

CITY COUNCIL MEETING AGENDA

7:00 PM - Tuesday, July 08, 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/81412597471?pwd=Jk1naHWhnTGJwabAA1aJuXbC3YjBl.1>

Telephone: 1-669-444-9171 / Webinar ID: 814 1259 7471 / Passcode: 422315

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. Hard copy/paper format comments presented during

the meeting will be distributed to the City Council the following day. Members of the public may present a copy of their comments or attachments to the City Clerk for distribution to the City Council.

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

SPECIAL ITEMS

Recognition of 2025 Annual Employee Award Winners

Recognition of 2025 STEM Winners

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.

[07-08-2025](#) Written Public Comment

CONSENT CALENDAR

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

1. Approval of Meeting Minutes

Approve the Draft Regular Meeting Minutes of June 10, 2025 and June 24, 2025

2. Commission Appointments

Approve the 2025 Youth Commission Interview Subcommittee's Appointment Recommendations to the Los Altos Youth Commission

3. Adoption of Resolution to Execute Amendment No. 1 —Flock Safety

Adopt a resolution authorizing the City Manager to execute Amendment No. 1 with Flock Safety in the amount of \$70,000 over the two years remaining on the contract for installation, maintenance and service for Flock Safety cameras in the City of Los Altos and the management of the Camera Registry Program

4. Adoption of Resolution - Design Contract

Adopt a Resolution authorizing the City Manager to amend the existing design contract with Noll & Tam Architects in the amount not-to-exceed \$27,650, to provide expanded construction administrative services related to the Emergency Operations Center project (CF-01021)

5. Adoption of Resolution - Agreement with CivicPlus LLC

Adopt a resolution authorizing the City Manager to execute an agreement with CivicPlus LLC to provide CivicRec, a recreation management software, for the Parks & Recreation department registration and facility reservations

6. Adoption of Resolution - Professional Services Agreement

Adopt a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with R3 Consulting Group., Inc. (R3) in the amount not to exceed \$585,282 for on-call professional services in support of the City's solid waste management program for the five-year period from FY 2025-26 through FY 2029-30, and find that the proposed agreement is exempt from environmental review pursuant to Section 15308 of the California Environmental Quality Act (CEQA) Guidelines

7. Adoption of Updated Financial Policy

Adopt the updated Financial Policy, which was reviewed by the Financial Commission on June 16, 2025

8. Adoption of Ordinances - Design Review

Four actions for Council Consideration:

Waive Second Reading and Adopt the Draft Ordinances and Consider the Planning Commission's June 5th, 2025, Recommendations for the Adoption of the Proposed Ordinances, which include:

- An Ordinance of the City Council of the City of Los Altos Adding Chapter 14.77 (Design Review) to the Los Altos Municipal Code; and
- An Ordinance of the City Council of the City of Los Altos Repealing in its Entirety Chapter 14.76 and Chapter 14.78 for Existing Design Review Regulations; and
- An Ordinance of the City Council of the City of Los Altos Amending Chapter 14.01 (Administration of Zoning) to the Los Altos Municipal Code; and
- Find that the proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines

9. Adoption of Resolution—Agreement with Axon Enterprise, Inc

Adopt a Resolution Authorizing the City Manager to Execute a Contract with Axon Enterprise, Inc. ("Axon") for the Purchase and Deployment of Public Safety Technology and Equipment, in an Amount Not to Exceed \$453,600 Over a 5-year Contract

10. Adoption of Resolution - Janitorial Services

Adopt a Resolution Authorizing the City Manager to Execute an Amendment to the Agreement with IMPEC Group for Janitorial Services in the Amount Not to Exceed \$885,276 for a Two-year Term on Behalf of the City

11. Adoption of Resolution - Public Art

Adopt a Resolution Authoring the Use of Public Art Funds in the Amount of \$9,000 for the Purchase of the Compass Turtle Sculpture Currently Located at Grant Park

12. Adoption of Ordinance - E-Bike and E-Scooters

Waive Second Reading and Adopt the new Chapter 8.32 entitled "Bicycle and Electric Mobility Devices" to Title 8 (Vehicles and Traffic) of the Los Altos Municipal Code

13. Adoption of Resolutions - Street Resurfacing Project

Two items for Council consideration:

- Adopt a resolution authorizing the City Manager to execute a construction contract with O'Grady Paving, Inc. for the Fiscal Year 2024-25 Annual Street Resurfacing Project TS-01001 and TS-01004 in the amount of \$5,379,565 (Base Bid) and up to 10% contingency, if needed, in the amount not to exceed \$537,957. The total project cost will be \$6,211,522, and find the Council's action is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15301(c), and that is one of the circumstances in the CEQA Guidelines; and

- Adopt a Resolution for the appropriation of \$168,897 for a total project budget of \$6,211,522

14. Adoption of Resolution - Salary Schedules

Adopt a Resolution Approving an Updated Fiscal Year 2025/26 Pay Schedule to Comply with California Public Employees' Retirement System Statutory and Regulatory Requirements for Compensation Earnable and Publicly Available Salary Schedules

INFORMATIONAL ITEMS / COUNCIL Q&A

There will be no discussion or action on Informational Items. The Council Q&A will be included in the packet the day of the meeting.

15. Tentative Council Calendar and Housing Element Implementation Update Calendar**16. Informational report on Flock audits**

- [17.](#) Finalized Operating Budget for Fiscal Year 2025-26 and the Five-year Capital Improvement and Major Maintenance Program (CIMMP) for FY2026-30
- [18.](#) 2025 Commission Recruitment Update
- [19.](#) 07-08-2025 Council QA

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

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

SPECIAL NOTICES TO THE PUBLIC

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

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

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

From: [Maria Bautista](#)
To: [City Council](#); [Public Comment](#)
Subject: Public Comment, Council Meeting 6/24/25: Item 4 Zoning Code Amendments- Design Reveiw
Date: Tuesday, June 24, 2025 5:58:05 PM

Dear Councilmembers,

With respect to the Design Review code amendments, while I appreciate the interest in efficiency, please be sure the proposed changes are not at the cost of maintaining adequate review in a manner that allows for sufficient notification to those impacted and general public awareness. The proposed changes move aspects of review to an administrative role and away from the Planning Commission. Less time in planning does not generally achieve the best outcome.

Please clarify with staff why the following items were removed:

1. Notification Provisions
2. Variances and Conditional Use considerations/approvals by the Planning Commission

Please add back into Section 14.777.070 (B) “Natural landscape will be preserved insofar as practical by minimizing tree and soil removal.”

Thank you for your consideration.

Best,

Maria Bautista

From: [Maria Bautista](#)
To: [Public Comment](#)
Subject: Public Comment, Council Meeting 6/24/25: Item 4 Zoning Code Amendments- Design Review
Date: Tuesday, June 24, 2025 6:01:36 PM

Dear Councilmembers,

With respect to the Design Review code amendments, while I appreciate the interest in efficiency, please be sure the proposed changes are not at the cost of maintaining adequate review in a manner that allows for sufficient notification to those impacted and general public awareness. The proposed changes move aspects of review to an administrative role and away from the Planning Commission. Less time in planning does not generally achieve the best outcome.

Please clarify with staff why the following items were removed:

1. Notification Provisions
2. Variances and Conditional Use considerations/approvals by the Planning Commission

Please add back into Section 14.77.070 (B) “Natural landscape will be preserved insofar as practical by minimizing tree and soil removal.”

Thank you for your consideration.

Best,

Maria Bautista

From: [Alan Wachtel](#)
To: [Public Comment](#)
Subject: Proposed e-bicycle and e-scooter ordinance is legally deficient and should not be adopted
Date: Sunday, June 29, 2025 9:34:48 PM

I'm not a resident of Los Altos, but I visit your downtown almost every week, and I sympathize with the City's concern over reported discourteous and potentially unsafe behavior by operators of bicycles, e-bikes, e-scooters, and other low-speed devices on streets and sidewalks downtown and elsewhere. Nonetheless, state and local regulation of bicycles is something I happen to know a lot about (having written several of those statutes myself, and also consulted as an expert witness), and I have to inform you that the ordinance that the Council approved on June 24, and which is tentatively set for second reading and adoption on July 8, is unintentionally overbroad, lies in large part outside the City's authority to enact, and may therefore turn out to be invalid and unenforceable. This matter should most definitely be referred to the City Attorney for study before any further action, including final adoption, is taken.

Here I'll set out the reasons for these statements, and then indicate what actions I believe the City may still properly take. I realize that not everyone will want to wade through all this technical detail. The bottom line is that state law strictly limits the extent to which the City can regulate traffic, and this ordinance greatly exceeds those limits. But there are other effective steps the City can take instead, which you can read about below, and narrower ordinances that would pass legal muster.

Preemption

California Vehicle Code §[21](#) states:

Except as otherwise expressly provided, the provisions of this code are applicable and uniform throughout the state and in all counties and municipalities therein, and a local authority shall not enact or enforce any ordinance or resolution on the matters covered by this code, including ordinances or resolutions that establish regulations or procedures for, or assess a fine, penalty, assessment, or fee for a violation of, matters covered by this code, unless expressly authorized by this code.

This doctrine, known as preemption, means that cities may not enact ordinances on any subject covered by the Vehicle Code--regardless of whether they do or do not conflict with that code, supplement it, or even substantially or fully duplicate its language--unless expressly authorized. This principle has been repeatedly and firmly upheld by the courts, e.g., [Rumford v. City of Berkeley](#) (1982) 31 Cal.3d 545, 550, and is strictly construed. "[A] city's police powers do not extend to control of vehicular traffic on its streets; that field has been preempted." (At p. 553.)

I understand that you may find this situation surprising and frustrating, but I would hope that, just as the City rightly expects road users to follow applicable law, the City Council itself would set a good example by following applicable law.

Among the matters covered by the Vehicle Code are operation on the highway of bicycles, electric bicycles (e-bikes), e-scooters (motorized scooters), electric personal assistive mobility

devices (EPAMDs, often referred to by the brand name Segway), electrically motorized boards (i.e., electric skateboards), low-speed vehicles (also known as neighborhood electric vehicles), and potentially other unspecified similar regulated mobility devices, as defined in the proposed ordinance. Confusingly, state laws governing these various devices were adopted at different times and for different purposes, and may therefore be incomplete or inconsistent with each other (or scattered in various parts of the Vehicle Code). Local authority to regulate these devices also varies, so no single ordinance may be able to regulate them all in a uniform way.

The Vehicle Code and Powers of Local Authorities

How does the Vehicle Code regulate these devices, and what powers, exactly, do local authorities have with respect to each? (The staff report and previous presentations have already summarized a portion of this information.)

Bicycles: Under [§21200](#), operators of bicycles have all the rights and are subject, with a few exceptions, to all the provisions applicable to the driver of a vehicle by Division 11 of the Vehicle Code, Rules of the Road. [Chapter 1, Article 4](#) of that division contains other special rules applicable to bicycles.

The staff analysis asserts that "CVC 21100(3) and 21207 permit local agencies to restrict the operation of bicycles and e-bicycles," and the ordinance's preamble states that "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." There is no [§21100\(3\)](#), but [§21100\(h\)](#) allows local regulation of bicycling on sidewalks. [§21206](#) permits local registration of bicycles and the parking and operation of bicycles on pedestrian or bicycle facilities (i.e., sidewalks and paths; legislative history makes it clear that this authority does not extend to bicycle lanes on the roadway, but in the interest of brevity I'll pass over those details for now). [§21207](#) deals with establishing bicycle lanes on the roadway. These provisions do not provide the broad regulatory power that the City appears to be asserting, by either location or type of device. (There are several other local powers that aren't relevant to this discussion.)

Electric bicycles: E-bikes are considered a type of bicycle ([§§231, 312.5](#)), and all the considerations cited above apply. In particular, [§21207.5](#) allows local authorities to permit or prohibit electric bicycles on off-road paths.

Motorized scooters: [Chapter 1, Article 5](#) covers operation of motorized scooters (the term includes both electric and gas-powered scooters ([§407.5](#))). Their operators, like bicyclists, have the rights and are subject to the provisions applicable to vehicle operators, and there are additional operating and equipment requirements.

The City does have some latitude to regulate motorized scooters. [§21225](#) permits local authorities to regulate motorized scooter registration and their parking and operation on pedestrian or bicycle facilities and local streets and highways, if that regulation is not in conflict with the Vehicle Code. [§21230](#) permits local prohibition of motorized scooters on bicycle paths or trails or bikeways; the term "bicycle trail" is undefined, but "bikeway" is sufficient to cover all classes of bicycle facilities (Streets and Highways Code [§890.4](#)). As a rule, motorized scooters may not operate on roads with a speed limit above 25 mph, except in a Class II or Class IV bikeway, or on sidewalks; [§21235](#) lets cities relax the roadway restriction to 35 mph (though I don't think that's what Los Altos wants to do). Motorized scooters are subject at all times to a speed limit of 15 mph ([§22411](#)).

EPAMDs: Operators are considered pedestrians (§467). These devices are regulated in [Chapter 1, Article 6](#). §21281.5 requires operating at a safe speed that does not endanger the safety of persons or property. §21282 permits local authorities to regulate the time, place, and manner of their operation, including limiting, prohibiting entirely in the local jurisdiction, or prohibiting use in specified areas as determined to be appropriate by local entities.

Electrically motorized boards: Continuing in the same sequence, electrically motorized boards are regulated in [Chapter 1, Article 7](#). The rules of the road for electrically motorized boards are unclear; they appear to fall under the definition of "vehicle" in §670 and would therefore be subject to vehicular regulations, though their own definition in §313.5 does not use that word. Article 7 also refers to operating upon a highway. In any case, operators must be 16 or older and must wear helmets. They are restricted to roads with a speed limit of 35 mph or less, unless operated within a Class II or Class IV bikeway, and must themselves not exceed 15 mph. §21967 permits local authorities to prohibit or restrict electrically motorized boards on highways, sidewalks, or roadways.

Low-speed vehicles: See [Chapter 1, Article 5.5](#). Low-speed vehicles are subject to the provisions applicable to motor vehicles. With certain exceptions, they're limited to roads with a speed limit of 35 mph or less. §21266 lets local authorities restrict or prohibit their use.

Validity of the Ordinance

As I've said, the ordinance attempts to regulate disparate classes of devices in a uniform way, whereas its authority to do so varies. At this point, untangling these distinctions in detail would be excessive, and it's not my intent to rewrite the ordinance. All that's necessary for now is to understand that it calls for further study and should not be adopted prematurely. To that end, let me point out a few problematic provisions insofar as they deal with bicycles:

8.32.020 (Applicability of State law; violations generally), including admonitions to exercise due care: preempted by state law.

8.32.040 (Riding in groups), 8.32.050 (Helmet Required), 8.32.060 (Trick riding), 8.32.080 (Number of riders per bicycle): preempted by state law. There is no authority for local regulation.

8.32.090 (Penalties for violations and enforcement): Preempted, since §40000.1 of the Vehicle Code establishes that it constitutes an infraction for any person to violate any local ordinance adopted pursuant to this code. §42001 specifies maximum fines for infractions (to which may be added penalty assessments and surcharges; for details, see the Santa Clara County Superior Court Traffic Bail Schedule). But note this important provision of §42001(d):

[A] local public entity that employs peace officers . . . may, by ordinance or resolution, establish a schedule of fines applicable to infractions committed by bicyclists within its jurisdiction. . . . If a bicycle fine schedule is adopted, it shall be used by the courts having jurisdiction over the area within which the ordinance or resolution is applicable instead of the fines, including penalty assessments and court costs, otherwise applicable under this code.

8.32.030 (Riding on sidewalks and pedestrian paths prohibited): This provision of the ordinance merits special attention. It appears to be valid for all the classes of device the City wants to regulate, but the exemptions in 8.32.110(d) give me pause:

"Any individual may operate a bicycle on the sidewalk if riding the bicycle on the street or designated bicycle lane would place that individual in an unsafe situation." This is highly subjective and will complicate enforcement. Furthermore, it seems to imply that sidewalks are safer than streets. While that may be true in specific situations, the bike-car collision rate on sidewalks has generally been found to be greater than on the adjacent roadway. Even leaving aside issues with pedestrians and street furniture, sidewalks expose bicyclists to unexpected conflicts with turning and crossing traffic at driveways and intersections, frequently with obstructed sight lines.

"The bicycle can be utilized on the sidewalk under the following condition.

1. The road is less than eleven (11) feet in width without a designated bicycle lane."
Surely you mean the right-hand lane, or half the roadway on an unlaned roadway. And how is the presence of parked cars (and the need to leave clearance for potentially opening doors) to be accounted for?

"2. Debris blocks a dedicated bicycle lane, and it is the only means of getting around the hazard."

Debris would also have to block the roadway, which would be the normal alternative.

"3. Vehicles are parked in the bicycle lane or utilizing it for turning movements at an intersection."

The second part raises particular concerns. Merging into the bike lane on the approach to a turning movement at an intersection is exactly what motorists are required to do by Vehicle Code §§[21209](#) and [21717](#) (after yielding to bicyclists within the lane, according to §[22107](#)). Note also the [DMV Driver's Handbook](#): "Remember to . . . [e]nter a bike lane no more than 200 feet before starting a turn." Far from a hazard, this is a routine situation. This provision would encourage bicyclists to hop onto the sidewalk as they approach an intersection where a car is turning, unsafely placing them on the blind side of right-turning drivers who may be looking to their left for approaching traffic.

"4. The condition of the road has deteriorated to the point where it is unsafe for a bicycle to traverse through the area."

This sounds reasonable enough.

"5. Include traffic as a cause—traffic congestion or circulation, or other similar elements."

This seems to be a placeholder, which, like language in other places in the ordinance, needs to be cleaned up before it can be properly enacted.

What the City Can Do

There are a number of actions the City can take to deal with perceived problems:

- Bikes, e-bikes, e-scooters, and low-speed vehicles are subject, with a few exceptions, to the vehicular rules of the road, as apparently are electrically motorized boards. Operators of EPAMDs are subject to pedestrian laws. The City already has full authority to enforce these laws, though I hope that would be done reasonably and judiciously, against flagrant or unsafe behaviors, and not hypercritically. Laws for bikes, e-bikes, and e-scooters about staying as far right as practicable or within Class II bike lanes, in particular, contain a number of relevant and common exceptions and should not be applied indiscriminately.

- The City is also free to enforce the special rules for each type of device that I've cited above.
- Meanwhile, the proposed ordinance language can be revised to take account of the issues I've raised.

Again, I want to emphasize that the ordinance in its current form is not suitable for adoption. Please feel free to follow up with questions and comments. I'll be glad to respond to the best of my ability.

Sincerely,
Alan Wachtel
Palo Alto

From: [Jim Wing](#)
To: [Public Comment](#)
Subject: Council 07/08/2025 Meeting Future Agenda Item Request
Date: Thursday, July 3, 2025 7:16:48 AM

Los Altos Mayor Dailey and Distinguished Council Members,
Council 07/08/2025 Meeting Public Comment Item not on Agenda.

I request two future Consent Agenda Items:

- Revise Los Altos Code Chapter 11.20 to include Residential Home Corner Lot Side Yard “Standard Shoulder Specifications SU3 to SU11&SU20ABC” and requirements for when they are to be used.
- Approve Public Works **“Standard Shoulder Specifications SU3, SU4, SU5, SU6, SU7, SU8, SU9, SU10, SU11, and SU20ABC”** for improvements to residential home street shoulder. Council approval is a requirement of Los Altos Code Chapter 11:20. Each specification needs to be listed to ensure any future changes require Council approval. That will also provide public and architect notice.

Los Altos has many residential homes on streets without curb and gutter. When a new or major increase in living space home is built on these lots, most times street shoulder must be upgraded to meet “Standard Shoulder Specifications SU3 to SU11&SU20ABC”. Application of these specifications will improve consistent neighborhood appearance, yard and driveway interface with street pavement, control stormwater runoff, pedestrian safety, tree root damage to street pavement, and environmental protection for stormwater runoff.

To best of my knowledge, only a few Standard Shoulder Specifications have been approved individually by Council, but never the 10 [SU3 to SU11&SU20ABC] current Standard Shoulder Specifications as a group. A very high percentage of residents and architects do not know they exist or where to find them on Los Altos Web Site. Many have a surprise when they apply for drawing approval. Even the new Los Altos Web site that lists several specifications, has errors like obsolete Standard Shoulder Specification drawings. Also, web site could be improved by listing “Standard Shoulder Specifications [SU3 to SU11&SU20ABC]” as a group and make it easier for home owner / architect to find.

Make this change and “orphan” SU20ABC would have a home and visibility.

Thank you for your consideration! Jim Wing, Milverton Road, Los Altos

From: [Eric Muller](#)
To: [Public Comment](#)
Subject: Public comment - 07/08/2025 City Council Meeting - Item 5 agreement with CivicPlus LLC
Date: Monday, July 7, 2025 6:01:32 PM

Dear Concil members,

I find the current website for Parks & Recreation department registration unacceptable, and I object to the adoption of the resolution. Here are the reasons for my objection:

Clicking on the Class registration link on the city website pops an alert before redirecting to a commercial website:

Links to external, or third-party websites, are provided solely for visitors' convenience. Following links to other sites is done so at your own risk and the owners of this website accept no liability for any linked sites or their content.

Any link from our site to an external website does not imply that we endorse or accept any responsibility for its use. It is important for users to take necessary precautions, especially to ensure appropriate safety from viruses, worms, trojans, and other potentially destructive items. Users should review the privacy policies of external websites and other terms of use to learn more about what, why, and how they collect and use any personally identifiable information.

Thank you for visiting and please come again.
Please wait to be directed to the selected URL in 2 seconds...

That pop up stay up for all of five seconds, with no obvious possibility of retaining it longer. Clearly, it is not possible to read this popup in five seconds. It seems that the intent is more to make the city look responsible and virtuous, rather than inform and help users of the site.

Then it is rather comical that the city denies any responsibility for using a web site that displays the city seal, and is presumaby somewhat under the control of the city.

Then the registration website automatically and silently calls on a number of other websites, that one may or may not wish to interact with (I certainly don't):

audioeye dot com
bootstrapcdn dot com
cloudflare dot com
facebook dot net
google dot com
googleapi dot com
gstatic dot com
zdassets dot com

Without interacting with those sites, the registration site is completely unusable. In fact, one cannot even see the list of classes.

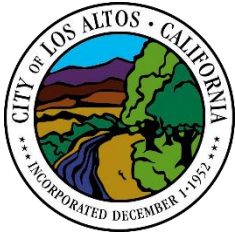
Then if one want to register for a class, one needs to create an account, and in doing so accept

the $19 + 13 + 39 + 20 = 91$ pages of terms of use and privacy policies.

Finally, there is no indication that registration for classes is possible by other means, e.g. in person at the city hall.

Overall, I consider the current site unacceptable.

Eric Muller
Los Altos resident
eric.muller@efele.net



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, JUNE 10, 2025
7:00 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

Agenda Item # 1.

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

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

ESTABLISH QUORUM – All 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

Motion by Weinberg and Second by Dailey to move Item 9 after Item 5 on the agenda. **Motion carried unanimously by roll call vote.**

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following speaker spoke during Public Comment:

- Anne Paulson

CONSENT CALENDAR

Jonathan D. Weinberg, Councilmember, requested to pull Item 3 for further discussion.

Pete Dailey, Mayor, moved Item 3 to the second Discussion Item on the agenda, after Item 9.

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

Motion by Lang and Second by Meadows to approve the Consent Calendar, excluding Item 3. **Motion carried unanimously by roll call vote.**

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

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

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

Steven Son, Capital Improvements Manager, presented the report.

The following members of the public spoke regarding the item:

- Anne Paulson
- Anson Lee

After discussing the item, the City Council directed staff to add their comments and suggestions to the ordinance and to bring the item back to a future meeting.

This item was moved to be heard immediately following the Consent Calendar.

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

Jonathan D. Weinberg, Councilmember, explained why he requested to pull the item for further discussion.

There were no public speakers regarding the item.

Motion by Meadows and Second by Dailey to 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. **Motion carried unanimously by roll call vote.**

This item was moved to be heard after Item 9 on the agenda.

The City Council took a recess at 8:54 p.m.

The City Council reconvened at 9:08 p.m.

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

Aida Fairman, Public Works Director, presented the report.

Pete Dailey, Mayor, opened the Public Hearing.

There were no speakers during the public hearing.

Pete Dailey, Mayor, closed the Public Hearing.

Motion by Weinberg and Second by Fligor to 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. **Motion carried unanimously by roll call vote.**

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

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

Pete Dailey, Mayor, opened the Public Hearing.

There were no speakers during the public hearing.

Pete Dailey, Mayor, closed the Public Hearing.

Motion by Fligor and Second by Lang to 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. **Motion carried unanimously by roll call vote.**

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)

Jon Maginot, Assistant City Manager, and Jessie Kim, Finance Director, presented the report.

Pete Dailey, Mayor, opened the Public Hearing.

There were no speakers during the Public Hearing.

Pete Dailey, Mayor, closed the Public Hearing.

Motion by Weinberg and Second by Dailey Establishing the FY 2025-26 Appropriations Limit. **Motion carried unanimously by voice vote.**

Motion by Weinberg and Second by Meadows Setting Certain Fees and Charges to be Collected in FY 2025-26. **Motion carried unanimously by voice vote.**

Motion by Weinberg and Second by Dailey 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. **Motion carried unanimously by voice vote.**

Motion by Weinberg and Second by Dailey Reaffirming the FY 2025-26 Utility Users Tax Rate. **Motion carried unanimously by voice vote.**

Motion by Weinberg and Second by Dailey Reaffirming the FY 2025-26 Transient Occupancy Tax Rate. **Motion carried unanimously by voice vote.**

Motion by Weinberg and Second by Dailey Authorizing the Allocation of Park-In-Lieu Funds for Parks and Recreation Facility Improvement Projects. **Motion carried unanimously by voice vote.**

Motion by Weinberg and Second by Dailey Adopting the FY 2025-26 Operating Budget. **Motion carried unanimously by voice vote.**

Motion by Weinberg and Second by Dailey Adopting the FY 2025-30 Five-Year Capital Improvement and Major Maintenance Program (CIMMP). **Motion carried unanimously by voice vote.**

Motion by Weinberg and Second by Dailey to Adopt the City of Los Altos Purchasing Policy. **Motion carried unanimously by voice vote.**

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

- **Pete Dailey, Mayor**, requested a future agenda item:
 - Flag raising for America 250 for the 4th of July (*Supported by all Council*)

ADJOURNMENT – The regular meeting adjourned at 10:35 p.m.

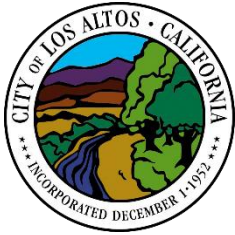
The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting on June 24, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk

The June 10, 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 OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, JUNE 24, 2025
7:00 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

Agenda Item # 1.

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

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

ESTABLISH QUORUM – All Councilmembers were present.

PLEDGE OF ALLEGIANCE – **Larry Lang, Councilmember**, led the Pledge of Allegiance.

REPORT ON CLOSED SESSION

There was no reportable action from the Closed Session meeting of June 24, 2025.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes to the order of the agenda.

SPECIAL ITEMS

Issue Proclamation Designating July as Parks Make Life Better Month

Pete Dailey, Mayor, presented a proclamation to **Manuel Hernandez, Parks and Recreation Director**.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following member of the public spoke during Public Comment:

- Justin Zagunis

CONSENT CALENDAR

Pete Dailey, Mayor, announced Item 2 on the agenda would be moved to the meeting of July 8, 2025.

Motion by Meadows and Second by Fligor to move Item 2 (Agreement with Axon Enterprises) to the meeting of July 8, 2025. **Motion carried unanimously by roll call vote.**

Motion by Meadows and Second by Lang to adopt Items 1 and 3 of the Consent Calendar.

Motion carried 4-1 for Item 1 by roll call vote with Councilmember Weinberg opposed, and unanimously for Item 3 by roll call vote.

1. Adoption of Resolution – Purchase of Fleet Vehicles

Adopt a resolution authorizing the City Manager to approve the purchase of two 2025 Ford Police Interceptor Hybrid Patrol Vehicles as part of the vehicle replacement program for City owned fleet vehicles

2. Adoption of Resolution—Agreement with Axon Enterprise, Inc

Adopt a resolution authorizing the City Manager to execute a contract with Axon Enterprise, Inc. ("Axon") for the purchase and deployment of public safety technology and equipment, in an amount not to exceed \$451,700 over a 5-year contract.

This item was moved to the meeting of July 8, 2025.

3. Fire Protection Services

Adopt a resolution providing direction to staff on fire protection services

PUBLIC HEARINGS

4. Zoning Code Amendments - Design Review

Three actions for Council consideration:

Hold Public Hearing, Waive First Reading and Introduce the draft ordinances and consider the Planning Commissions June 5th, 2025, recommendations for the adoption of the proposed ordinances which include:

- An Ordinance of the City Council of the City of Los Altos Adding Chapter 14.77 (Design Review) to the Los Altos Municipal Code; and
- An Ordinance of the City Council of the City of Los Altos Repealing in its Entirety Chapter 14.76 and Chapter 14.78 for Existing Design Review Regulations; and
- An Ordinance of the City Council of the City of Los Altos Amending Chapter 14.01 (Administration of Zoning) to the Los Altos Municipal Code; and

Find that the proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines

Nick Zornes, Assistant City Manager, presented the report.

Pete Dailey, Mayor, opened the Public Hearing.

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

- Jim Wing

Pete Dailey, Mayor, closed the Public Hearing.

Motion by Meadows and Second by Lang to waive the first reading and introduce an ordinance of the City Council of the City of Los Altos Adding Chapter 14.77 (Design Review) to the Los Altos Municipal Code. **Motion carried unanimously by roll call vote.**

Motion by Meadows and Second by Lang to waive the first reading and introduce an ordinance of the City Council of the City of Los Altos Repealing in its Entirety Chapter 14.76 and Chapter 14.78 for Existing Design Review Regulations. **Motion carried unanimously by roll call vote.**

Motion by Meadows and Second by Lang to waive the first reading and introduce an ordinance of the City Council of the City of Los Altos Amending Chapter 14.01 (Administration of Zoning) to the Los Altos Municipal Code. **Motion carried unanimously by roll call vote.**

The City Council unanimously found that the proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines.

DISCUSSION ITEMS

5. Adoption of Resolution - America 250 Flag Raising

Adopt a Resolution to raise the America 250 Flag

Anthony Carnesecca, Assistant to the City Manager, presented the report.

There were no public speakers regarding the item.

Resolution failed due to lack of motion.

6. Introduce an Ordinance - E-Bicycle and E-Scooter Regulation

Waive First Reading and 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

Steven Son, Capital Improvements Manager, presented the report.

The following member of the public spoke regarding the item:

- Hana D.

The Council amended section D5 of the ordinance.

Motion by Meadows and Second by Lang to waive the first reading and introduce an ordinance, as amended, 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. **Motion carried 3-2 by roll call vote with Councilmember Weinberg and Vice Mayor Fligor opposed.**

INFORMATIONAL ITEMS / COUNCIL Q&A

There will be no discussion or action on this item. The Council Q&A will be included in the packet the day of the meeting.

7. Tentative Council Calendar and Housing Element Implementation Update Calendar
8. 06-24-2025 Council Q&A

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

- **Pete Dailey, Mayor**, requested a future agenda item:
 - Informational item on review of the FLOCK policy audits and safeguards
(Supported by all Council)

ADJOURNMENT – The regular meeting adjourned at 8:21 p.m.

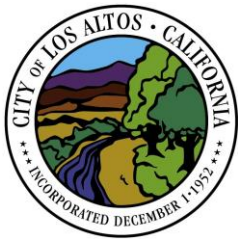
The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting on July 8, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk

The June 24, 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: July 8, 2025
Prepared By: Melissa Thurman
Approved By: Gabriel Engeland

Subject: Approve the 2025 Youth Commission Interview Subcommittee’s Appointment Recommendations to the Los Altos Youth Commission

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Approve the 2025 Youth Commission Interview Subcommittee’s appointment recommendations to the Los Altos Youth Commission

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

This is an annual recruitment and appointment process.

BACKGROUND

On June 16, 2025, the Youth Commission Interview Subcommittee, consisting of Councilmembers Larry Lang and Jonathan D. Weinberg, in accordance with Section 2.08.030.C of the Los Altos Municipal Code, interviewed 17 applicants to the Youth Commission. The City received 27 total applications for seven open seats on the Commission. Eight applicants were unable to attend the interviews in person but expressed a desire to be considered for appointment. Their applications were provided to the subcommittee members for consideration for appointment. Two applicants did not respond to invitations to the interview session.

The Youth Commission has the following vacancies to fill for FY2025/26:

- Five full-term seats, expiring in June 2027

- Two partial-term seats, expiring in June 2026, due to one graduation from high school and one commissioner not residing within Los Altos city limits.

Upon completion of the interview sessions, the Youth Commission Interview Subcommittee confirmed their appointment recommendations for the vacancies on the Youth Commission:

Recommendations for five full-term seats, expiring in June 2027:

- Vibha Bengani (Incumbent), 16 years old, 12th grade at Homestead High School (District 1)
- Olivia Cheng, 15 years old, 10th grade at Menlo High School (District 3)
- Allison Guan, 14 years old, 9th grade at Nueva High School (District 2)
- Taryn Hwang, 16 years old, 11th grade at Nueva High School (District 1)
- Michael Shukman, 15 years old, 10th grade at Mountain View High School (District 2)

Recommendation for two partial-term seats, expiring in June 2026:

- Sahana Srinivasan, 17 years old, 12th grade at Los Altos High School (District 3)
- Abhinav Tamman, 17 years old, 12th grade at Los Altos High School (District 5)

The following two applicants were identified as Alternates, should any of the above students be unable to accept their appointment to the Youth Commission:

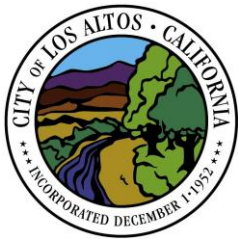
- Caroline Leong, 15 years old, 10th grade at Nueva High School (District 2)
- Meghna Shenoy, 16 years old, 11th grade at Homestead High School (District 1)

If the City Council accepts the subcommittee's recommendation and each of the applicants accepts the appointment, then next year's Youth Commission will be composed as follows:

NAME	AGE	GRADE	SCHOOL	TERM
Ishika Anand	15	10	Los Altos High School	2
Vibha Bengani	16	12	Homestead HS <i>(term will end upon graduation)</i>	2
Olivia Cheng	15	10	Menlo High School	1
Allison Guan	14	9	Nueva High School	1
Taryn Hwang	16	11	Nueva High School	1
Ryan Kim	17	12	Bellarmino College Preparatory School	2
Asha Rammohan	16	11	Los Altos High School	2
Darius Sayar	17	12	St. Francis High School	2
Michael Shukman	15	10	Mountain View High School	1
Sahana Srinivasan	17	12	Los Altos HS <i>(term will end upon graduation)</i>	1
Abhinav Tamman	17	12	Los Altos HS <i>(term will end upon graduation)</i>	1

ATTACHMENTS

1. None



City Council Agenda Report

Meeting Date: July 8, 2025
Prepared By: Saskia Lagergren
Approved By: Gabriel Engeland

Subject: Adoption of Resolution to Execute Amendment No. 1 —Flock Safety

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt a resolution authorizing the City Manager to execute Amendment No. 1 with Flock Safety in the amount of \$70,000 over the two years remaining on the contract for installation, maintenance and service for Flock Safety cameras in the City of Los Altos and the management of the Camera Registry Program.

FISCAL IMPACT

The \$40,000 for Year 1 is appropriated in the FY25/26 Operating Budget under the Public Safety Department. The remaining \$30,000 for Year 2 will be included in the FY26/27 General Fund budget. No additional appropriation is required at this time for the current fiscal year.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

July 11, 2023—Approval of the ALPR Pilot Program and the Flock Safety 3-year contract
January 28, 2025—Approval of the ongoing usage of ALPRs and approval of changes to policy

ANALYSIS

Amendment No. 1 is to extend the scope of services by adding an additional ten (10) cameras at a cost of \$40,000 for initial install and Year 1 of service, followed by a cost of \$30,000 for service for Year 2. The amount of Amendment No. 1 is a not-to-exceed amount of \$70,000 over two years, which brings the total 3-year contract amount for Flock Safety to \$241,750 (including both the Flock cameras and the Camera Registry Program). The initial contract that was signed for the Flock cameras was for a total of \$149,250 over three years. Additionally, the Camera Registry Program is \$7,500 per year, for a total of \$22,500 over three years.

DISCUSSION

In July 2023, a contract with Flock Safety was approved by City Council and was signed for the installation, maintenance and service of fifteen (15) Flock Safety cameras in the City of Los Altos for a one-year pilot program and a 2-year extension at the cost of \$149,250 over three years through December 2026. Additionally, in June 2024, \$7,500 was paid to Flock Safety for their Camera Registry Program, which is a registry in which community members can register their home or business surveillance cameras with the Los Altos Police Department. The contract cost for the Camera Registry Program is \$22,500 over three years.

ATTACHMENTS

1. Resolution

RESOLUTION NO. 2025-_____

A RESOLUTION OF THE COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE
AGREEMENT WITH FLOCK SAFETY IN THE AMOUNT NOT TO EXCEED \$70,000

WHEREAS, in July 2023, the CITY entered into an agreement with Flock Group Inc., doing business as Flock Safety (“Flock Safety”), to provide automatic license plate recognition (ALPR) camera systems and related services to enhance public safety and support law enforcement operations; and

WHEREAS, the City has determined there is a continued need to expand and enhance the City’s ALPR camera infrastructure to improve crime deterrence and investigative capabilities; and

WHEREAS, the City and Flock Safety desire to amend the existing agreement to provide for additional equipment, services, and related technology in support of these public safety goals; and

WHEREAS, funding for this amendment has been identified and appropriated in the City’s approved budget;

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Los Altos adopt a resolution to:

- 1. Authorize the City Manager to execute Amendment No. 1 with Flock Safety on behalf of the City for an amount not to exceed \$70,000 over the remaining two years on the contract
- 2. The \$40,000 for Year 1 was appropriated from the General Fund in the FY25/26 Budget and the \$30,000 for Year 2 will be appropriated from the General Fund in the FY26/27 Budget
- 3. Authorize the City Manager or their designee to take such further actions as may be necessary to implement the foregoing amendment, and

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 8th day of July, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor Pete Dailey

ATTEST:

Los Altos City Clerk



City Council Agenda Report

Meeting Date: July 8, 2025
Prepared By: Scott Reeves
Approved By: Gabriel Engeland

Subject: Adopt a Resolution to Amend the Noll & Tam Architects Agreement in the amount of \$27,650 for Construction Administrative Services related to the Emergency Operations Center Project (CF-01021)

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend the existing design contract with Noll & Tam Architects in the amount not-to-exceed \$27,650, to provide expanded construction administrative services related to the Emergency Operations Center project.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

None.

FISCAL IMPACT

The proposed \$27,650 amendment would be funded from the available construction contingency budget. No additional budget is requested for this item.

ENVIRONMENTAL REVIEW

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

PREVIOUS COUNCIL CONSIDERATION

July 11, 2023 and March 26, 2024

DISCUSSION/ANALYSIS

Noll & Tam Architects was hired in May 2022 to design, prepare construction documents, garner permits, and provide limited construction administrative support for the Emergency Operations Center project. Their current total contract amount is \$423,943.

The construction of the Emergency Operations Center project commenced in Spring 2024. Since then, the Contractor, Architectural Design Team, and City have worked collaboratively to move the project close to completion. The Architectural Design Team allowed a limited number of hours in their original agreement for construction administrative services. That initial allowance has nearly been expended, working through unanticipated complexities in the generator and fuel system designs, additional regulatory permitting, existing utility conditions, and structural detailing for the generator enclosure. This contract amendment will provide the Architectural Design Team with enough hours to complete the final observations and inspections required.

The construction project is approximately 80% complete with an estimated completion in Fall of 2025. The generator enclosure has been constructed. The wiring between the generator and the Community Center building has been installed. The upgrades within the Community Center have been completed. The generator has been fabricated and scheduled to arrive in August 2025. The generator fuel system has been installed. And to date, the project has expended 13% of the approved \$405,000 contingency budget.

ATTACHMENTS

- 1. Resolution No. 2025-xxx**

RESOLUTION NO. 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO AMEND THE DESIGN
CONTRACT WITH NOLL & TAM ARCHITECTS FOR THE EMERGENCY
OPERATIONS CENTER PROJECT CF-01021 IN AN AMOUNT NOT-TO-
EXCEED \$27,650**

WHEREAS, the City of Los Altos hired Noll and Tam to provide a design for incorporating a code-compliant EOC into the recently completed Los Altos Community Center; and

WHEREAS, Noll & Tam Architects was awarded a contract in the amount of \$89,243 on May 25, 2022, and awarded Amendment No. 1 in the amount of \$8,427 on December 8, 2022, awarded Amendment No. 2 in the amount of \$250,690 on January 31, 2023, and awarded Amendment No. 3 in the amount of \$75,583 on July 11, 2023; and

WHEREAS, Amendment No. 4 to Noll and Tam’s contract is proposed to cost \$27,650 for expanded construction administration services; and

WHEREAS, there is adequate funding in the City Council approved project construction contingency budget; and

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

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

1. Authorize the City Manager to execute Amendment No. 4 to the EOC Design Agreement between the City of Los Altos and Noll & Tam Architects in an amount not to exceed \$27,650 to provide expanded construction administrative services; and
2. Authorize 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 8th day of July 2025 by the following vote:

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AYES: Councilmembers

NOES: None

ABSENT: None

ABSTAIN: None

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
City Clerk



City Council Agenda Report

Meeting Date: July 8, 2025
Prepared By: Jaime Chew
Approved By: Gabriel Engeland

Subject: Adopt a Resolution – Professional Services Agreement for Recreation Management Software

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt a resolution authorizing the City Manager to execute an agreement with CivicPlus LLC to provide CivicRec, a recreation management software, for the Parks & Recreation department registration and facility reservations.

FISCAL IMPACT

The following action will cost a total not to exceed \$138,896 which will provide recreation management software services for three (3) fiscal years – FY 25/26, FY 26/27, and FY 27/28. The amount for this agreement is included in the annual Parks & Recreation department operating budget.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

None

BACKGROUND

After an RFP process, in June 2020 the city of Los Altos executed a two (2) year agreement with CivicPlus LLC to provide the recreation management software CivicRec. Implementation and the system build occurred between August 2020 through March 2021, and the software launched publicly on March 22, 2021 for spring registration. At the October 25, 2022, regular meeting, City Council approved the three (3) year agreement extension, as staff had recommended continued use of the software based upon satisfaction with the platform’s performance, and the positive feedback from staff and the community.

ANALYSIS

The CivicRec recreation management software continues to have great functionality, and be easy to use for staff and the community. Due to the time-consuming and costly nature of changing software systems, city staff recommends continued use of the CivicRec platform as the Parks & Recreation department has successfully used the software for the last five (5) fiscal years. Additionally, city staff has surveyed both our comparable and surrounding Santa Clara County cities and have found that six (6) other agencies (Campbell, East Palo Alto, Gilroy, Los Altos Hills, Morgan Hill and Palo Alto) also utilize the CivicRec software.

DISCUSSION

The CivicRec recreation management software continues to effectively support class and activity registration both in person and online, facility reservations, expanded reporting, and a variety of communication options. The platform also has additional elements like AudioEye, which provides online accessibility tools, and modules like document management that make the software useful to both staff and the community. The CivicRec recreation management software is not only currently utilized by many of our comparable and neighboring Santa Clara County cities, but it continues to be a reasonably market-priced platform. Staff recommends City Council to adopt a resolution authorizing the City Manager to execute an agreement with CivicPlus LLC to provide CivicRec – a recreation management software in the amount not to exceed \$138,896 for fiscal years 2025/26, 2026/27, and 2027/28 (3-year agreement) on behalf of the city.

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT ON
BEHALF OF THE CITY WITH CIVICPLUS LLC IN THE AMOUNT OF \$138,896 FOR
THREE YEARS TO PROVIDE CIVICREC – A RECREATION MANAGEMENT
SOFTWARE**

WHEREAS, in FY 20/21, the city of Los Altos executed a two (2) year agreement with CivicPlus LLC to provide the recreation management software CivicRec, and at the October 25, 2022 regular meeting, City Council approved the three (3) year agreement extension, as staff recommended continued use of the software based upon satisfaction with the platform’s performance, and the positive feedback from staff and the community; and

WHEREAS, staff recommends continued use of the CivicRec platform as a result of the Parks & Recreation department successfully using the CivicRec software for the last five (5) fiscal years, and the time-consuming and costly nature of changing software systems;

WHEREAS, six (6) of our comparable and surrounding Santa Clara County cities also utilize the CivicRec software; and

WHEREAS, the CivicRec recreation management software continues to effectively support: class and activity registration both in person and online, facility reservations, expanded reporting, and a variety of communication options, in addition to offering elements like AudioEye which provides online accessibility tools, and modules like document management that make the software useful to staff and the community; and

WHEREAS, the annual costs for this agreement will be included in the annual Parks & Recreation department operating budget; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the city of Los Altos hereby authorizes the City Manager to execute an agreement with CivicPlus LLC to provide CivicRec – a recreation management software in the amount not to exceed \$138,896 for fiscal years 2025/26, 2026/27, and 2027/28 (3-year agreement) on behalf of the city.

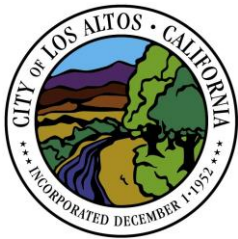
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the city of Los Altos at a meeting thereof on the 8th day of July 2025 by the following vote:

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK



City Council Agenda Report

Meeting Date: July 8, 2025
Prepared By: Public Works Department
Approved By: Gabe Engeland

Subject: Adoption of Resolution - On-Call Solid Waste Support Services with R3 Consulting Group, Inc.

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with R3 Consulting Group., Inc. (R3) in the amount not to exceed \$585,282 for on-call professional services in support of the City’s solid waste management program for the five-year period from FY 2025-26 through FY 2029-30, and find that the proposed agreement is exempt from environmental review pursuant to Section 15308 of the California Environmental Quality Act (CEQA) Guidelines.

FISCAL IMPACT

The total contract amount shall not exceed \$585,282.

The following action will cost \$585,282 for the consultant’s services for on-call professional services pertaining to solid waste to support the City’s solid waste management program from FY 2025-26 through FY 2029-30.

- Breakdown of funds to be used:
 - \$106,985 from the Solid Waste Fund (amount already included in the approved budget for FY 2025-26)
 - \$111,799 from the Solid Waste Fund will be budgeted as part of the FY 2026-27 budget
 - \$116,830 from the Solid Waste Fund will be budgeted as part of the FY 2027-28 budget
 - \$122,087 from the Solid Waste Fund will be budgeted as part of the FY 2028-29 budget

- \$127,581 from the Solid Waste Fund will be budgeted as part of the FY 2029-30 budget
- Total budget requested is \$0

ENVIRONMENTAL REVIEW

The agreement is categorically exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Sections 15308 (Actions by Regulatory Agencies for Protection of the Environment).

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

The City provides essential solid waste collection and diversion services through a franchise agreement with Mission Trail Waste Systems (MTWS). This agreement covers the collection of solid waste, organics, and recyclables and is a critical component of the City’s efforts to maintain public health and environmental sustainability.

In order to ensure continued regulatory compliance, efficient program oversight, and technical guidance, the City has historically contracted with R3 Consulting Group, Inc. since 2009 for professional, on-call support services. R3 has been instrumental in helping the City meet its obligations under various state laws, including SB 1383 (organic waste diversion and edible food recovery), AB 341 (mandatory commercial recycling), and AB 1826 (mandatory commercial organics recycling).

ANALYSIS/DISCUSSION

As state regulations continue to evolve, the City requires ongoing technical assistance to ensure compliance, maintain service quality, and support long-term waste reduction goals. The scope of work under the proposed agreement with R3 includes:

1. **SB 1383 Implementation**
To monitor regulatory changes and plan, and implement program modifications required under SB 1383, which mandates organic waste diversion and edible food recovery targets.
2. **Annual Rate Adjustment**
Review MTWS’s annual Consumer Price Index (CPI) rate adjustments to ensure accuracy and compliance with the franchise agreement terms before changes are applied each fiscal year.
3. **Solid Waste Ordinance Ongoing Support**
Implement the solid waste ordinance, which includes mailing notifications to covered generators regarding service subscription requirements, manage the self-haul

documentation process, perform compliance tasks for AB 341, AB 1826, and SB 1383, and prepare content for the Electronic Annual Report (EAR) submitted to CalRecycle.

4. **SB 1383 Outreach and Compliance**
 Conducts site visits and inspections at commercial establishments, particularly those that received organic bins during the Universal Rollout, to provide technical assistance and assess compliance with SB 1383 regulations.

5. **Contract Management Assistance:**
 Monitor MTWS's performance under the franchise agreement. This includes evaluating program metrics, managing deliverables, and ensuring contract compliance to maintain high service standards.

6. **Electronic Reports to CalRecycle**
 Compile and submit mandatory program data and compliance documentation to CalRecycle.

7. **Quarterly Meetings and On-Call Support**

Since 2009, the City has partnered with R3 Consulting Group, Inc. for professional, on-call solid waste management services. R3 has consistently delivered high-quality work and demonstrated a deep understanding of the City's solid waste program history, regulatory landscape, and operational needs. Their extensive experience, specialized knowledge, and professional certifications make R3 a valuable resource in helping the City meet its environmental and compliance objectives.

ATTACHMENT

1. Resolution for Agreement Execution

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 R3 CONSULTING GROUP, INC. (R3) IN THE AMOUNT NOT TO
EXCEED \$585,282 FOR ON-CALL PROFESSIONAL SERVICES IN SUPPORT OF THE
CITY’S SOLID WASTE MANAGEMENT PROGRAM FOR THE FIVE-YEAR PERIOD
FROM FY 2025-26 THROUGH FY 2029-30**

WHEREAS, the collection of solid waste, organics, and recyclables is a critical component of the City’s efforts to maintain public health and environmental sustainability; and

WHEREAS, the City requires ongoing technical assistance to ensure compliance, maintain service quality, and support long-term waste reduction goals; and

WHEREAS, R3 has consistently delivered high-quality work and demonstrated a deep understanding of the City’s solid waste program history, regulatory landscape, and operational needs; and

WHEREAS, the agreement is categorically exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Sections 15308 (Actions by Regulatory Agencies for Protection of the Environment); and

WHEREAS, there are sufficient funds in the Solid Waste Fund for the professional services needed for each fiscal year from FY 2025-26 through FY 2029-30.

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

- 1. Adopt a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with R3 Consulting Group., Inc. (R3) in the amount not-to-exceed \$585,282 for on-call professional services in support of the City’s solid waste management program for the five-year period from FY 2025-26 through FY 2029-30.

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 8th day of July, 2025, by the following vote:

AYES:

NOES:

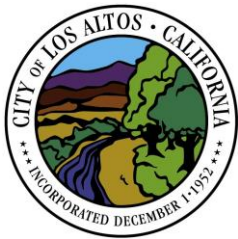
ABSTAIN:

ABSENT:

Pete Dailey
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk



City Council Agenda Report

Meeting Date: July 8, 2025

Prepared By: Jessie Kim

Approved By: Gabriel Engeland

Subject: Adoption of Updated Financial Policy

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt the updated Financial Policy

FISCAL IMPACT

None.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

June 13, 2023

BACKGROUND

The Financial Policy establishes guiding principles for the City's financial planning, management, and reporting. It is designed to maintain fiscal stability, transparency, and accountability. Periodic updates ensure alignment with governmental accounting standards, state laws, and evolving best practices.

On June 16, 2025, the Financial Commission reviewed and recommended adoption of the updated Financial Policy, incorporating formatting revisions and clarifying edits to improve readability and alignment with internal practices.

ANALYSIS/DISCUSSION

The June 2025 updates to the Financial Policy focused on improving clarity, structure, and usability. Revisions include enhanced definitions for structurally balanced budgeting, reorganization of reserve and fund balance language, clarification of capital project and special

revenue fund references, and updates to terminology to better reflect current internal practices. These changes do not alter the City's financial principles but refine how those principles are communicated and applied.

The updates clarify existing financial principles and improve how they are communicated and applied, enhancing clarity and consistency in financial operations.

ATTACHMENTS

1. Updated Financial Policy

FINANCIAL POLICY

OVERVIEW

This document establishes policies of overall financial management, budget development, and fiscal administration for the City of Los Altos. Included herein are statements and principles designed to guide the City in maintaining its financial stability.

Formal adopted financial policies assist elected officials and staff in the development of fiscal management practices, save time and energy in making financial decisions, promote public confidence, and provide continuity over time. While these policies will be updated periodically, they provide the basic framework for many of the financial decisions that the City will address. They support long-term planning and enhance the City's effectiveness.

This document discusses the most important elements of financial management in one comprehensive centralized format and is organized into the following areas of discussion:

- General Financial Principles
- Operating Budget
- Capital Improvements Program
- Revenues
- Expenditures
- Cash and Investment Management
- Debt Management
- Fund Balances and Reserves
- Financial Reporting and Audit
- Internal Control of the Financial Enterprise System
- Annual Review and Update
- Exhibits



GENERAL FINANCIAL PRINCIPLES

It is the overall policy of the City of Los Altos to:

- Provide financial information in a relevant, thorough, timely fashion, and in a format that effectively communicates financial status to Council, citizens, and City employees.
- Manage its financial resources in a responsible and planned manner.
- Establish and maintain prudent fund balance levels.
- Maintain financial reporting in compliance with current governmental accounting standards.
- Promote and implement a relevant and strong system of internal financial controls to manage significant risks and monitor the reliability and integrity of financial and operating reporting.
- Promote constructive and proactive financial decision making.
- Integrate long-term operating and capital resources planning.
- Allow for uncertainties and maintain a posture of financial flexibility.
- Develop programs in a manner that supports the City's long-term ability to cover costs and provide the level and quality of service required by its citizens.
- Manage debt responsibly.

FINANCIAL POLICY

- Establish and maintain investment policies in accordance with State law.

•

OPERATING BUDGET

~~An annual operating budget will be adopted by the City Council no later than June 30th of each year. The City Manager may develop and present a biennial budget shall be adopted by the City Council no later than June 30 of each fiscal year.~~ The City should strive to develop a multi-year financial plan (a five-year forecast) that is updated as part of the periodic budget process.

A balanced provisional operating budget will be presented to City Council for review and adoption. A “balanced budget” means that recurring expenditures do not exceed recurring revenues. Total expenditures should not exceed total revenue plus available funds. Available funds may include the use of fund balances on hand. The city adheres to a structurally balanced budget in that ongoing revenues are matched to ongoing expenses and one-time or cyclical revenues cover one-time expenses to manage to a net zero or positive bottom line.

Funds may not be expended for a new fiscal year until the budget for that fiscal year has been adopted by City Council.

One-time revenue sources are not to be relied upon to fund ongoing operations.

Budgetary control is maintained at the fund level:

- The City Manager may make budget transfers between departments or programs as long as those changes do not increase overall appropriations within any one given fund. Transfers between funds, overall increases in fund appropriations, and overall increases in project budgets can only be made through City Council action. Transfers between departments should be reported to the City Council as part of the budget update process, either at mid-year or at the proposal of a new budget term
- Department heads are held directly responsible and accountable for developing and managing their operational budgets. Their level of control is held at the department level. Departments that operate programs among different funds are limited to the appropriation levels within any one fund.

Operating expenditure appropriations not spent during the fiscal year lapse at year- end, except for:

- Encumbrances or commitments, as in the form of finalized Purchase Orders, made during the fiscal year that have not been completed at year- end.
- Appropriations for capital improvement projects and ongoing grants with a life-cycle beyond one year.

Governmental funds use the modified accrual basis of accounting while proprietary and fiduciary fund types are budgeted on a full accrual basis of accounting. The Annual Comprehensive Financial Report (ACFR) presents City’s finances on a generally accepted accounting principles (GAAP) basis and the City’s budget is prepared in conformance with these standards.

The City budget must comply with the annual determination of the City’s appropriations limit calculated in accordance with Article XIII B of the Constitution of the State of California and adopt an annual resolution to this effect.

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FINANCIAL POLICY

CAPITAL IMPROVEMENT AND MAJOR MAINTENANCE PROGRAM

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The City will develop and maintain a five-year capital improvement and major maintenance plan (CIMMP) to be updated annually in conjunction with the operating budget. The CIMMP should reflect the current and changing needs of the community as well as enhance ~~the quality of~~ the community's quality of life.

All projects within the CIMMP are to be tracked systematically and reported to management quarterly. CIMMP tracking reports should clearly display budget-to-actual performance by project, fund category and project status.

A capital program typically involves the purchase or construction of major fixed assets such as land, buildings and any permanent improvement including additions, replacements and major alterations having a long-life expectancy. Additionally, capital projects may apply to 1) expenditures that take place over two or more years and require continuing appropriations beyond a single fiscal year; 2) systematic acquisitions over an extended period of time or 3) scheduled replacement of specific elements of physical assets. Generally, only those items costing \$10,000 or more are considered as capital projects. Vehicle ~~s~~ purchases will also be included in this program when a fleet replacement plan is established.

The City also identifies projects in the Major Maintenance Program each year. Those projects mainly apply to 1) up-grade and maintain all buildings at current, competitive standards; 2) address code and safety issues, mechanical, electrical and plumbing systems, exterior and structural shortcomings, cosmetics, and immediate landscape issues; 3) the dollars are not to be spent to alter buildings or to renovate; 4) dollars should extend the life of whatever is being corrected for cycle of life designated for the building (typically ten years).

Capital improvements that specifically benefit a select group of users and/or are fee- for-service based are to be financed through user fees, service charges, special assessments and taxes, or development impact fees.

Capital improvements that specifically benefit a fee-for-service enterprise operation (such as Sewer) are to be financed through the service fees generated within that operation and fund. Such fees should be supported by periodic updates to the related utility master plan.

Transfers of resources into the CIP fund will be evaluated on an annual basis dependent upon the existence of available surplus dollars.

The City should strive to maximize the use of capital grants and state subventions in funding capital improvements before tapping general revenue sources.

REVENUES

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The City will strive to maintain a diversified and stable revenue base to minimize the impact of economic fluctuation.

The City will seek out, apply for, and effectively administer federal, state, and other grants that address the City's current operating and capital priorities.

FINANCIAL POLICY

Independent user-fee studies should be performed and updated periodically (three to five years) to ensure the proper balance of costs and service charges. The City should strive to cover the full cost of providing non-tax and discretionary fee-based service operations except to the extent that City Council approves defined subsidy levels by program area.

Operating departments are to review public services to identify and determine those appropriate for fee collection. Recommendations for new fees are to be presented to the City Council as fees are periodically updated.

Operating departments are to review existing fees periodically and recommend adjustments, if necessary, to ensure they reflect all direct and reasonable indirect costs of providing such services. Enterprise operations will be self-supporting and shall reimburse the General Fund for any and all material and services provided on their behalf.

FINANCIAL POLICY

EXPENDITURES

Expenditures are to be budgeted and controlled so as to not exceed estimated revenues plus the approved and planned use of fund balances accumulated in prior years.

The City will conduct a mid-year financial status review to determine if projected revenues and expenditures meet target levels. If an operating deficit is projected at year-end, the City should evaluate the need for immediate corrective and/or mitigating actions, including operating or capital expenditure reductions and/or activate the use of established contingency balances. The deferral of essential and scheduled operational expenditures into the following fiscal year or the use of short-term loans and transfers to balance the budget should be avoided.

The City should implement a formal purchasing system, principles, and guidelines to ensure that expenditure levels are kept in check in the course of any fiscal year.

CASH AND INVESTMENT MANAGEMENT

The Financial Commission will review the City’s investment policy annually and make recommendations to the City Council when appropriate.

The responsibility of investing City funds rests with the Finance Director who is to exercise due diligence to adhere to the investment policy. The Finance Director will present to the City Council quarterly investment reports presenting a summary of the portfolio status and compliance with the conditions set forth in the investment policy.

DEBT MANAGEMENT

The City should plan the use of debt in a manner that sustains financing payments at manageable levels.

The City will seek to maintain a high credit rating through sound financial practices as a basis ~~for minimizing~~to minimize borrowing costs.

The City will make every effort to use pay-as-you-go financing for capital improvement projects. Debt financing for a project can be used if the overall project cost exceeds anticipated available resources and/or if the cost of financing is favorable as compared to the use of City investment holdings over the financing term.

The City will monitor all forms of debt annually in conjunction with the budget preparation process and report concerns and remedies, if necessary, to City Council.

The City will diligently monitor its compliance with bond covenants.

The City will not issue long-term debt to finance current operations. Debt financing should only be used for long-term capital improvement projects with a useful life exceeding the term of the financing and for which the project revenues or specific identified revenue sources are sufficient to service the long-term debt.

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FINANCIAL POLICY

The City will use a lease-purchase method of financing for equipment if the lease rates are more favorable than the City's expected overall investment rate of return.

The City will not incur general obligation indebtedness for public improvements which exceed, in aggregate, 15% of the assessed value of all real and personal property of the City as specified in the California Government Code Section 43605.

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FUND BALANCE

GOVERNMENT FUND TYPE DEFINITIONS

The City's governmental fund types include the general fund, special revenue funds, capital projects funds, and debt service funds. GASB has clarified the definitions of these funds as follows:

GENERAL FUND

The General Fund should be used to account for and report all financial resources not accounted for and reported in another fund.

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund. Other resources (investment earnings and transfers from other funds, for example) also may be reported in the fund if those resources are restricted, committed, or assigned to the specified purpose of the fund. Governments should discontinue reporting a special revenue fund, and instead report the fund's remaining resources in the general fund, if the government no longer expects that a substantial portion of the inflows will derive from restricted or committed revenue sources

CAPITAL PROJECTS FUNDS

Capital projects funds are used to account for and report financial resources that are restricted, committed or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations or other governments.

DEBT SERVICE FUNDS

Debt service funds are used to account for and report financial resources that are restricted, committed or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt service funds should be used to report resources if legally mandated.

Commented [JD1]: City currently does not have the Permanent Fund

FINANCIAL POLICY

FUND BALANCE CLASSIFICATIONS

Fund balance is defined as the difference between assets and liabilities. Beginning in FY2010-2011, the City is required to reclassify fund balances into the following five categories to comply with the Governmental Accounting Standards Board Statement (GASB) No. 54, Fund Balance and Governmental Fund Types.

NONSPENDABLE

This is a portion of fund balance not available for appropriations by its nature or external restriction. Examples are inventories and donations that require intact principal values.

SPENDABLE: RESTRICTED

The restricted portion of fund balance is subject to externally enforceable legal restrictions. Examples are Gas Tax revenues and grant proceeds.

COMMITTED

The committed portion of fund balance is constrained by the limitations imposed through formal City Council action. Only formal City Council action can remove or modify a previously committed amount.

ASSIGNED

The Assigned portion of fund balance is established for intended use by either the City Council or its designee, such as the City Manager. No formal City Council action is needed to remove the intended use. GAAP required reserves, such as the Other Post-Employment Benefits (OPEB) reserve, belong to this category. The Fiscal Policy and State Revenue Stabilization policy balances belong to this category.

UNASSIGNED

The Unassigned portion of fund balance is that remaining after the non- spendable, the restricted, the committed, and the assigned fund balances are identified and recorded.

FINANCIAL POLICY

GOVERNING BODY ORDER OF FUND UTILIZATION

The City of Los Altos will use GASB's definitions of fund balance for the annual financial reports (audits) and for all other financial reporting. For all financial planning purposes, the term Budgetary Fund Balance will be used and will include any portion of the fund balance that is available for appropriation. Portions of the fund balance not available for appropriation will be identified as follows.

The City of Los Altos policy establishes the order of use of unrestricted resources as follows:

The City shall strive to use the most restricted fund balances prior to utilizing those that are less restricted. The following order of use reflects this guideline:

- Nonspendable (if funds become spendable)
- Restricted
- Committed
- Assigned
- Unassigned

SPECIAL REVENUE CLASSIFICATIONS

Only the General Fund has an unassigned category since money remaining in any other fund is automatically designated or assigned to the purposes of that fund. Under the new GASB 54 rules, if the balance of a Special Revenue Fund is not formally restricted or committed by fiscal year end, then it must be reported as part of the General Fund for fiscal year end audited financial statement purposes. For some of the City's special revenue funds, this necessitates the City Council to provide direction on the intended use of resources for the future. Staff recommends that the City Council adopt the following list of the City's Special Revenue Funds and their expected fund balance classifications:

- Vehicle Impound Fund – Restricted to Public Safety Use
- Supplemental Law Enforcement Fund – Restricted by State Statute
- Gas Tax Funds — Restricted by State Statute
- Proposition 1B – Restricted by State Statute
- ~~Storm Drain Deposits – Restricted to Storm Drain Use~~
- Community Development Block Grants – Restricted by Federal/State Statute
- Downtown Parking Fund – Restricted by Council Action
- In-Lieu Park Fee – Restricted by State Statute
- Traffic Impact Fee – Restricted by State Statute
- Estate Donation Fund – Restricted by Council Intent
- Transportation Development Act (TDA) Funds – Restricted by State Statute
- Measure B Fund – Restricted by State Statute
- Vehicle Registration Fund - Restricted by State Statute
- PEG Fees Fund – Restricted by State Statute
- Public Art Fund — Restricted by Council Intent
- ~~AB- 1379 CASP Fee— Restricted by State Statute~~
- ~~SB1 Road Maintenance Rehab – Restricted by State Statute~~
- ~~Public Safety Impact Fee – Restricted by State Statute~~

FINANCIAL POLICY

- General Gov't Impact Fee – Restricted by State Statute

In addition, GASB 54 allows the City Council authority to "assign" ending fund balances or bestow this authority to a City officer or designee. To provide the City with the most flexibility in financial reporting, the City Manager is given authority to assign resources and ending fund balances.

FUND BALANCE POLICY LEVELS

PURPOSE

The City of Los Altos (City) has enacted the Fund Balance policies in an effort to ensure financial security through the maintenance of a healthy fund contingency balance that guides the creation, maintenance, and use of resources for financial stabilization purposes. The City's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The City also seeks to maintain the highest possible credit ratings which are dependent, in part, on the City's maintenance of a healthy fund balance.

GENERAL FUND

The City's fiscal goal is to maintain annual expenditure increases at a sustainable growth rate, and to limit expenditures to anticipated revenue in order to maintain a balanced budget. The Council-directed target is to maintain an ~~unrestricted-unassigned~~ fund balance ~~within the range of not less than 17% of annual operating expenditures for the fiscal year with a multi-year goal of no less than -of achieving a 20% unrestricted of annual operating expenditures fund balance level~~ for the reasons noted below. This level of coverage includes General Fund balance amounts specifically assigned for annual Emergency and Operating Reserve as discussed and defined further below:

- To provide funding to cover approximately two (2) months of operating expenses with the goal of achieving three months coverage in the long term.
- To provide the liquidity necessary to accommodate the City's uneven cash flow, which is inherent in its periodic tax collection schedule.
- To provide the liquidity to respond to contingent liabilities.
- To adhere to Government Finance Officers Association (GFOA) recommendation that a minimum General Fund unrestricted fund balance to be maintained of no less than either two (2) months of regular operating revenues or expenditures.

INTENDED USES FOR RESERVE

- Interruptions in cash inflows

Examples include the State holding back on or altering tax disbursements, loss of sales tax receipts of a one time nature, or a significant economic slowdown. If the cash inflow

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FINANCIAL POLICY

interruption is of an ongoing nature, reserve use is limited to a consecutive two-year period, not to exceed 40% of the beginning reserve balance.

Emergencies

In the event of an emergency or disaster such as earthquakes, fires, floods or other such emergencies, the entire balance may be used to temporarily fund recovery costs. It is understood that all aid assistance options will be sought to fund recovery efforts or reimbursement of the Contingency Reserve for ~~fronting~~the fronting of recovery costs.

OTHER CRITERIA FOR USE

A majority vote from the City Council is required to determine that it is necessary to use the Contingency Reserve for any of the uses listed above. With the exception of the emergency scenario, the reserve contingency balance allocated for other intended uses shall not exceed 50% of the required balance in any given year.

REPLENISHMENT PLAN

Unless a repayment plan is pre-established at the time reserves are allocated, Staff shall bring for Council consideration a replenishment plan, within 60-days of allocation from the reserve. It would be Council's expectation that every effort would be made to replenish the reserve as soon as it is financially feasible and practical to do so.

CALPERS UNFUNDED ACCRUAL LIABILITY (UAL) &OTHER POST -EMPLOYMENT BENEFITS (OPEB) FUNDING

The City conducted actuarial studies to comply with GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits* and *GASB Statement No. 68, Accounting and Financial Reporting for Pension*to ~~Pension~~to determine the City's obligations). The studies concluded that the City should set aside annual funding for those obligations and the City has maintained internal funding of UAL and OPEB obligations for this purpose.:-

SEWER FUND BALANCES

The City should maintain the balances in the Sewer Fund at a level sufficient to accommodate operating and capital needs. The Sewer Master Plan has set this reserve at 25% of annual expenditures, including estimated capital improvements. This level of funding should be established pursuant to the performance of a utility fund rate-study and/or master plan and are to be used for unanticipated operating and capital needs, and to level future rate increases. Multi-year fee studies for this fund should be updated periodically as a basis for defining the revenue sources necessary to maintain system infrastructure and required services levels. As a result of the periodic fee or master plan studies, adjustments to user charges may be necessary to maintain recommended fund balance levels.

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FINANCIAL POLICY

WORKERS' COMPENSATION AND LIABILITY INSURANCE FUNDING

Periodic actuarial studies of self-insured workers' compensation and general liabilities will be conducted to ensure that proper levels of liabilities are accrued for claims and that rates charged to operating departments are appropriate.

EQUIPMENT REPLACEMENT FUNDING

An equipment replacement fund will be maintained to provide for the timely replacement of vehicles and other operating capital equipment. This fund is to be reviewed on an annual basis and rates charged to the using departments based on the depreciation guidelines established in this policy.

FINANCIAL REPORTING AND AUDIT

The City's accounting and financial reports are to be maintained in conformance with GAAP.

An annual financial audit will be performed by an independent public accounting firm familiar with municipal government activities. The independent auditor will issue an audit opinion to be included in the City's Annual Comprehensive Financial Report (ACFR). Additionally, the auditor will present the ACFR and discuss audit findings to the Financial Commission. The City encourages the rotation of audit service providers on a periodic basis.

The City is encouraged to submit the Annual ACFR and Popular Annual Financial Report (PAFR) to State and/or National Government Finance Professional organizations (Government Finance Officers' Association's Certification of Achievement for Excellence in Financial Reporting - California Society of Municipal Finance Officers ACFR Award) for independent review and evaluation

Internal financial status reports are to be issued on a periodic and timely basis – no less than quarterly and be made readily available citywide.

CAPITAL ASSETS

At the time of Acquisition, capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated fair market value on the date donated. Then the assets will be recorded at the depreciated value based on the depreciation schedule.

The City is to record the depreciation equipment, buildings and facilities, and infrastructure as follows and in line with internally established capitalization guidelines:

CAPITALIZATION THRESHOLDS

- | | |
|---------------------------------------|-----------|
| • Land purchases | Any value |
| • Equipment | \$10,000 |
| • Buildings and facility improvements | \$25,000 |

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FINANCIAL POLICY

- Infrastructure \$100,000

DEPRECIATION

Depreciation will be recorded on a straight-line basis over the following estimated useful lives:

- Equipment 3 – 10 years
- Site Improvements other than buildings 30 – 50 years
- Buildings 50 years
- Infrastructure 30 – 100 years

In June 1999, the GASB issued Statement No. 34 which requires the inclusion of infrastructure capital assets in local governments' basic financial statements. In accordance with GASB Statement No. 34, the City included all infrastructure into the Basic Financial Statements. The City defines infrastructure as the basic physical assets that allow the City to function. The assets include streets, sewer, and park lands. Each major infrastructure system can be divided into subsystems. For example, the street system can be subdivided into pavement, curb and gutters, sidewalks, medians, streetlights, landscaping and land. These subsystems were not delineated in the basic financial statements. The appropriate operating department maintains information regarding the subsystems.

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Interest accrued during capital asset construction, if any, is capitalized for the business type and proprietary funds as part of the asset cost.

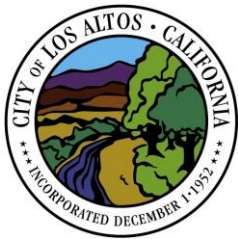
INTERNAL CONTROL FOR FINANCIAL ENTERPRISE SYSTEM

The City works with Bay Cities Joint Powers Insurance Authority to conduct periodic cybersecurity audits. All cybersecurity measures are in accordance with City and State laws and industry best practices.

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Financial system access control is in place. Only authorized individuals can access critical financial systems and data.

The City holds regular training sessions to raise awareness among employees about the importance of cybersecurity and to educate on best practices. These training sessions include topics such as phishing attacks, social engineering, safe browsing habits and the proper handling of sensitive data.



City Council Agenda Report

Meeting Date: July 8, 2025
Prepared By: Nick Zornes
Approved By: Gabe Engeland

Subject: Zoning Code Amendments – Design Review

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt the draft ordinances and consider the Planning Commissions June 5th, 2025, recommendations for the adoption of the proposed ordinances which include:

1. An Ordinance of the City Council of the City of Los Altos Adding Chapter 14.77 (Design Review) to the Los Altos Municipal Code; and
2. An Ordinance of the City Council of the City of Los Altos Repealing in its Entirety Chapter 14.76 and Chapter 14.78 for Existing Design Review Regulations; and
3. An Ordinance of the City Council of the City of Los Altos Amending Chapter 14.01 (Administration of Zoning) to the Los Altos Municipal Code; and

Find that the proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines.

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

The proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

The proposed Design Review ordinance merges together two (2) existing Chapters within the Los Altos Municipal Code, Chapter 14.76 and 14.78. The two (2) existing chapters both necessitate amendments for consistency in the Los Altos Zoning Code. The two (2) chapters are being proposed to be merged as the best practice for user experience and ease of application of the Code. The merger of the two (2) chapters into a standalone chapter is common practice for the requirements of Design Review in most jurisdictions, as the process for permitting should be the same, and the district specific regulations are reflected elsewhere in the code. Specific provisions in the proposed ordinances are largely consistent with the existing two separate chapters, and existing practice within the City.

ANALYSIS

The Ordinance consolidates two (2) standalone ordinances for design review within the City of Los Altos, one for the Single-Family Districts, and one for all other Districts. The two (2) standalone ordinances necessitate updates for consistency with the Los Altos Municipal Code based on several recently completed code amendments. The merger of the two (2) chapters allows for best practice and what is commonly seen in other codes within the industry. Regulations contained within the newly proposed Chapter are largely the same as what exists today, and existing practices of the City of Los Altos.

DISCUSSION

The consolidated Design Review Ordinance ensures consistency and adherence to the City of Los Altos established rules and regulations for development. The existing two (2) standalone chapters do not speak to each other, and in some areas fall short of the prescriptive compliance that is necessary for a well-established regulatory framework. The amendments are proposed based on the existing practices of the City of Los Altos, and industry standards which are known for this municipal function in Planning and Zoning. Overarchingly the amendments streamline the review process for all parties, which is crucial as Design Review is the City's single most application requested and reviewed by the Development Services Department.

Planning Commission June 5th Recommendation

On June 5, 2025, the Los Altos Planning Commission held a public hearing to consider the draft ordinances. During that meeting public testimony was received; the commission considered all testimony.

ATTACHMENTS

1. **Draft Ordinance – Design Review**
2. **Appendix A**
3. **Draft Ordinance – Repeal Chapter 14.76 & 14.78**
4. **Appendix A**
5. **Appendix B**
6. **Draft Ordinance – Administration of Zoning 14.01**
7. **Appendix A**

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS ADDING
CHAPTER 14.77 (DESIGN REVIEW) TO THE LOS ALTOS MUNICIPAL CODE**

WHEREAS, the City Council is empowered pursuant to Article XI, Section 7 of the California Constitution to make and enforce within the City all local, police, sanitary, and other ordinances, and regulations not in conflict with general laws; and

WHEREAS, the City Council held a duly noticed public hearing on **DATE TO BE INSERTED**, and **DATE TO BE INSERTED**; and

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

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

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

SECTION 1. ADDITION OF CHAPTER 14.77 OF THE MUNICIPAL CODE. Chapter 14.77 of the Los Altos Municipal Code is hereby amended as set forth in Appendix A to this Ordinance, underline indicating addition, strikethrough indicating deletion.

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

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

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

I HEREBY CERTIFY that the foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on **DATE TO BE INSERTED**, and was thereafter, at a regular meeting held on **DATE TO BE INSERTED**, passed, and adopted by the following vote:

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

APPENDIX A
CHAPTER 14.77

APPENDIX A

Chapter 14.77 – DESIGN REVIEW

14.77.010 Purpose.

The purpose of this chapter is to establish criteria, objectives and procedures to be followed for design review applications in all zones throughout the City of Los Altos. Design review is used to enhance the aesthetic qualities of proposed development within the City by utilizing adopted Objective Design Standards which are supplemental to this Chapter.

14.77.020 Administrative Design Review Required.

A. Administrative Design Review.

- 1. In each of the following cases, no building permit shall be issued for the construction, addition or alteration until administrative design review approval by the development services department:**
 - a. Any new one-story single-family dwelling under twenty (20) feet in height;**
 - b. Site improvements, exterior alterations or modifications, or additions to existing buildings of up to five hundred (500) square feet;**
 - c. Solid fences, and walls greater than six (6) feet in height.**
 - d. Additions or alterations to one-story single-family dwellings which do not exceed twenty (20) feet in height.**

14.77.030 Zoning Administrator Design Review Required.

A. Zoning Administrator Review.

- 1. In each of the following cases, no building permit shall be issued for the construction, addition or alteration until the Zoning Administrator has approved such proposal following a noticed public meeting, pursuant to this chapter:**
 - a. Any new two-story single-family dwelling;**
 - b. Any conversion of a one-story single-family dwelling to a two-story single family dwelling;**
 - c. Any new one-story single-family dwelling or accessory structure over twenty (20) feet in height;**
 - d. Any multi-family housing or mixed-use development with five (5) or fewer units;**
 - e. Site improvements, exterior alterations or modifications, or additions greater than five hundred (500) square feet of net new square footage to existing multifamily or commercial buildings;**

- f. Whenever any of the following entitlement(s) are required by this code: subdivision map, use permit, variance, administrative modification of standards; and
- g. Whenever the construction or expansion of a structure has special design characteristics which require additional study and consideration, as determined by the development services director or their designee.

14.77.040 Planning Commission Review Required.

In each of the following cases, no building permit shall be issued for the construction, addition or alteration until the Planning Commission has approved such proposal following a noticed public meeting, pursuant to this chapter:

- a. Any multi-family housing or mixed-use development with six (6) or more dwelling units;
- b. Any new commercial or non-residential development;

14.77.050 Exempt from Design Review.

The following improvements are not subject to Design Review:

- A. Minor modifications to existing buildings such as: replacements or modifications to windows and/or doors, new windows and/or doors, reroofing, rooftop venting, exhaust equipment, mechanical equipment, electrical improvements/upgrades, solar installations;
- B. Attached or detached accessory dwelling unit(s) and junior accessory dwelling unit(s);
- C. New dwellings proposed under the provisions of Chapter 14.64 (Dual Opportunity Developments);
- D. Detached accessory structures on properties in any R1 zoning district;
- E. Site improvements, exterior alterations or modification, or additions to existing buildings of up to one thousand (1,000) square feet in the Public/Community Facilities (PCF) District.

14.77.060 Authority of the Zoning Administrator.

The Zoning Administrator shall have the authority to require administrative design review to any improvement to a property or parcel of land that is determined to have special circumstances or potentially negative impacts on the community. A fee shall be collected for administrative design review as established by resolution of the City Council.

14.77.070 Design Review Findings.

In approving applications for design review approval under this chapter, the approving authority shall make the following findings:

- A. The proposal meets the goals, policies and objectives of the general plan and any objective design guidelines or standards and ordinance(s) adopted for the specific district or area.
- B. The proposed structures have been designed to follow the natural contours of the site with minimal grading, minimal impervious cover and maximum erosion protection.
- C. Building mass has articulated architectural elements or features that relate to the human scale, both horizontally and vertically. Building elevations have variation and depth and avoid large blank wall surfaces. Residential or mixed-use residential projects incorporate elements that signal habitation, such as identifiable entrances, stairs, porches, bays and balconies.
- D. Exterior materials and finishes convey high quality, integrity, permanence and durability, and materials are used effectively to define building elements such as base, body, parapets, bays, arcades and structural elements. Materials, finishes, and colors have been used in a manner that serves to reduce the perceived appearance of height, bulk and mass.
- E. The design and layout of the proposed project will result in well-designed vehicle and pedestrian access, circulation, and parking.
- F. The general landscape design ensures visual relief, complements structures, provides an attractive environment, and is consistent with any adopted landscape program.
- G. Signage when proposed or required is designed to complement the building architecture in terms of style, materials, colors, proportions, and serves as identification of the building or business(es) only.
- H. Mechanical equipment is fully screened from public view and the screening is designed to be consistent with the building architecture in form, material and detailing and is in full compliance with Chapter 11.14 of the Los Altos Municipal Code.
- I. Service and trash areas are fully screened from public view or are enclosed in structure(s) that are consistent with the building architecture in materials and detailing.
- J. Street improvements which are identified in Chapter 11.20 of the Los Altos Municipal Code.
- K. Offsite improvements associated with the subdivision of land allowed by Title 13 of the Los Altos Municipal Code, and/or the Subdivision Map Act.
- L. The approval of the Design Review complies with the California Environmental Quality Act (CEQA).

14.77.080 Multimodal Transportation Review Required.

- A. An application for planning commission design review shall be subject to a multimodal transportation review as part of the approval process in order to assess potential project impacts to various modes of transportation such as but not limited to bicycle, pedestrian, parking, traffic impacts on public streets, and/or public transportation.**
- B. Projects subject to a multimodal transportation review pursuant to this section shall be reviewed by the complete streets commission at a public meeting with the commission providing a recommendation to the planning commission on the multimodal transportation impact analysis and on the elements of the project that pertain to bicycle, pedestrian, parking, traffic and public transportation issues.**
 - 1. When a multimodal transportation review is required by this code the complete streets commission shall provide their recommendations to the planning commission at a joint meeting.**
- C. Exceptions. All housing developments shall be exempt from review of the complete streets commission. No multimodal transportation review before the complete streets commission shall be required of any housing development.**

14.77.090 Notice of Public Meetings.

Any decisions rendered under regulations contained within this Chapter are subject to public meeting notice requirements pursuant to Section 14.01.130 of the Los Altos Municipal Code.

14.77.100 Number Public Meetings Allowed.

When public hearings are required, the number of hearings for solely design review approval shall be no more than three (3) public hearings.

14.77.110 Design Review Expiration and Extensions.

Any decisions rendered under regulations contained within this Chapter are subject to expiration and extension procedures pursuant to Section 14.01.050 of the Los Altos Municipal Code.

14.77.120 Appeal Procedures.

- A. Any decisions rendered under regulations contained within this Chapter are appealable pursuant to Section 14.01.100 of the Los Altos Municipal Code.**
 - 1. The basis for any appeal of a housing development shall only be allowed and based on objective standards consistent with state law. A housing development as defined by law shall constitute any development which includes two (2) or more residential units within a proposed project.**

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REPEALING IN ITS ENTIRETY CHAPTER 14.76 AND CHAPTER 14.78 FOR
EXISTING DESIGN REVIEW REGULATIONS**

WHEREAS, the City Council is empowered pursuant to Article XI, Section 7 of the California Constitution to make and enforce within the City all local, police, sanitary, and other ordinances, and regulations not in conflict with general laws; and

WHEREAS, the City Council held a duly noticed public hearing on **DATE TO BE INSERTED**, and **DATE TO BE INSERTED**; and

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

WHEREAS, the City Council repeals in its entirety Chapter 14.76 and Chapter 14.78 of the Los Altos Municipal Code; and

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

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

SECTION 1. REPEAL CHAPTER 14.76 OF THE LOS ALTOS MUNICIPAL CODE. Chapter 14.76 of the Los Altos Municipal Code is hereby amended as set forth in Appendix A to this Ordinance, underline indicating addition, strikethrough indicating deletion.

SECTION 2. REPEAL CHAPTER 14.78 OF THE LOS ALTOS MUNICIPAL CODE. Chapter 14.78 of the Los Altos Municipal Code is hereby amended as set forth in Appendix B to this Ordinance, underline indicating addition, strikethrough indicating deletion.

SECTION 3. CONSTITUTIONALITY; AMBIGUITIES. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions hereof. Any ambiguities in the Los Altos Municipal Code created by this Ordinance shall be resolved by the Development Services Director, in their reasonable discretion, after consulting the City Attorney.

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

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

I HEREBY CERTIFY that the foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on **DATE TO BE INSERTED**, and was

thereafter, at a regular meeting held on **DATE TO BE INSERTED**, passed, and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

APPENDIX A
CHAPTER 14.76

APPENDIX B
CHAPTER 14.78

Chapter 14.76 DESIGN REVIEW—SINGLE FAMILY DISTRICTS¹

14.76.010 Purpose.

The purpose of this section is to establish a set of criteria, objectives and procedures to be followed with respect to the design review of any proposed single-family main or accessory structure, or addition or alteration thereto, and to insure that the new development occurs in a manner which is consistent with the objectives of this chapter, the objective design criteria of single-family residential objective design guidelines, and the goals and policies of the general plan.

(Ord. No. 2012-381, § 1, 5-22-2012; Ord. No. 2023-490, § 4(App. B), 3-28-2023)

14.76.020 Single-family residential objective design guidelines.

Any new main or accessory structure, or addition or alteration thereto, shall be consistent with the policies and implementation techniques described in the single-family residential objective design guidelines as adopted by the city council.

(Ord. No. 2012-381, § 1, 5-22-2012; Ord. No. 2023-490, § 4(App. B), 3-28-2023)

14.76.030 Requirement for administrative design review.

No building permit shall be issued for any new main or accessory structure, or addition or alteration thereto within a single-family district, until such construction has received administrative design review approval by the development services director or their designee. Window replacements, reroofing and rooftop venting and exhausting equipment, mechanical equipment, attached or detached accessory dwelling unit(s) and junior accessory dwelling unit(s) are exempt from this requirement.

(Ord. No. 2012-381, § 1, 5-22-2012; Ord. No. 2016-423, §§ 1, 2, 9-27-2016; Ord. No. 2023-490, § 1(App. B), 3-28-2023)

14.76.040 Requirement for zoning administrator design review.

In each of the following cases, no building permit shall be issued for the construction, addition or alteration of any main or accessory structure within a single-family district until the zoning administrator has approved such structure following a noticed public hearing, pursuant to this chapter:

- A. — Any new two-story structure;
- B. — Any conversion of a one-story structure to a two-story structure;
- C. — Any new one-story structure over twenty (20) feet in height;
- D. — Whenever design review is specifically required under the terms or conditions of any tentative subdivision map, use permit, variance or conditional rezoning; and

- ~~E. Whenever, as determined by the development services director or their designee, the construction or expansion of a main or accessory structure may be in conflict with the design review findings contained in Section 14.76.050 of this chapter.~~

~~(Ord. No. 2012-381, § 1, 5-22-2012; Ord. No. 2016-423, §§ 1, 2, 9-27-2016; Ord. No. 2023-490, § 1(App. B), 3-28-2023)~~

~~14.76.050 Initial application review.~~

~~All applications filed with the development services department in compliance with this zoning code shall be accompanied by the payment of a processing fee in such amount as established by resolution of the city council and initially processed as follows:~~

- ~~A. The application shall be reviewed for completeness and processed in accordance with the Permit Streamlining Act, Government Code Section 65920, et seq.~~
- ~~B. Appeals of administrative decisions. Determinations of incompleteness or denials of an extension request may be appealed to the city council pursuant to Chapter 1.12 (Appeals).~~
- ~~C. Expiration of application. If the applicant does not provide the information and materials necessary for a complete application within one hundred eighty (180) days after notification of incompleteness, the application shall be deemed expired. After expiration of the application or extension, if granted, a new application, including fees, plans, exhibits, and other materials will be required to commence processing of any project on the same property.~~
- ~~D. Extensions. The applicant may request, in writing, within the one hundred eighty (180) day time period, an extension of up to one hundred eighty (180) days to the development services director or their designee. Approval of the extension is contingent on the applicant demonstrating that there are extenuating circumstances that have caused a delay in the submittal of the required information.~~
- ~~E. Environmental information. After an application has been accepted as complete, the development services director or their designee may require additional information as necessary for the project's environmental review.~~

~~(Ord. No. 2016-423, § 3, 9-27-2016; Ord. No. 2023-490, § 1(App. B), 3-28-2023)~~

~~14.76.060 Design review findings.~~

~~In approving an application for design review, the approving authority shall make the following findings:~~

- ~~A. The proposed structure or alteration complies with all provisions of this chapter;~~
- ~~B. The height, elevations and placement on the site of the proposed main or accessory structure or addition, when considered with reference to the nature and location of residential structures on adjacent lots, and will consider the topographic and geologic constraints imposed by particular building site conditions;~~
- ~~C. The natural landscape will be preserved insofar as practicable by minimizing tree and soil removal; grade changes shall be minimized;~~
- ~~D. The orientation of the proposed main or accessory structure or addition in relation to the immediate neighborhood will minimize excessive bulk;~~
- ~~E. General architectural considerations, including the size and scale, the architectural relationship with the site and other buildings, building materials and similar elements have been incorporated in order~~

~~to insure the compatibility of the development with its design concept and the character of adjacent buildings on the same project site; and~~

- ~~F. The proposed structures have been designed to follow the natural contours of the site with minimal grading, minimal impervious cover and maximum erosion protection. A stepped foundation shall be required where the average slope beneath the proposed structure is ten (10) percent or greater.~~

~~(Ord. No. 2012-381, § 1, 5-22-2012; Ord. No. 2016-423, § 3, 9-27-2016; Ord. No. 2023-490, § 1(App. B), 3-28-2023)~~

~~Editor's note(s)—Ord. No. 2016-423, § 3, adopted September 27, 2016, enacted a new § 14.76.050 and renumbered §§ 14.76.050 and 14.76.060 as §§ 14.76.060 and 14.76.070. The historical notation has been retained with the amended provisions for reference purposes.~~

~~14.76.070 Variance findings.~~

- ~~A. In order to avoid such practical difficulties, unnecessary physical hardships and results inconsistent with the objectives of the zoning plans stated in Article 1 of Chapter 14.02, as would result from a strict or literal application of the provisions of this chapter, the planning commission may grant variances to the regulations controlling site area, width, depth and coverage, yards and other open spaces, parking spaces, loading spaces, height of structures, allowable building floor area and fences for those properties located in single-family zoning districts.~~
- ~~B. The planning commission may grant a variance as applied for if, on the basis of the application and the evidence submitted, the commission makes the following positive findings:~~
- ~~1. That the granting of the variance will be consistent with the objectives of the zoning plan set forth in Article 1 of Chapter 14.02;~~
 - ~~2. That the granting of the variance will not be detrimental to the health, safety, or welfare of persons living or working in the vicinity or injurious to property or improvements in the vicinity; and~~
 - ~~3. That variances from the provisions of this chapter shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the provisions of this chapter deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classifications.~~
- ~~C. Any variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and district in which such property is situated.~~

~~(Ord. No. 2012-381, § 1, 5-22-2012; Ord. No. 2016-423, § 3, 9-27-2016; Ord. No. 2023-490, § 1(App. B), 3-28-2023)~~

~~Editor's note(s)—See editor's note, § 14.76.060.~~

~~14.76.080 Notification.~~

~~Notification shall be provided whenever an application for zoning administrator design review or variance is required pursuant to this chapter via first-class mail to the adjoining property owners, in the manner set forth by the development services director or their designee, at least ten (10) days prior to the meeting at which the application is to be reviewed. The property owners who shall be mailed notice include, but are not limited to, the following:~~

- ~~A. The two adjoining property owners on each side;~~
- ~~B. The three adjoining rear property owners; and~~

- ~~C. — The five adjoining front property owners across the street.~~
- ~~D. — As deemed appropriate or necessary, the development services director may require that notification be mailed to a greater or lesser number of property owner(s) than are identified above based on the configuration of the properties adjoining the site of the application.~~
- ~~E. — Notice shall also be posted on the project site near the front property line in accordance with the standards set by the development services director.~~

~~{Ord. No. 2012-381, § 1, 5-22-2012; Ord. No. 2016-423, § 1, 9-27-2016; Ord. No. 2023-490, § 1(App. B), 3-28-2023}~~

~~14.76.090 Expiration of design review and/or variance approval—Extensions.~~

- ~~A. — Design review and/or variance approvals granted pursuant to this chapter shall expire twenty-four (24) months from the date on which the approval became effective, unless prior to such expiration date a building permit is issued for the improvements constituting the subject of the design review and/or variance approval and construction thereof is commenced and prosecuted diligently toward completion.~~
- ~~B. — Design review and/or variance approvals may be granted a one-time extension for a period of time not exceeding twelve (12) months. The application for extension shall be filed prior to the expiration date and shall be accompanied by the payment of a fee in such amount as established from time to time by resolution of the city council. Extensions of design review and/or variance approval are contingent on the development services director finding that the project complies with all current zoning ordinance regulations.~~

~~{Ord. No. 2012-381, § 1, 5-22-2012; Ord. No. 2016-423, § 1, 9-27-2016; Ord. No. 2023-490, § 1(App. B), 3-28-2023}~~

~~14.76.100 Appeals.~~

~~The basis for any appeal of a housing development shall only be allowed and based on objective standards consistent with state law.~~

- ~~A. — Within fourteen (14) days of any denial of an administrative design review request, or of the approval or denial of a zoning administrator design review request, the decision may be appealed to the planning commission. Within fourteen (14) calendar days of the announcement of the planning commission's decision on the record, the decision may be appealed to the city council.~~
- ~~B. — Within fourteen (14) days of any approval or denial of a variance request, the decision may be appealed to the city council.~~

~~{Ord. No. 2012-381, § 1, 5-22-2012; Ord. No. 2023-490, § 1(App. B), 3-28-2023}~~

~~14.76.110 Number of hearings allowed.~~

- ~~A. — When public hearings are required, the number of hearings for solely design review approval shall be no more than three public hearings.~~

~~{Ord. No. 2023-490, § 1(App. B), 3-28-2023}~~

~~Chapter 14.78 DESIGN AND TRANSPORTATION REVIEW—MULTIPLE FAMILY, PUBLIC AND COMMUNITY FACILITIES, OFFICE AND ADMINISTRATIVE, AND COMMERCIAL DISTRICTS¹~~

~~14.78.010 Purpose.~~

~~The purpose of this chapter is to preserve and protect public safety of the city and to enhance the aesthetic qualities and bicycle and pedestrian safety and functionality of its multiple-family, public and community facilities, office and administrative and commercial districts by requiring design and transportation review of new structures and certain expansions of existing structures.~~

~~(Ord. No. 2012-382, § 1, 5-22-2012; Ord. No. 2023-490, § 5(App. C), 3-28-2023)~~

~~14.78.020 Requirement for design review.~~

~~Any work that requires a building permit, including new building construction, existing building alterations and expansions, and site improvements, but excluding properties in an R1 or R3-4.5 district, shall be subject to design review pursuant to this chapter as follows:~~

~~A. — Administrative design review.~~

- ~~1. — Site improvements, exterior alterations or modification, or additions to existing buildings of up to five hundred (500) square feet require approval by the development services director or their designee.~~

~~B. — Planning commission design review.~~

- ~~1. — All new buildings, and additions to existing buildings that exceed five hundred (500) square feet or fifty (50) percent of the total floor area on the subject site and/or increase the height of the existing building(s), require approval by the planning commission at a public meeting.~~

~~C. — Zoning administrator design review. Notwithstanding the foregoing, the development of a housing development of five or fewer units that is not otherwise subject to design review pursuant to chapter 14.76 and 14.78 of this code or subsection (A) of this section shall be subject to design review by the zoning administrator following a noticed public hearing. Notwithstanding any other provision of this code, and unless otherwise required by state law, any additional planning applications for such a project including, without limitation, tentative or parcel maps, variance requests, or conditional use permits, shall be heard and decided by the zoning administrator concurrently with the design permit application. As used in this subsection, a "housing development project" includes a project to construct one or more dwelling units, including a mixed-use development project for which not more than one-third of total floor area is dedicated for commercial use.~~

~~D. — Exempt from the requirements of design review.~~

¹Editor's note(s)—Ord. No. 2012-382, § 1, adopted May 22, 2012, amended Ch. 14.78 in its entirety, in effect repealing and reenacting said chapter to read as herein set out. Former Ch. 14.79, §§ 14.78.010—14.78.050, pertained to similar subject matter and derived from Ord. No. 04-260, § 1; and Ord. No. 07-306, § 9.

1. ~~Site improvements, exterior alterations or modification, or additions to existing buildings of up to one thousand (1,000) square feet in the Public/Community Facilities (PCF) District shall be exempt from the requirement of design review.~~

E. ~~Authority of the development services director.~~

1. ~~The development services director shall have the authority to require administrative design review to any improvement to a property or parcel of land that is determined to have special circumstances or potentially negative impacts on the community.~~

~~(Ord. No. 2012-382, § 1, 5-22-2012; Ord. No. 2016-423, § 1, 5, 9-27-2016; Ord. No. 2019-457, § 1, 1-28-2020; Ord. No. 2023-490, § 5(App. C), 3-28-2023)~~

~~14.78.030 Public meeting requirements.~~

~~Notice of public meetings before the zoning administrator shall be provided pursuant to Government Code Section 65091. Notice of public meetings before the planning commission and/or city council shall be given at least ten (10) days prior to the date of the meeting by all of the following methods:~~

- A. ~~Mailing of notices via first class mail to all property owners within three hundred (300) feet of the project site at the mailing address on record with the county assessor; and~~
- B. ~~Mailing of notices via first class mail to all commercial business tenants within three hundred (300) feet of the project site at the addresses shown on the latest city business license records; and~~
- C. ~~Posting of a notice on the project site in accordance with the standards set by the development services director; and~~
- D. ~~All meetings before the planning commission and/or city council conducted under this section, excluding study sessions, shall be noticed separately and conducted as public hearings and shall satisfy all notification requirements applicable to public hearings, including a notice published in a newspaper of general circulation within the city.~~

~~(Ord. No. 2012-382, § 1, 5-22-2012; Ord. No. 2016-423, § 5, 9-27-2016; Ord. No. 2019-457, § 1, 1-28-2020; Ord. No. 2023-490, § 5(App. C), 3-28-2023)~~

~~14.78.040 Recommendation for pre-application study session design review.~~

~~Projects subject to design review pursuant to Section 14.78.030 of this chapter are eligible for pre-application design review before the planning commission. This review is in a study session format and is best served early in the design preparation process. This review is encouraged to receive early design input from the commission. Study session review is also available at any point in the application process, and may be requested by an applicant or, subject to applicable state law, may be required by the development services director.~~

~~(Ord. No. 2012-382, § 1, 5-22-2012; Ord. No. 2016-423, § 1, 9-27-2016; Ord. No. 2023-490, § 5(App. C), 3-28-2023)~~

~~14.78.050 Initial application review.~~

~~All applications filed with the development services department in compliance with this zoning code shall be accompanied by the payment of a processing fee in such amount as established by resolution of the city council and initially processed as follows:~~

- A. ~~The application shall be reviewed for completeness and processed in accordance with the Permit Streamlining Act, Government Code Section 95920, et seq.~~

- ~~B. Appeals of administrative decisions. Determinations of incompleteness or denials of an extension request may be appealed to the city council pursuant to Chapter 1.12 (Appeals).~~
- ~~C. Expiration of application. If the applicant does not provide the information and materials necessary for a complete application within one hundred eighty (180) days after notification of incompleteness, the application shall be deemed expired. After expiration of the application or extension, if granted, a new application, including fees, plans, exhibits, and other materials will be required to commence processing of any project on the same property.~~
- ~~D. Extensions. The applicant may request, in writing, within the one hundred eighty (180) day time period, an extension of up to one hundred eighty (180) days to the community development director or their designee. Approval of the extension is contingent on the applicant demonstrating that there are extenuating circumstances that have caused a delay in the submittal of the required information.~~
- ~~E. Environmental information. After an application has been accepted as complete, the community development director or their designee may require additional information as necessary for the project's environmental review.~~

(Ord. No. 2016-423, § 6, 9-27-2016; Ord. No. 2023-490, § 5(App. C), 3-28-2023)

14.78.060 Design review findings.

In approving applications for design review approval under this chapter, the approving authority shall make the following findings:

- ~~A. The proposal meets the goals, policies and objectives of the general plan and any specific plan, objective design guidelines and ordinance design criteria adopted for the specific district or area.~~
- ~~B. The proposal has architectural integrity and has an appropriate relationship with other structures in the immediate area in terms of height, bulk and design.~~
- ~~C. Building mass is articulated to relate to the human scale, both horizontally and vertically. Building elevations have variation and depth and avoid large blank wall surfaces. Residential or mixed-use residential projects incorporate elements that signal habitation, such as identifiable entrances, stairs, porches, bays and balconies.~~
- ~~D. Exterior materials and finishes convey high quality, integrity, permanence and durability, and materials are used effectively to define building elements such as base, body, parapets, bays, arcades and structural elements. Materials, finishes, and colors have been used in a manner that serves to reduce the perceived appearance of height, bulk and mass, and are harmonious with other structures in the immediate area.~~
- ~~E. Landscaping is generous and inviting, and landscape and hardscape features are designed to complement the building and parking areas, and to be integrated with the building architecture and the surrounding streetscape. Landscaping includes substantial street tree canopy, either in the public right-of-way or within the project frontage.~~
- ~~F. Signage is designed to complement the building architecture in terms of style, materials, colors and proportions.~~
- ~~G. Mechanical equipment is screened from public view and the screening is designed to be consistent with the building architecture in form, material and detailing.~~
- ~~H. Service, trash and utility areas are screened from public view, or are enclosed in structures that are consistent with the building architecture in materials and detailing.~~

(Ord. No. 2012-382, § 1, 5-22-2012; Ord. No. 2016-423, § 6, 9-27-2016; Ord. No. 2016-427, § 3, 11-8-2016; Ord. No. 2019-457, § 2, 1-28-2020; Ord. No. 2023-490, § 5(App. C), 3-28-2023)

Editor's note(s)—Ord. No. 2016-423, § 6, adopted September 27, 2016, enacted a new § 14.78.050 and renumbered the remaining §§ 14.78.050—14.78.080 as §§ 14.76.060—14.76.090. The historical notation has been retained with the amended provisions for reference purposes.

~~14.78.070 Variances.~~

- A.—~~Purpose. In order to avoid such practical difficulties, unnecessary physical hardships and results inconsistent with the objectives of the zoning plans stated in Article 1 of Chapter 14.02, as would result from a strict or literal application of the provisions of this chapter, the planning commission may approve or recommend variances to the regulations controlling site area, width, depth and coverage, yards, and other open spaces, parking spaces, loading spaces, height of structures, allowable building floor area and fences for a property located in any district, except for those located in an R1 or R3-4.5 district.~~
- B.—~~Procedure. The approving authority for variance applications shall be as follows:~~
- ~~1.—The planning commission shall be the approving authority for all variance applications pursuant to Section 14.78.020.C.~~
 - ~~2.—A public hearing shall be required. Notice of the meeting shall be given not less than ten (10) days prior to the date of the meeting by the methods required in Section 14.78.030.~~
 - ~~3.—A variance request shall be granted if, based upon the evidence submitted, the following positive findings can be made:~~
 - ~~a.—That the granting of the variance will be consistent with the objectives of the zoning plan set forth in Article 1 of Chapter 14.02;~~
 - ~~b.—That the granting of the variance will not be detrimental to the health, safety, or welfare of persons living or working in the vicinity or injurious to property or improvements in the vicinity; and~~
 - ~~c.—That variances from the provisions of this chapter shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the provisions of this chapter deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classifications.~~
- C.—~~Any variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and district in which such property is situated.~~

(Ord. No. 2012-382, § 1, 5-22-2012; Ord. No. 2016-423, §§ 6, 7, 9-27-2016; Ord. No. 2019-457, § 2, 1-28-2020; Ord. No. 2023-490, § 5(App. C), 3-28-2023)

Editor's note(s)—See editor's note, § 14.78.060.

~~14.78.080 Expiration of design review and/or variance approval—Extensions.~~

- A.—~~Design review and/or variance approvals granted pursuant to this chapter shall expire twenty-four (24) months from the date on which the approval became effective, unless prior to such expiration date a building permit is issued for the improvements constituting the subject of the approval and construction thereof is commenced and prosecuted diligently toward completion.~~

~~B. — Design review and/or variance approvals may be extended for a period of time not exceeding twelve (12) months. The application for extension shall be filed prior to the expiration date and shall be accompanied by the payment of a fee in such amount as established from time to time by resolution of the city council. Extensions of the approval are contingent on the community development director or their designee finding that the project complies with all current zoning ordinance regulations.~~

~~(Ord. No. 2012-382, § 1, 5-22-2012; Ord. No. 2016-423, §§ 6, 8, 9-27-2016)~~

~~Editor's note(s) — See editor's note, § 14.78.060.~~

~~14.78.090 Multimodal transportation review.~~

~~A. — An application for planning commission design review pursuant to Section 14.78.020.C shall be subject to a multimodal transportation review as part of the approval process in order to assess potential project impacts to various modes of transportation such as but not limited to bicycle, pedestrian, parking, traffic impacts on public streets, and/or public transportation.~~

~~B. — Projects subject to a multimodal transportation review pursuant to this section shall be reviewed by the complete streets commission at a public meeting with the commission providing a recommendation to the planning commission on the multimodal transportation impact analysis and on the elements of the project that pertain to bicycle, pedestrian, parking, traffic and public transportation issues.~~

~~1. — When a multimodal transportation review is required by this code the complete streets commission shall provide their recommendations to the planning commission at a joint meeting.~~

~~C. — Notice of an agenda item before the complete streets commission at which multimodal transportation review is conducted shall be per the public notice meeting requirements of Subsection 14.78.030.~~

~~D. — Exceptions. All housing developments shall be exempt from review of the complete streets commission. No multimodal transportation review before the complete streets commission shall be required of any housing development.~~

~~(Ord. No. 2012-382, § 1, 5-22-2012; Ord. No. 2016-423, § 6, 9-27-2016; Ord. No. 2019-457, § 3, 1-28-2020; Ord. No. 2023-490, § 5(App. C), 3-28-2023)~~

~~Editor's note(s) — See editor's note, § 14.78.060.~~

~~14.78.100 Appeals.~~

~~The basis for any appeal of a housing development shall only be allowed and based on objective standards consistent with state law.~~

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

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

~~C. — Within fourteen (14) days of an action (approval or denial) on a design review and/or variance application by the planning commission may be called up for review by the city council if two members of the city council submit requests to the city clerk pursuant to Section 1.12.040.~~

~~(Ord. No. 2016-423, § 9, 9-27-2016; Ord. No. 2019-457, § 3, 1-28-2020; Ord. No. 2023-490, § 5(App. C), 3-28-2023)~~

~~14.78.110 Number of hearings allowed.~~

~~A. —When public hearings are required, the number of hearings for solely design review approval shall be no more than three public hearings.~~

~~(Ord. No. 2023-490, § 5(App. C), 3-28-2023)~~

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AMENDING CHAPTER 14.01 (ADMINISTRATION OF ZONING) TO THE LOS
ALTOS MUNICIPAL CODE**

WHEREAS, the City Council is empowered pursuant to Article XI, Section 7 of the California Constitution to make and enforce within the City all local, police, sanitary, and other ordinances, and regulations not in conflict with general laws; and

WHEREAS, the City Council held a duly noticed public hearing on **DATE TO BE INSERTED**, and **DATE TO BE INSERTED**; and

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

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

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

SECTION 1. AMENDMENT OF CHAPTER 14.01 OF THE MUNICIPAL CODE. Chapter 14.01 of the Los Altos Municipal Code is hereby amended as set forth in Appendix A to this Ordinance, underline indicating addition, strikethrough indicating deletion. Insertion of new text as amended within Appendix A shall be inserted in numeric order.

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

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

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

I HEREBY CERTIFY that the foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on **DATE TO BE INSERTED**, and was thereafter, at a regular meeting held on **DATE TO BE INSERTED**, passed, and adopted by the following vote:

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

APPENDIX A
CHAPTER 14.01

APPENDIX A

Chapter 14.01 Administration of Zoning

14.01.170 Permissive Code

In the interpretation and application of the provisions of this Zoning Code, it shall be declared to be a permissive code. Any use not specifically permitted or otherwise provided for, is not permitted. Any development standard or improvement not specifically identified within this code or otherwise provided for, is not permitted. The provisions of this Zoning Code, as most recently amended, shall be held to be the minimum requirements. Administration of Title 14 is prescribed in Section 14.01.020 of this Code.



City Council Agenda Report

Meeting Date: July 8, 2025
Prepared By: Saskia Lagergren
Approved By: Gabriel Engeland

Subject: Adoption of Resolution—Agreement with Axon Enterprise, Inc

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt a resolution authorizing the City Manager to execute a contract with Axon Enterprise, Inc. ("Axon") for the purchase and deployment of public safety technology and equipment, in an amount not to exceed \$453,600 over a 5-year contract.

FISCAL IMPACT

The \$93,366 annual cost is included in the adopted FY25/26 Operating Budget under the Public Safety Department to support this contract with Axon Enterprise, Inc. No additional appropriation is required at this time.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

None

ANALYSIS

The current contract with Axon is \$69,482 annually and will exceed the City Manager's signing authority when the next payment comes due in October 2025. Staff are requesting the City Council to authorize the City Manager to execute an agreement with Axon for a total of \$453,600 over 5 years. We have already completed Year 1 of the contract.

DISCUSSION

The Los Altos Police Department has contracted with Axon for many years and has obtained body-worn cameras and "Tasers" from Axon, along with software to store the body-worn camera footage (Evidence.com). In October 2024, the contract was renewed for \$69,482 annually and was set for

a 5-year term. Axon is a sole source vendor for this equipment and software. All of the Los Altos Police Department's digital evidence, including body worn camera footage, is stored in Axon's Evidence.com system.

Staff would like to continue our contract with Axon, but need Council approval to surpass the City Manager's signing authority. We need to add an additional three (3) tasers and five (5) body worn cameras to use as spares when equipment goes down and to assign to staff that will be hired within the next year. A transcription feature and more storage that is needed is also being added, which is increasing the annual cost for Years 2-5 to \$93,366 per year. There will also be a one-time pro-rated payment in July 2025 for \$10,615 to add the new equipment and services until our annual bill comes due in October. There is no additional fiscal impact to the City as all these expenses were budgeted in the FY25/26 Budget.

ATTACHMENTS

- 1. Resolution**
- 2. Axon contracts**

RESOLUTION NO. 2025-_____

A RESOLUTION OF THE COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH
AXON ENTERPRISE, INC IN THE AMOUNT NOT TO EXCEED \$453,600

WHEREAS, the City is committed to enhancing public safety, officer accountability, and community trust through the implementation of modern law enforcement technology; and

WHEREAS, Axon Enterprise, Inc. (“Axon”) is a leading provider of public safety solutions including body-worn cameras, conducted energy weapons, and cloud-based digital evidence management systems; and

WHEREAS, the City has identified a need for updated or expanded technology solutions to support its police department’s operations and improve service delivery to the public; and

WHEREAS, the City desires to enter into an agreement with Axon for the procurement of equipment, software, and related services necessary to achieve these objectives; and

WHEREAS, the total cost of the agreement shall not exceed \$453,600, and funds have been appropriated in the approved budget for this purpose;

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Los Altos adopt a resolution to:

- 1. Authorize the City Manager to execute an agreement with Axon for an amount not to exceed \$453,600
- 2. The annual \$93,366 funds were appropriated from the General Fund in the FY25/26 Budget and will continue to be budgeted over the term of the contract
- 3. Authorize the City Manager or their designee to take such further actions as may be necessary to implement the foregoing amendment, and

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 8th day of July, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor Pete Dailey

ATTEST:

Los Altos City Clerk



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Issued: 06/19/2024

→ Quote Expiration: 06/02/2024

Estimated Contract Start Date: 09/01/2024

Account Number: 133563
Payment Terms: N30
Delivery Method:

SHIP TO	BILL TO
Los Altos Police Dept. - CA 1 N San Antonio Rd Los Altos, CA 94022-3000 USA	Los Altos Police Dept. - CA 1 N San Antonio Rd Los Altos CA 94022-3000 USA Email: 94-6004056

SALES REPRESENTATIVE	PRIMARY CONTACT
Sylas Rohner Phone: 4805509350 Email: srohner@axon.com Fax:	Kathryn Krauss Phone: (650) 947-2770 Email: kkrauss@losaltosca.gov Fax:

Quote Summary

Program Length	62 Months
TOTAL COST	\$333,359.98
ESTIMATED TOTAL W/ TAX	\$347,421.62

Discount Summary

Average Savings Per Year	\$33,653.93
TOTAL SAVINGS	\$173,878.63

Payment Summary

Date	Subtotal	Tax	Total
Oct 2024	\$66,671.98	\$2,820.56	\$69,492.54
Oct 2025	\$66,672.00	\$2,810.23	\$69,482.23
Oct 2026	\$66,672.00	\$2,810.23	\$69,482.23
Oct 2027	\$66,672.00	\$2,810.23	\$69,482.23
Oct 2028	\$66,672.00	\$2,810.39	\$69,482.39
Total	\$333,359.98	\$14,061.64	\$347,421.62

Quote Unbundled Price:

Quote List Price:

Quote Subtotal:

Agenda Item # 9.

\$443,398.61

\$333,359.98

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1			\$1.00	(\$3,712.86)	(\$3,712.86)	\$0.00	(\$3,712.86)
100552	TRANSFER CREDIT - GOODS	1			\$1.00	(\$2,978.36)	(\$2,978.36)	(\$271.78)	(\$3,250.14)
M00004	BUNDLE - OFFICER SAFETY PLAN 7	32	60	\$244.49	\$211.24	\$177.11	\$340,051.20	\$14,333.42	\$354,384.62
A la Carte Hardware									
H00001	AB4 Camera Bundle	32			\$849.00	\$0.00	\$0.00	\$0.00	\$0.00
H00002	AB4 Multi Bay Dock Bundle	4			\$1,638.90	\$0.00	\$0.00	\$0.00	\$0.00
A la Carte Software									
73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	40	1		\$25.00	\$0.00	\$0.00	\$0.00	\$0.00
20248	AXON TASER - EVIDENCE.COM LICENSE	33	2		\$5.20	\$0.00	\$0.00	\$0.00	\$0.00
ProLicense	Pro License Bundle	3	1		\$40.00	\$0.00	\$0.00	\$0.00	\$0.00
BasicLicense	Basic License Bundle	38	1		\$15.00	\$0.00	\$0.00	\$0.00	\$0.00
A la Carte Services									
20247	AXON TASER 7 - ONLINE TRAINING CONTENT LICENSE	32	2		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1			\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00
A la Carte Warranties									
80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	7	1		\$16.28	\$0.00	\$0.00	\$0.00	\$0.00
80464	AXON BODY - TAP WARRANTY - CAMERA	43	1		\$10.35	\$0.00	\$0.00	\$0.00	\$0.00
Total							\$333,359.98	\$14,061.64	\$347,421.62

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - OFFICER SAFETY PLAN 7	20008	AXON TASER 7 - HANDLE - HIGH VIS GRN LASER CLASS 3R YLW	32	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	20008	AXON TASER 7 - HANDLE - HIGH VIS GRN LASER CLASS 3R YLW	1	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	20018	AXON TASER - BATTERY PACK - TACTICAL	38	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	20050	AXON TASER - HOOK-AND-LOOP TRAINING (HALT) SUIT	1	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	20160	AXON TASER 7 - HOLSTER - SAFARILAND RH+CARD CARRIER	32	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	96	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	64	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	96	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	64	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	22177	AXON TASER 7 - CARTRIDGE - HALT STANDOFF NS	64	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	22178	AXON TASER 7 - CARTRIDGE - HALT CLOSE QUART NS	64	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	22179	AXON TASER 7 - CARTRIDGE - INERT STANDOFF (3.5-DEGREE) NS	32	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	22181	AXON TASER 7 - CARTRIDGE - INERT CLOSE QUART (12-DEGREE) NS	32	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	10/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	10/01/2024
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	32	1	11/01/2024
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	1	1	11/01/2024
AB4 Camera Bundle	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	36	1	11/01/2024
AB4 Camera Bundle	74020	AXON BODY - MOUNT - MAGNET FLEXIBLE RAPIDLOCK	36	1	11/01/2024
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - DOCK - EIGHT BAY	4	1	11/01/2024
AB4 Multi Bay Dock Bundle	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	4	1	11/01/2024
AB4 Multi Bay Dock Bundle	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	4	1	11/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	100681	AXON SIGNAL - SIDEARM SENSOR ONLY	32	1	11/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	71044	AXON SIGNAL - BATTERY - CR2430 SINGLE PACK	64	1	11/01/2024
BUNDLE - OFFICER SAFETY PLAN 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	64	1	10/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	64	1	10/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	64	1	10/01/2026
BUNDLE - OFFICER SAFETY PLAN 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	64	1	10/01/2026
BUNDLE - OFFICER SAFETY PLAN 7	22177	AXON TASER 7 - CARTRIDGE - HALT STANDOFF NS	64	1	10/01/2026
BUNDLE - OFFICER SAFETY PLAN 7	22178	AXON TASER 7 - CARTRIDGE - HALT CLOSE QUART NS	64	1	10/01/2026
BUNDLE - OFFICER SAFETY PLAN 7	73309	AXON BODY - TAP REFRESH 1 - CAMERA	33	1	05/01/2027
BUNDLE - OFFICER SAFETY PLAN 7	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	4	1	05/01/2027
BUNDLE - OFFICER SAFETY PLAN 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	64	1	10/01/2027
BUNDLE - OFFICER SAFETY PLAN 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	64	1	10/01/2027
BUNDLE - OFFICER SAFETY PLAN 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	64	1	10/01/2028
BUNDLE - OFFICER SAFETY PLAN 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	64	1	10/01/2028
BUNDLE - OFFICER SAFETY PLAN 7	73310	AXON BODY - TAP REFRESH 2 - CAMERA	33	1	10/01/2029
BUNDLE - OFFICER SAFETY PLAN 7	73688	AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY	4	1	10/01/2029

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	20248	AXON TASER - EVIDENCE.COM LICENSE	33	09/01/2024	10/31/2024
Basic License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	38	11/01/2024	11/30/2024
Basic License Bundle	73840	AXON EVIDENCE - ECOM LICENSE - BASIC	38	11/01/2024	11/30/2024
BUNDLE - OFFICER SAFETY PLAN 7	20248	AXON TASER - EVIDENCE.COM LICENSE	32	11/01/2024	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	20248	AXON TASER - EVIDENCE.COM LICENSE	1	11/01/2024	10/31/2029
Pro License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	9	11/01/2024	11/30/2024
Pro License Bundle	73746	AXON EVIDENCE - ECOM LICENSE - PRO	3	11/01/2024	11/30/2024
A la Carte	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	40	11/01/2024	11/30/2024
BUNDLE - OFFICER SAFETY PLAN 7	73638	AXON STANDARDS - LICENSE	32	12/01/2024	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	73680	AXON RESPOND PLUS - LICENSE	32	12/01/2024	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	320	12/01/2024	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	32	12/01/2024	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	73746	AXON EVIDENCE - ECOM LICENSE - PRO	32	12/01/2024	10/31/2029

Services

Bundle	Item	Description	QTY
BUNDLE - OFFICER SAFETY PLAN 7	101193	AXON TASER - ON DEMAND CERTIFICATION	1
BUNDLE - OFFICER SAFETY PLAN 7	20246	AXON TASER 7 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	32
A la Carte	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1
A la Carte	20247	AXON TASER 7 - ONLINE TRAINING CONTENT LICENSE	32

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	80464	AXON BODY - TAP WARRANTY - CAMERA	43	11/01/2024	11/30/2024
A la Carte	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	7	11/01/2024	11/30/2024
BUNDLE - OFFICER SAFETY PLAN 7	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	38	10/01/2025	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	80395	AXON TASER 7 - EXT WARRANTY - HANDLE	32	10/01/2025	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	80395	AXON TASER 7 - EXT WARRANTY - HANDLE	1	10/01/2025	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	1	10/01/2025	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	80464	AXON BODY - TAP WARRANTY - CAMERA	32	11/01/2025	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	80464	AXON BODY - TAP WARRANTY - CAMERA	1	11/01/2025	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	4	11/01/2025	10/31/2029

Shipping Locations

Agenda Item # 9.

Location Number	Street	City	State	Zip	Country
1	1 N San Antonio Rd	Los Altos	CA	94022-3000	USA

Payment Details

Oct 2024

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	\$0.00	\$0.00	\$0.00
Year 1	20247	AXON TASER 7 - ONLINE TRAINING CONTENT LICENSE	32	\$0.00	\$0.00	\$0.00
Year 1	20248	AXON TASER - EVIDENCE.COM LICENSE	33	\$0.00	\$0.00	\$0.00
Year 1	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	40	\$0.00	\$0.00	\$0.00
Year 1	80464	AXON BODY - TAP WARRANTY - CAMERA	43	\$0.00	\$0.00	\$0.00
Year 1	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	7	\$0.00	\$0.00	\$0.00
Year 1	BasicLicense	Basic License Bundle	38	\$0.00	\$0.00	\$0.00
Year 1	H00001	AB4 Camera Bundle	32	\$0.00	\$0.00	\$0.00
Year 1	H00002	AB4 Multi Bay Dock Bundle	4	\$0.00	\$0.00	\$0.00
Year 1	M00004	BUNDLE - OFFICER SAFETY PLAN 7	32	\$73,363.20	\$3,092.34	\$76,455.54
Year 1	ProLicense	Pro License Bundle	3	\$0.00	\$0.00	\$0.00
Invoice Upon Fulfillment	100552	TRANSFER CREDIT - GOODS	1	(\$2,978.36)	(\$271.78)	(\$3,250.14)
Invoice Upon Fulfillment	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	(\$3,712.86)	\$0.00	(\$3,712.86)
Total				\$66,671.98	\$2,820.56	\$69,492.54

Oct 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	\$0.00	\$0.00	\$0.00
Year 2	20247	AXON TASER 7 - ONLINE TRAINING CONTENT LICENSE	32	\$0.00	\$0.00	\$0.00
Year 2	20248	AXON TASER - EVIDENCE.COM LICENSE	33	\$0.00	\$0.00	\$0.00
Year 2	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	40	\$0.00	\$0.00	\$0.00
Year 2	80464	AXON BODY - TAP WARRANTY - CAMERA	43	\$0.00	\$0.00	\$0.00
Year 2	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	7	\$0.00	\$0.00	\$0.00
Year 2	BasicLicense	Basic License Bundle	38	\$0.00	\$0.00	\$0.00
Year 2	H00001	AB4 Camera Bundle	32	\$0.00	\$0.00	\$0.00
Year 2	H00002	AB4 Multi Bay Dock Bundle	4	\$0.00	\$0.00	\$0.00
Year 2	M00004	BUNDLE - OFFICER SAFETY PLAN 7	32	\$66,672.00	\$2,810.23	\$69,482.23
Year 2	ProLicense	Pro License Bundle	3	\$0.00	\$0.00	\$0.00
Total				\$66,672.00	\$2,810.23	\$69,482.23

Oct 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	\$0.00	\$0.00	\$0.00
Year 3	20247	AXON TASER 7 - ONLINE TRAINING CONTENT LICENSE	32	\$0.00	\$0.00	\$0.00
Year 3	20248	AXON TASER - EVIDENCE.COM LICENSE	33	\$0.00	\$0.00	\$0.00
Year 3	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	40	\$0.00	\$0.00	\$0.00
Year 3	80464	AXON BODY - TAP WARRANTY - CAMERA	43	\$0.00	\$0.00	\$0.00
Year 3	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	7	\$0.00	\$0.00	\$0.00
Year 3	BasicLicense	Basic License Bundle	38	\$0.00	\$0.00	\$0.00

Oct 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	H00001	AB4 Camera Bundle	32	\$0.00	\$0.00	\$0.00
Year 3	H00002	AB4 Multi Bay Dock Bundle	4	\$0.00	\$0.00	\$0.00
Year 3	M00004	BUNDLE - OFFICER SAFETY PLAN 7	32	\$66,672.00	\$2,810.23	\$69,482.23
Year 3	ProLicense	Pro License Bundle	3	\$0.00	\$0.00	\$0.00
Total				\$66,672.00	\$2,810.23	\$69,482.23

Oct 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	\$0.00	\$0.00	\$0.00
Year 4	20247	AXON TASER 7 - ONLINE TRAINING CONTENT LICENSE	32	\$0.00	\$0.00	\$0.00
Year 4	20248	AXON TASER - EVIDENCE.COM LICENSE	33	\$0.00	\$0.00	\$0.00
Year 4	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	40	\$0.00	\$0.00	\$0.00
Year 4	80464	AXON BODY - TAP WARRANTY - CAMERA	43	\$0.00	\$0.00	\$0.00
Year 4	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	7	\$0.00	\$0.00	\$0.00
Year 4	BasicLicense	Basic License Bundle	38	\$0.00	\$0.00	\$0.00
Year 4	H00001	AB4 Camera Bundle	32	\$0.00	\$0.00	\$0.00
Year 4	H00002	AB4 Multi Bay Dock Bundle	4	\$0.00	\$0.00	\$0.00
Year 4	M00004	BUNDLE - OFFICER SAFETY PLAN 7	32	\$66,672.00	\$2,810.23	\$69,482.23
Year 4	ProLicense	Pro License Bundle	3	\$0.00	\$0.00	\$0.00
Total				\$66,672.00	\$2,810.23	\$69,482.23

Oct 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	\$0.00	\$0.00	\$0.00
Year 5	20247	AXON TASER 7 - ONLINE TRAINING CONTENT LICENSE	32	\$0.00	\$0.00	\$0.00
Year 5	20248	AXON TASER - EVIDENCE.COM LICENSE	33	\$0.00	\$0.00	\$0.00
Year 5	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	40	\$0.00	\$0.00	\$0.00
Year 5	80464	AXON BODY - TAP WARRANTY - CAMERA	43	\$0.00	\$0.00	\$0.00
Year 5	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	7	\$0.00	\$0.00	\$0.00
Year 5	BasicLicense	Basic License Bundle	38	\$0.00	\$0.00	\$0.00
Year 5	H00001	AB4 Camera Bundle	32	\$0.00	\$0.00	\$0.00
Year 5	H00002	AB4 Multi Bay Dock Bundle	4	\$0.00	\$0.00	\$0.00
Year 5	M00004	BUNDLE - OFFICER SAFETY PLAN 7	32	\$66,672.00	\$2,810.39	\$69,482.39
Year 5	ProLicense	Pro License Bundle	3	\$0.00	\$0.00	\$0.00
Total				\$66,672.00	\$2,810.39	\$69,482.39

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Agency has existing contract(s) originated via Quote(s): Q-411475 + Q-207089

Agency is terminating those contracts effective 9/01/2024. Any change in this date will result in modification of the program value which may result in additional fees or credits due to or from Axon.

The parties agree that Axon is applying a Net Transfer Credit of (\$6,691.22) to the quote for paid but undelivered items.

100% discounted body-worn camera and docking station hardware contained in this quote reflects a TAP replacement for hardware purchased under existing quotes Q-411475. All TAP obligations from this contract will be considered fulfilled upon execution of this quote.

Signature

Date Signed

6/19/2024





Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Agenda Item # 9.

Issued: 06/25/2025

Quote Expiration: 07/10/2025

Estimated Contract Start Date: 09/01/2025

Account Number: 133563

Payment Terms: N30

Mode of Delivery: UPS-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO
Los Altos Police Dept. - CA 1 N San Antonio Rd Los Altos, CA 94022-3000 USA	Los Altos Police Dept. - CA 1 N San Antonio Rd Los Altos CA 94022-3000 USA Email: 94-6004056

SALES REPRESENTATIVE	PRIMARY CONTACT
Adam Smith Phone: 602-751-1798 Email: asmith@taser.com Fax: (480) 463-2201	Saskia Lagergren Phone: 6509472824 Email: slagergren@losaltosca.gov Fax:

Quote Summary

Program Length	50 Months
TOTAL COST	\$103,672.00
ESTIMATED TOTAL W/ TAX	\$106,150.47

Discount Summary

Average Savings Per Year	\$2,747.36
TOTAL SAVINGS	\$11,447.32

Payment Summary

Agenda Item # 9.

Date	Subtotal	Tax	Total
Jul 2025	\$10,367.20	\$247.88	\$10,615.08
Oct 2025	\$23,326.20	\$557.70	\$23,883.90
Oct 2026	\$23,326.20	\$557.70	\$23,883.90
Oct 2027	\$23,326.20	\$557.70	\$23,883.90
Oct 2028	\$23,326.20	\$557.49	\$23,883.69
Total	\$103,672.00	\$2,478.47	\$106,150.47

Quote Unbundled Price:

Quote List Price:

Quote Subtotal:

Agenda Item # 9.

\$103,672.00

\$103,672.00

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
20479	TRUE UP - UNLIMITED 7 TRUE UP 1	2	10		\$15.75	\$15.75	\$315.00	\$28.72	\$343.72
73983	TRUE UP - OFFICER SAFETY PLAN 7 TRUE UP 1	3	10		\$27.05	\$27.05	\$811.50	\$74.04	\$885.54
M00025	BUNDLE - OFFICER SAFETY PLAN 7	3	50	\$291.58	\$222.07	\$222.07	\$33,310.50	\$1,577.76	\$34,888.26
B00031	OSP-UNLIMITED	2	50	\$167.26	\$157.07	\$157.07	\$15,707.00	\$387.79	\$16,094.79
A la Carte Hardware									
H00001	AB4 Camera Bundle	5			\$899.00	\$899.00	\$4,495.00	\$410.16	\$4,905.16
A la Carte Software									
73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	200	50		\$0.80	\$0.80	\$8,000.00	\$0.00	\$8,000.00
85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	37	50		\$22.18	\$22.18	\$41,033.00	\$0.00	\$41,033.00
Total							\$103,672.00	\$2,478.47	\$106,150.47

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	5	1	08/01/2025
AB4 Camera Bundle	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	6	1	08/01/2025
AB4 Camera Bundle	100775	AXON BODY 4 - MAGNETIC DISCONNECT CABLE	6	1	08/01/2025
AB4 Camera Bundle	74028	AXON BODY - MOUNT - WING CLIP RAPIDLOCK	6	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	100591	AXON TASER - CLEANING KIT	1	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	1	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	100681	AXON SIGNAL - SIDEARM SENSOR ONLY	3	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	20008	AXON TASER 7 - HANDLE - HIGH VIS GRN LASER CLASS 3R YLW	3	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	20018	AXON TASER - BATTERY PACK - TACTICAL	3	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	20063	AXON TASER 7 - HOLSTER - SAFARILAND RH	3	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	15	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	15	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	22177	AXON TASER 7 - CARTRIDGE - HALT STANDOFF NS	6	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	22178	AXON TASER 7 - CARTRIDGE - HALT CLOSE QUART NS	6	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	22179	AXON TASER 7 - CARTRIDGE - INERT STANDOFF (3.5-DEGREE) NS	3	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	22181	AXON TASER 7 - CARTRIDGE - INERT CLOSE QUART (12-DEGREE) NS	3	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	08/01/2025

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - OFFICER SAFETY PLAN 7	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	71044	AXON SIGNAL - BATTERY - CR2430 SINGLE PACK	6	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	08/01/2025
OSP-UNLIMITED	100681	AXON SIGNAL - SIDEARM SENSOR ONLY	2	1	08/01/2025
OSP-UNLIMITED	71044	AXON SIGNAL - BATTERY - CR2430 SINGLE PACK	4	1	08/01/2025
BUNDLE - OFFICER SAFETY PLAN 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	6	1	08/01/2026
BUNDLE - OFFICER SAFETY PLAN 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	6	1	08/01/2026
BUNDLE - OFFICER SAFETY PLAN 7	73309	AXON BODY - TAP REFRESH 1 - CAMERA	3	1	05/01/2027
OSP-UNLIMITED	73309	AXON BODY - TAP REFRESH 1 - CAMERA	2	1	05/01/2027
BUNDLE - OFFICER SAFETY PLAN 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	6	1	08/01/2027
BUNDLE - OFFICER SAFETY PLAN 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	6	1	08/01/2027
BUNDLE - OFFICER SAFETY PLAN 7	22177	AXON TASER 7 - CARTRIDGE - HALT STANDOFF NS	6	1	08/01/2027
BUNDLE - OFFICER SAFETY PLAN 7	22178	AXON TASER 7 - CARTRIDGE - HALT CLOSE QUART NS	6	1	08/01/2027
BUNDLE - OFFICER SAFETY PLAN 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	6	1	08/01/2028
BUNDLE - OFFICER SAFETY PLAN 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	6	1	08/01/2028
BUNDLE - OFFICER SAFETY PLAN 7	22175	AXON TASER 7 - CARTRIDGE - LIVE STANDOFF (3.5-DEGREE) NS	6	1	08/01/2029
BUNDLE - OFFICER SAFETY PLAN 7	22176	AXON TASER 7 - CARTRIDGE - LIVE CLOSE QUART (12-DEGREE) NS	6	1	08/01/2029
BUNDLE - OFFICER SAFETY PLAN 7	73310	AXON BODY - TAP REFRESH 2 - CAMERA	3	1	10/01/2029
OSP-UNLIMITED	73310	AXON BODY - TAP REFRESH 2 - CAMERA	2	1	10/01/2029

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - OFFICER SAFETY PLAN 7	101180	AXON TASER - DATA SCIENCE PROGRAM	3	09/01/2025	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	20248	AXON TASER - EVIDENCE.COM LICENSE	3	09/01/2025	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	20248	AXON TASER - EVIDENCE.COM LICENSE	1	09/01/2025	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	73447	AXON FUSUS - LICENSE - PLUS USER	3	09/01/2025	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	73449	AXON BODY - LICENSE - DEVICE CONNECTIVITY	3	09/01/2025	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	73638	AXON STANDARDS - LICENSE	3	09/01/2025	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	30	09/01/2025	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	3	09/01/2025	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	73746	AXON EVIDENCE - ECOM LICENSE - PRO	3	09/01/2025	10/31/2029
OSP-UNLIMITED	73447	AXON FUSUS - LICENSE - PLUS USER	2	09/01/2025	10/31/2029
OSP-UNLIMITED	73449	AXON BODY - LICENSE - DEVICE CONNECTIVITY	2	09/01/2025	10/31/2029
OSP-UNLIMITED	73638	AXON STANDARDS - LICENSE	2	09/01/2025	10/31/2029
OSP-UNLIMITED	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	20	09/01/2025	10/31/2029
OSP-UNLIMITED	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	2	09/01/2025	10/31/2029
OSP-UNLIMITED	73746	AXON EVIDENCE - ECOM LICENSE - PRO	2	09/01/2025	10/31/2029
A la Carte	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	200	09/01/2025	10/31/2029
A la Carte	85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	37	09/01/2025	10/31/2029

Services

Bundle	Item	Description	QTY
BUNDLE - OFFICER SAFETY PLAN 7	101193	AXON TASER - ON DEMAND CERTIFICATION	1
BUNDLE - OFFICER SAFETY PLAN 7	20246	AXON TASER 7 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	3

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - OFFICER SAFETY PLAN 7	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	3	08/01/2026	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	80395	AXON TASER 7 - EXT WARRANTY - HANDLE	3	08/01/2026	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	08/01/2026	10/31/2029
BUNDLE - OFFICER SAFETY PLAN 7	80464	AXON BODY - TAP WARRANTY - CAMERA	3	08/01/2026	10/31/2029
OSP-UNLIMITED	80464	AXON BODY - TAP WARRANTY - CAMERA	2	08/01/2026	10/31/2029

Shipping Locations

Agenda Item # 9.

Location Number	Street	City	State	Zip	Country
1	1 N San Antonio Rd	Los Altos	CA	94022-3000	USA

Payment Details

Jul 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	20479	TRUE UP - UNLIMITED 7 TRUE UP 1	2	\$31.50	\$2.87	\$34.37
Year 1	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	200	\$800.00	\$0.00	\$800.00
Year 1	73983	TRUE UP - OFFICER SAFETY PLAN 7 TRUE UP 1	3	\$81.15	\$7.40	\$88.55
Year 1	85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	37	\$4,103.30	\$0.00	\$4,103.30
Year 1	B00031	OSP-UNLIMITED	2	\$1,570.71	\$38.78	\$1,609.49
Year 1	H00001	AB4 Camera Bundle	5	\$449.50	\$41.02	\$490.52
Year 1	M00025	BUNDLE - OFFICER SAFETY PLAN 7	3	\$3,331.04	\$157.81	\$3,488.85
Total				\$10,367.20	\$247.88	\$10,615.08

Oct 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	20479	TRUE UP - UNLIMITED 7 TRUE UP 1	2	\$70.88	\$6.46	\$77.34
Year 2	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	200	\$1,800.00	\$0.00	\$1,800.00
Year 2	73983	TRUE UP - OFFICER SAFETY PLAN 7 TRUE UP 1	3	\$182.59	\$16.66	\$199.25
Year 2	85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	37	\$9,232.46	\$0.00	\$9,232.46
Year 2	B00031	OSP-UNLIMITED	2	\$3,534.07	\$87.25	\$3,621.32
Year 2	H00001	AB4 Camera Bundle	5	\$1,011.38	\$92.29	\$1,103.67
Year 2	M00025	BUNDLE - OFFICER SAFETY PLAN 7	3	\$7,494.82	\$355.04	\$7,849.86
Total				\$23,326.20	\$557.70	\$23,883.90

Oct 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	20479	TRUE UP - UNLIMITED 7 TRUE UP 1	2	\$70.88	\$6.46	\$77.34
Year 3	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	200	\$1,800.00	\$0.00	\$1,800.00
Year 3	73983	TRUE UP - OFFICER SAFETY PLAN 7 TRUE UP 1	3	\$182.59	\$16.66	\$199.25
Year 3	85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	37	\$9,232.46	\$0.00	\$9,232.46
Year 3	B00031	OSP-UNLIMITED	2	\$3,534.07	\$87.25	\$3,621.32
Year 3	H00001	AB4 Camera Bundle	5	\$1,011.38	\$92.29	\$1,103.67
Year 3	M00025	BUNDLE - OFFICER SAFETY PLAN 7	3	\$7,494.82	\$355.04	\$7,849.86
Total				\$23,326.20	\$557.70	\$23,883.90

Oct 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	20479	TRUE UP - UNLIMITED 7 TRUE UP 1	2	\$70.88	\$6.46	\$77.34
Year 4	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	200	\$1,800.00	\$0.00	\$1,800.00
Year 4	73983	TRUE UP - OFFICER SAFETY PLAN 7 TRUE UP 1	3	\$182.59	\$16.66	\$199.25
Year 4	85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	37	\$9,232.46	\$0.00	\$9,232.46
Year 4	B00031	OSP-UNLIMITED	2	\$3,534.07	\$87.25	\$3,621.32

Oct 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	H00001	AB4 Camera Bundle	5	\$1,011.38	\$92.29	\$1,103.67
Year 4	M00025	BUNDLE - OFFICER SAFETY PLAN 7	3	\$7,494.82	\$355.04	\$7,849.86
Total				\$23,326.20	\$557.70	\$23,883.90

Oct 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	20479	TRUE UP - UNLIMITED 7 TRUE UP 1	2	\$70.88	\$6.47	\$77.35
Year 5	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	200	\$1,800.00	\$0.00	\$1,800.00
Year 5	73983	TRUE UP - OFFICER SAFETY PLAN 7 TRUE UP 1	3	\$182.59	\$16.66	\$199.25
Year 5	85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	37	\$9,232.46	\$0.00	\$9,232.46
Year 5	B00031	OSP-UNLIMITED	2	\$3,534.07	\$87.26	\$3,621.33
Year 5	H00001	AB4 Camera Bundle	5	\$1,011.38	\$92.27	\$1,103.65
Year 5	M00025	BUNDLE - OFFICER SAFETY PLAN 7	3	\$7,494.82	\$354.83	\$7,849.65
Total				\$23,326.20	\$557.49	\$23,883.69

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

6/25/2025





City Council Agenda Report

Meeting Date: July 8, 2025

Prepared By: Manny A. Hernandez

Approved By: Gabriel Engeland

Subject: Adoption of Resolution – Janitorial Services for City Facilities

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt a resolution authorizing the City Manager to execute an amendment to the agreement with IMPEC Group for janitorial services in the amount not to exceed \$885,276 for a two-year term on behalf of the City.

FISCAL IMPACT

This action will cost \$885,276 over two years from the general fund.

Fiscal Year 2025/26 - \$438,252

Fiscal Year 2026/27 - \$447,024

This is budgeted annually in the Facilities operating budget.

ENVIRONMENTAL REVIEW

Categorically Exempt pursuant to CEQA section 15301 – Existing Facilities

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

Janitorial services are an important aspect of a healthy work environment and inviting public spaces. The City contracts janitorial services for the cleaning of the buildings, facilities, parks and litter control within parks. Work is performed at the following locations, with scopes of services tailored to each unique location on daily, weekly, monthly and quarterly timeframes.

- Grant Park Community Buildings
- Municipal Services Center
- Los Altos Community Center

- Police Department
- PD Annex
- IT Annex
- City Hall – Administration Building
- City Hall – Development Center
- Garden House
- San Antonio Club
- 999 Fremont
- Gymnasiums (Blach, & Egan)
- City Parks

ANALYSIS

The City has been in a contract for janitorial cleaning services with IMPEC Group for three years under the current agreement. The four years prior IMPEC provided services under a previous agreement.

Amendment 2 is requesting a two-year contract extension that reflects a base contract amount slightly higher than the most recent contract year amount. IMPEC Group increased costs by 3% each year to reflect CPI and supply cost increases. Also a factor in the increase is the expanded services required for the maintenance of the new City Hall Administration Building (Formerly LAYC). With it functioning as an office building rather than an open room facility prior to the recently completed remodel.

IMPEC Group has provided satisfactory janitorial services to the City of Los Altos during their time under the current agreement. They have worked well with staff in making schedule adjustments as well as providing special services whenever needed. Complaints about the custodial services the IMPEC Group provides have been minimal during this their time as the City's janitorial contractor.

DISCUSSION

The original one-year agreement with IMPEC Group in 2022/23 was renewable for four additional years. Amendment 2 would extend them for the final two years of that agreement. Staff feels IMPEC Group provides above satisfactory custodial services for the City. Their proposal for the upcoming two-year term is reasonable and competitive in today's market. At the conclusion of this two-year amendment the City will again go out for proposals for city-wide janitorial service.

Payments for janitorial services will not exceed \$885,276 over the two-year term (FY26 - \$438,252, FY27 - \$447,024)

ATTACHMENTS

1. Resolution

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT
AMENDMENT ON BEHALF OF THE CITY WITH IMPEC GROUP IN THE AMOUNT
OF \$885,276 FOR TWO YEARS OF CUSTODIAL CLEANING SERVICES OF CITY
BUILDINGS, PARK FACILITIES AND PARK TRASH AND LITTER CONTROL**

WHEREAS, the City utilizes contract services for custodial cleaning of its buildings, park facilities, and park trash cans and litter control; and

WHEREAS, custodial services are an important aspect of a healthy work environment and inviting public spaces. Proper upkeep of City facilities through the effective use of contracted services benefits City employees and the public; and

WHEREAS, the city selected IMPEC Group through competitive process in 2022 as the highest rated proposal submitted; and

WHEREAS, IMPEC Group has satisfactorily performed custodial cleaning services for the City over the last year.

WHEREAS, the proposed work is exempt from environmental review pursuant to section 15301 of the state guidelines for the California Environmental Quality Act (CEQA) as the proposed 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:

Authorize the City Manager to execute Amendment 2 to the original agreement with IMPEC Group for custodial cleaning services in the amount of \$885,276 for fiscal year 25/26 and 26/27 (2-year term) on behalf of the City.

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 8th day of July, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pete Dailey
Mayor

ATTEST:

Melissa Thurman
City Clerk



City Council Agenda Report

Meeting Date: July 8, 2025

Prepared By: Manny A. Hernandez

Approved By: Gabriel Engeland, City Manager

Subject: Adopt a Resolution Authorizing the Purchase of Public art

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt a resolution authorizing the use of Public Art funds in the amount of \$9,000 for the purchase of the Compass Turtle sculpture currently located at Grant Park.

FISCAL IMPACT

This item will cost \$9,000 from the Public Art fund.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

None

BACKGROUND

In 2023 the Public Art Commission selected the Compass Turtle sculpture through the Sculpture Loan program for display at Grant Park. The two-year loan agreement expires in July 2025.

ANALYSIS

Artist, Rachel Slick, recently reached out to the City to coordinate the return of Compass Turtle due to the end of the loan agreement but also offered the City the opportunity to purchase the piece for \$9,000. Staff took the sale proposal to the Parks, Arts, Recreation and Culture Commission June meeting for their consideration.

DISCUSSION

At the June 17, 2025 PARC Commission meeting, the commission considered the sale proposal from Rachel Slick to sell Compass Turtle to the City of Los Altos for \$9,000. The Commission

generally likes the piece and feels the sale price is reasonable. The Commission made a motion to recommend the purchase of Compass Turtle by the City through the use of Public Art funds. The motion passed 4-0-1 (Abstention was due to lack of background).

ATTACHMENTS

- 1. Resolution**
- 2. Compass Turtle Photo**

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS TO
AUTHORIZE THE USE OF PUBLIC ART FUNDS IN THE AMOUNT OF \$9,000 TO
PURCHASE THE COMPASS TURTLE SCULPTURE FROM ARTIST RACHEL SLICK**

WHEREAS, the sculpture Compass Turtle has been displayed at Grant Park since 2023 through the sculpture loan program; and

WHEREAS, the loan term for the Compass Turtle sculpture expires in July 2025; and

WHEREAS, Artist Rachel Slick offered a purchase price of \$9,000 for the City of Los Altos to take ownership of Compass Turtle; and

WHEREAS, at the June 17, 2025 meeting, the Parks, Arts, Recreation and Culture Commission recommended the purchase of Compass Turtle through the use of Public Art funds; and

WHEREAS, there is currently adequate funding in the Public Art fund for this purchase.

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

Authorize the use of Public Art funds in the amount of \$9,000 for the purchase of the Compass Turtle sculpture currently located at Grant Park.

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 8th day of July 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pete Dailey
Mayor

ATTEST:

Melissa Thurman
City Clerk





City Council Agenda Report

Meeting Date: July 8, 2025

Prepared By: Steven Son

Approved By: Gabe Engeland

Subject: Adoption of the E-Bicycle and E-Scooter Ordinance

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Waive Second Reading and Adopt the 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

The City Council conducted the first reading of the ordinance on June 24, 2025.

BACKGROUND

The recommended ordinance was first brought before the City Council on June 8, 2025, for consideration and discussion. At this Council meeting, the Council was asked to adopt the following recommendations:

1. Operators of e-bikes and e-scooters are required to wear a helmet if they are under 18 years of age in accordance with the State law.
2. E-bikes and e-scooters shall be restricted from operating on sidewalks throughout the City, except by juveniles 12 years of age and younger.
3. The number of riders on an e-bike and e-scooter shall not exceed one (1), unless the e-bike or scooter is specifically designed for multiple riders.

4. Any individual may operate a bicycle on a sidewalk if riding the bicycle on the street or designated bicycle lane places the individual in an unsafe situation, given the current road conditions.

Based on the staff's recommendation, the Council requested modifications to the proposed ordinance as written. The Council directed staff to remove the age exemption and the restriction of riding on playgrounds or school grounds. The Council further directed staff to broaden the exemption for sidewalk riding to include roadway conditions or other considerations that may make a rider feel unsafe operating in the roadway.

On June 24, 2025, staff presented a modified ordinance based on comments provided by the Council at their regular meeting on June 8, 2025. After some discussion, the Council voted to pass the modified ordinance as written with minor modifications and conducted the first reading of the ordinance.

ANALYSIS

The adoption of the ordinance into the City's municipal code will allow greater flexibility for the police officers when addressing e-bicycle and e-scooter violations. Depending on the severity of the violation, the police officers now have the option of citing under the city ordinance or State statute. Prior to the adoption of the ordinance, when a police officer cites a violation, the individual would be cited under the State code, so the matter would be addressed by the traffic courts, which has the potential to have a long-term impact on the individual, especially on a minor. With the adoption of State law into the City's municipal code, the police office now has the option to issue an administrative citation, which is not as severe to the individual, especially to a minor. The fines that have been identified in the ordinance were intentional, so it is not punitive and provides an opportunity for the police officers to educate and hopefully modify their behavior when utilizing e-bicycles or e-scooters.

DISCUSSION

Under the ordinance, any individual may operate a bicycle on the sidewalk if riding the bicycle on the street or designated bicycle lane would place that individual in an unsafe situation. The types of hazards that would qualify a bicycle to utilize the sidewalk under the new ordinance are as follows:

1. The road is less than eleven (11) feet in width without a designated bicycle lane.
2. Debris is blocking a dedicated bicycle lane, and riding on the sidewalk is the only means of getting around the hazard.
3. Vehicles are parked in the bicycle lane or utilizing it for turning movements at an intersection.
4. The condition of the road has deteriorated to the point where it is unsafe for a bicycle to traverse through the area.
5. Include traffic as a cause, such as traffic congestion and/or circulation issues, or other similar road conditions creating a traffic safety concern.

Other conditions may exist that are not listed by the staff, nor can they be anticipated. This is where judgment must be exercised by the police officers who will enforce this ordinance.

The low fines for violating this ordinance are not intended to penalize but to promote behavioral modification. The Council's adoption of state laws into the City's municipal code would provide our police officers with the flexibility to issue administrative citations. If the violation is egregious, the police officer continues to have the option to cite the violator under the vehicle code, which typically carries higher penalties administered by the traffic courts.

Staff recommends waiving the second reading and adopting the new Chapter 8.32 entitled "Bicycle and Electric Mobility Devices" to Title 8 (Vehicles and Traffic) of the Los Altos Municipal Code. With the Council's second reading of the ordinance, the new ordinance will go into effect in thirty (30) days.

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” IN
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 24, 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 with a new Chapter 8.32 entitled “Bicycle and Electric Mobility Devices” in Title 8 (Vehicles and Traffic) of the Los Altos Municipal Code as set forth in Appendix A to this Ordinance,

SECTION 2. CONSTITUTIONALITY; AMBIGUITIES. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions hereof. Any ambiguities in the Los Altos Municipal Code created by this Ordinance shall be resolved by the City 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 24, 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

APPENDIX A

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

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 that meets the definition of this chapter shall always be required for all persons seventeen (17) years of age and younger 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, sidewalk, pathway, as may be specifically permitted in this Chapter, shall perform, or attempt to perform, any acrobatics, trick, or stunt.

8.32.070 – Number of riders per bicycle

The number of riders on a bicycle and electric mobility devices shall not exceed one (1), unless the bicycle or motorized scooter is specifically designed for multiple riders by the manufacturer.

8.32.080 – 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).

8.32.090 – 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.

8.32.100 – 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 safely by physically disabled persons as defined in the Americans with Disabilities Act."
- c) Any individual may operate a bicycle on the sidewalk if riding the bicycle on the street or designated bicycle lane would place that individual in an unsafe situation. When utilizing the sidewalk to avoid hazards, the bicyclists must operate in a single file under the provisions of this section.
- d) Examples of hazards that qualify a bicycle to utilize the sidewalk under this ordinance are listed below.
 - 1. The road is less than eleven (11) feet in width without a designated bicycle lane.
 - 2. Debris is blocking a dedicated bicycle lane, and riding on the sidewalk is the only means of getting around the hazard.
 - 3. Vehicles are parked in the bicycle lane or utilizing it for turning movements at an intersection.

4. The condition of the road has deteriorated to the point where it is unsafe for a bicycle to traverse through the area.
 5. Include traffic as a cause, such as traffic congestion and/or circulation issues, or other similar road conditions creating a traffic safety concern.
- e) This section shall not apply to members of the Los Altos Police Department while engaged in their official duties.



City Council Agenda Report

Meeting Date: July 8, 2025

Prepared By: Steven Son

Approved By: Gabe Engeland

Subject: Contract Award – Fiscal Year 2024-25 Annual Street Resurfacing Project (TS-01001 and TS-01004)

COUNCIL PRIORITY AREA

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

RECOMMENDATION

1. Adopt a resolution authorizing the City Manager to execute a construction contract with O’Grady Paving, Inc. for the Fiscal Year 2024-25 Annual Street Resurfacing Project TS-01001 and TS-01004 in the amount of \$5,379,565 (Base Bid) and up to 10% contingency, if needed, in the amount not to exceed \$537,957. The total project cost will be \$6,211,522, and find the Council’s action is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15301(c), and that is one of the circumstances in the CEQA Guidelines.
2. Adopt a Resolution for the appropriation of \$168,897 for a total project budget of \$6,211,522.

FISCAL IMPACT

Based on the Fiscal Year 2024-25 budget adopted by the Council, the Annual Street Resurfacing budget TS-01001 & TS-01004 has the following funding sources.

2024-25 Annual Street Resurfacing Project Funding Sources		
Project Funding Source	Project Budget (TS-01001)	Project Budget (TS-01004)
Capital Improvement Project (General fund)	\$2,520,492	\$320,323
Gas Tax	\$443,030	\$590,644
Measure B	\$956,278	\$20,000
Vehicle Registration Fee (VRF)		\$640,644

RMAA (SB1)	\$551,214	
Total	\$4,471,014	\$1,571,611
Total Project Funding	\$6,042,625	

Based on the lowest responsive and responsible bid by O’Grady Paving, Inc., the anticipated project impact will be as follows:

Fiscal Year 2024-25	
Annual Street Resurfacing Project Impact (TS-01001 & TS-01004)	
Construction Contract	\$ 5,379,565
10% Construction Contingency Amount	\$ 537,957
Material Testing	\$ 40,000
Printing/Advertisement	\$ 4,000
Construction Inspection	\$ 250,000
Total Project Cost Impact	\$ 6,211,522

The anticipated total project cost impact will be \$6,211,522. Based on the fiscal analysis, staff is requesting that the Council approve an appropriation of \$168,897 in order to award the base bid only.

ENVIRONMENTAL REVIEW

The project is Categorically Exempt pursuant to CEQA Section 15301(c). The project scope is considered maintenance of existing streets, which are exempt from review under the California Environmental Quality Act (“CEQA”).

PREVIOUS COUNCIL CONSIDERATION

Not Applicable

BACKGROUND

The annual street resurfacing project is dedicated to repairing and maintaining existing asphalt concrete (AC) roadways in the city. The project will consist of either removing 2.5 to 3 inches of existing AC and placing 2.5 to 3 inches of new AC when warranted or micro-surface the road to extend its life.

The original scope of work consists of grinding and overlaying of AC of Springer Road from Foothill Expressway to 905 Springer Road; Laver Court from St. Joseph to the end of the cul-de-sac; Shelby Lane from Cuesta Drive to the end of the cul-de-sac; Stonehaven Drive from St. Matthew Way to the end of the street; University Avenue from Edith Avenue to Burke Road; Loma Prieta Court from Miramonte Avenue to the end of the cul-de-sac; Alicia Way from Almond Avenue to Jardin Drive; Camellia Court from Camellia Way to the end of the cul-de-sac; Newcastle Drive from Grant Road to Fremont Avenue; and Jay Street from N. Clark Avenue to N. El Monte Avenue.

The project scope of work also includes micro-surfacing Main Street from Foothill Expressway to State Street; State Street from First Street to Main Street; University Avenue from Burke Road to Anita Avenue; S. El Monte Avenue from Cuesta Drive to S. Clark Avenue; and Grant Road from

Foothill Expressway to Homestead Road. Micro-surfacing involves applying a mixture of water, asphalt emulsion (AC binder), crushed rock, and additives. This application is commonly used in sections where the road has aged, exhibits minimal cracking, and fine aggregates (small rock) have flaked off over the years. By applying micro-surfacing, the road will receive a new layer of road binder and aggregate, extending its life. At all locations, the project will include adjusting existing utility covers to grade, installing new signage, and applying thermoplastic striping as part of the project.

DISCUSSION/ANALYSIS

The Council's priority goal is to enhance public safety, particularly on roads designated as safe routes to school (SRTS). Based on the Council's priority goals, emphasis was placed on SRTS streets for the annual street resurfacing. The list of selected streets was presented to the Complete Streets Commission (CSC) for public comment. At the CSC meetings, staff presented a list of roads that require maintenance based on the following selection criteria.

1. The Council's goal for safety improvements to SRTS.
2. The need for road maintenance based on road classification.
3. The pavement condition index (PCI) report.
4. The necessary repairs based on the condition of the road.
5. Budget constraints.

The comments received from the CSC and the public are to implement various elements of the Complete Streets Master Plan. Based on this request, when applicable, multiple aspects of the Complete Streets Master Plan were implemented in the design. As part of the design, the project will install high-visibility crosswalks to enhance pedestrian safety, complete bicycle lanes to provide connectivity, improve striping to increase visibility at night, install delineators to enhance pedestrian and bicycle safety, and install and update ramps.

The city posted the Annual Street Resurfacing Project on PlanetBids on June 10, 2025, and advertised the 2025 Annual Street Resurfacing Project on June 18 and June 25, 2025, in the Town Crier. On July 2, 2025, four (4) bids were received and opened on PlanetBids. The bid result summary is attached. The apparent low bidder submitted an application that was deemed non-responsive. Therefore, staff determined that the lowest responsive and responsible bidder is O'Grady Paving, Inc. The contractor has an active contractor's license and is registered with the DIR.

This project included a base bid and three add alternates. Based on the available budget, the City will only be able to award the base bid. However, the City Council would need to approve an appropriation of \$168,896 from the General Fund to cover the total project cost. Staff is recommending that the Council award the base bid for the Annual Street Resurfacing Project (TS-01001 & TS-01004) to O'Grady Paving, Inc. in the amount of \$5,379,565 and authorize the City Manager to execute change orders not to exceed \$537,957. The total project will be in the amount of \$6,211,522. The project is funded by CIP, Gas Tax, Measure B, RMAA, and VRF. The streets listed in add alternates 1, 2, and 3, which include Alicia Way, Stonehaven Drive, and Laver Court, will be included in future street resurfacing projects.

If approved by the Council, the pre-construction meeting will be scheduled, and the notice to proceed will be issued to the contractor as soon as possible. Advance public notices will be sent to residents, police, fire, and ambulance personnel, providing project details, schedule, and emergency contact information. The contractor will also be required to distribute notification letters to affected residents and post no-street parking signs at least 48 hours before the commencement of work.

SUMMARY

- The City posted the Annual Street Resurfacing Project in PlanetBids on June 10, 2025.
- The City advertised the Annual Street Resurfacing Project on June 18, 2025, and June 25, 2025, in the Town Crier.
- On July 2, 2025, the City received four (4) bids and opened the bids in PlanetBids.
- The lowest responsive and responsible bidder is O’Grady Paving, Inc., with a base bid in the amount of \$5,379,565.
- The project plans and specifications were available in the City Clerk’s office for review.

ATTACHMENTS

1. Resolution for Authorization
2. Resolution for Appropriation
3. Bid Results
4. Vicinity Map

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZE THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT
WITH O'GRADY PAVING, INC. FOR THE FISCAL YEAR 2024-25 ANNUAL STREET
RESURFACING PROJECT (TS-01001 & TS-01004) IN THE BID AMOUNT OF
\$5,379,565 AND AUTHORIZE THE CITY MANAGER TO EXECUTE UP TO 10%
CONTINGENCY AMOUNT OF \$537,957.**

WHEREAS, the Fiscal Year 2024-25 Annual Street Resurfacing Project (TS-01001 & TS-01004) scope of work is to resurface various Los Altos streets and integrates mobility enhancements to improve safety for all modes of transportation, with an emphasis on safe routes to schools; and

WHEREAS, the City advertised the Fiscal Year 2024-25 Annual Street Resurfacing Project (TS-01001 & TS-01004) on June 10, 2025. and four (4) bids were received and opened in PlanetBids on July 2, 2025. O'Grady Paving, Inc. was the lowest responsive and responsible bidder; and

WHEREAS, the Fiscal Year 2024-25 Council-approved CIMMP budget has adequate funding to award the base bid; and

WHEREAS, Council to award the base bid for the Fiscal Year 2024-25 Street Resurfacing Project to O'Grady Paving, Inc. and authorize the City Manager to execute a contract in the amount of \$5,379,565 and up to 10% contingency (\$537,957).

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

1. Award the base bid for the Fiscal Year 2024-25 Annual Street Resurfacing Project (TS-01001 & TS-01004) to O'Grady Paving, Inc. and authorize the City Manager to execute a contract in the amount of \$5,379,565.
2. Authorize the City Manager to execute change orders not to exceed \$5,379,957.
3. Authorize the City Manager to take such further actions as may be necessary to implement the foregoing agreement, and

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 8th day of July 2025, by the following vote:

AYES:

ATTACHMENT 1

Agenda Item # 13.

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
INCREASING FUNDING IN THE AMOUNT OF \$168,896 INTO FISCAL YEAR
2024-25 FOR ANNUAL STREET RESURFACING PROJECT
TS-01001 & TS-01004**

WHEREAS, the City will enter into a construction contract with O’Grady Paving, Inc. for construction services in an amount not to exceed \$5,379,565 and up to 10% contingency funds not to exceed \$537,957; and

WHEREAS, the City advertised the Fiscal Year 2024-25 Annual Street Resurfacing Project (TS-01001 & TS-01004) on June 10, 2025. and four bids were received and opened in PlanetBids on July 2, 2025. O’Grady Paving, Inc. was the lowest responsive and responsible bidder; and

WHEREAS, the current CIP Project does not have sufficient funds to complete the project as specified in the design; and

WHEREAS, the project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(c), since the project scope is considered maintenance of existing streets, which is exempt from review under the California Environmental Quality Act (“CEQA”).

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopt a resolution to appropriate funding in the amount of \$168,897 into Fiscal Year 2024-25 Capital Improvement and Major Maintenance Program (CIMMP) Budget for the Fiscal Year 2024-25 Annual Street Resurfacing, Project TS-01001 & TS-01004.

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 8th day of July 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Pete Dailey, MAYOR

Attest:

ATTACHMENT 2

Agenda Item # 13.

Melissa Thurman, MMC, CITY CLERK

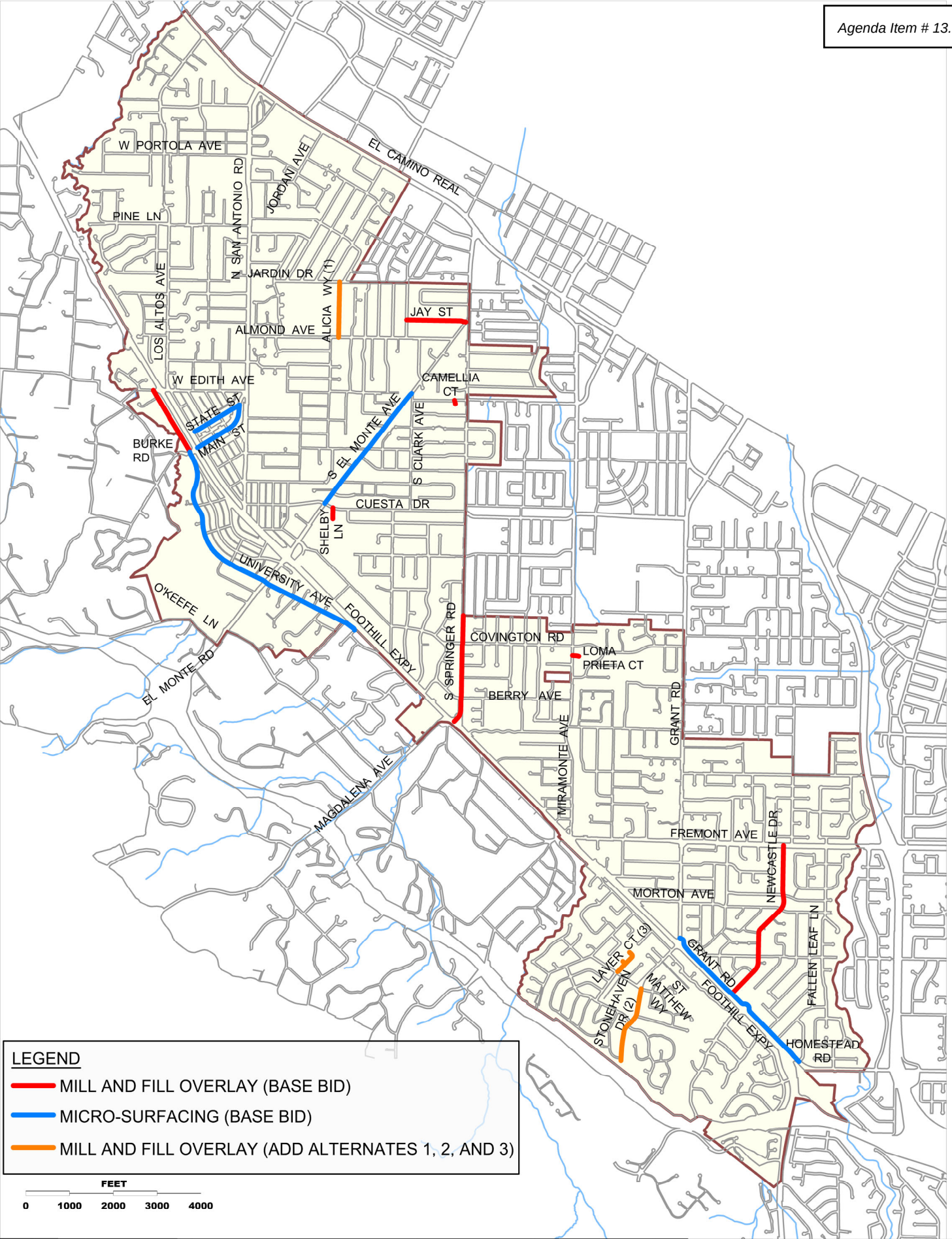


CITY OF LOS ALTOS
PUBLIC WORKS DEPARTMENT
BID RESULTS

Project Name:
2024-2025 Annual Street Resurfacing Project (Project TS-01001 and TS-01004)

Bid Opening Date:
July 2, 2025

CONTRACTOR	BASE BID	ADD ALTERNATE NO. 1	ADD ALTERNATE NO. 2	ADD ALTERNATE NO. 3	TOTAL BID
DeSilva Gates Construction LLC	\$5,153,942.78	\$373,142.36	\$478,871.96	\$212,688.40	\$6,218,645.50
O’Grady Paving, Inc.	\$5,379,564.67	\$389,701.44	\$523,612.34	\$191,368.10	\$6,484,246.55
JV Lucas Paving, Inc.	\$6,064,205.99	\$360,953.44	\$449,422.64	\$194,896.10	\$7,069,478.17
Ghilotti Construction Co.	\$5,931,413.12	\$420,802.04	\$514,835.64	\$254,354.00	\$7,121,404.80



LEGEND

- MILL AND FILL OVERLAY (BASE BID)
- MICRO-SURFACING (BASE BID)
- MILL AND FILL OVERLAY (ADD ALTERNATES 1, 2, AND 3)



Drawing Number:		CREATED BY PWD
1 of 1		DRAWN: VW
		CHECKED: SS
		APPROVED: SS
		DATE: JUNE 30, 2025
		SCALE: 1" = 3000

LOS ALTOS

**ATTACHMENT 4 - 2024-2025 ANNUAL STREET RESURFACING
PROJECT (TS01001 AND TS01004) VICINITY MAP**

SANTA CLARA COUNTY

CALIFORNIA

No.	REVISIONS



City Council Agenda Report

Meeting Date: July 08, 2025

Prepared By: Scott Gerdes

Approved By: Gabe Engeland

Subject: Adopt Resolution 2025-xx Approving an Updated Fiscal Year 2025/26 Pay Schedule

COUNCIL PRIORITY AREA

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

RECOMMENDATION

To adopt resolution 2025-xx approving an updated fiscal year 2025/26 pay schedule to comply with California Public Employees' Retirement System statutory and regulatory requirements for compensation earnable and publicly available salary schedules.

FISCAL IMPACT

There is no impact to the budget associated with the adoption of this Pay Schedule. Costs associated with this change have been included in the adopted FY 25-26 budget.

ENVIRONMENTAL REVIEW

Not Applicable

PREVIOUS COUNCIL CONSIDERATION

June 10, 2025, Council Meeting for the adoption of FY25-26 budget.

DISCUSSION/ANALYSIS

This updated Fiscal Year 2025/26 pay rate schedule incorporates the following update:

1. The effective date for Unrepresented pay ranges was updated to December 22, 2024, to ensure compliance with both GC 20636(d) and CCR 570.5 for FY 2025/26.

ATTACHMENTS

1. Resolution No. 2025-XX
2. Updated FY 25-26 Pay Rate Schedule

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING AN UPDATED FISCAL YEAR 2025/25 PAY SCHEDULE TO COMPLY
WITH CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM STATUTORY
AND REGULATORY REQUIREMENTS FOR COMPENSATION EARNABLE AND
PUBLICLY AVAILABLE PAY SCHEDULES**

WHEREAS, all employers must comply with the compensation earnable and publicly available pay schedules provisions contained within California Government Code (GC) section 20636(d) and California Code of Regulations (CCR) 570.5; and

WHEREAS, it is necessary for the City Council to review and duly approve and adopt in accordance with requirements of applicable public meetings laws a publicly available pay schedule; and

WHEREAS, attached to this resolution and incorporated by reference is the City's comprehensive pay schedule which will be made publicly available on the City's external website and provided upon request; and

WHEREAS, the City reviews and may revise employee compensation and pay schedule ranges; and

WHEREAS, the City benefits from a highly qualified, municipal workforce; and

WHEREAS, to assist in retaining such a workforce, it is critical that the City's compensation levels are competitive in the marketplace; and

WHEREAS, the City should adjust pay to reflect changes in the region's cost of living; and

WHEREAS, represented classifications are covered by current contracts which specify the amount of the pay adjustments in the fiscal year; and

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

1. Updates the effective date for Unrepresented pay ranges to December 22, 2024, to ensure compliance with both GC 20636(d) and CCR 570.5 for FY 2025/26.
1. Adopts an Updated Fiscal Year 2025/25 Pay Schedule reflecting these adjustments effective the pay period that includes July 1, 2025.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, CITY CLERK

City Manager: None

Unrepresented Department Heads: Market Adjustment to Individual Classifications effective 12/22/24

Unrepresented Management: Market Adjustment to Individual Classifications effective 12/22/24

Unrepresented Confidential: Market Adjustment to Individual Classifications effective 12/22/24

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

		Biweekly			Monthly			Annual		
<i>Unrep. Department Head Classifications</i>	<i>FLSA Status</i>	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	\$157,378.00		\$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

<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
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	

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
residents.	Transportation Demand		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	COMPLETED
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.			December 31, 2025	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	ONGOING
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 2025 Tentative Council Agenda Calendar

The Los Altos City Council Summer Break Begins on July 9, 2025, and the next Council meeting date is August 26, 2025 at 7:00 p.m.

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.



City Council Agenda Report

Meeting Date: July 8, 2025

Prepared By: Saskia Lagergren

Approved By: Gabriel Engeland

Subject: Accept Informational Report on Flock Audits

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Receive informational report on Flock audits.

FISCAL IMPACT

Not Applicable

ENVIRONMENTAL REVIEW

Not Applicable

PREVIOUS COUNCIL CONSIDERATION

January 28, 2025—Approved ongoing usage of Automated License Plate Readers (ALPR), Accepted changes to the ALPR policy, Received Flock Pilot Program Report

July 11, 2023—ALPR policy approved for Pilot Program, Flock Pilot Program approved

May 9, 2023— Flock Pilot Program discussed

February 28, 2023—Discussion about potential Flock Pilot Program

BACKGROUND

The Los Altos Police Department utilizes an Automated License Plate Reader (ALPR) system to enhance public safety through the identification of stolen vehicles, wanted persons and vehicles of interest in ongoing investigations. As part of our transparency and accountability commitments, we conduct quarterly audits of our ALPR system usage to ensure all searches and data handling are in full compliance with applicable law and policy.

ANALYSIS/DISCUSSION

At the January 28, 2025 City Council meeting, several changes were made to the ALPR policy. One of the changes was to start conducting quarterly audits of system usage. The Los Altos Police Department has conducted two quarterly audits of its ALPR system since the meeting, once in March and once in June. We are pleased to report that all searches have been in compliance with department policy and applicable legal requirements.

We have not received any requests from federal or out-of-state law enforcement agencies for our ALPR data. As such, no data has been shared with any such entities.

The Department maintains strict policy safeguards to prevent unauthorized sharing of ALPR information, especially with federal agencies for immigration enforcement purposes. These safeguards are outlined in Lexipol Policy 462 and are in compliance with the California Values Act (Government Code §§ 7282.5, 7284.2 et seq.). Our policy clearly states that:

- Any Federal or non-California Law Enforcement agency makes a written request, via completion of a form supplied by the Los Altos Police Department, for the ALPR data that includes:
 - The name of the agency
 - The name of the person requesting
 - The intended purpose of obtaining the information
 - Acknowledgement that the ALPR data will only be used for the intended law enforcement purposes stated on the form
- The Police Chief or their authorized designee must review and approve the request before any data is released
- The search is conducted by the ALPR system administrator or designee and a record of the approved request is retained
- Importantly, ALPR data will not be shared with federal immigration enforcement agencies (e.g., Immigration and Customs Enforcement [ICE], Customs and Border Protection [CBP]), or for purposes involving individuals seeking reproductive or gender-affirming health care, or for any purpose that violates California law or department policy.

We have received no such requests and thus, no information has been disseminated to federal or out-of-state agencies.

The Los Altos Police Department's approach to ALPR data usage is firmly rooted in safeguarding community trust and protecting civil liberties.

While recent media reports have raised concerns about other agencies in Southern California allegedly sharing ALPR data with immigration enforcement entities such as ICE or Homeland Security Investigations (HSI), we cannot speak to the policies or decision-making of those agencies. However, the Council can be assured that such sharing would not occur under the safeguards and protocols in place in Los Altos.

The Los Altos Police Department is committed to the responsible use of ALPR technology. Our internal audits have shown full compliance with our strict policies, and we have effective controls in place to prevent misuse or unauthorized sharing of data. We will continue to monitor usage closely and provide regular updates to the City Council.

ATTACHMENTS

1. Flock quarterly audits



City of Los Altos

Agenda Item # 16.

MEMORANDUM

DATE: March 6, 2025
TO: Chief Saskia Lagergren
FROM: Sgt. Aimee Major
SUBJECT: **FLOCK ALPR QUARTERLY AUDIT MARCH 2025**

History:

Per LAPD Policy #462.7, which reads:

462.7 ACCOUNTABILITY AND SAFEGUARDS All data will be closely safeguarded and protected by both procedural and technological means. The Los Altos Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) If mandated by applicable law, the City will provide access to stored ALPR data in response to non-law enforcement requests
- (c) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement or public safety purposes only, as defined in this policy, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (d) ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes, as defined in this policy.
- (e) Every ALPR browsing inquiry must be documented by either the associated Los Altos Police Department case number or incident number, or the reason for the inquiry.
- (f) ALPR system audits shall be conducted on a quarterly basis by the Administrative Division Captain and violations of this policy shall be documented and steps should be taken to prevent such violations in the future.
- (g) Annual ALPR audits will be conducted by an outside law enforcement agency as an added measure of transparency and to ensure policy compliance by members of the Los Altos Police Department. If a violation of this policy is identified, it shall be documented and steps should be taken to prevent such violations in the future.

(h) All requests for ALPR data by other law enforcement or governmental agencies that have been approved by the Los Altos Police Department shall be made public and posted on the transparency portal monthly for the prior month.

It is the responsibility of the Administrative Division Captain, or her/his designee, to ensure that an audit is conducted of ALPR detection browsing inquiries quarterly during each calendar year. The Department will audit a sampling of the ALPR system utilization from the prior 3 month period to verify proper use in accordance with the above authorized uses.

The audit will randomly select, at minimum, 15 detection browsing inquiries conducted by department employees during the preceding 3 month period and determine if each inquiry meets the requirements established in this policy. The audit will be documented in the form of an internal department memorandum to the Chief of Police. The memorandum will include any data errors found so that such errors can be corrected. After review by the Chief of Police, the memorandum and any associated documentation will be filed and retained by the Custodian of Records.

In addition, a designated law enforcement agency will do an annual audit of ALPR data, as an added layer of accountability, to ensure members of the Los Altos Police Department are in compliance with this policy.

Previous Audits:

On October 9th, 2024, a random audit of “fifteen detection-browsing inquiries” was conducted by the Los Altos Police Department. The selection was made by collecting the search data from the time of the program inception, March 1st, 2024, until August 31st, 2024. The audit revealed 1240 searches that were made, including the officer that conducted the search, the date and time the search was conducted, the search criteria and the notes entered by the officer. During this audit, it was revealed that the searches failed to comply with Policy# 462.7(e). It was determined that the non-compliant entries were likely due to confusion over providing the case or incident number **and** the reason. On most other Law Enforcement databases that LAPD officers utilize, there is typically a requirement for a case/incident number **or** a reason. The recommendation for this audit was ongoing training and additional reminders from supervisors, to ensure compliance with Policy 462.7(e).

On December 17, 2024, I conducted a random audit of “fifteen detection-browsing inquiries”. The selection was made by collecting the search data from the time of implemented training on 10/17/2024 through present day, 12/17/2024. The data was collected and placed into randomizer software (random.org) and then the first fifteen randomized entries were checked against our policy. The searches were conducted following the guidelines set forth by Policy 462.7(e) by including the reason/case number that was associated with the search. The randomized 15 searches complied with Policy 462.7(e). The highlighted sections of the searches indicates the adherence to Policy 462.7(e), which properly includes a reason and case number associated with the search.

Current Audit:

This audit was conducted to ensure the implemented additional training and supervisory reminders has yielded compliance with LAPD Policy 462.7

On March 1, 2025, a random audit of “fifteen detection-browsing inquiries” was conducted by the Los Altos Police Department. The selection was made by collecting the search data from the preceding three months, December 2024-March 2025. Although the data was captured for this time period, FLOCK does retain information for 30 days. Therefore, there may be duplicates of some searches, and there could be searches that preceding the December 1 2024 time frame.

This new audit revealed 1104 searches that were made, including the officer that conducted the search, the date and time the search was conducted, the search criteria and the notes entered by the officer. The data was collected and placed into randomizer software (random.org) and then the first fifteen randomized entries were checked against our policy.

It should be noted that sometime in January 2025, the FLOCK ALPR database implemented new searching criteria, which allowed for additional inputs such as case number and license plates. This new technology changed the formatting of the monthly downloaded data, creating a different format than the previous months. This presented challenges when placing the data into the randomizing software. To overcome this challenge, I inputted the monthly data separately, with the total number of searches for each month, and randomized those numbers. I requested 5 randomized numbers for each month, totaling 15 random searches. The random numbers were then matched to the database line corresponding with that number. The following were the randomized searches that were used for this audit.

December 2024 Randomized Searches

Name	Total Networks Searched	Time Frame	Filters	Reason	Search Time
			12/17/2024, 03:30:00 PM UTC to 12/17/2024, 05:30:00 PM UTC	Chrysler All Images	L241217008 10851 chrysler
1. Aimee Major	1				12/18/2024, 12:00:45 AM UTC

2.	Aimee Major	1	12/17/2024, 04:09:00 PM UTC to 12/17/2024, 08:30:00 PM UTC	Chrysler Red All Images	L241217008 10851 chrysler	12/18/2024, 12:21:36 AM UTC
3.	Josh Cottrell	143	12/20/2024, 07:30:44 AM UTC to 12/20/2024, 09:30:44 AM UTC	7GPL138	24-1155 /10-65	12/20/2024, 09:13:12 AM UTC
4.	Aimee Major	1	12/18/2024, 04:30:00 PM UTC to 12/18/2024, 06:00:00 PM UTC	Red All Images	L1217008 flock 10851 hit, red chrysler van	12/19/2024, 03:23:50 PM UTC
5.	Liz Checke	64	12/8/2024, 05:50:52 AM UTC to 12/15/2024, 05:50:52 AM UTC	Toyota Lexus Chevrolet White All Images 7TLR820	24-1132 Residential Burglary	12/15/2024, 05:50:54 AM UTC

January and February 2025 Randomized Searches

Name	Total Network s Searched	Time Frame	License Plate	Case #	Filters	Reason	Search Time
6. James Hawkins	1	1/9/2025 , 11:00:26 AM UTC 1/9/2025 , 11:00:26 PM UTC	9HJJ718			10851/250109019	1/9/2025, 10:51:55 PM UTC

7.	Nick Collacino	1	12/19/2024, 05:30:00 PM UTC 12/22/2024, 06:30:00 PM UTC			24-1163 possible suspect vehicle	1/21/2025, 12:14:00 AM UTC
8.	Aimee Major	101	1/4/2025, 02:30:00 AM UTC 1/4/2025, 06:00:00 AM UTC	Mercedes White All Images	25-0014 459 res mercedes		1/6/2025, 06:09:46 AM UTC
9.	Joseph Ledoux	1	12/16/2024, 01:00:00 AM UTC 1/16/2025, 03:00:00 AM UTC	62422b2		24-1163, PC459 resd	1/15/2025, 04:01:28 PM UTC
10.	Nick Collacino	1	11/29/2024, 12:30:00 PM UTC 11/29/2024, 03:30:00 PM UTC			24-1079 suspect vehicle	1/23/2025, 10:13:41 PM UTC
11.	Aimee Major	100	1/18/2025, 02:30:28 AM UTC 2/17/2025, 04:30:28 AM UTC	9gvn593		L250214050 20002 downtown	2/17/2025, 04:26:51 AM UTC
12.	Aimee Major	100	12/12/2024, 08:30:41 AM UTC 2/7/2025, 08:30:41 AM UTC	8wgx218	Infiniti White All Images	25-0121 459 newcastle	2/7/2025, 08:12:26 AM UTC

13. Nick Collacino	1	1/27/2025, 07:00:00 PM UTC	6GAH939	25-0121	California	residential burglary	2/26/2025, 08:51:59 PM UTC
		2/26/2025, 09:00:00 PM UTC					
14. Aimee Major	100	2/17/2025, 01:00:02 PM UTC	9lak715			I.250218006 stolen plate	2/18/2025, 12:43:06 PM UTC
		2/18/2025, 01:00:02 PM UTC					
15. Bryan VanHorn	1	2/22/2025, 06:00:00 PM UTC	9JOD359			I.250222023, 20002	2/22/2025, 10:41:08 PM UTC
		2/22/2025, 11:00:00 PM UTC					

The searches were conducted following the guidelines set forth by Policy 462.7(e) which states: Every ALPR browsing inquiry must be documented by either the associated Los Altos Police Department case number or incident number, or the reason for the inquiry. The randomized 15 searches complied with Policy 462.7(e). The highlighted sections of the searches indicates the adherence to Policy 462.7(e), which properly includes a reason or case/incident number associated with the search.

Our next quarterly audit will be completed in June 2025.

Sergeant Aimee Major #373

Sergeant Aimee Major #373



City of Los Altos

Agenda Item # 16.

MEMORANDUM

DATE: June 1, 2025
TO: Chief Saskia Lagergren
FROM: Sgt. Aimee Major
SUBJECT: **FLOCK ALPR QUARTERLY AUDIT JUNE 2025**

History:

Per LAPD Policy #462.7, which reads:

462.7 ACCOUNTABILITY AND SAFEGUARDS All data will be closely safeguarded and protected by both procedural and technological means. The Los Altos Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) If mandated by applicable law, the City will provide access to stored ALPR data in response to non-law enforcement requests
- (c) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement or public safety purposes only, as defined in this policy, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (d) ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes, as defined in this policy.
- (e) Every ALPR browsing inquiry must be documented by either the associated Los Altos Police Department case number or incident number, or the reason for the inquiry.
- (f) ALPR system audits shall be conducted on a quarterly basis by the Administrative Division Captain and violations of this policy shall be documented and steps should be taken to prevent such violations in the future.
- (g) Annual ALPR audits will be conducted by an outside law enforcement agency as an added measure of transparency and to ensure policy compliance by members of the Los Altos Police Department. If a violation of this policy is identified, it shall be documented and steps should be taken to prevent such violations in the future.

(h) All requests for ALPR data by other law enforcement or governmental agencies that have been approved by the Los Altos Police Department shall be made public and posted on the transparency portal monthly for the prior month.

It is the responsibility of the Administrative Division Captain, or her/his designee, to ensure that an audit is conducted of ALPR detection browsing inquiries quarterly during each calendar year. The Department will audit a sampling of the ALPR system utilization from the prior 3 month period to verify proper use in accordance with the above authorized uses.

The audit will randomly select, at minimum, 15 detection browsing inquiries conducted by department employees during the preceding 3 month period and determine if each inquiry meets the requirements established in this policy. The audit will be documented in the form of an internal department memorandum to the Chief of Police. The memorandum will include any data errors found so that such errors can be corrected. After review by the Chief of Police, the memorandum and any associated documentation will be filed and retained by the Custodian of Records.

In addition, a designated law enforcement agency will do an annual audit of ALPR data, as an added layer of accountability, to ensure members of the Los Altos Police Department are in compliance with this policy.

Current Audit:

This audit was conducted to ensure the implemented additional training and supervisory reminders has yielded compliance with LAPD Policy 462.7

On June 1, 2025, a random audit of “fifteen detection-browsing inquiries” was conducted by the Los Altos Police Department. The selection was made by collecting the search data from the preceding three months, March 2025-May 2025. Although the data was captured for this time period, FLOCK does retain information for 30 days. Therefore, there *may* be duplicates of some searches, and there *could* be searches that preceding the March 1, 2024 time frame.

This new audit revealed 1256 searches that were made, including the officer that conducted the search, the date and time the search was conducted, the search criteria and the notes entered by the officer. The data was collected and placed into randomizer software (random.org) and then the first fifteen randomized entries were checked against our policy.

It should be noted that sometime in the last few months, FLOCK has integrated a new BETA search module. The older module is still accessible, and either module can be utilized by the user, by preference. The older module allows for one entry for either a reason or case number for the search. The new module delineates the search and case number into separate areas of the search. The total searches for this time period, as well as the randomized search results for this time period, will show both modules were used by different users.

March 2025-May2025 Randomized Searches

Los Altos CA PD_Organization_Audit_2025-04-01_2025-05-02.csv	Aimee Major	10 2	4/3/2025, 01:00:30 PM UTC 4/22/2025, 03:00:30 PM UTC	All Images	25-0374 mailbox circ	4/22/2025, 02:45:17 PM UTC
Los Altos CA PD_Organization_Audit_2025-04-01_2025-05-02.csv	Aimee Major	10 2	4/15/2025, 01:30:00 AM UTC 4/15/2025, 04:30:00 AM UTC	Ford All Images	25-0352 459 ranchita	4/18/2025, 03:54:39 AM UTC
Los Altos CA PD_Organization_Audit_2025-04-01_2025-05-02.csv	Ryan Burke	1	4/7/2025, 09:00:00 AM UTC 4/7/2025, 10:30:00 AM UTC	Bmw Mercedes s	25-0327 487	4/8/2025, 01:16:35 AM UTC
Los Altos CA PD_Organization_Audit_2025-03-01_2025-03-21.csv	Aimee Major	1	3/6/2025, 05:30:00 PM UTC 3/6/2025, 06:30:00 PM UTC	L250306 021 Motorcycle	2800	3/6/2025, 06:18:27 PM UTC
Los Altos CA PD_Organization_Audit_2025-04-01_2025-05-02.csv	Bryan VanHorn	1	4/7/2025, 01:30:34 PM UTC 4/8/2025	7TFK6 75 25-0327	487	4/8/2025, 01:18:41 PM UTC

				5, 01:30:3 4 PM UTC			
Los Altos CA PD_Organization_Audi t_2025-05-01_2025- 06-01.csv	Aimee Major	1	4/2/202 5, 02:30:0 0 PM UTC 5/2/202 5, 01:30:1 9 PM UTC	6PCL6 50	25-0417 HS sales	5/2/202 5, 01:14:0 0 PM UTC	
Los Altos CA PD_Organization_Audi t_2025-04-01_2025- 05-02.csv	Aimee Major	1	4/14/20 25, 09:00:0 0 PM UTC 4/14/20 25, 09:30:0 0 PM UTC		All Images	25-0352 459 ranchita	4/17/20 25, 08:54:3 4 AM UTC
Los Altos CA PD_Organization_Audi t_2025-04-01_2025- 05-02.csv	Bryan VanHorn	1	4/2/202 5, 05:00:0 0 AM UTC 4/2/202 5, 10:30:0 0 AM UTC		Volkswa gen Black Californi a	L250402 05, 20002	4/2/202 5, 08:47:2 6 PM UTC
Los Altos CA PD_Organization_Audi t_2025-03-01_2025- 03-21.csv	Aimee Major	1	3/8/202 5, 10:00:0 0 AM UTC 3/8/202 5, 11:00:0 0 AM UTC		Silver_gr ey All Images	25-0223 10851 eastwoo d court	3/11/20 25, 03:36:5 1 AM UTC
Los Altos CA PD_Organization_Audi	Nick Collaci no	1	3/7/202 5, 09:30:0	25-0223	Toyota All Images	Stolen Vehicle	4/8/202 5, 02:55:1

t_2025-04-01_2025-05-02.csv				0 AM UTC 3/10/2025, 04:00:00 PM UTC	California	4 AM UTC
Los Altos CA PD_Organization_Audit_2025-04-01_2025-05-02.csv	Aimee Major	104		3/19/2025, 01:15:31 PM UTC 4/18/2025, 01:15:31 PM UTC Z5829	25-0352459 ranchita	4/18/2025, 01:15:42 PM UTC
Los Altos CA PD_Organization_Audit_2025-05-01_2025-06-01.csv	William Lai	396		5/19/2025, 07:00:00 AM UTC 5/26/2025, 12:30:59 AM UTC 9FWL437	Mercedes Black All Images	Report of stolen vehicle 5/26/2025, 12:31:21 AM UTC
Los Altos CA PD_Organization_Audit_2025-03-20_2025-04-01.csv	David Lopez	1		3/22/2025, 06:30:55 PM UTC 3/22/2025, 08:30:55 PM UTC	All Images	L250322031 suspect vehicle 3/22/2025, 08:15:10 PM UTC
Los Altos CA PD_Organization_Audit_2025-04-01_2025-05-02.csv	Aimee Major	1		4/26/2025, 08:25:00 AM UTC 4/26/2025, 08:45:00 AM UTC	All Images	L250426006 10851cvc 4/26/2025, 09:32:55 AM UTC

			4/14/20				
			25,				
			10:30:0				
			0 PM				
			UTC				
			4/15/20				4/15/20
Los Altos CA			25,				25,
PD_Organization_Audi			12:00:0		Ford		05:25:0
t_2025-04-01_2025-	Erica		0 AM		White	L250415	6 PM
05-02.csv	Ewing	1	UTC		Suv	016	UTC

The searches were conducted following the guidelines set forth by Policy 462.7(e) which states: Every ALPR browsing inquiry must be documented by either the associated Los Altos Police Department case number or incident number, or the reason for the inquiry. The randomized 15 searches complied with Policy 462.7(e). The highlighted sections of the searches indicates the adherence to Policy 462.7(e), which properly includes a reason or case/incident number associated with the search.

Our next quarterly audit will be completed in September 2025.

Sergeant Aimee Major #373

OPERATING BUDGET

FY 2025-26

CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROGRAM

FY 2026-30



Front Cover

As part of the 2025 City Council Strategic Goals, City Council directed staff to explore the possibility of a downtown park with underground parking in the City-owned parking plazas. The approved FY25-26 budget includes an initial expenditure in the Capital Improvements and Major Maintenance Program to engage the community regarding this project, explore the layout of the space, project cost, and potential funding sources for the full project.



Mission Statement

The City's mission is to be a sustainable, vibrant, and inclusive community in which to live, work, visit, and play.

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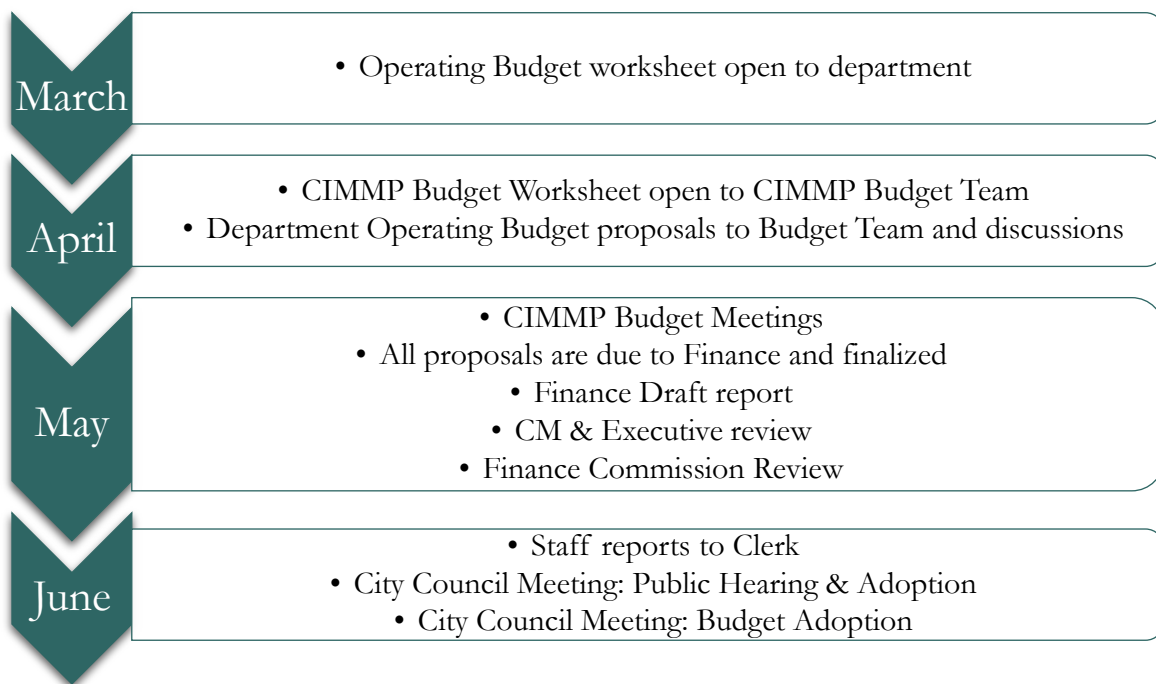
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Budget Overview

BUDGET PROCESS & CALENDAR

Agenda Item # 17.

The City of Los Altos operates on a fiscal year basis that begins on July 1 of each year and ends the following year on June 30. The City Manager's Office and Finance Department manage the budget process with support from each operating department. The preparation of the budget takes place between March and June. The budget is presented to the City Council to allow for public hearings and the City Council adopts the annual budget before June 30 of each year. The budget is adopted through the passage of a resolution. The budget represents the maximum authorized expenditures for the year and cannot legally be exceeded except by subsequent amendments of the budget by the City Council. The City Manager is authorized to make any amendments or transfers of appropriations within the same department. Any amendments to the total level of appropriations for a fund or transfers between funds must be approved by the City Council. See the detailed budget preparation calendar for the City of Los Altos on the next page for details on this process.



Basis of Accounting and Budget

Developed on a program basis with fund level authority, the operating budget represents services and functions provided by the City in alignment with the resources allocated during the fiscal year. The Capital Budget is funded and defined by its' approved projects, with ongoing or incomplete projects re-appropriated into the following fiscal year.

Basis of Accounting and Budget refers to the timing factor concept in recognizing transactions. This basis is a key component of the overall financial system because the budget determines the accounting system. For example, if the budget anticipates revenues on a cash basis, the accounting system must record only cash revenues as receipts. If the budget uses an accrual basis, accounting must do likewise. This consistency is also reflected in the City's Annual Comprehensive Financial Report (ACFR), the State Controller's Annual Cities Report, and all other report documents.

Government budgets and accounting uses a mix of accounting methods. A hybrid cash and accrual accounting system known as 'Modified Accrual Basis' recognizes revenues when measurable and available.

The City considers all revenues reported in the governmental funds to be available if the revenues are collected within 45 days after the fiscal year-end.

Licenses, property taxes and taxpayer assessed tax revenues (e.g., franchise taxes, sales taxes, and transient occupancy tax) are all considered susceptible to accrual and so are recognized as revenues in the period earned/collected. Revenues from grants and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Expenditures are recorded when the liability is incurred. Claims, judgments, compensated absences, and principal and interest on general long-term debt are recognized as expenditures to the extent they have matured.

The Modified Accrual Basis is used for governmental types of funds, while the full accrual basis accounting method is used for proprietary funds. Governmental Funds consist of the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds.

Under this basis, revenues are estimated for the period if they are susceptible to accrual, e.g. amounts can be determined and will be collected within the current period. Principal and interest on general long-term debt are budgeted as expenditures when due, whereas other expenditures are budgeted for liabilities expected to be incurred during the current period.

Proprietary fund budgets are adopted using the full accrual basis of accounting whereby revenue budget projections are developed recognizing revenues expected to be earned during the period, and expenditures are developed for expenses anticipated to be incurred in the fiscal year.

BUDGET MESSAGE



DATE: July 8, 2025

TO: Mayor, City Council, and Citizens of Los Altos

FROM: Gabriel Engeland, City Manager

SUBJECT: **BUDGET MESSAGE FOR FY25-26 OPERATING BUDGET AND FIVE-YEAR FY25-30 CAPITAL IMPROVEMENT AND MAJOR MAINTENANCE PLAN (CIMMP)**

Honorable Mayor and Members of the Los Altos City Council:

The Fiscal Year 2025-26 Operating Budget and the FY2026-30 Capital Improvement and Major Maintenance Program (CIMMP) reflect the City’s continued commitment to fiscal responsibility, transparent governance, and forward-looking investment, values that underpin Los Altos’ identity as a vibrant, inclusive, and sustainable community.

This year’s budget was developed in the context of increasing demands on local government and continued uncertainty at both the state and federal levels. With the sunset of pandemic-era federal funds and ongoing reductions in State support, the City is moving with determination toward long-term financial independence. Staff have responded by reprioritizing investments in public safety, infrastructure, and environmental resilience, ensuring essential services remain strong and responsive.

The FY2025-26 Operating Budget was built using zero-based budgeting, with each department starting from the ground up to justify expenditures. This method aligns resources with outcomes and reinforces our shared focus on service, equity, and strategic priorities. The City Council’s Strategic Goals, reviewed and reaffirmed annually, serve as the foundation for this budget.

Key priorities

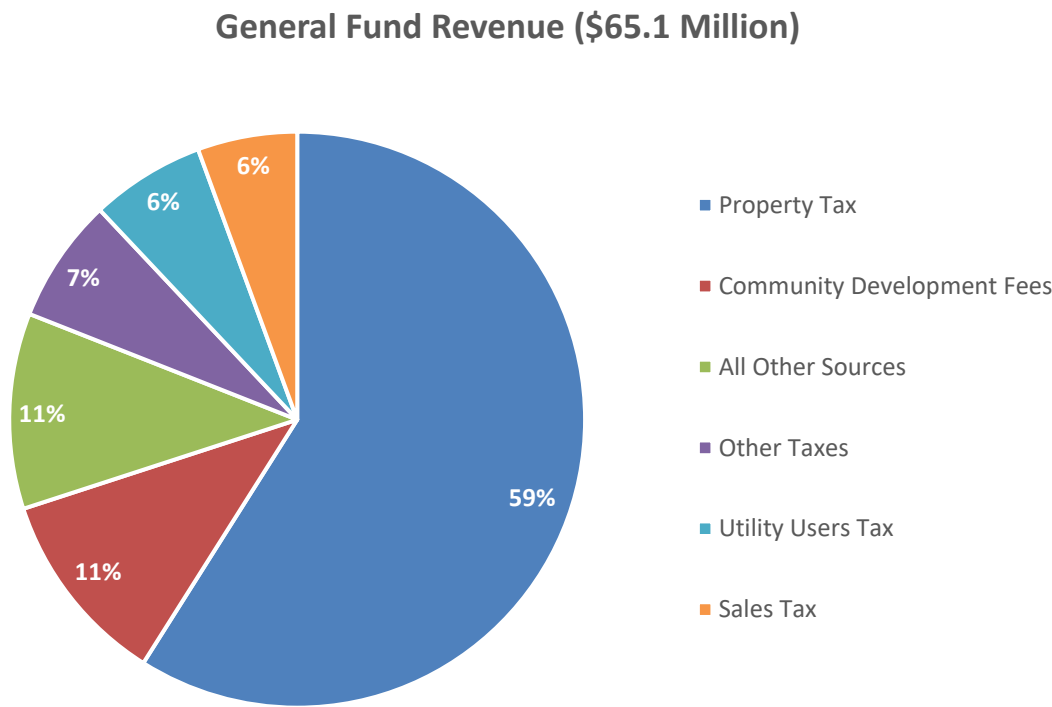
- **Public Safety:** Expanded use of safety technology, enhancements to existing fire facilities, increased parking enforcement, and design work for a new Police building.
- **Business Communities:** Continued implementation of the Downtown Vision Plan, EV

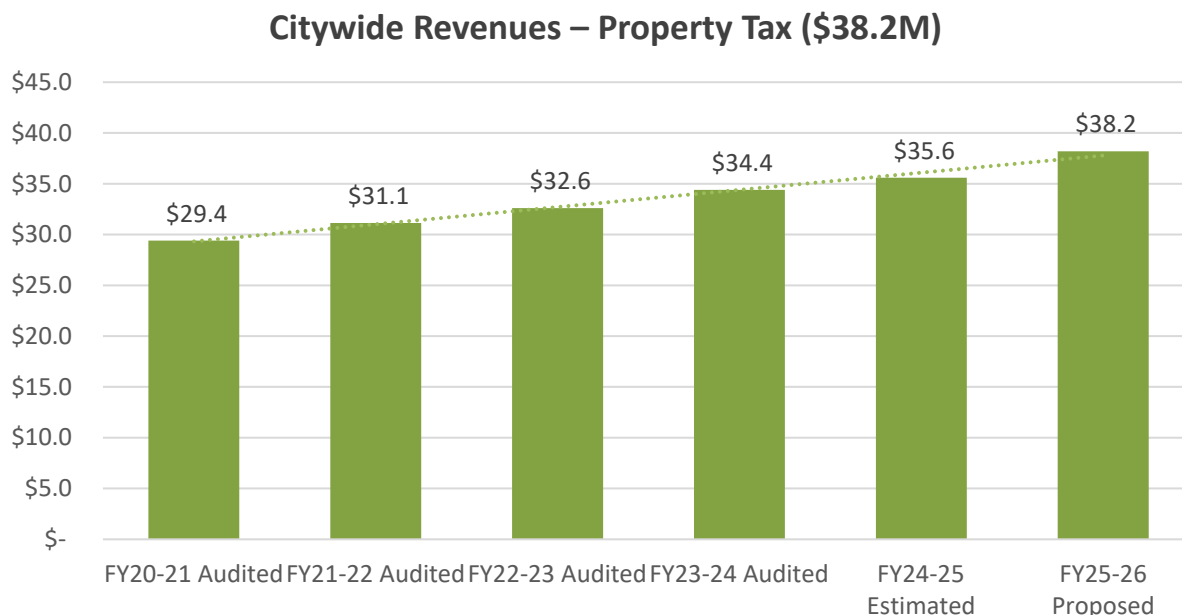
infrastructure, park and lighting upgrades, and beautification at Loyola Corners.

- Circulation and Mobility: Over \$6 million dedicated to street resurfacing, pedestrian and bicycle safety, and Safe Routes to Schools infrastructure.
- Environmental Sustainability: Green infrastructure upgrades including solar, battery storage, backup generators, and EV readiness at the MSC site.
- Housing and Community: Funding for Housing Element implementation, zoning and General Plan updates, and improvements to parks and play spaces citywide.

General Fund Revenue

The FY2025-26 General Fund anticipates total revenues of \$65.1 million. Property Tax remains the City’s largest and most stable revenue source, projected at \$38.2 million and accounting for 59% of General Fund revenue. Community Development Fees are estimated at \$7.1 million, reflecting robust development activity. The Utility Users Tax and Sales Tax are projected at \$4.1 million and \$3.6 million respectively. These sources provide the fiscal backbone for continued delivery of services and implementation of Council priorities.



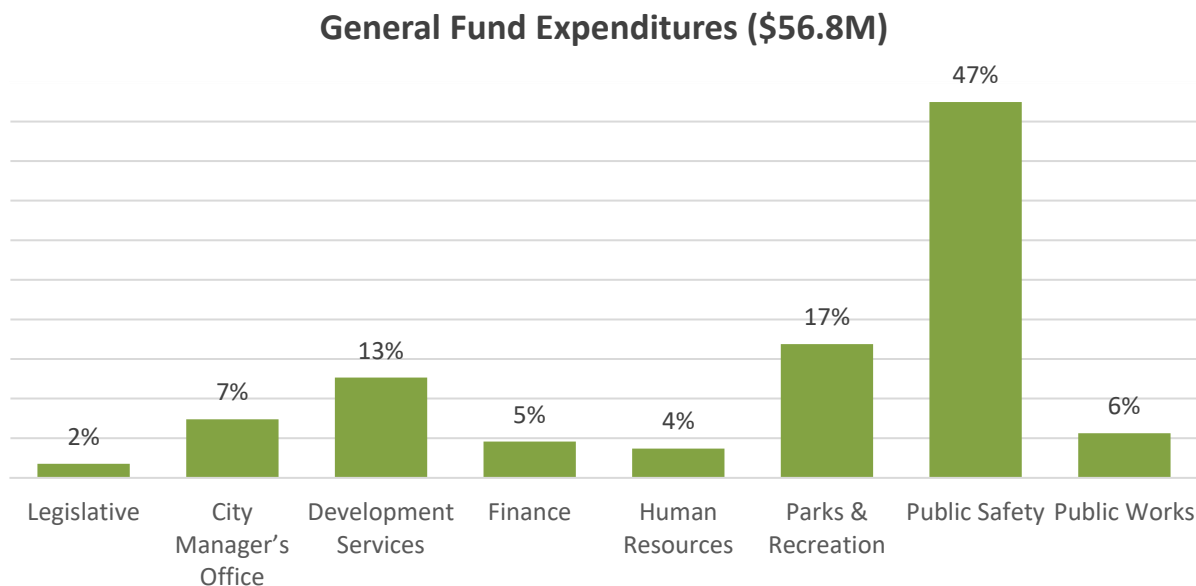


General Fund Expenditures

General Fund operating expenditures are projected at \$56.8 million. This reflects an 11% increase over the previous year, driven by rising personnel costs, pension contributions, insurance premiums, and key public service contracts. Public Safety remains the largest expenditure category, accounting for 47% of total General Fund spending. This includes contracted fire protection services, police operations, crossing guard services, and emergency response planning.

Parks and Recreation accounts for 17% of expenditures, reflecting investments in facility maintenance, recreational programming, and park improvements. Development Services represents 13%, supporting planning, permitting, code enforcement, and building inspection activities.

Other departments include the City Manager’s Office (7%), Public Works (6%), Finance (5%), Human Resources (4%), and Legislative operations (2%). These allocations reflect the City’s service delivery priorities, operational needs, and contractual commitments.



The City anticipates an operating surplus of \$8.3 million, which enables responsible contributions to internal service funds and reserves. These include a \$2.0 million allocation to the CalPERS Reserve, continued funding of the Facility Maintenance and Fleet Funds, and maintenance of the Emergency and Operating Reserve at 20% of expenditures. After all allocations, the projected Unassigned Fund Balance stands at \$16.9 million.

Enterprise Funds

The Sewer Fund projects \$12.5 million in revenue and \$11.7 million in expenses, supporting both local wastewater upgrades and the City’s share of costs at the regional treatment plant. The Solid Waste Fund anticipates \$1.2 million in revenue and \$2.4 million in expenses. These investments maintain compliance with environmental regulations and ensure reliable delivery of critical services such as street sweeping, receptacle upgrades, and emergency clean-up programs.

FY26-30 Capital Improvement and Major Maintenance Program

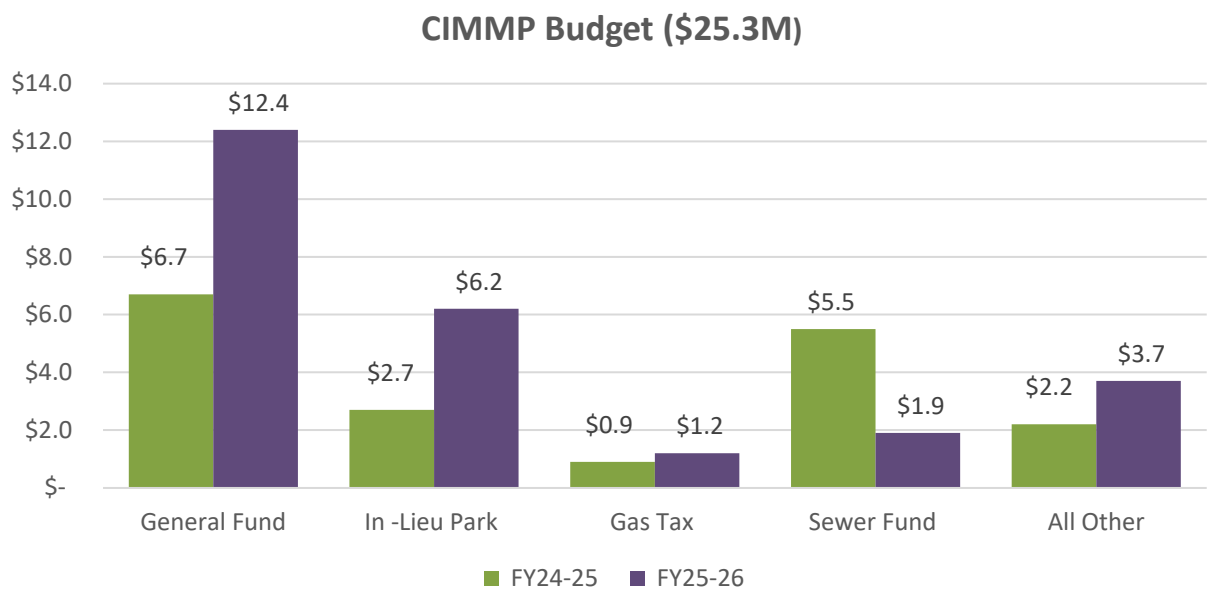
Each year, the City of Los Altos develops a Capital Improvement and Major Maintenance Program (CIMMP) to guide physical infrastructure investment and maintenance across the community. Integrated with the annual Operating Budget, the CIMMP serves as both a financial plan and implementation tool for the City’s long-term asset stewardship.

Capital Improvement Projects involve new construction, upgrades, or replacement of facilities, streets, equipment, or utilities that exceed \$10,000 in cost and extend the service life of assets. These typically include road improvements, EV infrastructure, building renovations, and stormwater system upgrades.

Major Maintenance Projects consist of recurring investments that maintain existing assets in

functional and safe condition. These projects include structural repairs, code compliance updates, plumbing and electrical improvements, HVAC replacements, and landscape corrections.

The FY2025-26 budget includes \$25.3 million for the CIMMP, of which \$8.0 million is carried over from the prior year. \$12.4 million of the total is funded by the General Fund, with the remaining portion supported by the Sewer Fund, Park In-Lieu Fund, and transportation-related revenues.



Over the FY2026-30 planning period, projected investment in Capital Improvement and Major Maintenance program totals \$65 million. Funding allocations are guided by operational needs, asset condition, regulatory requirements, and consistency with adopted plans.

The CIMPP coverages projects in the below categories with more detailed project listings in the program resolution:

- Civic Facilities-Buildings
- Civic Facilities-Parks and Trails
- Community Development
- Downtown Development
- Equipment & Vehicles
- Infrastructure
- Studies
- Technology
- Transportation-Pedestrian/Bicycle Safety
- Transportation-Streets/Roadways
- Wastewater Systems

Conclusion

The Fiscal Year 2025-26 Operating Budget is balanced with an estimated surplus. It incorporates planned reserve transfers, meets contractual and regulatory obligations, and allocates funding for both operational needs and capital improvements.

The budget provides appropriations for planned upgrades to the Emergency Operations Center, continued implementation of the Housing Element, and maintenance of existing fire station facilities. Design work for a future Police Department building is also included.

Funding is allocated for transportation-related infrastructure, including updates to pedestrian and bicycle routes and resurfacing projects outlined in the Complete Streets Master Plan. The budget includes EV charging infrastructure and related utility upgrades, as well as continued installation of energy-efficiency improvements at City facilities.

Parks and recreation projects include ADA improvements, playground renovations, and the buildout of the City's first dedicated dog park. Resources are also included for accessibility assessments and preliminary site enhancements at selected community facilities.

The FY2025-26 Operating Budget and FY2026-30 Capital Improvement & Major Maintenance Program together support delivery of public services and planned infrastructure improvements, while ensuring compliance with reserve and fund balance policies.

Sincerely,

A handwritten signature in black ink, appearing to read 'J Kim', with a stylized, cursive script.

Jessie Kim
Finance Director

City Overview

COMMUNITY PROFILE

Location

Just 40 miles south of San Francisco, Los Altos is in Santa Clara County and bordered by Los Altos Hills, Palo Alto, Mountain View, Sunnyvale, and Cupertino. Incorporated in 1952 as a general law city, the City was originally an agricultural town with many summer cottages and apricot orchards, and now is a predominately residential community with tree-lined streets and a small-village atmosphere.

The approximately seven-square mile community is developed with various businesses, schools, libraries, churches, and residences and has a population of approximately 30,000 people. There are seven distinct commercial districts and bustling neighborhood retail areas.

The City of Los Altos operates as a Council-Manager form of government. Council Members are elected at-large to four-year terms and are responsible for determining City policies and service standards. The City Council in turn appoints the City Manager to oversee daily operations.

The mission is to be a sustainable, vibrant, and inclusive community in which to live, work, visit, and play. This guides the regulations and policy that make it possible for residents and businesses to enjoy the charm of a small town near the innovation of Silicon Valley. Los Altos, with its beautiful neighborhoods, award-winning schools, 40+ acres of parks and open space and friendly commercial areas, is an exceptional place to call home and conduct business.

Los Altos City Hall
1 North San Antonio Road
Los Altos, CA 94022

Phone: (650) 947-2700
Fax: (650) 947-2701
administration@losaltosca.gov
www.losaltosca.gov

Demographics

Population	29,990 ¹
Total Households	10,756 ¹
Median Household Income	\$250,000 ¹
Average Household Size	2.83 ¹
Median Age	46.6 ¹
Population Aged Over 65	20.8% ¹
Language Other Than English Spoken at Home	37.2% ¹
Bachelor’s Degree or Higher	87.2% ¹
In-City Active Business Licenses	1,197 ²
Public School Enrollment (K-8)	3,347 ³

Public School Enrollment (9-12)

4,406⁴

Sources:

(1) U.S. Census Bureau, (2) City Data, (3) Los Altos Unified School District, (4) Mountain View Los Altos Unified High School District



CITY COUNCIL

Pete Dailey
Mayor

Neysa Fligor
Vice Mayor

Sally Meadows
Councilmember

Jonathan D. Weinberg
Councilmember

Larry Lang
Councilmember

TERM EXPIRATION

November 2026

November 2026

November 2028

November 2028

November 2028

2025 CITY COUNCIL STRATEGIC GOALS

The City Council Strategic Goals highlight those areas identified by the Council for emphasis and focus. The City Council will accomplish these goals by engaging the community and making decisions which are equitable, sustainable and fiscally prudent. The City Council will ensure that appropriate resources are allocated to maintain Los Altos as a great place to live and work, including providing a work culture and environment that supports recruitment and retention of exceptional employees to provide City services and maintenance and improvement of the City's assets.

Public Safety

The City of Los Altos will continue providing excellent public safety for the community by providing safe, reliable and resilient police and fire facilities and services and by engaging the community in emergency preparedness best practices.

Business Communities

The City of Los Altos will support the different business communities including implementing specific projects and/or elements of the Housing Element and Downtown Vision Plan.

Circulation Safety and Efficiency

The City of Los Altos will support the different business communities including implementing specific projects and/or elements of the Housing Element and Downtown Vision Plan.

Environmental Sustainability

The City of Los Altos strive to lead in environmental sustainability through education, incentives and adaptation initiatives, and practices identified in the City's Climate Action and Adaptation Plan.

Housing

The City of Los Altos will implement the Housing Element, programs, and policies to facilitate, incentivize and administer the availability of housing that is safe, diverse and affordable for all income levels to meet the needs of the Community and seek to increase and protect its green space.



COMMISSIONS & COMMITTEES

Complete Streets Commission

COMMISSIONER	TERM	TERM EXPIRATION
Stacy Banerjee	2nd	September 2026
Tom Gschneider	1st	September 2026
Wesley Hemholz	Unexpired	September 2026
Stephen Katz	2nd	September 2028
Tony Li	1st	September 2028
Scott J. Pietka	Unexpired	September 2026
Suresh Venkatraman	2nd	September 2028

Council Liaison: Larry Lang
Staff Liaison: Art Williams (Public Works)



Environmental Commission

COMMISSIONER	TERM	TERM EXPIRATION
Tom Hecht	1st	September 2026
Raashina Humayan	2nd	September 2028
Shiao-ping Lu	1st	September 2026
Colm Nee	1st	September 2028
Carl van Reis	1st	September 2026
Don Weiden	2nd	September 2026

Council Liaison: Neysa Fligor
Staff Liaison: Tania Katbi (Development Services)

Financial Commission

COMMISSIONER	TERM	TERM EXPIRATION
John Claras	1st	September 2025
Ken Fowler	Unexpired	September 2027
Deepak Jain	1st	September 2027
Scott Ottoes	1st	September 2027
Anthony "Tony" Richmond	2nd	September 2025
Jesse Zhang	1st	September 2027

Council Liaison: Sally Meadows
Staff Liaison: Jon Maginot (City Manager’s Office)

Historical Commission

COMMISSIONER	TERM	TERM EXPIRATION
Jonathan “Ted” Adams	1st	September 2026
Gina Atkinson	1st	September 2028
Liza Coe	1st	September 2026
Suzanne Maguire-Negus	1st	September 2028

Council Liaison: Pete Dailey
Staff Liaison: Sean Gallegos (Development Services)

Library Commission

COMMISSIONER	TERM	TERM EXPIRATION
Pierre Bedard	1st	September 2025
Carolle Carter	1st	September 2025
Christine Fawcett (Los Altos Hills)	1st	January 2027
Michelle Morris	1st	September 2027

Council Liaison: Larry Lang
Staff Liaison: Anthony Carnesecca (City Manager’s Office)



Parks, Arts, Recreation & Cultural Commission

COMMISSIONER	TERM	TERM EXPIRATION
Janet Corrigan	1st	September 2025
Theresa Couture	1st	September 2025
Teresa Morris	1st	September 2025
Jeanine Valadez	1st	September 2025
David Young	Unexpired	September 2027

Council Liaison: Pete Dailey
Staff Liaison: Manny Hernandez (Parks & Recreation)

Planning Commission

COMMISSIONER	TERM	TERM EXPIRATION
Mehruss Ahi	2nd	September 2026
Joe Beninato	1st	September 2026
Kate Disney	1st	September 2026
Susan Mensinger	2nd	September 2028
Richard Roche	2nd	September 2028
Eric Steinle	2nd	September 2028

Council Liaison: Jonathan D. Weinberg
Staff Liaison: Stephanie Williams (Development Services)

Senior Commission

COMMISSIONER	TERM	TERM EXPIRATION
Jim Basiji (Los Altos Hills)	3rd	August 2027
William Buchholz	2nd	September 2025
Jayne Cohen	2nd	September 2028
Sharvari Dixit (Los Altos Hills)	1st	September 2027
Dolores Gallagher Thompson	1st	September 2028
Kris Olson	1st	September 2025
Nomi Trapnell	1st	September 2028

Council Liaison: Sally Meadows
Staff Liaison: Jaime Chew & Candace Avina (Parks & Recreation)

Youth Commission

COMMISSIONER	TERM	TERM EXPIRATION
Ishika Anand	1st	June 2026
Vibha Bengani	1st	June 2025
Sophie Chen	1st	June 2025
Jasmine Cheng	1st	June 2026
Talinn Hatti	2nd	June 2025
Ryan Kim	1st	June 2026
Mariana Leaver	1st	June 2025
Asha Rammohan	1st	June 2026
Darius Sayar	1st	June 2026
Eli Sobel	1st	June 2025
Riya Srivastava	1st	June 2026

Council Liaison: Jonathan D. Weinberg
Staff Liaison: Sarah Carrico (Parks & Recreation)

Joint Community Volunteer Service Awards Commission

COMMISSIONER	TERM	TERM EXPIRATION
Archana Appanna	1st	September 2029
Lindsay Carpenter	1st	September 2027
Kelly Davis (Los Altos Hills)	1st	January 2027
Ben Gikis (Los Altos Hills)	1st	January 2028
Ginny Lear	Unexpired	September 2027
Charles Lindauer	1st	September 2029
Donald Mattson (Los Altos Hills)	1st	January 2027
Sandy Mingia (Los Altos Hills)	2nd	January 2027

Council Liaison: Neysa Fligor

Staff Liaison: Melissa Thurman (City Manager's Office)

North County Library Authority

MEMBER	REPRESENTING AGENCY	TERM EXPIRATION
Pierre Bedard	Library Commission	December 2028
Pete Dailey	Los Altos City Council	December 2026
Aarti Johri	Los Altos Hills Representative	December 2026
Larry Lang	Los Altos City Council	December 2028
Linda Swan	Los Altos Hills Town Council	December 2028

Staff Liaison: Christi Mansel (MRG)

ADMINISTRATIVE STAFF

Appointed by City Council

City Manager
City Attorney

Gabriel Engeland
Jolie Houston

Executive Team

Assistant City Manager
Assistant City Manager
Assistant to the City Manager
City Clerk
Human Resources Director
Finance Services Director
Police Chief
Parks & Recreation Director
Public Works Director

Jon Maginot
Nick Zornes
Anthony Carnesecca
Melissa Thurman
Irene Barragan
Jessie Kim
Saskia Lagergren
Manuel Hernandez
Aida Fairman



PERSONNEL ALLOCATIONS

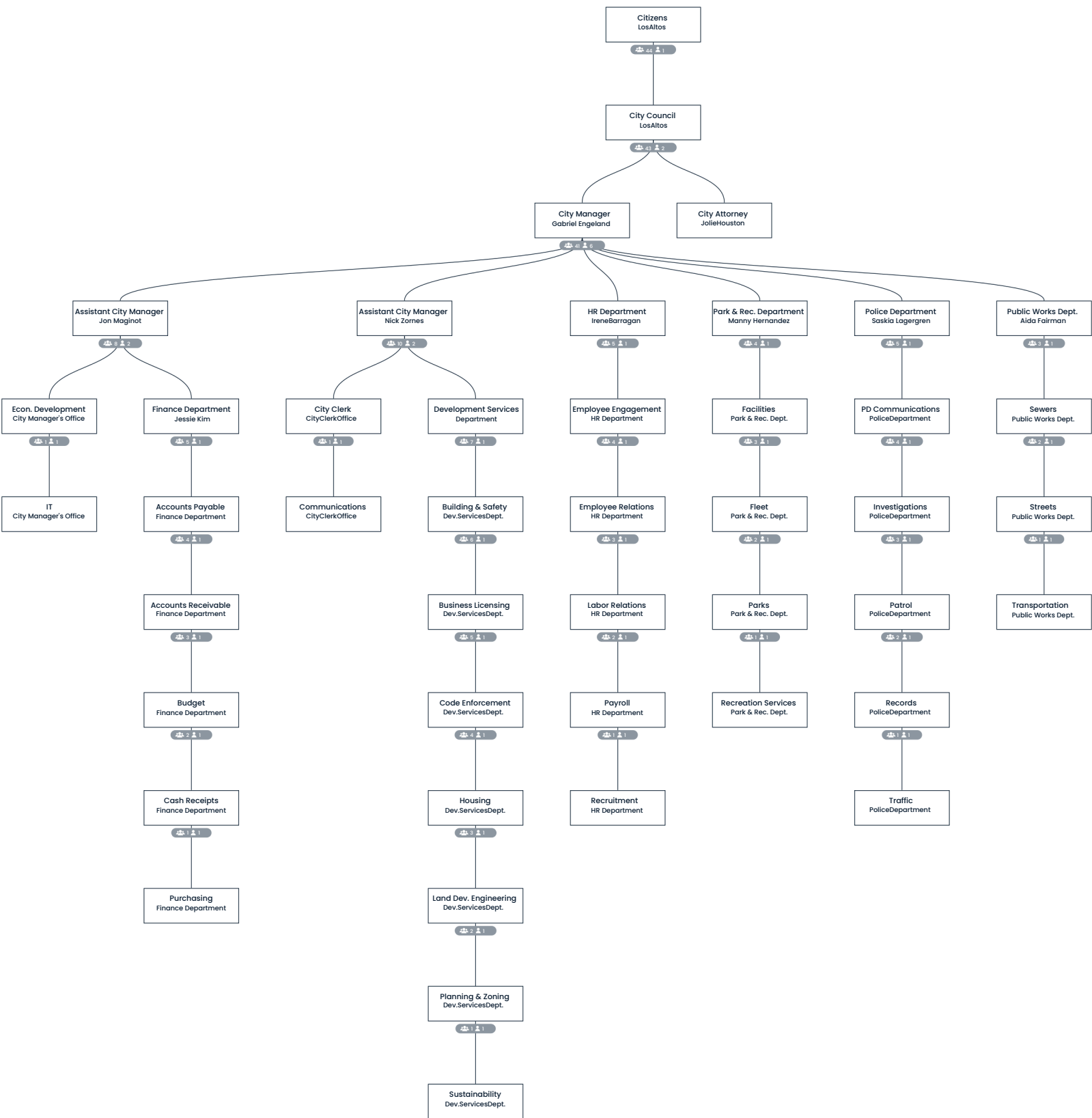
Authorized Positions

Department Authorized Position Title	Final Positions FY2022-23	Final Positions FY2023-24	Adopted Positions FY2024-25	Adopted Positions FY2025-26	Position Changes FY2025-26
Mayor/City Council					
Mayor	1.00	1.00	1.00	1.00	-
City Council	1.00	1.00	1.00	1.00	-
City Council	1.00	1.00	1.00	1.00	-
City Council	1.00	1.00	1.00	1.00	-
City Council	1.00	1.00	1.00	1.00	-
Mayor/City Council Total	5.00	5.00	5.00	5.00	-
Executive					
City Manager	1.00	1.00	1.00	1.00	-
Assistant City Manager	1.00	1.00	1.00	1.00	-
Assistant City Manager for Land Development	-	-	1.00	1.00	-
City Clerk	1.00	1.00	1.00	1.00	-
Assistant to the City Manager	1.00	1.00	1.00	1.00	-
Public Information Officer	1.00	1.00	1.00	-	(1.00)
Assistant City Clerk	1.00	1.00	1.00	-	(1.00)
Deputy City Clerk	-	-	-	1.00	1.00
Confidential Executive Assistant	-	1.00	1.00	1.00	-
Public Information Coordinator	1.00	1.00	-	1.00	1.00
Information Technology Manager	1.00	1.00	1.00	1.00	-
Senior Network Systems Administrator	-	-	1.00	1.00	-
Network Systems Administrator	1.00	1.00	-	-	-
Information Technology Analyst I/II	1.00	1.00	2.00	2.00	-
Information Technology Technician	1.00	1.00	1.00	1.00	-
Emergency Response Coordinator	-	-	1.00	-	(1.00)
Executive Total	11.00	12.00	14.00	13.00	(1.00)
Human Resources					
Human Resources Director	1.00	1.00	1.00	1.00	-
Human Resources Manager	1.00	1.00	1.00	1.00	-
Human Resources Administrator	-	-	-	1.00	1.00
Human Resources Analyst I/II	2.00	2.00	2.00	2.00	-
Human Resources Technician	1.00	2.00	2.00	2.00	-
Human Resources Total	5.00	6.00	6.00	7.00	1.00
Finance					
Finance Director	1.00	1.00	1.00	1.00	-
Finance Manager	1.00	1.00	1.00	2.00	1.00
Senior Accountant	3.00	3.00	3.00	-	(3.00)
Accountant	-	-	-	2.00	2.00
Accounting Tech I/II	2.00	2.00	3.00	3.00	-
Accounting Clerk	1.00	1.00	-	-	-
Finance Total	8.00	8.00	8.00	8.00	-

Department Authorized Position Title	Final Positions FY2022-23	Final Positions FY2023-24	Adopted Positions FY2024-25	Adopted Positions FY2025-26	Position Changes FY2025-26
Development Services					
Development Services Director	1.00	1.00	-	-	-
Deputy Director	-	-	1.00	1.00	-
City Engineer	-	-	1.00	1.00	-
Development Services Manager	-	1.00	1.00	1.00	-
Building Official	1.00	1.00	1.00	1.00	-
Senior Building Inspector	1.00	1.00	2.00	2.00	-
Building Inspector	2.00	2.00	1.00	1.00	-
Development Services Technician	3.00	4.00	3.00	3.00	-
Planning Manager	1.00	1.00	-	-	-
Senior Planner	2.00	2.00	2.00	2.00	-
Associate Planner	2.00	2.00	2.00	2.00	-
Assistant Planner	-	-	1.00	1.00	-
Office Assistant I/II	1.00	-	-	-	-
Management Analyst I/II	1.00	1.00	2.00	2.00	-
Sustainability Coordinator	-	-	-	-	-
Code Enforcement Officer	1.00	1.00	1.00	1.00	-
Senior Engineer	-	-	1.00	1.00	-
Assistant Engineer	-	-	1.00	2.00	1.00
Construction Inspector	-	-	1.00	1.00	-
Junior Engineer	-	-	1.00	-	(1.00)
Development Services Total	16.00	17 .00	22.00	22.00	-
Public Safety					
Police Chief	1.00	1.00	1.00	1.00	-
Police Captain	1.00	2.00	2.00	1.00	(1.00)
Police Lieutenant				2.00	2.00
Police Sergeant	7.00	7.00	7.00	6.00	(1.00)
Police Officer	16.00	16.00	16.00	17.00	1.00
Police Corporal	6.00	6.00	6.00	5.00	(1.00)
Police Services Manager	1.00	-	-	-	-
Police Records Supervisor	1.00	1.00	1.00	1.00	-
Records Specialist	3.00	3.00	2.00	2.00	-
Communications Supervisor	-	-	1.00	1.00	-
Lead Communications Officer	1.00	1.00	-	1.00	1.00
Communications Officer	6.00	6.00	6.00	7.00	1.00
Community Service Officer	2.00	2.00	2.00	3.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	-
Emergency Response Coordinator	-	1.00	-	-	-
Crime Analyst	-	-	1.00	1.00	-
Public Safety Total	46.00	47 .00	46.00	49.00	3.00
Environmental Services & Utilities*					
Utilities and Environmental Director	1.00	1.00	-	-	-
Senior Engineer	1.00	2.00	-	-	-
Assistant Civil Engineer	1.00	1.00	-	-	-
Sustainability Manager	1.00	1.00	-	-	-
Sustainability Coordinator	1.00	1.00	-	-	-
Management Analyst I/II	1.00	1.00	-	-	-
Maintenance Supervisor	1.00	1.00	-	-	-

Senior Wastewater Maintenance Worker	1.00	1.00	-	-	-
Wastewater Maintenance Worker II	1.00	1.00	-	-	-
Wastewater Maintenance Worker I	3.00	3.00	-	-	-
Environmental Services & Utilities Total	12.00	13.00	-	-	-

Department Authorized Position Title	Final Positions FY2022-23	Final Positions FY2023-24	Adopted Positions FY2024-25	Adopted Positions FY2025-26	Position Changes FY2025-26
Public Works					
Public Works Director	1.00	1.00	1.00	1.00	-
Capital Improvements Project Manager	1.00	1.00	1.00	-	(1.00)
Public Works Manager	1.00	1.00	-	1.00	1.00
Transportation Services Manager	1.00	1.00	-	-	-
Special Projects Manager	1.00	1.00	-	-	-
Senior Engineer	-	-	2.00	1.00	(1.00)
Associate Civil Engineer	1.00	1.00	1.00	1.00	-
Assistant Engineer	1.00	1.00	1.00	1.00	-
Construction Inspector	1.00	1.00	-	-	-
Junior Engineer	-	1.00	1.00	-	(1.00)
Executive Assistant	1.00	-	-	-	-
Maintenance Supervisor	1.00	1.00	2.00	2.00	-
Maintenance Lead Worker	1.00	1.00	1.00	1.00	-
Maintenance Technician	1.00	1.00	1.00	1.00	-
Maintenance Worker I/II	3.00	3.00	2.00	3.00	1.00
Management Analyst I/II	-	-	1.00	1.00	-
Senior Wastewater Maintenance Worker	-	-	1.00	1.00	-
Wastewater Maintenance Worker I/II	-	-	5.00	4.00	(1.00)
Maintenance Superintendent	-	-	.5	.5	-
Public Works Total	15.00	15.00	20.50	18.50	(2.00)
Parks & Recreation					
Parks & Recreation Director	1.00	1.00	1.00	1.00	-
Deputy Director	-	-	1.00	1.00	-
Recreation Manager	1.00	1.00	-	-	-
Recreation Supervisor	2.00	2.00	2.00	2.00	-
Recreation Coordinator	5.00	5.00	5.00	5.00	-
Executive Assistant	1.00	1.00	-	-	-
Office Assistant I/II	1.00	1.00	2.00	2.00	-
Facilities Attendant Coordinator	-	1.00	1.00	-	(1.00)
Maintenance Supervisor	2.00	2.00	2.00	2.00	-
Maintenance Lead Worker	4.00	4.00	4.00	4.00	-
Senior Maintenance Technician	1.00	1.00	1.00	1.00	-
Maintenance Technician	1.00	1.00	1.00	1.00	-
Maintenance Worker I/II	10.00	10.00	9.00	9.00	-
Equipment Mechanic	1.00	1.00	2.00	2.00	-
Accounting Technician I	-	-	1.00	1.00	-
Capital Improvement Projects Manager	-	-	-	1.00	1.00
Projects Manager	-	-	1.00	1.00	-
Maintenance Superintendent	-	-	.5	.5	-
Parks & Recreation Total	30.00	31.00	33.50	33.50	-
Total full-time FTEs (not including City Council)	143.00	149.00	150.00	151.00	1.00





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Los Altos
California**

For the Fiscal Year Beginning

July 01, 2024

Christopher P. Morrell

Executive Director

Financial Summaries

FY2024-25 FUND BALANCE SUMMARY SCHEDULE

	Beginning Balance 7/1/2024	Budgeted Revenue	Transfers In	Total Inflows	Budgeted Expenditures	Transfers Out	Total Outflows	Ending Balance 6/30/2025
General Fund Unassigned								
Fund Balance	\$ 24,757,981	\$ 62,916,002	\$ -	\$ 62,916,002	\$ (51,305,962)	\$ (21,253,577)	\$ (72,559,539)	\$ 15,114,444
Nonspendable/Assigned								
Inventory and prepaids	60,355	-	-	-	-	-	-	60,355
Emergency & Operating Reserve	9,613,296	-	1,467,080	1,467,080	-	-	-	11,080,376
Veteran Memorial Reserve	8,615	-	-	-	-	-	-	8,615
Facility Maintenance Fund	2,000,000	-	10,000,000	10,000,000	-	-	-	12,000,000
Fleet Vehicle Fund	1,000,000	-	1,000,000	1,000,000	-	-	-	2,000,000
Technology Fund	707,058	315,874	500,000	815,874	(716,426)	-	(716,426)	806,505
Total General Fund	38,147,305	63,231,875	12,967,080	76,198,956	(52,022,389)	(21,253,577)	(73,275,965)	41,070,295
Enterprise Fund								
Sewer Fund	28,705,472	11,324,373	-	11,324,373	(10,177,334)	-	(10,177,334)	29,852,511
Solid Waste Fund	3,249,735	1,250,897	-	1,250,897	(2,188,823)	-	(2,188,823)	2,311,809
Total Enterprise Fund	31,955,207	12,575,270	-	12,575,270	(12,366,157)	-	(12,366,157)	32,164,320
Capital Improvement Funds								
Capital Projects Fund	10,765,332	54,543	2,500,918	2,555,461	(11,068,474)	-	(11,068,474)	2,252,319
Equipment Replacement Fund	1,063,509	-	98,000	98,000	(797,707)	-	(797,707)	363,802
Total Capital Improvement Fund	11,828,841	54,543	2,598,918	2,653,461	(11,866,181)	-	(11,866,181)	2,616,121
Internal Service Funds								
PERS Reserve	1,048,384	-	6,000,000	6,000,000	-	-	-	7,048,384
Dental/Vision Fund	328,545	-	-	-	(390,480)	-	(390,480)	(61,935)
Unemployment Fund	75,907	-	-	-	(32,508)	-	(32,508)	43,399
Workers Compensation Fund	1,338,480	-	1,000,000	1,000,000	(1,000,110)	-	(1,000,110)	1,338,370
Liability Fund	781,083	31,771	1,188,496	1,220,267	(1,590,854)	-	(1,590,854)	410,496
Total Internal Service Fund	3,572,399	31,771	8,188,496	8,220,268	(3,013,953)	-	(3,013,953)	8,778,713
Special Revenue Funds								
Measure B	-	-	-	-	-	-	-	-
Public safety Impact Fee	-	14,540	-	14,540	-	-	-	14,540
SB1 Road Maintenance Rehab	1,092,774	1,080,186	-	1,080,186	-	(46,069)	(46,069)	2,126,890
General Govt. Impact Fee	-	21,075	-	21,075	-	-	-	21,075
Vehicle Impound Fund	(0)	22,391	-	22,391	(65)	-	(65)	22,327
Supplemental Law Enforcement Fund	(45,873)	259,551	-	259,551	-	-	-	213,679
Gas Tax Fund	118,723	792,651	-	792,651	-	(226,649)	(226,649)	684,725
Prop 1B Road Maintenance	953,362	-	-	-	-	-	-	953,362
PEG Fees	310,014	79,911	-	79,911	-	-	-	389,925
Public Art Fund	452,080	304,933	-	304,933	(1,141)	(82,070)	(83,211)	673,802
Vehicle Registration Fund	1,141,614	296,821	-	296,821	-	(122,273)	(122,273)	1,316,162
TDA Fund	616	12	-	12	-	(11)	(11)	617
Traffic Impact Fee Fund	(155,572)	1,365,450	-	1,365,450	-	(135,297)	(135,297)	1,074,581
In Lieu Park Fund	8,043,049	15,440,107	-	15,440,107	-	(550,852)	(550,852)	22,932,304
Downtown Parking Fund	1,027,445	82,303	-	82,303	(44,250)	(1,337,696)	(1,381,946)	(272,198)
Estate Donation Fund	18,636	5	-	5	-	-	-	18,641
AB-1379 CASP Fee	104,569	14,748	-	14,748	-	-	-	119,317
One Bay Area Grant (OBAG)	-	-	-	-	-	-	-	-
Total Internal Service Fund	13,061,436	19,774,686	-	19,774,686	(45,455)	(2,500,918)	(2,546,374)	30,289,748
Debt Service Funds								
General Debt Service	-	-	-	-	(5,957)	-	(5,957)	(5,957)
LA Community Center	-	-	-	-	(113,433)	-	(113,433)	(113,433)
Blue Oak Lane Sewer	91,315	42,046	-	42,046	(55,283)	-	(55,283)	78,079
Total Internal Service Fund	91,315	42,046	-	42,046	(174,673)	-	(174,673)	(41,311)
ALL FUNDS TOTAL	\$ 98,656,503	\$ 95,710,191	\$ 23,754,495	\$ 119,464,686	\$ (79,488,807)	\$ (23,754,495)	\$ (103,243,302)	\$ 114,877,888

FY2025-26 Fund Balance Summary Schedule- Estimated Beginning Balance

	Beginning Balance 7/1/2025	Budgeted Revenue	Transfers In	Total Inflows	Budgeted Expenditures	Transfers Out	Total Outflows	Ending Balance 6/30/2026
General Fund Unassigned								
Fund Balance	\$ 15,114,444	\$ 65,113,717	\$ 73,500	\$ 65,187,217	\$ (56,798,353)	\$ (7,305,513)	\$ (64,103,866)	\$ 16,197,795
Nonspendable/Assigned								
Inventory and prepaids	60,355	-	-	-	-	-	-	60,355
Emergency & Operating Reserve	11,080,376	-	279,295	279,295	-	-	-	11,359,671
Veteran Memorial Reserve	8,615	-	-	-	-	-	-	8,615
Facility Maintenance Fund	12,000,000	-	2,500,000	2,500,000	(984,000)	-	(984,000)	13,516,000
Fleet Vehicle Fund	2,000,000	-	-	-	(931,000)	-	(931,000)	1,069,000
Technology Fund	806,505	125,000	850,000	975,000	(1,718,713)	-	(1,718,713)	62,792
Total General Fund	41,070,295	65,238,717	3,702,795	68,941,512	(60,432,066)	(7,305,513)	(67,737,579)	42,274,228
Enterprise Funds								
Sewer Fund	29,852,511	12,547,065	-	12,547,065	(11,723,128)	-	(11,723,128)	30,676,448
Solid Waste Fund	2,311,809	1,190,400	-	1,190,400	(2,326,451)	-	(2,326,451)	1,175,758
Total Enterprise Fund	32,164,320	13,737,465	-	13,737,465	(14,049,579)	-	(14,049,579)	31,852,206
Capital Improvement Funds								
Capital Projects Fund	2,252,319	1,625,891	12,132,578	13,758,469	(8,252,657)	-	(8,252,657)	7,758,131
Equipment Replacement Fund	363,802	-	-	-	(396,000)	-	(396,000)	(32,198)
Total Capital Improvement Fund	2,616,121	1,625,891	12,132,578	13,758,469	(8,648,657)	-	(8,648,657)	7,725,933
Internal Service Funds								
PERS Reserve	7,048,384	-	-	-	(5,000,000)	-	(5,000,000)	2,048,384
Dental/Vision Fund	(61,935)	-	792,000	792,000	(686,283)	-	(686,283)	43,781
Unemployment Fund	43,399	-	-	-	-	-	-	43,399
Workers Compensation Fund	1,338,370	-	1,174,000	1,174,000	(1,174,000)	-	(1,174,000)	1,338,370
Liability Fund	410,496	-	1,535,000	1,535,000	-	-	-	410,496
Total Internal Service Fund	8,778,713	-	3,501,000	3,501,000	(1,535,000)	-	(1,535,000)	3,884,430
Special Revenue Funds								
Measure B	-	1,026,278	-	1,026,278	-	(1,026,278)	(1,026,278)	-
Public safety Impact Fee	14,540	10,818	-	10,818	-	-	-	25,357
SB1 Road Maintenance Rehab	2,126,890	801,214	-	801,214	-	(801,214)	(801,214)	2,126,890
General Govt. Impact Fee	21,075	-	-	-	-	-	-	21,075
Vehicle Impound Fund	22,327	15,450	-	15,450	-	-	-	37,777
Supplemental Law Enforcement Fund	213,679	100,000	-	100,000	-	-	-	313,679
Gas Tax Fund	684,725	1,183,675	-	1,183,675	-	(1,183,675)	(1,183,675)	684,725
Prop 1B Road Maintenance	953,362	-	-	-	-	-	-	953,362
PEG Fees	389,925	50,000	-	50,000	-	(50,000)	(50,000)	389,925
Public Art Fund	673,802	-	-	-	-	(73,500)	(73,500)	600,302
Vehicle Registration Fund	1,316,162	740,644	-	740,644	-	(740,644)	(740,644)	1,316,162
TDA Fund	617	106,547	-	106,547	-	(106,547)	(106,547)	617
Traffic Impact Fee Fund	1,074,581	120,000	-	120,000	-	(283,000)	(283,000)	911,581
In Lieu Park Fund	22,932,304	3,000,000	-	3,000,000	-	(6,919,365)	(6,919,365)	19,012,938
Downtown Parking Fund	(272,198)	65,000	-	65,000	-	(650,000)	(650,000)	(857,198)
Estate Donation Fund	18,641	-	-	-	-	-	-	18,641
AB-1379 CASP Fee	119,317	-	-	-	-	-	-	119,317
One Bay Area Grant (OBAG)	-	1,120,000	-	1,120,000	-	(1,120,000)	(1,120,000)	-
Total Internal Service Fund	30,289,748	8,339,626	-	8,339,626	-	(12,954,223)	(12,954,223)	25,675,151
Debt Service Funds								
General Debt Service	(5,957)	-	175,21	175,219	(168,600)	-	(168,600)	662
LA Community Center	(113,433)	-	9	748,145	(622,090)	-	(622,090)	12,622
Blue Oak Lane Sewer	78,079	-	748,14	-	(51,800)	-	(51,800)	26,279
Total Internal Service Fund	(41,311)	-	923,364	923,364	(842,490)	-	(842,490)	39,562
ALL FUNDS TOTAL	\$ 114,877,888	\$ 88,941,699	\$ 20,259,736	\$ 109,201,435	\$ (92,368,075)	\$ (20,259,736)	\$ (112,627,811)	\$ 111,451,511

GENERAL FUND SUMMARY

Agenda Item # 17.

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	\$	\$ 45,692,947	\$ 46,669,216	\$ 47,838,458	\$ 50,741,767	6%	9%
Fees	43,653,732	9,884,055	11,028,518	12,319,552	11,573,254	-6%	5%
Interest	11,691,808	2,455,767	444,000	2,000,000	1,656,000	-17%	273%
Misc. Revenue	376,624	1,422,260	1,292,900	757,992	1,142,696	51%	-12%
	1,443,680						
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							
	392,169	584,065	1,082,668	904,905	1,018,533	13%	-6%
Legislative	4,675,356	5,109,970	5,691,520	4,537,741	4,132,738	-9%	-27%
City Manager's Office	1,730,254	2,392,063	2,320,248	2,058,012	2,566,664	25%	11%
Finance	1,131,239	1,827,293	1,839,309	1,580,573	2,066,391	31%	12%
Human Resources	4,387,216	4,737,432	5,665,944	5,796,244	7,166,896	24%	26%
Development Services	3,297,241	3,045,355	3,356,835	2,733,602	3,242,367	19%	-3%
Public Works	20,716,876	22,006,310	25,697,667	25,088,207	27,016,213	8%	5%
Public Safety	7,300,834	7,957,165	9,571,586	8,611,373	9,588,551	11%	0%
Recreation							
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 # 17.

	FY2022/23	FY2023/24	FY2024/25	FY2024/25	FY2025/26	% Change Over	
	Actual	Actual	Budget	Estimated Actual	Budget	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	1 5,677,271	6,454,300	1 8,066,713	7,083,000	-12.2%	9.7%
Intergovernmental	18,436	1 23,238	8 10,000	-	-	0.0%	-100.0%
Grants and Donations	72,437	3 06,765	10,000	4 3 10,555	10,000	-96.8%	0.0%
Interest Income	76,624	2,455,767	5 44,000	2,000,000	1,656,000	-17.2%	273.0%
Miscellaneous Revenue	1,152,807	92,257	1,172,900	4 47,437	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

	FY2022/23		FY2023/24	FY2024/25	FY2024/25		% Change Over	
PROGRAM EXPENDITURES	Actual	Actual	Budget	Estimated	FY2025/26	FY25	% Change over	
				Actual	Budget	Estimated	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	%	-6%	
						13		
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-Tinv 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	
				Estimated Actual		FY25 Estimated	% Change over FY Budget
7410-Community Events	42,837	60,643	231,737	61,484	1 42,098	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	1 78,531	2 28,001	28%	-2%
7730-Classes-Youth	243,829	223,438	282,668	2 29,450	3 44,096	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	1 23,302	1 65,112	34%	6%
7830-Sports Adults	25,853	1,711	24,378	130	-	-100%	-100%
7910-Seniors Operations	221,624	262,840	272,927	2 73,214	3 17,276	16%	16%
7920-Seniors Activities	25,919	36,151	68,600	37,861	1 52,700	303%	123%
5110-MSA Administration	288,795	238,591	165,925	5 11,842	4 78,354	-7%	188%
5220-Fleet Maintenance	158,901	280,083	509,426	3 26,634	5 16,837	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	0	0
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

	FY2022/23	FY2023/24	FY2024/25	FY2024/25	FY2025/26
	Actual	Actual	Budget	Estimated	Budget
SEWER FUND				Actual	
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
	FY2022/23	FY2023/24	FY2024/25	FY2024/25	FY2025/26
	Actual	Actual	Budget	Estimated	Budget
SOLID WASTE FUND				Actual	
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

Departmental Budgets

Legislative

Mission

Represent the residents of Los Altos by meeting all the obligations and responsibilities of the City through legislative action.

Department Description

The City Council serves as the elected body representing the residents of Los Altos. The City Council is responsible for determining City policies and service standards. Adoption of the Financial Plan by the Council allocates the City's financial and staffing resources to support its goals and objectives. Prior to the 2026 elections, the City Council members are elected at-large to four-year terms in November of even-numbered years; as of November 2026, the City of Los Altos will begin district-based elections. The Mayor rotates on an annual basis.

Department Functions

- Represent the residents of Los Altos.
- Participate in regional boards and agencies that directly affect the City of Los Altos and the needs and interests of the residents.
- Adopt the City's annual strategic priorities.
- Adopt annual budget.
- Hold semi-monthly Council meetings and as-needed special meetings.
- Appointing Commission and Committee members

Program Performance Measurement

Activity	Council Priority	Measurement Method	FY2022-23	FY2023-24	FY2024-25
City Council Meetings	All	Number of meetings	45	45	44
City Council Resolutions	All	Number of resolutions	68	71	70

Position Summary

Department Authorized Position Title	Final Positions FY2022-23	Final Positions FY2023-24	Adopted Positions FY2024-25	Proposed Positions FY2025-26	Position Changes FY2025-26
Mayor	1.00	1.00	1.00	1.00	-
City Council	1.00	1.00	1.00	1.00	-
City Council	1.00	1.00	1.00	1.00	-
City Council	1.00	1.00	1.00	1.00	-
City Council	1.00	1.00	1.00	1.00	-
Total	5.00	5.00	5.00	5.00	-

Budget

Expenditures	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Actual	FY 2024-25 Estimate	FY 2025-26 Proposed
Salaries & Benefits	40,411	49,984	46,549	69,531	124,213
Services & Supplies	411,352	342,185	433,490	634,018	785,400
Internal Service Allocation	-	-	-	-	
Capital Outlay	-	-	-	-	
Total	451,763	392,169	480,039	703,549	909,613
Revenue Source					
General Fund	451,763	392,169	480,039	703,549	909,613

Executive

Mission

Direct the operations for the City of Los Altos, support the City Council on policies, ensure legal compliance with all required actions of the government, provide communications to residents, and develop programs that benefit the business community.

Department Description

The Executive Office, led by the City Manager, who is the chief administrative officer of the City, is accountable to the City Council for the performance of the organization. Additionally, the City Manager is supported by two Assistant City Managers with an oversight of specific functions within the City. The Executive Office includes the Assistant City Managers, City Attorney, City Clerk, Economic Development, Information Technology, and Risk Management.

The City Attorney, appointed by the City Council, is the chief legal advisor to the City Council, City Manager, operating departments and all appointed boards and commissions. Providing a full range of legal services, the City Attorney drafts necessary legal documents, and reviews ordinances, resolutions, contracts, and other documents pertaining to the City’s business.

The City Clerk’s Office facilitates City Council functions, fulfills legal requirements as set forth in the City Code and State law, and is the historian of the City government, recording official actions and legislation of the Council, documenting meetings, and retaining legal and historical records. The City Clerk also conducts all City elections and serves as the compliance officer for campaign and financial disclosure filings as part of the Political Reform Act. Additionally, the City Clerk’s Office oversees Communications and Public Information for the Agency.

The Economic Development Division serves as a liaison between businesses, commercial districts, and city government; providing support and assistance to both existing businesses and prospective businesses looking to locate or improve their services in the City.

The Information Technology Division maintains the City's network infrastructure and applications to ensure that critical city operations are able to operate 24/7. The division supports technology initiatives within departments to enable greater efficiency through the use of technology.

The Risk Management Division works closely with the City Attorney and across departments to mitigate risk and incorporate the best practices in risk management programs.

Program Summary & Major Services

The department has the following major services:

- Direct and manage City services.
- Provide all legal functions within the agency.
- Support City Council functions.
- Minimize risk and liability to the City.

- Ensure that City technology operations are optimal.
- Support the Economic Vibrancy within the City.

Accomplishments For FY2024-25

- Installed thirty (30) Solar Lights and poles in Downtown core.
- Streamlined Special Event Permit process.
- Started community engagement and design work for Downtown Park with Parking and Main Library Interior Improvements.
- Processed seventy-one (71) adopted resolutions.
- Processed 404 Public Records requests.
- Created new Agenda and Report Templates for City Council and Commissions.
- Developed and implemented new City Brand Guidelines.
- Developed and implemented new City Branding Materials for Print and Digital Media.
- Developed and implemented new City Website.
- No Ransomware attacks.

Strategies & Goals for FY2025-26

- Through the leadership of the Risk Management Committee, continue best practices in risk management programs in compliance with SB 553.
- Support and advance the City Council's priorities.
- Expend grant funds towards electric bicycle parking downtown.
- Install additional solar lighting where feasible.
- Begin Public Engagement process, and initial design phases for Downtown Park project.
- Continue supporting existing and new businesses in Los Altos.
- Continue to improve infrastructure and software/hardware solutions to maintain City's IT cybersecurity.

Program Performance Measurement

Activity	Council Priority	Measurement Method	FY2022-23	FY2023-24	FY2024-25 (to date)
Sales tax	Business Communities	Dollars	\$3,092,021	\$2,974,736	\$769,144*
Annual downtown employee parking permits	Business Communities	Permits	679	638	619
Quarterly downtown employee parking permits	Business Communities	Permits	77	74	43
IT service requests	General Government	Emails	1,793	2,003	1,261
Public records requests	General Government	Requests	370	404	355

*Sales tax only includes Quarter 3 for FY24-25 due to delay on reporting sales tax figures.

Position Summary

Department	Final Positions FY2022-23	Final Positions FY2023-24	Adopted Positions FY2024-25	Adopted Positions FY2025-26	Position Changes FY2025- 26
Authorized Position Title					
City Manager	1	1	1	1	-
Assistant City Manager	1	1	2	2	-
City Clerk	1	1	1	1	-
Assistant to the City Manager	1	1	1	1	-
Public Information Officer	1	1	1	-	-1
Assistant City Clerk	1	1	1	-	-1
Deputy City Clerk	-	-	-	1	1
Confidential Executive Assistant	-	1	1	1	-
Communications and Marketing Analyst	1	1	-	1	1
Information Technology Manager	1	1	1	1	-
Senior Network Systems Administrator	-	-	1	1	-
Network Systems Administrator	1	1	-	-	-
Information Technology Analyst I/II	1	1	2	2	-
Information Technology Technician	1	1	1	1	-
Emergency Response Coordinator	-	-	1	-	-1
Total	11	12	14	13	-1

Budget Summary

Expenditures	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Actual	FY2024-25 Estimate	FY2025-26 Proposed
Salaries & Benefits	2,010,594	2,351,356	2,198,076	2,308,663	2,511,629
Services & Supplies	4,331,736	2,020,284	1,656,207	1,554,724	1,421,695
Internal Service Allocation	170,797	1,415	14,985	124,859	173,750
Capital Outlay	119,002	135,901	132,639	33,718	0
Total	6,632,129	4,508,956	4,001,907	4,021,964	4,107,074
Revenue Source					
General Fund	6,632,129	4,508,956	4,001,907	4,021,964	4,107,074

Finance

Mission

To ensure the financial integrity of the City of Los Altos by delivering exceptional financial services, maintaining public trust, and promoting efficiency, effectiveness, and accountability in government operations.

Department Description

The Finance Department is responsible for safeguarding and managing the City’s financial resources. Core functions include the development and oversight of the City’s operating and capital improvement budgets, financial reporting to the City Council and regulatory agencies, coordination of the annual audit, and investment of City funds in accordance with the adopted investment policy. The department also manages payroll, accounts payable, accounts receivable, cash receipting, and business licensing services.

Program Summary & Core Services

The department provides the following key services:

- Financial planning and budgeting
- Accounting and annual financial reporting
- Disbursement of City funds
- Debt service administration
- Revenue collection, cash management, banking, and investment oversight
- Payroll and tax administration
- Coordination of the annual external audit

Accomplishments For FY2024-25

- Implemented GASB Statement No. 101 – Compensated Absences, in full compliance with Governmental Accounting Standards Board requirements.
- Advanced the Tyler ERP software conversion project, with successful transitional phases completed.
- Deployed OpenGov budgeting software to enhance transparency and improve internal controls in the budget process.
- Streamlined and automated key functions including payroll accounting, accounts receivable, and capital improvement project (CIP) budget reporting, reducing processing time by 50%.
- Improved cash flow management through optimization of payment processes and more efficient resource allocation.
- Partnered with a new investment firm to increase returns on City investments.

- Strengthened departmental operations and employee retention by offering targeted staff training and career development opportunities.
- Received a clean audit opinion, reflecting full compliance with financial regulations and industry’s best practices.
- Published the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2024, demonstrating the City’s continued commitment to transparency and fiscal responsibility.
- Earned the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for FY 2023–24.

Strategies & Goals for FY2025-26

- Launch real-time financial dashboards on the City’s website to improve public accessibility and transparency.
- Review and update internal financial policies and procedures to better reflect City operations and evolving needs.
- Enhance internal controls to further reduce the risk of fraud and ensure continued compliance with financial regulations.
- Update financial policies to incorporate changes in laws and standards.
- Improve the efficiency of the accounts payable process to minimize late payments and associated fees.
- Promote inter-departmental collaboration to ensure financial strategies align with organizational goals.
- Implement changes required under GASB Statements No. 103 (Financial Reporting Model Improvements) and No. 104 (Disclosure of Certain Capital Assets).
- Expand cross-training opportunities within the Finance Department to improve operational flexibility and staff professional development.
- Invest in continued professional development to ensure staff remain current with best practices in public finance.
- Implement ClearGov budgeting software to streamline financial operations and enhance data accessibility.
- Complete the Tyler ERP system implementation and go live on July 1, 2025.

Program Performance Measurement

Activity	Council Priority	Measurement Method	FY2022-23	FY2023-24	FY2024-25
a. Purchase Orders Issued	General Government	Requests	355	236	433
b. Invoices Processed	General Government	Invoices	5,309	3,573	3,736
c. Billings Issued	General Government	Billings	38	34	40

d. Cash Receipts Processed	General Government	Receipts	5,941	9,169	949
e. Journal Entries	General Government	Entries	258	265	402

Position Summary

Department Authorized Position Title	Final Positions FY2022-23	Final Positions FY2023-24	Adopted Positions FY2024-25	Adopted Positions FY2025-26	Position Changes FY2025-26
Finance Director	1	1	1	1	
Finance Manger	1	1	1	2	1
Senior Accountant	3	3	3	-	-3
Accountant	-	-	-	2	2
Accounting Tech I/II	2	2	3	3	-
Accounting Clerk	1	1	-	-	-
Finance Total	8	8	8	8	-

Budget Summary

Expenditures	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Estimate	FY 2024-25 Estimate	FY2024-25 Proposed
Salaries & Benefits	420,534	1,061,449	1,285,798	1,109,029	1,585,650
Services & Supplies	438,002	807,568	610,191	374,502	291,254
Internal Service Allocation	94,887	-	-	249,719	347,500
Capital Outlay	-	1,008	-	-	-
Total	953,424	1,870,025	1,895,989	1,733,250	2,224,404
Revenue Source					
General Fund	953,424	1,870,025	1,895,989	1,733,250	2,224,404

Human Resources

Mission

The Human Resources Department's mission is to provide leadership and operational support to the most valuable City resources – the employees. The employees are the key to the City of Los Altos' success and carry out the City Council's Goal and Priorities. Human Resources collaborates with departments to attract, develop, support, and retain diverse and talented employees throughout their career with the City of Los Altos. Through effective policies, programs, and services, the department aims to create a workplace that values equity, respect, and inclusion while promoting employee safety, well-being, and satisfaction.

Department Description

The Human Resources Department provides a full array of employment services in support of the needs of the city and the community at-large. Human Resources endeavors to become an employer of choice as part of an overall strategy of talent acquisition and development. We achieve this status by focusing on the overall well-being of employees, emphasizing work-life balance, offering competitive compensation and benefits, and prioritizing employee engagement. We believe employees' connection to the City of Los Altos will contribute to the accomplishments and organizational strength of our organization and our community.

The Human Resources Department oversees the efforts of recruitment, development and retention of a diverse, well-qualified, and professional workforce that reflects the high standards of the community we serve. The Department is responsible for recruitment and retention, classification and compensation systems, workers' compensation, employee safety, labor and employee relations, employment policies and procedures, benefit administration for active and retired employees, employee development and training, employee engagement initiatives and maintaining positive working relationships with labor groups, employees, retirees, and the community.

The Human Resources Department also ensures compliance with federal, state, and local laws and administers programs within the City's Memorandum of Understandings, the Personnel Rules and Regulations, and Administrative Policies.

Program Summary & Major Services

The department has the following major services:

- Recruitment, Selection, and Retention
- Classification and Compensation
- Payroll Administration
- Workers' Compensation
- Benefits and Leave Administration
- Employee & Labor Relations

- Employment Compliance, Risk, Safety, Policies and Procedures
- Organizational Training and Talent Development
- Engagement and Recognition

Accomplishments For FY2024-25

- Negotiated a two-year extension between the City and the Los Altos Peace Officers' Association
- Implemented enhanced compensation and benefit items from the negotiated Memorandum of Understandings.
- Successfully processed 100% of the 26 biweekly payroll submissions.
- Received and screened a total of ___ employment applications for job openings across the City.
- Generated significant interest in the summer internship program receiving over 200 applications.
- Implemented a one-way prerecorded interview platform to enhance the initial screening process, resulting in a more efficient, consistent and scalable evaluation of candidates.
- Completed an annual fee and investment review of the City's deferred compensation plans.
- Completed a city-wide total compensation market survey
- Partnered with Police Department with the analyzing of the crossing guard program in house and facilitated the recruitment and staffing of the program
- Contracted with and implemented a new workers' compensation third party administrator
- Implemented a state-manned workplace violence prevention training program.
- Administered a special optional life and disability enrollment for all full-time employees
- Updated Employee Evaluation Forms for executive, management and professional staff to align criteria relative to the level of the classification.

Strategies & Goals for FY2025-26

- Update the City of Los Altos Personnel Regulations with the latest legal updates.
- Continue implementing enhanced compensation and benefit provisions of the negotiated Memorandum of Understandings.
- Explore the potential of a Paid-Family leave benefit program, outside of the State of California's offerings, for full-time City of Los Altos employees.
- Continue well-received Open Enrollment initiatives so employees can make well-informed decisions regarding their benefits for themselves and their dependents.
- Finalize the digitization of employee personnel files
- Explore alternate methods of conducting employee performance evaluations
- Transition of the city's human resources and payroll system to Tyler Munis.

Program Performance Measurement

Activity	Council Priority	Measurement Method	FY2022-23	FY2023-24	FY2024-25
a. Recruitment Cycle <i>Public Safety cycle excluded</i>	General Government	Days	58	76	55
b. Full-Time Employee Turnover Rate	General Government	Percentage	18%	20%	10%
c. Full-Time New Hires	General Government	Positions	32	30	17
d. Full-Time Internal Promotions	General Government	Positions	Not Tracked	Not Tracked	14
e. Part-Time New Hires	General Government	Positions	29	34	17
f. Personnel Action Forms Processed	General Government	Forms	1,079	804	753
g. Workers Comp Claims Processed	General Government	Claims	11	13	12

Position Summary

Department Authorized Position Title	Final Positions FY2022-23	Final Positions FY2023-24	Final Positions FY2024-25	Proposed Positions FY2025-26	Position Changes FY2025- 26
Human Resources Director	1.00	1.00	1.00	1.00	-
Human Resources Manager	1.00	1.00	1.00	1.00	-
Human Resources Administrator	0.00	0.00	0.00	1.00	1.00
Human Resources Analyst I/II	2.00	2.00	2.00	2.00	-
Human Resources Technician	1.00	2.00	2.00	2.00	-
Total	5.00	6.00	6.00	7.00	1.00

Budget Summary

Expenditures	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Actual	FY2024-25 Estimate	FY2025-26 Proposed
Salaries & Benefits	539,106	777,389	1,035,426	1,116,486	1,607,441
Services & Supplies	370,545	353,850	461,694	336,037	458,950
Internal Service Allocation	37,955	-	-	249,719	347,500
Capital Outlay	-	-	-	-	-
Total	947,606	1,131,239	1,497,120	1,702,242	2,413,891
Revenue Source					
General Fund	947,606	1,131,239	1,497,120	1,702,242	2,413,891

Development Services

Mission

The Development Services Department works to promote the orderly development of the community while preserving and enhancing the City's appearance and its distinct character. The Department also ensures that all projects within the City, both public and private, are constructed and maintained in a safe and legal manner.

Department Description

The Development Services Department serves as the City of Los Altos' centralized resource for private development, offering a one-stop-shop for planning, permitting, inspections, and regulatory services. The department is composed of seven specialized divisions: Building & Safety, Business Licensing, Code Enforcement, Housing, Land Development Engineering, Planning & Zoning, and Sustainability. Together, these divisions work collaboratively to guide growth, ensure public safety, support housing and environmental goals, and uphold the community's quality of life.

Building & Safety Division

The Building & Safety Division is responsible for architectural and structural plan reviews, building inspections, and interpretation and enforcement of the California Building Code, including City-specific amendments. The division provides customer service and technical assistance to ensure that construction projects meet safety, accessibility, and energy efficiency standards.

Business Licensing Division

The Business Licensing Division manages the issuance and renewal of business licenses for all commercial activities within Los Altos. The division works closely with the Planning & Zoning Division to ensure zoning compliance for all business locations. All individuals and entities conducting business in the city are required to obtain and maintain a valid business license.

Code Enforcement Division

The Code Enforcement Division ensures compliance with City codes and ordinances related to private property maintenance, land use, and public health and safety. Working in coordination with other divisions, Code Enforcement investigates complaints, identifies violations, and facilitates corrective action to support a safe, clean, and vibrant community.

Housing Division

Established in FY 2023/2024 following the adoption of the City's 6th Cycle Housing Element, the Housing Division focuses on the advancement of affordable housing initiatives. It administers the Below Market Rate (BMR) housing program and works to increase the supply of housing that meets the needs of all income levels. The Housing Manager also oversees Code Enforcement efforts to ensure housing standards and compliance.

Land Development Engineering Division

The Land Development Engineering Division reviews private development and site improvement plans for engineering compliance and oversees work in the public right-of-way. Responsibilities include issuing excavation and encroachment permits, inspecting utility and construction projects, and ensuring public infrastructure standards are met. The division operates under the leadership of the City Engineer.

Planning & Zoning Division

The Planning & Zoning Division guides the long-term physical development of Los Altos through the implementation of the General Plan and related land use policies. Responsibilities include reviewing development applications, conducting environmental analysis, providing public counter services, and managing historic preservation, tree protection, sign regulation, and floodplain management programs. The division supports the Planning Commission, Historical Commission, and City Council in land use decision-making.

Sustainability Division

The Sustainability Division leads efforts to enhance environmental stewardship and climate resilience in Los Altos. The division implements the City’s Climate Action and Adaptation Plan (CAAP), focusing on reducing greenhouse gas emissions, conserving resources, and promoting sustainable practices. It also facilitates community outreach and education initiatives and supports the work of the Environmental Commission.

Program Summary & Major Services

- The department has the following major services:
- Review of all development applications received by the department
- Enforce the city’s adopted land use documents
- Provide support to the community for future planning of land uses
- Enforce compliance with municipal code of private properties
- Review and enforce business license regulations
- Facilitate the creation of affordable housing with the city

Accomplishments For FY2024-25

- Adoption of Downtown Parking Strategy
- Adoption of Safety Element
- Creation of Custom Permit Ready Accessory Dwelling Unit Plans
- Annual Weed Abatement and Enforcement Began
- Approved thirteen (13) Parklet Permits

Strategies & Goals for FY2025-26

- Initiate Comprehensive General Plan Update

- Adopt California Building Code (CBC 2025)
- Omnibus Zoning Code Cleanup
- Implement Downtown Parking Strategy
 - Wayfinding Signage
 - New Bicycle Parking
 - Parking In-Lieu Fee Study
 - Business Improvement District Study

Program Performance Measurement

Activity	Measurement Method	FY2022-23	FY2023-24	FY2024-25
a. Code Compliance Cases	Cases Completed	NEW	1,130	535
b. Building Plan Checks	Reviews Completed	90%	90%	90%
c. ADU Permit Reviews	Reviews Completed	NEW	100%	100%
d. Solar Permit Reviews	Reviews Completed	NEW	100%	100%
e. Replacement Trees Planted <i>*Private Property Only</i>	Replacement Trees Planted	NEW	235	92
f. Housing Element Implementation	Adoption of Implementing Programs	8	23	41
g. Progress Toward RHNA-6 th Cycle <i>(All Income Categories)</i>	Number of New Housing Units Constructed	62	119	245
h. Building Permits	Number of Permits	2,231	2,060	1,701
i. Engineering Permits	Number of Permits	1,118	1,678	1,139
j. Inspections Conducted	Number of Inspections	10,771	11,911	10,329
k. Entitlements Processed <i>*Projects requiring entitlements have changed since prior budget years</i>	Entitlements Received and Processed	163	171	188

Position Summary

Department Authorized Position Title	Final Positions FY2022-23	Final Positions FY2023-24	Adopted Positions FY2024-25	Adopted Positions FY2025-26	Position Changes FY2025-26
Development Services Director	1	1	-	-	-
Deputy Director	-	-	1	1	-
City Engineer	-	-	1	1	-
Development Services Manager	-	1	1	1	-
Building Official	1	1	1	1	-
Senior Building Inspector	1	1	2	2	-
Building Inspector	2	2	1	1	-
Development Services Technician	3	4	3	3	-
Planning Manager	1	1	-	-	-
Senior Planner	2	2	2	2	-
Associate Planner	2	2	2	2	-
Assistant Planner	-	-	1	1	-
Office Assistant I/II	1	-	-	-	-
Management Analyst I/II	1	1	2	2	-
Sustainability Coordinator	-	-	-	-	-
Code Enforcement Officer	1	1	1	1	-
Senior Engineer	-	-	1	1	-
Assistant Engineer	-	-	1	2	1
Construction Inspector	-	-	1	1	-
Junior Engineer	-	-	1	-	-1
Total	16	17.00	22	22	-

Budget Summary

Expenditures	FY 2021- 22 Actual	FY 2022- 23 Actual	FY 2023-24 Actual	FY2024-25 Estimate	FY2025-26 Proposed
Salaries & Benefits	2,299,861	2,510,679	2,846,294	3,159,765	3,845,087
Services & Supplies	1,005,919	1,672,962	992,053	1,829,027	3,571,620
Internal Service Allocation	251,451	-	-	249,719	347,500
Capital Outlay	9,094	166,785	187,627	43,870	-
Total	3,566,326	4,350,426	4,025,974	5,282,381	7,764,207

Revenue Source					
General Fund	3,566,326	4,350,426	4,025,974	4,571,130	6,718,789
Sewer Service Fund	-	-	-	711,251	1,045,418
Solid Waste Fund	-	-	-	-	-

Public Works

Mission

To enhance public safety and quality of life by maintaining and improving the City of Los Altos' infrastructure through dependable, cost-effective, and sustainable services. The Public Works Department is committed to delivering high-quality, responsive service through a skilled, motivated workforce operating in a safe and equitable environment. The department supports a resilient, thriving community by planning, constructing, maintaining, and modernizing public infrastructure that serves both current and future generations.

Department Description

The Public Works Department is responsible for the planning, engineering, construction, and ongoing maintenance of the City's infrastructure systems. This includes environmental compliance, sewer and stormwater management, street and sidewalk maintenance, and transportation infrastructure. The department also delivers a range of capital improvement projects that support City Council priorities and enhance community livability.

The department consists of four primary divisions:

- Environmental Services
- Sewer Maintenance
- Street Maintenance
- Transportation Services

Environmental Services Division

This division ensures compliance with state and federal environmental regulations and manages engineering services for the sewer and stormwater systems. Staff oversee project management for the City's sanitary sewer and stormwater CIPs as outlined in the Sanitary Sewer and Stormwater Master Plans. The division ensures adherence to the Municipal Regional Permit (MRP 3.0) and Waste Discharge Requirements (WDRs) set by the State Water Resources Control Board. It also manages the City's solid waste and recycling programs, with a focus on waste diversion, community education, and promoting safe, healthy living conditions.

Sewer Maintenance Division

Responsible for operating and maintaining approximately 140 miles of gravity sewer mains and four pump stations within the City's 6.54-square-mile service area. The division plays a vital role in protecting public health by preventing sewer overflows and ensuring uninterrupted service to over 11,000 private sewer lateral connections. Routine maintenance includes high-pressure water jetting, mechanical cleaning, and Closed-Circuit Television (CCTV) inspections, with targeted service schedules for high-need areas such as the Downtown and El Camino Real

corridors. Staff provide 24/7 emergency response with a goal of arriving within 15 minutes during business hours and within 45 minutes during off-hours.

Street Maintenance Division

This division is responsible for maintaining the City's 104 miles of streets and related infrastructure, ensuring safe travel for motorists, bicyclists, and pedestrians. Key functions include asphalt and pothole repair, street sweeping, and maintenance of lighting, signage, and trash receptacles in public areas. The division prioritizes quick response to service requests and aims to address reported potholes within 24 hours. Daily maintenance in the Downtown area ensures a clean and welcoming environment.

Transportation Services Division

Focused on planning and delivering transportation infrastructure that is safe, efficient, and accessible for all users. The division supports the City’s Safe Routes to Schools program, traffic calming initiatives, and the development of multimodal transportation networks. Staff manage transportation-related capital projects and ensure connectivity across jurisdictions in collaboration with regional agencies.

Program Summary & Major Services

The department has the following major services:

- Regulatory compliance and engineering support for sewer and stormwater programs
- Planning and implementation of capital improvement projects (CIPs)
- Maintenance of sewer lines, pump stations, and related infrastructure
- Street resurfacing and pothole repair
- Storm drain and catch basin cleaning and inspection
- Multi-modal transportation planning, safety, and infrastructure upgrades
- Streetlight and traffic signal maintenance
- Solid waste and recycling contract management

Accomplishments For FY2024-25

- Completed structural reach sewer main replacements and lateral repairs under the On-Call Spot Repair contract
- Successfully delivered the Annual Fats, Oils, and Grease (FOG) Program
- Continued the City’s popular self-serve, 7-day-a-week compost distribution program
- Initiated the formation of stormwater assessment districts to support long-term funding for stormwater infrastructure
- Conducted SB 1383 compliance outreach to food-related businesses
- Partnered with Caltrans on the El Camino Real Improvement Project

- Completed the Annual Street Resurfacing Project and Jardin Drive Redesign Project
- Replaced non-operational crosswalk signals with new solar-powered Rectangular Rapid Flashing Beacons (RRFBs)
- Upgraded Safe Routes to Schools signage by replacing damaged radar speed signs
- Retrofitted Downtown streetlight fixtures with energy-efficient solar-powered lights

Strategies & Goals for FY2025-26

- Implement 3 to 5 additional Safe Routes to Schools traffic safety projects
- Initiate design for the San Antonio Road Complete Streets Project
- Complete the Intersection Access Barrier Removal project along the Hetch Hetchy Pathway
- Rehabilitate Fremont Avenue Pedestrian Bridge to address structural and safety issues
- Introduce a Bicycle and Electric Mobility Devices Ordinance to regulate emerging transportation modes
- Collaborate with Santa Clara County on the Foothill Expressway Active Transportation Plan
- Clean and inspect 1,350 stormwater catch basins to reduce localized flooding during storm events
- Clear and maintain vegetation around all stormwater outfalls in local creeks to support flood prevention

Program Performance Measurement

Activity	Measurement Method	FY2021-22	FY2022-23	FY2023-24	FY 2025-26
a. Pavement Condition Index	Detailed Visual Inspection	N/A	74	74	N/A
b. Potholes Repaired	Reviews Completed	N/A	200	250	350
c. Pavement Cracks-Sealed	Lane Miles	14	7	1.38	15
d. Community Requests Completed	Requests	N/A	150	125	141
e. Signs Replaced	Signs	N/A	N/A	200	316
f. Streetlights Repaired	Streetlights	N/A	N/A	150	155
g. Storm Drains Cleaned	Storm Drains	1,950	1,200	1,250	1,610
h. Storm Water Outfalls Cleared	Storm Water Outfalls	N/A	146	0	113
i. Stormwater Active Construction Site Inspections	Inspections	137	204	200	136

j. Underground Service Alert Tickets	Tickets	N/A	12,916	9,702	6,000
k. Sewer Main Root Foamed	Linear Feet	N/A	32,223	216,883	0
l. Sewer Main Flushed	Linear Feet	N/A	681,779	470,946	358,352
m. Sewer Customer Service Cards	Service Cards	N/A	284	210	250

Position Summary

Department	Final Positions FY2022-23	Final Positions FY2023-24	Adopted Positions FY2024-25	Adopted Positions FY2025-26	Position Changes FY2025-26
Authorized Position Title					
Public Works Director	1	1	1	1	-
Capital Improvements Project Manager	1	1	1	-	-1
Public Works Manager	1	1	-	1	1
Transportation Services Manager	1	1	-	-	-
Special Projects Manager	1	1	-	-	-
Senior Engineer	-	-	2	1	-1
Associate Civil Engineer	1	1	1	1	-
Assistant Civil Engineer	1	1	1	2	1
Construction Inspector	1	1	-	-	-
Junior Engineer	-	1	1	-	-1
Executive Assistant	1	-	-	-	-
Maintenance Supervisor	1	1	2	2	-
Maintenance Lead Worker	1	1	1	1	-
Maintenance Technician	1	1	1	1	-
Maintenance Worker I/II	3	3	2	3	1
Management Analyst I/II	-	-	1	1	-
Senior Wastewater Maintenance Worker	-	-	1	1	-
Wastewater Maintenance Worker I/II	-	-	5	4	-1
Maintenance Superintendent	-	-	0.5	0.5	-
Total	15	15	20.5	19.5	-1

Public Works Budget Summary

Expenditures	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Actual	FY2024-25 Estimate	FY2025-26 Proposed
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Salaries & Benefits	2,988,021	2,455,613	1,873,501	1,887,620	2,547,553
Services & Supplies	976,703	831,549	984,628	614,781	845,381
Internal Service Allocation	479,549	-	-	374,578	521,250
Capital Outlay	446	-	-	-	-
Total	4,444,720	3,287,162	2,858,129	2,876,979	3,914,184
Revenue Source					
General Fund	4,130,168	2,103,784	1,829,202	1,842,686	2,507,009
Sewer Service Fund	-	328,716	285,813	299,451	407,409
Solid Waste Fund	314,551	854,662	743,114	734,842	999,766

Public Safety

Mission

The Los Altos Police Department is dedicated to service, justice and the protection of all.

Department Description

The Los Altos Police Department is a forward-thinking, professional law enforcement agency dedicated to safeguarding the community through collaboration, integrity, and service excellence. The department builds and maintains strong partnerships with residents, businesses, schools, and regional stakeholders to promote a safe, welcoming, and connected city.

The department provides high-quality, responsive police services aligned with the City Council's public safety priorities, which include child and school safety, traffic safety, safe neighborhoods, and secure commercial areas. Services are delivered through a combination of proactive policing, community engagement, and effective resource deployment.

The department is structured to support 24/7 emergency response and is responsible for a wide range of law enforcement functions, including patrol operations, investigations, traffic enforcement, crime analysis, dispatch communications, records management, and public outreach.

Program Summary & Major Services

The department provides the following major services:

- Respond to emergency and non-emergency calls for service
- Proactively identify and deter criminal activity through community policing strategies
- Conduct criminal investigations and support prosecution efforts
- Maintain traffic and pedestrian safety through targeted enforcement
- Enforce parking regulations and coordinate crossing guard services
- Operate and manage 911 dispatch and emergency communication systems
- Maintain records, evidence, and property in accordance with state mandates
- Support community engagement and crime prevention initiatives

Accomplishments For FY2024-25

- Established a departmental Wellness Team to enhance employee health and resilience through UC San Diego training programs
- Introduced "Boyd," the department's first facility dog, to provide emotional support during traumatic incidents
- Hired a dedicated Crime Analyst to support investigations, identify crime trends, and guide prevention strategies.
- Transitioned the Crossing Guard Program in-house to improve quality and oversight
- Added a Community Service Officer to expand outreach, prevention programming, and manage the Crossing Guard Program.

- Conducted Oral Board Workshops to enhance recruitment efforts
- Established a Drone Team and successfully launched the Drone Program to support public safety operations
- Upgraded departmental communication systems with new Motorola radios, improving interoperability with regional partners
- Onboarded an IT Analyst to support law enforcement technology infrastructure, including CAD and dispatch systems
- Installed electric vehicle charging infrastructure and expanded the City's police fleet with EVs for detective and administrative use
- Completed the procurement of a tri-city Computer Aided Dispatch (CAD) system and Mobile Data Terminals (MDTs)
- Held multiple public outreach meetings focused on crime prevention strategies
- Launched software for the False Alarm Reduction Program (FARP), streamlining community services
- Expanded the Bike Patrol Team with new bicycles and e-bikes
- Deployed e-citation (E-Cite) technology across the Patrol Division to improve efficiency
- Secured new riot gear and protective equipment for staff readiness during civil disturbances

Strategies & Goals for FY2025-26

- Reach full staffing of both sworn officers and professional staff.
- Open a Police Substation at 999 Fremont Street to enhance service presence
- Sponsor school-based and community bicycle safety rodeos to support youth education
- Increase traffic enforcement in school zones and high-priority areas based on community feedback
- Complete implementation of the RIMS CAD system and upgrade the department's telephone system
- Leverage crime mapping and digital forensics technology to support investigations
- Conduct a comprehensive audit of the Property & Evidence Unit to align with best practices
- Produce a 2025 Annual Report to enhance transparency and inform the community
- Expand the Flock License Plate Reader Program to support proactive investigations
- Launch a digital platform for internal affairs case management and tracking of high-risk incidents
- Develop a department-wide strategic plan with input from City leadership, staff, and the community
- Improve transparency through a redesigned Police Department website with real-time crime data and resources
- Transition parking enforcement services to a new contractor model to improve responsiveness
- Complete full implementation of the in-house Crossing Guard Program

Position Summary

Department	Final Positions FY2022-23	Final Positions FY2023-24	Adopted Positions FY2024-25	Adopted Positions FY2025-26	Position Changes FY2025-26
Authorized Position Title					
Police Chief	1	1	1	1	-
Police Captain	1	2	2	1	-1
Police Lieutenant				2	2
Police Sergeant	7	7	7	6	-1
Police Officer	16	16	16	17	1
Police Corporal	6	6	6	5	-1
Police Services Manager	1	-	-	-	-
Police Records Supervisor	1	1	1	1	-
Records Specialist	3	3	2	2	-
Communications Supervisor	-	-	1	1	-
Lead Communications Officer	1	1	-	1	1
Communications Officer	6	6	6	7	1
Community Service Officer	2	2	2	3	1
Executive Assistant	1	1	1	1	-
Emergency Response Coordinator	-	1	-	-	-
Crime Analyst	-	-	1	1	-
Public Safety Total	46	47 .00	46	49	3

Program Performance Measurement

City Strategic Priority: Community Safety

Activity	Measurement Method	FY2022-23	FY2023-24	FY 2024-25
Performance Measures:				
"Active Assailant" Training to school staff and Community Groups	Number of presentations	15	15	8
School Facility Safety/Security Services	Patrol Checks at School Locations	146	66	71
Community Building/ Increase Transparency	Number of Community Engagement Events Participated in & Meetings seeking feedback	40	45	51
Workload				
Total Calls for Service	CAD/RMS	14,176	11,635	13,122
Total Arrests	CAD/RMS	125	127	158

Traffic Citations	CAD/RMS	551	918	782
Parking Citations	CAD/RMS	1,133	1,005	1,230
Calls for Service Response Times	CAD/RMS	7 min, 36 sec	8 min, 16 sec	10 min 50 sec*
911 Call Answer Times (within 10 seconds)	CAD/RMS	96.04%	96.15%	96.46%

* The formula used to calculate response time was changed; if the previous calculation was used, it would have been 5 min 2 sec

Budget Summary

Expenditures	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Actual	FY2024-25 Estimate	FY 2025-26 Proposed
Salaries & Benefits	10,349,527	10,869,271	9,700,931	13,012,524	15,301,293
Services & Supplies	9,108,040	9,841,029	10,725,864	12,075,683	11,714,920
Internal Service Allocation	1,660,383	-	16,876	374,578	521,250
Capital Outlay	-	-	-	-	-
Total	21,117,950	20,710,300	20,443,671	25,462,785	27,537,463
Revenue Source					
General Fund	21,117,950	20,710,300	20,443,671	25,457,515	27,531,763
Sewer Service Fund	-	-	-	5,270	5,700
Solid Waste Fund	-	-	-	-	-

Parks & Recreation

Mission

The Parks & Recreation Department enriches the Los Altos community by promoting life-long learning, health and wellness, community connection, and recreational opportunities. The department also provides essential preventative and on-call maintenance services for the City’s parks, public facilities, trees, fleet, and equipment.

Department Description

In 2024/25, use of the Los Altos Community Center increased through offered classes and facility rentals. As a result, the 2025/26 budget reflects expanded levels for supplies, facility requirements and needs to support increased community participation in classes, programs and events—particularly in Adult 50+, in response to community feedback and recommended areas of growth in the Age Friendly Action Plan. The Parks & Recreation budget for 2025/26 reflects a reasonable approach to department expenditures—which maintains quality maintenance services and standards, while also employing a successful blend of internal and contracted classes, programs and services. The department continues to perform in a welcoming, professional manner with a strong concentration on providing the Los Altos community with exceptional customer service. The Parks & Recreation department aspires to anticipate, adapt, and keep pace with the continually changing trends, community needs, and Council priorities.

The Parks & Recreation department will also focus on a variety of Capital Improvement Program (CIP) projects to enhance and improve the facilities and amenities available to the Los Altos community. This includes but is not limited to: continued improvements to the Grant Park facility, completion of the Emergency Operation Center (EOC) at the Los Altos Community Center, replacement of the roof at the Los Altos History Museum and Almond Fire Station, activation of the Café space at the Los Altos Community Center, construction of the permanent Hillview Dog Park, and replacement of playground structures at Grant and Shoup Park.

Through ingenuity and adaptability, the Parks & Recreation department will continue to build and enhance our programs and services. In addition, the department will maintain equitable access of the modern, state-of-the-art, sustainable Los Altos Community Center by creating community through people, parks and programs.

Program Summary & Major Services

The Parks & Recreation department offers a wide variety of services, facilities, recreational opportunities, and facility maintenance that support the physical, social, and cultural well-being of the Los Altos community. Parks & Recreation provides programming for all ages, interests, and abilities (pre-k, youth, teen, adults and adult 50+), which include but is not limited to: park and facility rentals, youth programs, a teen program, an active adult 50+ program, volunteer opportunities, contract classes and camps, and numerous, very popular community events—

Open House, Spring Egg Hunt, Family Fun Days (6), Summer Concert Series (7), Glorious 4th, Los Altos vs. Los Altos Hills Softball Game, and Movie Night. In addition, the department oversees maintenance of:

- 52.5 acres of City parks
- 42 acres of street and boulevard median landscaping
- 22 school walkways and shortcuts
- 32 easement lots
- 78 downtown trees and 34 flower pots
- 87 backflow preventers
- 168,000 square feet of City facilities (lighting, HVAC, electrical, and plumbing systems)
- 40 vehicles, 65 pieces of equipment, and 26 patrol and support vehicles

Parks & Recreation also coordinates the activities of three City Commissions: Parks, Arts, Recreation & Cultural; Senior; and Youth.

Accomplishments For FY2024-25

- Increased class registration by resuming the printed Activity Guide mailing to all Los Altos households.
- Completed the Age Friendly Action Plan and renewed Age Friendly City designation with AARP and WHO.
- Improved tennis court rental process to streamline operations and enhance customer experience.
- Activated the Los Altos Community Center gallery space in collaboration with the Parks, Arts, Recreation & Culture Commission.
- Expanded the indoor pickleball program at Egan Gym, transitioning to a membership-based model.
- Increased Adult 50+ lunch participation from 120 to over 220 monthly meals.
- Filled multiple department vacancies through targeted recruitment and job fair participation.
- Extended Community Center operating hours to meet increased demand for activities and rentals.
- Partnered with the Youth Commission on teen-focused programming and events.
- Delivered a robust calendar of free community events, including: Open House, Spring Egg Hunt, Family Fun Days, Summer Concert Series, Glorious 4th, Los Altos vs. Los Altos Hills Softball Game, and Movie Night.
- Collaborated with local cultural organizations to host Diwali, Lunar New Year, Iftar, and Juneteenth celebrations.
- Renovated the Heritage Oaks Park picnic area.

- Completed outreach for the design of the permanent Hillview Dog Park.
- Partnered with GreenTown Los Altos to add and replace trees throughout the city.
- Installed new EV chargers at the Police Department and expanded EV infrastructure at the Community Center.
- Completed the City Hall office expansion at the Los Altos Youth Center.

Strategies & Goals for FY2025-26

- Increase community engagement by producing and mailing two seasonal Activity Guides (Spring/Summer and Fall/Winter).
- Expand the number and diversity of classes, camps, and recreational opportunities offered.
- Enhance outreach and marketing to increase participation in teen services.
- Launch a childcare subsidy program to support working families.
- Continue expansion of Adult 50+ programming based on the Age Friendly Action Plan.
- Engage a contracted provider to launch preschool-age enrichment programs.
- Continue targeted landscape and facility improvements across the city.
- Complete construction of the Emergency Operations Center at the Los Altos Community Center.
- Implement preventative maintenance schedules for improved facility and asset management.
- Begin construction of the permanent Hillview Dog Park.
- Activate the Café space at the Community Center to increase amenities for patrons.
- Transition the San Antonio Club to a reservable facility for community use.
- Replace playground structures at Grant and Shoup Parks.

Program Performance Measurement

Activity	Council Priority	Measurement Method	FY2023-24	FY2024-25	Projection FY2025-26
a. Class/Program Enrollments	General Government	Enrollments	2,914	2,732***	3,100
b. Facility Rentals	General Government	Rentals	1,278	1,056***	1500
c. Field/Gymnasium Permits	General Government	Permits	3,385	2,227***	2,800
d. Number of Parks	Environmental Sustainability	Quantity	10	10	10
e. Maintained Parks & Landscape	Business Communities	Acreage	94.5	94.5	94.5
f. Maintained Facility Space	General Government	Square Footage	136,000	168,000*	168,000*

g. Commissions (Meetings held)- PARC	-	# of Meetings	11	10**	10
h. Commissions (Meetings held)- Senior	-	# of Meetings	11	11**	10
i. Commissions (Meetings held)- Youth	-	# of Meetings	8	8**	8

(*Actual Square Footage vs. Usable Square Footage)

(** Projected)

(*** Through 4/24/25)

Position Summary

Department Authorized Position Title	Final Positions FY2022-23	Final Positions FY2023-24	Adopted Positions FY2024-25	Adopted Positions FY2025-26	Position Changes FY2025-26
Parks & Recreation Director	1	1	1	1	-
Deputy Director	-	-	1	1	-
Recreation Manager	1	1	-	-	-
Recreation Supervisor	2	2	2	2	-
Recreation Coordinator	5	5	5	5	-
Executive Assistant	1	1	-	-	-
Office Assistant I/II	1	1	2	2	-
Facilities Attendant Coordinator	-	1	1	-	-1
Maintenance Supervisor	2	2	2	2	-
Maintenance Lead Worker	4	4	4	4	-
Senior Maintenance Technician	1	1	1	1	-
Maintenance Technician	1	1	1	1	-
Maintenance Worker I/II	10	10	9	9	-
Equipment Mechanic	1	1	2	2	-
Accounting Technician I	-	-	1	1	-
Capital Improvement Projects Manager				1	1
Projects Manager	-	-	1	1	
Maintenance Superintendent	-	-	0.5	0.5	-
Total	30	31 .00	33.5	33.5	-

Budget Summary

Expenditures	FY 2021-22	FY 2022-23	FY 2023-24	FY2024-25	FY2025-26
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	Actual	Actual	Actual	Estimate	Proposed
Salaries & Benefits	2,988,021	4,745,433	4,219,570	5,254,561	6,091,035
Services & Supplies	976,703	2,683,147	2,786,419	2,562,352	3,365,120
Internal Service Allocation	479,549	-	-	374,578	521,250
Capital Outlay	446	43,377	-	5,292	-
Total	4,444,720	7,471,957	7,005,989	8,196,783	9,977,405
Revenue Source					
General Fund	4,130,168	7,247,798	6,795,809	7,946,400	9,672,630
Sewer Service Fund	-	149,439	140,120	153,446	186,780
Solid Waste Fund	314,551	74,720	70,060	96,937	117,995

Capital Improvement and Major Maintenance Program

GUIDE TO CAPITAL IMPROVEMENT AND MAJOR MAINTENANCE PROGRAM

The City of Los Altos develops a Capital Improvement and Major Maintenance Program (CIMMP) to plan for investments in critical infrastructure, such as streets, sewers, and public buildings. This guide outlines how the program is created, how projects are selected, and how the City allocates funding to keep Los Altos safe, functional, and future-ready.

Each year, City staff from Public Works, Finance, and the City Manager’s Office work together to evaluate and prioritize project needs. Some projects, such as those in the City’s Multi-Year Sewer Plan, are already planned. Others are submitted based on observed needs or improvement opportunities. The City Manager and Executive Team review the list of proposed projects, considering their urgency, community benefit, and available funding.

Some projects have designated funding sources like gas tax, grants, or developer fees and are more likely to move forward. Other projects compete for limited resources. After the team evaluates funding and staffing capacity, fundable projects are included in the proposed budget, and others are labeled “unfunded” for future consideration.

The proposed CIMMP is reviewed by the Finance Committee and the Complete Streets Commission to gather public feedback. It is then presented to the City Council at a public hearing, and once approved, becomes part of the City’s annual operating budget.

The City’s Capital Budget is reviewed and adopted each year. It appropriates funds for specific projects and allows the City Council to reassess priorities annually. Capital projects typically involve the purchase, construction, or improvement of major assets like roads, land, and facilities. These projects usually cost \$10,000 or more and have a long useful life. Examples include street repaving, building renovations, or sewer upgrades.

The City also sets aside funding for Major Maintenance Projects, which are recurring improvements aimed at keeping facilities safe, functional, and up to modern standards. These include building repairs, code compliance upgrades, and landscaping improvements. Major maintenance funding is intended to extend the life of existing assets, typically for a ten-year cycle.

In FY25-26, the City plans to invest \$25.3 million in capital and maintenance projects. A total of 57 projects are proposed, many of which support Council priorities and core maintenance needs such as sidewalks, signs, and public right-of-way.

Looking ahead, the City expects to invest \$65 million over the next five years in infrastructure improvements through a mix of funding sources including the General Fund, Sewer Fund, In-Lieu Park Fund, and Gas Tax revenues. These investments reflect the City’s commitment to maintaining reliable infrastructure and meeting the needs of the community.

FIVE-YEAR PROJECT BY FUNDING SOURCE

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	\$ 3,856,313	\$ 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	\$ 16,248,305	\$ 17,368,844	\$ 11,636,844	\$ 8,808,844	\$ 11,140,844

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Equipment & Vehicles

Project Name: Chamber AV Equipment Upgrade		Project # : CD-01021
Project Budget: \$50,000 Status: New Department: City Manager Office Location: Council Chamber Descriptions: This project is to upgrade AV equipment in the Council Chambers to improve usability, reliability, and performance. It resolves recent technical issues and enhances functionality for smoother operations during meetings and presentations.		2025 COUNCIL PRIORITY AREA
		Public Safety
		Business Communities
		Circulation Safety and Efficiency
		Environment Sustainability
	Housing	
	X General Government	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
PEG Fees	\$ 50,000	\$ -					\$ 50,000
Total Funding	50,000	-	-	-	-	-	50,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Equipment	\$ -	\$ 50,000					\$ 50,000
Total Expenditure	-	50,000	-	-	-	-	50,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Technology

Project Name:		Reliable IT Enhancement		Project # : CD-01008															
Project Budget:		\$1,758,364		<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td></td><td>Public Safety</td></tr><tr><td></td><td>Business Communities</td></tr><tr><td></td><td>Circulation Safety and Efficiency</td></tr><tr><td></td><td>Environment Sustainability</td></tr><tr><td></td><td>Housing</td></tr><tr><td>X</td><td>General Government</td></tr></table>		2025 COUNCIL PRIORITY AREA			Public Safety		Business Communities		Circulation Safety and Efficiency		Environment Sustainability		Housing	X	General Government
2025 COUNCIL PRIORITY AREA																			
	Public Safety																		
	Business Communities																		
	Circulation Safety and Efficiency																		
	Environment Sustainability																		
	Housing																		
X	General Government																		
Status:		Ongoing																	
Department:		City Manager Office/IT																	
Location:		IT																	
Descriptions:																			
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.																			

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Technology	\$ 2,656,912	\$ 400,000	\$ 175,000				\$ 3,231,912
Total Funding	2,656,912	400,000	175,000	-	-	-	3,231,912

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Equipment	\$ 2,656,912	\$ 305,000	\$ 175,000				\$ 3,136,912
Other Costs		\$ 95,000					\$ 95,000
Total Expenditure	2,656,912	400,000	175,000	-	-	-	3,231,912

Remaining budget:	-
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Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Downtown Development

Project Name:		Downtown Lighting Improvements		Project # : CD-01025	
Project Budget: Status: Department: Location: Descriptions: 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.	\$342,952		2025 COUNCIL PRIORITY AREA		
			X	Public Safety	
			X	Business Communities	
			X	Circulation Safety and Efficiency	
			X	Environment Sustainability	
				Housing	
				General Government	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Grant	\$ 150,000	\$ -					\$ 150,000
Downtown Parking	\$ 42,952	\$ 150,000					\$ 192,952
CIP		\$ 50,000					\$ 50,000
Total Funding	192,952	200,000	-	-	-	-	392,952

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Equipment	\$ 192,952	\$ 200,000					\$ 392,952
Total Expenditure	192,952	200,000	-	-	-	-	392,952

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Downtown Development

Project Name: Downtown Bicycle Parking Installation		Project # : CD-01029															
Project Budget:	\$50,000	<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td>X</td><td>Public Safety</td></tr><tr><td>X</td><td>Business Communities</td></tr><tr><td>X</td><td>Circulation Safety and Efficiency</td></tr><tr><td>X</td><td>Environment Sustainability</td></tr><tr><td></td><td>Housing</td></tr><tr><td></td><td>General Government</td></tr></table>		2025 COUNCIL PRIORITY AREA		X	Public Safety	X	Business Communities	X	Circulation Safety and Efficiency	X	Environment Sustainability		Housing		General Government
2025 COUNCIL PRIORITY AREA																	
X	Public Safety																
X	Business Communities																
X	Circulation Safety and Efficiency																
X	Environment Sustainability																
	Housing																
	General Government																
Status:	New																
Department:	City Manager Office/Economic Development																
Location:	Downtown																
Descriptions:	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.																

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Grant		\$ 50,000					\$ 50,000
Total Funding	-	50,000	-	-	-	-	50,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Equipment		\$ 50,000					\$ 50,000
Total Expenditure	-	50,000	-	-	-	-	50,000

Remaining budget:	-
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Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Downtown Development

Project Name:		Downtown Park Space with Parking						Project # : CD-01030															
Project Budget:		\$500,000						<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td></td><td>Public Safety</td></tr><tr><td>X</td><td>Business Communities</td></tr><tr><td></td><td>Circulation Safety and Efficiency</td></tr><tr><td>X</td><td>Environment Sustainability</td></tr><tr><td>X</td><td>Housing</td></tr><tr><td></td><td>General Government</td></tr></table>		2025 COUNCIL PRIORITY AREA			Public Safety	X	Business Communities		Circulation Safety and Efficiency	X	Environment Sustainability	X	Housing		General Government
2025 COUNCIL PRIORITY AREA																							
	Public Safety																						
X	Business Communities																						
	Circulation Safety and Efficiency																						
X	Environment Sustainability																						
X	Housing																						
	General Government																						
Status:		Design																					
Department:		City Manager Office/Economic Development																					
Location:		Downtown																					
Descriptions:																							
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.																							
Cumulative Appropriation by Funding Source		Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total															
In-Lieu Park		\$ 500,000	\$ 1,313,500	\$ 475,000				\$ 2,288,500															
								</															

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Downtown Development

Project Name: Downtown EV Charging		Project # : CD-01031	
Project Budget: \$500,000 Status: New Department: City Manager Office/Economic Development Location: Downtown Descriptions: 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.		2025 COUNCIL PRIORITY AREA	
			Public Safety
	X		Business Communities
	X		Circulation Safety and Efficiency
	X		Environment Sustainability
			Housing
			General Government

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Grant		\$ 500,000					\$ 500,000
Total Funding	-	500,000	-	-	-	-	500,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction		\$ 500,000					\$ 500,000
Total Expenditure	-	500,000	-	-	-	-	500,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Community Development

Project Name:	Library Construction	Project # : LI-01001
Project Budget:	\$1,045,891	2025 COUNCIL PRIORITY AREA ☐ Public Safety ☐ Business Communities ☐ Circulation Safety and Efficiency ☐ Environment Sustainability ☐ Housing ☒ General Government
Status:	New	
Department:	City Manager Office/Economic Development	
Location:		
Descriptions:		

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.

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Grant	\$ 145,891	\$ 900,000					\$ 1,045,891
Total Funding	145,891	900,000	-	-	-	-	1,045,891

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Design	\$ 90,000	\$ 955,891					\$ 1,045,891
Total Expenditure	90,000	955,891	-	-	-	-	1,045,891

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Community Development

Project Name:	Woodland Library Patio	Project # :	CD-XXXX1
Project Budget:	\$150,000	2025 COUNCIL PRIORITY AREA ☐ Public Safety ☐ Business Communities ☐ Circulation Safety and Efficiency ☐ Environment Sustainability ☐ Housing ☒ General Government	
Status:	New		
Department:	City Manager Office/Economic Development		
Location:			
Descriptions: 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.			

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Grant		\$ 120,000					\$ 120,000
CIP		\$ 30,000					\$ 30,000
Total Funding	-	150,000	-	-	-	-	150,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction		\$ 150,000					\$ 150,000
Total Expenditure	-	150,000	-	-	-	-	150,000

Remaining budget:	-
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Comments :

Capital Improvement and Major Maintenance Program

Civic Facilities-Buildings

Project Name: MSC EV Infrastructure Project		Project # : CD-XXXX2														
Project Budget:	\$350,000	<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td></td><td>Public Safety</td></tr><tr><td></td><td>Business Communities</td></tr><tr><td></td><td>Circulation Safety and Efficiency</td></tr><tr><td>X</td><td>Environment Sustainability</td></tr><tr><td></td><td>Housing</td></tr><tr><td></td><td>General Government</td></tr></table>	2025 COUNCIL PRIORITY AREA			Public Safety		Business Communities		Circulation Safety and Efficiency	X	Environment Sustainability		Housing		General Government
2025 COUNCIL PRIORITY AREA																
	Public Safety															
	Business Communities															
	Circulation Safety and Efficiency															
X	Environment Sustainability															
	Housing															
	General Government															
Status:	New															
Department:	Parks, Recreation, and Community Service/Maintenance															
Location:	707 Fremont Ave.															
Descriptions:	The City is electrifying its fleet with support from SVCE and PG&E. In 2024, SVCE helped develop EV infrastructure plans for 707 Fremont Ave. Through PG&E's Make-Ready Program, PG&E handles utility upgrades while the City installs chargers and site work. This CIP readies the site for fleet electrification.															

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP		\$ 175,000					\$ 175,000
Fleet Maintenance		\$ 175,000					\$ 175,000
Total Funding	-	350,000	-	-	-	-	350,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction		\$ 350,000					\$ 350,000
Total Expenditure	-	350,000	-	-	-	-	350,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Transportation-Pedestrian/Bicycle Safety

Project Name: e-Bike Parking		Project # : CD-XXXX3	
Project Budget: \$30,000 Status: New Department: City Manager Office/Economic Development Location: 999 Fremont Ave. Descriptions: This project aims to improve bike access and safety, support sustainable transportation, and enhance connectivity to nearby destinations.	2025 COUNCIL PRIORITY AREA		
	Public Safety		
	Business Communities		
	X	Circulation Safety and Efficiency	
	X	Environment Sustainability	
		Housing	
	X	General Government	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP		\$ 30,000					\$ 30,000
Total Funding	-	30,000	-	-	-	-	30,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction		\$ 30,000					\$ 30,000
Total Expenditure	-	30,000	-	-	-	-	30,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Studies

Project Name:	General Plan	Project # : CD-01024
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Project Budget: \$2,000,000

Status: Ongoing

Department: Development Services/Planning

Location: Citywide

Descriptions:

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 Action & Adaptation Plan (CAAP) and its 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.

2025 COUNCIL PRIORITY AREA	
X	Public Safety
X	Business Communities
X	Circulation Safety and Efficiency
X	Environment Sustainability
X	Housing
X	General Government

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP	\$ 250,000	\$ 250,000	\$ 500,000	\$ 500,000	\$ 500,000		\$ 2,000,000
Total Funding	250,000	250,000	500,000	500,000	500,000	-	2,000,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Prelim Design/Studies	\$ 123,120	\$ 376,880	\$ 500,000	\$ 500,000	\$ 500,000		\$ 2,000,000
Total Expenditure	123,120	376,880	500,000	500,000	500,000	-	2,000,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Technology

Project Name: New Financial System		Project # : CF-01036
Project Budget: \$955,000 Status: Ongoing Department: Finance Location: City Wide Descriptions: 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.	2025 COUNCIL PRIORITY AREA	
	Public Safety	
	Business Communities	
	Circulation Safety and Efficiency	
	Environment Sustainability	
Housing		
☒ General Government		

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY29-30	Total
Technology	\$ 755,000	\$ 200,000	\$ -				\$ 955,000
Total Funding	755,000	200,000	-	-	-	-	955,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY29-30	Total
Project Admin	\$ 673,349	\$ 281,651					\$ 955,000
Other Costs							
Total Expenditure	673,349	281,651	-	-	-	-	955,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Buildings

Project Name:	City Hall Emergency Back-up Power Generator	Project # : CF-01011
Project Budget:	\$420,000	2025 COUNCIL PRIORITY AREA ☒ Public Safety ☐ Business Communities ☐ Circulation Safety and Efficiency ☐ Environment Sustainability ☐ Housing ☒ General Government
Status:	New	
Department:	Parks, Recreation, and Community Service/Maintenance	
Location:	Los Altos City Hall	
Descriptions:	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.	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP	\$ 140,000	\$ 280,000	\$ -				\$ 420,000
Total Funding	140,000	280,000	-	-	-	-	420,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Design	\$ -	\$ -					
Construction		\$ 420,000					\$ 420,000
Total Expenditure	-	420,000	-	-	-	-	420,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Buildings

Project Name:	Emergency Operations Center (EOC)	Project # : CF-01021
Project Budget:	\$4,000,000	2025 COUNCIL PRIORITY AREA ☒ Public Safety ☐ Business Communities ☐ Circulation Safety and Efficiency ☐ Environment Sustainability ☐ Housing ☒ General Government
Status:	Construction	
Department:	Parks, Recreation, and Community Service/Maintenance	
Location:	Los Altos Community Center	
Descriptions:	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.	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
In-Lieu Park	\$ 3,400,000	\$ 600,000					\$ 4,000,000
Total Funding	3,400,000	600,000	-	-	-	-	4,000,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Design	\$ 2,991,680	\$ 1,008,320					\$ 4,000,000
Construction							
Total Expenditure	2,991,680	1,008,320	-	-	-	-	4,000,000

Remaining budget:	-
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Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Parks and Trails

Project Name:	Hillview/McKenzie Dog Parks	Project # : CF-01032
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Project Budget: \$1,342,688
Status: Design
Department: Parks, Recreation, and Community Service/Maintenance
Location: Hillview Park

2025 COUNCIL PRIORITY AREA	
	Public Safety
	Business Communities
	Circulation Safety and Efficiency
	Environment Sustainability
X	Housing
X	General Government

Descriptions:

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 auxillary 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.

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
In-Lieu Park	\$ 400,000	\$ 1,030,088	\$ -				\$ 1,430,088
Total Funding	400,000	1,030,088	-	-	-	-	1,430,088

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Public Outreach	\$ -						
Design	\$ 75,000	\$ 157,550					\$ 232,550
Construction	\$ -	\$ 1,197,538					\$ 1,197,538
Total Expenditure	75,000	1,355,088	-	-	-	-	1,430,088

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Parks and Trails

Project Name:		Grant Park Facility (Electrical, Hot Water, & HVAC)		Project # : CF-01034	
Project Budget:		\$1,178,000		2025 COUNCIL PRIORITY AREA	
Status:		Construction		X	Public Safety
Department:		Parks, Recreation, and Community Service/Maintenance			Business Communities
Location:		Grant Park			Circulation Safety and Efficiency
Descriptions:				X	Environment Sustainability
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				X	Housing
					General Government

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.

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
In-Lieu Park	\$ 1,178,000	\$ -	\$ -				\$ 1,178,000
Total Funding	1,178,000	-	-	-	-	-	1,178,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Design	\$ 122,000	\$ -					\$ 122,000
Construction	\$ 939,000	\$ 117,020					\$ 1,056,020
Total Expenditure	1,061,000	117,020	-	-	-	-	1,178,020

Remaining budget: (20)

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Parks and Trails

Project Name:		Shoup Park Playground	Project # : CF-01038	
Project Budget: Status: Department: Location: Descriptions:	\$620,000 New Parks, Recreation, and Community Service/Maintenance Shoup Park	2025 COUNCIL PRIORITY AREA		
		Public Safety		
		Business Communities		
		Circulation Safety and Efficiency		
		Environment Sustainability		
		X Housing		
X General Government				
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.				

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
In-Lieu Park	\$ -	\$ 620,000	\$ -				\$ 620,000
Total Funding	-	620,000	-	-	-	-	620,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction	\$ -	\$ 620,000	-				\$ 620,000
Total Expenditure	-	620,000	-	-	-	-	620,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Parks and Trails

Project Name:		Hillview Fitness Equipment	Project # : CF-01041	
Project Budget: Status: Department: Location: Descriptions: This project will redesign and replace the aged outdoor fitness equipment at Hillview Park near the Little League baseball field.	\$145,000	2025 COUNCIL PRIORITY AREA		
	New	Public Safety		
	Parks, Recreation, and Community Service/Maintenance	Business Communities		
	Hillview Park	Circulation Safety and Efficiency		
		Environment Sustainability		
		X	Housing	
			General Government	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
In-Lieu Park	\$ -	\$ 145,000	\$ -				\$ 145,000
Total Funding	-	145,000	-	-	-	-	145,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction	\$ -	\$ 145,000					\$ 145,000
Total Expenditure	-	145,000	-	-	-	-	145,000

Remaining budget:	-
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Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Buildings

Project Name:	San Antonio Club Upgrades	Project # : CF-01043
Project Budget:	\$85,000	2025 COUNCIL PRIORITY AREA ☐ Public Safety ☐ Business Communities ☐ Circulation Safety and Efficiency ☐ Environment Sustainability ☒ Housing ☒ General Government
Status:	New	
Department:	Parks, Recreation, and Community Service/Maintenance	
Location:	San Antonio Club	
Descriptions:	Upgrades to the interior and exterior of the historic facility.	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
In-Lieu Park	\$ -	\$ 85,000					\$ 85,000
Total Funding	-	85,000	-	-	-	-	85,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction		\$ 85,000					\$ 85,000
Total Expenditure	-	85,000	-	-	-	-	85,000

Remaining budget:	-
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Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Buildings

Project Name:	Police Department Building Security Upgrades	Project # : CF-01047														
Project Budget:	\$75,000	<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td>X</td><td>Public Safety</td></tr><tr><td></td><td>Business Communities</td></tr><tr><td></td><td>Circulation Safety and Efficiency</td></tr><tr><td></td><td>Environment Sustainability</td></tr><tr><td></td><td>Housing</td></tr><tr><td></td><td>General Government</td></tr></table>	2025 COUNCIL PRIORITY AREA		X	Public Safety		Business Communities		Circulation Safety and Efficiency		Environment Sustainability		Housing		General Government
2025 COUNCIL PRIORITY AREA																
X	Public Safety															
	Business Communities															
	Circulation Safety and Efficiency															
	Environment Sustainability															
	Housing															
	General Government															
Status:	Ongoing															
Department:	Parks, Recreation, and Community Service/Maintenance															
Location:	1 N San Antonio Rd, Los Altos															
Descriptions:	The Police department security cameras need replacement/upgrading.															

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Technology	\$ 75,000	\$ -	\$ -				\$ 75,000
Total Funding	75,000	-	-	-	-	-	75,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Equipment	\$ -	\$ 75,000					\$ 75,000
Total Expenditure	-	75,000	-	-	-	-	75,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Parks and Trails

Project Name:		Grant Park / Shoup Park Pathway Rehabilitation		Project # : CF-01009	
Project Budget: Status: Department: Location: Descriptions:	\$315,000 New Parks, Recreation, and Community Service/Maintenance City Wide	2025 COUNCIL PRIORITY AREA			
		X	Public Safety		
			Business Communities		
		X	Circulation Safety and Efficiency		
			Environment Sustainability		
		X	Housing		
			General Government		
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.					

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
In-Lieu Park	\$ 30,000	\$ 285,000					\$ 315,000
Total Funding	30,000	285,000	-	-	-	-	315,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction	\$ 30,000	\$ 285,000					\$ 315,000
Total Expenditure	30,000	285,000	-	-	-	-	315,000

Remaining budget:	-
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Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Buildings

Project Name: Caretaker House Demolition and Replacement		Project # : CF-01049													
Project Budget: \$402,000	<table border="1"> <tr> <th colspan="2">2025 COUNCIL PRIORITY AREA</th> </tr> <tr> <td></td> <td>Public Safety</td> </tr> <tr> <td></td> <td>Business Communities</td> </tr> <tr> <td></td> <td>Circulation Safety and Efficiency</td> </tr> <tr> <td>X</td> <td>Environment Sustainability</td> </tr> <tr> <td>X</td> <td>Housing</td> </tr> <tr> <td></td> <td>General Government</td> </tr> </table>	2025 COUNCIL PRIORITY AREA			Public Safety		Business Communities		Circulation Safety and Efficiency	X	Environment Sustainability	X	Housing		General Government
2025 COUNCIL PRIORITY AREA															
		Public Safety													
		Business Communities													
	Circulation Safety and Efficiency														
X	Environment Sustainability														
X	Housing														
	General Government														
Status: New															
Department: Parks, Recreation, and Community Service/Maintenance															
Location: Caretaker House Demolition															
Descriptions: 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.															

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP	\$ 402,000	\$ -	\$ -				\$ 402,000
Total Funding	402,000	-	-	-	-	-	402,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction		\$ 383,516	\$ -				\$ 383,516
Other Costs	\$ 18,484						\$ 18,484
Total Expenditure	18,484	383,516	-	-	-	-	402,000

Remaining budget:	-
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Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Parks and Trails

Project Name: Almond fire station re-roofing		Project # : CF-01056															
Project Budget:	\$250,000	<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td>X</td><td>Public Safety</td></tr><tr><td></td><td>Business Communities</td></tr><tr><td></td><td>Circulation Safety and Efficiency</td></tr><tr><td></td><td>Environment Sustainability</td></tr><tr><td></td><td>Housing</td></tr><tr><td></td><td>General Government</td></tr></table>		2025 COUNCIL PRIORITY AREA		X	Public Safety		Business Communities		Circulation Safety and Efficiency		Environment Sustainability		Housing		General Government
2025 COUNCIL PRIORITY AREA																	
X	Public Safety																
	Business Communities																
	Circulation Safety and Efficiency																
	Environment Sustainability																
	Housing																
	General Government																
Status:	New																
Department:	Parks, Recreation, and Community Service/Maintenance																
Location:	Almond Fire Station																
Descriptions:	Make necessary upgrade and modification of the fire station to accommodate new equipments and address building deficiencies.																

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Facility Maintenance	\$ 250,000	\$ -	\$ -				\$ 250,000
Total Funding	250,000	-	-	-	-	-	250,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Equipment	\$ -	\$ -					
Construction		\$ 250,000					\$ 250,000
Total Expenditure	-	250,000	-	-	-	-	250,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Parks and Trails

Project Name: Grant Playground		Project # : CF-XXXX2
Project Budget: \$620,000 Status: New Department: Parks, Recreation, and Community Service/Maintenance Location: 1575 Holt Ave. Descriptions: This project will upgrade the aging play equipment at Grant Park. The funding includes design and construction services.		2025 COUNCIL PRIORITY AREA
		Public Safety
		Business Communities
		Circulation Safety and Efficiency
		Environment Sustainability
		X Housing
	General Government	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
In-Lieu Park		\$ 620,000					\$ 620,000
Total Funding	-	620,000	-	-	-	-	620,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction		\$ 620,000					\$ 620,000
Total Expenditure	-	620,000	-	-	-	-	620,000

Remaining budget: -

Comments :

Agenda Item # 17.

Project Name: Bus Barn Theatre HVAC unit replacement		Project # : CF-XXXX4															
Project Budget:	\$45,000	<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td></td><td>Public Safety</td></tr><tr><td></td><td>Business Communities</td></tr><tr><td></td><td>Circulation Safety and Efficiency</td></tr><tr><td>X</td><td>Environment Sustainability</td></tr><tr><td></td><td>Housing</td></tr><tr><td>X</td><td>General Government</td></tr></table>		2025 COUNCIL PRIORITY AREA			Public Safety		Business Communities		Circulation Safety and Efficiency	X	Environment Sustainability		Housing	X	General Government
2025 COUNCIL PRIORITY AREA																	
	Public Safety																
	Business Communities																
	Circulation Safety and Efficiency																
X	Environment Sustainability																
	Housing																
X	General Government																
Status:	New																
Department:	Parks, Recreation, and Community Service/Maintenance																
Location:	Bus Barn Theater																
Descriptions:																	
This project is for the purchase and installation of both HVAC units at the Bus Barn Community Theatre in the Civic Center. Both current units are beyond their useful life and one has started failing recently. The new units will be more reliable and more efficient.																	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Facility Maintenance		\$ 45,000					\$ 45,000
Total Funding	-	45,000	-	-	-	-	45,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Equipment		\$ 45,000					\$ 45,000
Total Expenditure	-	45,000	-	-	-	-	45,000

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Buildings

Project Name:	Fire station improvements	Project # : CF-XXXX6
Project Budget:	\$214,000	2025 COUNCIL PRIORITY AREA ☒ Public Safety ☐ Business Communities ☐ Circulation Safety and Efficiency ☐ Environment Sustainability ☐ Housing ☒ General Government
Status:	New	
Department:	Parks, Recreation, and Community Service/Maintenance	
Location:	Almond Fire Station, Loyola Fire Station, Police Station	
Descriptions:	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 Assessment for the Police Department and Fire Facilities (2).	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Facility Maintenance		\$ 214,000					\$ 214,000
Total Funding	-	214,000	-	-	-	-	214,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction		\$ 214,000					\$ 214,000
Total Expenditure	-	214,000	-	-	-	-	214,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Buildings

Project Name: Community Center Café		Project # : CF-XXXX9
Project Budget:	\$165,000	2025 COUNCIL PRIORITY AREA Public Safety Business Communities Circulation Safety and Efficiency Environment Sustainability Housing ☒ General Government
Status:	New	
Department:	Parks, Recreation, and Community Service/Maintenance	
Location:	Community Center	
Descriptions:	Complete the construction documents and permitting, purchase the appliances, and complete the construction for a new café inside the Los Altos Community Center.	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
In-Lieu Park	\$ -	\$ 165,000					\$ 165,000
Total Funding	-	165,000	-	-	-	-	165,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Design	\$ -	\$ 15,000					\$ 15,000
Construction		\$ 150,000					\$ 150,000
Total Expenditure	-	165,000	-	-	-	-	165,000

Remaining budget:	-
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Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Buildings

Project Name:	New Police Building Design	Project # : CF-XXX10
Project Budget:	\$300,000	2025 COUNCIL PRIORITY AREA ☒ Public Safety ☐ Business Communities ☐ Circulation Safety and Efficiency ☒ Environment Sustainability ☐ Housing ☐ General Government
Status:	New	
Department:	Public Safety	
Location:	Police building	
Descriptions:	This project focuses on the planning and architectural development of a modern facility to support effective law enforcement operations and community engagement. It may include admin office, secure detention areas, evidence storage, public service counters, and parking.	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Facility Maintenance		\$ 300,000					\$ 300,000
Total Funding	-	300,000	-	-	-	-	300,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Design		\$ 300,000					\$ 300,000
Total Expenditure	-	300,000	-	-	-	-	300,000

Remaining budget:	-
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Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Buildings

Project Name:	Police Substation Landscaping	Project # : CF-XXX11
Project Budget:	\$44,500	2025 COUNCIL PRIORITY AREA ☒ Public Safety ☐ Business Communities ☐ Circulation Safety and Efficiency ☒ Environment Sustainability ☐ Housing ☐ General Government
Status:	New	
Department:	Parks, Recreation, and Community Service/Maintenance	
Location:	999 Fremont Ave.	
Descriptions:	This project is to enhance the exterior environment surrounding the substation through thoughtful landscape design and improvement. It will focus on creating a professional, welcoming, and low-maintenance outdoor space that supports safety, visibility, and community perception.	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP		\$ 44,500					\$ 44,500
Total Funding	-	44,500	-	-	-	-	44,500

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction		\$ 44,500					\$ 44,500
Total Expenditure	-	44,500	-	-	-	-	44,500

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Technology

Project Name: Police Records Management & Dispatch System **Project # :** CD-01006

Project Budget: \$247,000

Status: Ongoing

Department: Public Safety

Location: Police department

Descriptions:

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

2025 COUNCIL PRIORITY AREA

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

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP	\$ 247,000	\$ -					\$ 247,000
Total Funding	247,000	-	-	-	-	-	247,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Other Costs	\$ -	\$ 183,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 247,000
Total Expenditure	-	183,000	16,000	16,000	16,000	16,000	247,000

Remaining budget: -

Comments : \$183,000 will be spent for implementation and Year 1 of support. Each of the next 4 years will have ongoing costs of approximately \$16,000 per year.

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Buildings

Project Name: Halsey House Rehabilitation		Project # : CF-01004														
Project Budget:	\$320,000	<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td></td><td>Public Safety</td></tr><tr><td></td><td>Business Communities</td></tr><tr><td></td><td>Circulation Safety and Efficiency</td></tr><tr><td></td><td>Environment Sustainability</td></tr><tr><td>X</td><td>Housing</td></tr><tr><td>X</td><td>General Government</td></tr></table>	2025 COUNCIL PRIORITY AREA			Public Safety		Business Communities		Circulation Safety and Efficiency		Environment Sustainability	X	Housing	X	General Government
2025 COUNCIL PRIORITY AREA																
	Public Safety															
	Business Communities															
	Circulation Safety and Efficiency															
	Environment Sustainability															
X	Housing															
X	General Government															
Status:	Ongoing															
Department:	Public Works/Engineering															
Location:	Redwood Grove															
Descriptions:	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.															

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP	\$ 210,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 320,000
Total Funding	210,000	30,000	20,000	20,000	20,000	20,000	320,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Maintenance	\$ 52,607	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 162,607
Environmental	\$ -	\$ 157,393	\$ -				\$ 157,393
Total Expenditure	52,607	187,393	20,000	20,000	20,000	20,000	320,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Civic Facilities-Buildings

Project Name:	999 Fremont	Project # : CF-01006
Project Budget:	\$210,000	2025 COUNCIL PRIORITY AREA ☒ Public Safety ☐ Business Communities ☐ Circulation Safety and Efficiency ☐ Environment Sustainability ☐ Housing ☒ General Government
Status:	Design	
Department:	Public Works/Engineering	
Location:	999 Fremont Ave.	
Descriptions:	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.	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP	\$ 110,000	\$ 100,000	\$ -				\$ 210,000
Total Funding	110,000	100,000	-	-	-	-	210,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction	\$ 69,500	\$ 140,500					\$ 210,000
Total Expenditure	69,500	140,500	-	-	-	-	210,000

Remaining budget:	-
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Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Transportation-Pedestrian/Bicycle Safety

Project Name:	City-owned Sidewalk Assessment	Project # : TS-01005
Project Budget:	\$50,000	2025 COUNCIL PRIORITY AREA ☒ Public Safety ☐ Business Communities ☐ Circulation Safety and Efficiency ☒ Environment Sustainability ☐ Housing ☒ General Government
Status:	Ongoing	
Department:	Public Works/Engineering	
Location:	City Wide	
Descriptions:	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.	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP	\$ -	\$ 50,000	\$ -				\$ 50,000
Total Funding	-	50,000	-	-	-	-	50,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Project Admin	\$ -						
Design							
Construction							
Other Costs		\$ 50,000					\$ 50,000
Total Expenditure	-	50,000	-	-	-	-	50,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Transportation-Streets/Roadways

Project Name: Fremont Ave Pedestrian Bridge Rehabilitation **Project # :** TS-01055

Project Budget: \$850,000

Status: Design

Department: Public Works/Engineering

Location: Fremont Avenue's Pedestrian Bridge

Descriptions:

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.

2025 COUNCIL PRIORITY AREA

X	Public Safety
	Business Communities
X	Circulation Safety and Efficiency
	Environment Sustainability
	Housing
	General Government

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP	\$ 294,729	\$ 315,271	\$ 240,000				\$ 850,000
Total Funding	294,729	315,271	240,000	-	-	-	850,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Project Admin	\$ -	\$ 11,000					\$ 11,000
Construction		\$ 355,000	\$ 484,000				\$ 839,000
Total Expenditure	-	366,000	484,000	-	-	-	850,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Wastewater Systems

Project Name: Annual Structural Reach Replacement		Project # : WW-01002
Project Budget: \$3,657,005 Status: Ongoing Department: Public Works/Sewers Location: Citywide Descriptions: 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.	2025 COUNCIL PRIORITY AREA	
	Public Safety	
	Business Communities	
	Circulation Safety and Efficiency	
	X Environment Sustainability	
Housing		
X General Government		

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Sewer	\$ 1,407,005	\$ -	\$ 225,000	\$ 900,000	\$ 225,000	\$ 900,000	\$ 3,657,005
Total Funding	1,407,005	-	225,000	900,000	225,000	900,000	3,657,005

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Design	\$ -	\$ -		\$ 900,000		\$ 900,000	\$ 1,800,000
Construction	\$ 1,080,000	\$ 327,005	\$ 225,000		\$ 225,000		\$ 1,857,005
Other Costs		\$ -					
Total Expenditure	1,080,000	327,005	225,000	900,000	225,000	900,000	3,657,005

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Wastewater Systems

Project Name:	Annual Root Foaming	Project # : WW-01003	
Project Budget:	\$1,000,000	2025 COUNCIL PRIORITY AREA	
Status:	Ongoing	Public Safety	
Department:	Public Works/Sewers	Business Communities	
Location:	Citywide	Circulation Safety and Efficiency	
Descriptions:	☒		Environment Sustainability
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.		☐	Housing
		☒	General Government

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Sewer	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
Total Funding	-	200,000	200,000	200,000	200,000	200,000	1,000,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Maintenance	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
Total Expenditure	-	200,000	200,000	200,000	200,000	200,000	1,000,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Wastewater Systems

Project Name:	Annual Fats, Oils, Grease Program (FOG)	Project # : WW-01006														
Project Budget:	\$340,000	<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td></td><td>Public Safety</td></tr><tr><td></td><td>Business Communities</td></tr><tr><td></td><td>Circulation Safety and Efficiency</td></tr><tr><td>X</td><td>Environment Sustainability</td></tr><tr><td></td><td>Housing</td></tr><tr><td>X</td><td>General Government</td></tr></table>	2025 COUNCIL PRIORITY AREA			Public Safety		Business Communities		Circulation Safety and Efficiency	X	Environment Sustainability		Housing	X	General Government
2025 COUNCIL PRIORITY AREA																
	Public Safety															
	Business Communities															
	Circulation Safety and Efficiency															
X	Environment Sustainability															
	Housing															
X	General Government															
Status:	Ongoing															
Department:	Public Works/Sewers															
Location:	Citywide															
Descriptions:	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.															

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Sewer	\$ 60,000	\$ 52,000	\$ 52,000	\$ 54,000	\$ 56,000	\$ 58,000	\$ 332,000
Total Funding	60,000	52,000	52,000	54,000	56,000	58,000	332,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Other Costs	\$ 52,000	\$ 60,000	\$ 52,000	\$ 54,000	\$ 56,000	\$ 58,000	\$ 332,000
Total Expenditure	52,000	60,000	52,000	54,000	56,000	58,000	332,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Wastewater Systems

Project Name:	Sewer System Management Plan Update	Project # : WW-01009														
Project Budget:	\$298,772	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">2025 COUNCIL PRIORITY AREA</th> </tr> <tr> <td>☐</td> <td>Public Safety</td> </tr> <tr> <td>☐</td> <td>Business Communities</td> </tr> <tr> <td>☐</td> <td>Circulation Safety and Efficiency</td> </tr> <tr> <td>☒</td> <td>Environment Sustainability</td> </tr> <tr> <td>☐</td> <td>Housing</td> </tr> <tr> <td>☒</td> <td>General Government</td> </tr> </table>	2025 COUNCIL PRIORITY AREA		☐	Public Safety	☐	Business Communities	☐	Circulation Safety and Efficiency	☒	Environment Sustainability	☐	Housing	☒	General Government
2025 COUNCIL PRIORITY AREA																
☐	Public Safety															
☐	Business Communities															
☐	Circulation Safety and Efficiency															
☒	Environment Sustainability															
☐	Housing															
☒	General Government															
Status:	Ongoing															
Department:	Public Works/Sewers															
Location:	Citywide															
Descriptions:	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).															

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Sewer	\$ 75,000	\$ -	\$ 25,000	\$ 50,000	\$ 25,000	\$ 50,000	\$ 225,000
Total Funding	75,000	-	25,000	50,000	25,000	50,000	225,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Other Costs	\$ 1,229	\$ 73,771	\$ 25,000	\$ 50,000	\$ 25,000	\$ 50,000	\$ 225,000
Total Expenditure	1,229	73,771	25,000	50,000	25,000	50,000	225,000

Remaining budget:	-
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Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Wastewater Systems

Project Name: Sanitary Sewer Video Inspection **Project # :** WW-01011

Project Budget: \$2,200,000

Status: Ongoing

Department: Public Works/Sewers

Location: Citywide

Descriptions:

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.

2025 COUNCIL PRIORITY AREA

Public Safety

Business Communities

Circulation Safety and Efficiency

☒ Environment Sustainability

Housing

☒ General Government

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Sewer	\$ 440,000	\$ -	\$ 440,000	\$ 440,000	\$ 440,000	\$ 440,000	\$ 2,200,000
Total Funding	440,000	-	440,000	440,000	440,000	440,000	2,200,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Other Costs	\$ 731	\$ 439,269	\$ 440,000	\$ 440,000	\$ 440,000	\$ 440,000	\$ 2,200,000
Total Expenditure	731	439,269	440,000	440,000	440,000	440,000	2,200,000

Remaining budget:

-

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Wastewater Systems

Project Name: Adobe Creek Sewer Main Replacement		Project # : WW-01012															
Project Budget:	\$7,300,000	<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td></td><td>Public Safety</td></tr><tr><td></td><td>Business Communities</td></tr><tr><td></td><td>Circulation Safety and Efficiency</td></tr><tr><td>X</td><td>Environment Sustainability</td></tr><tr><td></td><td>Housing</td></tr><tr><td>X</td><td>General Government</td></tr></table>		2025 COUNCIL PRIORITY AREA			Public Safety		Business Communities		Circulation Safety and Efficiency	X	Environment Sustainability		Housing	X	General Government
2025 COUNCIL PRIORITY AREA																	
	Public Safety																
	Business Communities																
	Circulation Safety and Efficiency																
X	Environment Sustainability																
	Housing																
X	General Government																
Status:	Design																
Department:	Public Works/Sewers																
Location:	Along Adobe Creek between South Edith Avenue and Manresa Way																
Descriptions:	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.																

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Sewer	\$ 250,000	\$ 250,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 7,300,000
Total Funding	250,000	250,000	1,700,000	1,700,000	1,700,000	1,700,000	7,300,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Design	\$ 8,040	\$ 250,000					\$ 258,040
Construction			\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 6,800,000
Other Costs		\$ 241,960					\$ 241,960
Total Expenditure	8,040	491,960	1,700,000	1,700,000	1,700,000	1,700,000	7,300,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Wastewater Systems

Project Name: Document Scanning		Project # : WW-01013															
Project Budget:	\$900,000	<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td></td><td>Public Safety</td></tr><tr><td></td><td>Business Communities</td></tr><tr><td></td><td>Circulation Safety and Efficiency</td></tr><tr><td>X</td><td>Environment Sustainability</td></tr><tr><td></td><td>Housing</td></tr><tr><td>X</td><td>General Government</td></tr></table>		2025 COUNCIL PRIORITY AREA			Public Safety		Business Communities		Circulation Safety and Efficiency	X	Environment Sustainability		Housing	X	General Government
2025 COUNCIL PRIORITY AREA																	
	Public Safety																
	Business Communities																
	Circulation Safety and Efficiency																
X	Environment Sustainability																
	Housing																
X	General Government																
Status:	New																
Department:	Public Works/Sewers																
Location:	City Hall																
Descriptions:	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.																

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Sewer	\$ -	\$ 300,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 900,000
Total Funding	-	300,000	150,000	150,000	150,000	150,000	900,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Other Costs	\$ -	\$ 300,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 900,000
Total Expenditure	-	300,000	150,000	150,000	150,000	150,000	900,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Civic Facilities-Buildings

Project Name: Civic Center Parking		Project # : CF-XXXX1
Project Budget:	\$250,000	2025 COUNCIL PRIORITY AREA ☐ Public Safety ☐ Business Communities ☐ Circulation Safety and Efficiency ☒ Environment Sustainability ☐ Housing ☒ General Government
Status:	New	
Department:	Public Works/Streets	
Location:	Civic Center	
Descriptions:	City Manager Office/Economic Development	
This project aims to improve accessibility, efficiency, and user experience related to parking facilities at the Civic Center. Key focus areas can include increasing parking capacity, improving signage and safety features, and ensuring ADA compliance.		

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP		\$ 70,000					\$ 70,000
In-Lieu Park		\$ 180,000					\$ 180,000
Total Funding	-	250,000	-	-	-	-	250,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction		\$ 250,000					\$ 250,000
Total Expenditure	-	250,000	-	-	-	-	250,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Transportation-Streets/Roadways

Project Name: Downtown Parking lot resurfacing		Project # : CF-01057															
Project Budget:	\$1,750,000	<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td>X</td><td>Public Safety</td></tr><tr><td>X</td><td>Business Communities</td></tr><tr><td>X</td><td>Circulation Safety and Efficiency</td></tr><tr><td></td><td>Environment Sustainability</td></tr><tr><td></td><td>Housing</td></tr><tr><td>X</td><td>General Government</td></tr></table>		2025 COUNCIL PRIORITY AREA		X	Public Safety	X	Business Communities	X	Circulation Safety and Efficiency		Environment Sustainability		Housing	X	General Government
2025 COUNCIL PRIORITY AREA																	
X	Public Safety																
X	Business Communities																
X	Circulation Safety and Efficiency																
	Environment Sustainability																
	Housing																
X	General Government																
Status:	Design																
Department:	Public Works/Transportation																
Location:	Downtown Central Parking Lot 4, 5 and 6																
Descriptions:	To prepare topographic survey of all parking lots in the downtown area. Design and reconstruct Parking lot 4, 5 and 6.																

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP	\$ 750,000	\$ 500,000					\$ 1,250,000
Downtown Parking		\$ 500,000					\$ 500,000
Total Funding	750,000	1,000,000	-	-	-	-	1,750,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction		\$ 1,578,678					\$ 1,578,678
Design	\$ 171,322						\$ 171,322
Total Expenditure	171,322	1,578,678	-	-	-	-	1,750,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Transportation-Streets/Roadways

Project Name: Annual Street Resurfacing		Project # : TS-01001
Project Budget: \$18,319,474 Status: Ongoing Department: Public Works/Transportation Location: Streets and Roads of Los Altos Descriptions: 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.	2025 COUNCIL PRIORITY AREA	
	X	Public Safety
		Business Communities
	X	Circulation Safety and Efficiency
		Environment Sustainability
	Housing	
	X General Government	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP	\$ 2,171,491	\$ 1,467,542	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 9,639,033
Gas Tax		\$ 443,031	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,443,031
Measure B	\$ 904,788	\$ 553,789	\$ 622,411	\$ 622,411	\$ 622,411	\$ 622,411	\$ 3,948,221
RMAA	\$ 542,873	\$ 304,584	\$ 360,433	\$ 360,433	\$ 360,433	\$ 360,433	\$ 2,289,189
Total Funding	3,619,152	2,768,946	2,982,844	2,982,844	2,982,844	2,982,844	18,319,474

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Project Admin							
Design	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,800,000
Construction	\$ 1,350,234	\$ 4,437,865	\$ 2,682,844	\$ 2,682,844	\$ 2,682,844	\$ 2,682,844	\$ 16,519,475
Other Costs							
Total Expenditure	1,650,234	4,737,865	2,982,844	2,982,844	2,982,844	2,982,844	18,319,475

Remaining budget: (0)

Comments : The project locations are as follows: Springer Rd from Foothill to 905 Springer Rd; Laver Ct from St. Joseph Ave to the end; Shelby Lane from Cuest Dr to End; Stoneheaven Dr from St. Matthew to End; University Ave from Edith Ave to Burke Rd; Loma Prieta Ct from Miramonte Ave to End; Alicia Ave from Almond Ave to Jardin Ave; Camellia Way from Camellia Way to End; Newcastle from Grant to Fremont; Jay St from Clark Ave to El Monte.

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Transportation-Streets/Roadways

Project Name: Street Striping		Project # : TS-01003														
Project Budget:	\$1,741,000	<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td>X</td><td>Public Safety</td></tr><tr><td></td><td>Business Communities</td></tr><tr><td>X</td><td>Circulation Safety and Efficiency</td></tr><tr><td></td><td>Environment Sustainability</td></tr><tr><td></td><td>Housing</td></tr><tr><td>X</td><td>General Government</td></tr></table>	2025 COUNCIL PRIORITY AREA		X	Public Safety		Business Communities	X	Circulation Safety and Efficiency		Environment Sustainability		Housing	X	General Government
2025 COUNCIL PRIORITY AREA																
X	Public Safety															
	Business Communities															
X	Circulation Safety and Efficiency															
	Environment Sustainability															
	Housing															
X	General Government															
Status:	Ongoing															
Department:	Public Works/Transportation															
Location:	Streets and Roads of Los Altos															
Descriptions:	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.															

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Gas Tax	\$ 294,600	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,044,600
Vehicle Registration Fee	\$ 196,400	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 696,400
Total Funding	491,000	250,000	250,000	250,000	250,000	250,000	1,741,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Project Admin							
Design							
Construction	\$ 491,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,741,000
Other Costs							
Total Expenditure	491,000	250,000	250,000	250,000	250,000	250,000	1,741,000

Remaining budget: -

Comments : This project will comply with latest pavement marking requirements by placing thermoplastic pavement striping with reflective beads. The new striping will improve striping visibility and comply with the City's Complete Streets Master Plan, where appropriate, to improve sfe access for bicycles and pedestrians and safer routes to schools.

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Transportation-Streets/Roadways

Project Name: Annual Street Slurry Seal		Project # : TS-01004														
Project Budget:	\$5,451,611	<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td>X</td><td>Public Safety</td></tr><tr><td></td><td>Business Communities</td></tr><tr><td>X</td><td>Circulation Safety and Efficiency</td></tr><tr><td></td><td>Environment Sustainability</td></tr><tr><td></td><td>Housing</td></tr><tr><td>X</td><td>General Government</td></tr></table>	2025 COUNCIL PRIORITY AREA		X	Public Safety		Business Communities	X	Circulation Safety and Efficiency		Environment Sustainability		Housing	X	General Government
2025 COUNCIL PRIORITY AREA																
X	Public Safety															
	Business Communities															
X	Circulation Safety and Efficiency															
	Environment Sustainability															
	Housing															
X	General Government															
Status:	Ongoing															
Department:	Public Works/Engineering															
Location:	City Wide															
Descriptions:	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.															

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP	\$ 360,360	\$ 194,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,354,360
Gas Tax	\$ 617,760	\$ 368,600	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 2,386,360
Measure B	\$ 34,320	\$ 9,700	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,644,020
Vehicle Registration Fee	\$ 703,560	\$ 397,700	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 1,181,260
Total Funding	1,716,000	970,000	970,000	970,000	970,000	970,000	6,566,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Project Admin	\$ -	\$ -					
Design	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000
Construction	\$ 1,516,000	\$ 770,000	\$ 770,000	\$ 770,000	\$ 770,000	\$ 770,000	\$ 5,366,000
Other Costs							
Total Expenditure	1,716,000	970,000	970,000	970,000	970,000	970,000	6,566,000

Remaining budget: -

Comments : The following roads will be microsurfaced. Main Street from State Street to Foothill Expressway; State Street from First Street to Main Street; University Ave from 210' S of Lincoln Ave to Burk Road, El Monte from Cuesta Drive to Clark Avenue, Grant Avenue from Homestead Road to Grant Ave/Foothill Expressway.,

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Transportation-Pedestrian/Bicycle Safety

Project Name: Annual Traffic Sign Replacement		Project # : TS-01006
Project Budget: \$1,250,000 Status: Ongoing Department: Public Works/Engineering Location: Streets and Roads of Los Altos Descriptions: 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.	2025 COUNCIL PRIORITY AREA	
	X	Public Safety
		Business Communities
	X	Circulation Safety and Efficiency
		Environment Sustainability
	Housing	
X	General Government	

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
RMAA		\$ 50,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,250,000
Total Funding	-	50,000	300,000	300,000	300,000	300,000	1,250,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Project Admin							
Design							
Construction		\$ 50,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,250,000
Other Costs							
Total Expenditure	-	50,000	300,000	300,000	300,000	300,000	1,250,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Transportation-Streets/Roadways

Project Name:		Maintenance and replacement of various traffic and pedestrian systems	Project # : TS-01057															
Project Budget:	\$2,310,000		<table><tr><th colspan="2">2025 COUNCIL PRIORITY AREA</th></tr><tr><td>X</td><td>Public Safety</td></tr><tr><td></td><td>Business Communities</td></tr><tr><td>X</td><td>Circulation Safety and Efficiency</td></tr><tr><td></td><td>Environment Sustainability</td></tr><tr><td></td><td>Housing</td></tr><tr><td></td><td>General Government</td></tr></table>		2025 COUNCIL PRIORITY AREA		X	Public Safety		Business Communities	X	Circulation Safety and Efficiency		Environment Sustainability		Housing		General Government
2025 COUNCIL PRIORITY AREA																		
X	Public Safety																	
	Business Communities																	
X	Circulation Safety and Efficiency																	
	Environment Sustainability																	
	Housing																	
	General Government																	
Status:	Construction																	
Department:	Public Works/Transportation																	
Location:	Up to 18 Intersections in Los Altos																	
Descriptions:																		
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.																		

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
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
Total Funding	580,000	250,000	370,000	370,000	370,000	370,000	2,310,000
Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Design Admin							
Construction	\$ 580,000	\$ 250,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 2,310,000
Other Costs							
Total Expenditure	580,000	250,000	370,000	370,000	370,000	370,000	2,310,000

Remaining budget: -

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Transportation-Pedestrian/Bicycle Safety

Project Name:	Intersection Access Barrier Removal	Project # : TS-01058
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Project Budget: \$129,734
Status: Construction
Department: Public Works/Transportation
Location: Hetchy pathway

2025 COUNCIL PRIORITY AREA	
	Public Safety
	Business Communities
X	Circulation Safety and Efficiency
X	Environment Sustainability
	Housing
X	General Government

Descriptions:

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.

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Grant	\$ 129,734	\$ -					\$ 129,734
Total Funding	129,734	-	-	-	-	-	129,734

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction	\$ 77,300	\$ 52,434					\$ 129,734
Total Expenditure	77,300	52,434	-	-	-	-	129,734

Remaining budget:	-
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Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Transportation-Pedestrian/Bicycle Safety

Project Name: San Antonio Road Complete Street Project

Project # : TS-01062

Project Budget: \$9,122,000

Status: Design

Department: Public Works/Transportation

Location: San Antonio Road

Descriptions:

This project would employ best practice street design principles to create designated space for each mode of transportation, 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.

2025 COUNCIL PRIORITY AREA

X	Public Safety
	Business Communities
X	Circulation Safety and Efficiency
	Environment Sustainability
	Housing
X	General Government

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
OBAG	\$ 1,120,000		\$ 6,178,000				\$ 7,298,000
Traffic Impact Fees	\$ 283,000		\$ 950,000				\$ 1,233,000
Vehicle Registration Fee	\$ -		\$ 591,000				\$ 591,000
Total Funding	1,403,000	-	7,719,000	-	-	-	9,122,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Project Admin	\$ -	\$ 20,000	\$ 20,000				\$ 40,000
Design		\$ 1,383,000					\$ 1,383,000
Construction			\$ 7,349,000				\$ 7,349,000
Construction Mgmt			\$ 250,000				\$ 250,000
Other Costs			\$ 100,000				\$ 100,000
Total Expenditure	-	1,403,000	7,719,000	-	-	-	9,122,000

Remaining budget:

-

Comments :

Capital Improvement and Major Maintenance Program

Agenda Item # 17.

Transportation-Pedestrian/Bicycle Safety

Project Name:		El Camino Real ADA Ramp & Sidewalk Assessment	Project # : TS-XXXX1	
Project Budget:	\$95,000	2025 COUNCIL PRIORITY AREA Public Safety Business Communities X Circulation Safety and Efficiency X Environment Sustainability Housing General Government		
Status:	New			
Department:	Public Works/Streets			
Location:	El Camino Real			
Descriptions:	This project involves assessing ramps and sidewalks along El Camino Real at the City limits to determine compliance with current ADA standards. The resulting report will identify deficiencies and prioritize necessary accessibility improvements.			

Cumulative Appropriation by Funding Source	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
CIP		\$ 95,000					\$ 95,000
Total Funding	-	95,000	-	-	-	-	95,000

Expenditures	Prior years	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total
Construction		\$ 95,000					\$ 95,000
Total Expenditure	-	95,000	-	-	-	-	95,000

Remaining budget: -

Comments :

Appendices

APPENDIX A: GLOSSARY OF TERMS

ACCRUAL BASIS OF ACCOUNTING

The method of accounting under which transactions are recognized when they occur regardless of the timing of related cash flows.

ADA

Americans with Disabilities Act

ADMINISTRATIVE CHARGE

A transfer of monies to the General Fund to reimburse the General Fund for work performed in other funds by an employee whose salary is budgeted in the General Fund.

APPROPRIATION

An authorization made by the City Council that permits City departments to make expenditures of governmental resources. All appropriations that have not been expended or lawfully encumbered return to the original fund. The City Council may increase or decrease appropriations by majority vote. The City Manager may transfer appropriations within a department. All increases or transfers between funds or specific capital projects must be approved by the City Council.

APPROPRIATIONS LIMIT

As a governmental entity in the State of California, the City is subject to the Gann Spending Limit Initiative, which limits the amount of annual appropriations of tax proceeds. See City Financial Information to review the calculation.

AQMD

Air Quality Management District

ASSESSED VALUATION

The dollar value assigned to real estate or other property, by Santa Clara County for the purpose of levying property taxes.

ASSET

Resources owned or held that have an economic value.

BALANCED BUDGET

A budget in which income (revenue) is equal to or greater than expenditures.

BEGINNING FUND BALANCE

The balance of a fund including restricted, assigned, committed and unassigned values carrying over into the following year.

BOND

A written promise to pay a designated amount (called the principal) at a specific date in the future, together with periodic interest at a specified rate. In the Financial Plan, these payments are identified as debt service. Bonds are usually used to obtain long-term financing for capital improvements.

BOND RATING

An opinion of a credit rating agency as to a debt issuer’s overall financial capacity to meet its financial commitments as they come due. It is a measure of risk associated with a debt issuer’s ability to pay its debt.

BUDGET - OPERATING

A fiscal plan detailing current operating programs, including an estimate of adopted expenditures and the means to finance them.

CARB

California Air Resources Board

CalPERS

California Public Employees’ Retirement System

CALTRANS

California Department of Transportation

CAPITAL IMPROVEMENT (CAPITAL PROJECT)

Refers to a specific project in the CIP. The City budgets at the project level. Capital projects are major projects (water lines, streets, parks, buildings, etc.) having a long-term nature/life, constructed or acquired for the public good.

CAPITAL IMPROVEMENT PROGRAM (CIP)

A five-year fiscal plan detailing the amount and timing of anticipated capital expenditures. Council adopts the first year of the CIP and approves the entire five-year plan in concept. It is updated annually with the adoption of the budget.

CAPITAL OUTLAY

These expenditures result in the acquisition of, or addition of, capital assets or infrastructure. They may occur in an operating program (e.g., the purchase of computers) or a capital project (e.g., land acquisition). Conversely, a capital project may have other categories of expense (e.g.,

labor costs for administrative personnel working on the project or other operating costs for materials and/or supplies that are not capital items).

CAPITAL PROJECTS FUNDS

established to account for resources used for the acquisition and construction of capital facilities by the City, except those financed by proprietary funds. The individual funds comprising this grouping include the Capital Projects Fund, Real Property Proceeds Fund, and the Community Facilities Renewal Fund and other dedicated special revenue funds. These and other funds (including Special Revenue, Enterprise and General Fund) comprise the funding sources for the CIP.

CASH BASIS OF ACCOUNTING

A basis of accounting under which revenue and expenses are recognized when cash is received and cash is paid.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

A federally funded program, the main objective of which is the development of viable urban communities through the provision of decent housing, a suitable living environment and economic opportunity, principally for low to moderate income persons.

COMPREHENSIVE ANNUAL FINANCIAL REPORT

The audited annual financial report of a government, which encompasses all funds.

CONSUMER PRICE INDEX (CPI)

An index that tracks the prices of a specified set of goods and services purchased by consumers, providing a measure of inflation (often considered a cost-of-living index).

COST RECOVERY

The extent to which costs are attributed directly to a service or program, as well as a reasonable share of indirect costs related to the service or program, that are recovered through charges for fees, charges or other revenues.

DEBT SERVICE

The repayment of principal and/or interest on borrowed funds.

DEBT SERVICE FUNDS

Governmental fund type used to account for the accumulation of resources for, and the payment of, general long- term debt principal and interest.

DEPARTMENT

A major administrative unit of the City, which indicates overall management responsibility for an operation or a group of related operations within a functional area, and the organizational level at which the budget is adopted and controlled.

DEPRECIATION

A non-cash expense representing the systemic and rational allocation of the cost of a capital asset over its useful life.

DIVISION

An organizational unit that indicates management responsibility for an operation or group of related operations within a functional area, subordinate to the department level of the organization.

ENCUMBRANCE

Commitment related to unperformed contracts for goods or services.

ENTERPRISE FUNDS

Funds established to account for the operations and financing of self-supporting activities of a governmental unit that renders services on a user charge basis to the general public, similar to private business enterprises. The following funds operate the Wastewater Fund on an enterprise basis.

EXPENDITURE

The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

EXPENSE

Charges incurred (whether paid immediately or accrued) for operations, maintenance, interest or other charges.

FISCAL YEAR (FY)

The fiscal year for the City begins on July 1 of each year and ends on June 30 of the following year. It is designated by the calendar year in which it ends.

FTE (FULL-TIME EQUIVALENT)

The equivalent of a full-time position for one year, based on 1.0 FTE equaling 2,080 hours.

FUNCTION

An operational grouping of related departments.

FUND

An independent fiscal and accounting entity with a self-balancing set of accounts.

FUND BALANCE CLASSIFICATIONS

Fund balance is defined as the difference between assets and liabilities. Beginning in FY 2010/11, the City is required to reclassify fund balances into the following five categories to comply with the Governmental Accounting Standards Board Statement (GASB) No. 54, Fund Balance and Governmental Fund Types.

- Nonspendable
This is a portion of fund balance not available for appropriations by its nature or external restriction. Examples are inventories and donations that require intact principal values.
- Spendable
Restricted: The restricted portion of fund balance is subject to externally enforceable legal restrictions. Examples are Gas Tax revenues and grant proceeds.
- Committed
The committed portion of fund balance is constrained by the limitations imposed through formal City Council action. Only formal City Council action can remove or modify a previously committed amount.
- Assigned
The Assigned portion of fund balance is established for intended use by either the City Council or its designee, such as the City Manager. No formal City Council action is needed to remove the intended use. GAAP required reserves, such as the Other Post-Employment Benefits (OPEB) reserve, belong to this category. The Fiscal Policy and State Revenue Stabilization policy balances belong to this category.
- Unassigned
The Unassigned portion of fund balance is that remaining after the non-spendable, the restricted, the committed, and the assigned fund balances are identified and recorded.

GENERAL FUND

This fund is one of five governmental fund types and typically serves as the chief operating fund of a government. The General Fund is used to account for all financial resources except those required to be accounted for in another fund.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

The conventions, rules, and procedures that serve as the norm for the fair presentation of financial statements.

GENERAL OBLIGATION BONDS

Bonds that are issued and secured by either the full faith and credit of the issuing government or by a promise to levy property taxes in an unlimited amount, as necessary to pay debt service, or

both. General obligation bonds of local agencies are typically only payable from ad valorem property taxes.

GEOGRAPHIC INFORMATION SYSTEM (GIS)

A computer system capable of integrating, storing, editing, analyzing, sharing, and displaying geographically-referenced information.

GFOA

Government Finance Officers Association

GOVERNMENTAL FUNDS

Funds generally used to account for tax-supported activities. There are five different types of governmental funds. Los Altos' governmental funds include the General Fund, Other General Purpose funds, Special Revenue funds, Debt Service funds and Capital Projects funds.

GRANT

A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending on the grant.

INDIRECT COST

A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

INFRASTRUCTURE

The physical assets of a government (e.g., streets, sewers, public buildings and parks).

INTERNAL SERVICE FUNDS

Used to account for the financing of centralized services to different funds and City departments on a cost reimbursement basis (including replacement costs). Internal Service funds of the City include Workers' Compensation, Liability and Dental Insurance.

MODIFIED ACCRUAL BASIS OF ACCOUNTING

The basis of accounting, according to which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

OBJECTIVE

A specific, measurable goal formally established at the division level of the organization.

PERSONNEL SERVICES

A budget category used to capture the costs associated with employing full-time and part-time employees.

PROPRIETARY FUND

Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: Enterprise funds and Internal Service funds.

OPERATING EXPENDITURE

Personnel, materials and services, and capital outlay expenses required for a department to function.

OPERATING RESERVES

Unrestricted funds usually accumulated over several years, that are available for appropriation (also see Unreserved Fund Balance).

OPERATING REVENUES

Funds the government receives as income to pay for ongoing operations, such as taxes, fees from specific services, interest earnings, and grant revenues.

PAY-AS-YOU-GO BASIS

A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

REVENUE

Sources of income financing the operations of government.

RFP

Request for Proposal

SPECIAL REVENUE FUNDS

Used to account for the revenue derived from specific taxes or other earmarked revenue sources (other than for major capital projects) that are restricted by law or administrative action for expenditures to be used for specific purposes.

STRUCTURAL DEFICIT

A fiscal imbalance created when ongoing expenditures exceed ongoing revenues.

STRUCTURAL REDUCTIONS

Measures that either decrease or eliminate ongoing costs or generate new, ongoing revenues.

TRANSIENT OCCUPANCY TAX (TOT)

A tax on hotel, motel and timeshare stays of less than 30 days. The rate is currently 14%.

TRIPLE FLIP

This budget measure has officially expired. In March 2004, California voters approved the Governor's budget measure which called for (among other things) the implementation of the "Triple Flip" to generate a dedicated revenue stream for bond repayment. One-quarter of sales tax revenues were re-directed by the State and replaced with an equal amount of property tax revenues. Because the basis for the calculation of this replacement revenue continued to be the amount of taxable sales generated, the City recorded this replacement revenue in the sales tax category.

USER CHARGES

The payment of a fee for direct receipt of a public service by the party who benefits from the service.

UNRESERVED FUND BALANCE (also known as unrestricted fund balance)

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

Appendix B:

Resolutions

RESOLUTION NO. 2025-51

**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 Article 13B.

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: Dailey, Fligor, Lang, Meadows, Weinberg

NOES:

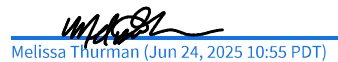
ABSENT:

ABSTAIN:



Pete Dailey, MAYOR

Attest:



Melissa Thurman, MMC
CITY CLERK

RESOLUTION NO. 2025- 52**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 (Jun 24, 2025 10:56 PDT)

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. 2025-53

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING AN 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 provided upon request; and

WHEREAS, the City reviews and may revise employee compensation and pay schedule ranges; and

WHEREAS, the City benefits from a highly qualified, municipal workforce; and

WHEREAS, to assist in retaining such a workforce, it is critical that the City's compensation levels are competitive in the marketplace; and

WHEREAS, the City should adjust pay to reflect changes in the region's cost of living; and

WHEREAS, represented classifications are covered by current contracts which specify the amount of the pay adjustments in the fiscal year; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts an Updated Fiscal Year 2025/26 Pay Schedule reflecting these adjustments effective the pay period that includes July 1, 2025.

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

AYES: Dailey, Fligor, Lang, Meadows, Weinberg

NOES:

ABSENT:

ABSTAIN:



Pete Dailey, MAYOR

Attest:


Melissa Thurman (Jun 24, 2025 10:56 PDT)

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

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	\$157,377.95		\$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		\$177,635.38

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
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	\$63,850.76	\$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

<i>POA Classifications</i>	<i>FLSA Status</i>	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

<i>Teamsters Classifications</i>	<i>FLSA Status</i>	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. 2025-54

**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: Dailey, Fligor, Lang, Meadows, Weinberg
NOES:
ABSENT:
ABSTAIN:



Pete Dailey, MAYOR

Attest:



Melissa Thurman, MMC
CITY CLERK

RESOLUTION NO. 2025-55**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: Dailey, Fligor, Lang, Meadows, Weinberg

NOES:

ABSENT:

ABSTAIN:



Pete Dailey, MAYOR

Attest:



Melissa Thurman (Jun 24, 2025 10:57 PDT)

Melissa Thurman, MMC
CITY CLERK

RESOLUTION NO. 2025-57**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: Dailey, Fligor, Lang, Meadows, Weinberg

NOES:

ABSENT:

ABSTAIN:



Pete Dailey, MAYOR

Attest:



Melissa Thurman (Jun 24, 2025 10:57 PDT)

Melissa Thurman, MMC
CITY CLERK

RESOLUTION NO. 2025-58

**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: Dailey, Fligor, Lang, Meadows, Weinberg

NOES:

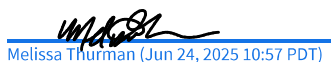
ABSENT:

ABSTAIN:



Pete Dailey, MAYOR

Attest:



Melissa Thurman, MMC
CITY CLERK

RESOLUTION NO. 2025-56

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: Dailey, Fligor, Lang, Meadows, Weinberg
NOES:
ABSENT:
ABSTAIN:



Pete Dailey, MAYOR

Attest:



Melissa Thurman (Jun 24, 2025 10:57 PDT)
Melissa Thurman, MMC
CITY CLERK



City of Los Altos

Agenda Item # 18.

MEMORANDUM

DATE: July 8, 2025
TO: City Council
FROM: Melissa Thurman, City Clerk
SUBJECT: 2025 COMMISSION RECRUITMENT UPDATE

The City Clerk's Office is happy to announce the launch of the 2025 Commission Recruitment Period. This year, we are seeking Los Altos residents to fill several vacancies on the city commissions.

The vacancy list is as follows:

Environmental – 1 vacant short-term seat expiring in September 2028	Financial – 3 vacant full-term seats expiring in September 2029
Historical – 1 vacant full-term seat expiring in September 2029	Library – 3 vacant full-term seats expiring in September 2029
Planning – 2 vacant short-term seats expiring in September 2026	PARC – 5 vacant full-term seats expiring in September 2029 and 1 vacant short-term seat expiring in September 2027
Senior – 2 vacant full-term seats expiring in September 2027	

Los Altos residents interested in applying for any of the vacant seats detailed above may submit an application at losaltosca.gov/cc.

To date, city staff have attended two Farmers Markets and distributed recruitment flyers to visitors of the market. The attached flyers have also been displayed at all public meetings, as well as to the following local organizations:

- Chamber of Commerce
- Los Altos Village Association
- Los Altos Property Owners Downtown
- Los Altos Community Coalition
- Los Altos Residents

Additionally, A-Frame displays will be placed in downtown Los Altos, as well as the Rancho Shopping Center. The recruitment notices will also be noticed in the updated City Newsletter as well as across social media channels.

Please review the attached recruitment flyers for more information. Applications are due on Monday September 1, 2025.



Volunteer on a City Commission

Help make a difference in Los Altos

Apply today!



APPLICATIONS DUE
MONDAY, SEPTEMBER 1



INTERVIEWS HELD ON
SEPTEMBER 9 AT 5 PM



INTERVIEWS AT CITY HALL
1 N SAN ANTONIO RD

Commissions serve as advisory bodies to the City Council on matters pertaining to current, relevant community issues. Commissions do not meet in July or December.

OUR COMMISSIONS

& VACANCIES

**Vacancies may have seats open for reappointment. Visit our recruitment page for more details.*

ENVIRONMENTAL

1 VACANT

- 1 vacant short-term seat expiring in September 2028
- Meets once a month
- Advises on matters of the natural and built environment in the city and region

FINANCIAL

3 VACANT

- 3 vacant full-term seats expiring in September 2029
- Meets once a month
- Reviews City investment policy, financial audit, and projections

HISTORICAL

1 VACANT

- 1 vacant full-term seat expiring in September 2029
- Meets quarterly
- Makes recommendations on historical site and property activities

LIBRARY

3 VACANT

- 3 vacant full-term seats expiring in September 2029
- Meets once every two months
- Advises on library matters with Los Altos Hills & the SCC Library District

PLANNING

2 VACANT

- 2 vacant short-term seats expiring in September 2026
- Meets twice a month
- Makes recommendations on the physical development of the City

PARC

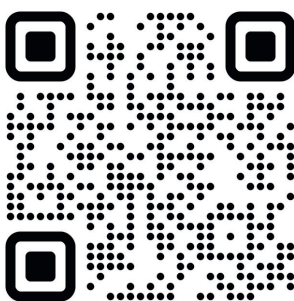
6 VACANT

- 5 vacant full-term seats expiring in September 2029, and 1 short-term expiring September 2027
- Meets once a month
- Advises on matters of parks, public recreation, and cultural arts

SENIOR

2 VACANT

- 2 vacant full-term seats expiring in September 2027
- Meets once a month
- Advises on matters relating to senior interests and concerns



Visit losaltosca.gov/cc for more details!



CITY OF
LOS ALTOS

No be

Agenda Item # 18.

than now.

*Apply for a seat
on a Commission.*



336

Apply now for

Agenda Item # 18.

!

Our city needs dedicated
volunteers like you.

Visit losaltosca.gov/cc for details.



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THIS IS WHY WE DO IT.

Volunteer for a seat on PARC

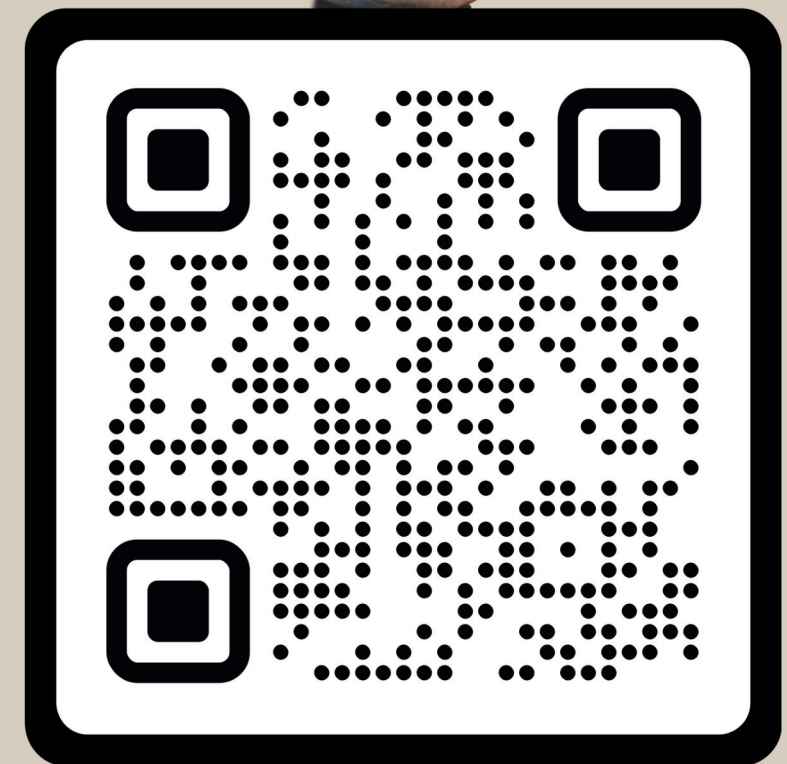


Apply to the Parks, Arts, Recreation & Cultural (PARC) Commission

Our city needs dedicated
volunteers like **you**.

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DATE: 7/8/2025

TO: COUNCILMEMBERS

FROM: CITY MANAGER'S OFFICE

SUBJECT: COUNCIL Q&A FOR JULY 8, 2025 CITY COUNCIL REGULAR MEETING

Agenda Item 2 (Youth Commission Appointments):

- Students' districts are included in this report. Aren't we trying to balance the Youth Commission between schools rather than districts (although I realize there is some correlation between schools and Districts), or is that just for informational purposes?
Answer: District information was provided and asked to be included for the report by the Youth Commission Interview Subcommittee.
- Shouldn't all 12th graders be noted as "term will end upon graduation"? The table doesn't show this consistently for all 12th graders.
Answer: Incumbent Bengani was noted as "term will end upon graduation" as they were nominated for a 2-year term, although they are in the 12th grade. This means that in May or June of next year, when they graduate high school, they will become ineligible to serve their second year, and there will be a vacancy for that seat. This note was also placed for the 1-year term nominees for appointments in the report, even though their terms will end next June.
The note was not added to previously-seated Commissioners Kim and Sayar, as their terms will end next year, regardless of their graduation.

Item 6 (R3 Consulting - Solid Waste):

- The fiscal impact of securing R3 services in the next fiscal year is \$106,985 with the funds coming from the Solid Waste Fund. The staff report says that these funds are already included in the FY 26 budget, but I don't see this anywhere in the budget book. Please identify where I can find this item in our approved budget.
Answer: This item is covered in the solid waste administration line item under the Solid Waste Fund for the FY2025/26 Budget on page 37 of the approved budget book.

Item 7 (Revised Fiscal Policy):

- Do we need a resolution formally approving the changes?
Answer: A formal resolution is not required, as the financial policy may be updated administratively.

Item 9 (Axon Enterprises):

- The first quote from AE says that it expired on June 2, 2024 - over a year ago. Will AE still honor this price or does a new price need to be negotiated?

Answer: Yes, this is still the price.

- What inquiries into competitors to Axon have been made? The bundling of body cameras and tasers, along with FTC investigations into anticompetitive behavior, raise the concern that the city is becoming locked into a single vendor, to the possible detriment of the taxpayers.

Answer: We have contracted with Axon for many years and have found their products to meet our operational needs. Their bundling of services makes it more cost-effective than purchasing individual items from multiple vendors. Additionally, it is beneficial to have the body worn camera to be linked to Evidence.com and the Taser to be linked to the body worn camera and to Evidence.com. Axon is continuously adding new features that make things more efficient, such as the transcription service we are adding.

Item 10 (Janitorial Services):

- Shouldn't this go out for an RFP?

Answer: The city is satisfied with the janitorial service that the IMPEC Group has been providing, and is exercising the final 2-year extension of the original agreement which was executed in FY 22/23. At the conclusion of this 2-year extension for FY 25/26 and FY 26/27, the city would complete an RFP at that time.

Item 13 (Street Resurfacing):

- Why aren't we purchasing the add/alts?

Answer: The total project budget for FY 2024–2025 is \$6,042,625. The contractor's base bid is \$5,379,564.67, excluding estimated soft costs of \$831,957 for items such as contingency, testing, inspections, printing, and advertising.

Combined, the base bid and soft costs total \$6,211,533, which exceeds the approved budget. Therefore, staff cannot award any add alternates at this time.

If cost savings are realized during construction—such as not needing the full contingency—the City may consider awarding an add alternate from the original scope. This decision will depend on available savings and the cost of the add alternate(s) per the bid.

Add alternates will only be approved if they can be completed within the total project budget authorized by City Council.

- The staff report, the Resolutions and Attachment 4 all refer to this item as being for FY2024/25 street resurfacing throughout, but isn't this for 2025/26?

Answer: The project was budgeted for FY 2024/25, but the work will be performed in FY 2025/26 after the project gets awarded to the contractor.

Item 14 (Salary Schedules):

- Similarly, this item refers to FY 2025/25 rather than 2025/26 in the Resolution (in the Title and Now Therefore number 2).

Answer: The Resolution has been updated with the correct fiscal year dates of 2025/26. See attached.

Other:

- Jim Wing suggested two items for the Council's consideration in an email sent to "Public Comment" on July 3, 2025. Please respond to his suggestions.

Answer: In early 2024, the City adopted the Street Frontage Improvement Ordinance contained in Title 11 of the Municipal Code, which planners and engineers reference during the application and review process. The ordinance directs applicants to the City's standard details. It would be a duplicate if the standards were placed in Zoning.

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING AN UPDATED FISCAL YEAR 2025/26~~5~~ PAY SCHEDULE TO COMPLY
WITH CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM STATUTORY
AND REGULATORY REQUIREMENTS FOR COMPENSATION EARNABLE AND
PUBLICLY AVAILABLE PAY SCHEDULES**

WHEREAS, all employers must comply with the compensation earnable and publicly available pay schedules provisions contained within California Government Code (GC) section 20636(d) and California Code of Regulations (CCR) 570.5; and

WHEREAS, it is necessary for the City Council to review and duly approve and adopt in accordance with requirements of applicable public meetings laws a publicly available pay schedule; and

WHEREAS, attached to this resolution and incorporated by reference is the City's comprehensive pay schedule which will be made publicly available on the City's external website and provided upon request; and

WHEREAS, the City reviews and may revise employee compensation and pay schedule ranges; and

WHEREAS, the City benefits from a highly qualified, municipal workforce; and

WHEREAS, to assist in retaining such a workforce, it is critical that the City's compensation levels are competitive in the marketplace; and

WHEREAS, the City should adjust pay to reflect changes in the region's cost of living; and

WHEREAS, represented classifications are covered by current contracts which specify the amount of the pay adjustments in the fiscal year; and

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

1. Updates the effective date for Unrepresented pay ranges to December 22, 2024, to ensure compliance with both GC 20636(d) and CCR 570.5 for FY 2025/26.
1. Adopts an Updated Fiscal Year 2025/26~~5~~ Pay Schedule reflecting these adjustments effective the pay period that includes July 1, 2025.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, CITY CLERK