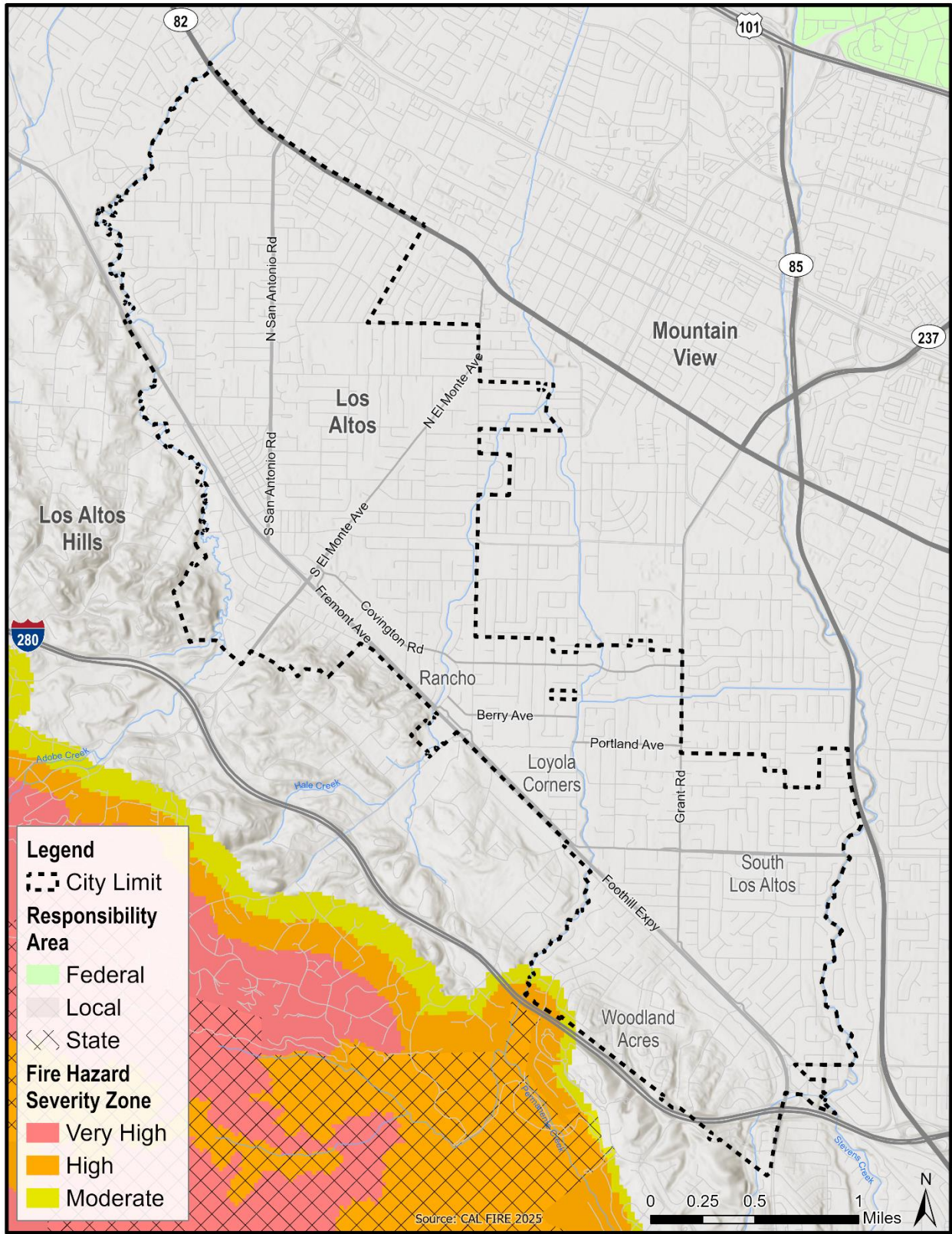
suppression of wildfires. FRAs are land for which neither the state nor the local government has legal responsibility for providing fire protection. For LRAs, only very high fire hazard severity zones are mapped.

The entirety of Los Altos is categorized as an LRA, where the local government is responsible for wildfire protection. There are no areas identified as a very high fire hazard severity zone within the City. However, the unincorporated areas of Santa Clara County to the southwest, which include Rancho San Antonio County Park and the Santa Cruz Mountains, are identified as SRAs with areas of high and very high fire hazard severity zones (Figure 11). Therefore, the southwestern area of the City, which abuts these severity zones under state responsibility, is at risk for wildfires. Additionally, wildfires do not only occur in areas identified as fire hazard severity zones, and regional wildfires have the potential to have wide impacts across jurisdictions. Wildfires in the unincorporated areas to the southwest of the City would potentially impact the developed neighborhoods within Los Altos.



“The California Department of Forestry and Fire Protection (Cal Fire) prepares wildfire hazard severity maps, including mapping areas of significant fire hazards based on fuels, terrain, weather, and other relevant factors.”

Figure 11: Fire Hazard Severity Zone



Source: California Department of Forestry and Fire Protection; Esri; City of Los Altos.

2.4. Flooding

2.4.1. Major Sources of Flooding

Flood hazards fall into three categories: natural flooding, dam inundation, and mud and debris flows. Flooding occurs when a waterway (either natural or artificial drainage channel) receives more water than it is capable of conveying, causing the water level in the waterway to rise. Depending on how long these conditions last and the amount of runoff the waterway receives in proportion to its capacity, the rising water level may eventually overtop the waterway's banks or any other boundaries to the drainage area, resulting in flooding.

Floods often occur during heavy precipitation events, when the amount of rainwater exceeds the capacity of storm drains or flood control channels. Floods can also happen when infrastructure such as levees, dams, reservoirs, or culverts fail or when a section of drainage infrastructure fails, and water cannot be drained from an area quickly enough. These failures can be linked to precipitation events (e.g., when water erodes a levee, allowing water to escape and flood nearby areas) or can be a consequence of other emergency situations (e.g., a dam collapsing due to an earthquake).

FEMA maintains flood maps throughout the United States. FEMA defines flood or flooding as a general and temporary condition of partial or complete inundation of normally dry land areas from:

- The overflow of inland or tidal waters;
- The unusual and rapid accumulation or runoff of surface waters from any source; or,

- Mudslides (i.e., mudflows) caused by flooding, akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth material is carried by a current of water and deposited along the path of the current.

Floods can be caused and/or exacerbated by a number of factors, including the following:

- Weather and climate patterns.
- Hydrologic features such as reservoirs, ponds, lakes, rivers, etc.
- The ground's absorption capacity, which depends on the soil's composition and the area's bedrock. Less absorbent soil conditions, in addition to a lack of proper storm infrastructure, can result in flooding.
- The type and density of vegetation, which affect the flow of water.
- Patterns of land use/urbanization relate to the pervious and impervious ground.
- The level, age, and condition of flood management infrastructure.
- Large-scale wildfires dramatically alter the terrain and ground conditions. Vegetation absorbs rainfall, reducing runoff. However, wildfires leave the ground charred, barren, and unable to absorb water properly, creating conditions ripe for flash flooding and mudflow until vegetation is restored—up to five years after a wildfire.⁶

Los Altos is subject to periodic flood hazards associated with creek overflow, dam inundation, and potential mud and debris flows during rainstorms of a few hillsides within the planning area. The Los Altos planning area

⁶ Federal Emergency Management Agency, *Flood Risk Increases After Fires Are Out – Buy Flood Insurance Now*, accessed May 20,

2024, <https://www.fema.gov/fact-sheet/4562/flood-risk-increases-after-fires-are-out-buy-flood-insurance-now>.

contains both 100- and 500-year floodplain areas as shown in **Figure 12**.

Flood hazard areas identified on the Flood Insurance Rate Map (FIRM) are identified as Special Flood Hazard Areas (SFHA). SFHAs are defined as the area that will be inundated by the flood event having a 1 percent chance of being equaled or exceeded in any given year. The 1 percent annual chance flood is also referred to as the base flood or 100-year flood. SFHAs are labeled as Zone A, Zone AO, Zone AH, Zones A1-A30, Zone AE, Zone A99, Zone AR, Zone AR/AE, Zone AR/AO, Zone AR/A1-A30, Zone AR/A, Zone V, Zone VE, and Zones V1-V30. Moderate flood hazard areas, labeled Zone B or Zone X (shaded), are also shown on the FIRM and are the areas between the limits of the base flood and the 0.2 percent annual chance (or 500-year) flood. The areas of minimal flood hazard, which are the areas outside the SFHA and higher than the elevation of the 0.2 percent annual chance of flood, are labeled Zone C or Zone X (unshaded). There are Zone A, AO, AH, and AE flood risk areas along the creeks of the City.

A Zone (A): These are areas with a 1% annual chance of flooding (also known as the 100-year flood) and a 26% chance of flooding over the life of a 30-year mortgage. These are characterized as having highest risk for flooding, but no detailed hydraulic analysis has been performed. Flood insurance is mandatory for properties with federally-backed mortgages.

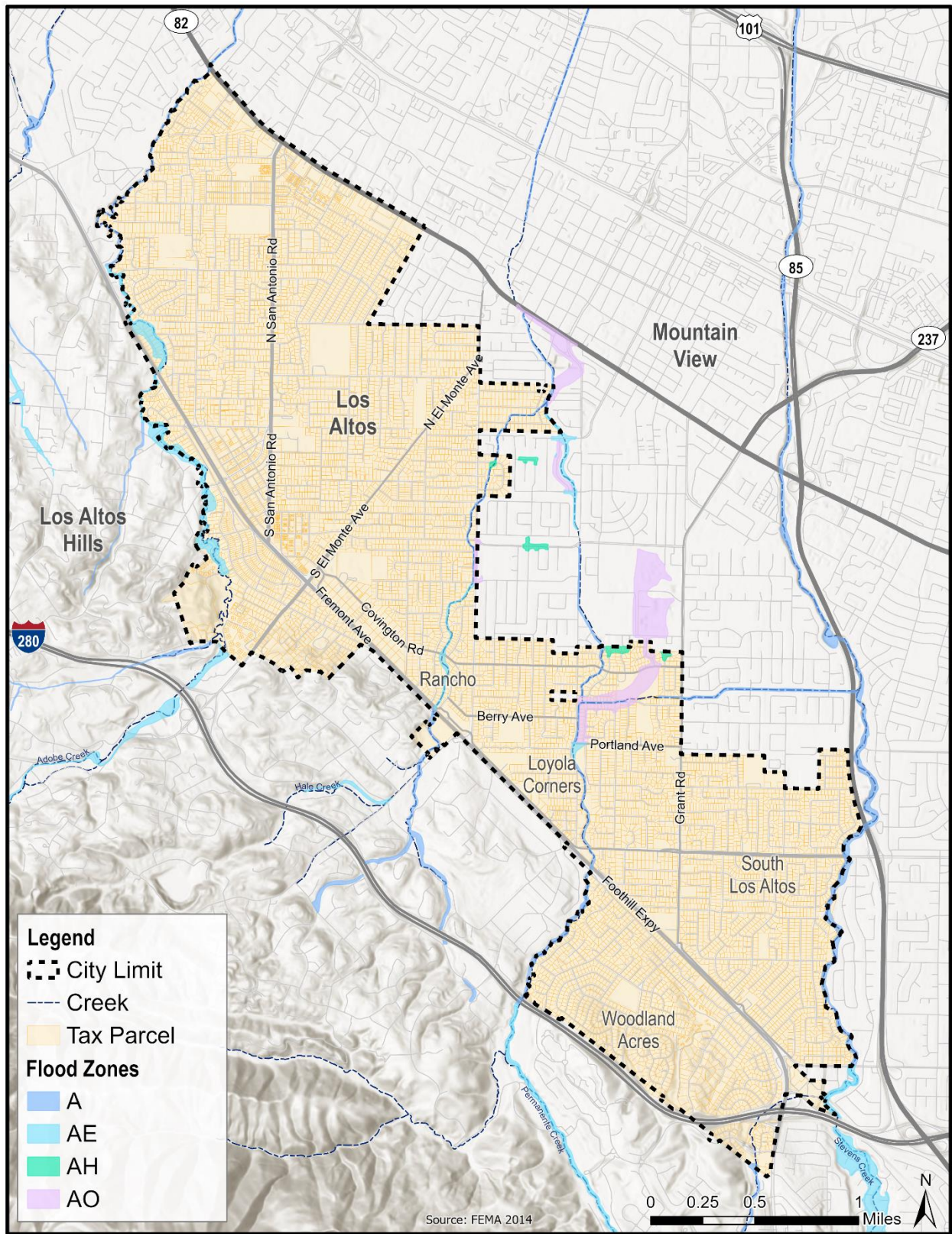
AO Zone (AO): These are areas with a 1% annual chance of shallow flooding, usually in the form of sheet flow, with an average depth of 1 to 3 feet. Flood depths and velocities are determined for these areas, and they can result from ponding or local drainage issues. Flood insurance is mandatory for properties with federally-backed mortgages.

AE Zone (AE): These are areas with a 1% annual chance of flooding where Base Flood Elevations (BFEs) are determined. Detailed hydraulic analysis has been performed. The floodplain has been mapped with more precision, and BFEs are provided. Flood insurance is mandatory for properties with federally-backed mortgages.

AH Zone (AH): Areas with a 1% annual chance of shallow flooding, usually in the form of ponding, with average depths between 1 and 3 feet. Like Zone AO, this zone experiences shallow flooding, but the primary cause is ponding rather than sheet flow. Detailed hydraulic analyses have determined flood depths. BFEs are provided for these areas, indicating the expected water surface elevation during a base flood event. Flood insurance is mandatory for properties with federally-backed mortgages



Figure 12: FEMA Flood Zones



Source: Federal Emergency Management Agency; Esri; City of Los Altos.

2.4.2. Natural Flooding

Natural flooding occurs when major rainstorms cause stream overflows. Surface waters within Los Altos are primarily creeks that originate in the foothills and meander toward the low-lying areas in the northeast. Creeks in the area include Adobe Creek, Hale Creek, Permanente Creek, and Stevens Creek; flooding would potentially occur in these areas in the event of significant storm events. Portions of these four creeks have been channelized to increase the capacity of the creeks to reduce flooding and to permit development of the floodplain. The majority of mapped flood zones within the City are confined to these flood channels. Further channelization is not recommended for any of the creeks in Los Altos because of the conflict with preservation of natural resources.

According to the FEMA flood maps, Adobe Creek and Permanente Creek are the most flood-prone of Los Altos' creeks. The flood zones in the area are categorized as a FEMA 100-year flood hazard zone with only a 1 percent annual chance of flooding.

2.4.3. Dam Inundation

Dam failure is the uncontrolled release of impounded water from behind a dam. Flooding, earthquakes, blockages, landslides, lack of maintenance, improper operation, poor construction, vandalism, and terrorism can all cause dam infrastructure to fail. Dam failure causes downstream flooding of varying velocities that can result in loss of life and property.

Dam inundation could occur with the failure of the Stevens Creek Dam. According to the

California Department of Water Resources, Division of Safety of Dams (DSOD), the downstream hazard from Stevens Creek Dam is classified as extremely high.⁷ The downstream hazard is based solely on potential downstream impacts to life and property should a dam fail when operating with a full reservoir, and is expected to cause considerable loss of human life or result in an inundation area with a population of 1,000 or more. Built in 1935, the dam is owned and operated by Santa Clara Valley Water District and is in fair condition based on the DSOD report from September 2022.

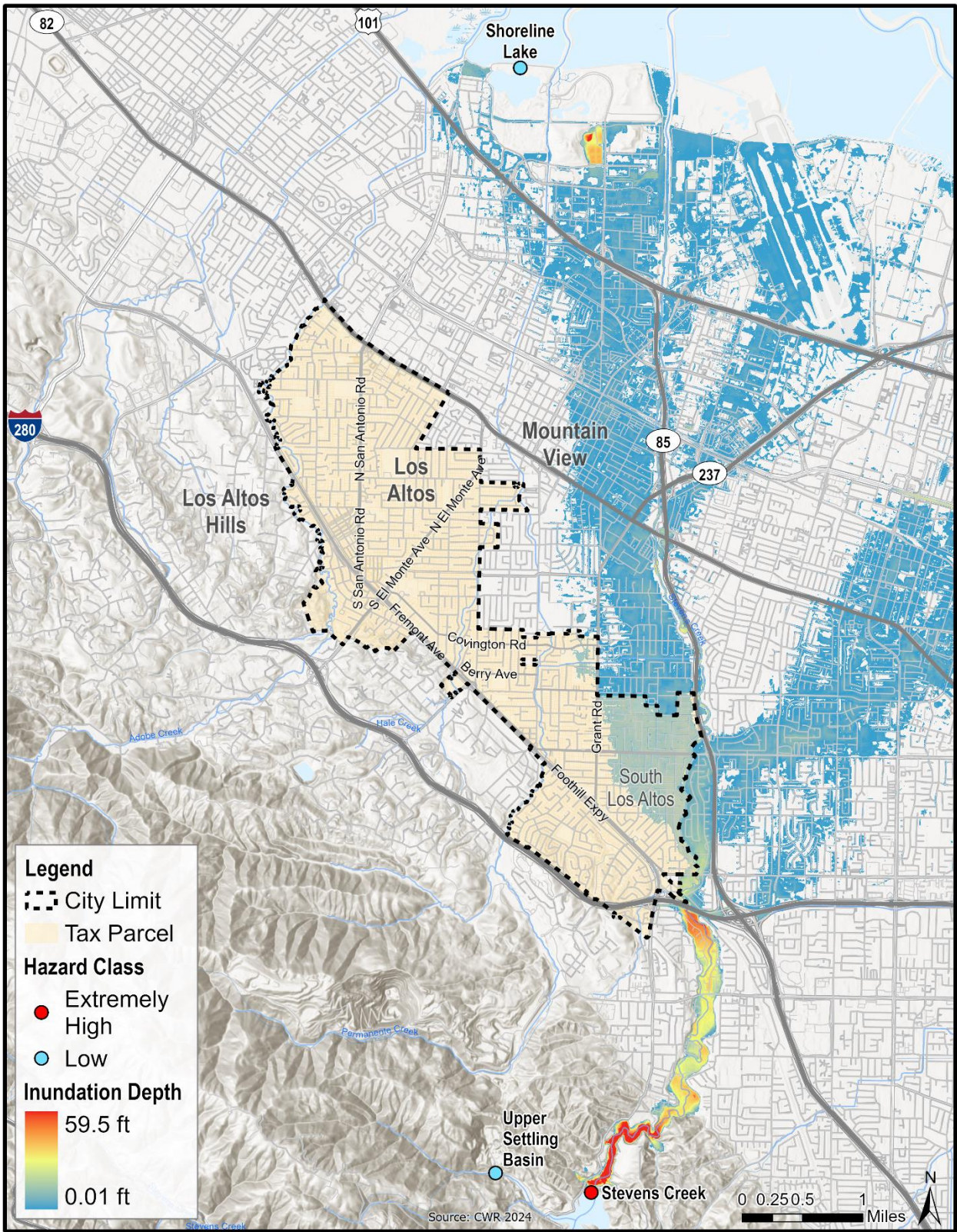
Figure 13 depicts areas subject to flood inundation in the event of failure of the Stevens Creek Dam. Dams typically fail due to overtopping by reservoir water during heavy rainfall episodes, structural damage, and earthquake-related hazards such as landsliding, ground shaking, and seiches. A dam failure event at Stevens Creek Dam would cause flooding along Stevens Creek at the southeastern border of the City. Depending on the severity of the event, portions of south Los Altos could be inundated by water released from the dam.

California Government Code Section 8589.5 requires the City to have emergency procedures in place for the evacuation and control of populated areas within the limits of inundation below dams. In addition, real estate disclosure upon sale or transfer of property in the inundation area is required under Assembly Bill 1195 Chapter 65 passed in June 1998. Los Altos participates in the National Flood Insurance Program which provides federal flood insurance and federally financed loans for property owners in flood-prone areas.

⁷ California Department of Water Resources, *Dams Within Jurisdiction of the State of California Listed*, accessed June 1, 2024, <https://water.ca.gov/-/media/DWR-Website/Web-Pages/Programs/All-Programs/Division-of-Safety-of->

[Dams/Files/Publications/Dams-Within-Jurisdiction-of-the-State-of-California-Listed-Alphabetically-by-Name-September-2022.pdf](https://water.ca.gov/-/media/DWR-Website/Web-Pages/Programs/All-Programs/Division-of-Safety-of-Dams/Files/Publications/Dams-Within-Jurisdiction-of-the-State-of-California-Listed-Alphabetically-by-Name-September-2022.pdf).

Figure 13: Reservoir Inundation



Source: California Department of Water Resources-Division of Safety of Dams; Esri; City of Los Altos.

2.4.4. Mud and Debris Flows

Mud and debris flows are defined as a river of rock, earth, mud, and other debris, including saturated vegetation. While landslides can occur without the presence of soil (such as a rock landslide), debris flows consist of material that contains at least 50 percent sand, silt, and clay-sized particles. The high percentage of water gives the debris flow a rapid rate of movement down a slope, posing extremely dangerous conditions to people and property. Flows triggered by earthquakes or heavy rainfall can occur on gentle slopes and can move rapidly for large distances.

Mud and debris flows originate in hillside areas having deep topsoil with poor drainage. The majority of the Los Altos planning area is relatively flat terrain that is not subject to mud and debris flows. The rolling terrain in the southwest portion of the planning area contains deep soils consisting of silt, clay, sand, and gravel deposits. While there are no recent examples of mud or debris flows in the planning area, development in the southwest slopes should be carefully reviewed for mitigation of mud and debris flow risks. The City will reduce the potential for flood hazards by implementing the adopted flood hazard area regulations for designated floodways, mudflow-prone areas, and flood-related erosion prone areas.

2.4.5. Drainage System

A watershed, also known as a drainage basin or catchment area, is an area of land where all the water, including rainfall and runoff, drains into a common outlet, such as a river, lake, or ocean. There are various watersheds within Los Altos that originate in the mountains and drain toward the low-lying areas of the Santa Clara Valley and San Francisco Bay in the northeast.

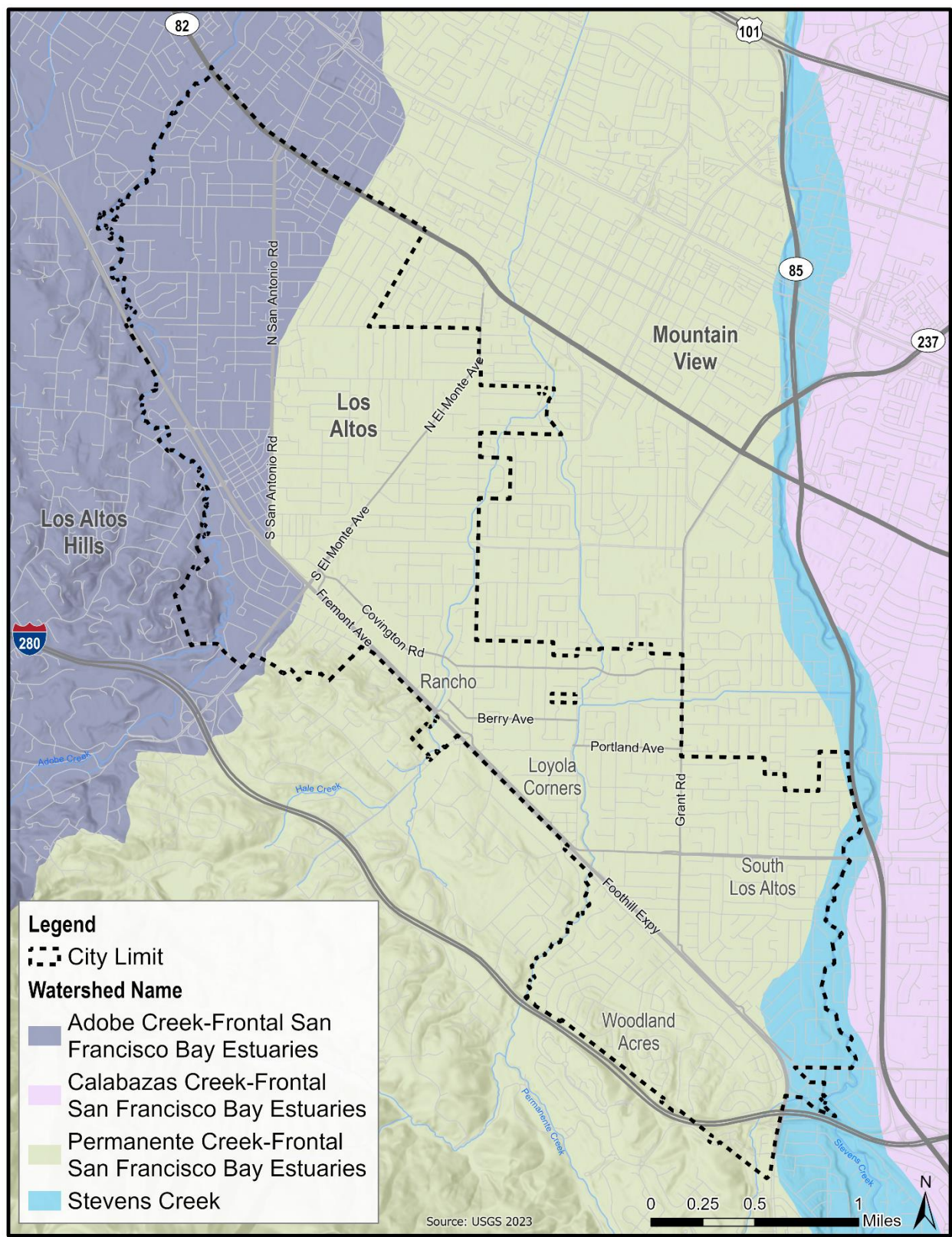
Watersheds in the area include Adobe Creek-Frontal San Francisco Bay Estuaries, Permanente Creek-Frontal San Francisco Bay Estuaries, and Stevens Creek. These watersheds are essential for managing stormwater and maintaining water quality in the City of Los Altos. To further support flood control efforts, portions of these creeks within Los Altos have been channelized to increase capacity and reduce flooding.

Land development can have a significant impact on flooding as impervious surfaces increase the amount of overland flow and decrease the amount of water that is absorbed by the natural landscape. To preserve the natural quality of riparian zones, it is important to prevent development that increases runoff that would exceed the capacity of local creeks. To reduce pollutants in urban runoff, the City requires new development projects and substantial rehabilitation projects to incorporate best management practices pursuant to the National Pollutant Discharge Elimination System Permit and Santa Clara County Drainage Manual 2007.⁸

Additionally, the City of Los Altos served on the Santa Clara Valley Water Resources Protection Collaborative (Water Collaborative), established in 2002. In 2006, the Water Collaborative developed and adopted the *Guidelines and Standards for Land Use Near Streams: A Manual of Tools, Standards, and Procedures to Protect Streams and Streamside Resources in Santa Clara County*. The City adopted these guidelines in 2007 as Resolution No. 07-03 and implements the policies and standards for development to the extent feasible and appropriate. The City also protects watersheds and drainages through storm drain maintenance and erosion control.

⁸ Santa Clara County, *Drainage Manual*, 2007, https://stgenpln.blob.core.windows.net/document/DrainageManual_Final.pdf.

Figure 14: Watersheds



Source: US Geological Survey-National Hydrography Dataset; Esri; City of Los Altos.

2.5. Climate Change and Resilience

2.5.1. Climate Change

Climate change is generally defined as the long-term shift in global or regional temperature and weather patterns. Climate change may be a natural global phenomenon to some extent, but typically the observed change in global and regional climate patterns is attributed to increased levels of carbon dioxide in the atmosphere caused by the burning of fossil fuels.

Climate change can have widespread effects on temperature and weather patterns, creating conditions that may make storms more frequent or more intense, resulting in more intense rainfall and flooding. In many areas,

climate change may increase the frequency and duration of droughts and create conditions that intensify wildfire vulnerability. Climate change has the potential to exacerbate most natural and environmental hazards, except seismic hazards, which are not linked to climate patterns. Additionally, climate change is not linked to human-caused hazards such as hazardous materials release.

The Cal-Adapt tool provides local climate projections for temperature, precipitation, and wildfire snapshots for cities and counties in California.

Table 2 shows the changes specific to Los Altos. As shown, the number of extreme heat days, increase in annual maximum temperatures, and decrease in annual precipitation may be a cause of concern.

Table 2: Local Climate Change Snapshot

Climate Change Factors Impacting the City	Observed (1961-1990)	Mid-Century (2035-2064)	
		Medium Emissions ^A	High Emissions ^A
Annual Average Maximum Temperature (°F)	68.9–69.4	70.8–73.6	71.3–74.7
Extreme Heat Days (days) ^B	3–6	7–17	8–20
Annual Average Precipitation (inches) ^C	1.3–1.6	1.3–2.0	1.3–1.75
Annual Average Area Burned (acres) ^D	56.2–63.6	37.1–46.8	42.6–51.4

A. The Medium Emissions Scenario represents a mitigation scenario where global carbon dioxide (CO₂) emissions peak by 2040 and then decline. Statewide, the temperature is projected to increase by 2°C–4°C for this scenario by the end of this century. The High Emissions Scenario represents a scenario where CO₂ emissions continue to rise throughout the twenty-first century. Statewide, the temperature is projected to increase by 4°C–7°C by the end of this century.

B. Number of days in a year when the daily maximum temperature is above a threshold temperature of 103.9°F (98th percentile).

C. Summary statistics are calculated using values between 1961 and 1990 from Modeled Historical data (CanESM2, CNRM-CM5, HadGEM2-ES, MIROC5 models).

D. While Los Altos doesn't have any history of areas that were burned, the data presented here are aggregated over all Localized Constructed Analogs (LOCA) grid cells that intersect Los Altos boundary and hence can contain areas outside the jurisdictional boundary. LOCA grid cells are downscaled to a 1/16 degree latitude/longitude grid using the LOCA statistical downscaling methodology.⁹

Source: Cal-Adapt, Local Climate Change Snapshot, cal-adapt.org.

⁹ Pierce, D. W., D. R. Cayan, and B. L. Thrasher, 2014, "Statistical Downscaling Using Localized Constructed Analogs (LOCA)," *Journal of Hydrometeorology*, 15, 2558-2585.

2.5.2. Extreme Heat

An extreme heat event occurs between April and October when the temperature is at or above the 98th percentile for historical daily maximum temperatures in Los Altos. An increase in extreme heat waves can increase the risk of heat stroke or dehydration. Extreme heat may strain water, power, and transportation systems, as well as have negative effects on infrastructure such as roadways and sidewalks, leading to deterioration and buckling. Additionally, the increased use of air conditioners can put strain on electrical systems and lead to GHG emissions, which affect lung function over time. According to the California Access and Functional Needs map, the closest cooling and warming centers for the residents of Los Altos are the Los Altos Library, Woodland Library and Los Altos Community Center.¹⁰

2.5.3. Sea Level Rise

According to the National Oceanic and Atmospheric Administration, sea level rise at the regional level can deviate significantly from the global average rate.¹¹ Thus, effects are unique to specific coastal jurisdictions due to variations in topography and geography. Sea level rise projections and modeling are depicted in **Figure 15** and rely on the best available science as evaluated by the California Coastal Commission's 2018 Sea Level Rise Policy Guidance and are supplemented by National Oceanic and Atmospheric Administration's 2022 Sea Level Rise Technical Report. As shown in **Figure 15**, projected sea level rise would not directly impact the City of Los Altos. However, sea level rise has the potential to impact regional infrastructure that services the City of Los Altos. For example, the Regional Water Quality Control Plant is located in the sea level

rise hazard zone within the City of Palo Alto. The Regional Water Quality Control Plant treats wastewater for the City of Los Altos and would be impacted by sea level rise. Other infrastructure systems outside of the City may be impacted by sea level rise which would have secondary impacts to Los Altos. Inundation of pipelines, power lines, sewage systems and transportation infrastructure would potentially cause secondary impacts to the City of Los Altos including contamination of water supplies, loss of power, and interruptions to communication and transportation networks. Sea level rise in surrounding communities may result in public health and safety issues, affecting emergency response and overall community resilience throughout the area.

2.5.4. Resilience

Resilience in the face of climate change refers to the actions that can be taken to reduce the drivers of climate change and actions to mitigate the effects of climate change. Strategies such as reducing greenhouse gas emissions, sustainable land uses, and policy change can mitigate the drivers of climate change. However, these strategies alone will not prevent the climate impacts already set in motion by current greenhouse gas levels. Climate change impacts will play out over an extended period. Because climate change is a long-term phenomenon, it is important to adequately plan for the impacts of climate change.

Climate change is anticipated to cause more frequent and/or more severe storms. To increase resilience to climate change, communities can strengthen infrastructure to withstand extreme weather and storms. Bolstering drainage capacities and flood control

¹⁰ AFN Web Map, accessed May 20, 2024, <https://www.caloes.ca.gov/office-of-the-director/policy-administration/access-functional-needs/oafn-web-map/>.

¹¹ National Ocean Service/National Oceanic and Atmospheric Administration, *2022 Sea Level Rise Technical Report*, <https://oceanservice.noaa.gov/hazards/sealevelrise/sealevelrise-tech-report-sections.html>.

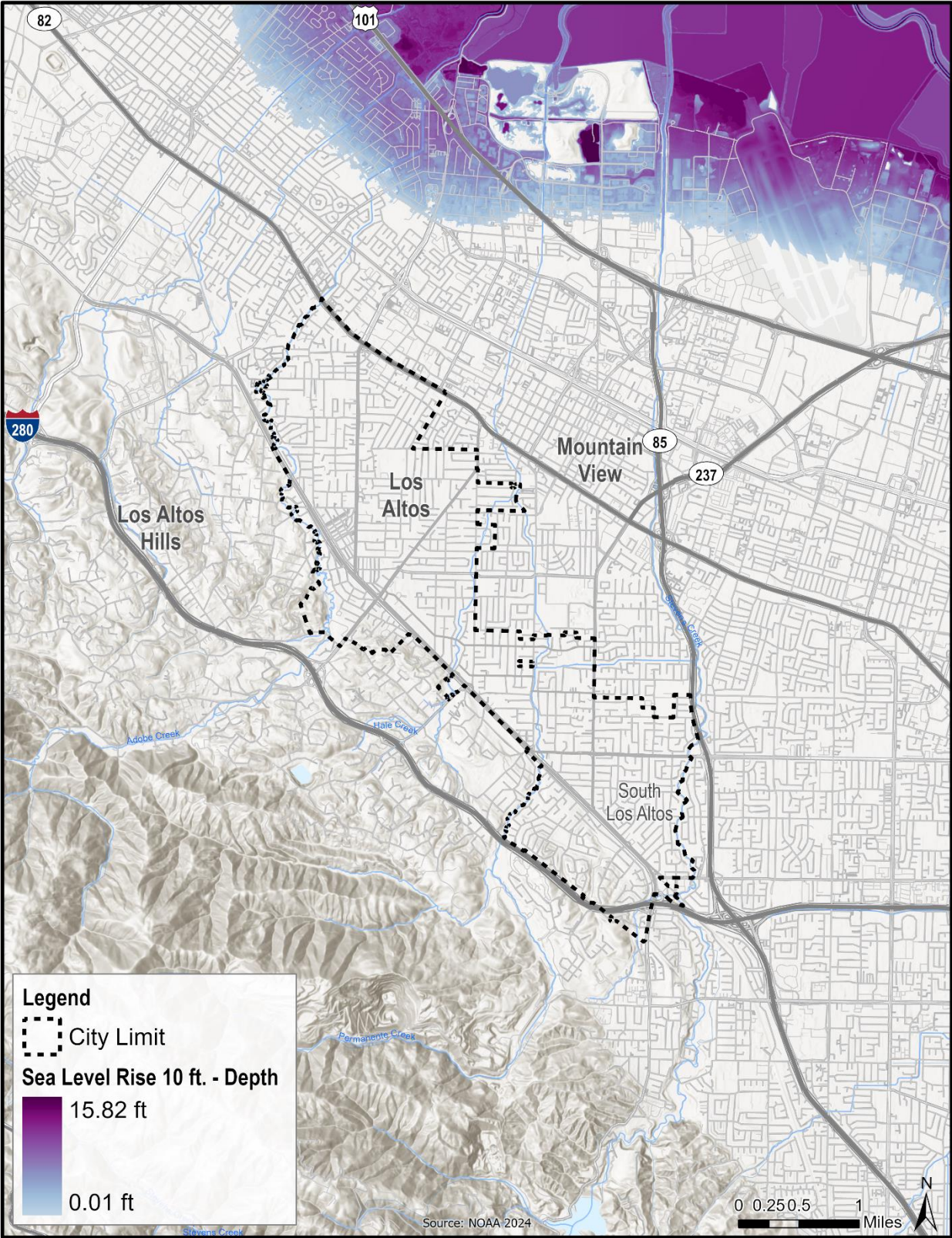
measures can mitigate the effects of intense storms. Strengthening and modernizing utility infrastructure can mitigate the secondary impacts of storms such as service interruptions, contaminated water supplies, and power outages. With more frequent or intense storm events, it is likely that flooding may have a more significant effect on the City. Additionally, regional assets outside of the City such as utilities and infrastructure are at risk. Flooding or damage to regional infrastructure and facilities including the Palo Alto Regional Water Quality Control Plant, would have impacts to the City of Los Altos. The Regional Water Quality Control Plant treats wastewater for Los Altos and is located in the anticipated sea level rise zone or San Francisco Bay; flooding of this facility would disrupt service to Los Altos and may have regional impacts to water quality. Increasing the capacity of the City's drainage infrastructure would make Los Altos more resilient to weather events linked to climate change. Coordinating regional resilience

projects to protect critical infrastructure and bolster stormwater management inside and outside of the City would protect the larger area surrounding Los Altos.

Climate change resiliency also includes measures to reduce vulnerability to droughts and wildfires. This may include water conservation and water supply management efforts to ensure the City is prepared in the event of a long-term drought. Diversifying the City's water supply by introducing and maintaining water sources that are less susceptible to drought or are more sustainable also accomplishes this goal. Additionally, as wildfire becomes more frequent or intense with climate change, actions to mitigate the City's vulnerability may be warranted. Although the City is not generally prone to wildfire hazards, regional wildfires may become an increasing threat with climate change.



Figure 15: Sea Level Rise



Source: National Oceanic and Atmospheric Administration; Esri; City of Los Altos.

2.5.5. Vulnerability Assessment Summary

The Vulnerability Assessment for City of Los Altos is supported by two documents: the Santa Clara County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) and the Los Altos Climate Action and Adaptation Plan (CAAP). The goal of the Vulnerability Assessment is to understand how and to what extent the changing climate will impact the community—assets, people, and the economy.

According to the MJHMP, Los Altos faces several vulnerabilities related to climate hazards. These include extreme heat, drought, and wildfires, which can impact community health, air quality, water availability, and biodiversity. Additionally, storms with intense precipitation, flooding, and high winds pose a growing risk. Vulnerabilities also extend to potential flooding, property damage, and loss of life downstream of Stevens Creek Dam. The City’s primary wildfire vulnerability is poor air quality due to neighboring wildfire events, which affect vulnerable populations. The City does not have a mandatory earthquake retrofit

policy in place. In general, buildings with a higher collapse potential include residential and commercial buildings constructed prior to 1990 that have not had seismic retrofits. Areas near creeks are also at risk due to higher liquefaction potential. Below is the vulnerability summary from the MJHMP.

The CAAP provides a risk probability score for each of the hazards. The CAAP Task Force is a group of City staff and Environmental Commission members who guided the development of the CAAP. Task force members ranked their concerns on a scale of 1 to 3 for primary and secondary climate hazards. Primary climate hazards are phenomena that are climate variables. Temperature and precipitation define climate. Secondary climate hazards are hazards resulting from changes in primary climate hazards in relation to community sectors like the natural environment, the economy, and the public. In addition to identifying risks, the CAAP outlines climate impacts, mitigation strategies, priority actions, and implementation measures to enhance the city’s resilience against climate change.

Table 3: Hazard Risk Index

Hazard	Probability	Life Impact	Property Impact	Percentage of Area Impacted	Maximum Probable Extent
Drought	Highly Likely	Limited	Limited	Extensive	Moderate
Earthquake	Likely	Critical	Critical	Significant	Major
Heavy Rain / Atmospheric River	Highly Likely	Critical	Limited	Significant	Moderate
Extreme Heat	Likely	Minor	Minor	Significant	Moderate
High Wind	Occasional	Minor	Limited	Minimal	Moderate
Climate change	Highly Likely	Minor	Critical	Significant	Major
Wildfire/smoke/air quality	Highly Likely	Critical	Limited	Minimal	Moderate
Dam and levee failure	Unlikely	Critical	Limited	Negligible	Weak
Flood	Occasional	Minor	Limited	Minimal	Moderate
Landslide/mass movement	Unlikely	Minor	Minor	Negligible	Weak

Source: Santa Clara County, Multi-Jurisdictional Hazard Mitigation Plan.

Table 4: CAAP Climate Hazards Ranking

Primary Climate Hazards	Score
Temperature increase	2.4
Precipitation changes	1.8
Sea level rise	1.3
Secondary Climate Hazards	Score
Drought	2.8
Extreme heat/heat waves	2.4
Wildfire	2.4
Air pollution	2.4
Flooding (riverine, areal)	2.3
Urban heat island	1.9
Flooding (coastal)	1.4
Landslide	1.3

Source: Los Altos Climate Action and Adaptation Plan.

2.6. Drought

Drought is defined as an extremely dry climatic period where the available water falls below a statistical average for a region. Drought is also defined by factors other than rainfall, including vegetation conditions, agricultural productivity, soil moisture, water levels in reservoirs, and streamflow. Droughts or water shortages are a gradual phenomenon, occurring over multi-year periods and increasing with the length of dry conditions. When precipitation is less than normal for a period of time, the flow of streams and rivers declines, water levels in lakes and reservoirs fall, and the depth to water in wells increases. If dry weather persists and water supply problems develop, the dry period can become a drought.

The term "drought" can have different meanings depending on how a water deficiency affects day-to-day activities. Drought is a complex natural hazard, which is reflected in the following four definitions commonly used to describe it¹²:

- **Agricultural** – Agricultural drought is defined principally in terms of naturally occurring soil moisture deficiencies

relative to water demands of plant life, usually arid crops.

- **Hydrological** – Hydrological drought is related to the effects of precipitation shortfalls on stream flows and reservoir, lake, and groundwater levels.
- **Meteorological** – Meteorological drought is defined solely on the degree of dryness, expressed as a departure of actual precipitation from an expected average or normal amount based on monthly, seasonal, or annual time scales.
- **Regulatory (or socioeconomic)** – Regulatory drought can occur when the availability of water is reduced due to the imposition of regulatory restrictions on the diversion and export of water out of a watershed to another area.

Although the climate is a primary contributor to hydrological drought, other factors such as changes in land use (i.e., deforestation), land degradation, and the construction of dams can affect the hydrological characteristics of a region. Because regions are geographically interconnected by natural systems, the impact of meteorological drought may extend well beyond the borders of

¹² Types of Drought, Accessed June 1, 2024, <https://drought.unl.edu/Education/DroughtIn-depth/TypesofDrought.aspx>

the precipitation-deficient area. Changes in land use upstream may alter hydrologic characteristics such as infiltration and runoff rates, resulting in more variable streamflow and a higher incidence of hydrologic drought downstream. Land use change is one way that human actions can alter the frequency of water shortage even when no change in precipitation has been observed.

Droughts cause public health and safety impacts, as well as economic and environmental impacts. Public health and safety impacts are primarily associated with catastrophic wildfire risks and drinking water shortage risks for small water systems in rural areas and private residential wells. Examples of other impacts include costs to homeowners due to loss of residential landscaping; degradation of urban environments due to loss of landscaping; agricultural land fallowing and associated job loss; degradation of fishery habitat; and tree mortality with damage to forest ecosystems.

Drought conditions can also result in damage to older infrastructure that is located within dry soils with the potential to leak or break. Dead or dying vegetation poses a risk of falling and damaging structures and infrastructure systems.

2.6.1. Drought Severity

Drought severity depends on numerous factors, including duration, intensity, and geographic extent, as well as regional water supply demands by humans and vegetation. The severity of drought can be aggravated by other climatic factors, such as prolonged high winds and low relative humidity. The magnitude of drought is usually measured in time and the severity of the hydrologic deficit.

The United States Drought Monitor is a map released weekly that indicates the portions of the United States that are experiencing drought and the severity of the drought based on five classifications: abnormally dry (D0), showing areas that may be going into or are coming out of drought, and four levels of drought: moderate (D1), severe (D2), extreme (D3), and exceptional (D4) (refer to Table 5).

The Drought Monitor is not a forecast but looks backward, providing a weekly assessment of drought conditions based on how much precipitation did or did not fall. Because drought is a slow-moving hazard, it may take more than one good rainfall to end a drought, especially if an area has been in drought for a long time.

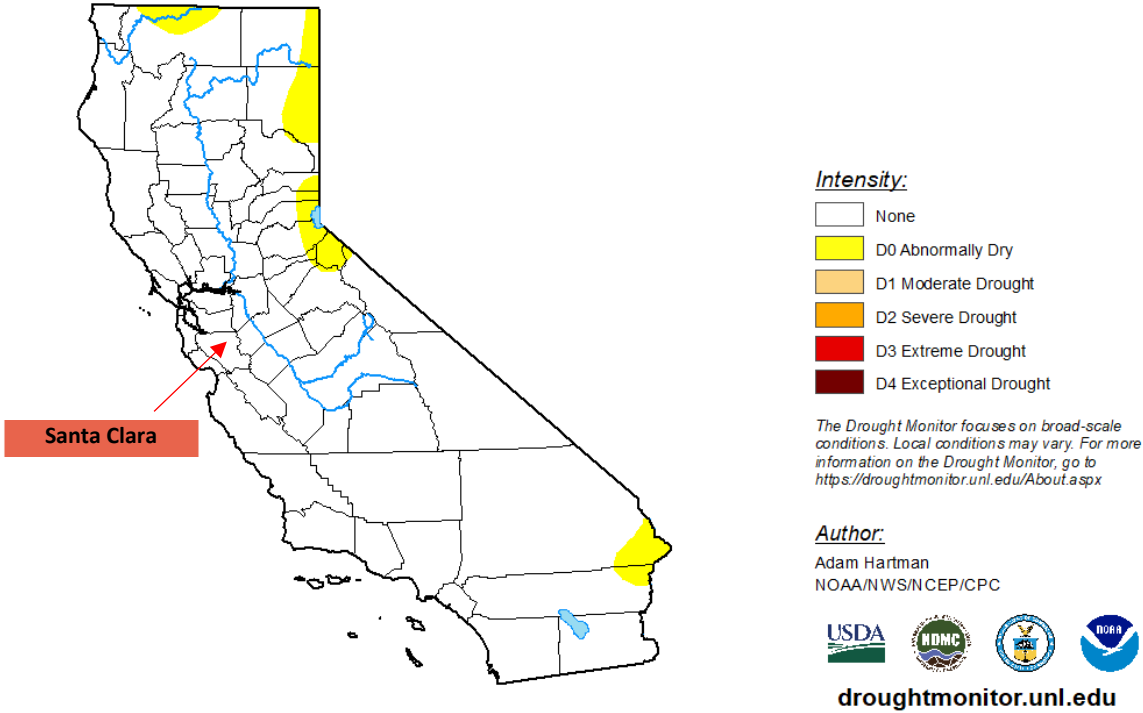
Table 5: Drought Severity Classification

Category	Description	Possible Impacts
D0	Abnormally Dry	Going into drought: short-term dryness slowing planting, growth of crops or pastures. Coming out of drought: some lingering water deficits; pastures or crops not fully recovered.
D1	Moderate Drought	Some damage to crops, pastures, streams, reservoirs, or wells is low. Some water shortages are developing or imminent; voluntary water-use restrictions are requested.
D2	Severe Drought	Crop or pasture losses likely; water shortages common; water restrictions imposed.
D3	Extreme Drought	Major crop/pasture losses; widespread water shortages or restrictions.
D4	Exceptional Drought	Exceptional and widespread crop/pasture losses; shortages of water in reservoirs, streams, and wells create water emergencies.

Source: US Drought Monitor.

U.S. Drought Monitor
California

July 2, 2024
(Released Wednesday, Jul. 3, 2024)
Valid 8 a.m. EDT



2.6.2. California Drought History

Drought has affected virtually every county in California, and California has experienced numerous severe droughts over the past century. FEMA declared one drought emergency for California in January 1977, and other drought emergency declarations have been declared by the state.¹³ According to the *2018 State Hazard Mitigation Plan*, from 1972 to 2016, there were 15 drought state emergency proclamations in California.¹⁴

The most severe drought on record began in 2012 and continued through 2017. On January

17, 2014, the governor of California declared a state drought emergency, and on April 1, 2015, the governor announced the first-ever mandatory 25 percent statewide water use reduction and a series of actions to help save water, increase enforcement to prevent wasteful water use, streamline the state's drought response, and invest in new technologies that would make California more drought resilient. At the time of the announcement, the volume of Sierra Nevada snowpack was approximately 14 percent of normal. Despite multiple storms in February 2014, drought conditions persisted. By the end

¹³ Federal Emergency Management Agency, Disaster Declarations, accessed May 21, 2024, <https://www.fema.gov/disaster/3023>.

¹⁴ California Governor's Office of Emergency Services, 2018 *California State Hazard Mitigation Plan*, September 2018,

https://www.caloes.ca.gov/wp-content/uploads/002-2018-SHMP_FINAL_ENTIRE-PLAN.pdf.

of May 2014, all of California was in a condition of "extreme" or "exceptional" drought. At the same time, the volume of the Sierra Nevada snowpack had decreased to less than 10 percent of normal, and water stored in Lake Oroville, the major reservoir for the State Water Project, was at 58 percent of normal.¹⁵ On April 7, 2017, the governor issued an executive order ending the drought emergency in most of California, including Santa Clara County.

Drought conditions returned in 2021 and throughout 2022. Winter storms at the end of 2022 and into 2023 largely ended drought conditions throughout California. By the end of February 2023, the entirety of California was no longer experiencing drought according to the United States Drought Monitor.

Table 6: Historical Droughts

Date	Area Affected	Notes
1827–1916	Statewide	Multiyear: 1827–29, 1843–44, 1856–57, 1863–64 (particularly extreme), 1887–88, 1897–1900, 1912–13.
1917–21	Statewide, except for the central Sierra Nevada and north coast	Simultaneous in affected areas, 1919–20. Most extreme in the north.
1922–26	Statewide, except for the central Sierra Nevada	Simultaneously in effect for the entire state only during 1924, which was particularly severe.
1928–37	Statewide	Simultaneously in effect for the entire state, 1929–34. Longest in the state's history.
1943–51	Statewide	Simultaneously in effect for the entire state, 1947–49. Most extreme in the south.
1959–62	Statewide	Most extreme in the Sierra Nevada and the central coast.
1976–77	Statewide, except for southwestern deserts	Driest 2 years in the state's history. Most severe in the northern two-thirds of the state.
1987–92	Statewide	Moderate. Most extreme in the northern Sierra Nevada.
2000–02	Statewide	Most severe in Southern California.
2007–09	Statewide	Twelfth driest 3-year period on record at the time. Most severe in western San Joaquin Valley.
2012–17	Statewide	Most severe California drought on record.
2021–2023	Statewide	2021 became the second driest year on record. The drought emergency expanded statewide as of October 2021.

Sources: Paulson, R. W., E. B. Chase, R. S. Roberts, and D. W. Moody, Compilers, National Water Summary 1988-89: Hydrologic Events and Floods and Droughts: US Geological Survey Water-Supply Paper; California Department of Water Resources, *California's Most Significant Droughts: Comparing Historical and Recent Conditions*.

2.6.3. Water Supply

Los Altos receives all of its water from the California Water Service Company (Cal Water), which operates local wells, but imports the majority of its domestic water. Cal Water operates

25 districts. The Los Altos Suburban District was formed in 1931 with the purchase of the Los Altos Water Company. The district’s Service Area Map is shown in **Figure 16**. With water issues becoming more important throughout California, Los Altos

¹⁵ California Department of Water Resources, *California’s Most Significant Droughts: Comparing Historical and Recent Conditions*, 2015.

needs to ensure that its residents and businesses have access to adequate supplies of high-quality water now and in the future. Water conservation is critical to achieving this objective since conservation reduces the overall need for water by the community.

According to the 2020 Urban Water Management Plan (UWMP) - Los Altos Suburban District,¹⁶ “California Water Service Company (Cal Water) currently purchases treated surface water from the Santa Clara Valley Water District (Valley Water). In addition to its local surface water supplies, Valley Water imports surface water to the region through the South Bay Aqueduct of the State Water Project (SWP) and the San Felipe Division of the federal Central Valley Project (CVP). Valley Water operates three drinking water treatment plants (WTPs) (i.e., Penitencia WTP, Rinconada WTP, and Santa Teresa WTP) that treat its combined surface water supplies. Valley Water disinfects the water using a blend of chlorine and ammonia (chloramines).” Cal Water anticipates a less than 2.5 percent increase in water demand under normal conditions for the Los Altos Suburban District from 2025 through 2035;¹⁷ Cal Water and the Santa Clara Valley Water District have not identified any substantial concerns with water resources or meeting water demand into the future.

The Cal Water UWMP provides current and future demand projects for both potable and non-potable uses of water for the entire service area. **Table 7** provides the breakdown of water demand in Cal Water’s Los Altos Suburban District. The table also includes the calculations based on conservation strategies discussed in the district’s 2015 Conservation Master Plan as well as projected housing demand.

Cal Water has analyzed the effect of climate and weather variability on water demand and has found that, for plausible emission scenarios and corresponding temperature increases, climate change may, on average, increase future district demands by 2 to 3 percent compared to current climate conditions. The 2020 Urban Water Management Plan - Los Altos Suburban District concludes that “Cal Water’s supply portfolio for Los Altos Suburban District is expected to be able to serve those demands in all year types through 2045.” Although water supply and demand are not anticipated issues for Cal Water and the Los Altos Suburban District, there are areas where water infrastructure does not meet California Fire Code including water flow and pressure requirements for firefighting purposes. The Cal Water system has many areas of gridded four-inch water mains that are substandard and have challenges meeting fire flow requirement.

Table 7: Water Supply Demand

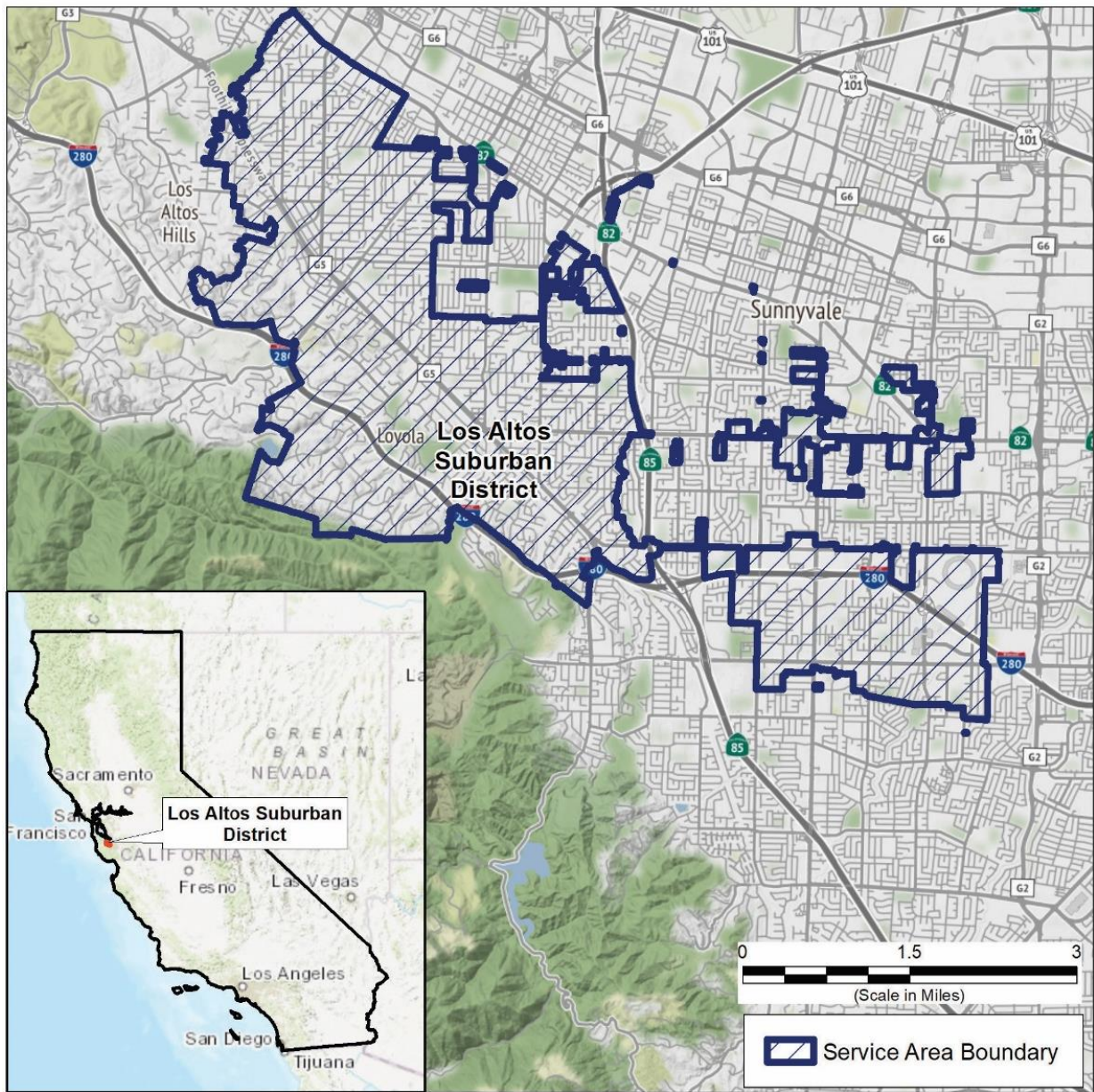
Year	2017	2018	2019	2020	2035 projected	2045 projected
Potable and Non-Potable Water (in acre feet)	11,656	12,438	11,982	13,023	13,324	14,097

Source: California Water Service, 2020 Urban Water Management Plan - Los Altos Suburban District.

¹⁶ California Water Service, 2020 Urban Water Management Plan - Los Altos Suburban District, 2021, <https://www.calwater.com/conservation/uwmp2020/>.

¹⁷ California Water Service, 2020 Urban Water Management Plan - Los Altos Suburban District, 2021, <https://www.calwater.com/conservation/uwmp2020/>.

Figure 16: California American Water Service Area Map



Source: California Water Service, 2020 Urban Water Management Plan- Los Altos Suburban District.

2.7. Hazardous Materials

A "hazardous material" is defined by California Health and Safety Code Section 25501 as "any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or

the environment." Improper handling of hazardous materials or waste may result in significant impacts on human health and the environment. Hazardous materials can be in the form of explosives, flammable and combustible substances, poisons, and radioactive materials. Hazardous materials accidents can occur during production, storage, transportation, use, or disposal.

The impacts of hazardous materials release can vary, depending on the type and amount of material released. Exposure to hazardous materials can include the following effects: skin/eye irritation, difficulty breathing, headaches, nausea, behavior abnormalities, cancer, genetic mutations, physiological malfunctions (i.e., reproductive impairment, kidney failure), physical deformations, or birth defects. Some demographics may be particularly susceptible to the effects of hazardous materials. These sensitive receptors typically include children and the elderly.

Many businesses and residents in Los Altos use hazardous materials and generate hazardous waste. Common hazardous waste is generated from uses such as gasoline service stations, dry cleaners, and automotive mechanics.

Improper storage and disposal of hazardous waste can result in environmental contamination of surface water and groundwater. Heavy metals such as lead, zinc, copper, nickel, mercury, and cadmium can enter the waste stream via residential sewage and urban runoff. To ensure proper disposal, Los Altos joined with Santa Clara County and the other cities in the County in developing the County Hazardous Waste Management Plan, which establishes a comprehensive and coordinated countywide approach to hazardous waste management.

Los Altos residents can safely dispose of household hazardous waste through the Santa Clara Countywide Household Hazardous Waste Program. The County and 14 cities (including Los Altos) participate in the program and share costs based on the number of households served from each jurisdiction.

2.7.1. Hazardous Materials Incidents

Potential threats from hazardous materials exist where they are manufactured, stored, transported, or used. Although localized, small-scale hazardous materials spills pose low-

magnitude risks to the City, there is potential for a major hazardous materials spill to severely impact the City, its inhabitants, or environmental resources. In Los Altos, commercial businesses that use hazardous materials include dry cleaners, film processors, auto service providers, and medical clinics. Residences also generate household hazardous wastes in the form of paints, thinners, pesticides, fertilizers, etc.

Hazardous waste generators and users in the City are required to comply with regulations enforced by several federal, state, and county agencies. The regulations aim toward reducing risk associated with human exposure to hazardous materials and minimizing adverse environmental effects. Los Altos contracts with the Santa Clara County Fire Department for fire protection services. The Fire Department conducts inspections related to hazardous materials. The Hazardous Materials Compliance Division of the County Environmental Health Services Department ensures compliance and reporting in accordance with the Santa Clara County Hazardous Waste Management Plan.

Hazardous materials can be flammable, radioactive, infectious, corrosive, toxic/poisonous, or otherwise reactive. The magnitude and severity of the hazard would be dependent on the type of spill, location, and the extent to which hazardous materials enter the water system. For example, a radioactive material spill would have a further-reaching impact compared to a paint spill. Most hazardous materials operations within the City are small-scale and pose minimal risk.

2.7.2. Hazardous Materials Sites

The State Water Resources Control Board (SWRCB) maintains a data management system called GeoTracker. GeoTracker identifies sites that impact or have the potential to impact water quality in jurisdictions statewide. These sites, such as leaking underground storage tank sites, Department of Defense sites, and cleanup program sites, are required to undergo cleanups.

GeoTracker also contains records for various unregulated projects as well as permitted facilities, including irrigated lands, oil and gas production, operating permitted underground storage tanks, and land disposal sites.¹⁸

As identified by the SWRCB, 42 sites have been cleaned up in Los Altos since 1990. The majority of hazardous materials sites were leaking underground storage tank sites at private residences. In 2024, five sites were shown to have ongoing activities related to the previously known or suspected release of hazardous materials to soil and groundwater in Los Altos.

2.7.3. Transportation of Hazardous Materials

Commercial transportation of hazardous materials via Interstate 280 would potentially have significant impacts during an incident, given the volumes of hazardous materials being transported. Transportation of hazardous materials/wastes is regulated by the California Code of Regulations Title 26. The US Department of Transportation is the primary regulatory authority for the interstate transport of hazardous materials, and establishes regulations for safe handling procedures (i.e., packaging, marking, labeling, and routing). Criteria also exist regarding personnel qualifications and training, inspection requirements, and equipment specifications.

The California Highway Patrol (CHP) enforces regulations related to the intrastate transport of hazardous materials and hazardous wastes. The CHP and the California Department of Transportation (Caltrans) enforce federal and state regulations and respond to hazardous materials transportation emergencies.

The transportation of hazardous materials via railroad is not an issue as there are no railway

lines traversing the City. However, transportation of hazardous materials via freeway may be an issue as the Foothill Expressway traverses the City.

Hazardous materials also pass through the City in route to other designations via the freeway, rail, and surface street system. The US Department of Transportation regulates the transport of hazardous materials on state highways and rail lines using established criteria for safe handling procedures. Federal safety standards are also included in the California Administrative Code and the California Health Services Department regulates the haulers of hazardous waste.

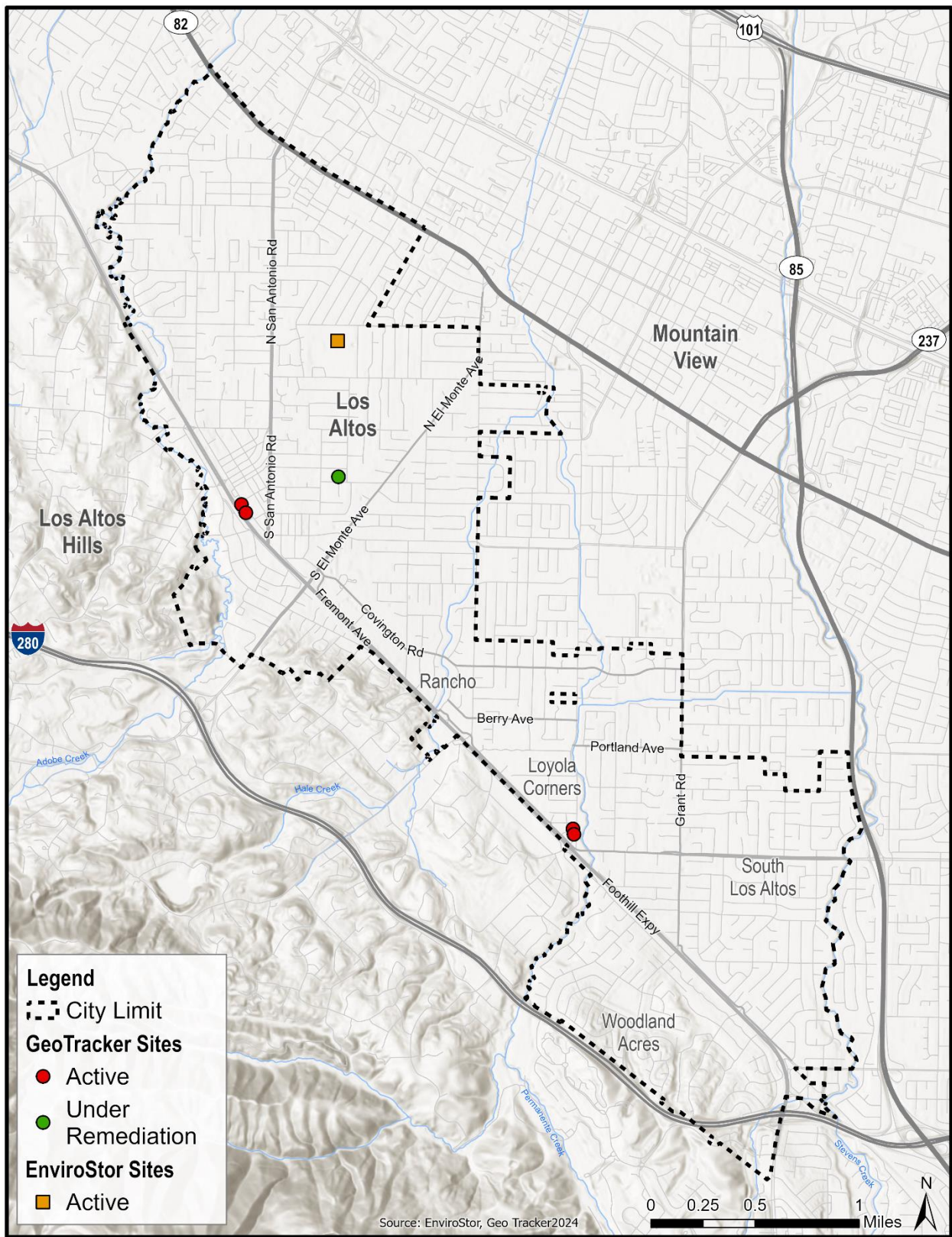
2.7.3.1. Siting and Managing Facilities

The use, storage, and handling of hazardous materials and waste within Los Altos are rigorously controlled by federal, state, and local regulations. The City uses a variety of tools to regulate facilities that use, store, and handle hazardous materials and waste in order to ensure compatibility with existing and planned surrounding land uses. The primary tools are zoning regulations, environmental review of proposed developments in accordance with CEQA, and the issuance of business licenses.

As development and redevelopment in Los Altos continue, the potential exists for facilities that use, store, and handle hazardous materials and waste to be sited in locations where such activities may be incompatible with existing and planned surrounding land uses. Through the use of appropriate tools, the City will ensure that facilities using, storing, and handling hazardous materials and waste will be appropriately sited and that the operation of such facilities will be regulated such that significant adverse effects to surrounding land uses will be avoided to the extent possible.

¹⁸ GeoTracker, accessed June 1, 2024, <https://geotracker.waterboards.ca.gov/map/?myaddress=California&from=header&cqid=5315671622>.

Figure 17: Hazardous Materials Sites



Source: State Water Resources Control Board, GeoTracker; Department of Toxic Substances Control, EnviroStor; Esri; City of Los Altos.

2.7.4. Household Hazardous Waste Program

Hazardous Waste Management Plan

The City of Los Altos has a Household Hazardous Waste Program in place to manage items that pose a threat if disposed of improperly. Mission Trail Waste Systems provides residential, commercial, and industrial collection services for garbage, recycling, and organics in Los Altos. Some items, like batteries, fluorescent light bulbs, electronic waste, and mercury thermostats, are considered hazardous waste. These items cannot be disposed of in regular trash cans.

Hazardous waste generators and users in the City are required to comply with regulations enforced by several federal, state, and county agencies. The regulations are designed to reduce risk associated with human exposure to hazardous materials and minimize adverse environmental effects.

To ensure that classified hazardous substances used by commercial and residential activities are properly handled, contained, and disposed of, the Santa Clara County Fire Department coordinates with the County’s Hazardous Materials Compliance Division to implement the Santa Clara County Hazardous Waste Management Plan.

2.8. Emergency Planning/Response

The Los Altos Emergency Preparedness Program includes an emergency preparedness webpage, Emergency Operations Plan (EOP), and Emergency Operations Center (EOC). In

addition, Los Altos has two fire stations and one police station.

2.8.1. Emergency Preparedness Website

The City maintains an emergency preparedness webpage on the City website, which provides information regarding hazards and preparedness.¹⁹ It identifies potential risks, facilities, and resources relied upon in the event of a catastrophe, and persons responsible for implementation. The webpage also provides personal emergency preparedness training, which includes the “26 Steps: Personal Emergency Preparedness Workbook.” The webpage has information related to emergency supply kits, pet emergency preparedness, communications plan during the time of emergency, storm preparation and Resilient Los Altos. Resilient Los Altos is a community-driven initiative aimed at enhancing the City’s resilience to various challenges, including natural disasters, climate change, and social disruptions.

2.8.2. Emergency Operations Plan

The EOP for the City of Los Altos outlines authorities, organizational structures, and procedures used to coordinate activities related to local and regional emergencies or disasters.²⁰ It establishes the emergency organization, assigns tasks, specifies policies, and provides for coordination of planning efforts using the Standardized Emergency Management System. The plan also meets the requirements established by the National Incident Management System. The objective of this plan is to incorporate and coordinate all agencies and personnel within the City into an efficient organization capable of responding to any

¹⁹ City of Los Altos, “Emergency Preparedness,” accessed June 1, 2024, <https://www.losaltosca.gov/police/page/emergency-preparedness>.

²⁰ City of Los Altos, *Emergency Operations Plan*, accessed June 1, 2024, https://www.losaltosca.gov/sites/default/files/fileattachments/public_works/project/56151/los_altos_eop_3.22.2016.pdf.

emergency. The EOP serves as the foundational element of the City’s approach to emergency management. While all City resources may be called upon as needed, specific departmental responsibilities are outlined in the EOP Basic Plan and associated annexes.

The EOP calls for post-incident or post-exercise evaluation of the EOP, and/or changes in responsibilities, procedures, laws, or regulations. The City’s Police Department is responsible for the review, revisions, management, and distribution of the City of Los Altos EOP. The post-disaster analysis will help the City improve safety plans and responses.

2.8.3. Emergency Operations Center

The Santa Clara County MJHMP identified that the City’s Emergency Operations Center (EOC) needs to be replaced. The City proposes to incorporate a code compliant EOC into the existing Los Altos Community Center, which is located at 97 Hillview Avenue in the City of Los Altos. The proposed project would install radio equipment, antennas, and a satellite dish; replace existing HVAC system equipment with a new system equipped with more robust filters and connections to emergency power system; and construct a small enclosure to house a diesel emergency back-up generator. Following construction of the EOC, operation of the center would be limited to essential City functions during emergencies and natural disasters. Completion of the EOC is anticipated for August 2025, which includes the time to furnish and commission the generator; much of the work is anticipated to occur before that date.

The main purpose of the EOC is to provide a centralized location where emergency management coordination and decision making can be supported during a critical incident, major emergency, or disaster. The EOC will provide essential services to the public after a natural disaster; support a number of critical

tasks such as monitoring activities related to emergency preparedness; and provide a location for collecting and analyzing data to help make decisions that protect the City of Los Altos.

In coordination with Santa Clara County Fire Department, the City partners with Resilient Los Altos, a program dedicated to improving the ability of groups of people to respond to and recover from adverse situations, such as natural disasters, acts of violence, economic hardship, and other challenges to the community of Los Altos and the adjacent areas. Resilient Los Altos offers classes, events, and webinars on emergency preparedness topics. Stakeholders include Los Altos Block Action Team members, the Los Altos Community Emergency Response Team (CERT) members, Los Altos Amateur Radio Emergency Service members, Los Altos School District representatives, Mountain View Los Altos High School District, faith-based community representatives, allied health representatives, and representatives from the business community.

The core Resilient Los Altos groups are the Block Action Teams, CERTs and ham radio operators. Block Action Teams are small neighborhood groups led by a volunteer leader who come together to work as a team after a disaster. CERTs are resident volunteers that have taken training about disaster preparedness and basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Ham radio operators are licensed individuals who can provide communications services when other services such as telephone and text are unable.

Los Altos also offers a free personal emergency preparedness class in partnership with the Santa Clara County Fire Department. The class is designed to teach residents how to be self-

sufficient in the event of an emergency until relief is available.

The City maintains an emergency preparedness page on its website, which provides information about various resources and programs. In addition to County emergency alert notification systems such as Alert SCC, the City also subscribes to Nixle for text and voice notifications.

The first line of defense against any catastrophe is to avoid threatening situations and to prepare disaster response plans that will minimize the harmful impacts. Quick action in the event of an emergency will reduce the probability of additional injuries and damage.

Government disaster preparedness planning efforts are handled primarily by the police departments and the County Office of Emergency Services. The County and each city are required to prepare disaster plans in accordance with state regulations; assign duties for emergency response; designate EOCs and emergency shelters; and establish an emergency broadcast system.

2.8.4. Law Enforcement and Fire Protection

2.8.4.1. Law Enforcement

Law enforcement services are provided by the Los Altos Police Department. The Los Altos Police Department has a total of 32 sworn officers and 14 professional support staff; divisions include Patrol, Traffic, Investigations, Code Enforcement, Crime Prevention, Canine, SWAT and the Reserves. The following crime prevention programs and services are offered through the Los Altos Police Department:

- Neighborhood Watch

- Home security inspections
- A group presentation as requested by various resident or business groups/organizations.
- CityProtect program, which enables residents and businesses to register their cameras or submit a tip.

2.8.4.2. Fire Protection

The City contracts with the Santa Clara County Fire Department for fire protection services within the City boundaries. Two fire stations serve the City of Los Altos.

- Almond Fire Station at 10 Almond Avenue: 3 Personnel, Engine 75 (3), Engine 675 (Select Call), Engine 175 (Reserve), 1929 Model A (Antique)
- Loyola Fire Station at 765 Fremont Avenue: 3 Personnel, Engine 76 (3), Engine 176 (Reserve)

Services provided by the Fire Department include fire prevention, emergency medical services, hazardous materials, and fire investigations. Additionally, the mutual aid agreement between Los Altos and the Santa Clara County Fire Department includes automatic response from the 13 other fire stations in the event of large-scale fire events. One of the key performance indicators according to Santa Clara County Fire Department’s 2023-2027 Strategic Plan is that “the first suppression unit arrives at structure fires, hazardous material releases, and other urgent incidents requiring the use of PPE within 7 minutes and 50 seconds (urban) or 11 minutes and 50 seconds (rural) for 90 percent of incidents.”²¹

There are no plans for the expansion of existing facilities or addition of new stations in the area. Although the Santa Clara County Fire

²¹ Santa Clara County Fire Department, 2023-2027 Strategic Plan, <https://www.sccfd.org/wp->

content/uploads/2023/04/2023.4.26_SCCFD_StrategicPlan2023_FINAL_WEB.pdf.

Department does not currently anticipate a need for new or expanded fire response capabilities, this may change due to future development and increased population density.

2.9. Evacuation Routes

In the event of a significant emergency, clear routes are needed to ensure that emergency responders and supplies can be transported and that community members can be evacuated. Evacuation efforts depend on the severity and type of hazard incident that is occurring. In some cases, people may have a day or two to prepare, while other situations might call for an immediate evacuation. Evacuation routes include major roadways and thoroughfares intended to transport people from areas impacted by hazardous events to areas of safety. Refer to **Figure 18** for mapped evacuation routes.

The designated evacuation routes in the City include all arterials and highways. The primary north/south evacuation routes include Arastradero Road, West Fremont Road, San Antonio Road, South El Monte Avenue, Magdalena Avenue, South Springer Road, and Grant Road. The primary east/west evacuation routes from the City include Foothill Expressway, El Camino Real, Cuesta Drive, Fremont Avenue, Interstate 280, and Highway 101. Designated evacuation routes are the most reliable roadway facilities for the following reasons:

- These roads are designed to accommodate higher volumes of traffic in line with their classifications.
- Access controls are more stringent on roads of higher classification.
- Intersection controls are designed to prioritize travel on roads of higher classification.
- Roadway maintenance policies prioritize roads of higher classification.

Evacuation route vulnerability can be expressed from several perspectives. The most direct expression of route vulnerability deals with physical features along an evacuation route that can be damaged during emergency scenarios and cause the evacuation route to be disrupted and unusable. These physical features include:

- Bridges (over rivers, creeks, and other drainage features)
- Bridges (creating grade-separated roadways)
- Low points along the route that are prone to flooding
- Route locations along steep natural slopes that are prone to landslides
- Narrow road widths constraining access and egress of civilians and first responders
- Roads having significant slopes in excess of 20 percent grade

Evacuation route vulnerability can also be expressed in terms of vulnerability to residents where development areas are isolated and/or areas that have access to only one evacuation route. These areas are a concern and require additional advanced planning to address emergency scenarios where an evacuation is needed, and the single evacuation route may be blocked or damaged and cannot be used.

Figure 19 shows those residential development areas (neighborhoods) that have only one access point to a primary evacuation route. These neighborhoods were identified after a thorough review of various citywide maps and aerial photographs and include residential developments that may be access-constrained during an evacuation. If a neighborhood has direct access to another roadway and that roadway funnels to more than one designated evacuation route, it would not be considered vulnerable. Similarly, if a neighborhood has direct access to a designated evacuation route with only one way in and out, this would be

considered a vulnerable neighborhood. Vulnerable neighborhoods also include those with roads below the minimum width required by the Fire Code, dead-end roads that lack adequate turn arounds, or roads where distances between fire hydrants exceed Fire Code Requirements.

In an evacuation scenario, these neighborhoods could be exposed to an increased risk due to the lack of multiple egress opportunities; therefore, they should be given earlier evacuation consideration. Additionally, these neighborhoods should be evaluated for improvements, including road widening, smaller distances between fire hydrants, slope modifications, landscaping and other strategies to provide increased wildfire safety.

Figure 18: Evacuation Routes Map

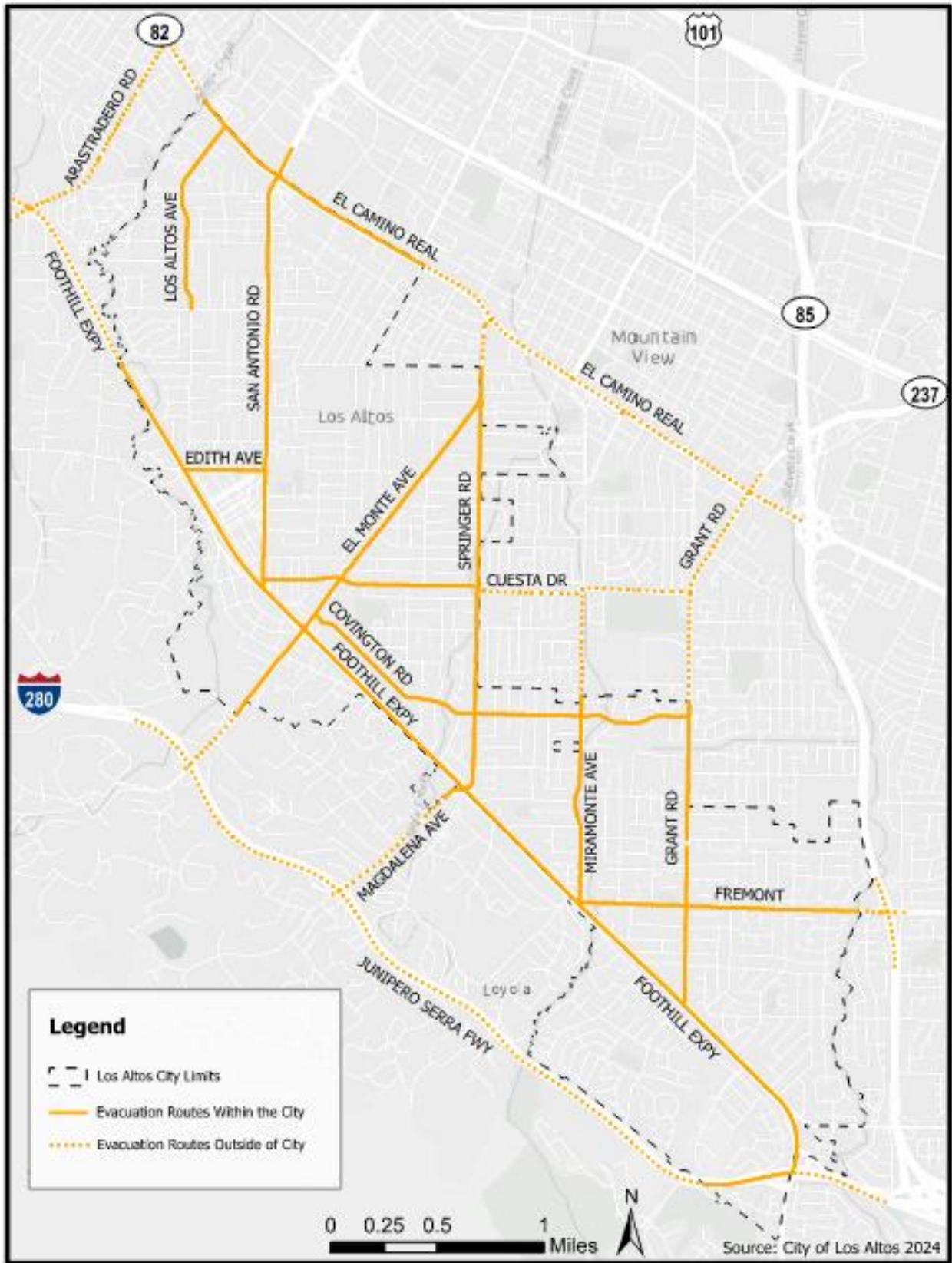
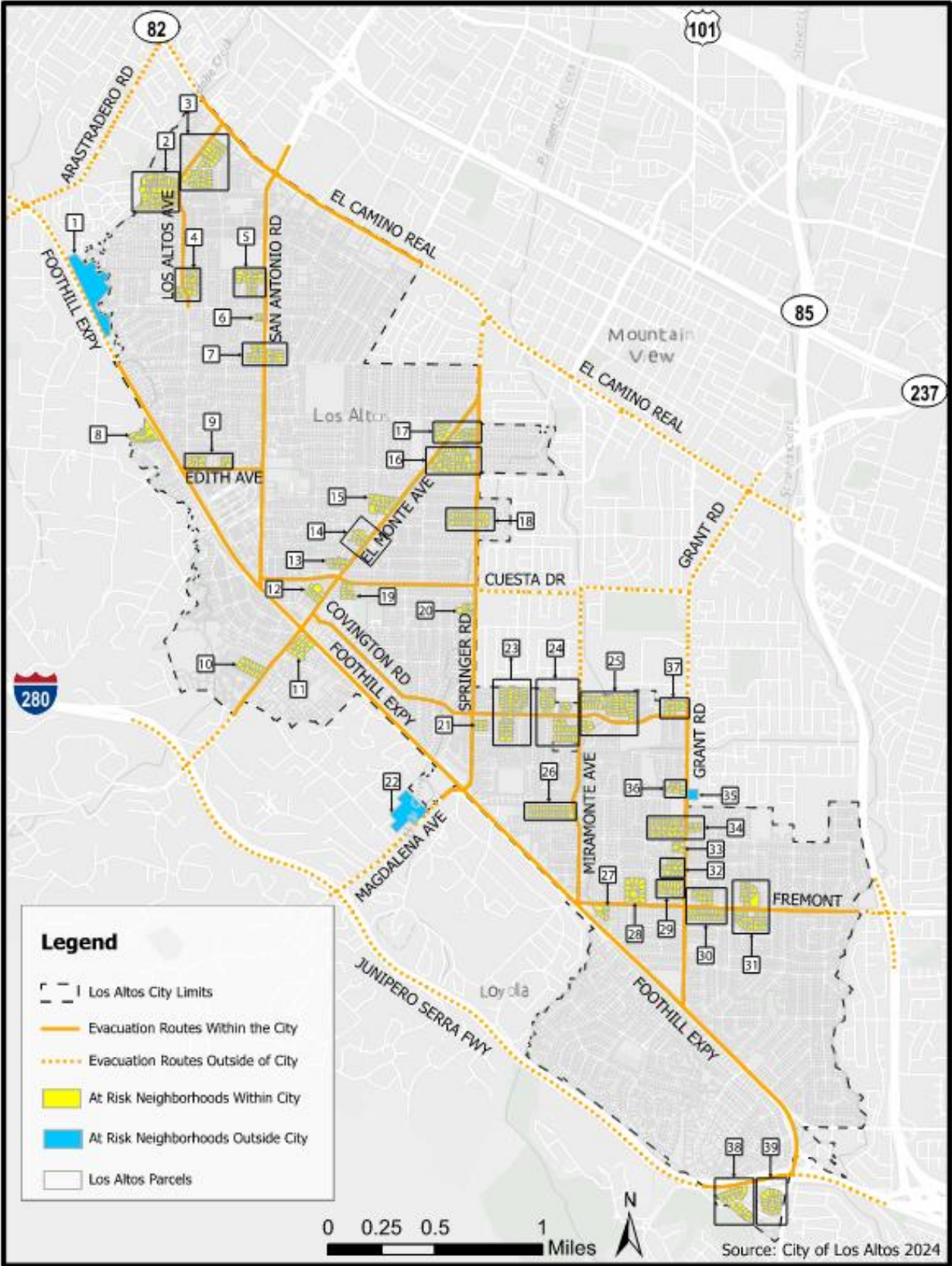
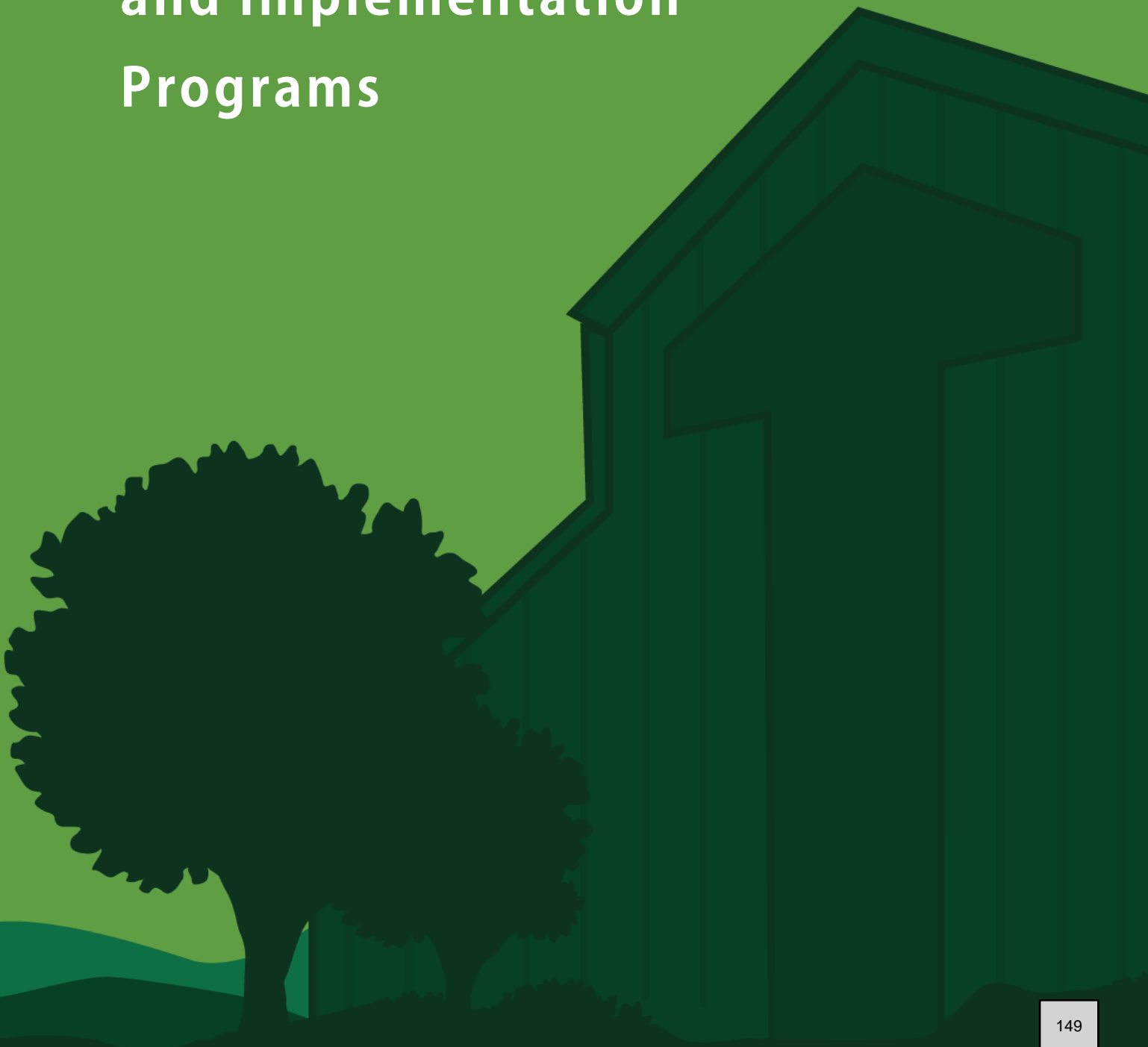


Figure 19: Evacuation Route Vulnerable Neighborhoods



3.0 Goals, Policies, and Implementation Programs



3.0 Goals, Policies, and Implementation Programs

Goal SE-1: Reduce Geologic and Seismic Hazard Risk

Minimize risks of personal injury and property damage associated with seismic activity, landslides, and other geologic hazards.

Policies

- SE-1.1:** Monitor and update risk/life safety standards and regulate developments to mitigate risk to life and property related to earthquakes, liquefaction, erosion, landslides, and unstable soil conditions.
- SE-1.2:** Require site-specific soil analysis and geotechnical investigations for developments on sites in known or suspected hazard zones.
- SE-1.3:** Encourage regular assessments of the structural integrity of critical City facilities and infrastructure. Consider seismic retrofits for modifications to existing buildings and new buildings, ensuring that all construction complies with current seismic standards, when applicable.

Actions in Support of Goal SE-1

SE-1.a: *Require the submission and review of geologic and soils reports for all developments, in accordance with the Los Altos Municipal Code. The geological risk areas identified in these studies must include established standards and recommendations, which*

shall be incorporated into the development plans.

SE-1.b: *Ensure strict compliance with the requirements of the California Code of Regulations (CCR), Title 24, during the plan check review process to minimize damage from earthquakes and other geologic activity.*

Goal SE-2: Reduce Flooding Hazard Risk

Reduce the potential for flooding along creeks that traverse Los Altos.

Policies

- SE-2.1:** Regulate land uses in flood-prone areas in accordance with the National Flood Insurance Program (NFIP) requirements. Allow development in flood-prone areas (including the 100-year and 500-year flood zones) that would avoid adverse impacts to existing properties and flood control and drainage structures or avoid adverse impacts with the appropriate mitigation.
- SE-2.2:** Identify and pursue local, state, and federal funding sources, including grants, to support flood prevention and mitigation efforts.
- SE-2.3:** Regularly maintain creeks and drainage systems to prevent flooding and property damage and proactively inspect drainage systems to remove obstructions. Coordinate with agencies to enhance infrastructure and promote sustainable stormwater management.
- SE-2.4:** Require all development projects requiring a building permit to

incorporate stormwater management measures that align with current National Pollutant Discharge Elimination System (NPDSE) permit requirements.

SE-2.5: Enhance public awareness and education on flood risks and mitigation measures.

Actions in Support of Goal SE-2

SE-2.a: *Continue to review projects in flood hazard areas to ensure compliance with Los Altos Municipal Code Chapter 12.60 (Flood Management Ordinance).*

SE-2.b: *Coordinate with the Valley Water District to maintain flood control channels, complete necessary repairs and secure funding to ensure resilient stormwater infrastructure.*

SE-2.c: *Prioritize the development and maintenance of a comprehensive and functional emergency evacuation plan for populated areas within identified dam inundation zones. This plan should address public concerns by including detailed procedures for evacuation and control, ensuring it is practical and effective for real-world scenarios.*

SE-2.d: *Continue to safeguard creeks and habitats by enforcing the Watercourse Protection Ordinance, which preserves water quality, biodiversity, and the natural integrity of creek ecosystems. Maintain and enhance the special setback provisions along Adobe Creek, from Shoup Park to O’Keefe Lane, to prevent development or activities that could degrade water flow, habitat, or water quality. Regularly review and update the ordinance to address emerging environmental challenges and*

ensure long-term protection of these vital watercourses.

SE-2.e: *Continue erosion and sediment control measures for all construction and development projects to reduce soil erosion and minimize runoff into waterways.*

Goal SE-3: Reduce Hazardous Materials Hazard Risk

Protect the community’s health, safety, welfare, natural resources, and property through regulation of use, storage, transport, and disposal of hazardous materials.

Policies

SE-3.1: Cooperate with and participate in development of the policies and future programs of the Santa Clara County Health Department and the California Legislature.

SE-3.2: Require hazardous waste generated within Los Altos to be disposed of in a safe manner, consistent with all applicable local, State, and Federal laws.

SE-3.3: Identify hazardous materials users and producers, to identify and mitigate risk of hazardous materials spills to the community.

SE-3.4: Coordinate with the Santa Clara County Fire Department (SCCFD) to ensure that businesses in Los Altos handling hazardous materials prepare and file a Hazardous Materials Management Plan (HMMP) and Hazardous Materials Inventory Statement (HMIS).

SE-3.5: Require compliance with the Santa Clara County Hazardous Waste Management Plan.

Actions in Support of Goal SE-3

SE-3.a: *Maintain coordination with the Santa Clara County Fire Department (SCCFD) and support their ongoing efforts to conduct internal training for local fire personnel in the handling, containment, and cleanup procedures necessary for responding to spills of radioactive, toxic, and hazardous substances.*

SE-3.b: *Enforce compliance with the Santa Clara County Hazardous Waste Management Plan for all relevant businesses and operations within the City.*

Goal SE-4: Reduce Climate Change Hazard Risk

Minimize the risk of hazards and climate change to Los Altos residents.

Policies

SE-4.1: Continue implementing the Climate Action and Adaptation Plan (CAAP) to reduce risks and vulnerabilities associated with climate-related hazards. Efforts shall include ongoing assessment and progress tracking to enhance resilience and adaptation while ensuring actions do not lead to disproportionately adverse effects on vulnerable populations.

SE-4.2: Ensure that emergency response plans and training programs continue to evolve and are modified to protect residents, infrastructure, and facilities during emergencies and extreme weather events.

Actions in Support of Goal SE-4

SE-4.a: *Continue to implement actions as identified in the Los Altos Climate Action and Adaptation Plan (CAAP), to reduce risk and vulnerability for climate related hazards..*

SE-4b *Identify, designate, and publicize the availability of public buildings, specific private buildings, or institutions with air conditioning as cooling shelters for residents without access to air conditioning during extreme heat days.*

SE-4c: Collaborate with the City of Palo Alto to reduce the impact of sea level rise and secure funding to ensure resilient infrastructure for the Regional Water Quality Control Plant.

Goal SE-5: Reduce Human-Caused Hazard Risk

Minimize risks of personal injury and property damage associated with human activities, such as criminal activity and air and ground transportation.

Policies

SE-5.1: Continue to explore new community policing techniques to maintain the safe neighborhood character of the community.

SE-5.2: Apply design techniques and standards to prevent criminal activity in new development and reuse/revitalization projects.

SE-5.3: Reduce the risk from air and ground transportation hazards, such as aircraft, rail, truck, and roadway systems.

Actions in Support of Goal SE-5

- SE-5.a:** Support multi-jurisdictional cooperation on emergency preparedness, hazard mitigation, and response. Coordinate with Santa Clara County to improve communication, training, and exercises, pursue a joint risk reduction project, and enhance system redundancy.*
- SE-5.b:** Collaborate with community-based organizations like CERT, Resilient Los Altos, and the Los Altos Amateur Radio Emergency Service to strengthen local preparedness and emergency response. Leverage volunteer capacity and promote educational opportunities from regional and national nonprofits like the American Red Cross.*
- SE-5.c:** Ensure critical facilities like hospitals, fire stations, and communication centers are designed to remain functional during disasters. Regularly assess these facilities for vulnerabilities and collaborate on necessary upgrades.*

Goal SE-6: Plan for City Action During a Disaster

Plan for City and citizen actions in the event of a disaster.

Policies

- SE-6.1:** Maintain an updated Emergency Operations Plan (EOP) and emergency preparedness information on the City website. Emergency preparedness information should increase public awareness of natural hazards and hazards associated with human activity and of methods to avoid or mitigate the effects of these hazards. The EOP should ensure that critical facilities will function during and after a disaster.

- SE-6.2:** Coordinate emergency preparedness with neighboring cities, local school districts, and the Santa Clara County Operational Area (OA), and continue to identify and support opportunities for shared mitigation activities, mutual aid and other support.
- SE-6.3:** Support Santa Clara County as the lead agency in the County-wide Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) and participate as an annex in future updates.
- SE-6.4:** Encourage participation in City Volunteer programs, such as Community Emergency Response Team (CERT) training, and regional/national programs, such as Red Cross. Encourage residents and community leaders to participate in disaster training programs, and as feasible, assist in neighborhood drills and safety exercises to increase participation and build community support.
- SE-6.5:** Promote and ensure the development, implementation, and regular updating of a comprehensive emergency evacuation plan. The plan should include detailed evacuation routes and awareness programs, with a particular focus on residential neighborhoods with limited access or egress points. The plan must be functional, regularly tested, and updated based on community feedback and evolving best practices.
- SE-6.6:** Continue to improve the City’s notification system to ensure timely and effective notification of residents and community members in the event of an emergency. Encourage participation and registration in Santa Clara County’s emergency alert,

warning, and evacuation systems, such as AlertSCC and Genasys Protect, for all Los Altos residents and workers.

Actions in Support of Goal SE-6

SE-6.a: Continue to maintain a comprehensive **Emergency Operations Plan (EOP)** to enhance coordination among emergency service providers— including fire, medical and law enforcement—and to minimize human suffering and property damage during disasters. The Plan should do the following:

1. Identify Resources & Coordination –

Outline available emergency response resources and establish coordinated action plans for various disaster scenarios, including earthquakes, fires, roadway accidents, flooding, hazardous materials incidents, civil disturbances, and chemical, biological, or nuclear attack.

2. Designate Public Shelters – Identify locations where aid, supplies, and shelter will be available to residents during emergencies.

3. Ensure Regular Review & Alignment

– Conduct an annual review of the EOP to update roles, responsibilities, and contact information, ensuring alignment with current capabilities. Maintain consistency with the Santa Clara County Operational Area Emergency Operations Plan to facilitate seamless mutual aid coordination.

4. Conduct Training & Exercises – Hold annual tabletop exercises with City staff to reinforce emergency response procedures and preparedness. Additionally, participate in County-wide training opportunities as available to enhance coordination and readiness.

SE-6.b: Implement mitigation actions from the Santa Clara County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP), City of Los Altos Annex. Use Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance (HMA) grants where appropriate and participate in MJHMP updates every five years.

SE-6.c: Continue to partner with community-based organizations such as Los Altos Community Emergency Response Team (CERT), Resilient Los Altos, and the Los Altos Amateur Radio Emergency Service members in emergency response efforts.

SE-6.d: Encourage schools, neighborhood associations, and other interested groups to teach first aid and disaster preparedness, including Community Emergency Response Team (CERT) programs, and other tools available to neighborhood and community groups to improve disaster preparedness.

SE-6.e: Identify areas with inadequate evacuation routes, particularly those lacking at least two emergency exits or located on streets narrower than 20 feet. Prioritize emergency outreach on neighborhoods with limited access, document them in the Emergency Operations Plan, prioritize early warnings, and improve evacuation routes as funding allows. Where feasible and as funding allows, develop and implement improvement plans to meet minimum evacuation standards.

SE-6.f: Continue to maintain tree trimming and maintenance for street trees and encourage maintenance on private property to prevent trees from obstructing evacuation routes.

SE-6.g: *Continue to track and implement emerging technologies into the existing emergency notification systems to improve communications with residents during emergencies. Conduct regular tests and provide training for staff and community members to ensure effective notifications and communication during emergencies.*

Goal SE-7: Reduce Fire and Wildfire Risk

Minimize risks of personal injury and property damage associated with urban fire and wildfire hazards.

Policies

- SE-7.1:** Reduce wildfire risk through land use planning and wildfire prevention measures.
- SE-7.2:** Coordinate with Santa Clara County Fire Department and neighboring cities to provide roadside fuel reduction, defensible space, and vegetation management, particularly along evacuation routes.
- SE-7.3:** Provide outreach and education on topics including fire resilient landscaping, defensible space and evacuation procedures.
- SE-7.4:** Require undergrounding of utilities (including electric and communication utilities) on public and private property, where feasible.
- SE-7.5:** Prioritize the development and maintenance of a comprehensive and functional evacuation plan for areas potentially affected by wildfire hazards as part of the Emergency Operations Plan. Prioritize evacuation efforts and

notice for neighborhoods that have only one evacuation point.

SE-7.6: Require new development to construct and fund all fire suppression infrastructure and equipment needed to provide adequate fire protection services.

SE-7.7: Promote fire safety through education and building design. Ensure all new development and redevelopment complies with the most current version of the California Building Code, California Fire Code, Los Altos Municipal Code, and all other legal requirements for fire safety.

SE-7.8 Ensure that adequate water supplies are available for fire suppression throughout the City and support the California Water Service efforts to remedy any deficiencies in the water delivery system to ensure adequate fire-suppression flows.

Actions in Support of Goal SE-7

- SE-7.a:** *Continue to participate in the Santa Clara County Weed Abatement program to identify and mandate the abatement of fire hazards due to weed or plant growth. Ensure private properties within the Urban Wildland Interface reduce wildfire risk through comprehensive vegetation management, including establishing defensible space and proper storage of flammable materials. Coordinate with the Santa Clara County Fire Department and neighboring cities to mitigate hazardous conditions on or near the City's jurisdictional boundary.*
- SE-7.b:** *Promote community awareness and participation in the Santa Clara County Fire Department's fire education programs.*

- SE-7.c:** Require that all new utility services and relocated existing utility services are placed underground, in accordance with Los Altos Municipal Code Chapter 12.68.*
- SE-7.d:** Continue to regularly track designated wildfire hazard zones such as the fire hazard severity zone (CalFIRE) and county-designated Wildland Urban Interface (WUI) zones.*
- SE-7.e:** Collaborate with the California Water Service to regularly evaluate existing infrastructure and ensure adequate fire flow for fire suppression. Coordinate with the California Water Service to identify and remediate infrastructure that does not meet fire flow requirements and explore emergency water supply agreements, if necessary.*

Goal SE-8: Emergency Services

Maintain a safe community through adequate, efficient, and high-quality police, fire, and emergency services.

Policies

- SE-8.1:** Provide adequate funding for police personnel and equipment, to accommodate existing and future community needs to ensure a safe and secure environment for people and property.*
- SE-8.2:** Promote and support community-based crime prevention programs as an important augmentation to the provision of professional police services. Support existing programs and encourage expanded or new programs that focus on youth crime prevention, anti-gang, and anti-graffiti programs, or*

other community programs that reduce crime throughout the City.

- SE-8.3:** Cooperate with neighboring cities, Santa Clara County, and regional agencies to address crime issues that cross jurisdictional boundaries.*

Actions in Support of Goal SE-8

- SE-8.a:** Allocate sufficient budgetary resources to ensure the recruitment, training, and retention of police personnel, and the procurement of necessary equipment. Identify and pursue grants and funding opportunities to support these efforts.*
- SE-8.b:** Periodically evaluate Police Department response times and incident data to ensure adequate police services are provided throughout the city.*
- SE-8.c:** Regularly evaluate the effectiveness of crime reduction initiatives with the Police Department and adapt policies and programs accordingly.*
- SE-8.d:** As part of the development review process, continue to consult with the Santa Clara County Fire Department in order to ensure that development projects facilitate adequate fire services and fire prevention measures.*
- SE-8.e:** Maintain regular communication with regional public safety providers, including County of Santa Clara Office of the Sheriff and Office of Emergency Management to discuss regional issues, share best practices, and develop joint strategies for solutions.*



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INTRODUCTION

Hazardous conditions due to human activity, such as noise and air pollutants can impact community safety and quality of life. Los Altos seeks to minimize the hazards associated with human activities. The Natural Environment & Hazards Element establishes goals, policies, and a plan for that purpose.

Purpose of the Natural Environment & Hazards Element

The purpose of the Natural Environment & Hazards Element is to identify and address those features or characteristics in or near the City's planning area, which represents a potential hazard to the people in Los Altos. Goals and policies in the element are intended to protect the community from deteriorating quality of life resulting from hazards relating to human activity

Scope and Content of the Natural Environment & Hazards Element

The Natural Environment & Hazards Element of Los Altos satisfies the requirements of the state-mandated Noise Element. Air quality is also addressed to comply with the requirements of the Bay Area Air Quality Management District (BAAQMD) standards.

As specified in Government Code Section 65302(f), the Noise Element must identify and appraise noise problems in the community to ensure acceptable levels of noise exposure. Existing (baseline) and future noise conditions are quantified as noise exposure contours. This information serves as the basis to develop guidelines for compatible land uses.

The element is comprised of four sections: 1) Introduction, 2) the Natural Environment & Hazards Plan; 3) Issues, Goals and Policies; and 4) Implementation Programs Appendix. The Plan provides background information and explains how the goals and policies will be achieved and implemented. In the Issues, Goals and Policies section, hazards associated with human activity are identified and related goals and policies are established to address these issues. The goals, which are overall statements of the community's desires, are comprised of broad statements of purpose and direction. The policies serve as guides for determining acceptable risks/impacts, regulating development in reducing or avoiding adverse effects, and ensuring land use compatibility. The Natural Environment & Hazards Implementation Programs Appendix identifies the specific implementation programs for this element.

Related Laws Plans and Programs

There are a number of existing plans and programs that directly relate to the goals of the Natural Environment & Hazards Element. Enacted through state and local action, these plans and programs are administered by agencies with responsibility for their enforcement.

California Environmental Quality Act

The California Environmental Quality Act (CEQA) was adopted by the state legislature in response to a public mandate for a thorough environmental analysis of projects that might adversely affect the environment. The provisions of the law, review procedure and any subsequent analysis are described in the CEQA Statutes and Guidelines as amended in 1998. Safety hazards, as well as noise and air quality impacts are recognized as environmental impacts under CEQA.



California Noise Insulation Standards

The California Commission of Housing and Community Development officially adopted noise insulation standards in 1974. Revised in 1988, the standards established an interior noise standard of 45 dBA for residential space (CNEL or Ldn). Acoustical studies are required for residential structures proposed within noise contours of 60 dBA or greater from industrial or transportation noise sources to demonstrate compliance with interior noise standards.

Uniform Building Code

The Uniform Building Code includes Sound Transmission Control standards for building construction under Appendix 12, Division 2/2a.

Los Altos Noise Control Ordinance

The City's Noise Ordinance (adopted as part of the Municipal Code) establishes interior and exterior noise standards for daytime and nighttime hours by zoning district, identifies prohibited acts relative to noise, including maximum noise levels for mobile and stationary noise sources, and special exemptions. Noise Ordinance requirements are identified in this Element.

Federal Clean Air Act

The Federal Clean Air Act established National Ambient Air Quality Standards (NAAQS) in 1970 for six pollutants: carbon monoxide, ozone, particulates, nitrogen dioxide, sulfur dioxide, and lead. The Act requires states with air pollution that exceeds the NAAQS to prepare air quality plans demonstrating how the standards would be met (State Implementation Plans SIPs). In 1990, amendments to the Act established categories of severity for non-attainment areas ("marginal" to "extreme"). In 1994, the California Air Resources Board adopted a revised State Implementation Plan

for ozone to meet the requirements of the 1990 amendments.

California Clean Air Act

The California Clean Air Act (CCAA) was enacted in 1988 requiring attainment of California's ambient air quality standards. Amended in 1992 and 1996, the state's ambient air quality standard are more stringent than the national standards. In general, the CCAA requires regions whose air quality exceeds state standards to reduce pollutants by five percent or more per year, or to implement all feasible measures to meet the state air quality standards as expeditiously as possible.



Relationship to Other General Plan Elements

According to state planning law, the Natural Environment & Hazards Element must be consistent with the other General Plan elements. While all elements are interdependent, they are also interrelated to a degree. Certain goals and policies of each element may address issues that are primary subjects of other elements. This integration of issues throughout the General Plan creates a strong basis for the implementation of plans and programs and the achievement of community goals. The Natural & Hazards Element is most directly related to Land Use, Housing, and Open Space, Conservation & Community Facilities Elements.



NATURAL ENVIRONMENT & HAZARD PLAN

Noise

In Los Altos, the predominant source of noise is transportation-related noise from vehicle and truck traffic on the City's road system. Commercial noise sources in Los Altos are not significant enough to warrant identification as significant stationary noise sources. In order to minimize impacts associated with transportation-related noise sources, residential development and redevelopment proposed within areas where a noise of 60 dBA is or will be exceeded should conduct acoustical analysis to ensure compliance with the City's noise level standards.

Noise is generally defined as unwanted sound – unwanted being dependent on when and where the sound occurs, what the listener is doing, characteristics of the sound, and how intrusive it is above background sound levels. Noise hazards are a function of increasing mechanization, with noise being principally produced by machines for transportation and production. In Los Altos, traffic movement on the City's road system is the predominant source of noise.

Noise levels are measured on a logarithmic scale in decibels which are then weighted and added over a 24-hour period to reflect not only the magnitude of the sound but also its duration, frequency, and time of occurrence. In this manner, various acoustical scales and units of measurement have been developed such as equivalent sound levels (Leq), day-night average sound levels (Ldn) and Community Noise Equivalent Levels (CNEL).

These measurements become the basis for setting acceptable standards at sensitive noise receptors and identifying potential noise

generators. The State of California Office of Noise Control, in its Land Use Compatibility Standards table (), defines an outdoor level of Ldn 60 dBA or less as being "normally acceptable" for residential uses, schools, libraries, churches, and hospitals. This standard also intends to provide for interior noise levels no greater than 45 dBA (Ldn), which is generally accepted as the maximum acceptable noise level for most indoor residential activities. Maximum noise exposure levels acceptable in Los Altos are consistent with the standards in **Table 1.**

In 1974, the state adopted Noise Insulation Standards (Chapter 2-35 of Title 24) for new hotels, motels, and dwellings other than single family detached dwellings. Those standards established 45 dBA (Ldn) as the maximum interior sound level (attributable to exterior sources) in any room. Where exterior sound levels are 60 dBA (Ldn) or above, acoustical analyses for projects are required to ensure that the structure has been designed to limit outside noise to the allowable interior levels.

Title 24 also includes standards to be met for sound transmission between units. Multi-family attached units must incorporate noise reduction features sufficient to assure that interior noise levels in all habitable rooms do not exceed 45 dBA.



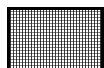
Table 1: Land Use Compatibility Standards

Land Use	Community Noise Exposure (Ldn or CNEL)					
	55	60	65	70	75	80
Residential						
Transient Lodging – Motel, Hotel						
Schools, Libraries, Churches, Hospitals, Nursing Homes						
Auditoriums, Concert Halls, Amphitheaters						
Sports Arena, Outdoor Spectator Sports						
Playgrounds, Parks						
Golf Course, Riding Stables, Water Recreation, Cemeteries						
Office Buildings, Business Commercial, and Professional						
Industrial, Manufacturing, Utilities, Agriculture						

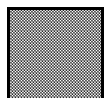
Source: Modified by CBA from 1998 State of California General Plan Guidelines.



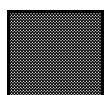
Normally Acceptable: Specified land use is satisfactory, based upon the assumption that any buildings involved meet conventional Title 24 construction standards. No special noise insulation requirements.



Conditionally Acceptable: New construction or development shall be undertaken only after a detailed noise analysis is made and noise reduction measures are identified and included in the project design.



Normally Unacceptable: New construction or development is discouraged. If new construction is proposed, a detailed analysis is required, noise reduction measures must be identified, and noise insulation features included in the design.



Clearly Unacceptable: New construction or development should not be undertaken.



Existing Noise Sources in Los Altos

Noise emanates from stationary and mobile sources. Fixed sources include construction, refrigeration units, radio or television, loud speakers, power tools (including leaf blowers), and animals. Mobile noise sources typically are transportation related. In Los Altos, motor vehicles on the City's roadway system are the major source of continuous noise.

The state's planning laws require identification of areas exposed to high noise levels. "Noise exposure areas" are defined as those areas where noise levels exceed 60 dBA (Ldn). In Los Altos, these noise exposure areas exist along some collector streets, minor arterials, and principal arterials with high traffic volumes and relatively high speeds. The distance from the road centerline to points at which noise levels are 80, 75, 70, 65, and 60 dBA have been calculated from the 2001 Average Daily Traffic (ADT) for arterials and collectors throughout Los Altos. Assumptions and results are listed in **Table 2** and shown in **Figure 1**.

No commercial or industrial uses have been identified to be major on-going noise sources for which noise contours need to be prepared.

Projected Future Noise Sources

Growth in and near Los Altos will generate increased traffic volumes and thereby increase the exposure to high noise levels. Resulting future noise contours for the year 2025 are shown in **Table 3** and **Figure 2**.

Land use planning, with appropriate noise reduction mitigation, will establish land use, site,

and building design acceptable for new development adjacent to major roadways. Acoustic architectural design, involving site plans, building heights, room arrangements, window size, balcony and courtyard design, and acoustic construction, involving treatment of various parts of a building to reduce interior noise levels, shall be considered in mitigating noise hazards at new developments.

Noise barriers should be considered when other mitigation is infeasible. Ideally, noise barriers will incorporate berms, walls, and appropriate landscaping to reduce the visual impact of the sound walls.

Certain areas within Los Altos are subject to high noise levels. The primary noise source impacting Los Altos results from transportation-related activities, especially along major transportation corridors. Other noise sources not related to transportation include construction, business operation, recreational activities, and property maintenance. Consideration of the sources and recipients of noise early in the land use planning and development process can be an effective method of minimizing the impact of noise on people in the community. Consideration may be given to reducing noise in areas already impacted by noise through re-habilitative improvements and enforcement of local noise regulations.





Table 2: Distance to Existing CNEL Contour Lines

Roadway/Reach	Speed Limit mph	% Trucks	Average Daily Traffic	CNEL @ 50' from near lane C/L	Distance to Existing Contours From Near Lane Centerline, feet				
		Med/Heavy	2001	2001	60dB	65dB	70dB	75dB	80dB
Almond Avenue:									
E of San Antonio	25	1.8/0.7%	7,380	61.0	62	--	--	--	--
E of Solana	25	1.8/0.7%	6,010	60.0	50	--	--	--	--
Covington Road:									
E of El Monte	25	1.8/0.7%	3,610	58.0	--	--	--	--	--
W of Springer	25	1.8/0.7%	2,670	57.0	--	--	--	--	--
E of Springer	25	1.8/0.7%	5,220	59.5	--	--	--	--	--
E of Miramonte	25	1.8/0.7%	5,910	60.0	50	--	--	--	--
Cristo Rey Drive:									
W of Foothill	30	1.8/0.7%	6,950	64.0	110	--	--	--	--
Cuesta Drive:									
E of El Monte	25	1.8/0.7%	8,540	61.5	69	--	--	--	--
San Antonio - El Monte	25	1.8/0.7%	5,830	60.0	50	--	--	--	--
Distel Drive:									
S of El Camino Real	25	1.8/0.7%	2,190	56.5	--	--	--	--	--
Edith Avenue:									
Los Altos - San Antonio	25	1.8/0.7%	7,210	61.0	62	--	--	--	--
El Monte Avenue:									
S of Foothill Expy.	25	2.0/2.0%	31,180	69.0	255	110	--	--	--
N of Foothill Expy.	25	1.8/0.7%	14,660	64.0	110	--	--	--	--
S of Jay	25	1.8/0.7%	12,290	63.0	90	--	--	--	--
Fallen Leaf Lane:									
N of Fremont	25	1.8/0.7%	1,180	54.0	--	--	--	--	--
S of Fremont	25	1.8/0.7%	2,860	57.5	--	--	--	--	--
N of Homestead	25	1.8/0.7%	1,410	54.5	--	--	--	--	--
Fremont Avenue:									
Miramonte - Grant	35	1.8/0.7%	9,360	65.0	130	50	--	--	--
Grant - Truman	35	1.8/0.7%	17,500	67.5	200	83	--	--	--
E of Truman	35	1.8/0.7%	23,470	69.0	255	110	--	--	--
Granger Avenue:									
N of Grant	25	1.8/0.7%	1,510	55.0	--	--	--	--	--
Grant Road:									
Foothill Exwy. - Morton	25	1.8/0.7%	14,120	63.5	100	--	--	--	--
Morton	25	1.8/0.7%	11,880	63.0	90	--	--	--	--
Morton - Fremont	35	1.8/0.7%	21,370	68.5	235	100	--	--	--
N of Fremont	35	1.8/0.7%	24,200	69.0	255	110	--	--	--
S of North City Limits									
Homestead Road:									
S of Grant	35	1.8/0.7%	4,030	61.5	69	--	--	--	--
W of SR-85	35	1.8/0.7%	15,660	67.0	185	75	--	--	--
Jordan Avenue:									
S of El Camino Real	25	1.8/0.7%	2,890	57.5	--	--	--	--	--



Roadway/Reach	Speed Limit mph	% Trucks	Average Daily Traffic	CNEL @ 50' from near lane C/L	Distance to Existing Contours From Near Lane Centerline, feet				
		Med/Heavy	2001	2001	60dB	65dB	70dB	75dB	80dB
Los Altos Avenue:									
S of El Camino Real	25	1.8/0.7%	5,240	59.5	--	--	--	--	--
Louck – Pine	25	1.8/0.7%	4,540	59.0	--	--	--	--	--
Pine – Edith	25	1.8/0.7%	5,690	60.0	50	--	--	--	--
Edith – Main	25	1.8/0.7%	6,680	60.5	56	--	--	--	--
Main – San Antonio	25	1.8/0.7%	6,590	60.5	56	--	--	--	--
Main Street:									
Los Altos – San Antonio	25	1.8/0.7%	9,710	62.0	75	--	--	--	--
Miramonte Avenue:									
N of Fremont Avenue	25	1.8/0.7%	11,880	63.0	90	--	--	--	--
S of North City Limits	35	1.8/0.7%	11,610	66.0	155	62	--	--	--
Oak Avenue:									
E of Grant	25	1.8/0.7%	2,650	57.0	--	--	--	--	--
Portland Avenue:									
E of Miramonte	25	1.8/0.7%	3,360	58.0	--	--	--	--	--
Saint Joseph Avenue:									
S. of Foothill Exwy	25	1.8/0.7%	5,380	60.0	50	--	--	--	--
San Antonio Road:									
S of El Camino Real	35	2.0/2.0%	29,150	69.5	278	120	--	--	--
Loucks – Almond	35	2.0/2.0%	29,710	70.0	300	130	50	--	--
Almond – Hillview	35	2.0/2.0%	32,000	70.0	300	130	50	--	--
Hillview – Foothill Exwy	35	2.0/2.0%	20,970	68.5	235	100	--	--	--
Sherwood Avenue:									
E of San Antonio	25	1.8/0.7%	2,460	56.5	--	--	--	--	--
Springer Road:									
N of Foothill Exwy.	30	1.8/0.7%	12,930	65.5	143	56	--	--	--
S of El Monte	30	1.8/0.7%	8,990	64.0	110	--	--	--	--
Truman Avenue:									
N of Fremont	25	1.8/0.7%	4,800	59.5	--	--	--	--	--
S of Fremont	25	1.8/0.7%	380	50.0	--	--	--	--	--
University Avenue:									
W of El Monte	25	1.8/0.7%	3,040	57.5	--	--	--	--	--
SR-82:									
S of El Monte	35	3.5/0.5%	46,500	71.0	340	155	62	--	--
N of El Monte	35	3.5/0.5%	46,500	71.0	340	155	62	--	--
S of San Antonio	35	3.5/0.5%	44,500	71.0	320	143	56	--	--
N of San Antonio	35	3.5/0.5%	49,700	71.0	340	155	62	--	--
SR-85:									
I-280 – Homestead	65	1.6/1.6%	118,000	75.0	600	300	130	50	--
Homestead – Fremont	65	1.6/1.6%	125,000	75.0	600	300	130	50	--
Fremont – SR-82	65	2.5/2.0%	116,000	75.0	600	300	130	50	--
I-280:									
SF-85 – Foothill	65	1.9/1.4%	142,000	82.0	1,250	760	395	185	75
Foothill – Magdalena	65	1.9/1.4%	127,000	75.5	640	320	143	56	--



Roadway/Reach	Speed Limit mph	% Trucks	Average Daily Traffic	CNEL @ 50' from near lane C/L	Distance to Existing Contours From Near Lane Centerline, feet				
		Med/Heavy	2001	2001	60dB	65dB	70dB	75dB	80dB
Foothill Expressway:				(1)	(1)	(1)	(1)		
Homestead –	45	2.0/2.0%	40,540	69/73	--	--	--	--	--
Arboretm	45	2.0/2.0%	40,540	69/73	95/140	74/90	--/69	--	--
Arboretm – Grant	45	2.0/2.0%	40,540	69/73	255/140	110/90	--/69	--	--
Grant – Fremont	45	2.0/2.0%	40,540	73	460	215	90/--	--	--
Fremont – Springer	45	2.0/2.0%	40,540	69/73	255/460	110	90/--	--	--
Springer – El Monte	45	2.0/2.0%	40,540	69/73	255/460	110	90/--	--	--
El Monte – San Antonio	45	2.0/2.0%	40,540	69/73	255/140	110/90	--/69	--	--
San Antonio – Main	45	2.0/2.0%	40,540	69/73	460/140	--/90	--/69	--	--
Main – Edith	45	2.0/2.0%	40,540	69/73	195/140	--/90	--/69	--	--
Edith to Arastadero									
Source: Weiland Associates, Inc. 2001									
(1) numbers in this section represent the west/east sides of the road segment.									



Table 3: Distance to Future CNEL Contour Lines

Roadway/Reach	Speed Limit mph	% Trucks	Average Daily Traffic	CNEL @ 50' from near lane C/L	Distance to Future Contours From Near Lane Centerline, feet				
		Med/Heavy	2025	2025	60dB	65dB	70dB	75dB	80dB
Almond Avenue:									
E of San Antonio	25	1.8/0.7%	8,920	62.0	75	--	--	--	--
E of Solana	25	1.8/0.7%	7,270	61.0	62	--	--	--	--
Covington Road:									
El Monte - Fremont	25	1.8/0.7%	6,780	60.5	56	--	--	--	--
Riverside - Springer	25	1.8/0.7%	3,020	57.5	--	--	--	--	--
Springer - Spencer	25	1.8/0.7%	5,850	60.0	50	--	--	--	--
Thatcher - Eastwood	25	1.8/0.7%	6,670	60.5	56	--	--	--	--
Cristo Rey Drive:									
Foothill - Friar	35	1.8/0.7%	7,090	64.0	110	--	--	--	--
Cuesta Drive:									
Clark - Springer	25	1.8/0.7%	9,650	62.0	75	--	--	--	--
El Monte - Gabilan	25	1.8/0.7%	6,590	60.5	56	--	--	--	--
Distel Drive:									
ECR - Distel	25	1.8/0.7%	2,230	56.5	--	--	--	--	--
Edith Avenue:									
Third - View	25	1.8/0.7%	8,830	61.5	69	--	--	--	--
El Monte Avenue:									
University - Milverton	25	2.0/2.0%	35,220	69.5	278	120	--	--	--
Giffin - Shirlynn	25	1.8/0.7%	16,580	64.5	120	--	--	--	--
Jay - Almond	25	1.8/0.7%	13,890	63.5	100	--	--	--	--
Fallen Leaf Lane:									
Fremont - Brookmill	25	1.8/0.7%	1,440	54.5	--	--	--	--	--
Fremont - Alexander	25	1.8/0.7%	3,410	58.0	--	--	--	--	--
Homestead - Marshall	25	1.8/0.7%	1,470	55.0	--	--	--	--	--
Fremont Avenue:									
Grant - Lisa	35	1.8/0.7%	10,560	65.5	130	50	--	--	--
Grant - Siesta	35	1.8/0.7%	19,770	68.0	200	83	--	--	--
Fallen Leaf - Stevens Creek	35	1.8/0.7%	26,580	69.5	255	110	--	--	--
Granger Avenue:									
St Joseph - Sandalwood	25	1.8/0.7%	1,570	55.0	--	--	--	--	--
Grant Road:									
Foothill Exwy. - Morton	25	1.8/0.7%	15,970	64.0	110	--	--	--	--
Fremont - Richardson	25	1.8/0.7%	13,430	63.5	100	--	--	--	--
Fremont - Garthwick	35	1.8/0.7%	24,150	69.0	255	110	--	--	--
Covington - Levin	35	1.8/0.7%	27,340	69.5	278	120	--	--	--
Homestead Road:									
S of Grant	35	1.8/0.7%	4,190	62.0	75	--	--	--	--
Fallen Leaf - Stevens Creek	35	1.8/0.7%	16,910	67.5	200	83	--	--	--
Jordan Avenue:									
ECR - Marich	25	1.8/0.7%	3,010	57.5	--	--	--	--	--
Los Altos Avenue:									
ECR - Santa Rita	25	1.8/0.7%	7,220	61.0	62	--	--	--	--
Pine - Spagnoli	25	1.8/0.7%	6,520	60.5	56	--	--	--	--
W. Edith - Mt Hamilton	25	1.8/0.7%	7,050	61.0	62	--	--	--	--



Roadway/Reach	Speed Limit mph	% Trucks	Average Daily Traffic	CNEL @ 50' from near lane C/L	Distance to Future Contours From Near Lane Centerline, feet				
		Med/Heavy	2025	2025	60dB	65dB	70dB	75dB	80dB
Main Street:									
Foothill Exwy. - First	25	1.8/0.7%	9,710	62.0	75	--	--	--	--
Miramonte Avenue:									
A - B	25	1.8/0.7%	13,540	63.5	100	--	--	--	--
Covington - Alegre	35	1.8/0.7%	13,120	66.5	170	69	--	--	--
Oak Avenue:									
Grant - Braddale	25	1.8/0.7%	2,760	57.0	--	--	--	--	--
Portland Avenue:									
Grant - Carvo	25	1.8/0.7%	4,050	58.5	--	--	--	--	--
Saint Joseph Avenue:									
Deodora - Stonehaven	25	1.8/0.7%	5,490	60.0	50	--	--	--	--
San Antonio Road:									
ECR - Loucks	35	2.0/2.0%	35,970	70.5	320	143	56	--	--
Pine - Arbuelo	35	2.0/2.0%	36,830	70.5	320	143	56	--	--
Edith - Mt. Hamilton	35	2.0/2.0%	39,000	71.0	340	155	62	--	--
Pepper - Hawthorn	35	2.0/2.0%	23,790	69.0	255	110	--	--	--
Sherwood Avenue:									
San Antonio - Acacia	25	1.8/0.7%	2,930	57.5	--	--	--	--	--
Springer Road:									
Berry to Fremont	30	1.8/0.7%	14,620	66.0	155	62	--	--	--
Vista Grande- El Monte	30	1.8/0.7%	10,160	64.5	120	--	--	--	--
Truman Avenue:									
Fremont - Wakefield	25	1.8/0.7%	4,990	59.5	--	--	--	--	--
University Avenue:									
El Monte - Edgewood	25	1.8/0.7%	3,430	58.0	--	--	--	--	--
SR-82:									
S of El Monte	35	3.5/0.5%	52,000	71.5	368	170	69	--	--
N of El Monte	35	3.5/0.5%	52,000	71.5	368	170	69	--	--
S of San Antonio	35	3.5/0.5%	50,000	71.0	340	155	62	--	--
N of San Antonio	35	3.5/0.5%	56,000	71.5	368	170	69	--	--
SR-85:									
I-280 - Homestead	65	1.6/1.6%	130,000	75.5	640	320	143	56	--
Homestead - Fremont	65	1.6/1.6%	137,000	75.5	640	320	143	56	--
Fremont - SR-82	65	2.5/2.0%	128,000	75.5	640	320	143	56	--
I-280:									
SF-85 - Foothill	65	1.9/1.4%	156,000	82.5	1,325	810	428	200	82.5
Foothill - Magdalena	65	1.9/1.4%	139,000	78.0	860	460	215	90	--
Foothill Expressway:									
Homestead - Arboretm	45	2.0/2.0%	40,540	(1)	(1)	(1)	(1)		
Arboretm - Grant	45	2.0/2.0%	40,540	69/73	255/460	110/215	-/90	--	--
Grant - Fremont	45	2.0/2.0%	40,540	69/73	95/140	74/90	-/69	--	--
Fremont - Springer	45	2.0/2.0%	40,540	69/73	255/140	110/90	-/69	--	--
Springer - El Monte	45	2.0/2.0%	40,540	73	460	215	90/--	--	--
El Monte - San Antonio	45	2.0/2.0%	40,540	69/73	255/460	110	90/--	--	--
San Antonio - Main	45	2.0/2.0%	40,540	69/73	255/460	110	90/--	--	--
Main - Edith	45	2.0/2.0%	40,540	69/73	255/140	110/90	-/69	--	--
Edith to Arastadero	45	2.0/2.0%	40,540	69/73	460/140	-/90	-/69	--	--

Source: Weiland Associates, Inc. 2001

(1) numbers in this section represent the west/east sides of the road segment.

Figure 2: Future Noise Contours





Air Quality

The City of Los Altos is located within the Bay Area Air Quality Management District (BAAQMD). The district is governed by a 21-member Board of Directors, responsible for developing and enforcing regulations to control air pollution. Air pollutants regulated by the district include:

- ❖ Particulate matter;
- ❖ Organic compounds;
- ❖ Nitrogen oxides;
- ❖ Sulfur dioxide/oxides;
- ❖ Carbon monoxide;
- ❖ Hydrogen sulfide;
- ❖ Photochemical smog; and
- ❖ Acid deposition.

The generation of air pollutants degrade the air quality and can pose a significant health hazard. Air pollutants are closely linked to land use, transportation, and energy use planning. Daily automobile travel from suburban areas to the employment centers of Santa Clara County is the primary cause of air pollution in the subregion. Planning that can reduce the overall vehicle miles traveled (VMT) will also reduce the amount of air pollutants generated. In addition, air movement patterns in the Bay Area carry air pollutants from north to south. The Santa Clara Valley thereby receives the accumulated air pollution from its neighbors to the north.

The Bay Area experienced 12 days of ozone non-attainment in 2000, down from 20 days in 1999. The monitoring station in Mountain View near Los Altos registered seven days of ozone non-attainment in 1999 and the monitoring station was out of service in 2000. Unless federal legislation is changed, non-compliance with federal standards means that the Environmental Protection Agency will cease funding for clean-up of air pollution, ban

construction of wastewater treatment facilities, and cease highway funding.

Air pollution problems in Los Altos are a result of activities in the entire Bay region and cannot be solved at the local level. However, through appropriate land use, transportation, and energy use planning, the City can participate in the most feasible remedies.

Cooperation among all agencies in the BAAQMD is necessary to achieve desired improvements to air quality. Los Altos can participate and contribute its share in those efforts by proper planning for land use and transportation consistent with the most recent Air Quality Management Plan.





ISSUES, GOALS AND POLICIES

Certain natural conditions and human activities in Los Altos create risks to individuals and property within the community. Excessive risk and impact from such hazards can be reduced or avoided through implementation of the Natural Environment & Hazards Element.

Major issues addressed by the goals, policies, and plan of the Natural Environment & Hazards Element are as follows:

- 1) Minimizing impacts associated with stationary and transportation-related noise sources; and
- 2) Reducing impacts associated with air pollutants.

Noise

Certain areas within Los Altos are subject to high noise levels. The primary noise source impacting Los Altos results from transportation-related activities, especially along major transportation corridors. Other noise sources not related to transportation include construction, business operation, recreational activities, and property maintenance. Consideration of the sources and recipients of noise early in the land use planning and development process can be an effective method of minimizing the impact of noise on people in the community. Consideration may be given to reducing noise in areas already impacted by noise through rehabilitative improvements and enforcement of local noise regulations.

Goal 7:

Minimize the amount of noise to which the community is exposed and the amount of noise created by future development and urban activities.

Policy 7.1: Ensure that new development can be made compatible with the noise environment by utilizing noise/land use compatibility standards and the Noise Contours Map as a guide for future planning and development decisions.

Policy 7.2: Enforce the following maximum acceptable noise levels for new construction of various noise-sensitive uses in an existing noise environment.

- ❖ 60 dBA CNEL is the maximum acceptable outdoor noise exposure level for single-family residential areas.
- ❖ 65 dBA CNEL is the maximum acceptable outdoor noise exposure level for multiple-family residential areas.
- ❖ 70 dBA CNEL is the maximum acceptable outdoor noise exposure level for schools (public and private), libraries, churches, hospitals, nursing homes, parks, commercial, and recreation areas. Excepted from these standards are golf courses, stables, water recreation, and cemeteries.

Policy 7.3: Work to achieve indoor noise levels not exceeding 45 dBA CNEL in the event that outdoor acceptable noise exposure levels cannot be achieved by various noise attenuation mitigation measures.

Policy 7.4: Consider the potential impact on the general noise level when planning changes and improvements to the circulation system.

Policy 7.5: Require reasonable mitigation measures to reduce noise levels to those



determined to be acceptable in the event that significant increased noise levels will result from an improvement to the circulation system.

Policy 7.6: Consider noise attenuation measures to reduce noise levels to City-adopted acceptable levels for any development along roadways.

Policy 7.7: Require the inclusion of design features in development and reuse/revitalization projects to reduce the impact of noise on residential development.

Policy 7.8: Require an acoustical analysis for new construction and in areas with a higher than established noise levels.

Policy 7.9: Minimize stationary noise sources and noise emanating from construction activities.

Policy 7.10: Publicize and enforce local noise regulations to reduce nuisance noises related to private developments and residences.

Policy 8.2 Encourage transportation modes that minimize contaminant emissions from motor vehicle use.

Policy 8.3: Interpret and implement the General Plan to be consistent with the regional Bay Area Air Quality Management Plan, as periodically updated.

Policy 8.4: Ensure location and design of development projects so as to conserve air quality and minimize direct and indirect emissions of air contaminants.

Air Quality

Los Altos is located within the Bay Area Air Quality Management District, which is considered a non-attainment air basin since it exceeds some of the allowable levels for various air pollutants. Cooperation among all agencies in the district is necessary to achieve desired improvements to air quality. Los Altos can participate and contribute its share in those efforts by proper planning for land use and transportation.

Goal 8:

Maintain or improve air quality in Los Altos.

Policy 8.1: Support the principles of reducing air pollutants through land use, transportation, and energy use planning.



IMPLEMENTATION PROGRAMS APPENDIX

The Implementation Programs Appendix provides a guide to implement adopted General Plan policies and plans for City elected officials, staff and the public. The purpose of the Implementation Programs are to ensure the overall direction provided in the General Plan for City growth and development is translated from general terms to specific actions.

Each implementation program is a measure, procedure, or technique that requires additional City action. This action may either occur on a City-wide basis or in specific areas within the City. The City Council, by relating the Implementation Programs to the General Plan, recognizes the importance of long-range planning considerations in day-to-day decision making and budgeting. Implementation of the specific program.

Use of the General Plan Implementation Program

The Implementation Programs are intended for use in preparing the Annual Report to the City Council on the status of the City's progress in implementing the General Plan, as described in Section 65400 of the California Government Code. Because some of the individual actions and programs described in the Implementation Programs Appendix act as mitigation for significant environmental impacts resulting from planned development identified in the General Plan, the annual report can also provide a means of monitoring the application of the mitigation measures as required by Section 15097 of the State CEQA Guidelines. This Implementation Programs Appendix may be updated annually with the budget process and whenever the City's General Plan is amended or updated to ensure continued consistency and usefulness.

Natural Environment & Hazards

Ensure that new development is exposed to a This Implementation Program provides actions to implement the adopted policies and plans identified in the Natural Environment & Hazards Element. The Natural Environment & Hazards Implementation Program is a series of actions, procedures and techniques which includes a description of the responsible agency/department, funding source, time frame and related policies in the Natural Environment & Hazards Element.



Noise

NEH 21: Compatible Development

Use noise and land use compatibility standards to guide future planning and development decisions. Table 1 in the Noise and Air Quality Element summarizes the standard for acceptable noise levels by land use types. Review development proposals to ensure that the City's noise standards and compatibility criteria are met. Require mitigation measures, where necessary, to reduce noise levels to meet these standards and criteria.

<u>Responsible Agency/Department:</u>	Community Development
<u>Funding Source:</u>	Development fees
<u>Time Frame:</u>	Ongoing
<u>Related Policies:</u>	NEH 7.1

NEH 22: Acceptable Noise Levels for New Development

Ensure that new development is exposed to acceptable noise levels. Require acoustical analyses for all for all proposed development within the 60 dB CNEL contour as shown on **Table 3**, Future Noise Contours in the Natural Environment & Hazards Element. Also require acoustical analyses for selected proposed residential projects in the vicinity of existing and proposed commercial areas that may generate excessive noise. Where the noise analyses indicates that the City's noise standards will be exceeded, require noise control measures to be incorporated into the proposed development to reduce noise to acceptable levels. Noise control measures may include berms, walls, and sound attenuating architectural design and construction methods. Only permit new development if the noise standards and the City's Noise Ordinance can be met.

<u>Responsible Agency/Department:</u>	Community Development
<u>Funding Source:</u>	Development fees
<u>Time Frame:</u>	Ongoing
<u>Related Policies:</u>	NEH 7.2

NEH 23: Noise Insulation Standards

Enforce the provisions of the State of California Noise Insulation Standards (Title 24) that specify that indoor noise levels for multi-family residential living spaces shall not exceed 45 dB CNEL. The Title 24 noise standard is defined as the combined effect of all noise sources and is implemented when existing or future exterior noise levels exceed 60 dB CNEL. **Table 3**, Future Noise Contours, will be used to determine where exterior noise levels exceed 60 dB CNEL. Title 24 requires that the standard be applied to all new hotels, motels, apartment houses and dwellings other than single-family dwellings. Also apply the standard to single-family dwellings and condominium conversion projects as official policy.

<u>Responsible Agency/Department:</u>	Community Development
<u>Funding Source:</u>	Development Fees
<u>Time Frame:</u>	Ongoing
<u>Related Policies:</u>	NEH 7.3



NEH 24: Noise Ordinance Implementation and Enforcement

Implement and enforce the City's Noise Ordinance to protect residents from excessive noise levels.

<u>Responsible Agency/Department:</u>	Community Development, Public Works, Police
<u>Funding Source:</u>	General Fund
<u>Time Frame:</u>	Ongoing
<u>Related Policies:</u>	NEH 7.10

NEH 25: Reduce Roadway Noise

Reduce noise impacts from transportation activity to enhance the quality of the community. Incorporate noise control measures, such as sound walls and berms, into roadway improvement projects to mitigate impacts to adjacent development. Request Caltrans and the Santa Clara County Transportation Agencies to provide noise control for roadway projects within the Planning Area. Particularly advocate reducing noise impacts from the list of major noise sources.

<u>Responsible Agency/Department:</u>	Public Works, Community Development
<u>Funding Source:</u>	General Fund, development fees, gas tax revenues
<u>Time Frame:</u>	Ongoing
<u>Related Policies:</u>	NEH 7.5, NEH 7.6

NEH 26: Minimize Vehicle, Bus and Truck Noise

Coordinate with the Police Department, Santa Clara County Sheriffs Department and the California Highway Patrol to enforce the California Vehicle Code pertaining to noise standards for cars, trucks and motorcycles. Periodically review truck and bus routes in the Planning Area for noise impacts to residential and other sensitive land uses. Where noise impacts are identified from truck traffic, modify the designated truck routes to avoid impacts. Where impacts are identified from bus traffic, recommend alternative routes to the Santa Clara County Transportation Authority.

<u>Responsible Agency/Department:</u>	Public Works, Police
<u>Funding Source:</u>	General Fund
<u>Time Frame:</u>	Ongoing
<u>Related Policies:</u>	NEH 7.5, NEH 7.6

NEH 27: Minimize Commercial Noise

Amend the City Noise Ordinance to limit delivery hours for stores with loading areas or docks that front, side, border or gain access on driveways next to residential and other noise sensitive areas. Only approve exceptions if full compliance with the nighttime limits of the noise ordinance is achieved.

<u>Responsible Agency/Department:</u>	Community Development
<u>Funding Source:</u>	General Fund
<u>Time Frame:</u>	Ongoing
<u>Related Policies:</u>	NEH 7.8, NEH 7.9



NEH 28: Minimize Construction Noise

Require all construction activity to comply with the limits established in the City Noise Ordinance.

Responsible Agency/Department: Community Development
Funding Source: Development fees
Time Frame: Ongoing
Related Policies: NEH 7.9

Air Quality

NEH 29: Minimize Impacts of New Development

Review development proposals for potential impacts pursuant to CEQA and the BAAQMD Air Quality Handbook. Reduce impacts of new development using available land use and transportation planning techniques such as:

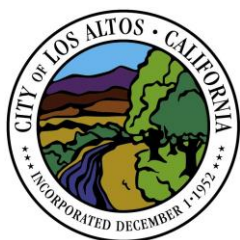
- 1) Incorporation of public transit stops;
- 2) Pedestrian and bicycle linkage to commercial centers, employment centers, schools, and parks;
- 3) Preferential parking for car pools;
- 4) Traffic flow improvements; and
- 5) Employer trip reduction programs.

Responsible Agency/Department: Community Development, Public Works
Funding Source: Development fees
Time Frame: Ongoing
Related Policies: NEH 8.1, NEH 8.4

NEH 30: Participation in Regional Air Quality Programs

Work with the BAAQMD and ABAG and to meet federal and State air quality standards for all pollutants. To ensure that new measures can be practically enforced in the region, participate in future amendments and updates of the BAAQMP.

Responsible Agency/Department: Community Development, Public Works
Funding Source: General Fund, BAAQMD Revenue
Time Frame: Ongoing
Related Policies: NEH 8.1, NEH 8.2, NEH 8.3



City Council Agenda Report

Meeting Date: June 10, 2025

Prepared By: Jessie Kim

Approved By: Gabe Engeland

Subject: Proposed FY 2025-26 Operating Budget and FY2026-30 Five-Year Capital & Major Maintenance Program

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Staff recommends the City Council adopt the following items:

1. City of Los Altos Resolution - FY25-26 Appropriations Limit
2. City of Los Altos Resolution - FY25-26 Fee Schedule
3. City of Los Altos Resolution - FY25-26 Salary Schedule
4. City of Los Altos Resolution - FY25-26 Utility User Tax
5. City of Los Altos Resolution - FY25-26 Transient Occupancy Tax
6. City of Los Altos Resolution - FY25-26 Park in-lieu
7. City of Los Altos Resolution - FY25-26 Operating Budget
8. City of Los Altos Resolution - FY26-30 Capital Improvement and Major Maintenance Program (CIMMP)
9. Purchasing Policy

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

Does the FY2025-26 Proposed Budget and FY2025-30 Capital Improvement and Major Maintenance Program (CIMMP) align with the City Council's strategic goals?

FISCAL IMPACT

Adoption of the attached resolution will establish appropriations limits, fees, salaries, utility user tax, transient occupancy tax, the operating budget, and the capital improvement and major maintenance program from the 2025-26 Fiscal Year.

ENVIRONMENTAL REVIEW

These resolutions are exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended.

PREVIOUS COUNCIL CONSIDERATION

The City Council considers adoption of these resolutions at least annually.

DISCUSSION/ANALYSIS

The City Council will consider the attached resolutions which will approve the Appropriations Limit, the FY2025-26 Fee Schedule, the FY2025-26 Salary Schedule, FY2025-26 Utility User Tax, FY2025-26 Transient Occupancy Tax, FY2025-26 Park in-lieu, FY2025-26 Operating Budget, and FY2026-30 Capital Improvement and Major Maintenance Program (CIMMP), and Purchasing Policy. Together, these financial plans authorize the City to continue delivering essential services and making investments that reflect the community's needs and priorities.

BACKGROUND

The City of Los Altos, under the policy direction of the City Council, presents the annual budget with the following considerations in mind:

To align with the stated council priority areas and incorporate resident feedback, while addressing the external pressures that uniquely shape municipal budgets this year.

As the council is aware: the City of Los Altos, like most California cities, relies in part on agreed-upon federal funds and return of local tax dollars to balance its budget. As has been robustly communicated in the public arena, one-time federal funds are no longer available, and additional federal cuts, which will both directly and indirectly impact Los Altos, are expected.

At the State level, with a \$12 Billion budget deficit to address, Sacramento is continuing its past practice of state takeaways of local funds- leaving Los Altos tax funds that were expected to be returned to address local Los Altos priorities remaining at the State.

In addition, the city has increased fire safety and 911 communication needs, including but not limited to updated and maintained police facilities and technology to maintain 9-1-1 dispatch, crime fighting and investigation services, keep neighborhoods safe, and ensure operations during an emergency, and to be better prepared to quickly respond to wildfires like those in Los Angeles earlier this year.

Given the need to be more self-sufficient in future, city staff have prioritized investments in public safety where possible, while initiating community outreach on long-term service priorities to inform the City's long term fiscal planning.

Annual Budget Format and Process

The FY25-26 Operating Budget is presented as an annual budget, continuing the shift away from the previous biennial format. This annual structure allows the City to more effectively respond to changing conditions and better reflect the Council's strategic goals, which are reviewed and updated each year.

In developing the budget, the City applied zero-based budgeting approach, requiring departments to justify every line item based on need and alignment with community outcomes. This method ensured that all proposed costs were evaluated from the ground up rather than carried over from prior years.

The resulting budget and capital plan reflect Los Altos' broader mission: to be a sustainable, vibrant, and inclusive community where people can live, work, visit, and play. They translate the Council's most recently adopted Strategic Goals into action by allocating resources that support equity, fiscal responsibility, and long-term service delivery outcomes as directed by the Council.

Strategic Priorities and Implementation

The FY2025-26 Budget reflects the City Council's Strategic Goals by directing resources to initiatives that support the community's values and long-term vision. The financial plan is structured to ensure that key areas identified by the Council receive sustained attention, with investments distributed across programs and services in alignment with the City's overarching values: equity, sustainability, and fiscal responsibility.

Public Safety

The FY2025-26 Budget supports public safety as one of the City's core responsibilities. It maintains funding for police services, emergency response, and contracted fire protection. The budget reflects updates to service contracts and provides for expanded parking enforcement and installation of safety technology, such as the Flock camera system. In addition, planning is underway for long-term facility needs, including design work for a future Police Department building and improvements to existing fire stations. These investments ensure that public safety services remain strong, reliable, and responsive to the community.

Business Communities

Support for the local business community remains a key focus. The budget includes investments that advance the Downtown Vision Plan and promote economic vitality throughout the city. Improvements such as upgraded lighting, new park spaces, and EV charging stations are aimed at enhancing public spaces and encouraging foot traffic. In parallel, staff will continue integrating economic development into broader planning initiatives, including zoning updates and Housing Element implementation, to foster a healthy, accessible business environment.

Circulation Safety and Efficiency

The FY2025-26 Budget continues to prioritize circulation safety and mobility throughout the City. Funding is allocated to implement key elements of the Complete Streets Master Plan, including pedestrian and bicycle improvements, street resurfacing, traffic calming, and signage upgrades. These investments promote safer travel for all modes of transportation, including vehicles, bicycles, and pedestrians. The Safe Routes to School program remains a focus, with projects targeting improved student access through upgraded crosswalks, traffic calming near school zones, and systemwide visibility enhancements.

Environmental Sustainability

The FY2025-26 Budget supports the City's efforts to operate sustainably and prepare for long-term environmental needs. Funding includes new solar panels and battery storage at Grant Park, backup generators with lower emissions, and upgrades to stormwater infrastructure. These projects are guided by the City's Climate Action and Adaptation Plan and are designed to improve energy use, reduce environmental impacts, and strengthen community resilience. Together, they reflect a practical approach to sustainability, focused on reliable infrastructure and responsible resource management. Additionally, in collaboration with SVCE and PG&E, the City is preparing for

municipal fleet electrification by deploying EV charging infrastructure at the MSC site (707 Fremont Ave). The project includes “behind-the-meter” improvements by the City and “front-of-meter” utility upgrades by PG&E under the Make-Ready Incentive Program.

Housing

The FY2025-26 Budget reflects the City’s continued implementation of its certified Housing Element. Resources are dedicated to zoning and General Plan updates, public engagement, and support for development applications. These include playground renovations at Grant and Shoup Parks, improvements to community gathering areas, and continued work on the Downtown Park. Together, these investments enhance livability, expand community access to shared spaces, and support a high quality of life for all residents.

Fiscal Responsibility and Internal Reserves

The FY2025-26 Budget supports the City’s long-term financial stability through targeted reserve contributions. It includes a \$2.0 million allocation to the CalPERS Reserve Fund, following a \$6.0 million contribution in FY2024-25, of which \$5.0 million will be applied toward an Additional Discretionary Payment (ADP) to CalPERS. This continued funding strategy is intended to reduce future pension obligations.

At fiscal year-end, the General Fund is projected to reflect a balance of \$13.5 million in the Facility Maintenance Fund and \$1.07 million in the Fleet Vehicle Fund to support ongoing infrastructure and equipment needs. The Emergency and Operating Reserve will remain fully funded at 20% of General Fund operating expenditures, or \$11.4 million. After these designations, the General Fund is expected to retain an unassigned balance of \$16.9 million, maintaining flexibility for future Council priorities.

General Fund Revenues and Expenditures

General Fund revenue for FY2025-26 is projected at \$65.1 million. Property tax remains the largest source, totaling \$38.2 million, or 59% of the total. Other key revenues include Community Development Fees (\$7.1 million), Utility Users Tax (\$4.1 million), Sales Tax (\$3.6 million), and other sources. These revenues support a broad range of City functions and priorities.

General Fund operating expenditures are budgeted at \$56.8 million. Increases reflect higher personnel costs, pension contributions, insurance, and key service contracts. The City expects an operating surplus of approximately \$8.3 million, which will support reserve contributions and overall financial strength.

Enterprise Operations

The FY2025-26 Budget includes continued investment in the City’s enterprise operations, which support essential services in wastewater and solid waste management. The Sewer Fund projects \$12.5 million in revenue and \$11.6 million in expenses, including costs for local system upgrades and the City’s share of operations at the regional wastewater treatment facility. The Solid Waste Fund includes \$1.2 million in revenue and \$2.4 million in expenses, including costs for franchise services, street sweeping, regulatory compliance, hazardous waste programs, receptacle improvements, and emergency cleanup efforts.

Capital Improvement and Major Maintenance Program

The City of Los Altos prepares the Capital Improvement and Major Maintenance Program (CIMMP) each year as part of the annual budget. The program provides a structured approach to funding both one-time capital projects, such as new facilities, park improvements, and street upgrades, and recurring major maintenance that preserves the condition and function of existing assets. Capital projects typically exceed \$10,000 and may span multiple years, while major maintenance addresses routine upgrades to buildings, transportation systems, and infrastructure.

For FY2025-26, the City has appropriated \$25.0 million for capital and major maintenance projects, which includes \$8.0 million in rollover funding from FY2024-25. Of the total, \$12.1 million is funded by the General Fund, with the remainder supported by special revenue funds, the Sewer Fund, and other sources. Projects are selected and prioritized based on safety, regulatory needs, cost-effectiveness, and community benefit. Key priorities in the upcoming year include Annual Street Resurfacing, the San Antonio Road Complete Streets Project, installation of Downtown EV charging infrastructure, enhancements to Hillview and McKenzie Dog Parks, facility upgrades at Grant Park, and improvements to the Emergency Operations Center.

CIMMP project areas cover civic facilities, parks and trails, downtown development, wastewater and stormwater systems, technology systems, fleet and equipment replacements, and traffic safety improvements. Capital investments typically deliver long-term benefits and address infrastructure expansion or modernization. Major maintenance focuses on recurring repairs and upgrades to meet code, improve safety, and extend asset life. Together, these efforts help maintain a safe, resilient, and high-quality environment for residents, businesses, and visitors.

Purchasing Policy Updates

As part of the City's ongoing effort to review and modernize its Purchasing Policy, staff has implemented several updates to enhance clarity, improve operational efficiency, and align with current administrative practices. General wording and formatting throughout the policy have been revised to improve readability, correct grammatical and typographical issues, and streamline procedural descriptions to ensure consistency with compliance standards. The threshold for requiring a formal Purchase Order has been increased from \$5,000 to \$10,000 to reduce the administrative workload associated with routine purchases. In addition, the City Manager's signing authority has been raised from \$100,000 to \$125,000, providing greater flexibility to approve contracts and agreements necessary to support efficient City operations.

Summary of Updates from the May 27, 2025 Study Session

At the May 27, 2025, City Council Study Session, staff received input and direction on several key budget-related items. As a result, some adjustments have been incorporated into the FY2025-26 Proposed Operating Budget and FY2026-30 Capital Improvement and Major Maintenance Program (CIMMP), while others remain pending further Council direction:

- An updated ADA parking map and cost estimate for McKenzie Park was developed. An additional \$87,400 has been added to the McKenzie/Hillview project to expand ADA parking improvements.
- A list and map of completed and planned Safe Routes to School (SRTS) projects are attached for Council's reference.

- Proposed changes to University Avenue, based on a public request, were reviewed. The total estimated cost of \$294,250 has not been added to the budget and is contingent on Council direction.
- The caretaker unit project is a carryover item. It was budgeted in FY25 and will roll forward to FY26; therefore, no new appropriation is required this year.
- A corridor assessment for ADA ramp and sidewalk improvements along El Camino Real was added to the budget with an allocation of \$95,000.
- A beautification and landscape plan for the Police Department substation at 999 Fremont Avenue, including limited enhancements in the Loyola area, was added to the CIMMP with a preliminary budget of \$44,500.
- Staff reviewed the existing Foothill Expressway maintenance agreement, which currently totals \$209,116 annually through June 30, 2026. In addition, staff explored hardscape improvement options totaling \$148,000, including replacing open median areas with concrete or aggregate and removing existing concrete to install mulch or decorative rock. These enhancements have not been added to the budget and are awaiting Council direction.
- Additionally, a Councilmember requested funds be added for emergency “Go Bags” to be distributed to the community. At that time, staff informed Council that funds were already included in the budget to be provided to Resilient Los Altos (RLA) for this purpose. The proposed budget will provide 500 “Go Bags” for distribution by RLA. In addition, the Council approved a funding request from Compassion Week which includes an additional 120 “Go Bags” to be distributed through Community Services Agency (CSA).

ATTACHMENTS

1. Council Priorities Budget Detail
2. Draft Fiscal Year 2025-26 Budget General Fund
3. Draft Fiscal Year 2025-26 Budget Enterprise Funds
4. Draft Fiscal Year 2026-30 CIMPP Detail
5. FY2025-26 Fee Schedule
6. FY2025-26 Salary Schedule
7. A list of completed and planned Safe Routes to School (SRTS) projects
8. Purchasing Policy
9. City of Los Altos Resolution - Appropriations Limit
10. City of Los Altos Resolution - Fee Schedule
11. City of Los Altos Resolution - Salary Schedule
12. City of Los Altos Resolution - Utility User Tax
13. City of Los Altos Resolution - Transient Occupancy Tax
14. City of Los Altos Resolution - Park in-lieu
15. City of Los Altos Resolution - Operating Budget
16. City of Los Altos Resolution - Capital Improvement and Major Maintenance Program (CIMMP)

Public Safety

- **Almond Fire Station Roof - \$250,000**
- **Fire Station Improvements - \$214,000**
- **999 Fremont - \$150,000**
- **Parking Enforcement contract (new) - \$207,000**
- **Police Building Design - \$300,000**
- **Crossing Guards – services brought in-house**
- **Flock Cameras (Increasing from 15 to 25) - \$87,500**
- **Drone Program - \$120,000**

Business Communities

- **Downtown Park - \$1,713,500**
- **Downtown EV Charging - \$500,000**
- **Downtown Parking Lot Resurfacing - \$1,479,000**
- **Downtown Lighting Improvements - \$200,000**

Circulation Safety and Efficiency

- **Annual Street Resurfacing/Striping/Slurry Seal (includes Safe Routes to School Updates) - \$6,300,000**
- **Traffic and Pedestrian System Maintenance - \$300,000**
- **San Antonio Road Complete Street Project (dependent on Federal Government) - \$1,400,000**

Environmental Sustainability

- **Downtown EV Charging - \$500,000**
- **MSC EV Infrastructure - \$350,000**
- **Downtown Lighting Improvements - \$200,000**
- **Grant Park Solar and Battery Storage - \$175,000**
- **Electric Vehicle Purchase - \$90,000**

Housing (including Parks)

- **Playground (Grant and Shoup) renovations - \$1,240,000**
- **Downtown Park - \$1,713,500**
- **General Plan Update - \$500,000**

Facilities

- **Main Library Interior Improvements - \$955,000**
- **Woodland Library Patio - \$150,000**
- **History Museum Roof Replacement - \$175,000**
- **Community Center Café - \$165,000**
- **City Hall Emergency Back-up Power Generator - \$420,000**

GENERAL FUND SUMMARY

Agenda Item # 8.

GENERAL FUND	FY2022/23 Actual	FY2023/24 Actual	FY2024/25 Budget	FY2024/25 Estimated Actual	FY2025/26 Budget	% Change Over FY25 Estimated	% Change over FY Budget
REVENUES							
Taxes	\$ 43,653,732	\$ 45,692,947	\$ 46,669,216	\$ 47,838,458	\$ 50,741,767	6%	9%
Fees	11,691,808	9,884,055	11,028,518	12,319,552	11,573,254	-6%	5%
Interest	376,624	2,455,767	444,000	2,000,000	1,656,000	-17%	273%
Misc. Revenue	1,443,680	1,422,260	1,292,900	757,992	1,142,696	51%	-12%
One Time Revenue	-	-	-	-	-		
Total General Fund Revenue	57,165,844	59,455,029	59,434,634	62,916,002	65,113,717	3%	10%
PROGRAM EXPENDITURES	FY2022/23 Actual	FY2023/24 Actual	FY2024/25 Budget	FY2024/25 Estimated Actual	FY2025/26 Budget	% Change Over FY25 Estimated	% Change over FY Budget
Legislative	392,169	584,065	1,082,668	904,905	1,018,533	13%	-6%
City Manager's Office	4,675,356	5,109,970	5,691,520	4,537,741	4,132,738	-9%	-27%
Finance	1,730,254	2,392,063	2,320,248	2,058,012	2,566,664	25%	11%
Human Resources	1,131,239	1,827,293	1,839,309	1,580,573	2,066,391	31%	12%
Development Services	4,387,216	4,737,432	5,665,944	5,796,244	7,166,896	24%	26%
Public Works	3,297,241	3,045,355	3,356,835	2,733,602	3,242,367	19%	-3%
Public Safety	20,716,876	22,006,310	25,697,667	25,088,207	27,016,213	8%	5%
Recreation	7,300,834	7,957,165	9,571,586	8,611,373	9,588,551	11%	0%
Total General Fund Expenditure	43,631,185	47,659,654	55,225,777	51,310,656	56,798,353	11%	3%
Debt Service	-	-	844,925	844,925	842,490		
Transfers In/Out	(3,972,077)	(1,578,000)	(20,565,209)	(20,810,577)	(6,952,719)		
Revenues over Expenditures Surplus / (Deficit) Before Transfers	13,534,659	11,795,375	3,363,932	10,760,421	7,472,874		
Revenues over Expenditures Surplus / (Deficit) After Transfers	3,972,077	1,578,000	19,720,284	19,965,652	6,110,229		

GENERAL FUND REVENUE SUMMARY

Agenda Item # 8.

	FY2022/23 Actual	FY2023/24 Actual	FY2024/25 Budget	FY2024/25 Estimated Actual	FY2025/26 Budget	% Change Over FY25 Estimated	% Change over FY Budget
GENERAL FUND							
Property Tax	\$ 32,644,256	\$ 34,410,697	\$ 35,928,295	\$ 35,617,436	\$ 38,243,942	7.4%	6.4%
Sales Tax	3,686,148	3,442,623	3,571,000	3,565,650	3,592,738	0.8%	0.6%
Utility Users Tax	3,214,718	3,517,437	3,579,921	4,007,785	4,128,018	3.0%	15.3%
Other Taxes	4,108,610	4,322,189	3,590,000	4,647,587	4,777,069	2.8%	33.1%
Franchise Fees	2,516,465	2,608,195	2,913,078	2,759,673	2,842,464	3.0%	-2.4%
Recreation Fees	1,416,954	1,598,589	1,661,140	1,493,166	1,647,790	10.4%	-0.8%
Community Development Fees	7,758,389	5,677,271	6,454,300	8,066,713	7,083,000	-12.2%	9.7%
Intergovernmental	118,436	23,238	110,000	-	-	0.0%	-100.0%
Grants and Donations	172,437	806,765	10,000	310,555	10,000	-96.8%	0.0%
Interest Income	376,624	2,455,767	444,000	2,000,000	1,656,000	-17.2%	273.0%
Miscellaneous Revenue	1,152,807	592,257	1,172,900	447,437	1,132,696	153%	-3%
Total General Fund Revenue	57,165,844	59,455,029	59,434,634	62,916,002	65,113,717	3%	10%
One-Time Revenue	-	-	-	-	-		
Transfer In	-	-	-	-	73,500		
Total General Fund Revenue/Transfers In	\$ 57,165,844	\$ 59,455,029	\$ 59,434,634	\$ 62,916,002	\$ 65,187,217	4%	10%

GENERAL FUND EXPENDITURE SUMMARY

PROGRAM EXPENDITURES	FY2022/23 Actual	FY2023/24 Actual	FY2024/25 Budget	FY2024/25 Estimated Actual	FY2025/26 Budget	% Change Over FY25 Estimated	% Change over FY Budget
LEGISLATIVE							
1110-City Council	\$ 392,169	\$ 584,065	\$ 1,082,668	\$ 904,905	\$ 1,018,533	13%	-6%
Total City Council	392,169	584,065	1,082,668	904,905	1,018,533	13%	-6%
CITY MANAGER'S OFFICE							
1210-City Manager	969,251	975,308	1,674,484	1,050,503	1,020,084	-3%	-39%
1310-City Attorney	1,248,394	1,369,103	1,540,000	1,165,501	817,000	-30%	-47%
1410-City Clerk	991,111	530,646	501,927	553,841	700,038	26%	39%
1420-Public Information	-	320,545	296,669	209,768	9,330	-96%	-97%
6160-Emergency Preparedness	32,500	55,624	284,960	39,841	10,000	-75%	-96%
3310-Economic Development	133,915	416,710	-	231,434	249,415	8%	100%
2310-Information Technology	1,300,185	1,442,033	1,393,480	1,286,853	1,326,872	3%	-5%
Total City Manager's Office	4,675,356	5,109,970	5,691,520	4,537,741	4,132,738	-9%	-27%
2110-Finance	1,481,649	2,023,378	1,819,448	1,561,046	1,876,904	20%	3%
2410-Non Department	248,605	368,685	500,800	496,965	689,760	39%	38%
Total Finance	1,730,254	2,392,063	2,320,248	2,058,012	2,566,664	25%	11%
2210-Human Resources	1,131,239	1,827,293	\$ 1,839,309	\$ 1,580,573	\$ 2,066,391	31%	12%
DEVELOPMENT SERVICES							
3110-Planning	2,100,886	2,685,792	2,663,179	2,678,300	2,891,600	8%	9%
3210-Building	2,285,794	1,672,910	2,249,790	2,664,715	3,078,886	16%	37%
3410-Sustainability	536	138,795	104,960	3,784	517,500	13575%	393%
3510-Business License	-	89,251	125,213	17,957	110,906	518%	-11%
3610-Code Enforcement	-	150,683	166,257	133,648	286,560	114%	72%
3710-Land Use Engineering	-	-	356,545	297,840	281,445	-6%	-21%
Total Development Services	4,387,216	4,737,432	5,665,944	5,796,244	7,166,896	24%	26%
PUBLIC WORKS							
4110-Engineering	1,595,551	1,212,366	732,730	1,152,836	1,206,547	5%	65%
4210-Transportation	652,126	828,887	1,214,701	546,066	859,699	57%	-29%
4310-Urban Runoff	215,631	325,813	363,501	260,254	328,997	26%	-9%
5310-Street Maintenance	833,933	678,289	1,045,903	774,446	847,123	9%	-19%
Total Public Works	3,297,241	3,045,355	3,356,835	2,733,602	3,242,367	19%	-3%
PUBLIC SAFETY							
6110-Administration	1,595,572	2,007,285	2,614,991	2,865,801	3,032,569	6%	16%
6120-Support Services	2,287,336	2,459,448	2,803,172	2,668,134	3,648,776	37%	30%
6130-Investigation Services	1,620,931	1,524,816	2,007,276	1,629,858	1,326,267	-19%	-34%
6140-Traffic Operations	1,543,503	1,643,910	1,800,845	1,808,566	1,138,318	-37%	-37%
6150-Patrol Services	5,452,759	5,744,867	6,747,333	5,843,720	8,146,234	39%	21%
6410-Fire Services	8,216,775	8,625,984	9,724,050	10,272,127	9,724,050	-5%	0%
Total Public Safety	20,716,876	22,006,310	25,697,667	25,088,207	27,016,213	8%	5%
PARKS & RECREATION							
7110-REC Administration	1,063,801	1,381,190	1,721,319	1,166,868	1,460,724	25%	-15%
72xx-Facilities	589,712	400,937	340,349	488,534	367,540	-25%	8%
7320-Tiny Tots	233,463	356,245	226,333	277,720	254,389	-8%	12%

GENERAL FUND EXPENDITURE SUMMARY

PROGRAM EXPENDITURES	FY2022/23 Actual	FY2023/24 Actual	FY2024/25 Budget	FY2024/25	FY2025/26 Budget	% Change Over FY25 Estimated	% Change over FY Budget
				Estimated Actual			
7410-Community Events	42,837	60,643	231,737	61,484	142,098	131%	-39%
7610-Teen Program	76,085	68,561	93,619	66,705	98,302	47%	5%
7710-Camps-Contracts	20,802	28,548	48,956	27,930	54,033	93%	10%
7720-Camps-Programs	93,893	151,440	232,792	178,531	228,001	28%	-2%
7730-Classes-Youth	243,829	223,438	282,668	229,450	344,096	50%	22%
7740-Classes-Adults	66,811	40,926	48,000	52,500	48,000	-9%	0%
7820-Sports Junior High	142,631	132,947	156,223	123,302	165,112	34%	6%
7830-Sports Adults	25,853	1,711	24,378	130	-	-100%	-100%
7910-Seniors Operations	221,624	262,840	272,927	273,214	317,276	16%	16%
7920-Seniors Activities	25,919	36,151	68,600	37,861	152,700	303%	123%
5110-MSA Administration	288,795	238,591	165,925	511,842	478,354	-7%	188%
5220-Fleet Maintenance	158,901	280,083	509,426	326,634	516,837	58%	1%
5410-Parks and Street Landscaping	2,694,984	3,104,082	3,718,961	3,408,286	3,789,690	11%	2%
5510-Facility Maintenance	1,310,894	1,188,832	1,429,373	1,380,378	1,171,400	-15%	-18%
Total Parks & Recreation	7,300,834	7,957,165	9,571,586	8,611,373	9,588,551	11%	0%
Total General Fund Expenditures	43,631,185	47,659,654	55,225,777	51,310,656	56,798,353	11%	3%
Debt Service	-	-	844,925	844,925	842,490		
Transfer In / (Out)	(3,972,077)	(1,578,000)	(20,565,209)	(20,810,577)	(6,952,719)		
Total General Fund Expenditures/Transfers/Debt	\$ 47,603,262	\$ 49,237,654	\$ 76,635,911	\$ 72,966,158	\$ 64,593,562	-11%	-16%

ENTERPRISE FUND SUMMARY

SEWER FUND	FY2022/23 Actual	FY2023/24 Actual	FY2024/25 Budget	FY2024/25 Estimated Actual	FY2025/26 Budget
Beginning Unrestricted Fund Balance	\$ -	\$ -	\$ -	\$ 12,852,366	\$ 13,999,405
Interest Income	118,371	403,753	-	376,422	310,500
Sewer Charges	8,840,756	10,383,108	10,800,874	10,504,495	12,202,565
Sewer Connection Fees	2,106	1,085	14,000	193,619	14,000
Misc. Sewer Fees	6,616	25,825	20,000	249,837	20,000
Total Revenues	8,967,849	10,813,771	10,834,874	11,324,373	12,547,065
Sewer Administration	6,523,741	7,572,122	10,470,873	8,867,448	9,830,392
Sewer Equipment/Depreciation	563,339	378,203	-	-	-
Capital Program	2,344,704	224,591	2,785,000	1,309,886	1,892,736
Total Expenditures	9,431,784	8,174,916	13,255,873	10,177,334	11,723,128
Net Operations	(463,935)	2,638,855	(2,420,999)	1,147,040	823,937
Transfer In / (Out)	(201,000)	(720,000)	-	-	-
Ending Unrestricted Fund Balance	\$ -	\$ -	\$ -	\$ 13,999,405	\$ 14,823,342

SOLID WASTE FUND	FY2022/23 Actual	FY2023/24 Actual	FY2024/25 Budget	FY2024/25 Estimated Actual	FY2025/26 Budget
Beginning Unrestricted Fund Balance	\$ -	\$ -	\$ -	\$ 3,251,670	\$ 2,314,794
Interest Income	30,231	229,463	45,000	126,207	103,500
Administrative Charges	919,848	951,996	1,000,000	1,124,690	1,048,900
AB939 Tax	49,186	-	40,000	-	38,000
Grants and donations	-	-	-	-	-
Solid Waste Revenues	999,265	1,181,459	1,085,000	1,250,897	1,190,400
Solid Waste Administration	2,151,447	2,151,447	2,398,654	2,187,773	2,326,451
Transfer In / (Out)	(57,700)	-	-	-	-
Ending Unrestricted Fund Balance	\$ -	\$ -	\$ -	\$ 2,314,794	\$ 1,178,743

FY2025-30 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Category	Project Scope	Funding Source	Prior years	Fund 25-26	Fund 26-27	Fund 27-28	Fund 28-29	Fund 29-30	Total
1	CD-01006	Police Records Management & Dispatch System	Technology	Procurement of regional tri-city (Los Altos, Mountain View & Palo Alto) “virtual consolidation” public safety information system, which includes the sharing of a Computer Aided Dispatch (CAD) system, Records Management System (RMS), Field Based Reporting (FBR) and Mobile for Public Safety (MPS) system. These enterprise-wide applications will serve as the centerpiece for the larger project including a common 9-1-1 phone system and a shared police radio frequency. It will provide both technical and physical redundancy for all three cities.	CIP	\$ 247,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 247,000
2	CD-01008	Reliable IT Enhancement	Technology	The project is rooted from the IT Initiatives CIP that was carried out since FY 2016-17. After performing critical updates on the City's infrastructure (fiber, 10Gb switches, HA Firewalls, Wifi, cloud VoIP, etc.), data center modernization (server rack reconfiguration, hyperconverged, Virtualization platform, UPS, backup solution), business applications (TRAKIT, ArcGIS, Finance Enterprise, webhosting), and cybersecurity and software solutions (Managed Detection & Responses, Endpoint and Ransomware Protection), the City's IT Department continues to work on hardware and software refresh, as well as utilizing cloud-based solutions to enhance the IT experience for all City staff.	Technology	\$ 2,656,912	\$ 400,000	\$ 175,000	\$ -	\$ -	\$ -	\$ 3,231,912
3	CD-01012	Annual Storm Drain Improvement	Community Development	The project provides for rehabilitation or replacement of existing infrastructure, installation of new infrastructure, and professional service as they relate to special studies or reports needed to remain in compliance with the San Francisco Regional Permit (MPRP under the National Pollutant Discharge Elimination System (NPDES) permit.	CIP	\$ -	\$ -	\$ 175,000	\$ 800,000	\$ 220,000	\$ 800,000	\$ 1,995,000
4	CD-01021	Chamber AV Equipment Upgrade	Equipment & Vehicles	This project is 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.	PEG Fees	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
5	CD-01024	General Plan	Studies	The General Plan is the vision about how a community will grow, reflecting priorities and values while shaping the future. The City of Los Altos General Plan was last updated in 2002. Countless State laws have been established which necessitates a comprehensive overhaul of the exististing adopted plan. Most recently the City adopted its 6th Cycle Housing Element to comply with State Housing law. Upon adoption of a City's 6th Cycle Housing Element, the jurisdiction must update its Safety Element. When a jurisdiction is required to update two or more required elements of the General Plan it necessitates the creation of an additional required element, the Environmental Justice Element. Additionally, the City in 2022 adopted both its Climate Acition & Adaptaton Plan (CAAP) and it Complete Streets Master Plan (CSMP) both of which provide direction on how the City should continue to grow and develop well into the future. However, it is important for the City of Los Altos to integrate policies and the overall vision of both documents into the General Plan as it is the highest level regulatory land use document within the City.	CIP	\$ 250,000	\$ 250,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ 2,000,000

FY2025-30 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Category	Project Scope	Funding Source	Prior years	Fund 25-26	Fund 26-27	Fund 27-28	Fund 28-29	Fund 29-30	Total
6	CD-01025	Downtown Lighting Improvements	Downtown Development	City staff will improve the lighting within the downtown core because sidewalks, Veterans Community Plaza, and parking plazas are not extremely well lit in some locations. This will improve safety for residents and businesses while also increasing downtown vibrancy. City staff will identify other lighting solutions that may limit their impact on the overall electrical infrastructure.	Grant	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
					Downtown Parking	\$ 42,952	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 192,952
					CIP	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
7	CD-01029	Downtown Bicycle Parking Installation	Downtown Development	Downtown has a number of bicycle parking within the downtown core, but there are not many locations for safe electric bicycle parking area. City staff has identified locations in the repaving for Parking Plaza #6 that will be completed as part of that project.	Grant	\$ -	\$ 50,000		\$ -	\$ -	\$ -	\$ 50,000
8	CD-01030	Downtown Park Space with Parking	Downtown Development	The City has hired a consultant who is working on completing community engagement and design before creating construction-ready bid documents. The consultant plans to complete robust community engagement and then refine aspects of the project into three feasible conceptual design alternatives, create cost estimates and identify funding sources for the alternatives, garner consensus on preferred alternatives, and provide a final update to City Council. At that time, City Council will move forward with the preferred design and create full bid-ready construction documents.	In-Lieu Park	\$ 500,000	\$ 1,313,500	\$ 475,000	\$ -	\$ -	\$ -	\$ 2,288,500
9	CD-01031	Downtown EV Charging	Downtown Development	The City applied for grant funding from the California Energy Commission for EV charging in the downtown core. City staff is waiting for installation of these charging stations that will add charging facilities to downtown.	Grant	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
10	CD-XXXX1	Woodland Library Patio	Community Development	The Los Altos Library Endowment are working to expand the existing patio at the Woodland Library and Greentown Los Altos are working to expand the native plant garden also at the Woodland Library. These projects are currently being designed by a landscape architect. Once that is completed, the City will issue a Bid for the work to prepare and grade the space and then complete construction of the expanded patio area.	CIP	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
					Grant	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
11	CD-XXXX2	MSC EV Infrastructure	Infrastructure	Project Description: In collaboration with SVCE and PG&E the City of Los Altos is electrifying the City's Fleet with various Electric Vehicles. As part of electrification of the City's Fleet, EV Charging Infrastructure is necessary. In 2024, the City obtain Technical Assistance from SVCE for completion of EV Infrastructure Plans at the MSC Property located at 707 Fremont Avenue. In tandem the City was selected by PG&E to participate in the Make-ready Incentive which requires the City to provide and maintain "Behind the Meter" (EV supply such as chargers, and ground work) infrastructure, while PG&E will provide in "Front the Meter" (New Electrical Transformer, Trenching and necessary upgrades). This CIP will facilitate the deployment of necessary infrastructure in preparation of PG&E electrical upgrades, both allowing for the Electrification of the City's Fleet.	CIP	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
					Fleet Vehicle	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
12	CF-01004	Halsey House Rehabilitation	Civic Facilities-Buildings	The Facilities Maintenance Division manages the annual rat abatement contract and the fencing rental for the Halsey House. An environmental consultant is currently working on the Environmental Impact Report (EIR) for the Halsey House.	CIP	\$ 157,393	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 267,393

FY2025-30 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Category	Project Scope	Funding Source	Prior years	Fund 25-26	Fund 26-27	Fund 27-28	Fund 28-29	Fund 29-30	Total
13	CF-01006	999 Fremont	Civic Facilities-Buildings	The City-owned facility at 999 Fremont Ave. is currently unoccupied. The Los Altos Police Department plans to use it as a sub-station with a few interior upgrades that will allow officers better access to the south side of the city. The facility will have a reception area for the public along with workspace, fitness area and break area for officers. Funding for this project is to install a small kitchen space as well as a shower and changing space. Prior year funding added the walls that created the reception area.	CIP	\$ 69,500	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 169,500

FY2025-30 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Category	Project Scope	Funding Source	Prior years	Fund 25-26	Fund 26-27	Fund 27-28	Fund 28-29	Fund 29-30	Total
14	CF-01009	Grant Park / Shoup Park Pathway Rehabilitation	Civic Facilities-Parks and Trails	As part of the City's annual rehabilitation or replacement of existing bicycle and pedestrian pathway infrastructure, this project will improve existing pathways at Grant Park and Shoup Park. The improvements will be based on condition assessment, the City's Pedestrian Master Plan, Bicycle Transportation Master Plan, and Parks Plan.	In-Lieu Park	\$ -	\$ 285,000	\$ -	\$ -	\$ -	\$ -	\$ 285,000
15	CF-01011	City Hall Emergency Back-up Power Generator	Civic Facilities-Buildings	The existing stand-by generators at City Hall, Police Department and the Municipal Services Center are beyond their useful life and in need of replacement. The City has been required by Bay Area Air Quality Management District (BAAQMD) and California Air Resources Board (CARB) to register the emergency generator under the Portable Equipment Registration Program. The generator is subject to unscheduled inspections by the State for compliance with emission requirements. While the existing generator is meeting the current emission requirements, it is aging and at risk of exceeding emission standards soon. A new more energy-efficient generator will meet all BAAQMD requirements and will be more cost-effective to operate.	CIP	\$ 140,000	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ 420,000
16	CF-01021	Emergency Operations Center (EOC)	Civic Facilities-Buildings	This project is for the retrofitting the Community Center into the City's main Emergency Operations Center in the event of an emergency. Storage and technology systems will be installed inside the building and a new back-up emergency generator will service the Community Center. In an emergency event the Community Center will transform into the City's EOC and will have power back up from the new generator. The current EOC is at the Municipal Service Center and will serve as the back-up EOC.	In-Lieu Park	\$ 3,400,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000,000
17	CF-01032	Hillview/McKenzie Dog Parks	Civic Facilities-Parks and Trails	This funding is for the design and construction of the permanent dog park at Hillview Park and the upgrades to the dog park at McKenzie. The Hillview dog park is planned to be located where the current auxiliary parking area currently is across from the main library. Funding for this project includes conceptual design & public outreach in previous year and construction in the coming year. Construction includes drainage, grading, irrigation, fencing, plumbing, pathway lighting, landscape, hardscape, furniture signage and dog play equipment. The design phase will produce a preferred option that will be a divided "small dog/all dog" park and an alternative option that is an undivided "all-dog" park. McKenzie upgrades may include fence expansion, surfacing improvements, drinking fountain, seating and new landscape installation. This project is now combined with the Hillview Dog Park for improvements of both locations.	In-Lieu Park	\$ 248,312	\$ 1,030,088	\$ -	\$ -	\$ -	\$ -	\$ 1,278,400
18	CF-01034	Grant Park Facility (Electrical, Hot Water, & HVAC)	Civic Facilities-Parks and Trails	The community buildings at Grant Park are aged and in need of upgrades to provide the amenities desired for the Recreation programming and community services for the surrounding community. The essential need is hot water in the activity room wing and air conditioning in both wings. In order to do that the electrical service for the entire facility must be increased. This project is to add these essentials to the buildings at Grant Park. Construction costs include electrical panel upgrades, PG&E upgrades and approvals, new and upgraded HVAC mechanical components, HVAC thermostats, HVAC control systems, hot water mechanical and plumbing connections.	In-Lieu Park	\$ 1,178,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,178,000

FY2025-30 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Category	Project Scope	Funding Source	Prior years	Fund 25-26	Fund 26-27	Fund 27-28	Fund 28-29	Fund 29-30	Total
19	CF-01036	New Financial System	Technology	This project is replacing the City's existing financial system with a more modern ERP system. The new system will enhance the reporting capabilities and streamline workflow processes within the organization. The City signed the contract with the vendor on December 2022.	Technology	\$ 755,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 955,000
20	CF-01038	Shoup Park Playground	Civic Facilities-Parks and Trails	This project will upgrade the aging play equipment at Shoup Park. There are two playgrounds in the park. One playground is age appropriate for 2-5 year olds and another for 5-12 year olds. The funding includes design and construction services.	In-Lieu Park	\$ -	\$ 620,000	\$ -	\$ -	\$ -	\$ -	\$ 620,000
21	CF-01041	Hillview Fitness Equipment	Civic Facilities-Parks and Trails	This project will redesign and replace the aged outdoor fitness equipment at Hillview Park near the Little League baseball field.	In-Lieu Park	\$ -	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 145,000
22	CF-01043	San Antonio Club Upgrades	Civic Facilities-Buildings	Upgrades to the interior and exterior of the historic facility.	In-Lieu Park	\$ -	\$ 85,000		\$ -	\$ -	\$ -	\$ 85,000
23	CF-01047	Police Department Building Security Upgrades	Civic Facilities-Buildings	The Police department security cameras need replacement/upgrading.	Technology	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
24	CF-01049	Caretaker House Demolition and Replacement	Civic Facilities-Buildings	This project will demolish the Caretaker house that is located in Redwood Grove and replace it with a new pre-fabricated restroom and office space. Based on the house location and condition, it is not usable as a public building and is currently being utilized as a storage facility for camp and open space restoration supplies. The project will need to evaluate ADA accessibility, and environmental factors given its proximity to the creek.	CIP	\$ 402,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 402,000
25	CF-01056	Almond fire station re-roofing	Civic Facilities-Parks and Trails	Make necessary upgrade and modification of the fire station to accommodate new equipments and address building deficiencies.	Facility Maintenance	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
26	CF-01057	Downtown Parking lot resurfacing	Transportation-Streets/Roadways	To prepare topographic survey of all parking lots in the downtown area. Design and reconstruct Parking lot 4, 5 and 6	CIP	\$ 478,678	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 978,678
					Downtown Parking	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
27	CF-XXXX1	Civic Center Parking	Transportation-Streets/Roadways	This project addresses parking needs near the Police Department and dog park by evaluating replacement and additional stalls to support Civic Center operations and park user access.	CIP	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
					In-Lieu Park	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
28	CF-XXXX2	Grant Playground	Civic Facilities-Parks and Trails	This project will upgrade the aging play equipment at Grant Park. The funding includes design and construction services.	In-Lieu Park		\$ 620,000	\$ -	\$ -	\$ -	\$ -	\$ 620,000
29	CF-XXXX3	History Museum Roof Replacement	Civic Facilities-Buildings	This project will replace the roof at the Los Altos History Museum. The roof is beyond it's useful life.	Facility Maintenance		\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
30	CF-XXXX4	Bus Barn Theatre HVAC unit replaceent	Civic Facilities-Buildings	This project is for the purchase and installation of both HVAC unots at the Bus Barn Community Theatre in the Civic Center. Both current units are beyond their usefull life and one has started failing recently. The new units will be more reliable and more efficient.	CIP		\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
31	CF-XXXX6	Fire station improvements	Civic Facilities-Buildings	This funding is an estimate to cover the outstanding immediate needs (some items were completed in 2025) and replacement/reserve needs in accordance with the recommendations in the 2024 Property Condition Assesment for the Police Department and Fire Facilities (2).	Facility Maintenance		\$ 214,000	\$ -	\$ -	\$ -	\$ -	\$ 214,000

FY2025-30 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Category	Project Scope	Funding Source	Prior years	Fund 25-26	Fund 26-27	Fund 27-28	Fund 28-29	Fund 29-30	Total
32	CF-XXXX7	Grant Park Fence Replacement	Civic Facilities-Parks and Trails	This project is to replace the split-rail fence that borders most of the perimeter of Grant Park. The current fence is beginning to show signs of wear beyond repair. The current fence age is unknown but appears to be beyond its useful life. A new fence will be sturdier and will be more appealing. Also for additional fencing for utility screening onsite.	In-Lieu Park		\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
33	CF-XXXX8	Grant Park Facility Solar and Battery Storage Installation	Civic Facilities-Buildings	This project is for the purchase and installation of solar panels and battery power storage at the Grant Park buildings. This would reduce the electric load required from the public utility supplier and create an emergency power storage back-up in case of power outage.	In-Lieu Park		\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
34	CF-XXXX9	Community Center Café	Civic Facilities-Buildings	Complete the construction documents and permitting, purchase the appliances, and complete the construction for a new café inside the Los Altos Community Center.	In-Lieu Park	\$ -	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ 165,000
35	CF-XXX10	New Police Building Design	Civic Facilities-Buildings	This project supports the planning and design of a modernized Police Department facility to enhance operational efficiency, safety, and service delivery at the Civic Center.	Facility Maintenance	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
36	CF-XXX11	Police Substation Landscaping	Civic Facilities-Buildings	This project involves the development of a beautification plan for the Police Substation located at 999 Fremont Avenue, as part of broader enhancements in the Loyola/Fremont area. The project is expected to include landscape design and improvements at the site. It complements recently installed street banners and aligns with citywide aesthetic enhancement goals.	CIP	\$ -	\$ 44,500	\$ -	\$ -	\$ -	\$ -	\$ 44,500
37	LI-01001	Library Construction	Community Development	The Library Commission identified potential improvements for the interior portion of the Main Library that was broken down into three phases. Phase 1 is a Design Alternative Analysis that will investigate the existing condition, create design alternatives, evaluate cost estimates, and garner consensus for a final preferred design. Phase 2 is 65% drawings that will include technical specifications for the building with a more detailed cost breakdown. Phase 3 is bid-ready construction documents and construction transition. City staff and the architect are currently working through Phase 1 and will transition to Phase 2 early in FY25-26.	Grant	\$ 145,891	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 1,045,891
38	TS-01001	Annual Street Resurfacing	Transportation-Streets/Roadways	The annual street resurfacing project includes milling and an overlay of asphalt concrete (AC) on existing street surfaces that are approaching the end of their useful life, as evidenced by cracking and minor pavement failures. Priority was given to streets that is been identified as safe route to school.	CIP	\$ 1,217,586	\$ 1,467,542	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 8,685,128
					Gas Tax		\$ 443,031	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,443,031
					Measure B	\$ 507,327	\$ 553,789	\$ 622,411	\$ 622,411	\$ 622,411	\$ 622,411	\$ 3,550,760
					RMAA	\$ 304,396	\$ 304,584	\$ 360,433	\$ 360,433	\$ 360,433	\$ 360,433	\$ 2,050,712
39	TS-01003	Street Striping	Transportation-Streets/Roadways	Roadway striping and markers throughout the City need to be refreshed on a regular basis. Adjustments of striping on existing roadway to reduce conflicts are also considered. Visibility of pavement markings is important to prevent traffic accidents and improve traffic flow.	Gas Tax		\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
					VRF		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
40	TS-01004	Annual Street Slurry Seal	Transportation-Streets/Roadways	This project slurry- or micro-seals City streets annually, including cutout and repair of minor pavement failures. The seal typically places a thin layer of sand and oil over City streets. Neighborhood streets should receive a surface treatment (slurry seal) other than an overlay about every seven years. Sealing is a preventative maintenance treatment that prevents moisture from penetrating the pavement and softening the base material supporting the pavement.	CIP	\$ 1,716,000	\$ 194,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 2,710,000
					Gas Tax	\$ 1,716,000	\$ 368,600	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 3,484,600
					Measure B	\$ 1,716,000	\$ 9,700	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 3,325,700
					VRF	\$ 1,716,000	\$ 397,700	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 2,193,700

FY2025-30 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Category	Project Scope	Funding Source	Prior years	Fund 25-26	Fund 26-27	Fund 27-28	Fund 28-29	Fund 29-30	Total
41	TS-01005	City-owned Sidewalk Assessment	Transportation-Pedestrian/Bicycl e Safety	The project will locate and identify damaged sidewalk and curb/gutter and make necessary repairs that does not fall within the legal responsibility of adjacent property owners. For economies of scale, this project may be integrated with the annual street resurfacing contract.	CIP	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
42	TS-01006	Annual Traffic Sign Replacement	Transportation-Pedestrian/Bicycl e Safety	There are approximately 8,000 standard roadway traffic signs throughout the City including street name signs. After time, the signs lose its reflectivity and makes it difficult for the public to see, especially at night. The Traffic Sign Replacement project provides funds to inventory and maintain and replace these signs. This project will also improve signage per the City's Complete Streets Master Plan, where appropriate, to improve safe access for bicycles and pedestrians and safer routes to schools. When appropriate, for economies of scale, this project may be integrated with the annual street resurfacing contract.	RMAA	\$ -	\$ 50,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,250,000
43	TS-01055	Fremont Ave Pedestrian Bridge Rehabilitation	Transportation-Streets/Roadways	Rehabilitation would include: replacement of timber decking, replacement of structural blocking and cross bracing, replacement of endspans middle glulam stringer, replacement of timber railing, installation of a drainage system, minor repairs to the bridge abutments, and backfilling of the first span to repair scour damage and loss of backfill material. Existing bridge abutments will remain.	CIP	\$ 294,729	\$ 315,271	\$ 240,000	\$ -	\$ -	\$ -	\$ 850,000
44	TS-01057	In-Road Light System Maintenance	Transportation-Streets/Roadways	The City has existing pedestrian-activated in-pavement warning light systems at crosswalk locations in and around Downtown. The existing systems are past their useful life and failures in the equipment are starting to occur. This project will replace the 14 failed in-pavement crosswalk lights and adjacent signs with state of the art Rectangular Rapid Flash Beacon systems (RRFBs) and include the installation of RRFBs at four crosswalks that do not have the in-pavement lights.	CIP	\$ 135,000	\$ -	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 615,000
					Traffic Impact Fees	\$ 445,000						\$ 445,000
					Measure B	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
					RMAA	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
45	TS-01058	Intersection Access Barrier Removal	Transportation-Pedestrian/Bicycl e Safety	The Hetch Hetchy pathway is a multi-use bike and pedestrian trail within the San Francisco Public Utilities Commission (SFPUC) right-of-way, connecting the City to Palo Alto via Arastradero Road. It also serves maintenance access for SFPUC and City staff. The City will reconstruct the existing crossings at Estrellita Way and Los Altos Avenue to meet current ADA standards and improve connectivity.	CIP	\$ 129,734	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,734
46	TS-01062	San Antonio Road Complete Street Project	Transportation-Pedestrian/Bicycl e Safety	This project would employ best practice street design principles to create designated space for each mode of transporation, separating pedestrians and cyclists from motor vehicle traffic, and reducing conflicts between vulnerable road users and vehicles. This improvement project would facilitate a safer experience for these vulnerable roadway users and would provide a connection where a gap currently exists.	OBAG	\$ 1,120,000	\$ -	\$ 6,178,000	\$ -	\$ -	\$ -	\$ 7,298,000
					Traffic Impact Fees	\$ 280,000	\$ -	\$ 950,000	\$ -	\$ -	\$ -	\$ 1,230,000
					VRF	\$ -	\$ -	\$ 591,000	\$ -	\$ -	\$ -	\$ 591,000
47	TS-XXXX1	El Camino Real ADA Ramp & Sidewalk Assessment	Transportation-Pedestrian/Bicycl e Safety	Funds will support an ADA compliance assessment of ramps and sidewalks along El Camino Real at the city limits. The assessment will evaluate existing conditions, determine compliance with current ADA standards, and prioritize areas for future improvements.	CIP	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000

FY2025-30 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Category	Project Scope	Funding Source	Prior years	Fund 25-26	Fund 26-27	Fund 27-28	Fund 28-29	Fund 29-30	Total
48	WW-01001	Annual Sewer System Repair Program	Wastewater Systems	The 2013 Sanitary Sewer Master Plan Update recommended replacement of segments of pipes located at various locations throughout the City that are included in the focused cleaning schedule that have severe sags. Such sags can cause accumulation of debris and grease which necessitates frequent cleaning.	Sewer	\$ -	\$ -	\$ 200,000	\$ 750,000	\$ 200,000	\$ 750,000	\$ 1,900,000
49	WW-01002	Annual Structural Reach Replacement	Wastewater Systems	The 2013 Sanitary Sewer Master Plan Update recommended replacement of segments of pipes at various locations throughout the City that have multiple moderate-to-severe structural defects. The areas selected for replacement were identified by closed-circuit television (CCTV) inspection.	Sewer	\$ 1,407,005	\$ -	\$ 225,000	\$ 900,000	\$ 225,000	\$ 900,000	\$ 3,657,005
50	WW-01003	Annual Root Foaming	Wastewater Systems	The Sewer Master Plan Update recommends that an annual project be performed to remove invasive tree roots within sewer mains. Root removal products currently on the market provide protection from future root growth for two to three years following application.	Sewer	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
51	WW-01005	Annual CIPP Corrosion Replacement	Wastewater Systems	This project consists of work to repair pipe corrosion using the cured-in-place pipe (CIPP) repair method for the trunk sewer. The pipe sizes range from 24-inches to 42-inches, which are the largest pipe diameter sections in the system that deliver sewage to the Palo Alto Regional Water Quality Control Plant. The trunk sewer rehabilitation is divided into several phases to be more manageable to prioritize the rehabilitation of the most corroded reaches.	Sewer	\$ -	\$ -	\$ 200,000	\$ 1,200,000	\$ 200,000	\$ 1,200,000	\$ 2,800,000
52	WW-01006	Annual Fats, Oils, Grease Program (FOG)	Wastewater Systems	The Fats, Oil and Grease (FOG) Program is critical to the operation of a sewer system. This project provides funding for inspections and follow-up and to educate customers on best management practices (BMPs) to prevent sewer back-ups resulting from FOG being deposited into drains and ultimately to the sewage collection system.	Sewer	\$ 68,000	\$ 52,000	\$ 52,000	\$ 54,000	\$ 56,000	\$ 58,000	\$ 340,000
53	WW-01009	Sewer System Management Plan Update	Wastewater Systems	In accordance with State requirements, this project will update the City of Los Altos Sewer System Management Plan. The updating is typically done by a sewer management consultant. The update of the SSMP will be based on compliance with the State Water Resources Control Board (SWRCB) Sanitary Sewer Discharge Requirements (WDR).	Sewer	\$ 148,771	\$ -	\$ 25,000	\$ 50,000	\$ 25,000	\$ 50,000	\$ 298,771
54	WW-01011	Sanitary Sewer Video Inspection	Wastewater Systems	As sewer system networks age, the risk of deterioration, blockages, and collapses become a major concern. Cleaning and inspecting sewer lines is essential to maintaining a properly functioning system. These activities further a community's reinvestment into its wastewater infrastructure. Inspection programs are required to determine current sewer conditions and to aid in planning a maintenance or rehabilitation strategy. Closed-circuit television (CCTV) inspections are the most frequently used, most cost efficient, and most effective method to inspect the internal condition of a sewer. The 2013 Sanitary Sewer Master Plan Update recommends full video inspection of the sanitary sewer system every 5 years. Current system CCTV data was last collected between 2021 and 2023.	Sewer	\$ 880,000	\$ -	\$ 440,000	\$ 440,000	\$ 440,000	\$ 440,000	\$ 2,640,000

FY2025-30 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Category	Project Scope	Funding Source	Prior years	Fund 25-26	Fund 26-27	Fund 27-28	Fund 28-29	Fund 29-30	Total
55	WW-01012	Adobe Creek Sewer Main Replacement	Wastewater Systems	The project involves rehabilitation and partial realignment of approximately 6,580 linear fee of sewer main along Adobe Creek. The construction of the project is to be completed in four phases. Obtaining permits with regulatory agencies to work near and within the creek requires additional time, coordination, environmental submittal review, and overall project management.	Sewer	\$ 491,960	\$ 250,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 7,541,960
56	WW-01013	Document Scanning	Wastewater Systems	The Document Scanning project includes the conversion of hardcopy documents into digital format and the maintenance of the operating software for the storage and retrieval of documents. This project increases efficiency in work flow for the creation , maintenance, preservation, and retrieval of project records and documentation, which improves the overall utilization of resources including space and staff time.	Sewer	\$ -	\$ 300,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 900,000

Funding Source	Prior Years	Fund 25-26	Fund 26-27	Fund 27-28	Fund 28-29	Fund 29-30
PEG Fees	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Technology	\$ 3,486,912	\$ 600,000	\$ 175,000	\$ -	\$ -	\$ -
Grant	\$ 295,891	\$ 1,570,000	\$ -	\$ -	\$ -	\$ -
Downtown Parking	\$ 42,952	\$ 650,000	\$ -	\$ -	\$ -	\$ -
CIP	\$ 3,881,980	\$ 3,826,313	\$ 2,755,000	\$ 3,140,000	\$ 2,560,000	\$ 2,640,000
In-Lieu Park	\$ 5,326,312	\$ 5,278,588	\$ 475,000	\$ -	\$ -	\$ -
Facility Maintenance	\$ 250,000	\$ 689,000	\$ -	\$ -	\$ -	\$ -
Fleet Vehicle	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -
Sewer	\$ 2,995,736	\$ 802,000	\$ 3,192,000	\$ 5,444,000	\$ 3,196,000	\$ 5,448,000
Gas Tax	\$ 617,760	\$ 961,631	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Measure B	\$ 541,647	\$ 613,489	\$ 1,072,411	\$ 1,072,411	\$ 1,072,411	\$ 1,072,411
RMAA	\$ 304,396	\$ 554,584	\$ 860,433	\$ 860,433	\$ 860,433	\$ 860,433
VRF	\$ 703,560	\$ 497,700	\$ 711,000	\$ 120,000	\$ 120,000	\$ 120,000
Traffic Impact Fees	\$ 725,000	\$ -	\$ 950,000	\$ -	\$ -	\$ -
OBAG	\$ 1,120,000	\$ -	\$ 6,178,000	\$ -	\$ -	\$ -
Annual Total	\$ 20,342,146	\$ 16,218,305	\$ 17,368,844	\$ 11,636,844	\$ 8,808,844	\$ 11,140,844

DEVELOPMENT SERVICES FY2025/2026	
Effective Date: July 1, 2025	
BUILDING DIVISION	
Building Permit	
Valuation based on price per square foot of construction. Minimum valuation for new residential and commercial construction is \$576.97 per square-foot.	
Total Valuation	
\$1.00 - \$3,000.00	\$245.73
\$3,001.00 - \$25,000.00	
First \$3,000	\$245.73
Each Additional \$1,000	\$31.70
\$25,001.00 - \$50,000.00	
First \$25,000	\$943.08
Each Additional \$1,000	\$32.65
\$50,001.00 - \$100,000.00	
First \$50,000	\$1,759.38
Each Additional \$1,000	\$17.75
\$100,001.00 - \$500,000.00	
First \$100,000	\$3,552.06
Each Additional \$1,000	\$7.76
\$500,001.00 - \$1,000,000.00	
First \$500,000	\$7,722.65
Each Additional \$1,000	\$12.61
\$1,000,001.00 and up	
First \$1,000,000	\$14,605.15
Each Additional \$1,000	\$6.31
ADU Building Permit	\$0.00
Electrical, Mechanical or Plumbing Permit	
\$1.00 - \$3,000.00	\$208.70
\$3,001.00 - \$25,000.00	
First \$3,000	\$398.89
Each Additional \$1,000	\$24.74

\$25,001.00 - \$50,000.00	
First \$25,000	\$943.08
Each Additional \$1,000	\$26.10
\$50,001.00 - \$100,000.00	
First \$50,000	\$1,595.55
Each Additional \$1,000	\$53.68
\$100,001.00 and up	1.62%
ADU Electrical, Mechanical or Plumbing Permit	\$0.00
Plan Check	
ADU Plan Check	\$0.00
Building Plan Check	135.00%
Energy Plan Check (Title 24)	25.00%
Solar/Photovoltaic Permit	
Residential	
15 kw or less	\$306.90
15kw - 50kw	\$306.90
Per kw above 15kw	\$10.23
51kw - 250kw	\$511.50
Per kw above 50kw	\$5.12
250+ kw	\$511.50
Per kw above 250kw	\$5.12
Commercial	
50kw or less	\$306.90
50kw - 250kw	\$511.50
Per kw above 50 kw	\$5.12
250+ kw	\$511.50
Per kw above 250 kw	\$5.12
Standalone Building Permits	

Water Heater	\$153.45
Water Line/Sewer Line	\$308.95
Electric Vehicle (EV) Charging Station	\$306.90
Energy Storage System	\$409.20
Demolition Permit	
Single Family	\$238.36
Commercial/Mixed-Use/Multifamily	\$364.19
Inspections	
Re-inspection Request	\$253.70
Inspections Outside of Normal Business Hours (Minimum Charge of 2 hours)	\$589.25
Each Additional Hour	\$294.62
Expired Permits	
Expired Permit Fees	Based on Original Permit Fees
Penalty for Expired Permits	
0 to 30 days	\$0.00
31st day through 60th day	\$200.00/per day
61st day through 120th day	\$400.00/per day
121st day and everyday thereafter	\$800.00/per day
Misc. Building Fees	
Alternate Means and Methods Request (AMMR)	\$454.21
Certificate of Occupancy	\$111.51
Temporary Certificate of Occupancy	\$668.02

Duplicate Permit Request	\$111.51
Street Address Change	\$742.70
Stop Work Penalties	2-4x All Plan review and Permit Fees
In House Plan Check Review	\$302.81/per hour
Consultant Review	Actual Cost
Building Code Compliance Review	\$151.40
Fees Assessed at Time of Building Permit Issuance	
California Green Building Fund	Assessed at the rate of \$4.20 per \$100,000 in valuation, with appropriate fractions thereof, but not less than \$1.00 per every \$25,000 in valuation
Construction Tax (Established per LAMC Chapter 3.24)	
Residential Square Footage	\$0.42/per Square Foot
Commercial Square Footage	\$0.70/per Square Foot
Strong Motion and Seismic Hazard Mapping	
Strong Motion Instrumentation & Seismic Hazard Mapping Fees – SMIP (1-3 Story Residential)	Valuation Amount x 0.00013 (Minimum Fee \$0.50)
Strong Motion Instrumentation & Seismic Hazard Mapping Fees – SMIP (Over 3 story residential & all commercial)	Valuation Amount x 0.00028 (Minimum Fee \$0.50)
General Plan Maintenance Fee (Charged based Building Permit Fee)	7.00%
Technology Surcharge Fee (Charged based on Building Permit Fee)	5.00%
ENGINEERING DIVISION	
Encroachment Permit	

Parking Stall	
Base	\$297.69
Per Stall Per Day	\$34.78
Special	\$721.22
Miscellaneous	\$1,219.42
Plan Check	
County Sewer Plan Check	\$1,834.24
Public Works Plan Check	Actual Cost
Stormwater Management Plan Check	\$1,916.08
Transportation Plan Check	Actual Cost
Sewer Permit & Fees	
City	\$740.65
County	\$1,630.66
Sewer Tap-in	\$148.34
Sewer Dye Test	\$195.39
Transportation Permits	
Transportation Permits	
Single	\$16.37
Annual	\$92.07
Inspection	
Engineering Inspection Fee (Based on Construction Costs)	6.00%
Additional Inspection Visit	\$360.10
Mapping Fees	

Final Subdivision Map Check	
Base	\$4,800.94
City Land Surveyor (Minimum Deposit)	\$2,046.00
Lot-Line Adjustment	\$2,779.49
Misc. Engineering Fees	
Vacating Easement/Right-of-Way	\$11,399.29
Utility Street Cut Permit (Based on Construction Costs)	\$409.20 + 4%
Temporary Lane Closure Permit	
Application (First Day Only)	\$642.44
Each Additional Day	\$95.14
Fees Assessed at Time of Engineering Permit Issuance	
Technology Surcharge Fee (Charged based on Engineering Permit Fee)	5.00%
PLANNING DIVISION	
General Applications	
Annexation	\$18,415.02
Appeal	\$1,023.00
Application Extension	
Single-Family	\$1,035.28
Commercial/Multi-Family	\$1,742.17
Application Modification	
Single-Family	\$2,394.84
Commercial/Multi-Family	\$5,244.92
Development Agreement	\$14,307.68
Environmental Review	
Flood Hazard Letter	\$706.89

Home Occupation Permit	\$471.60
Preliminary Project Review	
Staff Review	\$6,801.93
Planning Commission	\$11,322.56
SB9 Dual Opportunity Development	\$3,548.79
Zoning Use Compliance	\$471.60
Zoning Verification Letter	\$706.89
Conditional Use Permit	
New Use Permit or Modification	\$9,391.14
New Use Permit or Modification (Non-Profit)	\$9,011.61
Temporary Use Permit	\$461.37
Design Review	
Single-Family	
Administrative (<150 sq. ft.)	\$706.89
Administrative (>150 sq. ft.)	\$3,548.79
Zoning Administrator	\$6,562.55
Commercial/Multi-Family	
Administrative	\$7,295.01
Planning Commission	\$15,165.98
Historic Permit	
Advisory/Alteration Permit	\$7,336.96
Resource/Landmark Designation	\$4,373.33
Mills Act	\$6,730.32
Sign Review	
New Sign	\$706.89

Modification of Existing Sign	\$471.60
New/Modification of Sign Program	\$1,413.79
Public Notification	
Public Notice	\$2.00/per resident or occupant within notification boundary
Tree Removal	
Tree Removal Permit	
First Tree	\$306.90
Each Additional Tree	\$153.45
Invasive Species (subject to verification)	\$0.00
In-Lieu Tree Replacement Fee	\$1,227.60
Consulting Arborist	Actual Cost
Long Range Planning	
General Plan Amendment (Deposit)	Actual Cost
Zone Change (Deposit)	Actual Cost
Zone Text Amendment (Deposit)	Actual Cost
Map Amendment (Deposit)	Actual Cost
Planned Unit Development (Deposit)	Actual Cost
Single-Story Overlay Zone (Deposit)	Actual Cost
Parklet Permit	
Initial Application	\$565.72
Annual Fee (Calculated per Square Foot of Parklet Area)	\$3.07/sq. ft.
Sidewalk Dining	

Sidewalk Permit	
Initial Application	\$565.72
Annual Review	\$365.21
Outdoor Display Permit	
Outdoor Display Permit	\$1,178.50
Subdivision Review	
Certificate of Compliance	\$4,095.07
Reversion to Acreage	\$7,446.42
Tentative Subdivision Map Review	
Tentative Map	\$10,788.56
Parcel Map	\$10,788.56
Urban Lot Split	\$6,124.70
Lot Line Adjustment/Lot Merger	\$5,135.46
Map Extension or Modification	
Administrative	\$3,813.74
Planning Commission/City Council	\$6,827.50
Variance	
Variance	
Single-Family	\$10,838.69
Commercial/Multi-Family	\$13,196.70
Inclusionary Housing In-Lieu Fee	
Multi-Family Rental	\$108.44/per Square Foot
Condominium For Sale	\$117.65/per Square Foot
Townhouse For Sale	\$173.91/per Square Foot
Fees Assessed at Time of Planning Project/Permit Submittal	
Technology Surcharge Fee (Charged based on Planning Project/Permit Fee)	5.00%

City Manager: None

Unrepresented Department Heads: Market Adjustment to Individual Classifications effective 06/22/25

Unrepresented Management: Market Adjustment to Individual Classifications effective 06/22/25

Unrepresented Confidential: Market Adjustment to Individual Classifications effective 06/22/25

LAMEA: Market Adjustment to Individual Classifications effective 06/22/25

POA: 5% Increase effective 06/22/2025

Teamsters: Market Range Adjustment to Individual Classifications effective 06/22/25

City of Los Altos - Full Time Salary Schedule FY 25/26

Resolution 2025-XX

Unrep. Department Head Classifications	FLSA Status	Biweekly			Monthly			Annual		
		Range Min.	Open Range	Range Max.	Range Min.	Open Range	Range Max.	Range Min.	Open Range	Range Max.
City Manager	Exempt			\$11,493.27			\$24,902.08			\$298,825.00
Assistant City Manager	Exempt	\$9,347.25		\$11,361.58	\$20,252.38		\$24,616.77	\$243,028.55		\$295,401.20
Police Chief	Exempt	\$9,347.25		\$11,361.58	\$20,252.38		\$24,616.77	\$243,028.55		\$295,401.20
Public Works Director	Exempt	\$8,620.95		\$10,478.76	\$18,678.72		\$22,703.98	\$224,144.64		\$272,447.81
Development Services Director	Exempt	\$8,514.77		\$10,349.70	\$18,448.66		\$22,424.35	\$221,383.95		\$269,092.19
Parks, Recreation, & Community Svs. Director	Exempt	\$8,514.77		\$10,349.70	\$18,448.66		\$22,424.35	\$221,383.95		\$269,092.19
Finance Director	Exempt	\$8,219.19		\$9,990.43	\$17,808.25		\$21,645.93	\$213,699.05		\$259,751.19
Human Resources Director	Exempt	\$8,107.21		\$9,854.31	\$17,565.62		\$21,351.01	\$210,787.43		\$256,212.12

Unrep. Management Classifications	FLSA Status	Range Min.	Open Range	Range Max.	Range Min.	Open Range	Range Max.	Range Min.	Open Range	Range Max.
Deputy City Manager	Exempt	\$7,754.66		\$9,425.84	\$16,801.77		\$20,422.65	\$201,621.22		\$245,071.86
Police Captain	Exempt	\$7,735.33		\$9,402.34	\$16,759.88		\$20,371.74	\$201,118.53		\$244,460.83
City Engineer	Exempt	\$7,238.77		\$8,798.77	\$15,684.00		\$19,064.00	\$188,208.05		\$228,768.06
Police Lieutenant	Exempt	\$7,238.77		\$8,798.77	\$15,684.00		\$19,064.00	\$188,208.05		\$228,768.06
Deputy Director	Exempt	\$7,210.67		\$8,764.61	\$15,623.12		\$18,990.00	\$187,477.42		\$227,879.98
Capital Improvement Projects Manager	Exempt	\$6,848.41		\$8,324.29	\$14,838.23		\$18,035.96	\$178,058.70		\$216,431.46
City Clerk	Exempt	\$6,569.52		\$7,985.29	\$14,233.95		\$17,301.46	\$170,807.45		\$207,617.52
Building Official	Exempt	\$6,536.53		\$7,945.19	\$14,162.47		\$17,214.58	\$169,949.69		\$206,574.91
Information Technology Manager	Exempt	\$6,518.42		\$7,923.18	\$14,123.24		\$17,166.88	\$169,478.84		\$206,002.58
Finance Manager	Exempt	\$6,518.42		\$7,923.18	\$14,123.24		\$17,166.88	\$169,478.84		\$206,002.58
Human Resources Manager	Exempt	\$6,518.42		\$7,923.18	\$14,123.24		\$17,166.88	\$169,478.84		\$206,002.58
Maintenance Superintendent	Exempt	\$6,410.99		\$7,792.59	\$13,890.47		\$16,883.95	\$166,685.63		\$202,607.43
Development Services Manager	Exempt	\$6,244.05		\$7,589.68	\$13,528.77		\$16,444.30	\$162,345.23		\$197,331.64
Human Resources Administrator	Exempt	\$6,053.00		\$7,357.46	\$13,114.83		\$15,941.16	\$157,378.00		\$191,293.94
Public Works Manager	Exempt	\$6,053.00		\$7,357.46	\$13,114.83		\$15,941.16	\$157,377.95		\$191,293.88
Public Information Officer	Exempt	\$5,855.68		\$7,117.62	\$12,687.31		\$15,421.50	\$152,247.69		\$185,058.02
Assistant to the City Manager	Exempt	\$5,726.01		\$6,960.00	\$12,406.35		\$15,080.00	\$148,876.24		\$180,960.01
Recreation Manager	Exempt	\$5,638.20		\$6,853.27	\$12,216.10		\$14,848.75	\$146,593.22		\$178,184.97
Project Manager	Exempt	\$5,620.81		\$6,832.13	\$12,178.42		\$14,802.95	\$146,141.07		\$177,635.38

Unrep. Confidential Classifications	FLSA Status	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Senior Civil Engineer	Exempt	\$6,237.01	\$6,548.86	\$6,876.30	\$7,220.12	\$7,581.12	\$13,513.52	\$14,189.19	\$14,898.65	\$15,643.59	\$16,425.77	\$162,162.23	\$170,270.34	\$178,783.85	\$187,723.05	\$197,109.20
Senior Human Resources Analyst	Exempt	\$4,784.27	\$5,023.48	\$5,274.65	\$5,538.39	\$5,815.30	\$10,365.91	\$10,884.20	\$11,428.41	\$11,999.84	\$12,599.83	\$124,390.91	\$130,610.45	\$137,140.97	\$143,998.02	\$151,197.92
Senior Accountant	Exempt	\$4,654.30	\$4,887.01	\$5,131.36	\$5,387.93	\$5,657.32	\$10,084.31	\$10,588.52	\$11,117.95	\$11,673.84	\$12,257.54	\$121,011.67	\$127,062.25	\$133,415.37	\$140,086.13	\$147,090.44
Management Analyst II	Exempt	\$4,575.54	\$4,804.32	\$5,044.53	\$5,296.76	\$5,561.60	\$9,913.67	\$10,409.35	\$10,929.82	\$11,476.31	\$12,050.12	\$118,964.01	\$124,912.21	\$131,157.82	\$137,715.71	\$144,601.49
Human Resources Analyst II	Exempt	\$4,556.44	\$4,784.27	\$5,023.48	\$5,274.65	\$5,538.39	\$9,872.29	\$10,365.91	\$10,884.20	\$11,428.41	\$11,999.84	\$118,467.53	\$124,390.91	\$130,610.45	\$137,140.97	\$143,998.02
Public Information Coordinator	Non-Exempt	\$4,379.27	\$4,598.24	\$4,828.15	\$5,069.55	\$5,323.03	\$9,488.42	\$9,962.84	\$10,460.99	\$10,984.04	\$11,533.24	\$113,861.07	\$119,554.12	\$125,531.83	\$131,808.42	\$138,398.84
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	Exempt	\$4,287.80	\$4,502.19	\$4,727.30	\$4,963.66	\$5,211.84	\$9,290.23	\$9,754.74	\$10,242.48	\$10,754.60	\$11,292.33	\$111,482.73	\$117,056.87	\$122,909.71	\$129,055.20	\$135,507.96
Confidential Executive Assistant	Non-Exempt	\$3,832.02	\$4,023.62	\$4,224.81	\$4,436.05	\$4,657.85	\$8,302.72	\$8,717.85	\$9,153.75	\$9,611.43	\$10,092.01	\$99,632.62	\$104,614.25	\$109,844.96	\$115,337.21	\$121,104.07
Deputy City Clerk	Exempt	\$3,673.15	\$3,856.81	\$4,049.65	\$4,252.13	\$4,464.73	\$7,958.49	\$8,356.41	\$8,774.23	\$9,212.95	\$9,673.59	\$95,501.86	\$100,276.95	\$105,290.80	\$110,555.34	\$116,083.11
Human Resources Technician	Non-Exempt	\$3,570.76	\$3,749.30	\$3,936.77	\$4,133.60	\$4,340.28	\$7,736.65	\$8,123.49	\$8,529.66	\$8,956.14	\$9,403.95	\$92,839.84	\$97,481.83	\$102,355.93	\$107,473.72	\$112,847.41

LAMEA: Market Adjustment to Individual Classifications effective 06/22/25

City of Los Altos - Full Time Salary Schedule FY 25/26

Resolution 2025-XX

LAMEA Classifications	FLSA Status	Biweekly					Monthly					Annual				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Senior Network Systems Administrator	Exempt	\$5,571.08	\$5,849.64	\$6,142.12	\$6,449.23	\$6,771.69	\$12,070.68	\$12,674.22	\$13,307.93	\$13,973.33	\$14,671.99	\$144,848.21	\$152,090.62	\$159,695.15	\$167,679.90	\$176,063.90
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
Network Systems Administrator	Exempt	\$5,305.80	\$5,571.08	\$5,849.64	\$6,142.12	\$6,449.23	\$11,495.89	\$12,070.68	\$12,674.22	\$13,307.93	\$13,973.33	\$137,950.67	\$144,848.21	\$152,090.62	\$159,695.15	\$167,679.90
Associate Civil Engineer	Non-Exempt	\$5,259.15	\$5,522.10	\$5,798.21	\$6,088.12	\$6,392.53	\$11,394.82	\$11,964.56	\$12,562.79	\$13,190.93	\$13,850.47	\$136,737.83	\$143,574.72	\$150,753.46	\$158,291.13	\$166,205.69
Senior Building Inspector	Exempt	\$5,095.16	\$5,349.92	\$5,617.41	\$5,898.29	\$6,193.20	\$11,039.51	\$11,591.49	\$12,171.06	\$12,779.62	\$13,418.60	\$132,474.17	\$139,097.88	\$146,052.77	\$153,355.41	\$161,023.18
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
Emergency Response Coordinator	Non-Exempt	\$4,961.88	\$5,209.98	\$5,470.48	\$5,744.00	\$6,031.20	\$10,750.75	\$11,288.29	\$11,852.70	\$12,445.34	\$13,067.60	\$129,008.99	\$135,459.44	\$142,232.41	\$149,344.03	\$156,811.23
Senior Recreation Supervisor	Exempt	\$4,811.92	\$5,052.51	\$5,305.14	\$5,570.40	\$5,848.92	\$10,425.82	\$10,947.12	\$11,494.47	\$12,069.19	\$12,672.65	\$125,109.89	\$131,365.39	\$137,933.66	\$144,830.34	\$152,071.86
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
Assistant Engineer	Non-Exempt	\$4,636.83	\$4,868.67	\$5,112.10	\$5,367.71	\$5,636.09	\$10,046.46	\$10,548.78	\$11,076.22	\$11,630.03	\$12,211.53	\$120,557.51	\$126,585.39	\$132,914.66	\$139,560.39	\$146,538.41
Economic Development Coordinator	Non-Exempt	\$4,625.18	\$4,856.44	\$5,099.26	\$5,354.23	\$5,621.94	\$10,021.23	\$10,522.29	\$11,048.41	\$11,600.83	\$12,180.87	\$120,254.75	\$126,267.49	\$132,580.87	\$139,209.91	\$146,170.41
Maintenance Supervisor	Non-Exempt	\$4,587.99	\$4,817.39	\$5,058.26	\$5,311.18	\$5,576.74	\$9,940.65	\$10,437.69	\$10,959.57	\$11,507.55	\$12,082.93	\$119,287.85	\$125,252.24	\$131,514.85	\$138,090.60	\$144,995.13
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
Recreation Supervisor	Exempt	\$4,582.78	\$4,811.92	\$5,052.51	\$5,305.14	\$5,570.40	\$9,929.36	\$10,425.82	\$10,947.12	\$11,494.47	\$12,069.19	\$119,152.28	\$125,109.89	\$131,365.39	\$137,933.66	\$144,830.34
GIS Technician	Non-Exempt	\$4,473.14	\$4,696.79	\$4,931.63	\$5,178.21	\$5,437.12	\$9,691.79	\$10,176.38	\$10,685.20	\$11,219.46	\$11,780.44	\$116,301.54	\$122,116.61	\$128,222.44	\$134,633.57	\$141,365.25
Building Inspector	Non-Exempt	\$4,466.49	\$4,689.82	\$4,924.31	\$5,170.52	\$5,429.05	\$9,677.40	\$10,161.27	\$10,669.33	\$11,202.80	\$11,762.94	\$116,128.79	\$121,935.23	\$128,032.00	\$134,433.60	\$141,155.27
Construction Inspector	Non-Exempt	\$4,330.31	\$4,546.82	\$4,774.16	\$5,012.87	\$5,263.51	\$9,382.33	\$9,851.44	\$10,344.02	\$10,861.22	\$11,404.28	\$112,587.93	\$118,217.33	\$124,128.19	\$130,334.60	\$136,851.33
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
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
Code Enforcement Officer	Non-Exempt	\$4,062.77	\$4,265.90	\$4,479.20	\$4,703.16	\$4,938.32	\$8,802.66	\$9,242.79	\$9,704.93	\$10,190.18	\$10,699.69	\$105,631.90	\$110,913.50	\$116,459.17	\$122,282.13	\$128,396.23
Information Technology Technician	Non-Exempt	\$3,998.93	\$4,198.88	\$4,408.82	\$4,629.26	\$4,860.73	\$8,664.35	\$9,097.57	\$9,552.45	\$10,030.07	\$10,531.57	\$103,972.22	\$109,170.83	\$114,629.38	\$120,360.85	\$126,378.89
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
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
Executive Assistant	Non-Exempt	\$3,460.56	\$3,633.58	\$3,815.26	\$4,006.03	\$4,206.33	\$7,497.87	\$7,872.76	\$8,266.40	\$8,679.72	\$9,113.71	\$89,974.45	\$94,473.17	\$99,196.83	\$104,156.67	\$109,364.50
Development Services Technician	Non-Exempt	\$3,451.27	\$3,623.83	\$3,805.02	\$3,995.27	\$4,195.03	\$7,477.74	\$7,851.63	\$8,244.21	\$8,656.42	\$9,089.24	\$89,732.91	\$94,219.55	\$98,930.53	\$103,877.06	\$109,070.91
Recreation Coordinator	Non-Exempt	\$3,432.91	\$3,604.56	\$3,784.78	\$3,974.02	\$4,172.72	\$7,437.97	\$7,809.87	\$8,200.36	\$8,610.38	\$9,040.90	\$89,255.65	\$93,718.44	\$98,404.36	\$103,324.58	\$108,490.80
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
Lead Records Specialist	Non-Exempt	\$3,302.78	\$3,467.92	\$3,641.31	\$3,823.38	\$4,014.55	\$7,156.02	\$7,513.82	\$7,889.51	\$8,283.99	\$8,698.19	\$85,872.25	\$90,165.86	\$94,674.15	\$99,407.86	\$104,378.25
Records Specialist	Non-Exempt	\$3,002.53	\$3,152.65	\$3,310.29	\$3,475.80	\$3,649.59	\$6,505.47	\$6,830.75	\$7,172.28	\$7,530.90	\$7,907.44	\$78,065.68	\$81,968.96	\$86,067.41	\$90,370.78	\$94,889.32
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
Office Assistant II	Non-Exempt	\$2,768.13	\$2,906.54	\$3,051.87	\$3,204.46	\$3,364.68	\$5,997.62	\$6,297.50	\$6,612.38	\$6,943.00	\$7,290.15	\$71,971.47	\$75,570.04	\$79,348.55	\$83,315.97	\$87,481.77
Accounting Office Assistant	Non-Exempt	\$2,768.13	\$2,906.54	\$3,051.87	\$3,204.46	\$3,364.68	\$5,997.62	\$6,297.50	\$6,612.38	\$6,943.00	\$7,290.15	\$71,971.47	\$75,570.04	\$79,348.55	\$83,315.97	\$87,481.77
Office Assistant I	Non-Exempt	\$2,338.86	\$2,455.80	\$2,578.59	\$2,707.52	\$2,842.89	\$5,067.52	\$5,320.90	\$5,586.94	\$5,866.29	\$6,159.60	\$60,810.25	\$63,850.76	\$67,043.30	\$70,395.47	\$73,915.24

POA: 5% Increase effective 06/22/2025

City of Los Altos - Full Time Salary Schedule FY 25/26

Resolution 2025-XX

		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	Non-Exempt	\$6,115.21	\$6,420.98	\$6,742.02	\$7,079.13	\$7,433.08	\$13,249.63	\$13,912.11	\$14,607.72	\$15,338.11	\$16,105.01	\$158,995.59	\$166,945.37	\$175,292.63	\$184,057.27	\$193,260.13
Police Corporal	Non-Exempt	\$5,420.02	\$5,691.02	\$5,975.57	\$6,274.35	\$6,588.06	\$11,743.37	\$12,330.54	\$12,947.06	\$13,594.42	\$14,274.14	\$140,920.44	\$147,966.46	\$155,364.78	\$163,133.02	\$171,289.67
Communications Supervisor	Non-Exempt	\$5,248.38	\$5,510.80	\$5,786.34	\$6,075.66	\$6,379.44	\$11,371.50	\$11,940.07	\$12,537.07	\$13,163.93	\$13,822.12	\$136,457.96	\$143,280.85	\$150,444.90	\$157,967.14	\$165,865.50
Police Officer	Non-Exempt		\$5,374.61	\$5,643.34	\$5,925.51	\$6,221.78		\$11,644.99	\$12,227.23	\$12,838.60	\$13,480.53		\$139,739.83	\$146,726.82	\$154,063.16	\$161,766.32
Lead Communications Officer	Non-Exempt	\$4,820.03	\$5,061.03	\$5,314.08	\$5,579.79	\$5,858.77	\$10,443.39	\$10,965.56	\$11,513.84	\$12,089.54	\$12,694.01	\$125,320.74	\$131,586.78	\$138,166.12	\$145,074.42	\$152,328.14
Crime Analyst	Non-Exempt	\$4,521.78	\$4,747.87	\$4,985.26	\$5,234.52	\$5,496.25	\$9,797.18	\$10,287.04	\$10,801.40	\$11,341.47	\$11,908.54	\$117,566.22	\$123,444.53	\$129,616.76	\$136,097.59	\$142,902.47
Communications Officer	Non-Exempt	\$4,413.96	\$4,634.66	\$4,866.39	\$5,109.71	\$5,365.20	\$9,563.58	\$10,041.76	\$10,543.85	\$11,071.04	\$11,624.59	\$114,762.95	\$120,501.10	\$126,526.16	\$132,852.46	\$139,495.09
Police Officer Trainee	Non-Exempt	\$5,118.67					\$11,090.46					\$133,085.55				
Community Service Officer	Non-Exempt	\$3,643.53	\$3,825.71	\$4,016.99	\$4,217.84	\$4,428.73	\$7,894.32	\$8,289.03	\$8,703.48	\$9,138.66	\$9,595.59	\$94,731.79	\$99,468.38	\$104,441.80	\$109,663.89	\$115,147.09

Teamsters: Market Range Adjustment to Individual Classifications, effective 06/22/25

City of Los Altos - Full Time Salary Schedule FY 25/26

Resolution 2025-XX

Teamsters Classifications	FLSA Status	Biweekly					Monthly					Annual				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Senior Maintenance Technician	Non-Exempt	\$3,962.79		Open Range		\$4,816.80	\$8,586.05		Open Range		\$10,436.39	\$103,032.57		Open Range		\$125,236.74
Senior Wastewater Maintenance Worker	Non-Exempt	\$3,843.09	\$4,035.24	\$4,237.01	\$4,448.86	\$4,671.30	\$8,326.70	\$8,743.03	\$9,180.18	\$9,639.19	\$10,121.15	\$99,920.34	\$104,916.36	\$110,162.17	\$115,670.28	\$121,453.80
Maintenance Leadworker	Non-Exempt	\$3,674.61		Open Range		\$4,466.51	\$7,961.65		Open Range		\$9,677.44	\$95,539.83		Open Range		\$116,129.26
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
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 Technician	Non-Exempt	\$3,442.84		Open Range		\$4,184.80	\$7,459.49		Open Range		\$9,067.06	\$89,513.93		Open Range		\$108,804.74
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
Wastewater Maintenance Worker I	Non-Exempt	\$3,169.78	\$3,328.27	\$3,494.68	\$3,669.42	\$3,852.89	\$6,867.86	\$7,211.25	\$7,571.81	\$7,950.40	\$8,347.92	\$82,414.28	\$86,534.99	\$90,861.74	\$95,404.83	\$100,175.07
Maintenance Worker II	Non-Exempt	\$3,057.72		Open Range		\$3,716.67	\$6,625.05		Open Range		\$8,052.79	\$79,500.60		Open Range		\$96,633.47
Maintenance Worker I	Non-Exempt	\$2,751.78		Open Range		\$3,344.80	\$5,962.18		Open Range		\$7,247.07	\$71,546.18		Open Range		\$86,964.82

Part-Time Classifications: Market Range Adjustment to Individual Classifications, effective 06/22/25

City of Los Altos - Part-Time Hourly Rate Schedule FY 25/26

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	Non-Exempt	Part-Time	Hourly	\$55.00	\$85.40
Network Engineer	Non-Exempt	Part-Time	Hourly	\$57.77	\$80.62
Public Safety Specialist - Dispatch	Non-Exempt	Part-Time	Hourly	\$66.21	\$80.48
Emergency Preparedness Coordinator	Non-Exempt	Part-Time	Hourly	\$62.03	\$75.39
Police Officer - Level I	Non-Exempt	Part-Time	Hourly	\$67.00	\$67.00
IT Technician	Non-Exempt	Part-Time	Hourly	\$49.99	\$60.76
Parking Enforcement Officer	Non-Exempt	Part-Time	Hourly	\$45.54	\$55.36
Property & Evidence CSO	Non-Exempt	Part-Time	Hourly	\$45.54	\$55.36
Project Coordinator	Non-Exempt	Part-Time	Hourly	\$34.60	\$50.00
Department Support Specialist	Non-Exempt	Part-Time	Hourly	\$37.00	\$46.00
Public Safety Specialist - Records	Non-Exempt	Part-Time	Hourly	\$37.53	\$45.62
Clerical Assistant II	Non-Exempt	Part-Time	Hourly	\$29.24	\$35.54
Recreation Specialist	Non-Exempt	Part-Time	Hourly	\$25.00	\$33.11
Maintenance Worker I	Non-Exempt	Part-Time	Hourly	\$26.10	\$32.72
Intern	Non-Exempt	Temporary	Hourly	\$18.00	\$30.00
Clerical Assistant I	Non-Exempt	Part-Time	Hourly	\$20.00	\$29.50
Records Management Assistant	Non-Exempt	Part-Time	Hourly	\$20.00	\$29.50
Senior Recreation Leader	Non-Exempt	Seasonal	Hourly	\$20.00	\$25.00
Facility Attendant	Non-Exempt	Part-Time	Hourly	\$18.20	\$24.25
Recreation Leader	Non-Exempt	Seasonal	Hourly	\$18.20	\$21.50
Council Member	Non-Exempt	Part-Time	Stipend	Stipend \$950.00 / Month	
Police Officer - Level II	Non-Exempt	Per-Diem	Stipend	Stipend \$200.00 / Month	

FY 24-25	
Location	Description
Maintenance of existing SRS infrastructure	
San Antonio/Hawthorne Ave	Approved for new Rectangular Rapid Flashing Beacon (RRFB) system; waiting for materials
Almond Ave/Solana Dr	Approved for new radar speed signs (RSS) system; waiting for materials
San Antonio/Almond	Replaced traffic signal green bulb NW corner going west
	Installed new green bike LED on NE corner
	Cleaned cameras/cabinets, adjusted Ph8 camera
Eastwood Dr/Covington Rd	Installed new Carmanah RSS
Homestead Rd/Fallen Leaf Ln	Installed new circuit board
Almond Ave/Clark Ave	Installed new batteries/fuse but whole system didn't work. Recommended new system
	Approved for new RRFB system; waiting for materials
San Antonio Rd/Portola Ave	Replaced push button at SE corner
	Installed new Carmanah RRFB
San Antonio Rd/Edith Ave	Replaced PH2 12" green ball & SWC 5 section green arrow signal head
	Replaced push button at NW corner
	Installed new EVP
	Repaired foundation and installed new pole/signal light
	Installed new 5 section signal head and framework
1221 Covington Rd/Thatcher Dr	Approved for new RSS system; waiting for materials
San Antonio Rd/Hillview Ave	Installed new Carmanah RRFB
San Antonio Rd/Loucks Ave	Replaced new screws for crosswalk button boxes
Almond Ave/Higgins Ave	Approved for new RSS system; waiting for materials
Jardin from Valencia to Alicia/City Limit	Mill and overlay and install new bike lane

FY 25-26	
Location	Description
New SRS infrastructure to be built	
Spring from Foothill Expressway to 905 Springer	Install bike lane with 2' wide buffer

Stoneheaven Dr from St. Matthew to end	Create a edge line to provide buffer for an area for pedestrian to walk on the side of the road.
University Ave to Edith Ave to Burke Rd	Creat a sharrow road from Burk to end.
Alicia from Almond Ave to Jardin Ave	Create a sharrow road
Newcastle from Grant to Fremont	Create a sharrow road
University Ave from Burke Rd to Anita Ave	Creat a sharrow road from Burk to end.
Grant from Grant/Foothill Expy to Homestead	Install bike lane with 2' wide buffer when feasible
El Monte from Cuesta Dr to Clark Ave	Install bike lane with 2' wide buffer

City of Los Altos

Purchasing Policy

JUNE 2025



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Exhibit - Minimum Insurance Requirements	Page (to be inserted later)
Exhibit - Purchase Card Policy	Page (to be inserted later)

ETHICAL GUIDELINES

- Compliance with legal prohibitions on conflicts of interest, including the Political Reform Act and Government Code §1090, is required.
- Purchasing from or contracting with a business entity wholly or partially owned or operated by a City employee, or employee's spouse, is prohibited unless approved in advance by the City Manager. Any employee with such an ownership interest must have no official (City) role in the contracting process.
- Purchasing from or contracting with a business entity wholly or partially owned or operated by a family member of a City employee must be approved in advance by a Department Head in writing. To avoid any purchasing conflicts and contract administration issues, any City employee with a familial relationship to a City contractor must disclose the relationship to the Department Head. Such employees must have no official (City) role in the contracting process. A familial relationship is defined as grandparent, grandchild, parent, child, son-in-law, daughter-in-law, parent-in-law, or sibling relationship.
- A City employee may not participate in the contracting process if they have a financial interest in any person(s), firm, or business entity involved with providing goods or services to the City.
- Departments must make every attempt to ensure open and competitive purchases.
- Splitting purchases for the purpose of evading the procedures outlined in this document is strictly prohibited.
- The receipt of any monetary or non-monetary gifts, gratuities, promotional items, rebates, or kickbacks of any value from a prospective or actual contractor or vendor to a City employee is prohibited.

OVERVIEW & RESPONSIBILITIES

Implementing a formal policy and process of procuring goods and services, including a purchase order process, provides several key benefits. It supports clear purchase specifications, avoids disputes with vendors, builds an audit trail, allows level competition to set prices, controls spending limits, creates a system of checks and balances, and enhances public trust. The following principles were used in developing this document, and are as follows:

- This policy addresses the acquisition of equipment, materials, supplies, maintenance services, and professional services in accordance with the Los Altos Municipal Code. It does not address the procurement of public work projects as defined by the California Public Contract Code.

- The Finance Director is responsible for implementing this document. Administrative changes or interpretations to this document shall be approved by the City Manager to clarify instructions and address tactical operational needs.
- The City Attorney or other Attorneys used do not have any financial authority but are responsible for reviewing items directed to them by a Department Director, Risk Manager or City Manager. Legal review(s) could be contracts, Purchase Orders (PO), Blanket Purchase Orders (BPO), or other Service Agreements as defined in this document.
- Purchasing is decentralized, with each Department Director responsible for coordinating purchasing efforts in their operations. Initiated through a departmental Requisition (REQ), Finance shall review Purchase Orders (PO), Blanket Purchase Orders (BPO), Purchasing Contract Agreements (PCA) or Contract Purchase Orders (CPO).
- No requisition or BPO, PO, PCA or CPO lacking sufficient appropriation levels as set in the adopted budget will be undertaken.
- Purchases shall not be split to avoid required bid levels or authorizing dollar limits.
- Competitive bids shall be sought using the scope and dollar limits outlined herein whenever possible. A minimum of two (2) quotes are required with three (3) quotes preferred. Requests for Bids should consider the quality necessary to meet the City's needs.
- Service and pricing negotiation is encouraged by the procurement of professional or maintenance services bound via the execution of a City-compliant contract approved by the Risk Manager.
- Contracts and Service Agreements must have the approval of the Risk Manager.
- A City Business License shall be required of any vendor providing construction or maintenance services within the City of Los Altos. Professional Services such as specialized consultant whom do not maintain offices within the City of Los Altos are not required to maintain a City Business License.
- Emergency purchases are allowed under the conditions set forth herein.

A VARIETY OF WAYS TO MAKE PURCHASES

Purchasing methods vary with the dollar amount and nature of the purchase as follows:

Method of Purchase	Purchase Type	Subject to Bidding	Supporting Documents	Conditions	Dollar Limits
Petty Cash	Small dollar items on a reimbursement basis	No	Approved petty cash slip - original receipt - invoice	Cannot supplant existing Purchase Orders or Contracts	\$100 or Under
City Calcard	Small dollar items	No	Purchase Card Log/Statement/ receipts/invoice/ delivery packing slip	Cannot supplant existing Purchase Orders or Contracts	Dept set transaction limits and monthly max card limits
Direct Vendor Purchases	Small dollar items	No	Approved invoice/receipt /check request	Cannot supplant existing Purchase Orders or Contracts	Under \$10,000
Purchase Order (PO)	Large dollar purchases requiring bids	Required	Approved requisition/PO/ invoices/receipts	Not to be used for professional services	\$10,000 and over
Blanket Purchase Orders (BPO)	Routine repetitive purchases using pre-established vendor	Required	BPOs ID - receipt - invoice - packing slip if delivered	Not to be used for professional services	Subject to established annual limits and dept. approval authority

	arrangements. City ID required at point of sale.				
Contract Purchase Orders (CPO)	Contracted services - either maintenance or professional	See PCA or PSA below	Negotiated and executed Contract	Contracted annual limits and dept. approval authority	City Council approval over \$125,000
Purchase Contracts Agreements (PCA)	Routine repetitive purchases using pre-established vendor arrangements	Required	Negotiated and executed Contract and CPO	Contracted annual limits and dept. approval authority	Council approval at \$125,000 and over
Professional Service Contract	Professional services based on need - pricing competition encouraged	Recommended	Negotiated and executed Contract and CPO	Contracted annual limits and dept. approval authority	Council approval at \$125,000 and over

A more detailed discussion of these purchasing methods follows:

Petty Cash is used for infrequent purchases under \$100 requiring immediate funding. Petty cash draws must be supported by original receipts and an approved petty cash form denoting a clear business purpose and budget coding. Petty cash shall never be used for personal change requests and is only accessible to designated department custodians. Department Director approval is always required. Replenishment requests to Finance require full reconciliation and approval.

Calcards accommodate small dollar purchases under \$10,000 and are limited to pre-established monthly maximums. They are issued for use only with department director's approval and the execution of a formal employee agreement. The requirements outlined in the Purchasing Card Policy must be strictly adhered to. Calcards are issued jointly in the City's and employee's name and shall only be used by the employee they are issued to.

Cardholders are responsible for reconciling monthly statements and completing a fully documented and approved transaction log. The proper use of Calcards along with timely payment submittal and complete documentation will be strictly enforced with violations promptly resulting in the revocation of Calcard usage.

Direct Vendor Purchases for one-time purchases that fall under \$10,000 and can be submitted for payment using original vendor receipts/invoices. This method should not be used to supplant existing BPO or PCA arrangements. Original vendor receipts/invoices must be marked with a City standard approval and budget coding, be submitted on a timely basis with proper approvals and include a clear/concise description of purpose. With increased volume trends, a BPO or PCA can be established for vendors to use repetitively given proper bidding procedures are followed.

Purchase Orders (POs) facilitate purchases of over \$10,000. They follow the submission of a purchase requisition (REQ) to Finance, are subject to bidding either at the informal or formal level (as defined below) and require department director established authorizations.

Blanket Purchase Orders (BPOs) are based on pre-bid agreements with specific vendors. They promote efficiency by simplifying access to routinely needed goods and services.

- The establishment of a BPO requires competitive bidding.
- A BPO has a pre-defined, as coordinated with the requesting department, annual maximum limit tracked by the Finance Department. Purchases shall be supported by identifying BPO ID #, department approvals, original receipts, and invoices prior to payment. Budget/account codes and a clear business purpose shall always be noted.
- Requests to increase annual BPO limits must be approved by the department director and the Finance Director or their designee. BPO activity will be reviewed annually by the Finance Department as a basis for justifying the continuance of any one vendor. It is the requested department's responsibility to rebid periodically (no more than three to five years) to ensure the best possible pricing, service and availability.
- Department directors may request additional BPO vendors by submitting an email to the Finance Department. Criteria for establishing a BPO includes frequency of ordering, the dollar amount of each order and the absence of an established contract.
- Regardless of the annual dollar maximum limit, BPO purchases are subject to the signing authority approvals and transaction limits developed by departments and reviewed by the Finance Department.

Purchase Contract Agreements (PCAs) may be beneficial in establishing firm pricing and an ongoing source of goods and services. This entails entering a multi-year contract. Much

like a BPO, these contracts allow departments to access repetitively needed goods and services with minimal procedural overhead.

- The establishment of a Purchase Contract requires competitive bidding and use of City- compliant and approved contract. The approvals of the City Manager, Risk Manager, and Finance Director are required.
- The Risk Manager’s approval is required at the initiation of the PCA and annually thereafter if the cost of the initial agreement is modified by over 5% in total.
- Departments may request the establishment of a contract for a particular product or service in coordination with the Finance Department with the submission of a Contract Purchase Order (CPO). Criteria for establishing contracts include frequency of ordering, the dollar amount of each order and barriers to contracting such as insurance requirements.
- A contract CPO must be authorized by the Assistant City Manager, and be submitted to the Finance Department, it must include the agreement executed as an attachment.

Cooperative Purchasing Agreements, The City Manager, where advantageous to the City, may, by cooperative purchasing agreements or arrangements, purchase supplies, equipment, and materials through legal contracts of other governmental jurisdictions or public agencies without further competitive bidding by the City. The City may act as the cooperating purchasing agent for other public entities.

Professional Service Contracts are discussed in the following sections of this policy and can only be authorized via an executed formal City-compliant contract approved by the Risk Manager. Although not required by Ordinance, competitive selection and pricing are highly encouraged. Departments may request the establishment of a professional service contract in coordination with the Finance Department through submission of a Contract Purchase Order (CPO). The approvals of the City Manager, City Attorney (if deemed required), Risk Manager, and Finance Director are required.

ENVIRONMENTAL PROCUREMENT PRACTICES

SECTION 1. PURPOSE

The City of Los Altos recognizes its responsibility to minimize negative environmental impacts of the City’s activities by ensuring the procurement of services and products that reduce toxicity; conserve natural resources, materials, and energy; and maximize recyclability and recycled content while supporting a diverse, equitable, and vibrant community and economy.

The purpose of this policy is to support procurement decisions that align with the City’s sustainability standards and goals as identified in the adopted Climate Action and Adaptation Plan (CAAP). This policy is applicable to all departments and divisions, to incorporate environmental considerations including but not limited to recycled-content paper and recovered Organic Waste product use into purchasing practices and procurement.

This section will:

- Provide implementation guidance.
- Communicate the City’s commitment to sustainable purchasing to its employees, vendors, and the community.
- Protect and conserve natural resources, water, and energy.
- Minimize the City’s contribution to climate change, pollution, and solid waste disposal.
- Empower employees to be innovative and demonstrate leadership by considering sustainability benefits when making purchasing decisions; and
- Comply with State requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383 procurement regulations) to procure a specified amount of Recovered Organic Waste Products to support Organic Waste disposal reduction targets and markets for products made from recycled and recovered Organic Waste materials, and to purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.

SECTION 2. POLICY

Requirements for City Departments or Procurement Practices

- A. If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of the City shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non- recycled items, consistent with the requirements of the Public Contracts Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.
 1. All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).

2. Provide records to the City of all Paper Products and Printing and Writing Paper purchases on a schedule to be determined by the City and not less than annually (both recycled content and non-recycled content, if any is purchased) made by a division or department or employee of the City.

Requirements for Vendors

- A. All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to the City shall:
 1. Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item, and available at equal or lesser price.
- B. All vendors providing printing services to the City via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), fiber weight, postconsumer fiber, or as amended by Public Contract Code Section 12209.

Compost and SB 1383 Eligible Mulch procurement.

- A. Divisions and departments responsible for landscaping maintenance shall:
 1. Use SB 1383 Eligible Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in the Glossary section of this Policy, for landscaping maintenance as practicable, whenever available, and capable of meeting quality standards and criteria specified.
 2. Keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to the City, on a schedule to be determined by City.
Records shall include:
 - a. General procurement records, including:
 - i. General description of how and where the product was used and applied, if applicable.
 - ii. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured.
 - iii. Type of product.
 - iv. Quantity of each product; and,
 - v. Invoice or other record demonstrating purchase or procurement.
 - b. For Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of

Compost and SB 1383 Eligible Mulch provided to residents. Records shall be maintained and submitted to the City in accordance with the requirements specified in Section 3.

3. When a Direct Service Provider for the City procures compost or mulch, enter into a written contract or agreement or execute a purchase order between the City and Direct Service Provider with enforceable provisions that include: (i) definitions and specifications for SB 1383 Eligible Mulch, Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion; and, (ii) an enforcement mechanism (e.g., termination, liquidated damages) in the event the Direct Service Provider is not compliant with the requirements.
 - a. Renewable Gas procurement (used for fuel for transportation, electricity, or heating applications). For Renewable Gas procurement, Jurisdiction shall:
 1. Procure Renewable Gas made from recovered Organic Waste for transportation fuel, electricity, and heating applications to the degree that it is appropriate and available for the Jurisdiction.
 2. Keep records in the same manner indicated in Section 3 for Renewable Gas procured and used by the Jurisdiction, including the general procurement of record information specified in Section 3, and submit records to the City on a schedule to be determined by the City and not less than annually. Jurisdiction shall additionally obtain the documentation and submit records specified in Section 3 below, if applicable.

SECTION 3. RECORDKEEPING

- A. The City will do the following to track Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper:
 1. Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of the City's documentation of its compliance with 14 CCR Section 18993.3.
 2. Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic

Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the City to develop evidence of the City meeting its Annual Recovered Organic Waste Product Procurement Target. These records must be kept as part of the City's documentation of its compliance with 14 CCR Section 18993.1.

BIDDING & AUTHORIZATION LIMITS

Competitive bidding promotes fair pricing commensurate with the quality required. The City awards equipment, materials, supplies and maintenance service bids to the lowest priced responsible and suitable bidder. This means that the prevailing bidder is the one who best responds in price, quality, service, fitness or capacity to the requirements of the City. The selection process also considers the ability of the vendor to deliver the needed product, obtain access to available of parts or service, prior experience and system compatibility.

Approval Codes:	Approval Levels	Approving Documents
DH	Department Head	REQ, PO, CPO
DE	Department Head designee*	
FD	Finance Department	
ACM	Assistant City Manager	
CM	City Manager	
CC	City Council	

* See Signature Authority below

Dollar Limits	Bidding Requirements	Required Approvals
\$10,000 to \$50,000	Informal bids	DH or DE & FD
Over \$50,000 under \$125,000	Formal bids	DH & FD & ACM & CM
\$125,000 and over	Formal published/ advertised bids	DH & AS & CM & CC

* Purchases under \$10,000 do not require bids although approvals are required from a Department Head and/or Designee for all purchases

- **Purchases from \$10,000 to \$49,999.99** require informal bids by the requesting department with quotes obtained from at least two (2) vendors. Telephone quotes are acceptable although written quotations are preferred. Email quotes are allowed. All quotes must be documented and submitted, in comparative format, as part of the approved requisition (REQ) prior to PO, CPO issuance.
- **Purchases over \$50,000 to \$124,999.99** require formal bids by the requesting department. This entails the preparation of written specifications, vendor solicitations and sealed bids. The department requested shall contact as many vendors as necessary and obtain at least two (2) written quotes with three (3) quotes recommended. If the minimum number of quotations cannot be obtained, evidence of the attempt should be documented and kept on file. Professional Services are exceptions.
- **Purchases of \$125,000 and over** require formal bidding as discussed above but bear the additional requirement of having bid invitations formally published on the City's electronic bid portal, and regional newspaper before sealed bid opening.

The communication of specifications helps ensure that required, ordered and received items meet the desired level of quality, performance or design. Clarity and completeness in writing specifications avoids a mismatch between vendor compliance and operational needs. It is imperative that staff clearly communicate these requirements in the bid process and inform suppliers, at the time of the bid, exactly what it is that the City needs.

The splitting of purchases to avoid bid and authorization limits is a clear violation of these instructions. Furthermore, purchase cost estimates should always include necessary post-manufacturer add-ons and be included in the Bid specifications.

Bid Cancellations - City Council may cancel an invitation for bids, a request for proposal or other solicitations and may reject some or all bids or proposals when it is determined that cancellation or rejection serves the best interest of the City.

Cooperative Purchasing - Where possible, Cooperative Purchasing may be a benefit to the City. With cooperative purchasing, public entities may mutually make purchases, achieving significant economies of scale. Although public entities together prepare specifications and receive bids, each public entity executes its own contract, administers the procurement function and finances the purchase independently.

BIDDING EXCEPTIONS

Sole Source Procurements

Sole source procurements involve good and/or services that can only be practically obtained from one source. Justification will be based on the following:

- The contractor or supplier is the sole provider of the goods or service.
- The contractor or supplier is the only source permitted to provide the service or supply based on the manufacturer's agreement acting as the sole representative in the geographical area.

The person requesting the purchase is to prepare written correspondence justifying and describing the reason for the sole source purchase and must have the approval of the department director. This documentation must be submitted to the City Manager or Assistant City Manager and Finance Director along with the requisition for approval.

Emergency purchases

For the purposes of this section, an emergency shall be deemed to exist if:

- A public disaster occurs; or
- An emergency is declared by the City Council or City Manager
- There is an immediate need to prepare for national or local defense; or
- There is a breakdown in machinery or an essential service which requires the immediate procurement of supplies and equipment to protect the public health, welfare, or safety; or
- Public health, welfare, or safety would be greatly hampered, if there was an undue delay in the procurement of the needed item

Authority - The City is not required to engage in competitive bidding in an emergency. The City Manager or designee holds the authority to waive any procedures in these instructions that are not statutorily mandated when making emergency purchases of supplies, equipment, materials or services.

If the purchase equals or exceeds \$125,000 for construction work, supplies, equipment, materials or services (including professional services), after-the-fact ratification is to be obtained by adoption of City Council Resolution at the soonest possible public meeting following the expenditure.

If, at the time of the emergency, neither the City Manager nor designee are available, department directors may order the needed commodity from the nearest available source.

As they become accessible, the City Manager, designee and Finance Director should be immediately notified of the purchase.

Initiating the Purchase - Emergency purchases can be made by designated staff responsible for the emergency response. Staff should attempt to determine the best price and quality of goods or services available and advise their department director at the earliest possible opportunity. The Department Director is to relay such information to the City Manager or designee promptly.

Finance Department Notification – Soon after placing the order, the Finance Department is to be notified of: (1) of the emergency purchase; (2) the nature of the purchase and emergency; (3) the Department Director or authorized designee approval; (4) the name and location of the vendor; and (5) the City Manager approval pursuant to the procedures outlined above. This information is to be provided via the Emergency Purchase Documentation form.

Emergency Credit Card Limits - In times of emergency, the City Manager and Department Directors may request a temporary increase in individual credit card transaction limits from the Finance Department up to a maximum of \$100,000.

Federal Emergency Management Agency (FEMA) - In all cases, the documentation requirements of both the local and federal FEMA agencies are to be complied with as the City's emergency response team is activated. The tracking of work/OT hours by location, position(s) and incident, invoices/receipts and photographs will ensure cost recovery when claims are ultimately submitted.

City Council Discretion - In its discretion, the City Council may reject any and all bids only when an emergency requires that an order be placed with the nearest available source of supply, when the amount involved is less than an amount to be set by the City Council by resolution, or when the commodity can be obtained from only one (1) vendor.

BUDGET AUTHORITY LEVELS

Budget Responsibility - The annual budget is an essential element of the financial planning, control, and evaluation process of the City. It is reviewed each fiscal year by the City Council and is designed as a financial blueprint for the City to follow.

Upon adoption, the various amounts approved in the budget are recorded in the City's financial system. Monthly reports are provided to departments, programs or project managers in order to track expenditures activities and compliance with budget limits. It is the responsibility of each Department to maintain control of their budgets.

Per fiscal policy, Department Directors have budget control at the total department appropriation level. The City Manager’s budget authority is at the Fund and Capital Improvement Project level. This means no Department Director can transfer to/from or utilize the budget of another department – they cannot cross departmental or capital project lines of appropriation. The City Manager may approve transfers between department/programs but cannot increase the appropriation limit of any one (1) fund or any one (1) Capital Improvement Project. Any increase in appropriation levels within any one (1) Fund or adopted Capital Improvement Project must be authorized by the City Council. This authority relationship is as displayed graphically below.

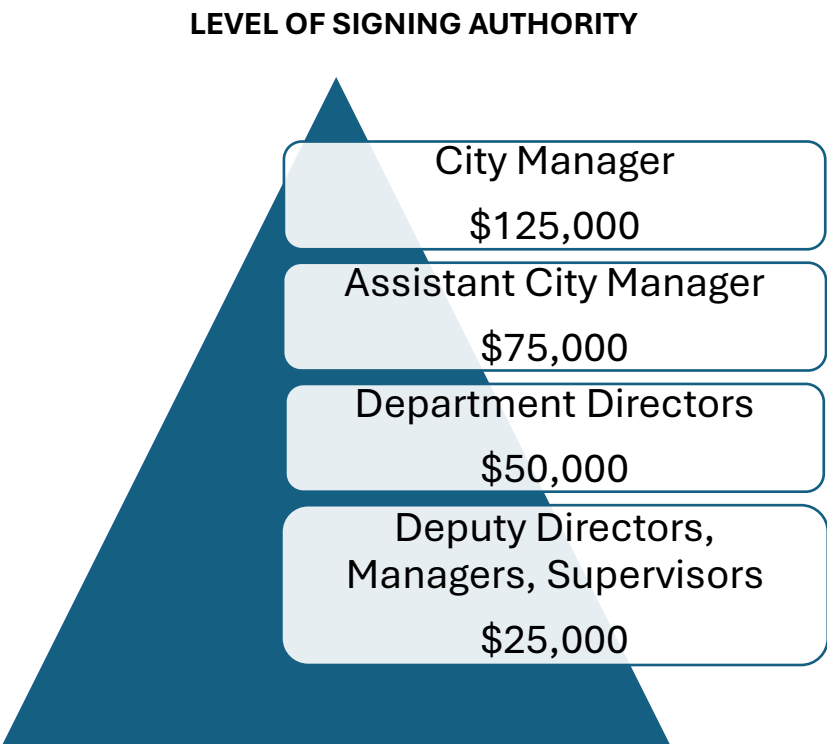


It is critical that all expenditures be coded to the appropriate account classifications during the year without restriction to itemized line-item limits (excluding salary and benefit items and total capital project appropriations). The accurate reporting of expenditure types allows for the refinement of budget variances each year.

SIGNATURE AUTHORITY & APPROVALS

The Finance Department maintains an authorized signatory list, including individual approval dollar limits and areas of responsibility, of employees designated by Department Directors to approve and sign for purchases. Department Directors may delegate signing authority up to a maximum of \$25,000 to a Division Manager but must submit such authorization in advance via the signed signatory list previously referenced herein. Overall functional signing limits are established as displayed in the following chart. Purchase requests received by the Finance Department lacking appropriate approval will be returned promptly to the requesting department before any purchase order is issued and/or payments

are processed. Any late charges arising from such processing delays will need to be charged against the department budget.



Change Orders

The submission of change orders to an existing PO, CPO or PCA can alter the level of approvals required up to, and including, the need for City Council action. The determination of authorization levels should include the total of the purchases including the accumulated value of related change orders.

Information Technology Purchases

All Information Technology (IT) purchases must be approved in advance by the IT Manager or designee to ensure compliance with City hardware and system standards. Similarly, IT is required to be consulted for any planned purchases of software and hardware arising during the budget process and in the development of system specifications. IT cannot make purchases on behalf of the operating department without documentation pre-authorized by the department director. This approval will be documented via the completion of the IT Work-Order form.

Shared Cost Purchases & Payroll Payments

Some shared costs, such as utilities (phone, water, gas, electric, insurance, Software annual maintenance or subscription payments, etc.), fuel, facilities and payroll/benefits deductions (taxes, health benefits, PERS, etc.), require broadly defined processing methods as they are operational in nature and addressed in the budget on a bulk basis. Such payments are held to categorical budget appropriation limits, are centrally processed by the Finance Department, fall outside individual authorizing dollar limits, and are handled in bulk form in the monthly accounting process. These items are reviewed by the Finance Department for completeness, budget compliance and accuracy as they are processed. The basis for these shared cost allocations should be developed by the Finance Director in coordination with the impacted departments and discussed in the annual and mid-year budget process.

Warehouse Orders, Shared Building Supplies & Fuel

Limited items are available for order through the Maintenance Services warehouse. These mostly include janitorial supplies, fuel, office paper, kitchen supplies and can simply be requested via email or phone. They will be charged to the ordering department at the month-end based upon inventory pricing. Supplies delivered to shared cost sites, such as City Hall, will be allocated among benefitting programs on a reasonable basis. Maintenance services shall document these purchases monthly as a basis for financial reporting.

Equipment Purchases Identified in the Budget Process

All new and replacement requests for equipment or vehicles are itemized and submitted to the Finance Department as part of the annual budget process or at the time of mid-year budget review. At budget adoption, these specifically identified items will be considered approved. In procuring these items, departments are to strictly follow the bid and approval procedures set forth herein but may finalize such purchases without returning to City Council. However, City Council approval must be obtained if additional appropriations are required above the original adopted budget or if the nature of the purchase is substantially altered.

FIXED ASSET IDENTIFICATION & TRACKING

Any tangible item with a useful life of at least one (1) year and a purchase cost, including sales tax and incidentals, of \$10,000 or more is considered a fixed asset. These items are to be identified by a unique identifying number (ID) and tracked during their lifecycle. Items that do not fit within the dollar threshold for a fixed asset, but are considered valuable, such as cellular phones, cameras or computers should also be identified by a City ID. Departments are responsible for ensuring that unique identifying numbers (serial numbers/VIN #s) are evident in the supporting documentation provided to the Finance Department and for

safeguarding City assets, regardless of the value. Departments should expect to account for the asset's condition and location as part of a year-end inventory.

Physical movement of any fixed asset, even within a department, must be approved by Department Directors or designees and coordinated with the Finance Department to ensure that inventories are updated with the proper location. The physical disposal of any fixed asset must be approved by Department Directors and designees and coordinated with the Finance Department and Facilities Division to ensure that inventory listings are updated.

Periodically, the Finance Department or assigned independent auditors will conduct unscheduled audits to trace actual expenditures to physical assets on site. Departments shall accommodate the performance of these audits of asset purchases upon request.

PROFESSIONAL SERVICES

Professional services include those provided by industry specialists such as lawyers, accountants, actuaries, technology specialists, planning, building, and financial consultants. These services, beyond the realm of public works contracts, are exempt from bidding requirements as their selection is based on expertise, experience and proficiency rather than price. As a matter of practice, the City highly encourages competitive bidding for all service contracts and formal RFPs for contracts with values over \$25,000.

Agreements with vendors for services can be for a three (3) year period with up to a two (2) year extension of the agreement to a total of no more than five (5) years. At the conclusion of the five (5) years, it is recommended that the agreement be re-bid to test the price of like services in the marketplace and to provide other vendors with an opportunity to present a bid for services. Agreements posted on the Template drive contain the language needed to state the "term" (length of time) of the agreement. For existing agreements that are ongoing until terminated, consult with the Risk Manager to ensure agreements are revised to include a five (5) year term or proper amendment language.

Managers are to review with the Risk Manager each ongoing software or licensing agreement that exceeds the five (5) year term. These agreements are evaluated on a case-by-case basis for the length of term of the agreement and amendment language.

All contracts entered by the City require the City Attorney (review, if requested), City Manager, Risk Manager, Department Director and Finance Director approval. Contracts over the annual dollar limit listed below require City Council approval prior to the award. The City encourages staff to issue requests for proposals (RFP) as a measure of due diligence in competitively seeking and awarding these services.

Value of Non-Legal Professional Services	Recommended Number of Proposals	Required Approvals
\$10,000 to \$24,999.99	The department must conduct an evaluation of options but does not have to obtain written proposals.	Department Director, Finance Director
\$25,000 to \$549,999.99	Formal RFP and two (2) written proposals recommended	Department Director, Finance Director
\$50,000 to \$99,999.99	Formal RFP and two (2) written proposals recommended	City Attorney, Department Director, Finance Director, City Manager
\$100,000 and over	Formal RFP and two (2) written proposals recommended	City Attorney, Department Director, Finance Director, City Manager, City Council

Value of Legal Services	Recommended Number of Proposals	Required Approvals
Up to Annual Budgeted Appropriation for Legal Fees	City Attorney to evaluate needs based on expertise	City Attorney, Finance Director, City Manager
Above Fund Level Budgeted Appropriation	City Attorney to evaluate needs based on expertise	City Council

** Services under \$10,000 do not require bids although approvals are required from a Department Director and/or designee for all purchases.*

Legal Fees

The Los Altos Municipal Code establishes that the City Attorney “may retain or employ other attorneys, assistants or special counsel as may be needed to take charge of any litigation or legal matters or assist the City Attorney therein provided.

The City Attorney estimates these costs at the preparation of the budget on a gross basis. Such payments are held to categorical budget appropriation limits, and are centrally processed by the Finance Department, and therefore fall outside individual authorizing

dollar limits, and are approved by the City Manager. These items are reviewed by the Finance Director for completeness, budget compliance and accuracy as they are processed.

Changes in the scope of existing contracts may trigger a higher level of required approvals.

Professional Services must be initiated and approved via the use of a CPO. Professional Services shall be entered into contractually using a City-compliant executed contract and require the approval of the Risk Manager.

Professional Service Travel Costs - Professional service firms often bill clients for their direct and indirect costs, such as travel, photocopying, proposal preparation, etc. It is advisable that potential providers are informed of, and make documentation available in support of, the City operating travel policies including the following:

- Airfare: The City will not reimburse first class, business class, boarding preferences or other premium types of transportation.
- Hotel: The City will reimburse reasonable hotel accommodation (i.e., single or double rooms, but no suites) and encourage obtaining a government rate in a local venue.
- Meals: Reimbursement for meals is limited to the current IRS per diem rate for the destination city.
- Car Rental: Rental vehicles shall be mid-sized class or smaller with rates commensurate with those offered by major rental companies. Use of luxury cars, specialty vehicles, or other non-standard cars will not be reimbursed. Insurance will be provided under the driver's or company's own policy. Additional insurance coverage offered by the car rental company is not reimbursable by the City.
- Entertainment/Personal Services: Under no circumstances are expenses related to entertainment (i.e., theater tickets, sporting events) or personal services (i.e., dry cleaning, haircuts) reimbursable.
- Deliveries/Transmittals: Deliveries for which the City is billed will be transmitted in the most economical manner reasonably, unless otherwise required by the City.
- Proposal Costs: The City will not reimburse the vendor for any costs associated with the preparation of a proposal.

ADDITIONAL GUIDANCE

FISCAL YEAR-END CUT OFF

The City's fiscal year runs from July 1 to June 30. To allow for adequate processing time certain types of purchases must be completed well before the end of the fiscal year. While exact calendar dates may vary, the cutoff for submitting purchasing paperwork is generally as follows:

- **Requisitions & Purchase Orders:** 2nd week of June
- **Blanket Purchase Orders:** Orders to be placed by June 30

SUPPLIER CONTACT AND DECORUM

Staff are obliged to always act in a professional and ethical manner when in contact with suppliers who market their services to the City. To this end, we strive to:

- Give all suppliers full, fair, prompt and courteous consideration
- Maintain a level playing field and information transparency
- Protect vendor confidentiality when dealing with market-sensitive data
- Solicit suggestions in determining clear and adequate specifications and standards
- Effectively coordinate with suppliers in an equitable and uniform manner
- Observe truthfulness and highest ethics in all transactions and correspondence

It is important to treat all vendors equally. This includes providing all competing vendors with the same information needed to respond to a request. It is unfair and unethical to divulge one vendor's bid price, terms or conditions to another during the competitive bidding stages and important to realize that this information is not publicly accessible until all bids have been received and evaluated. Information marked "Proprietary" or "Confidential" by the vendor is not considered public and must not be revealed to outside parties. The appearance of impropriety is just as important as actual impropriety. Displays of favoritism to a particular vendor should be always avoided.

Gratuities - To maintain strict objectivity and the highest ethical standards, the City prohibits employees accepting vendor gifts or gratuities. Violation of this standard may result in employee disciplinary action up to, and including, termination.

Insurance - It is the City's practice to transfer as much risk as possible from the City to the supplier or contractor. Therefore, insurance is required from any contractor performing work for the City. This is especially the case for services provided on City property. In these cases, the standards and insurance requirements set forth by the Risk Manager must be adhered to. The City's minimum insurance standards to be complied with are included in this document.

Taxes - The City pays sales or use tax on most purchases as defined by Santa Clara County. This amount is added to the taxable subtotal of your order (certain items such as labor or transportation may or may not be taxable). Use tax, which is equivalent to the sales tax rate, is collected on many out-of-state purchases where the state originating the sale does not collect California State sales tax on behalf of the State. It is important to identify the

applicability of Use Tax in bidding to avoid unintentional budget overrun. The City is exempt from paying Federal Excise Tax.

Shipping and Installation Costs - In developing, accepting and evaluating good and material bids, it is incumbent on City staff to ensure that costs include any related shipping and/or installation costs and request such information from the subject vendors. In all cases, developing the full costs of purchase is critical to the budget process.

Payments Terms & Frequency - The City's payment terms are Net 30 days from billing/invoice date. Vendor agreements should be established using this standard and clearly communicated to them. A vendor's inability to adapt to the City's payment terms may make them ineligible for use. Generally, the City will not pay late fees.

Conflict of Interest/Third Party Transactions - To maintain public trust and confidence in the integrity of purchasing transactions, no City employee who has a real or apparent conflict of interest should participate in the transaction.

Establishing New Vendors - One element of fiduciary responsibility is maintaining strict control over the open accounts established under the City's name. Therefore, the City has instituted a practice whereby Finance has control over creation of all new vendor accounts and the submission and completion of credit applications for open accounts. W-9s are required for all new vendors without exception.

Grant Funding - Federal or other grant programs may require special conditions which are more stringent than City procedures. It is the responsibility of the department to accept the grant on behalf of the City to ensure that all grant provisions are complied with. All grants shall be awarded with City Council approval.

Surplus Property Management - the Facilities Division is responsible for the disposal of all City surplus property via auction. Information Technology should be contacted to disconnect or dispose of computers and related hardware.

The City maintains a small inventory of serviceable surplus property items that may be acceptable for use upon request by a department. City staff or family members are not eligible to purchase City surplus property. Staff may, however, attend any third-party public auction and bid as a member of the public.

Public Safety handles property room disposals directly through a safety-specific auction process and coordinates revenue collections associated with the Finance Department.

Independent Contractors - The Internal Revenues Service (IRS) and the California Employment Development Department (EDD) require independent contractors to provide a W-9 form to the City including the business type (sole proprietor, corporation or partnership)

and documenting a taxpayer identification number (Social Security or federal identification number). Finance must receive the W-9 when a requisition or invoice is processed for a new vendor. Failure to provide this form will result in non-payment of an invoice or delaying processing of a requisition.

Other Jurisdiction BPO or Purchase Contract Agreements (PCA) - Staff may use BPOs or PCAs issued by other jurisdictions entered competitively if it is shown that the selection criteria are essentially the same as would be used by the City. Examples include Santa Clara County BPA for furnishings or awarded unit price schedules for slurry seal or sidewalk repairs.

Prohibited Practices

No City employee shall use or misrepresent the City’s purchasing process to obtain property or services for personal use, benefit or personal price discounts. Volume or incentive discounts made available in making City purchases can only be applied to the City’s benefit and never personal gain.

No City employee shall draft or cause to be drafted any specifications for bids in such a way as to intentionally limit the bidding directly or indirectly to any one bidder except for the sole source procurements.

PUBLIC WORKS PROJECTS

Public Projects are defined by the State of California Public Contract Code, Section 20161 as a project for the erection, improvement, painting, or repair of public buildings and works; work in or about streams, bays, waterfronts embankments, or other work for the protection against overflow; street or sewer work except maintenance or repair; supplies and materials for any such project, including maintenance or repair of streets or sewers. These purchases are controlled directly by the related Public Contract Code sections and fall outside the operational purchasing cycle addressed in this policy.

Pursuant to Chapter 3.16 of the Los Altos Municipal Code, the City of Los Altos has adopted Bidding Procedures Under the Uniform Public Construction Cost Accounting Act. Requirements and allowances associated with this can be found in the Municipal Code.

GLOSSARY

Bid: A proposal to provide goods and services submitted in accordance with the request for bid documents.

Bidder: A person or entity who submits a bid.

Blanket Purchase Order (BPO): A method by which departments may purchase materials from a specific vendor continuously throughout a specified time. Orders for materials not available from BPO vendors can be purchased by petty cash, credit card, purchase contract, or through the purchase requisition/purchase order process as described within this document.

Change Order: An amendment to an original purchase order authorizing a change in the scope of work; adjustment in the contract sum or contract time; or cancellation of parts or all of a purchase order.

Check Request: The form is used to request that Finance process payment to a vendor or contractor. The form accommodates several uses, including Direct Payments, Blanket Purchase Order payments as well as partial payments against existing purchase orders and contracts.

City: The City of Los Altos, the City Manager, or their designee.

Compost (SB 1383 Eligible): The product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream, or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4).

Contract: An agreement between two or more parties to do something which is set forth in writing and is enforceable by law.

Contract Purchase Order (CPO): The document used by departments to document the request professional services and supported by a formal executed city compliant contract approved by the Risk Manager. A CPO, on its own, does not support authorization to purchase. A CPO shall always be accompanied by an executed formal contract and is authorized by the Assistant City Manager.

Cooperative Purchasing Agreement (CPA): The purchase of goods, materials, or services which is entered into by one or more local government entities. The expected impact is to increase volume and/or competition which will result in greater savings.

Purchase Contract Agreement (PCA): A purchase agreement is a legally binding contract between a buyer and seller. These agreements usually relate to the buying and selling of goods instead of services, and they can cover transactions for just about any type of product.

Direct Service Provider: A person, company, agency, district, or other entity that provides a service or services to the City pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).

Electricity Procured from Biomass Conversion: Electricity generated from biomass facilities that convert recovered Organic Waste, such as wood from the municipal stream, into electricity.

Informal Bid: A proposal to provide materials, supplies and/or maintenance services in amounts under \$75,000 in estimated value. Responses are generated from City requests and bids should be obtained by written quotes although phone quotes may be acceptable for certain items.

Formal Bid: A proposal to provide materials, supplies and/or maintenance services equal to or exceeding \$75,000 in estimated value. A sealed formal bid is submitted in response to the City's Request via a Request for Proposal and may require advertised publication based upon defined dollar limits.

Organic Waste: Solid waste containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.

Packing List: A list of supplies requested which includes stock number, item description, quantity requested, and number of items delivered.

Paper Products: Includes, but is not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or as otherwise defined in 14 CCR Section 18982(a)(51).

Petty Cash: Small dollar reimbursements (\$100 or less) made from cash boxes held within departments.

Printing and Writing Papers: Includes, but is not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing

papers, posters, index cards, calendars, brochures, reports, magazines, and publications; or as otherwise defined in 14 CCR Section 18982(a)(54).

Professional Service: A specialized type of service typically provided by those requiring extensive education, certification, and experience standards. Examples of professional services contracts include, but are not limited to, those of accountants, actuaries, appraisers, architects, attorneys, brokerage firms, business consultants, business development managers, copywriters, dentists, distributors, engineers, law firms, physicians, public relations professionals, recruiters, researchers, real estate brokers, translators, software engineers, value-added resellers and web designers. While not limited to those holding professional licenses, the services are considered "professional", and the contract may run to partnerships, firms, or corporations as well as to individuals.

Purchase Contracts: Contracts for routine and repetitive maintenance services typically for the maintenance of landscaping, office machines, office supplies, janitorial services, building maintenance, and street sweeping.

Purchase Order (PO): The document that obligates the purchase of goods or maintenance services that are not available from a BPO; an existing purchase contract; and is above the limit for procurement as a direct vendor payment.

Purchase Requisition: The document used by departments to request goods or maintenance services that are: not available through a BPO; not available on an existing purchase contract; and is above the limit for procurement as direct vendor payment.

Quality: The extent to which the actual minimum needs of the end users are satisfied.

Recovered Organic Waste Products: Products made from California, landfill-diverted recovered Organic Waste, processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60). Products that can be used to meet the Annual Recovered Organic Waste Product Procurement Target shall include Compost, SB 1383 Eligible Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity Procured from Biomass Conversion as described herein and provided that such products meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.

Recyclability: The Paper Products and Printing and Writing Paper offered or sold to the City are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).

Recycled: Content Paper Products and Recycled-Content Printing and Writing Paper: Products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber,

consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.

Renewable Gas: Gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recover Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(62).

Request for Proposal (RFP): Used to request information and pricing from contractors or suppliers. Typically, RFPs are utilized for non-commodity type items where the expertise of the contractor is vital criteria in the selection process. While price/cost is an important component of the selection process, it is not the only factor in the selection process.

SB 1383: Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.

SB 1383 Regulations or SB 1383 Regulatory: Refers to, for the purposes of this policy, the Short- Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.

SB 1383 Eligible Mulch: Mulch eligible to meet the Annual Recovered Organic Waste Product Procurement Target, pursuant to 14 CCR Chapter 12 of Division 7. This SB 1383 Eligible Mulch shall meet the following conditions for the duration of the applicable procurement compliance year, as specified by 14 CCR Section 18993.1(f)(4):

- 1. Produced at one of the following facilities:
 - i. A compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), that is permitted or authorized under 14 CCR Division 7, other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10);
 - ii. A transfer/processing facility or transfer/processing operation as defined in 14 CCR Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under 14 CCR Division 7; or,
 - iii. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.

Service Contract: A service contract means a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to

furnish an end item of supply. A service contract may cover services performed by either professional or non-professional personnel whether on an individual or organizational basis.

Sole Source Purchase: One where there is only a single vendor capable of providing an item or service, and therefore it is not possible to obtain competitive bids.

Specifications: A complete and accurate statement or set of statements covering the physical, functional, or technical characteristics of goods or services needed, description of any requirements for inspecting or testing and performance standards for items sought. It may also include provisions which govern various aspects of parties to the contract and any special conditions or pre-conditions that exist relative to any goods or services being solicited.

State: The State of California.

Maintenance Services: Services typically dealing with operational maintenance, supplies, and equipment support, rather than specialized professional services described above.

Vendor: A person or company who provides goods or services. A vendor can also be referred to as a supplier or direct service provider.

EXHIBIT**PURCHASING BID AND AUTHORIZATION CHART**

MATERIALS - GOODS - MAINTENANCE SERVICES		
ORDER TYPE	COST POINT	FEATURES
Materials, Goods, Maintenance Service	Less Than \$10,000 (No Bids Required)	Prudent judgment should be used along with obtaining comparative pricing whenever practical. Orders require department director or designee approval.
These include supplies, equipment, operating or maintenance services and projects. Excludes “Public Works Projects” and "Professional Services"	\$10,000 to \$50,000 (Informal Bid)	At least two (2) quotes are required but three (3) are recommended. Written bids/quotes are preferred but may be verbal with documentation. City Manager and Department head-approved Purchase Order (PO) required. City Attorney approval, Risk Manager approval, and CPO required for contracts
	Over \$50,000 (Sealed Formal Bid)	Obtain at least two (2) formal quotes three (3) recommended with bid publication for purchases of \$10,000 or over. City Manager and Department Director approved Purchase Order (PO) required. City Attorney approval, Risk Manager approval, and CPO required for contracts. City Council approval is required before award.
	\$100,000 or more (Published Advertised Sealed Bid)	
	Materials, Goods and Maintenance Service contract costs of any dollar value must adhere to pre-defined signature approval limits. All Information Technology (IT) purchases require the approval of the IT Manager for network compliance. Any IT Purchase for a service department must be authorized via an IT Work Order authorized by a department head or designee.	

EXHIBIT**PURCHASING BID AND AUTHORIZATION CHART**

PROFESSIONAL SERVICES		
ORDER TYPE	COST POINT	FEATURES
Professional Services	\$0 to \$25,000 (RFP Highly Recommended)	Prudent judgment should be exercised and obtaining comparative pricing if practical. Orders require department head or designee approval. Price proposals are not required but three are recommended and must include a City Manager, City Attorney, Department Head and Finance Director approved CPO and service contract.
<p>These services include those of a highly technical nature requiring extended training and certification.</p> <p>Include legal, accountancy, technology and specialty consulting services.</p> <p>These are general guidelines. The evaluation and selection of consultant services may vary on a case-by- case basis.</p>	Over \$25,000 (RFP Required)	RFP required with three (3) bids are encouraged and must include a City Manager, City Attorney, Department Head, Finance Director and City Council-approved (Over \$100,000), or City Council authorized, CPO and service contract.

EXHIBIT

EMERGENCY PURCHASE FORM – EXAMPLE

Emergency Date	
Cost	
Department/Division	
Vendor	
Address	
Telephone	
Emergency Description	

Describe Emergency:

Since emergency purchases do not normally provide the City an opportunity to obtain competitive quotes, it is important to keep these types of purchases to those necessary. The following procedures shall be followed by the emergency:

- Complete a requisition and obtain a purchase order within three days of the emergency.
- Notify City Manager and Finance of emergency costs greater than \$5,000.
- Notify City Council at the next regularly scheduled meeting of emergency costs greater than \$75,000,
- If Emergency purchases cause line-item budget shortfalls, the department responsible shall:
- Obtain City Council approval for additional appropriation; or request that the City Manager transfer appropriations from other programs, within the same Fund, to cover the purchase.

EXHIBIT

MINIMUM INSURANCE REQUIREMENTS

Minimum Scope of Insurance as related to the provision of service to the City

CONSULTANT shall provide his insurance broker(s)/agent(s) with a copy of these requirements and request that they provide Certificates of Insurance complete with copies of all required endorsements to: Project Manager, City of Los Altos, 1 N. San Antonio Rd., Los Altos, CA 94022

Minimum Scope of Insurance Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 0001 covering CGL on an “occurrence” basis, including products-completed operations, personal & advertising injury, with limits no less than \$1,000,000 (or \$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers’ Compensation insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant’s profession, with limits of no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:

- Additional Insured Status. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy, with endorsements under CG 20 26, with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations.
- Primary Coverage. For any claims related to this contract, the Consultant’s insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City,

its officers, officials, employees, or volunteers shall be an excess of the Consultant's insurance and shall not contribute to it.

- Notice of Cancellation. Each insurance policy required above shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice (10 days for non-payment) has been given to the City.
- Waiver of Subrogation. Consultant hereby grants to City a waiver of any subrogation which any insurer of said Consultant may acquire against the City by virtue of payment of any loss under such insurance. The consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the City has received a waiver of subrogation endorsement from the insurer.
- Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Consultant to provide proof of the ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Claims Made Policies. If any of the required policies provide claims-made coverage:

5. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
6. Insurance must be maintained, and evidence of insurance must be provided for at least three (3) (or five (5)) years after completion of the contract work.
7. If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of three (3) years after completion of contract work.

Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements affecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances. City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

PLEASE NOTE: See the City Template General Service and Contract Agreements posted in the Templates Folder online. Check for periodic updates and other provision requirements.

Assistance is available from the Risk Manager.

Requesting departments are responsible for verifying insurance coverage requirements with Risk Management as these parameters may be modified periodically. It is equally important to reference the TEMPLATE General Service and Contract Agreements posted on the Templates folder online and supplied by Risk management while preparing RFPs and finalizing agreements. Departments must attain insurance documents from the vendor prior to execution of the agreements/contracts.

EXHIBIT

PURCHASE CARD POLICY

OVERVIEW

The City has implemented Purchase Cards (Calcards) based on the State-wide “Calcard” program. The program is designed to establish a more efficient and cost-effective method of purchasing and paying for small dollar City purchases. This program should minimize the need for voluminous blanket/open purchase orders and petty cash requests.

This document puts forth the practices and procedures required of those using Calcards and those who manage their use. The topics addressed in this policy follow:

- Responsibility
- Requesting Calcards
- Calcard Basics
- Cardholder Responsibilities
- Unauthorized Purchases
- Purchase Documentation
- Emergency Purchases
- Reconciling Statements
- Disputed Charges
- Returning Items
- Lost or Stolen Calcards
- Declined Purchase
- Review & Audits
- Invoices & Receipts
- Compliance with Policies and Procedures
- Important Telephone Numbers
- Purchase Card Process Chart
- Purchase Card Employee Agreement

RESPONSIBILITY

Department heads: Responsible for authorizing individuals within the Department to receive Calcards and designated approvers. Department heads must approve individual requests for Calcards and any changes to them. Department heads are ultimately responsible for ensuring the cards’ proper use in conformance with City practices and procedures.

Designated approvers: Designated approvers are selected and authorized by Department heads, responsible for reviewing monthly statements and submitting them to Finance in complete form. These approvers are responsible for ensuring that cardholders track and report any disputed/unauthorized charges to "Calcard" and to Finance. Individual Department Head Calcard statements and transaction logs will be reviewed by the Finance Director and City Manager.

Cardholder: Responsible for ensuring that the use of Calcards conforms to the instructions herein, that they are used exclusively for City business, that monthly reconciled statements (including a complete Purchase Card Log and supporting invoices/receipts) are approved and submitted to Finance on a timely basis, and that Calcards are used securely.

Finance: Responsible for administering the program, activating and terminating Calcards, and maintaining a record of individuals authorized to conduct purchase card transactions. Finance is also responsible for processing monthly payments.

REQUESTING CALCARDS

To apply for a Calcard, the Department head should send an email request to Finance and ultimately submit an approved Purchase Card Employee Agreement specifying an individual purchase limit as well as a total monthly limit.

CALCARD BASICS

Calcards are to be used exclusively for City business. They are Visa credit cards that work just like a personal credit card except that monthly charges are paid directly by the City.

Calcard purchases are held to individual transactional limits set by Department heads and to the small dollar purchase limit established by City purchasing policy. Department heads also set a total monthly dollar limit for each individual cardholder. Each time the card is used, an electronic process verifies that the purchase is within these limits. If the purchase violates these limits, the supplier will not accept the order.

Calcards will be issued in an employee's name, bear a "City of Los Altos" imprint and display a unique color scheme to distinguish them from personal credit cards. Cardholders are directly responsible for the proper use of their cards and department heads for the management and review of those they have authorized.

Monthly statements will be sent to cardholders for verification of charges against invoices/receipts, coding of appropriate budget accounts, and approval by an immediate supervisor and department head or designee. Finance will also receive a full set of statements.

Monthly statements for cards held by Department heads are to be reviewed and approved by the City Manager and/or their designee.

The effectiveness of the Calcard program is dependent on the timely review, processing and submission of approved monthly transactions. Providing timely, accurate and complete purchase documentation is critical. Use of such cards is a privilege that provides a valuable alternative purchasing mechanism and requires strict adherence to established practices. Non-compliance with the City Purchasing Policy will result in card revocation and/or disciplinary action.

CARDHOLDER RESPONSIBILITIES

- To read and be fully aware of the requirements of this document and the City's Purchasing Policy
- To read and execute an approved Purchase Card Employee Agreement.
- To maintain secure possession of the Calcard and keep the account number confidential.
- To ensure that all purchases strictly comply with City instructions.
- To obtain the best possible value for the City with Calcard purchases.
- To never give a Calcard to anyone for use.
- To always retain and maintain original records of receipts.
- To promptly reconcile monthly statements and provide a complete Purchase Card Log including supervisor/department head review and approval. This documentation must be submitted to Finance, along with all supporting original invoices/receipts and packing slips (if shipped), within ten business days after the statement is received. See Purchase Card Process Chart.
- Purchases made on behalf of another department, although uncommon, must be authorized by an authorized signer from the department being charged prior to submission to Finance.
- To promptly resolve disputed items since only authorized charges will be paid. Disputed items may be suspended pending resolution by the department responsible. Failure to pay charges on a timely basis will result in card suspension. Any late fees that result from such delays will be charged to the department budget.
- To immediately call "Calcard" if a card is lost or stolen and notify Department supervisors and Finance.
- To resolve all incorrect charges and product returns as quickly as possible.
- To return Calcards to Finance upon the request of a supervisor, suspension of rights, or termination of employment.

UNAUTHORIZED PURCHASES

Purchases made shall be strictly for City of Los Altos business. Calcards shall not be used for:

- Personal use
- Cash advances or refunds
- Per diem and mileage advances
- Any transaction above the Department head's set limit and no more than the approved purchasing card limit - the level at which a purchase requisition and purchase order is required.
- Professional services, except for industry-wide training services (such as seminars).
- Purchases prohibited by the City's Purchasing Policy
- Computer hardware and software not pre-approved by the IT Manager (Only the IT manager or designee can authorize hardware and software purchases).

PURCHASE DOCUMENTATION

- Always get an original invoice/receipt from the supplier.
- If paying for a conference or seminar, the original registration form and/or certification of completion must be provided.
- For non-conference business meals, the itemized restaurant receipt indicates purchased items should be provided.
- For subscriptions, keep a copy of the renewal notice or initial subscription request.
- In the case of internet purchases, provide a copy of the E-commerce receipt.
- In all cases, items being shipped or picked up at point-of-sale must be supported by a delivery packing slip with dual department approval.

If placing an order by phone, mail, or fax, or on the internet:

- Instruct the supplier to include your name, department, and address on the shipping label
- Instruct the supplier to include a receipt and delivery packing slip (charge slip, invoice, or cash register receipt) with the package.
- Verify the order is correct upon delivery, sign the packing slip and have another member of the receiving Department inspect and sign the packing slip as well.
- Retain the original invoice/receipt/packing slips for reconciliation and substantiation.

The splitting of purchases to avoid purchase card and authorizing limits will result in the revocation of card privileges and may include disciplinary actions, up to and including termination.

EMERGENCY PURCHASES

Finance management can approve a temporary increase in Calcard transactions and monthly limits in the event of an emergency as defined in the City's purchasing instructions. Such increase requests can be directed to Finance by Department heads and/or the City Manager. Emergency purchases will still require the retention of supporting invoices/receipts/packing slips as a basis for payment and grant assistance recovery.

RECONCILING STATEMENTS

Calcard statements are mailed directly to Departments. Immediately upon receipt, the cardholder is to verify the accuracy of the statement by comparing charges to supporting invoices/receipts and complete the Purchase Card Log. Things to check for include:

- Statement charge amounts that exceed or differ from receipt amounts.
- Items on the statement that were not purchased, received or supported by a packing slip.

The cardholder is to provide a completed Purchase Card Log, reconciled Calcard statement, and original invoice/receipts (in the order they appear on your statement) to the designated approver for review and signature. Cardholders should sign the card log along with the approver's signature and include budget/expense account codes.

Department heads are responsible for ensuring that reconciled and approved statements for all card-holding employees, including invoices/receipts, are submitted to Finance within ten business days of mail delivery. Finance will send out email reminders.

DISPUTED CHARGES

If an item on the monthly statement is incorrect, the cardholder should call the supplier immediately to resolve the problem and inform his/her designated approver. Calcard should also be contacted to file the proper file dispute form if necessary. Additionally, Finance should be notified of these disputes as statements are submitted.

RETURNING ITEMS

For an over-the-counter purchase, return the item directly to the supplier and obtain a credit receipt. Requesting a cash refund is not allowed.

If the purchase was made by internet, phone, mail, or fax:

- Contact the supplier for return instructions.
- Get a return reference number from the supplier or credit number.

Be sure to check subsequent statements to verify credit received for the returned items.

LOST OR STOLEN CALCARDS

If a Calcard is lost or stolen, call “Calcard” immediately and inform your designated approver and Finance. Calcard representatives are available 24 hours a day seven days per week.

DECLINED PURCHASE

If a supplier purchase is declined, contact Calcard, your designated approver, or Finance to inquire about the reason for the decline. This may be an indication of an exceeded transaction limit, monthly limit, unauthorized purchase category, or simply a processing error.

REVIEW & AUDITS

All accounts are to be reviewed regularly at the Department level and audited regularly as part of the annual interim and year-end audit process. Finance will conduct unscheduled audits of credit card transactions and request specific identification of tangible goods purchased.

INVOICES & RECEIPTS

Supporting original invoices/receipts/packing slips are required without exception before payment can be made. If the supplier does not provide an invoice/receipt/packing slip at the time of transaction or delivery you must contact the supplier and request replacement documentation. Absence of such documentation will result in non-payment and incurred late fees and penalties charged to the benefiting Department.

COMPLIANCE WITH POLICIES AND PROCEDURES

Failure to follow established City purchasing instructions or the improper use of a Calcard will result in one or more of the following consequences:

- Suspension of card privileges
- Disciplinary actions up to and including termination of employment

There are also criminal and civil consequences related to misuse of public funds and potential action by the bonding company who provides the City’s blanket employee bond.

Your account can be canceled for:

- Failure to exercise care in safeguarding the Calcard from loss or use by another person.
- Failure to obtain supporting invoices/receipts/packing slips
- Missing statement reconciliation deadlines

- Not obtaining proper departmental approvals
- Purchasing unauthorized items
- Failure to report a lost or stolen Calcard
- Determination by the Department head that there is no longer a business purpose

Your account will be cancelled immediately upon separation from the City, if the card is intentionally used for personal purposes or shared with other users

IMPORTANT TELEPHONE NUMBERS

Reporting Lost or Stolen Calcards

24 hours/7 days a week - See reverse side of your card

EXHIBIT

PURCHASE CARD PROCESS CHART

MATERIALS, GOODS & MAINTENANCE SERVICES		
ORDER TYPE	COST POINT	PROCESS
Small Dollar, Materials, Goods, Non-Professional services	Less than department head set single purchase limits - must be under \$10,000 (No Bids Required)	Calcards can only be issued to City employees authorized by Department heads.
		Calcards can only be used for City business and never personal use.
Includes materials, supplies, equipment, operating or non-professional services excluding "Public Works Projects" and "Professional Services"	Also, within the monthly total dollar volume limit established by the department head	The employee must carry out a formal approved "Purchase Card Employee Agreement" and comply with its requirements.
		Monthly statements are received directly by the employee and must be reconciled and sent to Finance within 10 days of mail delivery.
	Cannot be used for: Personal Use Cash Advances Cash Refunds Professional Services	Monthly statement packets sent to Finance must include a required "Purchase Card Log," or Allocations made on the bank's Calcard site. original invoices/receipts, and
		Department head monthly purchase logs are to be approved by the City Manager and Finance Director prior to payment
		Finance will process payments within the required due date. Late fees caused by untimely or incomplete submission will be charged to the subject department
		Hardware and software IT purchases must be approved by the IT manager before an order is placed

EXHIBIT

PURCHASE CARD EMPLOYEE AGREEMENT

You are being entrusted with a City of Los Altos purchasing card. The card is provided to you based on your need to purchase supplies, equipment and materials for the City of Los Altos. The City may revoke this card at any time without your consent, and the issuance of this card to you does not grant you any entitlement based on your title or position with the City or otherwise. Your signature below indicates that you have read this Agreement and will comply with its terms.

I understand that I will be making financial commitments on behalf of the City of Los Altos and will obtain the best value for The City.

I have read, understood and agree to follow the policies and procedures described in the Card Holder User Manual and the City's Purchasing Instructions. I agree that under no circumstances will I use the purchasing card to make personal purchases, either for myself or for others.

I understand that the purchasing card will be issued in my name and the "City of Los Altos." I agree that if I use the purchasing card for personal use or gain, or allow any other person to use the card, I will reimburse the City of Los Altos for all charges incurred and any fees related to the collection of those charges.

The purchasing card is City property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect the assets of the City of Los Altos. This may include being asked to produce the card to validate its existence and account number. If the card is lost or stolen, I will immediately notify Calcard and the Department of Finance.

I will receive a monthly statement, which will report on all purchasing activity during the statement period. I am responsible for all charges on the card, will reconcile the statement and resolve any discrepancies within ten days of receipt, and provide the approved statement to Finance with a complete set of original invoices/receipts.

I agree to surrender the purchasing card immediately upon request by the Program Administrator or upon termination of employment with the City of Los Altos, regardless of the reason.

I understand that failure to comply with the requirements of the Purchase Card Instructions may result in the revocation of card privileges and other disciplinary actions including employment termination.

EMPLOYEE SIGNATURE	PRINT EMPLOYEE NAME	DATE
SINGLE PURCHASE LIMIT		\$
TOTAL MONTHLY LIMIT		\$
DEPT. HEAD SIGNATURE	PRINT DEPT. HEAD NAME	DATE

RESOLUTION NO. 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ESTABLISHING THE FY25/26 APPROPRIATIONS LIMIT**

WHEREAS, California Constitutional Article 13B limits the total annual appropriations of cities;
and

WHEREAS, it is the desire of this Council to establish its appropriations limit pursuant to
Article13B.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby
determines that said City’s appropriations limit, pursuant to Article 13B of the California
Constitution using the annual percent change in population for Santa Clara County and the percent
change in California for per capita personal income, is as follows:

FY 2025/26 \$49,668,793

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 10th day of June,
2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK

RESOLUTION NO. 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS SETTING
CERTAIN FEES AND CHARGES TO BE COLLECTED IN FY 2025/26**

WHEREAS, the Los Altos Municipal Code specifies that certain fees and charges shall be set by Resolution of the City Council; and

WHEREAS, these fees and charges should be in amounts sufficient to recover the costs incurred by the City with respect to the functions to be performed by the City; and

WHEREAS, certain development impact fees are set by separate Resolution of the City Council.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts the fees and charges set forth in the attached FY 2025/26 Fee Schedule for the City and these fees shall become effective July 1, 2025 and shall remain in effect until a new Resolution amending the same is adopted by the City Council.

BE IT FURTHER RESOLVED that all other fees previously established by other City Council Resolution or Ordinance remain in effect.

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 10th day of June, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK

City of Los Altos

Fee Schedule

FY 2025/26

DEVELOPMENT SERVICES	
BUILDING DIVISION	
Building Permit	
Valuation based on price per square foot of construction. Minimum valuation for new residential and commercial construction is \$576.97 per square-foot.	
Total Valuation	
\$1.00 - \$3,000.00	\$245.73
\$3,001.00 - \$25,000.00	
First \$3,000	\$245.73
Each Additional \$1,000	\$31.70
\$25,001.00 - \$50,000.00	
First \$25,000	\$943.08
Each Additional \$1,000	\$32.65
\$50,001.00 - \$100,000.00	
First \$50,000	\$1,759.38
Each Additional \$1,000	\$17.75
\$100,001.00 - \$500,000.00	
First \$100,000	\$3,552.06
Each Additional \$1,000	\$7.76
\$500,001.00 - \$1,000,000.00	
First \$500,000	\$7,722.65
Each Additional \$1,000	\$12.61
\$1,000,001.00 and up	
First \$1,000,000	\$14,605.15
Each Additional \$1,000	\$6.31
ADU Building Permit	\$0.00
Electrical, Mechanical or Plumbing Permit	
\$1.00 - \$3,000.00	\$208.70

\$3,001.00 - \$25,000.00	
First \$3,000	\$398.89
Each Additional \$1,000	\$24.74
\$25,001.00 - \$50,000.00	
First \$25,000	\$943.08
Each Additional \$1,000	\$26.10
\$50,001.00 - \$100,000.00	
First \$50,000	\$1,595.55
Each Additional \$1,000	\$53.68
\$100,001.00 and up	1.62%
ADU Electrical, Mechanical or Plumbing Permit	\$0.00
Plan Check	
ADU Plan Check	\$0.00
Building Plan Check	135%
Energy Plan Check (Title 24)	25%
Solar/Photovoltaic Permit	
Residential	
15 kw or less	\$306.90
15kw - 50kw	\$306.90
Per kw above 15kw	\$10.23
51kw - 250kw	\$511.50
Per kw above 50kw	\$5.12
250+ kw	\$511.50
Per kw above 250kw	\$5.12
Commercial	
50kw or less	\$306.90

50kw - 250kw	\$511.50
Per kw above 50 kw	\$5.10
250+ kw	\$511.50
Per kw above 250 kw	\$5.12
Standalone Building Permits	
Water Heater	\$153.45
Water Line/Sewer Line	\$308.95
Electric Vehicle (EV) Charging Station	\$306.90
Energy Storage System	\$409.20
Demolition Permit	
Single Family	\$238.36
Commercial/Mixed-Use/Multifamily	\$364.19
Inspections	
Re-inspection Request	\$253.70
Inspections Outside of Normal Business Hours (Minimum Charge of 2 hours)	\$589.25
Each Additional Hour	\$294.62
Expired Permits	
Expired Permit Fees	Based on Original Permit Fees
Penalty for Expired Permits	
0 to 30 days	\$0.00
31st day through 60th day	\$200.00/per day
61st day through 120th day	\$400.00/per day
121st day and everyday thereafter	\$800.00/per day
Misc. Building Fees	
Alternate Means and Methods Request (AMMR)	\$454.21
Certificate of Occupancy	\$111.51
Temporary Certificate of Occupancy	\$668.02

Duplicate Permit Request	\$111.51
Street Address Change	\$742.70
Stop Work Penalties	2-4x All Plan review and Permit Fees
In House Plan Check Review	\$302.81/per hour
Consultant Review	Actual Cost
Building Code Compliance Review	\$151.40
Fees Assessed at Time of Building Permit Issuance	
California Green Building Fund	Assessed at the rate of \$4.20 per \$100,000 in valuation, with appropriate fractions thereof, but not less than \$1.00 per every \$25,000 in valuation
Construction Tax (Established per LAMC Chapter 3.24)	
Single Family	\$0.42/per Square Foot
Commercial/Multifamily	\$0.70/per Square Foot
Strong Motion and Seismic Hazard Mapping	
Strong Motion Instrumentation & Seismic Hazard Mapping Fees – SMIP (1-3 Story Residential)	Valuation Amount x 0.00013 (Minimum Fee \$0.50)
Strong Motion Instrumentation & Seismic Hazard Mapping Fees – SMIP (Over 3 story residential & all commercial)	Valuation Amount x 0.00028 (Minimum Fee \$0.50)
General Plan Maintenance Fee (Charged based Building Permit Fee)	7%
Technology Surcharge Fee (Charged based Building Permit Fee)	5%

ENGINEERING DIVISION	
Encroachment Permit	
Parking Stall	
Base	\$297.69
Per Stall Per Day	\$34.78
Special	\$721.22
Miscellaneous	\$1,219.42
Plan Check	
County Sewer Plan Check	\$1,834.24
Public Works Plan Check	Actual Cost
Stormwater Management Plan Check	\$1,916.08
Transportation Plan Check	Actual Cost
Sewer Permit & Fees	
City	\$740.65
County	\$1,630.66
Sewer Tap-in	\$148.34
Sewer Dye Test	\$195.39
Transportation Permits	
Transportation Permits	
Single	\$16.37
Annual	\$92.07
Inspection	

Engineering Inspection Fee (Based on Construction Costs)	6%
Additional Inspection Visit	\$360.10
Mapping Fees	
Final Subdivision Map Check	
Base	\$4,800.94
City Land Surveyor (Minimum Deposit)	\$2,046.00
Lot-Line Adjustment	\$2,779.49
Misc. Engineering Fees	
Vacating Easement/Right-of-Way	\$11,399.29
Utility Street Cut Permit (Based on Construction Costs)	\$409.20 + 4%
Temporary Lane Closure Permit	
Application (First Day Only)	\$642.44
Each Additional Day	\$95.14
Fees Assessed at Time of Engineering Permit Issuance	
Technology Surcharge Fee (Charged based Engineering Permit Fee)	5%
PLANNING DIVISION	
General Applications	
Annexation	\$18,415.02
Appeal	\$1,023.00
Application Extension	
Single Family	\$1,035.28
Commercial/Multi-Family	\$1,742.17

Application Modification	
Single-Family	\$2,394.84
Commercial/Multi-Family	\$5,244.92
Development Agreement	\$14,307.68
Environmental Review (Deposit)	Actual Cost
Flood Hazard Letter	\$706.89
Home Occupation Permit	\$471.60
Preliminary Project Review	
Staff Review	\$6,801.93
Planning Commission	\$11,322.56
SB9 Dual Opportunity Development	\$3,548.79
Zoning Use Compliance	\$471.60
Zoning Verification Letter	\$706.89
Conditional Use Permit	
New Use Permit or Modification	\$9,391.14
New Use Permit or Modification (Non-Profit)	\$9,011.61
Temporary Use Permit	\$461.37
Design Review	
Single Family	
Administrative (<150 sq. ft.)	\$706.89
Administrative (>150 sq. ft.)	\$3,548.79
Zoning Administrator	\$6,562.55

Commercial/Multi-Family	
Administrative	\$7,295.01
Planning Commission	\$15,165.98
Historic Permit	
Alteration Permit	\$7,336.96
Resource/Landmark Designation	\$4,373.33
Mills Act	\$6,730.32
Sign Review	
Modification of Existing Sign	\$471.60
New/Modification of Sign Program	\$1,413.79
New Sign	\$706.89
Public Notification	
Public Notice	\$2.00/per resident or occupant within notification boundary
Tree Removal	
Tree Removal Permit	
First Tree	\$306.90
Each Additional Tree	\$153.45
Invasive Species (subject to verification)	\$0.00
In-Lieu Tree Replacement Fee	\$1,227.60
Consulting Arborist	Actual Cost
Long Range Planning	
General Plan Amendment (Deposit)	Actual Cost

Zone Change	Actual Cost
Zone Text Amendment (Deposit)	Actual Cost
Map Amendment (Deposit)	Actual Cost
Planned Unit Development (PUD)	Actual Cost
Single-Story Overlay Zone	Actual Cost
Parklet Permit	
Initial Application	\$565.72
Annual Fee (Calculated per Square Foot of Parklet Area)	\$3.07/sq. ft.
Sidewalk Dining	
Sidewalk Permit	
Initial Application	\$565.72
Annual Review	\$365.21
Outdoor Display Permit	
Outdoor Display Permit	\$1,178.50
Subdivision Review	
Certificate of Compliance	\$4,095.07
Reversion to Acreage	\$7,446.42
Tentative Subdivision Map Review	
Tract Map	\$10,788.56
Parcel Map	\$10,788.56
Urban Lot Split	\$6,124.70
Lot Line Adjustment/Lot Merger	\$5,135.46

Map Extension or Modification	
Administrative	\$3,813.74
Planning Commission/City Council	\$6,827.50
Variance	
Variance	
Single Family	\$10,838.69
Commercial/Multi-Family	\$13,196.70
Inclusionary Housing In-Lieu Fee	
Multi-Family Rental	\$108.44/per Square Foot
Condominium For Sale	\$117.65/per Square Foot
Townhouse for Sale	\$173.91/per Square Foot
Fees Assessed at Time of Planning Project/Permit Submittal	
Technology Surcharge Fee (Charged based Planning Project/Permit Fee)	5%
POLICE	
Alarm Permit	\$44.07 per permit
Renewal	\$44.07 per permit
Late Renewal/Unpermitted Alarm response	\$91.68
False Alarm Response	
First two responses in a permit year	No charge
Third and subsequent responses	\$263.38
Alcohol Permit	\$121.56
Concealed Carry Weapon Permit	
Initial Application	\$263.38
Bi-annual renewal	\$52.68
DUI Accident Response	
Police Response	\$1,392.88
Fire Response	\$1,696.78
Fatal accident	Fully allocated hourly rate for all emergency personnel responding, not to exceed \$12,000.00 per incident

Jail Booking Fees	Actual County Cost
Massage Establishment Permit	
New	\$328.21
Annual Renewal	\$91.17
Massage Appeal Hearing	\$2,353.20 per appeal Includes one hour of City Attorney time
Miscellaneous Police Permit	\$181.63 Per Application
Parking Permit	
Quarterly	\$46.60
Annual	\$115.48
Second Response Call-Back	
Standard Response	\$223.87 Per Response After an Initial Warning
Juvenile Alcohol Party Response	\$969.44
Secondhand Dealer/Pawn Shop Permit	
New	\$314.64
Annual Renewal	\$181.83
Solicitor Permit	\$181.63 Per Application
Special Event Permit Application	
New For-Profit	\$506.50
New Non-Profit	\$405.20
On-Going For-Profit	\$202.6
On-Going Non-Profit	\$151.95
Special Event Police Service	Actual Cost
Vehicle Impound Release	\$363.41 per vehicle
Vehicle Repossession	\$17.93 per vehicle
Verification/Clearance Letter	\$48.37 per letter
Subpoena	\$319.70
Subpoena Duces Tecum	\$15.80

Police Report Copies	\$0.20 per page and no charge for victims of crimes
PUBLIC WORKS/ENVIRONMENTAL SERVICES AND UTILITIES	
County Sewer Plan Check	\$726.83 Per Plan
Encroachment Permit	
Parking Stall	\$119.99 Plus \$35.91 Per Stall Per Day
Special	\$514.71
Miscellaneous	\$302.89 Per Permit
Final Subdivision Map Check	\$1,417.19 Per Map Plus Actual outside Costs
Flood Hazard Letter	\$84.64 Per Letter
Heavy Haul Permit	\$738.68 Per Permit
Public Works Inspection	6% of the Estimated Cost of Construction
Lot-Line Adjustment	\$666.30 Plus Actual outside Costs
Sewer Dye Test	\$176.01 Per Test
Stormwater Management Plan Check	\$484.57 Per Application
Temporary Lane Closure Permit	\$635.91 Per Permit Plus \$71.87 Per Day After First Day
Utility Street Cut Permit	2% of Construction Cost (\$200.00 Minimum)
Additional Inspection Visit (for existing permit)	\$193.58
Sewer Permit (City)	\$145.21
Sewer Permit (County)	\$272.45
Sewer Tap-in	\$60.58
Transportation Permit	\$30.14
Public Works Plan Check	Actual Costs

Transportation Plan Check	Actual Costs
Technology Surcharge – Permit System Maintenance, Document Archiving Maintenance, Document Backfile Conversion	5% of all permits
PARKS AND RECREATION	
Banner Hanging	
San Antonio/El Camino Real	\$470.64 Per Two Weeks
Downtown	\$470.64 Per Two Weeks
Fremont/Grant	\$389.50 Per Two Weeks
Lincoln Park	
9-foot	\$194.80 Per Week
18-foot	\$389.60 Per Week
30-foot	\$470.69 Per Week
Los Altos Community Center Facility Rentals (per hour)	
Community Room (Grand Oak)	
Resident	\$289.82
Non-Resident	\$347.76
Non-Profit	\$144.86
Commercial	\$434.73
Meeting Room (Sequoia)	
Resident	\$115.94
Non-Resident	\$144.86
Non-Profit	\$57.99
Commercial	\$173.88
Multi-purpose Room (Apricot, Manzanita, Birch, Sycamore, Maple, Courtyard only)	
Resident	\$92.74
Non-Resident	\$115.94
Non-Profit	\$46.40
Commercial	\$139.14
Kitchen	
Resident	\$57.99
Non-Resident	\$86.97
Non-Profit	\$28.92
Commercial	\$115.94

Lobby	
Resident	\$115.94
Non-Resident	\$144.86
Non-Profit	\$57.99
Commercial	\$173.88
Courtyard	
Resident	\$57.99
Non-Resident	\$86.97
Non-Profit	\$28.92
Commercial	\$115.94
Package (Sequoia/Manzanita/Lobby)	
Resident	\$243.42
Non-Resident	\$295.64
Non-Profit	\$121.71
Commercial	\$486.90
Package (Sequoia/Manzanita/Apricot)	
Resident	\$243.42
Non-Resident	\$295.64
Non-Profit	\$121.71
Commercial	\$486.90
Package (Sequoia/Manzanita/Buckeye/Madrone)	
Resident	\$185.48
Non-Resident	\$226.05
Non-Profit	\$92.74
Commercial	\$370.96
Full Facility Deposit	\$1,159.28
Other Facility Rentals (per hour)	
Multi-purpose rooms	
Resident	\$139.14
Non-Resident	\$173.93
Non-Profit	\$69.54
Commercial	\$278.22

Classrooms	
Resident	\$57.99
Non-Resident	\$69.54
Non-Profit	\$46.40
Commercial	\$115.94
San Antonio Club	
Resident	\$139.14
Non-Resident	\$173.93
Non-Profit	\$69.54
Commercial	\$278.22
Tennis and Bocce Courts	
Resident	\$10.54
Non-Resident	N/A
Non-Profit	\$8.00
Commercial	N/A
Athletic Fields	
Resident	\$57.99
Non-Resident	\$69.54
Non-Profit	\$28.97
Commercial	N/A
Gymnasium (Half)	
Resident	\$98.56
Non-Resident	\$127.49
Non-Profit	\$52.17
Commercial	\$185.48
Gymnasium (Full)	
Resident	\$162.28
Non-Resident	\$208.68
Non-Profit	\$92.74
Commercial	\$324.62
Classroom Deposit	\$289.82
Multi-purpose room Deposit	\$579.64

Other Facility Rentals (per hour)	
Veterans Community Plaza Half Day	
Resident	\$162.99
Non-Resident	\$208.68
Non-Profit	\$63.82
Commercial	N/A
Veterans Community Plaza Full Day	
Resident	\$255.02
Non-Resident	\$318.84
Non-Profit	\$104.34
Commercial	N/A
Patriot Corner Picnic Area Half Day	
Resident	\$173.88
Non-Resident	\$220.33
Non-Profit	N/A
Commercial	\$347.76
Patriot Corner Picnic Area Full Day	
Resident	\$255.02
Non-Resident	\$318.84
Non-Profit	N/A
Commercial	\$510.05
Grant Picnic Area Half Day	
Resident	\$104.34
Non-Resident	\$127.49
Non-Profit	N/A
Commercial	\$208.68
Grant Picnic Area Full Day	
Resident	\$139.08
Non-Resident	\$168.16
Non-Profit	N/A
Commercial	\$278.22
Miscellaneous	
Key Replacement	\$146.33

Facility Rentals	
Additional Facility Attendant	\$25.48 per hour
Linen Rental	\$28.97 per linen
Senior Lunch Program	
Weekly Lunch	Donation Only
Holiday Lunch	Donation Only

OTHER FEES	
Business License Listing	\$48.37 Per Request
Business License Duplicate	\$11.85 Per Request
City Initiative Filing	\$200.00 Per Initiative, Refunded if Within One Year of Filing the Notice of Intent, the Elections Official Certifies the Sufficiency of the Petition
Damage to City Property	Time/Material
Document Certification	\$25.00 Per Certification
Document Reproduction	\$0.25 Per Page
Fair Political Practices Commission Related	\$0.10 Per Page
DVD Copy	\$2.00 Per Disk
Non-Sufficient Funds Check Processing	\$41.50 Per NSF Check
Notary Fee	\$11.14
Tobacco Retailer License	
Initial	\$289.82
Annual	\$173.93

RESOLUTION NO. 2025-**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING THE UPDATED FISCAL YEAR 2025/26 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 provide 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.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts the Update Fiscal Year 2025/26 Pay Schedule in Exhibit A reflecting these classification market pay adjustments.

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 10th day of June, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK

City Manager: None

Unrepresented Department Heads: Market Adjustment to Individual Classifications effective 06/22/25

Unrepresented Management: Market Adjustment to Individual Classifications effective 06/22/25

Unrepresented Confidential: Market Adjustment to Individual Classifications effective 06/22/25

LAMEA: Market Adjustment to Individual Classifications effective 06/22/25

POA: 5% Increase effective 06/22/2025

Teamsters: Market Range Adjustment to Individual Classifications effective 06/22/25

City of Los Altos - Full Time Salary Schedule FY 25/26

Resolution 2025-XX

<i>Unrep. Department Head Classifications</i>	<i>FLSA Status</i>	Biweekly			Monthly			Annual		
		Range Min.	Open Range	Range Max.	Range Min.	Open Range	Range Max.	Range Min.	Open Range	Range Max.
City Manager	Exempt			\$11,493.27			\$24,902.08			\$298,825.00
Assistant City Manager	Exempt	\$9,347.25		\$11,361.58	\$20,252.38		\$24,616.77	\$243,028.55		\$295,401.20
Police Chief	Exempt	\$9,347.25		\$11,361.58	\$20,252.38		\$24,616.77	\$243,028.55		\$295,401.20
Public Works Director	Exempt	\$8,620.95		\$10,478.76	\$18,678.72		\$22,703.98	\$224,144.64		\$272,447.81
Development Services Director	Exempt	\$8,514.77		\$10,349.70	\$18,448.66		\$22,424.35	\$221,383.95		\$269,092.19
Parks, Recreation, & Community Svs. Director	Exempt	\$8,514.77		\$10,349.70	\$18,448.66		\$22,424.35	\$221,383.95		\$269,092.19
Finance Director	Exempt	\$8,219.19		\$9,990.43	\$17,808.25		\$21,645.93	\$213,699.05		\$259,751.19
Human Resources Director	Exempt	\$8,107.21		\$9,854.31	\$17,565.62		\$21,351.01	\$210,787.43		\$256,212.12

<i>Unrep. Management Classifications</i>	<i>FLSA Status</i>	Range Min.	Open Range	Range Max.	Range Min.	Open Range	Range Max.	Range Min.	Open Range	Range Max.
Deputy City Manager	Exempt	\$7,754.66		\$9,425.84	\$16,801.77		\$20,422.65	\$201,621.22		\$245,071.86
Police Captain	Exempt	\$7,735.33		\$9,402.34	\$16,759.88		\$20,371.74	\$201,118.53		\$244,460.83
City Engineer	Exempt	\$7,238.77		\$8,798.77	\$15,684.00		\$19,064.00	\$188,208.05		\$228,768.06
Police Lieutenant	Exempt	\$7,238.77		\$8,798.77	\$15,684.00		\$19,064.00	\$188,208.05		\$228,768.06
Deputy Director	Exempt	\$7,210.67		\$8,764.61	\$15,623.12		\$18,990.00	\$187,477.42		\$227,879.98
Capital Improvement Projects Manager	Exempt	\$6,848.41		\$8,324.29	\$14,838.23		\$18,035.96	\$178,058.70		\$216,431.46
City Clerk	Exempt	\$6,569.52		\$7,985.29	\$14,233.95		\$17,301.46	\$170,807.45		\$207,617.52
Building Official	Exempt	\$6,536.53		\$7,945.19	\$14,162.47		\$17,214.58	\$169,949.69		\$206,574.91
Information Technology Manager	Exempt	\$6,518.42		\$7,923.18	\$14,123.24		\$17,166.88	\$169,478.84		\$206,002.58
Finance Manager	Exempt	\$6,518.42		\$7,923.18	\$14,123.24		\$17,166.88	\$169,478.84		\$206,002.58
Human Resources Manager	Exempt	\$6,518.42		\$7,923.18	\$14,123.24		\$17,166.88	\$169,478.84		\$206,002.58
Maintenance Superintendent	Exempt	\$6,410.99		\$7,792.59	\$13,890.47		\$16,883.95	\$166,685.63		\$202,607.43
Development Services Manager	Exempt	\$6,244.05		\$7,589.68	\$13,528.77		\$16,444.30	\$162,345.23		\$197,331.64
Human Resources Administrator	Exempt	\$6,053.00		\$7,357.46	\$13,114.83		\$15,941.16	\$157,377.95		\$191,293.88
Public Works Manager	Exempt	\$6,053.00		\$7,357.46	\$13,114.83		\$15,941.16	\$157,377.95		\$191,293.88
Public Information Officer	Exempt	\$5,855.68		\$7,117.62	\$12,687.31		\$15,421.50	\$152,247.69		\$185,058.02
Assistant to the City Manager	Exempt	\$5,726.01		\$6,960.00	\$12,406.35		\$15,080.00	\$148,876.24		\$180,960.01
Recreation Manager	Exempt	\$5,638.20		\$6,853.27	\$12,216.10		\$14,848.75	\$146,593.22		\$178,184.97
Project Manager	Exempt	\$5,620.81		\$6,832.13	\$12,178.42		\$14,802.95	\$146,141.07		\$177,635.58

<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	\$6,237.01	\$6,548.86	\$6,876.30	\$7,220.12	\$7,581.12	\$13,513.52	\$14,189.19	\$14,898.65	\$15,643.59	\$16,425.77	\$162,162.23	\$170,270.34	\$178,783.85	\$187,723.05	\$197,109.20
Senior Human Resources Analyst	Exempt	\$4,784.27	\$5,023.48	\$5,274.65	\$5,538.39	\$5,815.30	\$10,365.91	\$10,884.20	\$11,428.41	\$11,999.84	\$12,599.83	\$124,390.91	\$130,610.45	\$137,140.97	\$143,998.02	\$151,197.92
Senior Accountant	Exempt	\$4,654.30	\$4,887.01	\$5,131.36	\$5,387.93	\$5,657.32	\$10,084.31	\$10,588.52	\$11,117.95	\$11,673.84	\$12,257.54	\$121,011.67	\$127,062.25	\$133,415.37	\$140,086.13	\$147,090.44
Management Analyst II	Exempt	\$4,575.54	\$4,804.32	\$5,044.53	\$5,296.76	\$5,561.60	\$9,913.67	\$10,409.35	\$10,929.82	\$11,476.31	\$12,050.12	\$118,964.01	\$124,912.21	\$131,157.82	\$137,715.71	\$144,601.49
Human Resources Analyst II	Exempt	\$4,556.44	\$4,784.27	\$5,023.48	\$5,274.65	\$5,538.39	\$9,872.29	\$10,365.91	\$10,884.20	\$11,428.41	\$11,999.84	\$118,467.53	\$124,390.91	\$130,610.45	\$137,140.97	\$143,998.02
Public Information Coordinator	Non-Exempt	\$4,379.27	\$4,598.24	\$4,828.15	\$5,069.55	\$5,323.03	\$9,488.42	\$9,962.84	\$10,460.99	\$10,984.04	\$11,533.24	\$113,861.07	\$119,554.12	\$125,531.83	\$131,808.42	\$138,398.84
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	Exempt	\$4,287.80	\$4,502.19	\$4,727.30	\$4,963.66	\$5,211.84	\$9,290.23	\$9,754.74	\$10,242.48	\$10,754.60	\$11,292.33	\$111,482.73	\$117,056.87	\$122,909.71	\$129,055.20	\$135,507.96
Confidential Executive Assistant	Non-Exempt	\$3,832.02	\$4,023.62	\$4,224.81	\$4,436.05	\$4,657.85	\$8,302.72	\$8,717.85	\$9,153.75	\$9,611.43	\$10,092.01	\$99,632.62	\$104,614.25	\$109,844.96	\$115,337.21	\$121,104.07
Deputy City Clerk	Exempt	\$3,673.15	\$3,856.81	\$4,049.65	\$4,252.13	\$4,464.73	\$7,958.49	\$8,356.41	\$8,774.23	\$9,212.95	\$9,673.59	\$95,501.86	\$100,276.95	\$105,290.80	\$110,555.34	\$116,083.11
Human Resources Technician	Non-Exempt	\$3,570.76	\$3,749.30	\$3,936.77	\$4,133.60	\$4,340.28	\$7,736.65	\$8,123.49	\$8,529.66	\$8,956.14	\$9,403.95	\$92,839.84	\$97,481.83	\$102,355.93	\$107,473.72	\$112,847.41

LAMEA: Market Adjustment to Individual Classifications effective 06/22/25

City of Los Altos - Full Time Salary Schedule FY 25/26

Resolution 2025-XX

LAMEA Classifications	FLSA Status	Biweekly					Monthly					Annual				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Senior Network Systems Administrator	Exempt	\$5,571.08	\$5,849.64	\$6,142.12	\$6,449.23	\$6,771.69	\$12,070.68	\$12,674.22	\$13,307.93	\$13,973.33	\$14,671.99	\$144,848.21	\$152,090.62	\$159,695.15	\$167,679.90	\$176,063.90
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
Network Systems Administrator	Exempt	\$5,305.80	\$5,571.08	\$5,849.64	\$6,142.12	\$6,449.23	\$11,495.89	\$12,070.68	\$12,674.22	\$13,307.93	\$13,973.33	\$137,950.67	\$144,848.21	\$152,090.62	\$159,695.15	\$167,679.90
Associate Civil Engineer	Non-Exempt	\$5,259.15	\$5,522.10	\$5,798.21	\$6,088.12	\$6,392.53	\$11,394.82	\$11,964.56	\$12,562.79	\$13,190.93	\$13,850.47	\$136,737.83	\$143,574.72	\$150,753.46	\$158,291.13	\$166,205.69
Senior Building Inspector	Exempt	\$5,095.16	\$5,349.92	\$5,617.41	\$5,898.29	\$6,193.20	\$11,039.51	\$11,591.49	\$12,171.06	\$12,779.62	\$13,418.60	\$132,474.17	\$139,097.88	\$146,052.77	\$153,355.41	\$161,023.18
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
Emergency Response Coordinator	Non-Exempt	\$4,961.88	\$5,209.98	\$5,470.48	\$5,744.00	\$6,031.20	\$10,750.75	\$11,288.29	\$11,852.70	\$12,445.34	\$13,067.60	\$129,008.99	\$135,459.44	\$142,232.41	\$149,344.03	\$156,811.23
Senior Recreation Supervisor	Exempt	\$4,811.92	\$5,052.51	\$5,305.14	\$5,570.40	\$5,848.92	\$10,425.82	\$10,947.12	\$11,494.47	\$12,069.19	\$12,672.65	\$125,109.89	\$131,365.39	\$137,933.66	\$144,830.34	\$152,071.86
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
Assistant Engineer	Non-Exempt	\$4,636.83	\$4,868.67	\$5,112.10	\$5,367.71	\$5,636.09	\$10,046.46	\$10,548.78	\$11,076.22	\$11,630.03	\$12,211.53	\$120,557.51	\$126,585.39	\$132,914.66	\$139,560.39	\$146,538.41
Economic Development Coordinator	Non-Exempt	\$4,625.18	\$4,856.44	\$5,099.26	\$5,354.23	\$5,621.94	\$10,021.23	\$10,522.29	\$11,048.41	\$11,600.83	\$12,180.87	\$120,254.75	\$126,267.49	\$132,580.87	\$139,209.91	\$146,170.41
Maintenance Supervisor	Non-Exempt	\$4,587.99	\$4,817.39	\$5,058.26	\$5,311.18	\$5,576.74	\$9,940.65	\$10,437.69	\$10,959.57	\$11,507.55	\$12,082.93	\$119,287.85	\$125,252.24	\$131,514.85	\$138,090.60	\$144,995.13
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
Recreation Supervisor	Exempt	\$4,582.78	\$4,811.92	\$5,052.51	\$5,305.14	\$5,570.40	\$9,929.36	\$10,425.82	\$10,947.12	\$11,494.47	\$12,069.19	\$119,152.28	\$125,109.89	\$131,365.39	\$137,933.66	\$144,830.34
GIS Technician	Non-Exempt	\$4,473.14	\$4,696.79	\$4,931.63	\$5,178.21	\$5,437.12	\$9,691.79	\$10,176.38	\$10,685.20	\$11,219.46	\$11,780.44	\$116,301.54	\$122,116.61	\$128,222.44	\$134,633.57	\$141,365.25
Building Inspector	Non-Exempt	\$4,466.49	\$4,689.82	\$4,924.31	\$5,170.52	\$5,429.05	\$9,677.40	\$10,161.27	\$10,669.33	\$11,202.80	\$11,762.94	\$116,128.79	\$121,935.23	\$128,032.00	\$134,433.60	\$141,155.27
Construction Inspector	Non-Exempt	\$4,330.31	\$4,546.82	\$4,774.16	\$5,012.87	\$5,263.51	\$9,382.33	\$9,851.44	\$10,344.02	\$10,861.22	\$11,404.28	\$112,587.93	\$118,217.33	\$124,128.19	\$130,334.60	\$136,851.33
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
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
Code Enforcement Officer	Non-Exempt	\$4,062.77	\$4,265.90	\$4,479.20	\$4,703.16	\$4,938.32	\$8,802.66	\$9,242.79	\$9,704.93	\$10,190.18	\$10,699.69	\$105,631.90	\$110,913.50	\$116,459.17	\$122,282.13	\$128,396.23
Information Technology Technician	Non-Exempt	\$3,998.93	\$4,198.88	\$4,408.82	\$4,629.26	\$4,860.73	\$8,664.35	\$9,097.57	\$9,552.45	\$10,030.07	\$10,531.57	\$103,972.22	\$109,170.83	\$114,629.38	\$120,360.85	\$126,378.89
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
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
Executive Assistant	Non-Exempt	\$3,460.56	\$3,633.58	\$3,815.26	\$4,006.03	\$4,206.33	\$7,497.87	\$7,872.76	\$8,266.40	\$8,679.72	\$9,113.71	\$89,974.45	\$94,473.17	\$99,196.83	\$104,156.67	\$109,364.50
Development Services Technician	Non-Exempt	\$3,451.27	\$3,623.83	\$3,805.02	\$3,995.27	\$4,195.03	\$7,477.74	\$7,851.63	\$8,244.21	\$8,656.42	\$9,089.24	\$89,732.91	\$94,219.55	\$98,930.53	\$103,877.06	\$109,070.91
Recreation Coordinator	Non-Exempt	\$3,432.91	\$3,604.56	\$3,784.78	\$3,974.02	\$4,172.72	\$7,437.97	\$7,809.87	\$8,200.36	\$8,610.38	\$9,040.90	\$89,255.65	\$93,718.44	\$98,404.36	\$103,324.58	\$108,490.80
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
Lead Records Specialist	Non-Exempt	\$3,302.78	\$3,467.92	\$3,641.31	\$3,823.38	\$4,014.55	\$7,156.02	\$7,513.82	\$7,889.51	\$8,283.99	\$8,698.19	\$85,872.25	\$90,165.86	\$94,674.15	\$99,407.86	\$104,378.25
Records Specialist	Non-Exempt	\$3,002.53	\$3,152.65	\$3,310.29	\$3,475.80	\$3,649.59	\$6,505.47	\$6,830.75	\$7,172.28	\$7,530.90	\$7,907.44	\$78,065.68	\$81,968.96	\$86,067.41	\$90,370.78	\$94,889.32
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
Office Assistant II	Non-Exempt	\$2,768.13	\$2,906.54	\$3,051.87	\$3,204.46	\$3,364.68	\$5,997.62	\$6,297.50	\$6,612.38	\$6,943.00	\$7,290.15	\$71,971.47	\$75,570.04	\$79,348.55	\$83,315.97	\$87,481.77
Accounting Office Assistant	Non-Exempt	\$2,768.13	\$2,906.54	\$3,051.87	\$3,204.46	\$3,364.68	\$5,997.62	\$6,297.50	\$6,612.38	\$6,943.00	\$7,290.15	\$71,971.47	\$75,570.04	\$79,348.55	\$83,315.97	\$87,481.77
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	\$2,338.86	\$2,455.80	\$2,578.59	\$2,707.52	\$2,842.89	\$5,067.52	\$5,320.90	\$5,586.94	\$5,866.29	\$6,159.60	\$60,810.25	\$63,800.76	\$67,043.30	\$70,395.47	\$73,915.24

POA: 5% Increase effective 06/22/2025

City of Los Altos - Full Time Salary Schedule FY 25/26

Resolution 2025-XX

<u>POA Classifications</u>	<u>FLSA Status</u>	Biweekly					Monthly					Annual				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Police Sergeant	Non-Exempt	\$6,115.21	\$6,420.98	\$6,742.02	\$7,079.13	\$7,433.08	\$13,249.63	\$13,912.11	\$14,607.72	\$15,338.11	\$16,105.01	\$158,995.59	\$166,945.37	\$175,292.63	\$184,057.27	\$193,260.13
Police Corporal	Non-Exempt	\$5,420.02	\$5,691.02	\$5,975.57	\$6,274.35	\$6,588.06	\$11,743.37	\$12,330.54	\$12,947.06	\$13,594.42	\$14,274.14	\$140,920.44	\$147,966.46	\$155,364.78	\$163,133.02	\$171,289.67
Communications Supervisor	Non-Exempt	\$5,248.38	\$5,510.80	\$5,786.34	\$6,075.66	\$6,379.44	\$11,371.50	\$11,940.07	\$12,537.07	\$13,163.93	\$13,822.12	\$136,457.96	\$143,280.85	\$150,444.90	\$157,967.14	\$165,865.50
Police Officer	Non-Exempt		\$5,374.61	\$5,643.34	\$5,925.51	\$6,221.78		\$11,644.99	\$12,227.23	\$12,838.60	\$13,480.53		\$139,739.83	\$146,726.82	\$154,063.16	\$161,766.32
Lead Communications Officer	Non-Exempt	\$4,820.03	\$5,061.03	\$5,314.08	\$5,579.79	\$5,858.77	\$10,443.39	\$10,965.56	\$11,513.84	\$12,089.54	\$12,694.01	\$125,320.74	\$131,586.78	\$138,166.12	\$145,074.42	\$152,328.14
Crime Analyst	Non-Exempt	\$4,521.78	\$4,747.87	\$4,985.26	\$5,234.52	\$5,496.25	\$9,797.18	\$10,287.04	\$10,801.40	\$11,341.47	\$11,908.54	\$117,566.22	\$123,444.53	\$129,616.76	\$136,097.59	\$142,902.47
Communications Officer	Non-Exempt	\$4,413.96	\$4,634.66	\$4,866.39	\$5,109.71	\$5,365.20	\$9,563.58	\$10,041.76	\$10,543.85	\$11,071.04	\$11,624.59	\$114,762.95	\$120,501.10	\$126,526.16	\$132,852.46	\$139,495.09
Police Officer Trainee	Non-Exempt	\$5,118.67					\$11,090.46					\$133,085.55				
Community Service Officer	Non-Exempt	\$3,643.53	\$3,825.71	\$4,016.99	\$4,217.84	\$4,428.73	\$7,894.32	\$8,289.03	\$8,703.48	\$9,138.66	\$9,595.59	\$94,731.79	\$99,468.38	\$104,441.80	\$109,663.89	\$115,147.09

Teamsters: Market Range Adjustment to Individual Classifications, effective 06/22/25

City of Los Altos - Full Time Salary Schedule FY 25/26

Resolution 2025-XX

Teamsters Classifications	FLSA Status	Biweekly					Monthly					Annual				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Senior Wastewater Maintenance Worker	Non-Exempt	\$3,843.09	\$4,035.24	\$4,237.01	\$4,448.86	\$4,671.30	\$8,326.70	\$8,743.03	\$9,180.18	\$9,639.19	\$10,121.15	\$99,920.34	\$104,916.36	\$110,162.17	\$115,670.28	\$121,453.80
Senior Maintenance Technician	Non-Exempt	\$3,787.13	Open Range			\$4,603.28	\$8,205.44	Open Range			\$9,973.77	\$98,465.32	Open Range			\$119,685.21
Maintenance Leadworker	Non-Exempt	\$3,674.61	Open Range			\$4,466.51	\$7,961.65	Open Range			\$9,677.44	\$95,539.83	Open Range			\$116,129.26
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
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 Technician	Non-Exempt	\$3,442.84	Open Range			\$4,184.80	\$7,459.49	Open Range			\$9,067.06	\$89,513.93	Open Range			\$108,804.74
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
Wastewater Maintenance Worker I	Non-Exempt	\$3,169.78	\$3,328.27	\$3,494.68	\$3,669.42	\$3,852.89	\$6,867.86	\$7,211.25	\$7,571.81	\$7,950.40	\$8,347.92	\$82,414.28	\$86,534.99	\$90,861.74	\$95,404.83	\$100,175.07
Maintenance Worker II	Non-Exempt	\$3,057.72	Open Range			\$3,716.67	\$6,625.05	Open Range			\$8,052.79	\$79,500.60	Open Range			\$96,633.47
Maintenance Worker I	Non-Exempt	\$2,751.78	Open Range			\$3,344.80	\$5,962.18	Open Range			\$7,247.07	\$71,546.18	Open Range			\$86,964.82

Part-Time Classifications: Market Range Adjustment to Individual Classifications, effective 06/22/25

City of Los Altos - Part-Time Hourly Rate Schedule FY 25/26

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	Non-Exempt	Part-Time	Hourly	\$55.00	\$85.40
Network Engineer	Non-Exempt	Part-Time	Hourly	\$57.77	\$80.62
Public Safety Specialist - Dispatch	Non-Exempt	Part-Time	Hourly	\$66.21	\$80.48
Emergency Preparedness Coordinator	Non-Exempt	Part-Time	Hourly	\$62.03	\$75.39
Police Officer - Level I	Non-Exempt	Part-Time	Hourly	\$67.00	\$67.00
IT Technician	Non-Exempt	Part-Time	Hourly	\$49.99	\$60.76
Parking Enforcement Officer	Non-Exempt	Part-Time	Hourly	\$45.54	\$55.36
Property & Evidence CSO	Non-Exempt	Part-Time	Hourly	\$45.54	\$55.36
Project Coordinator	Non-Exempt	Part-Time	Hourly	\$34.60	\$50.00
Department Support Specialist	Non-Exempt	Part-Time	Hourly	\$37.00	\$46.00
Public Safety Specialist - Records	Non-Exempt	Part-Time	Hourly	\$37.53	\$45.62
Clerical Assistant II	Non-Exempt	Part-Time	Hourly	\$29.24	\$35.54
Recreation Specialist	Non-Exempt	Part-Time	Hourly	\$25.00	\$33.11
Maintenance Worker I	Non-Exempt	Part-Time	Hourly	\$26.10	\$32.72
Intern	Non-Exempt	Temporary	Hourly	\$18.00	\$30.00
Clerical Assistant I	Non-Exempt	Part-Time	Hourly	\$20.00	\$29.50
Records Management Assistant	Non-Exempt	Part-Time	Hourly	\$20.00	\$29.50
Senior Recreation Leader	Non-Exempt	Seasonal	Hourly	\$20.00	\$25.00
Facility Attendant	Non-Exempt	Part-Time	Hourly	\$18.20	\$24.25
Recreation Leader	Non-Exempt	Seasonal	Hourly	\$18.20	\$21.50
Council Member	Non-Exempt	Part-Time	Stipend	Stipend \$950.00 / Month	
Police Officer - Level II	Non-Exempt	Per-Diem	Stipend	Stipend \$200.00 / Month	

RESOLUTION NO. 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REAFFIRMING THE FY 2025-26 UTILITY USERS TAX RATE**

WHEREAS, the rate of tax for each of the Utility Users Taxes imposed in Section 3.40.070, 3.40.090, and 3.40.110 of the Los Altos Municipal Code does hereby remain fixed and levied at 3.5 percent until further action of the City Council; and

WHEREAS, the Los Altos Municipal Code requires that each year, following the adoption of the City’s budget, the City Council will determine the rate to be charged for the Utility Users Tax and shall set that rate in an amount not to exceed the rate authorized by the ordinance; and

WHEREAS, the City Council reviewed and adopted the budget on June 10, 2025.

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

1. The rate of tax for each of the utility users taxes imposed in Sections 3.40.070, 3.40.090, and 3.40.110 of the Los Altos Municipal Code does hereby remain fixed and levied at 3.5 percent until further action of the City Council
2. Maintain this rate to fund general governmental operational expenses as necessary

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 10th day of June, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK

RESOLUTION NO. 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REAFFIRMING THE FY 2025-2026 TRANSIENT OCCUPANCY TAX RATE**

WHEREAS, on November 6, 2018 the voters of the City of Los Altos approved an increase in the Transient Occupancy Tax from 11% to a maximum of 14%; and

WHEREAS, the Los Altos Municipal Code requires that each year, following the adoption of the City’s budget, the City Council will reaffirm the rate for the Transient Occupancy Tax as approved by the voters on November 6, 2018; and

WHEREAS, the City Council reviewed and adopted the budget on June 10, 2025.

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

- 1. Adopt the Transient Occupancy Tax of 14% pursuant to Section 3.36.020
- 2. Maintain this rate to fund general governmental operational expenses as necessary

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 10th day of June, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE ALLOCATION OF PARK-IN-LIEU FUNDS FOR PARKS AND
RECREATION FACILITY IMPROVEMENT PROJECTS**

WHEREAS, the City currently has \$19,654,532 in Park-In-Lieu funds to cover the cost of requested parks and recreation facility improvements in Los Altos; and

WHEREAS, the City has determined through the budget process that the listed projects should be done through the use of Park-In-Lieu funds; and

WHEREAS, staff will take each project through the proper public process to select consultants, vendors and contractors to complete these projects; and

WHEREAS, previously authorized projects and the amounts needed for carryover are included to reflect all Park-In-Lieu funds needed for project completion in FY 2025/26; and

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos does hereby (list action):

- 1) Find that Park in Lieu fees may be used for the purpose of developing new or rehabilitating existing park or recreational facilities within the City because: (1) the neighborhoods in which the fees are to be expended has fewer than three acres of park area per 1,000 members of the City; (2) is reasonably foreseeable that City residents will use the proposed park and recreational facilities where the fees are being used; (3) the use of the fees is consistent with the City's adopted general plan and park master plan; and (4) the fees are used in compliance with Los Altos Municipal Code Section 13.24.010.

- 2) The City Council of the City of Los Altos hereby authorizes the allocation of \$6,085,300 from the City’s Park-In-Lieu fund to make the following park and recreation facility improvements in FY 2025/26.
 - Hillview/McKenzie Dog Park \$1,188,300
 - Grant Park Playgrounds \$620,000
 - Shoup Park Playgrounds \$620,000
 - EOC (Community Center) Generator \$600,000
 - Grant Park Facility (Electrical, Hot Water & HVAC) \$118,000
 - Community Center Café \$165,000
 - Hillview Park Fitness Equipment \$145,000
 - San Antonio Club Upgrades \$85,000
 - Shoup and Grant Park Pathway Rehabilitation \$285,000
 - Grant Park Perimeter Fence Replacement \$90,000
 - Grant Park Facility Photovoltaic and Battery Storage \$275,000

- Civic Center Parking \$180,000
- Downtown Park Space with Parking \$1,714,000

- 3) The use of the fees is consistent with the following:
- (a) the City’s General Plan, Open Space, Conservation & Community Facilities Element, Park and Recreational Facilities and Programs, Goal 6: Ensure proper maintenance of parks, open space, and public facilities, Policy 4.1: Provide adequate level of maintenance for City parks, open space, and public facilities, to ensure safety, aesthetics, and recreational enjoyment for Los Altos residents;
- (b) the Los Altos Park Plan (2012) citing to the Redwood Grove Nature Preserve Master Plan (1980), was designed to preserve the grove as a unique resource while also improving facilities, accessibility and circulation. Since its adoption of the Master Plan, the City has followed through with many recommendations, however, there are still recommendations in that Master Plan that have yet to be implemented and should be considered as part of planning for Redwood Grove.
- 4) The fees are used in compliance Los Altos Municipal Code Section 13.24.010.

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 10th day of June 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK

RESOLUTION NO. 2025-**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADOPTING THE FY 2025/26 OPERATING BUDGET**

WHEREAS, it has been determined that the adoption of an annual Operating Budget is an effective and prudent management tool; and

WHEREAS, the City Council reviewed the FY 2025/26 Operating Budget at public meetings held on May 27, 2025 and June 10, 2025; and

WHEREAS, increases in salary ranges are to take effect in the first full pay period in July 2025.

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

1. The City of Los Altos FY 2025/26 Annual Operating Budget has been presented and reviewed by City Council with regard to the approval of estimated revenues, appropriations, capital projects, and transfers for all City funds in accordance with adopted Financial and Investment Policies; and
2. City programs, services, and activities will be provided and maintained within the confines of this Financial Plan/Operating Budget in a manner consistent with adopted Financial Policies; and
3. Funds are deemed appropriated for those purposes and in amounts contained in said Financial Plan/ Operating Budget and the City Manager is authorized to approve appropriations and transfers of these funds to the extent allowed by law and Financial Policies in implementing the work programs incorporated within the adopted budget; and
4. This budget includes the maintenance of an Operating Reserve of 20%
5. Encumbrances (obligated contract commitments), active capital improvement projects, and active grant awards that have not been completed or received at the end of each fiscal year shall be carried forward and re-appropriated into the next fiscal year.

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 10th day of June, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK

RESOLUTION NO. 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADOPTING THE FY 2025-30 FIVE-YEAR CAPITAL IMPROVEMENT AND
MAJOR MAINTENANCE PROGRAM (CIMMP)**

WHEREAS, the City Council reviewed the FY 2025-30 Capital Improvement and Major Maintenance Program (CIMMP) at a public meeting held on May 27, 2025; and

WHEREAS, modifications and/or adjustments identified in the aforementioned public meeting are incorporated within the five-year CIMMP before the Council.

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

1. Adopts the FY 2025–30 Five-Year Capital Improvement and Major Maintenance Program submitted as presented for those respective fiscal years; and appropriates funds, for all respective funds, for those projects identified within the FY2025/26; and
2. Authorizes the City Manager to proceed with those FY 2025/26 projects identified for implementation or the commencement of planning for them.

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 10th day of June, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK



City Council Agenda Report

Meeting Date: June 10, 2025
Prepared By: Steven Son
Approved By: Gabe Engeland

Subject: E-Bike and E-Scooter Regulations

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 Repealing Chapter 8.32 in its entirety and replacing it with a new Chapter 8.32 entitled “Bicycle and Electric Mobility Devices” to Title 8 (Vehicles and Traffic) of the Los Altos Municipal Code.

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

Not a Project Under CEQA.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

The City has received numerous concerns from Los Altos residents regarding the unsafe use of e-bikes and e-scooters on city streets and sidewalks, particularly by juveniles. Residents have reported, and City staff have observed, riders without helmets, multiple riders on e-bikes or e-scooters designed for one rider, excessive speeding, unsafe behaviors on sidewalks, riding against traffic, and a general disregard of traffic laws. There is a perception that current state law does not adequately address safety concerns related to e-bikes for riders and passengers, as well as for pedestrians on sidewalks.

After consultation with the Police Department, this matter was brought to the Complete Street Commission (CSC) on October 30, 2024. Staff provided background regarding the e-bike law,

potential upcoming legislation, and the need for a city ordinance to address areas not covered by state law or to introduce regulations that are more stringent than what currently exists in state law.

The proposed ordinance recommends the following:

1. The operators of e-bikes and e-scooters must wear a helmet.
2. E-bikes and e-scooters shall not be operated on the sidewalks throughout the City, with the exceptions identified below.
3. The number of riders on an e-bike and e-scooter shall not exceed one (1), unless the e-bike or scooter are specifically designed for multiple riders.

ANALYSIS

California Vehicle Code (CVC) 231 classifies an e-bike as a bicycle, granting the same rights and privileges. CVC 21100 further extends vehicle driver rights, including, but not limited to, a provision concerning driving under the influence, to bicycle riders. Under existing State law, bicyclists and e-bicyclists can operate on the road and the sidewalk without restriction. However, CVC 21100(3) and 21207 permit local agencies to restrict the operation of bicycles and e-bicycles.

For e-scooters, CVC 21221 provides similar rights and privileges to those of a vehicle operating on the highway, including, but not limited to, provisions concerning driving under the influence. CVC 21230 permits e-scooter operation on bicycle paths, trails, or bikeways, unless the local authority or the governing body of a local agency has jurisdiction over that path, trail, or bikeway and prohibits that operation by ordinance. CVC 21235 mandates a valid driver's license for e-scooter operation and prohibits sidewalk use, except when entering or leaving an adjacent property.

DISCUSSION

At the October 30, 2024, CSC meeting, based on public feedback, the CSC identified that many of the recommendations from the Police Department and staff were already included in current State law, and that a local ordinance should focus on the points identified above. Furthermore, the Commissioners expressed concern about restricting e-bikes on all sidewalks, particularly for children. Under CVC 231, an e-bike is considered equivalent to a bicycle. For this reason, the CSC is concerned that restricting e-bikes on all sidewalks could inadvertently impact young riders who may not be comfortable riding in the street.

At the January 29, 2025, meeting, the CSC recommended adopting sidewalk restrictions only in the downtown area. The proposed ordinance reflects the belief that a more comprehensive ordinance with citywide application is more appropriate, as the observed issues and unsafe behaviors are not limited to the downtown area. Police officers have observed similar concerns around the high school, business districts outside of downtown, and other locations throughout the city. Staff believes limiting restrictions to downtown would not effectively educate residents on the proper use of e-bikes and e-scooters.

To address the concerns of the public and CSC, the proposed new ordinance includes key exceptions for sidewalk riding:

- **Children Under 12:** Children under the age of 12 are permitted to ride on sidewalks, provided they exercise necessary precautions, particularly when around pedestrians.
- **Unsafe Road Geometry:** Riders can use existing sidewalks with caution in areas where the road lacks a designated bicycle lane or sufficient width for safe navigation

While some of the recommended ordinances will duplicate existing State law, the Los Altos Police Department would like to adopt them into the municipal code for flexibility. Currently, if a police officer cites a resident under the State law, the citation will be considered by the traffic court, which will determine the penalties and fines. If the Council adopts the State law into the City's municipal ordinance, the police officer has the option to issue a warning or cite someone under the municipal ordinance, and the resident will pay a fine based on the City's fine schedule.

ATTACHMENTS

1. Ordinance
2. Appendix A

ORDINANCE NO. 2025-

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REPEALING CHAPTER 8.32 IN ITS ENTIRETY AND REPLACING IT WITH A NEW
CHAPTER 8.32 ENTITLED “BICYCLE AND ELECTRIC MOBILITY DEVICES” TO
TITLE 8 (VEHICLES AND TRAFFIC) OF THE LOS ALTOS MUNICIPAL CODE**

WHEREAS, the City of Los Altos Bicycle Ordinance and regulations are codified in Title 8 of the Los Altos Municipal Code; and

WHEREAS, a number of the provisions such as the bicycle licensing requirement(s) are outdated and should be removed; and

WHEREAS, the use of electric bicycles and other mobility devices in the City of Los Altos has proliferated; and

WHEREAS, California Vehicle Code Sections 21100 and 21206 authorize the City of Los Altos to regulate the use of bicycles, electric bicycles, and other regulated mobility devices; and

WHEREAS, the City of Los Altos wishes to regulate the use of bicycles, electric bicycles and other regulated mobility devices to further the safe and effective use within the City limits; and

WHEREAS, the City Council held a duly noticed public hearing on June 10, 2025; and

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

SECTION 1. AMENDMENT OF TITLE 8 OF THE MUNICIPAL CODE. Chapter 8.32 is repealed in its entirety and hereby replaced within the 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 City Manager or their designee, 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 June 10, 2025, and was thereafter, at a regular meeting held on July 8, 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 8.32

Chapter 8.32 BICYCLES AND ELECTRIC MOBILITY DEVICES

8.32.010 – Definitions.

“Bicycle” has the same meaning as in California Vehicle Code Section 231, as it may be amended from time to time.

“Electric bicycle” has the same meaning as in California Vehicle Code Section 312.5, as it may be amended from time to time.

“Electric personal assistive mobility device” has the same meaning as in California Vehicle Code Section 313, as it may be amended from time to time.

“Electrically motorized boards” has the same meaning as in California Vehicle Code Section 313.5, as it may be amended from time to time.

“Helmet” means a bicycle helmet that meets the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC).

“Low speed vehicle” has the same meaning as in California Vehicle Code Section 385.5, as it may be amended from time to time.

“Motorized scooter” has the same meaning as in California Vehicle Code Section 407.5, as it may be amended from time to time.

“Operator” means a person who owns, operates, and/or controls a regulated mobility device.

“Pedestrian path” means any publicly owned path for the exclusive use of pedestrians.

“Regulated mobility device” means an electric bicycle, electric personal assistive mobility device, electrically motorized board, low-speed vehicle, motorized scooter, and any other similar vehicle.

“Rider” means a traveler riding in or on a regulated mobility device who is not operating it.

“Vehicle” has the same meaning as in California Vehicle Code Section 670, as it may be amended from time to time.

8.32.020 – Applicability of State law; violations generally.

- a) In addition to the restrictions imposed by this Chapter, every person riding or operating a bicycle or regulated mobility device within the City of Los Altos shall exercise all due care and reduce the speed of the device, obey all traffic control devices, and take all other action relating to operation of the device as necessary to safeguard the operator, passengers, and any persons or other vehicles or devices in the immediate area. All persons must comply with all State laws pertaining to the equipping of and operation of bicycles and regulated mobility devices, particularly those sections of the California Vehicle Code pertaining to obedience to traffic officers and firefighters, accidents and accident reports, and all rules of the road.
- b) It shall be unlawful for any person to ride or operate a bicycle or regulated mobility device in violation of any of the provisions of the California Vehicle Code or this Chapter.

8.32.030 – Riding on sidewalks and pedestrian paths prohibited.

No person shall ride or operate a bicycle or regulated mobility device on any sidewalk or pedestrian path in the City of Los Altos, except as specifically permitted in this Chapter.

8.32.040 – Riding in groups.

Persons riding or operating bicycles or regulated mobility devices on a public highway, street, bicycle lane, and/or pedestrian path shall not ride more than two (2) abreast.

8.32.050 – Helmets Required.

A helmet which meets the definition of this chapter shall be required for all persons seventeen (17) years of age and younger at all times while riding a bicycle or electric mobility device within the City of Los Altos.

8.32.060 – Trick riding.

No person riding or operating a bicycle or regulated mobility device upon a public highway, street, or sidewalk, pathway, as may be specifically permitted in this Chapter, shall perform, or attempt to perform, any acrobatics, trick or stunt.

8.32.070 – Riding in playgrounds or school grounds.

No person shall ride or operate a bicycle or regulated mobility device upon any playground or school grounds without permission of the person having supervision thereof.

8.32.080 – Number of riders per bicycle

The number of riders on an e-bicycle and e-scooter shall not exceed one (1), unless the e-bicycle or scooter is specifically designed for multiple riders by the manufacturer.

8.32.090 – Penalties for violations and enforcement.

- a) Penalties for violations. Any penalties for violations of this chapter may be processed as an infraction.
 - 1. The penalty for a first violation of this Chapter is fifty dollars (\$50.00).
 - 2. The penalty for a second violation of this Chapter is seventy-five dollars (\$75.00).
 - 3. The penalty for a third violation of this Chapter is one hundred dollars (\$100.00).

8.32.100 – Bicycle Sale/Rental Businesses.

Businesses within the City of Los Altos that sell, rent, or service bicycles and electric mobility devices shall provide safety information and the legal use of such devices within the State of California and the City of Los Altos. This information shall be provided at the time of sale, time of rental, or upon the request of any individual.

8.32.110 – Exemptions.

- a) Public agency personnel. Notwithstanding any other provision of this Chapter, or any other Section of this Code, City of Los Altos and public agency personnel may operate regulated mobility devices or other vehicles at any place in the City of Los Altos in the performance of their official duties.
- b) Disability. This Chapter does not apply to, or otherwise restrict, regulated mobility devices used in a safe manner by physically disabled persons as defined in the Americans with Disabilities Act."
- c) Juveniles 12 years of age and younger exercising due caution and yielding the right of way to pedestrians may operate a bicycle upon a sidewalk, unless in front of a school or building used for the purposes of operating a business.

-
- a. Bicyclist permitted on the sidewalk must operate in single file under the provisions of this section.
 - d) Any individual may operate a bicycle on a sidewalk if riding the bicycle on the street or designated bicycle lane places that individual in an unsafe situation given the current roadway condition.
 - e) This section shall not apply to members of the Los Altos Police Department while engaged in their official duties.



City of Los Altos 2025 Tentative Council Agenda Calendar

June 24, 2025

REGULAR MEETING (7:00 p.m.):

CONSENT:

- Adoption of Resolution – Purchase of Fleet Vehicles
- Adoption of Resolution – Agreement with Axon Enterprise, Inc

July 8, 2025

REGULAR MEETING (7:00 p.m.):

CONSENT:

- Receive Treasurer's Report
- Award Construction Contract for Annual Street Resurfacing Project
- Execute an agreement with R3 Consulting Group, Inc. for on-call consulting services for the solid waste program
- Approve FLOCK Contract

The Los Altos City Council Summer Break Begins on July 9, 2025, and the next Council meeting date is August 26, 2025

The 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



City of Los Altos

Agenda Item # 11.

MEMORANDUM

DATE: June 10, 2025
TO: City Council
FROM: Jon Maginot, Assistant City Manager
SUBJECT: **2025 COMMUNITY PRIORITIES SURVEY**

In March 2025, the City conducted a community survey to help determine community priorities and to test a hypothetical revenue measure. The survey was conducted by Godbe Research. Bryan Godbe, President of Godbe Research, has prepared a summary of the results of the survey. That summary is attached.

Attachment: 2025 Community Priorities Survey – Summary of the Results memo



MEMORANDUM

May 28, 2025

TO: City of Los Altos

FROM: Bryan Godbe
President
Godbe Research

RE: 2025 Community Priorities Survey – Summary of the Results

Introduction:

The City of Los Altos commissioned Godbe Research to conduct a survey to assess resident priorities in the City.

The results show constituents are extremely satisfied with the quality of life. Specifically, 89.5 percent of respondents indicated they were very or somewhat satisfied with the Los Altos quality of life, 9 times more than those who were dissatisfied, and slightly higher than the 2023 data. A vast majority of respondents were satisfied with the job the City is doing to provide services with 77.4 percent either “very” or “somewhat” satisfied, again slightly higher than the 2023 result.

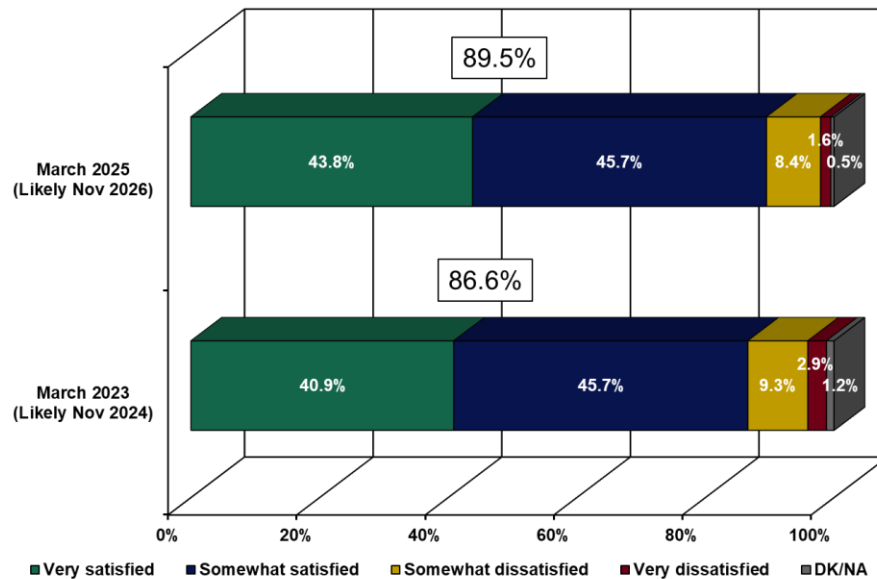
Among other findings, the survey indicates that 58.6 percent of respondents support a hypothetical sales tax measure for fire and police station upgrades, maintaining neighborhood police patrols, repairing potholes and maintaining city parks.

Methodology Overview:

Interviews were conducted from March 24 to 31, 2025, and the average phone interview time was approximately 25 minutes. A total of 435 City of Los Altos respondents participated in the survey and the study parameters resulted in a margin of error of plus or minus 4.64 percent.

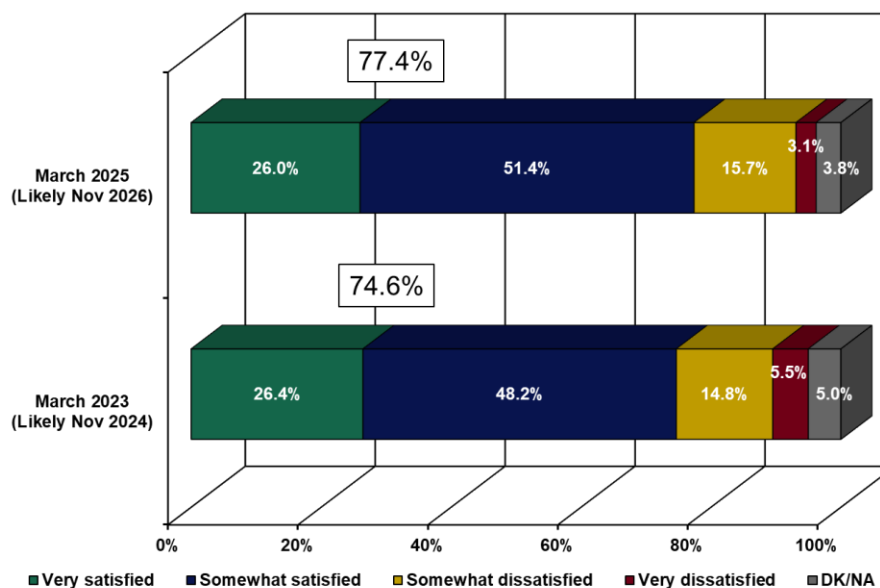
Quality of life:

Survey respondents have an extremely positive perception of the quality of life in the City of Los Altos with 89.5 percent of respondents indicated they were very or somewhat satisfied with the Los Altos quality of life, 9 times more than those who were dissatisfied, and slightly higher than the 2023 data.



Satisfaction with the City of Los Altos job performance:

A vast majority of respondents were satisfied with the job the City is doing to provide services with 77.4 percent either “very” or “somewhat” satisfied, again slightly higher than the 2023 result.



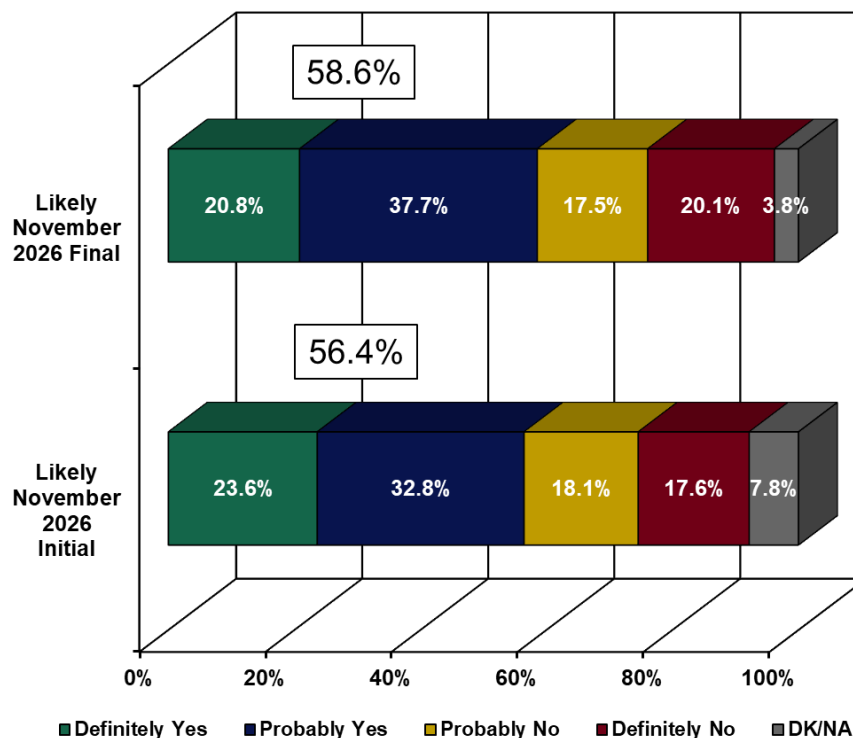
Respondents identified the following priorities:

Survey respondents were asked about a variety of city facilities and services. Several areas showed high support, and the table below shows that respondents strongly support a variety of facilities and services including “Maintain fire protection services”, “Upgrade fire stations to accommodate modern firefighting and life-saving emergency medical equipment”, “Repair potholes”, “Provide a modern and earthquake safe emergency dispatch center to ensure communications between police, fire and paramedics remain operational in a disaster”, “Update fire stations to ensure operations during an emergency”, and “Repair streets, potholes and sidewalks”.

Maintain fire protection services	0.92
Upgrade fire stations to accommodate modern firefighting and life-saving emergency medical equipment	0.86
Repair potholes	0.85
Provide a modern and earthquake safe emergency dispatch center to ensure communications between police, fire and paramedics remain operational in a disaster	0.82
Update fire stations to ensure operations during an emergency	0.80
Repair streets, potholes and sidewalks	0.78

The survey results indicate potential support for a hypothetical future local funding measure.

The survey indicates that 58.6 percent of respondents support a hypothetical sales tax measure, after hearing information, for fire and police station upgrades, maintaining neighborhood police patrols, repairing potholes and maintaining city parks.



Summary:

Residents in the City of Los Altos are extremely satisfied with the quality of life the City provides and a vast majority are satisfied with City services.

Additionally, the survey indicates that 58.6 percent of respondents support a hypothetical sales tax measure after hearing information for fire and police station upgrades, maintaining neighborhood police patrols, repairing potholes and maintaining city parks.



MEMORANDUM

DATE: June 10, 2025
TO: City Council
FROM: Jon Maginot, Assistant City Manager
SUBJECT: EMERGENCY PREPAREDNESS AND RESPONSE: A CITY CHECKLIST

In Spring 2025, the City Council requested an update on the City's Emergency Preparedness efforts. In particular, Vice Mayor Fligor referred to a document provided by the League of California Cities entitled "Emergency Preparedness and Response: A City Checklist" (attached). This memo will address the points listed in the checklist.

- Create a reverse 911 communication system – **Completed**
- Ensure City communication channels are set up with multiple staff who can access accounts – **Completed**
- Prepare any emergency communications to be date and time stamped – **Completed (communications sent through social media and/or the City's website have this information included)**
- Form and train an Emergency Operations Center (EOC) – **Completed (though training is to be conducted periodically)**
- Coordinate with neighboring cities on mutual aid system – **Completed**
- Prepare City emergency contracts in advance to support with recovery reimbursement under FEMA – **Yet to be done**

In addition, the checklist from CalCities highlights items that to be done at the individual and community level. The City encourages individuals to take the actions recommended to prepare themselves for an emergency. The City continues to work with its community partners, in particular Resilient Los Altos, to accomplish the community level recommendations.

Attachment: CalCities memo "Emergency Preparedness and Response: A City Checklist"

Emergency Preparedness and Response: A City Checklist

Agenda Item # 12.

The following Emergency Preparedness and Response Checklist provides essential information and resources to ensure cities are prepared for future disasters and can rapidly respond during emergencies. The checklist is separated into three levels: individual, city, and community. This approach helps city officials and staff prepared themselves for emergencies, but also to help train city staff and community members for how to be ready for the next disaster or emergency that may impact their home.

Individual Level:

- ☐ Have a 'Go-Bag' ready for yourself with an emergency supply kit
- ☐ Make sure you have emergency supplies at home, including food and water
- ☐ Make sure your family and coworkers have a 'Go-Bag' ready
- ☐ Ensure you and your family sign up for Emergency Alerts
- ☐ Ensure you talk with your family about your Emergency Plan

City Level:

- ☐ Create a reverse 911 communication system for your city (*a system to send automated calls, text, or emails related to emergencies*)
- ☐ Ensure city communication channels (social media, website, email distribution) are set up with multiple staff who can access accounts swiftly to communicate with community members during emergencies or disasters
- ☐ Prepare any emergency communications to be date and time stamped
- ☐ Form and train an Emergency Operations Center (EOC) within your city and cross train with neighboring cities
- ☐ Coordinate with neighboring cities and Council of Governments on mutual aid system, shelter locations, and community resource centers for disasters
- ☐ Prepare city emergency contracts in advance to support with recovery reimbursement under FEMA (*existing contracts are eligible for reimbursement*)

Community level:

- ☐ Hold regular educational trainings or workshops with community members regarding the types of disasters that may impact your community
- ☐ Provide community members with information on how to prepare and respond to emergency alerts and communication from your city
- ☐ Educate community members about the need for home or property insurance
- ☐ Form, engage, and train Community Emergency Response Teams (CERTs) before emergencies or disasters strike
- ☐ Work with CERTs to formally become a 501(c)(3) non-profit organization so they can leverage preparedness and disaster response/recovery grant funding

Additional Resources:

- Individual 'Go-Bag' [Emergency Supply Kit Checklist](#)
- Additional [Emergency Supply Kit Resources](#)
- Emergency [Plan Information](#)
- Emergency [Alert Information](#)
- FEMA Guide to [Disaster-Specific Emergency Alerts](#)
- CALFIRE Evacuation [Guidelines](#)
- FEMA Evacuation [Information](#)



ADMINISTRATIVE POLICY

SUBJECT: PUBLIC RECORDS ACT POLICY

DATE: JUNE 10, 2025

APPROVED BY: CITY COUNCIL

City of Los Altos Public Records Act Policy.

The City of Los Altos (City) adopts this Public Records Act Policy (Policy) to establish reasonable policies for the inspection and copying of public records, and to protect the integrity of the City's files and preserve the orderly function of City Hall. This Policy furthers the fundamental purpose of the California Public Records Act (CPRA) to provide access to information about the conduct of the people's business. This Policy is considered a restatement and continuation of the City's previously existing practice of responding to CPRA requests.

Overview of the California Public Records Act.

The CPRA, which can be found at California Government Code sections 7920.000 et seq, is the California law that provides the public with the right to inspect and the right to promptly obtain copies of "public records." The purpose of the CPRA is to provide access to information that enables the public to monitor the functioning of their Government. *CBS Inc. v. Block*, (1986) 42 Cal. 3d 646, 651.

The CPRA is interpreted broadly in favor of providing access to public records, and any exceptions to the CPRA are interpreted narrowly. Cal. Const, art. I, §3(b)(2); *Sander v. Superior Court* (2018) 26 Cal. App. 5th 651, 654. In 2004, the California Constitution was amended to include Article I, section 3(b), regarding the public's right to access public records.

What is a "Public Record"?

The CPRA defines a "public record" as "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." Gov. Code §7920.530.

A "**writing**" is defined as "any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby create, regardless of the manner in which the record has been stored." Gov. Code §7920.545.

Questions are Not Writings or Records.

The CPRA creates no duty to answer written questions or oral questions submitted by members of the public. If an existing and readily available record contains the information that would answer the question, the City may choose to either answer the question or provide the record.

The Record Must Relate to the Public's Business.

Not every record in possession of the City is a public record. If a record contains primarily personal information, it is not a public record for purposes of the CPRA. *City of San Jose v. Superior Court* (2017) 2 Cal. 5th 608, 618-19.

The Record Must be Prepared, Owned, Used, or Retained by the City.

Records do not have to be in physical custody of the City to qualify as "prepared, owned, used or retained" by it. Records in the possession of a City's consultant can be public records if the City's agreement with the consultant provides that the City owns or controls the records. *City of San Jose v. Superior Court* (2017) 2 Cal. 5th 608, 623. Additionally, documents that otherwise meet the definition of public records are considered to be "retained" by the City if they are retained on an employee or official's personal device. *City of San Jose v. Superior Court*, (2017) 2 Cal. 5th 608, 629.

The Record Must be an Existing Record.

The CPRA applies only to existing records, and the City has no duty to create a record that does not exist at the time of the request. See Govt. Code § 7920.530; *Sander v. Superior Court* (2018) 26 Cal.App.5th 651; *Haynie v. Superior Court* (2001) 26 Cal.4th 1061.

Physical Form is Not Important.

The courts have recognized that the intent of the CPRA was to include in the definition of "public records" all forms of records, including electronic media, and any new forms of record keeping that are developed. *Braun v. City of Taft* (1984) 154 Cal. App. 3d 332, 340.

What Agencies are Covered? Proposition 59.

The CPRA is applicable to state and local agencies in California. A "state agency" includes "every state office, officer, department, division, bureau, board and commission or other state body or agency." Gov. Code §7290.540. A "local agency" includes a county, city, city and county, school district, municipal corporation, special district, community college district or political subdivision." Gov. Code §7290.510. It should be noted that no case has yet held Prop 59 substantially altered the balance struck in the CPRA between government transparency, privacy protection, and government effectiveness.

Records that are Exempt from Disclosure.

The CPRA exempts certain public records from disclosure, based on concerns regarding privacy, government efficiency, or both. Some of the key exemptions can be found in California Government Code sections 7923.60-7929.610. A list of other California statutes that exempt records from disclosure pursuant to the CPRA can be found in California Government Code sections 7930-7930.215.

There are approximately 76 exemptions to record disclosure that are set forth in the CPRA. A few of the exemptions that are relied on frequently by the City are listed below:

Architectural and Official Building Plans.

Full-size design, engineer or official building plans are not public records and are exempt from disclosure without the written permission of the architects or engineers. These plans may be inspected at City Hall, but they cannot be photographed or video recorded. Gov. Code §7927.705; Health & Safety Code §19851; 17 U.S.C. §17 (federal copyright laws apply).

Requests for Proposals.

Pursuant to Government Code section 7922.000, the City does not release the responses to the City's Requests for Proposals (RFP) until the contract negotiations are complete. While the public has a strong interest in scrutinizing the process leading to the selection of the winning proposer, the City's interest in keeping these proposals confidential outweighs the public interest in disclosure "until the negotiations with the winning proposer are complete." Govt. Code § 7922.000; *Michaelis, Montanari & Johnson v. Superior Court* (2006) 38 Cal.4th 1065.

Attorney-Client Privilege and Attorney Work Product.

All records protected by privileges under the Evidence Code are exempt from disclosure under the CPRA pursuant to Gov. Code §7927.705. Attorney-client privileged communications and attorney work product are examples of privileged documents that are exempt from disclosure under the CPRA.

Code Enforcement Records

Local agencies may pursue code enforcement through administrative, civil, or criminal proceedings, or a combination of both. Records of code enforcement cases for which criminal sanctions are sought may be subject to the same disclosure rules as police and other law enforcement records, including the rules for investigatory records and files, as long as there is a concrete and definite prospect of criminal enforcement. Records of code enforcement cases being brought administratively or civilly do not qualify as law enforcement records. However, some administrative code or civil enforcement information, such as names and contact information of complainants, may be exempt from disclosure under the official information privilege, the identity

of informant privilege, or the public interest exemption. *City of San Jose v. Superior Court* (1999) 74 Cal.App.4th 1008.

Preliminary Drafts.

Gov. Code §7927.500 exempts from disclosure "preliminary drafts, notes or interagency or intra-agency memoranda that are not retained in the ordinary course of business." If a document goes through multiple drafts before being finalized or approved, only the final version is subject to disclosure once it has been deemed complete, approved, and/or issued. This applies to draft staff reports, resolutions and ordinances.

Law Enforcement Records.

The provisions of the CPRA related to crime and law enforcement records can be found at Gov. Code §7923.600-7923.805. Law enforcement investigatory files as a whole are generally exempt from disclosure pursuant to Gov. Code §7923.600; however, the City is required to disclose certain information that is contained in those records.

For instance, Vehicle Code §20012 requires that traffic accident reports be released to certain persons, including involved drivers, injured persons, and the authorized representatives of those persons. Also, certain information must be disclosed about arrestees, including their name, occupation, physical description, time and date of arrest, location of arrest and charges. Gov. Code §7923.610. For more information about the CPRA and law enforcement records contact the Police Records Division and/or the City Attorney.

Pending Litigation.

Records related to pending litigation to which the agency is a party, or claims made under the Government Claims Act are exempt from disclosure until the pending litigation or claim has been finally resolved or settled. Gov. Code §7927.200. This exemption applies only to documents specifically prepared for use in existing or anticipated litigation. *Fairley v. Superior Court* (1998) 66 Cal. App. 4th 1414. The Claim itself is a public record.

Personnel, Medical and Similar Records.

Personnel, medical, or similar files are exempt if their disclosure would constitute an unwarranted invasion of personal privacy. Gov. Code §7927.700.

Utility Customer Information.

The name, credit history, usage data, home address, and telephone number of a City's utility customer is generally exempt from disclosure under the CPRA, except in certain circumstances listed in Gov. Code §7927.410 (e.g. violation of utility usage policies).

"Public Interest" Exemption (Balancing Test or "Catchall" Exemption).

This exemption allows the City to withhold records that are not listed in any specific exemptions under the CPRA, when the public interest served by withholding the records clearly outweighs the public interest served by disclosure. Gov. Code §7922.000. (former Gov. Code §6255). The agency relying on this "balancing test" or "catchall" exemption must be able to clearly demonstrate the public interest in nondisclosure based on the facts of the particular case. *Black Panther Party v. Kehoe* (1974) 42 Cal. App.3d 645, 657.

How to Make a Request for Public Records.

Form of the Request.

A record request under the CPRA can be made orally or in writing, in person or by phone. A written request can be mailed, emailed, or personally delivered. *Los Angeles Times v. Alameda Corridor Transportation Authority* (2001) 88 Cal.App.4th 1381, 1392. The City may strongly encourage the requester to use NextRequest, or similar public records requests software, but it cannot mandate it. It is recommended to reduce an oral request to a written request to have a record of the request in the event of a dispute over the City's response.

Specificity of the Request.

A public records request must reasonably describe an "identifiable record" or records and must be focused, specific, and reasonably clear, so that the City can determine which records are being requested. *Rogers v. Superior Court* (1993) 19 Cal. App. 4th 469, 481; *California First Amendment Coalition v. Superior Court* (1998) 67 Gal. App. 4th 159, 166.

Content of the Request.

A requesting party has a right to inspect disclosable records, or to copy records, or both. Gov. Code §§7922.525, 7922.530. A request should also specify whether it is for inspection, copying, or both. No "magic words" are required to make a record request, only that the described record or records are being sought. If a requesting party cites the federal Freedom of Information Act rather than the CPRA, the City is still required to respond pursuant to the CPRA. A requesting party is not required to explain the purpose of the request or how he or she intends to use the record. Gov. Code §7921.300.

The City's Response.

Timing of the Response.

The CPRA requires the City to respond to a request for records within ten (10) days from receipt of the request. Gov. Code §7922.535. This 10-day response is not a deadline for providing access to the records, but the deadline for the City to notify the requesting party about its determination of whether it has the requested records, and if they will be disclosed. This 10-day response may also notify the requester that the City will produce the records on a rolling basis beginning on a certain date.

The City can extend the 10-day response period for an additional fourteen (14) days if there is a need for more time to search and collect the records from separate facilities, to search for voluminous records, to consult with another interested agency or department, or to compile electronic records. Gov. Code §7922.535(b).

CPRA Does Not Provide Immediate Access to Public Records.

The CPRA does not provide a precise deadline for providing access to records. It states that the agency shall make the records "promptly available." Gov. Code §7922.530(a). However, the right to inspect public records does not mean that a person requesting to inspect public records during the City's regular office hours has an absolute right to see a record and immediately gain access to it.

The right to inspect a public record is constrained by an implied rule of reason to protect the records against theft, mutilation, or accidental damage, prevent interference with the orderly function of the office, and generally avoid chaos in record archives. *Bruce v. Gregory* (1967) 65 Cal.2d 666; *Rosenthal v. Hansen* (1973) 34 Cal.App.3d 754; 64 Ops. Cal. Atty. Gen. 317 (1981).

Assisting the Requester.

The CPRA requires the City to assist a person making a request if they are having trouble with making a specific and effective request. This assistance includes helping the person identify records that would satisfy the purpose of the request; describing the City's records, record keeping technology and locations of records; providing an index of records; and other suggestions for overcoming barriers to obtaining the records. Gov. Code §7922.600.

Withholding or Redacting Records.

When the City denies all or part of a request based on an exemption, it must identify the specific exemption in its written response and must identify by name and title the person responsible for the decision. Gov. Code §§7922.540; 7922.000.

No Duty to Create a Privilege Log.

The CPRA does not require the City to create a privilege log or list that identifies the specific records being withheld. The City's response only needs to identify the legal grounds for nondisclosure. *Haynie v. Superior Court* (2001) 26 Cal.4th 1061.

No Waiver.

The waiver provision in Government Code section 7921.505 applies to an intentional disclosure of privileged documents, and the City's inadvertent release of privileged or exempt does not waive such privilege or exemption. *Ardon v. City of Los Angeles* (2016) 62 Cal.4th 1176; *Newark School District v. Superior Court* (2015) 245 Cal.App.4th 887.

Fees for Providing Records.

The City cannot charge a fee for inspecting records, but when copies are requested the City can charge the "direct cost of duplication" or a statutory fee for the copies, which it can require in advance of providing copies. Gov. Code §7922.530(a). City's Fee Schedule sets 25 cents per page for copies of records.

Remedies for CPRA Violations Remedies for Violation of the CPRA.

The CPRA provides for a special process for challenging the City's response to a record request. The CPRA provides that any person may petition the superior court to enforce the CPRA. Gov. Code §7923.100. The action must be filed in the superior court in the county where the requested records are maintained. Gov. Code §7923.100. The requesting party has the burden of proving that the City violated the CPRA, and the City is entitled to a presumption that it acted reasonably and in good faith in responding to the request. *ACLU of N. Cal. v. Superior Court* (2011) 202 Cal. App. 4th 55, 85.

Attorneys' Fees and Costs in CPRA Litigation.

The party that wins a CPRA lawsuit may be awarded attorneys' fees and costs, however, when the City wins the lawsuit, it will only be awarded its fees and costs if the plaintiffs case was *clearly frivolous*. Gov. Code §7923.115.