

CITY COUNCIL MEETING AGENDA

7:00 PM - Tuesday, May 13, 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/89219387487?pwd=Lmvka949IMY5aX6s4IZpJhrI2AGiix.1>

Telephone: 1-669-444-9171 / Webinar ID: 892 1938 7487 / Passcode: 606543

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

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

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

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

AGENDA

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE ALLEGIANCE TO THE FLAG

REPORT ON CLOSED SESSION

CHANGES TO THE ORDER OF THE AGENDA

SPECIAL ITEMS

Present Awards to the 2025 Margaret Thompson Essay Contest 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.

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 Special and Regular Meeting Minutes of April 22, 2025

2. Adoption of Resolution - Accept COPS Grant Funding

Adopt a Resolution and Accept grant funding from the Citizens Option for Public Safety/Supplemental Law Enforcement Services Fund (COPS/SLESF) and authorize revenue and allocate it to the Supplemental Law Enforcement Services Fund for Fiscal Year 2024–25

3. Adoption of Resolution - Special Event Sponsorship

Adopt a Resolution Repealing Resolution No. 2015-23 and Approve Special Event Sponsorship Levels Pursuant to Los Altos Municipal Code Section 9.25.100

4. Adoption of Resolution - Special Event Sponsorship Policy

Adopt a Resolution Creating a Special Events Sponsorship Policy and Process

5. Adoption of Resolution - Solid Waste Collection Rates

Adopt a Resolution Authorizing the increase of Solid Waste Collection Rates by 4.86%, effective July 1, 2025. The adoption of increased rates is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15273(a), in that CEQA does not apply to actions to set rates, tolls, fares, or other charges

6. Approval of Ad-Hoc Committee

Approve the formation of a City Council Ad-Hoc Committee for a Firearms Buyback Program

7. Adoption of Resolution - Household Hazardous Waste Collection Program

Adopt a Resolution Authorizing the City Manager to execute the First Amendment to the Agreement for Countywide Household Hazardous (HHW) Waste Collection Program and Countywide AB 939 Implementation Fee with the County of Santa Clara on behalf of the City. Approval of the First Amendment to the Agreement for Countywide HHW Collection Program is exempt from environmental review under the Environmental Quality Act (CEQA) pursuant to Section 15273(a) of the CEQA Guidelines because CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other charges by public agencies which the public agency finds are for the purpose of meeting operating expenses

8. Adoption of Resolution - Reject All Bids for Sanitary Sewer Video Inspection Project

Adopt a Resolution to Reject all bids for the Sanitary Sewer Video Inspection, Project WW-0101, at the City Council's direction and authorize the City Manager to direct staff to rebid project. The proposed project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301.b, involving the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public sewerage involving negligible or no expansion of existing or former use

9. Introduction of Ordinance - Fire Hazard Severity Zones

Waive First Reading and Introduce an Ordinance to Designate Fire Hazard Severity Zones

10. Status Update - Gas Powered Leaf Blowers

Receive status update regarding gas-powered leaf blower use within the City of Los Altos

PUBLIC HEARINGS

11. Introduction of Ordinances - Sherwood Specific Plan

Three separate actions for Council consideration:

Waive first reading and Introduce Ordinances, and consider the unanimous recommendation of the Los Altos Planning Commission April 3, 2025 decision of:

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

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

DISCUSSION ITEMS

12. Non-Profit and Civic Organization Contributions FY 25-26

Review non-profit and civic organization contribution applications and direct staff to incorporate funding into the budget for FY25-26

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

13. Tentative Council Calendar and Housing Element Update Implementation Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

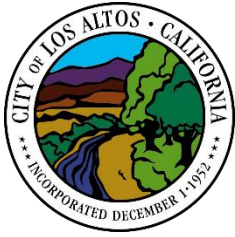
(Council Norms: It will be the custom to have a recess at approximately 9:00 p.m. Prior to the recess, the Mayor shall announce whether any items will be carried over to the next meeting. The established hour after which no new items will be started is 11:00 p.m. Remaining items, however, may be considered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

SPECIAL NOTICES TO THE PUBLIC

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

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

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



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, APRIL 22, 2025
6:00 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

Agenda Item # 1.

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

SPECIAL MEETING

CALL MEETING TO ORDER: **Pete Dailey, Mayor**, called the meeting to order at 6:10 p.m.

ESTABLISH QUORUM: Pursuant to AB2449, **Neysa Fligor, Vice Mayor**, requested to attend the meeting remotely for just cause – business of a local agency.

During the Closed Session meeting of April 22, 2025 at 5:00 p.m., the City Council unanimously approved the remote attendance of Vice Mayor Fligor, pursuant to AB2449.

All other Councilmembers were present.

STUDY SESSION

1. Receive presentation and provide direction on Community Engagement Plan for Downtown Park with Parking

Representatives from MIG and Watry Design presented the report.

The following member of the public spoke regarding the item:

- Maddy McBirney

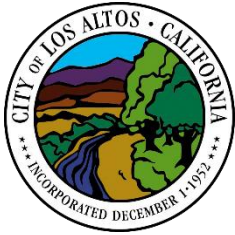
Discussion item only. No motions were taken.

ADJOURNMENT – The meeting adjourned at 6:49 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting of May 13, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, APRIL 22, 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 – Pursuant to AB2449, **Neysa Fligor, Vice Mayor,** requested to attend the meeting remotely for just cause – business of a local agency.

During the Closed Session meeting of April 22, 2025 at 5:00 p.m., the City Council unanimously approved the remote attendance of Vice Mayor Fligor, pursuant to AB2449.

All other Councilmembers were present.

PLEDGE ALLEGIANCE TO THE FLAG – Sally Meadows, Councilmember, led the Pledge of Allegiance.

REPORT ON CLOSED SESSION

During the Closed Session meeting of April 22, 2025 at 5:00 p.m., the City Council unanimously approved the remote attendance of Vice Mayor Fligor, pursuant to AB2449.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes to the order of the agenda.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following members of the public spoke during public comment:

- Clara

CONSENT CALENDAR

Sally Meadows, Councilmember, requested to pull Item 5 from the Consent Calendar for further discussion.

Pete Dailey, Mayor, moved Item 5 to be heard immediately following the Consent Calendar.

Motion by Meadows and Second by Lang to approve the Consent Calendar, excluding Item 5.
Motion carried unanimously by roll call vote.

1. Approval of Meeting Minutes

Approve the Draft Regular Meeting Minutes of April 8, 2025

2. Treasurer's Report

Receive and file the City's Treasurer's Report for the quarter ending March 31, 2025

3. Adoption of Resolution - Project Completion

Adopt a Resolution accepting completion and close out of the Raymundo Avenue Curb and Gutter Assessment District

4. Adoption of Ordinance - Lighting Performance Standards

Adopt an ordinance of the Los Altos City Council adding Chapter 14.91 for Lighting Performance Standards and find that 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

6. Map Acceptance - 705 Vista Grande Ave

Authorize the City Manager to execute the Subdivision Improvement Agreement and approve Parcel Map for 705 Vista Grande Ave

DISCUSSION ITEMS

5. Adoption of Resolution - Allocation of Funds

Adopt a Resolution Allocating Additional Funding In The Total Amount Of \$300,000 into Fiscal Year 2024/25 City Manager's Office Department Operating Budget For A Contribution to the Los Altos Mountain View Community Foundation, specifically for the Downtown Performing Arts Center Project

Sally Meadows, Councilmember, recommended amendments to the resolution.

There were no public speakers regarding the item.

Motion by Meadows and Second by Lang to adopt a resolution, as amended, allocating additional funding in the amount of \$300,000 into Fiscal Year 2024/25 City Manager's Office Department Operating Budget for a contribution to the Los Altos Mountain View Community Foundation, specifically for the Downtown Performing Arts Center Project. **Motion carried unanimously by roll call vote.**

7. Special Events as Government Speech

Review whether City Council wishes to continue sponsoring special events by adopting sponsored special events as government speech

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

There were no public speakers regarding the item.

Motion by Weinberg and Second by Lang to continue sponsoring special events by adopting sponsored special events as government speech. **Motion carried unanimously by roll call vote.**

8. Special Event Sponsorship Discussion and Adoption of Resolution Creating Special Event Sponsorship Policy

Review the sponsorship levels of various special events in the City and adopt a resolution that creates a special event sponsorship policy and process

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

The following members of the public spoke regarding the item:

- Scott Hunter
- Shannon Geary
- Joe Fusco

The City Council directed staff to remove city events from the sponsorship list and return to a future meeting with the updated resolution.

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

- 9.** Process for the Formation of Stormwater Assessment Districts
- 10.** Tentative Council Calendar and Housing Element Update Implementation Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

- **Jonathan D. Weinberg, Councilmember** – Requested a future agenda item:
 - A consideration of the city policy to the disposal of firearms; and
 - A firearms buy-back program with the formation of an Ad-Hoc Subcommittee
(Supported by Lang and Meadows)
- **Neysa Fligor, Vice Mayor** – Requested a future agenda item:
 - Letter of Support for Federal Funding for Technology Institute and Veterans Resource Center (Supported by Meadows and Weinberg)

ADJOURNMENT – The regular meeting adjourned at 8:13 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting on May 13, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk

The April 22, 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: May 13, 2025
Prepared By: Saskia Lagergren
Approved By: Gabriel Engeland

Subject: Accept COPS Grant Funding

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Accept grant funding from the Citizens Option for Public Safety/Supplemental Law Enforcement Services Fund (COPS/SLESF) and authorize revenue and allocate it to the Supplemental Law Enforcement Services Fund for Fiscal Year 2024–25.

FISCAL IMPACT

If Council approves the proposed recommendation, the Police Department will continue to receive a minimum of \$100,000 in annual SLESF funding. The allocation of SLESF funds will be maintained in the Supplemental Law Enforcement Fund, which is a special revenue fund, with corresponding revenue and expenditure line to manage the funds. This ensures the funds are appropriately tracked, with the revenue deposited into the COPS/SLESF grant program. The current grant program allocates an annual minimum of \$100,000 for front-line law enforcement operations.

After the initial disbursement of funds to participating jurisdictions, any additional growth funds are distributed by the County of Santa Clara to participating jurisdictions. The Los Altos Police Department has a remaining fund balance of \$118,723 in the Supplemental Law Enforcement Fund from previous years, which must be expended or encumbered within two fiscal years in accordance with the state requirement. In FY 2024–25, the Los Altos Police Department received \$145,968 in revenue in the Supplemental Law Enforcement Fund. Combined with the prior-year fund balance of \$118,723, this brings the total available resources in the fund to \$264,691 for FY24-25.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

In 1996, Assembly Bill 3229 established the Citizen's Option for Public Safety (COPS) Program's Supplemental Law Enforcement Services Fund (SLESF). The Legislature determined that there was a compelling need for additional resources at the local level for the purpose of ensuring public safety and established the COPS program to advance community policing in all counties. The COPS program awards non-competitive and non-matching grants to law enforcement agencies to fund frontline municipal police services. These funds are to be used to purchase officer safety and duty equipment, communications equipment and vehicles, among other things, that are all used directly and solely in the provision of frontline police services to the community.

Per Government Code §§ 30061-30063, cities are allocated a proportionate share of COPS funds by the California Department of Finance, through Santa Clara County. Proportionate shares are based on population estimates determined by the California Department of Finance.

This is not a fixed amount grant. Under the standard grant program allocation, the City of Los Altos is eligible to receive a minimum of \$100,000 annually. Each fall, the California Department of Finance estimates the allocation for each law enforcement agency in the county; the actual amount paid varies from the projection and is unknown until the payment cycle is complete. Monthly distributions are received via wire transfer and the City's Finance Department deposits these funds into a separate grant account. These distributions are not received in equal installments from month-to-month; therefore, spending over the course of the payment cycle can be unpredictable.

The COPS/SLESF grant does not have any application or other requirements; the monies are transferred to local entities through the County by operation of law (Government Code §§30061-30063) and are to be expended in accordance with the requirements of those code sections. The Government Code contains the following requirements for a recipient agency:

- The funds shall be used exclusively for front line law enforcement services
- The funds cannot be used to supplant other existing funding sources for general law enforcement services
- Moneys in the fund shall not be transferred to, or intermingled with, the moneys in any other fund in the City treasury, except to the extent necessary to facilitate the appropriation and expenditure of those transferred moneys
- The City Council shall approve the appropriation of COPS funds which authorizes that such funds can be expended by staff

- Once the appropriation of the grant funds is made, it cannot be subsequently altered by the City Council
- The funds cannot be used for a capital or construction project that does not directly support front line law enforcement services

DISCUSSION

Staff recommends the use of SLESF funds continue in the spirit of the COPS program. Staff recommends FY 2024/25 approval and allocation of SLESF funds to the Supplemental Law Enforcement Services Fund for Fiscal Year 2024–25. The department intends to utilize the funding for the following purposes:

- Duty rifles and accessories that need to be replaced (approved by Council during the annual AB 481 report)
- Ballistic shields and other protective equipment
- Training gear and systems, such as Virtual Reality training systems and equipment, Simunition gear (non-lethal force training using marking cartridges and protective equipment), that are used to enhance officers' skills and their ability to respond to various call types, including mental health calls, high risk calls, etc
- Technology and software, such as that used for digital forensics, Crime Analysis, or other uses that enhance operational efficiency, improve communication, and enable enhanced data analysis, crime deterrent measures, crisis negotiation or case management. The goal is to leverage equipment integration of modern technology that can improve public safety and overall service delivery.

RESOLUTION NO. 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE ACCEPTANCE OF FUNDS FROM THE CITIZENS
OPTION FOR PUBLIC SAFETY/SUPPLEMENTAL LAW ENFORCEMENT
SERVICES FUND (COPS/SLESF)**

WHEREAS, the State of California has authorized a cumulative grant of \$264,691 to the Los Altos Police Department under the Citizens Options for Public Safety (COPS) program to be distributed through the Supplemental Law Enforcement Services Fund-SLESF administered by Santa Clara County; and

WHEREAS, as a condition of receiving the grant funds, state law requires the City Council to authorize the expenditure of grant funds for specific purposes related to “front line law enforcement;” and

WHEREAS, the Los Altos Police Department recommends that the grant funds be spent on duty rifles and accessories; ballistic shields and other protective equipment; training gear and systems used to enhance officers’ skills and their ability to respond to various call types including mental health calls, high risk calls, etc; and technology and software, such as that used for digital forensics, Crime Analysis, or other uses that enhance operational efficiency, improve communication, and enable enhanced data analysis, crime deterrent measures, crisis negotiation or case management.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Los Altos does hereby authorize the expenditure of the COPS/SLESF grant funds as outlined above.

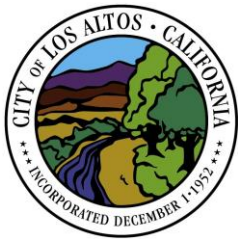
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on May 13, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC,
CITY CLERK



City Council Agenda Report

Meeting Date: May 13, 2025

Initiated By: City Council

Prepared By: Anthony Carnesecca

Approved By: Gabriel Engeland

Subject: Adoption of Resolution Repealing Resolution No. 2015-23 And Setting Special Event Sponsorship Levels Pursuant To Los Altos Municipal Code Section 9.25.100

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt the Resolution repealing Resolution No. 2015-23 and setting special event sponsorship levels pursuant to Los Altos Municipal Code Section 9.25.100

FISCAL IMPACT

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

ENVIRONMENTAL REVIEW

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

PREVIOUS COUNCIL CONSIDERATION

June 2015 & October 2023

SUMMARY

- City Council created Los Altos Municipal Code 9.25 "Special Events" in March 2007 that governs special events and modified this code section in October 2023.
- The City sponsors certain special events as outlined in 2015-23.
- The City Council has directed staff to bring the following adjustments back from the April 22, 2025 meeting.

BACKGROUND

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

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

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

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

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

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

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

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

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

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

DISCUSSION/ANALYSIS

The City Council provided direction to City staff to bring back a new resolution that incorporates the following changes:

- Remove Bus Barn Follies
- Remove Fall Festival
- Remove Glorious Fourth Celebration
- Remove Movie Nights
- Remove Veterans' Day
- Update A Boo-tiful Downtown Halloween Name
- Identify if there are any other special events that City staff would adjust

Accordingly, there was a public comment that requested that the City move the Farmers' Market and Arts and Wine Festival to full sponsorship levels. Based on Council direction to identify other special events that should be adjusted and the request from a public comment, City staff recommends that the Farmers' Market be moved to the full sponsorship category because this event significantly increases downtown vibrancy, provides an integral outdoor produce market for our community, and is one of Los Altos' signature events for Thursday evenings. City Council may accept or reject this adjustment by City staff.

City staff does not have a recommendation on the full sponsorship level of the Arts and Wine Festival.

ATTACHMENT

1. Resolution

RESOLUTION NO. 2025-__

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

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

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

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

WHEREAS, on April 22, 2025, the City Council found that the sponsorship of the following special events qualifies as government speech and constitutes a message that the City of Los Altos desires to convey on behalf of its residents;

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

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

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

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

AYES:

NOES:

Resolution No. 2025-XX

Page 1

ABSENT:
ABSTAIN:

ATTEST:

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk



City Council Agenda Report

Meeting Date: May 13, 2025

Initiated By: City Council

Prepared By: Anthony Carnesecca

Approved By: Gabriel Engeland

Subject: Adoption of Resolution Creating Special Event Sponsorship Policy

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt the resolution that creates a special event sponsorship policy and process moving forward.

FISCAL IMPACT

There is no fiscal impact at this time.

ENVIRONMENTAL REVIEW

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

PREVIOUS COUNCIL CONSIDERATION

June 2015, October 2023, and April 2025

SUMMARY

- City Council created Los Altos Municipal Code 9.25 “Special Events” in March 2007 that governs special events and modified this code section in October 2023.
- The City sponsors certain special events as outlined in 2015-23.
- The City Council directed staff to bring back this sponsorship policy at the April 22, 2025 meeting.

BACKGROUND

The City Council adopted Los Altos Municipal Code 9.25 “Special Events” in March 2007 that governs special events.

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

In October 2023, the City Council adopted changes to this code section that simplified a confusing code section, retained control over more events on public property, and simplified the special event and block party process.

DISCUSSION/ANALYSIS

At the April 22, 2025 meeting, the City Council directed City staff to bring back this sponsorship policy for approval. This policy, like the flag flying policy and its application process, allows City Council to review special event sponsorship requests and approve them on a case-by-case basis.

ATTACHMENT

1. Resolution

RESOLUTION NO. 2025-__

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

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

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

WHEREAS, on April 22, 2025, the City Council found that the sponsorship of particular special events would qualify as government speech and constitutes a message that the City of Los Altos desires to convey on behalf of its residents;

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

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

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

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, CITY CLERK

EXHIBIT 1 **LOS ALTOS SPECIAL EVENT SPONSORSHIP POLICY**

City Council has the authority to review special event sponsorship requests and approve them on a case-by-case basis. When a special event sponsorship request is approved, the City Council would be required to adopt the particular event as government speech. Public agencies have the right to free speech on their own property, which means the City Council can convey any event, message, or symbol as their own speech on their own property without opening it into a public forum. Such authorization by the City Council shall take the form of a resolution, which shall include the following information:

- (1) The date or dates on which the event will take place;
- (2) A finding that the special event constitutes government speech in that the particular message conveyed by the special event is a message that the City Council wishes to express on behalf of the residents of the City;
- (3) A statement describing the particular message conveyed by the special event and expressing the reason or reasons the City Council wishes to express that message on behalf of the residents of the City; and
- (4) A statement that the resolution is adopted pursuant to this policy and a statement of reasons why the adoption of the resolution is consistent with this policy.

Under no circumstances shall the City Council authorize the sponsorship of a special event that:

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

The City Council may consider authorizing the sponsorship of a special event pursuant to this policy referral of the entire Council on motion of any Councilmember made during the time reserved at regular City Council meetings for discussion of future agenda items, or at the recommendation of a commission of the City. The City Council may also consider authorizing the sponsorship of a special event on application of a resident or community group, as long as they shall complete a Special Event Sponsorship Application Packet, on a form to be created by the City Manager or designee.

City staff shall provide a recommendation to City Council for every application on whether the proposed special event meets the above criteria listed 1 through 7 for a special event sponsorship, which will allow City Council to make the final determination on the application.

This policy is intended for the City's sole benefit, and nothing herein is intended to confer any legal right or privilege on any member of the public.

City of Los Altos requires all non-profit organizations or Los Altos residents interested in having the City of Los Altos sponsor a special event to meet all the below guidelines and submit a completed application packet.

1. Applicant Guidelines
 - a. Only special events that are consistent with the City's vision, mission, and ongoing strategic priorities, incorporating themes of diversity, equity, social justice and inclusion.
 - b. At no time will the City of Los Altos sponsor special events that pose a danger to public health or public safety, are deemed to be inappropriate or offensive in nature, support discrimination, prejudice or religious or political movements
 - c. All special events will be sponsored in accordance with all applicable laws.
2. Application Procedure
 - a. Applicant will complete the Special Event Sponsorship Application Form and required documentation.
3. Review and Approval Process
 - a. Applications will be reviewed by City staff for completeness.
 - b. Approval of the special event sponsorship is at the discretion of the City Council.
4. Fee Guidelines
 - a. Applicants may be required to pay any additional costs that were incurred beyond the authorized special event costs by City Council.



City Council Agenda Report

Meeting Date: May 13, 2025
Prepared By: Public Works Department
Approved By: Gabe Engeland

Subject: Solid Waste Collection Rates for FY2025/26

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt a Resolution Authorizing the increase of Solid Waste Collection Rates by 4.86%, effective July 1, 2025

FISCAL IMPACT

A 4.86% increase in rates charged for services affects all ratepayers, including the City.

ENVIRONMENTAL REVIEW

The adoption of increased rates is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15273(a), in that CEQA does not apply to actions to set rates, tolls, fares, or other charges.

PREVIOUS COUNCIL CONSIDERATION

June 12, 2018; May 28, 2019; May 12, 2020; May 11, 2021; May 10, 2022; May 9, 2023; May 14, 2024

BACKGROUND

The City of Los Altos signed a Collection Services Agreement with Mission Trail Waste Systems, Inc. (MTWS) in April, 2010. At its October 22, 2019, meeting, the City Council approved an extension of the Franchise Agreement that concluded in 2020, which resulted in an amended and restated Franchise Agreement. The amended and restated Franchise Agreement was executed on April 23, 2020. The Franchise Agreement with MTWS provides for periodic rate adjustments based on the Water-Sewer-Trash Consumer Price Index.

ANALYSIS

The City of Los Altos Municipal Code Section 6.12.020 (Charge for solid waste collection service) states that “Any and all charges for solid waste collection service shall be set forth in the franchise agreement, contract or the collection service agreement between the city and its franchised hauler.”

The Franchise Agreement with MTWS provides for periodic rate adjustments based on the Water-Sewer-Trash Consumer Price Index, and establishes that the next adjustment would apply to service beginning July 1, 2025.

The Franchise Agreement provides that MTWS shall charge service recipients an amount not to exceed the Maximum Service Rates (Attachment 1) approved by City Resolution as may be adjusted under the terms of the agreement.

DISCUSSION

Per the Franchise Agreement, 2025 rate adjustments are calculated based on CPI. This year’s rate adjustment does not include any adjustment for changes in organic processing costs. The Franchise Agreement commits the City to the 4.86% increase, effective July 1, 2025.

In addition to the 4.86% adjustment that is being applied to all rates, there is an additional increase to 15 individual rates to account for CPI adjustments that did not occur in prior years. 2 of these rates were calculated such that they failed to account for the CPI increase that took place between 2022 and 2023, and 13 of these rates were calculated such that they failed to account for the CPI increase that took place between 2021 and 2022. After discussion and clarification with City staff, MTWS submitted a final rate application that included the corrected 2024 calculations for these 15 rates, which will not be charged retroactively. These corrected calculations impact the following rates: City Debris Box, City Compactor, City Public Container Collection, City Green Waste Drop off Services, Additional Single Family Dwelling On-Call Bulky Waste Collection (Loose), and Single Family Dwelling Collection of Large Items Containing Freon. The July 1, 2025, 4.86% increase is applied to the corrected 2024 rates.

The Collection Service Agreement requires that the City Council effectuate the increase by resolution. Under Sections 4.01 and 4.02.2.6 of the Collection Service Agreement, the City Council is required to take action by resolution to effectuate rate increases in accordance with the Franchise Agreement.

The City’s solid waste consultant, R3 Consulting Group, Inc., reviewed the hauler’s rate adjustment request with the following results:

- Validated the mathematical accuracy and the correct use of the index.
- Validated the mathematical accuracy and logical consistency of the calculated Disposal Cost Change.
- Validated the calculated indexed increase.
- Confirmed that the indexed increase was applied correctly to last year’s rates.

ATTACHMENTS

1. Resolution
2. Maximum Rates for Adoption (FY2025/26)

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE INCREASE OF SOLID WASTE COLLECTION RATES
BY 4.86%, EFFECTIVE JULY 1, 2025**

WHEREAS, the City of Los Altos Municipal Code Section 6.12.020 (Charge for solid waste collection service) states that “Any and all charges for solid waste collection service shall be set forth in the franchise agreement, contract or the collection service agreement between the City and its franchised hauler.”; and

WHEREAS, for the sixth year of the extended franchise term, the franchise agreement between the City of Los Altos and Mission Trail Waste Systems provides for a Service Rate Adjustment by CPI (calculated per Section 4.02.2.2 in the Agreement); and

WHEREAS, the franchise agreement between the City of Los Altos and Mission Trail Waste Systems provides for a Change in Disposal Rate Adjustment for the rate adjustment effective July 1, 2025; and

WHEREAS, the franchise agreement requires the City Council to effectuate rate increases by resolution; and

WHEREAS, the City Council’s action in setting solid waste disposal fees is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15273(a).

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby authorizes the increase of solid waste collection rates by 4.86% effective 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 13th day of May, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC City Clerk

Exhibit 1a Maximum Service Rates – SFD Services July 1, 2025 - June 30, 2026						
A. CURBSIDE COLLECTION SERVICE						
Garbage Cart Sizes (gallons)		20	32	64	96	
1	MONTHLY CURBSIDE RATE		\$49.890	\$53.75	\$107.47	\$161.23
2	Additional Curbside Garbage Cart –		\$49.89	\$53.75	\$107.47	\$161.23
	(added to Line A2)					
B. ON-PREMISE COLLECTION SERVICE						
1	MONTHLY ON-PREMISE RATE (5 – 100 ft)		\$68.53	\$72.36	\$126.09	\$179.84
2	Additional On-Premise Garbage Cart – (added to Line B2)		\$68.53	\$72.36	\$126.09	\$179.84
3	Additional Walk-in Distance – Each 100 feet (add to line B1 or B2)		\$19.09	\$19.09	\$19.09	\$19.09
C. ADDITIONAL BULKY WASTE COLLECTION						
1	Additional On-Call Bulky Waste Collection (Individual Large Items)		\$31.02	Each additional large item (over 3 Large Items per Bulky Waste Collection)		
3	Additional On-Call Bulky Waste Collection (Loose)		\$47.77	Per cubic yard/occurrence (over 2 Bulky Waste Collections per Agreement Year)		
2	Collection of Large Items Containing Freon		\$95.57	Each item/each occurrence		
D. ADDITIONAL CART EXCHANGE OR REPLACEMENT						
1	Additional Garbage Cart Exchange		\$47.78	Each occurrence		
E. ON- CALL HHW COLLECTION						
1	On-Call HHW Collection		\$47.78	Each occurrence		
F. DISPOSAL COST PER TON COST						
Disposal Facility Charge Per Ton			City Contract Rate	Newby Island Sanitary Landfill		
G. OFF-DAY and SAME DAY EXTRA PICKUP						
Garbage Cart Sizes (gallons)			20	32	64	96
Off Day Extra Pickup			\$6.33	\$6.87	\$13.80	\$20.69
Sameday Extra Pickup			\$6.33	\$6.87	\$13.80	\$20.69

Exhibit 1b
Maximum Service Rates – Commercial and MFD Services
July 1, 2025 - June 30, 2026

Container Size	Collection Frequency						Sameday Extra Pickup	Off Day Extra Pickup
	1X Week	2X Week	3X Week	4X Week	5X Week	6X Week		
20 Gallon	\$49.89	\$99.80	\$149.67	\$199.58	\$249.45	\$299.37	\$16.45	\$24.93
32 Gallon	\$53.74	\$107.46	\$161.21	\$214.92	\$268.67	\$322.38	\$17.74	\$26.86
64 Gallon	\$107.46	\$214.95	\$322.41	\$429.94	\$537.38	\$644.87	\$35.45	\$53.72
96 Gallon	\$161.23	\$322.39	\$483.62	\$644.84	\$806.07	\$967.22	\$53.21	\$80.61
1 CY BIN	\$210.84	\$421.73	\$632.56	\$843.41	\$1,054.27	\$1,265.09	\$69.58	\$105.40
2 CY BIN	\$421.73	\$843.41	\$1,265.10	\$1,686.81	\$2,108.52	\$2,530.22	\$139.17	\$210.86
3 CY BIN	\$632.54	\$1,265.09	\$1,897.68	\$2,530.24	\$3,162.79	\$3,795.33	\$208.74	\$316.24
4 CY BIN	\$843.41	\$1,686.81	\$2,530.24	\$3,373.60	\$4,217.06	\$5,060.49	\$278.32	\$421.69
6 CY BIN	\$1,265.09	\$2,530.24	\$3,795.33	\$5,060.46	\$6,325.57	\$7,590.68	\$417.44	\$632.53
1 CY Compactor	\$298.98	\$597.96	\$896.93	\$1,195.91	\$1,494.90	\$1,793.87		
2 CY Compactor	\$598.79	\$1,197.55	\$1,796.35	\$2,395.14	\$2,993.88	\$3,592.69		
3 CY Compactor	\$898.19	\$1,796.35	\$2,694.51	\$3,592.69	\$4,490.87	\$5,389.05		
Cart Size			20 Gallon	32 Gallon	64 Gallon	96 Gallon		
Monthly On-Premise Rate (5-100 ft) for Basic Bundled Service			\$68.53	\$72.35	\$126.09	\$179.84		
Additional On-Premise Cart			\$68.53	\$72.35	\$126.09	\$179.84		
Bin Push Rates (rate multiplied by collection frequency)	0 - 25 feet	\$39.70	per month					
	No Charge	increment over the first 25 feet						
Disposal Charge Per Ton		City Contract Rate		Newby Island Sanitary Landfill				
Organic Waste Processing Per Ton		City Contract Rate		Zanker Road Processing Facility				
Organic Waste Processing Per Ton		MTWS Contract Rate		Newby Island Processing Facility, (must be approved by CITY)				
Mixed C&D, Inerts, Green Waste, Wood Waste Processing Charge Per Ton		City Contract Rate		Newby Island Processing Facility				
On-Call Bulky Waste Collection (Loose)			\$47.78	Per cubic yard/occurrence				
On-Call Bulky Waste Collection (Individual Large Items)			\$31.03	Each item/each occurrence				
On-Call Bulky Waste – Large Items Containing Freon			\$95.57	Each item/each occurrence				
Charge for Opening Locked Gate			\$47.78	Per month				
Charge for CONTRACTOR supplied lock			\$47.78	Each lock				
Charge for installing lock bar			\$334.47	Each locking bar				
Charge for special bin delivery			\$143.37	Each special bin				
Charge for extra bin service same day			\$143.37	Each occurrence				
Extra Bin Cleaning			\$143.36	Each occurrence				
Additional Garbage Bin Exchange			\$47.78	Each occurrence				
Additional Bin Garbage Replacement			\$143.37	Each occurrence				
Charge for collecting manure			95% of Garbage rate					
Charge for extra day bin service on regular collection day			1/3 of Monthly Rate					
Charge for extra bin service not on regular collection day			1/2 of Monthly Rate					

Exhibit 1c
Maximum Service Rates – SFD, MFD and Commercial Debris Box Services
July 1, 2025 - June 30, 2026

10 CY Debris Box	\$1,026.09	Per Pull		10 CY Compactor	\$1,165.36	Per Pull
15 CY Debris Box	\$1,026.09	Per pull		15 CY Compactor	\$1,165.36	Per Pull
20 CY Debris Box	\$1,165.36	Per pull		20 CY Compactor	\$1,174.76	Per Pull
30 CY Debris Box	\$1,174.76	Per pull		30 CY Compactor	\$1,174.76	Per Pull
40 CY Debris Box	\$1,174.76	Per pull		40 CY Compactor	\$1,174.76	Per Pull
Disposal Charge Per Ton			City Contract Rate	Newby Island Sanitary Landfill		
Organic Waste Processing Charge Per Ton			MTWS Contract Rate	Newby Island Processing Facility, (must be approved by CITY)		
Mixed C&D, Inerts, Green Waste, Wood Waste Processing Charge Per Ton			City Contract Rate	Newby Island Processing Facility		
Green Halo Projects			Gate Rate	Zanker Road Processing Facility		
Demurrage Per Charge (not dumped every 7 days)					\$229.40	Per week
Per hour Stand-by Charge (box not ready to be pulled)					\$191.15	Per hour
Saturday Service					\$286.71	Per pull
Charge for Opening Locked Gate					\$47.80	Per month
Notes:						
All 10, 20, 30, 40 CY debris boxes and compactors are pull rates only; disposal or processing will be based on actual disposal processing and the Franchise Fee will be 15% of the gross receipts per box (including collection, processing or disposal). The total customer rate will be the total cost for the collection, processing or disposal and the franchise fee.						

Exhibit 1d
Maximum Service Rates – City Services
July 1, 2025 - June 30, 2026

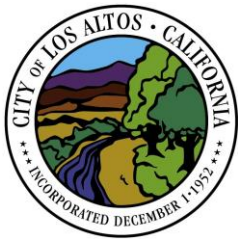
Container Size	Collection Frequency					
	1X Week	2X Week	3X Week	4X Week	5X Week	6X Week
32 Gallon	\$45.67	\$91.35	\$137.00	\$182.66	\$228.36	\$274.01
64 Gallon	\$91.37	\$182.71	\$274.08	\$365.43	\$456.77	\$548.13
96 Gallon	\$137.04	\$274.05	\$411.12	\$548.11	\$685.15	\$822.16
1 CY BIN	\$179.23	\$358.46	\$537.69	\$716.90	\$896.09	\$1,075.32
2 CY BIN	\$358.46	\$716.90	\$1,075.32	\$1,433.78	\$1,792.25	\$2,150.70
3 CY BIN	\$537.68	\$1,075.32	\$1,613.04	\$2,150.70	\$2,688.36	\$3,226.03
4 CY BIN	\$716.90	\$1,433.78	\$2,150.70	\$2,867.61	\$3,584.51	\$4,301.36
6 CY BIN	\$1,075.32	\$2,150.70	\$3,226.03	\$4,301.36	\$5,376.74	\$6,452.10
10 CY Debris Box	\$872.14	Per Pull		10 CY Compactor	\$990.49	Per Pull
15 CY Debris Box	\$872.14	Per pull		15 CY Compactor	\$990.49	Per Pull
20 CY Debris Box	\$990.49	Per pull		20 CY Compactor	\$998.51	Per Pull
30 CY Debris Box	\$998.51	Per pull		30 CY Compactor	\$998.51	Per Pull
40 CY Debris Box	\$998.51	Per pull		40 CY Compactor	\$998.51	Per Pull
Public Containers Collection (as included in Exhibit 2)	\$10,878.63	per month	7 days/week			
	\$130,543.49	per 12 months				
Green Waste Drop-off	\$57.33	per ton	MTWS transfer facility in Santa Clara			
Disposal Charge Per Ton	City Contract Rate		Newby Island Sanitary Landfill			
Organic Waste Processing Charge Per Ton	City Contract Rate		Zanker Road Processing Facility			
Organic Waste Processing Charge Per Ton	MTWS Contract Rate		Newby Island Processing Facility, (must be approved by CITY)			
Mixed C&D, Inerts, Green Waste, Wood Waste Processing Charge Per	City Contract Rate		Newby Island Processing Facility			

Notes:

All 10, 20, 30, 40 CY debris boxes and compactors are pull rates only; disposal or processing will be based on actual disposal processing and the Franchise Fee will be 15% of the gross receipts per box (including collection, processing or disposal). The total customer rate will be the total cost for the collection, processing or disposal and the franchise fee.

Exhibit 1e	
Maximum Service Rates – Emergency Service Rates - Employees	
July 1, 2025 - June 30, 2026	
Labor Position	Hourly Rate
As needed	\$143.37

Exhibit 1f		
Maximum Service Rates – Emergency Service Rates - Equipment		
July 1, 2025 - June 30, 2026		
Labor Position or Equipment Type	Make & Model	Hourly Rate
Truck and One person	As needed	\$334.47



City Council Agenda Report

Meeting Date: April 8, 2025
Prepared By: Melissa Thurman
Approved By: Gabriel Engeland

Subject: Approve the formation of a City Council Ad-Hoc Committee for a Firearms Buyback Program

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Approve the formation of a City Council Ad-Hoc Committee for a Firearms Buyback Program

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

During the regular City Council meeting of April 22, 2025, Councilmember Jonathan D. Weinberg requested a future agenda item to approve the formation of a City Council Ad-Hoc Committee comprised of Councilmembers Jonathan D. Weinberg and Larry Lang, for a Firearms Buyback Program. This request was approved by a majority of the City Council.

ANALYSIS

An ad-hoc committee is a temporary committee that is formed to address a specific issue for a limited time. Upon completion of the research and potential program creation, this ad-hoc committee will be disbanded.



City Council Agenda Report

Meeting Date: May 13, 2025
Prepared By: Public Works Department
Approved By: Gabe Engeland

Subject: First Amendment to the Household Hazardous Waste (HHW) Collection Program Agreement (FY2025/26)

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 the First Amendment to the Agreement for Countywide Household Hazardous (HHW) Waste Collection Program and Countywide AB 939 Implementation Fee with the County of Santa Clara on behalf of the City

FISCAL IMPACT

The amount of \$127,410 for funding augmentation of the HHW Program is included as an expense in the proposed FY 2025/26 Solid Waste Budget, in which there are sufficient funds. (Amount shown here is calculated based on anticipated resident participation from Los Altos; actual funding augmentation for FY 2025/26 will be based on actual resident participation.)

- Breakdown of funds to be used for funding augmentation for the HHW Program per the Agreement:
 - \$127,410 Solid Waste Fund
- Amount already included in approved budget: N

ENVIRONMENTAL REVIEW

Approval of the First Amendment to the Agreement for Countywide HHW Collection Program is exempt from environmental review under the Environmental Quality Act (CEQA) pursuant to Section 15273(a) of the CEQA Guidelines because CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other charges by public agencies which the public agency finds are for the purpose of meeting operating expenses.

PREVIOUS COUNCIL CONSIDERATION

Annually since FY 2015

BACKGROUND

On May 14, 2024, the City Council approved a three-year agreement for the City’s participation with Santa Clara County for Household Hazardous Waste (HHW) Program management. This agreement expires on June 30, 2027. The City has participated in the program since 2000. The Countywide HHW Collection program enables residents to conveniently dispose of small quantities of hazardous waste at any of the collection facilities in the County. Hazardous waste is not allowed to be placed in household garbage containers. Household waste includes, but is not limited to, cleaning products, mercury thermostats, pesticides, flammable liquids, corrosives, solvents, car batteries, used motor oil, antifreeze, paint, fluorescent lights, and electronic waste.

AB 939 mandates and provides authority for agencies to collect funds for the planning and implementation of integrated waste management programs, which include programs for the diversion of waste from landfills. The HHW is a minor but important part of the diversion of waste from landfills. It is illegal to dispose of hazardous waste in sanitary landfills. This program provides residents with a safe method to dispose of items that require special handling.

The agreements with the County for HHW Program and AB 939 implementation provide for the collection of fees on waste disposed of or treated at County landfills. The agreement provides for the City to receive \$4.10 per ton of landfilled waste that the City uses to partially fund integrated waste management programs. A fee of \$2.60 per ton is collected for County-wide HHW programs. The HHW Program agreement defines the County, for the specific services it provides to municipalities, as the program manager.

The County’s HHW Program held a temporary hazardous waste disposal event in Los Altos on April 12, 2025.

ANALYSIS

While the City and County entered into a three-year agreement to provide HHW collection services, the agreement must be amended annually with a new operating schedule and a new augmentation amount for service levels above what is funded through AB 939 Implementation Fees. The City is required under the agreement to pay the difference between the estimated cost to provide service to an average of 4% of the City’s residents annually at hazardous waste disposal sites under the program less the amount generated within the City in AB 939 fees. The AB 939 fees will continue to support a four percent level of participation by Los Altos residents in the County HHW Program.

DISCUSSION

Funding augmentation for the HHW Program for FY 2025/26 is needed in the amount of \$127,410 based on anticipated participation from City residents. It is important to note when reviewing the attached amendment that the County uses the term “FY2026” to describe the fiscal year from July 1, 2025, to June 30, 2026.

ATTACHMENT

1. Resolution

2. First Amendment to the Agreement for Countywide Household Hazardous Waste Collection Program (FY2025/26)
3. Executed Agreement for Countywide Household Hazardous Waste Collection Program (FY2025-27)
4. Executed Agreement for Countywide AB939 Implementation Fee (FY2025/27)

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENTS
FOR COUNTYWIDE HOUSEHOLD HAZARDOUS WASTE COLLECTION
PROGRAMS**

WHEREAS, On May 14, 2024, the City Council approved a three-year agreement for the City's participation with Santa Clara County for Household Hazardous Waste (HHW) Program management. These agreements expire on June 30, 2027; and

WHEREAS, The Countywide HHW Collection program enables residents to conveniently dispose of small quantities of hazardous waste at any of the collection facilities in the County, and at a well-publicized annual event in the City; and

WHEREAS, HHW is an important part of solid waste diversion, and it is illegal to dispose of hazardous waste in sanitary landfills; and

WHEREAS, AB 939 mandates and provides authority for agencies to collect funds for planning and implementation of integrated waste management programs.

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

1. Authorizes City Manager to execute the First Amendment to the Agreement for Countywide Household Hazardous Waste Collection Program.
2. Authorizes the City Manager to take such further actions as may be necessary to implement the foregoing agreement.
3. Authorizes the City to continue providing funding augmentation for the HHW Program for FY 2025/26 in the amount needed based on participation from City residents per the Agreement, which is estimated based on anticipated participation at \$127,410 for FY 2025/26.
4. Find that the City Council's action in approving this resolution is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15273.

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 13th day of May, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ATTACHMENT 1

Agenda Item # 7.

ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC City Clerk

**FIRST AMENDMENT TO THE AGREEMENT FOR COUNTYWIDE HOUSEHOLD
HAZARDOUS WASTE COLLECTION PROGRAM**

The Agreement for Countywide Household Hazardous Waste Collection Program (AGREEMENT) by and between the City of Los Altos (CITY) and the County of Santa Clara (COUNTY) previously entered into on June 28, 2024, is hereby amended as set forth below.

The COUNTY and the CITY agree that:

1. Section 16. ADDITIONAL SERVICES UNDER THIS AGREEMENT is amended in full to read:

16. ADDITIONAL SERVICES UNDER THIS AGREEMENT

CITY must augment funding provided under this Agreement to cover the cost of a minimum participation level of 4% of CITY households; CITY may also elect to augment funding to provide additional services to increase CITY participation beyond the 4% minimum participation level. Additional services shall be made available upon written agreement between the CITY's authorized representative and the County Executive Officer or designee. Additional services may include, but are not limited to, additional appointments (charged at the Variable Cost Per Car rate), door-to-door HHW collection, used oil filter collection, universal waste collection, electronic waste collection, and abandoned waste collection.

CITY agrees to augment up to an additional \$96,037 to the Countywide HHW Program during Fiscal Year 2025 for the purpose of attaining or increasing CITY household participation above the 4% minimum participation level at the scheduled collection dates listed in Attachment C, attached hereto and incorporated herein. Augmentation will be calculated, where applicable, at the Variable Cost Per Car rate. Other services will be charged based on a cost recovery basis. CITY authorizes the COUNTY to use CITY'S Available Discretionary Funding portion of the AB939 HHW Fee, if available, to offset the above agreed additional augmentation amount.

CITY agrees to augment up to an additional \$ 127,410 to the Countywide HHW Program during Fiscal Year 2026 for the purpose of attaining or increasing CITY household participation above the 4% minimum participation level at the scheduled collection dates listed in Attachment C-1, attached hereto and incorporated herein. Augmentation will be calculated, where applicable, at the Variable Cost Per Car rate. Other services will be charged based on a cost recovery basis. CITY authorizes the COUNTY to use CITY'S Available Discretionary Funding

portion of the AB939 HHW Fee, if available, to offset the above agreed additional augmentation amount.

CITY agrees to make an interim payment to COUNTY amounting to 50 percent of the augmentation amount stated above for each fiscal year. This interim payment shall be made no later than September 30th of each fiscal year. The remaining balance of any outstanding cost shall be reconciled and paid or refunded in accordance with the terms outlined in the annual cost statement.

At the end of each fiscal year, a final annual cost statement shall be prepared by COUNTY and issued to CITY by November 30th. The annual cost statement will take into consideration costs incurred on behalf of CITY for additional services and all payments made by CITY to COUNTY. If any balance is owed to COUNTY, it will be due within 30 days following receipt of the annual cost statement. If any credit is owed to CITY, COUNTY will refund that amount to CITY within 30 days following delivery of the annual cost statement.

2. Section 17. INFORMATION AND APPOINTMENT LINE is amended in full to read:

17. INFORMATION AND APPOINTMENT LINE

COUNTY will operate a telephone information and appointment desk Monday through Friday, from the hours of 8:30 a.m. to 4:30 p.m, except for COUNTY-recognized holidays. The information service will register residents for the Temporary HHW Events and the collections at CoHHWCF. The information service will provide information about hazardous household materials. CITY will be notified immediately if resident participation approaches a level of service that may not be supported by available funding.

3. Attachment C-1 "HHW Schedule Of Collection Events for Fiscal Year 2025/2026" attached hereto and incorporated herein by this reference is hereby added to the AGREEMENT.

Except as provided herein, all terms and conditions of the AGREEMENT shall remain in full force and effect.

IN WITNESS WHEREOF, COUNTY and CITY, through their duly authorized representatives, have entered into this First Amendment to the AGREEMENT on the last date shown below:

COUNTY OF SANTA CLARA

CITY OF LOS ALTOS

Signature:

Signature:

James R. Williams
County Executive

Name: _____
Title: _____

Date: _____

Date: _____

APPROVED AS TO FORM AND LEGALITY

Willie Nguyen
Deputy County Counsel

Date: _____

ATTACHMENT C-1: HHW SCHEDULE OF COLLECTION EVENTS FOR FISCAL YEAR 2025/2026*

2025-2026

HHW Schedule of Collection Events for Fiscal Year 2025/2026



Schedule subject to change

KEY:		
Las Plumas Permanent	155	
LP & SM Permanent	38	193 Total Permanent Events
Temporary Event	11	204 Total Events
Holiday	7	

AGREEMENT FOR COUNTYWIDE HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM

This Agreement for Countywide Household Hazardous Waste Collection Program ("AGREEMENT") is made by and between the CITY OF LOS ALAMOS ("CITY") and the County of Santa Clara ("COUNTY") on the 28th day of June 2024.

RECITALS

WHEREAS, the Board of Supervisors of the County of Santa Clara ("Board of Supervisors") has approved a Countywide Household Hazardous Waste Collection Program whereby residents of the unincorporated areas of the Santa Clara County and cities and towns within Santa Clara County participating in the Countywide program will have an opportunity to safely dispose of household hazardous wastes (HHW), regardless of the specific location at which the collection has been scheduled; and

WHEREAS, CITY desires to provide residents with convenient opportunities to safely dispose of their HHW in order to encourage the proper disposal of toxic products, and avoid unauthorized or improper disposal in the garbage, sanitary sewer, storm drain system, or on the ground, in a manner which creates a health and/or environmental hazard; and

WHEREAS, CITY desires to provide a safe, convenient, and economical means for residents to dispose of HHW. These wastes include, but are not limited to, common household products such as household cleaning products, furniture polish, solvents, oven cleaner, pesticides, oil-based paints, motor oil, antifreeze, car batteries, mercury thermostats, fluorescent lamps, household batteries, and electronic waste; and

WHEREAS, CITY desires to schedule Household Hazardous Waste Collection Events (Events) for residents for FY 2025 through FY 2027 (July 1, 2024 – June 30, 2027); and

WHEREAS, CITY desires to provide household hazardous waste collection services to a minimum of 4% of the households per fiscal year in its jurisdiction; and

WHEREAS, CITY desires to participate in the Countywide Household Hazardous Waste Collection Program to meet these objectives; and

WHEREAS, pursuant to Public Resources Code Section 41901, the Board of Supervisors has approved the collection of a \$4.10 per ton Countywide AB939 Implementation fee, including a \$2.60 per ton Household Hazardous Waste Fee (AB939 HHW Fee), for FY 2025 through FY 2027 (July 1, 2024 – June 30, 2027) on all wastes landfilled or incinerated within Santa Clara County, received at any non-disposal or collection facility located within Santa Clara County and subsequently transported for disposal or incineration outside of Santa Clara County, collected from any location within the County by a solid waste hauler operating pursuant to a franchise, contract, license, or permit issued by any local jurisdiction and subsequently

transported for disposal or incineration outside of Santa Clara County, or removed from any location in Santa Clara County by any person or business for disposal or incineration outside the county; and

WHEREAS, the AB939 HHW Fee is allocated to the Countywide Household Hazardous Waste Program and participating jurisdictions to fund HHW program costs in accordance with the terms of the Countywide AB939 Implementation Fee Agreement; and

WHEREAS, CITY desires for COUNTY to utilize CITY's share of the AB939 HHW Fee to provide HHW services for CITY residents.

NOW THEREFORE, CITY and COUNTY AGREE AS FOLLOWS:

1. PURPOSE

The purpose of this AGREEMENT is to state the terms and conditions under which CITY will participate in the Countywide Household Hazardous Waste Collection Program (CoHHW Program) available to its residents. Participating jurisdictions are those jurisdictions that enter into this AGREEMENT with the County.

2. PROGRAM FUNDING SOURCE

HHW Program services are mandated by State law, Public Resources Code Section 41500 *et seq.* State law authorizes cities and counties to impose fees in amounts sufficient to support planning and implementation of integrated waste management programs, including HHW elements. The AB939 HHW Fee, of \$2.60 per ton, imposed by COUNTY as part of the AB939 Implementation Fee and collected and distributed in accordance with the Agreement for Countywide AB939 Implementation Fee will be the primary source of funding for CoHHW Program services. CITY agrees that COUNTY may utilize CITY's share of the AB939 HHW fee to provide HHW Program services in accordance with the terms and conditions of this AGREEMENT.

Funds derived from the AB939 HHW Fee will be allocated among five types of CoHHW Program service costs as follows:

- A. Fixed Program Costs will be apportioned based on the number of households in each participating jurisdiction. The number of households will be determined at the beginning of each Fiscal Year by statistics compiled by the California Department of Finance, Demographic Research Unit from their most recent Report, "Population Estimates for California Cities and Counties."
- B. San José Facility Use Surcharge will be apportioned based on CITY residents' participation at the County Household Hazardous Waste Collection Facility located at 1608 Las Plumas Avenue, San José, CA 95133.

- C. Variable Cost Per Car is the cost associated with labor, waste disposal, transportation, and other services provided to residents at the County HHW Collection Facilities and at temporary HHW collection events. The Variable Cost Per Car is based on the estimated cost of providing a base level service to 4% of households in all participating jurisdictions. The number of households will be determined at the beginning of each Fiscal Year by statistics compiled by the California Department of Finance, Demographic Research Unit from their most recent Report, "Population Estimates for California Cities and Counties."
- D. Available Discretionary Funding is allocated based on tonnage generated per participating jurisdiction, and after allocation of Fixed Program Costs, San José Facility Use Surcharge, and Variable Cost Per Car allocation.
- E. Abandoned Waste Disposal Costs will fund disposal of HHW illegally abandoned at Nonprofit Charitable Reuser organizations as defined in Section 41904 of California Public Resources Code.

The projected AB939 HHW Fee Allocation by jurisdiction is set out in Attachment A, attached hereto and incorporated herein.

3. FIXED PROGRAM COST

Estimated HHW Fixed Program Costs are projected in Attachment B, attached hereto and incorporated herein. Fixed Program Costs are allocated to CITY at the conclusion of each fiscal year based on CITY's proportional share of the County population and will not exceed \$5.07 per household for Fiscal Years 2025, 2026, and 2027. Fixed Program Costs may include, but are not limited to, up to eleven (11) County HHW Program staff members, facility lease costs, vehicle lease costs, office rent, office supplies, county administrative overhead, county legal counsel, training costs, equipment and facility maintenance and union negotiated salary and benefit changes.

4. ABANDONED WASTE DISPOSAL COST

The Abandoned Waste Disposal Cost will fund disposal of HHW illegally abandoned at Nonprofit Charitable Reuser organizations. The Abandoned Waste Disposal Cost is based on the cost to the County to dispose of abandoned waste allocated among participating jurisdictions based on their proportional share of the County population and shall not exceed \$0.05 per household. Projected Abandoned Waste Disposal Costs to the CITY based on a charge of \$0.05 per household are set forth in Attachment A, attached hereto and incorporated herein.

For the purposes of this Agreement, "Nonprofit Charitable Reuser Organization" is defined in accordance with Section 41904 of California Public Resources Code as follows: a charitable organization, as defined in Section 501(c)(3) of the federal Internal Revenue Code, or a distinct operating unit or division of the charitable organization, that reuses and recycles donated goods or materials and receives more than 50 percent of its revenues from the handling and sale of those donated goods or materials.

5. SAN JOSÉ FACILITY USE SURCHARGE

The total San José Facility Use Surcharge for CITY will be based on CITY residents' proportional participation at the County Household Hazardous Waste Collection Facility located at 1608 Las Plumas Avenue, San José. Estimated San José Facility Use Surcharges are projected in Attachment A, attached hereto and incorporated herein. The San José Facility Use Surcharge will vary depending on facility usage but will not exceed \$8.09 per car for Fiscal Years 2025, 2026, and 2027.

6. VARIABLE COST PER CAR

The Variable Cost Per Car is the cost associated with actual labor, waste disposal, transportation and other services provided to the residents at the County Household Hazardous Waste Collection Facilities (CoHHWCF) and at Temporary Events. The Variable Cost Per Car is estimated to be approximately \$66.02 per participating resident car for Fiscal Years 2025, 2026 and 2027. The estimated cost per car will be adjusted to reflect actual service costs. After Fixed Program Costs and San José Facility Use Surcharge are allocated on a per household basis, the Variable Cost Per Car will be used to calculate the costs to service 4% of households across all participating jurisdictions. If the level of 4% of households is not reached in the CITY, the CoHHW Program may use the remaining balance of funds, in cooperation with the CITY, to increase public outreach and/or provide additional services in that jurisdiction the following year.

7. AVAILABLE DISCRETIONARY FUNDING

The Available Discretionary Funding portion of the AB939 HHW Fee will be allocated based on the tons of waste generated within each jurisdiction, and after allocation of Fixed Program Costs, San José Facility Use Surcharge, and Variable Cost Per Car allocation. Available Discretionary Funds must be used for HHW purposes. Options for how to spend these funds include, but are not limited to, increasing the number of residents served in that jurisdiction by the CoHHW Program, subsidizing curbside used motor oil collection, electronic waste (e-waste) collection, universal waste collection, emergency HHW services, funding HHW public education, the support of capital infrastructure projects to accommodate HHW drop-off and collection events, or providing special programs such as retail collection of certain waste and/or door-to-door collection of HHW for the elderly and/or persons with disabilities and neighborhood clean-up events. COUNTY has discretion to determine appropriate uses of Available Discretionary Funding in accordance with the terms and conditions in this Agreement, and to apply the funding toward those uses.

8. ADMINISTRATION AND PAYMENT OF THE AB939 HHW FEE

The County of Santa Clara Recycling and Waste Reduction Division will administer the AB939 HHW Fee, as part of the existing online disposal reporting and payment system. Administration and payment will be made in accordance with the Agreement for Countywide AB939 Implementation Agreement. Notwithstanding the foregoing, the COUNTY shall maintain records of the amount, use, and distribution of Fixed Program Cost expenditures for at least five (5) years after the termination date of this Agreement, unless otherwise required by law

to retain such records for a longer period. CITY may request in writing a review by COUNTY of the Fixed Program Cost records. The review shall be performed within 30 days of request and results shall be reported to participating cities in writing.

9. PROGRAM PUBLICITY

The CoHHW Program shall produce and make available to the public an HHW brochure for distribution. The brochure will be made available at various events, including but not limited to, environmental events and community fairs. The brochure may also be distributed, upon request, to cities within Santa Clara County and to Santa Clara County residents and businesses. The CITY shall be responsible for developing and coordinating citywide awareness of the HHW Program. The CoHHW Program shall be responsible for Countywide public education for used oil recycling. CoHHW Program public awareness responsibilities shall include, but not be limited to, the following activities:

- Serving as the formal contact to the local media such as local newspapers and television news stations;
- Providing participating jurisdictions with educational materials developed for the CoHHW Program;
- Promoting oil and oil filter recycling by developing, purchasing, and distributing educational materials, media relations materials, basic art work and camera ready advertising materials for distribution countywide and for use by jurisdictions;
- Representing the program through educational presentations at schools and businesses and attendance at community events such as local fairs and festivals; and
- Providing participating jurisdictions opportunities to review and comment on the development of countywide outreach materials.

CITY's public awareness responsibilities, at the sole discretion of the CITY, shall include, but not be limited to, the following activities:

- Providing a copy of HHW promotional materials to the CoHHW Program for review for accuracy and completeness, prior to publication;
- Developing and distributing HHW promotion communications to residents for local and CITY newsletters, newspapers and to the electronic media;
- Providing the CoHHW Program with a copy of HHW promotion materials produced by the CITY;
- Conducting and supporting outreach and publicity to attain the goal of 4% of households in the CITY participating in the CoHHW Program; and
- Providing the CoHHW Program a report summarizing all outreach activities conducted by the CITY during the fiscal year. The report is due 30 days after the end of the reporting period.

10. TEMPORARY HHW EVENTS

COUNTY shall conduct Temporary HHW Events at various sites located in Santa Clara County. COUNTY shall obtain all necessary permits and licenses required for the Temporary

HHW Events and shall provide or contract for the services of properly trained, qualified personnel and hazardous waste haulers, and shall provide or secure suitable equipment and supplies to properly receive, package, label, haul, recycle and dispose of the household hazardous wastes collected at the Temporary HHW Events.

When COUNTY conducts a Temporary HHW Event in CITY's jurisdiction, CITY agrees to provide solid waste and recycling services at such event at no cost to the CoHHW Program to ensure the proper management of non-hazardous waste generated at the event. Any additional expenses for such event incurred beyond the agreed-upon budget shall be subject to negotiation and mutual agreement between the COUNTY and the CITY.

To increase the Community's awareness of and participation in any Temporary HHW Event in CITY's jurisdiction, the CITY agrees to promote, at the CITY's sole expense, each such event to the residents at least thirty (30) days in advance before the scheduled date. The promotion may include, but is not limited to, bill inserts, door hangers, flyers, in-person outreach events, newsletters, press releases, public service announcements, social media, television public access stations, websites, etc.

11. HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITIES

COUNTY shall conduct collection operations at two County Household Hazardous Waste Collection Facilities (CoHHWCF).

The CoHHWCF are located at:

- ◆ *San Martin, 13055 Murphy Avenue, San Martin, CA 95046*
- ◆ *San José, 1608 Las Plumas, San José, CA 95133*

The COUNTY shall obtain all necessary permits and licenses required for the CoHHWCF and shall provide or contract for services, equipment, and supplies to properly receive, package, label, haul, recycle and dispose of wastes collected.

12. RECYCLING AND DISPOSAL PROGRAM FOR VERY SMALL QUANTITY GENERATORS

COUNTY will provide services to accept hazardous waste from Very Small Quantity Generators (VSQG) in accordance with Section 25218.3 of California Health and Safety Code, as amended from time to time. VSQG is defined in Section 25218.1(q) of California Health and Safety Code.

Eligible VSQGs include, but not limited to, small businesses, governmental entities, non-profit organizations, schools, special districts, etc. within the County so long as they meet the criteria as defined in Section 25218.1(q) of California Health and Safety Code. Eligible VSQGs will be allowed to bring their hazardous waste to CoHHWCF. These services to VSQGs located within the CITY will be provided on a cost recovery basis, which will include program administration,

on-site collection, transportation, and disposal costs. COUNTY will assume responsibility for fee collection from participating VSQG.

The CITY may choose to pay for services for VSQG's within the CITY and will notify the COUNTY in writing with 30-day advance notice in order to exercise this option. If the CITY exercises this option, the COUNTY will invoice the CITY for all costs associated with VSQG's within the CITY. If CITY has available Discretionary Funding, COUNTY may use this funding to pay for VSQG costs.

13. ABANDONED HOUSEHOLD HAZARDOUS WASTE

The CoHHW Program will allow for the disposal of abandoned HHW by government agencies and qualified nonprofit charitable reusers. Abandoned HHW means HHW left at a property by an unknown party. Abandoned household hazardous waste does not include waste generated by a known organization or agency in the course of normal business operations such as, but not limited to, the assembly or manufacture of products from new or used materials or the provision of charitable services such as classroom education, meal preparation, and shelter, or the provision of services for a fee.

A) GOVERNMENT AGENCIES

Government agencies shall be charged for disposal of abandoned HHW according to the CoHHW Program's rates for VSQGs.

B) NONPROFIT CHARITABLE REUSER

In order to qualify as a Nonprofit Charitable Reuser, the business must submit to the County Executive a request to be so designated. The County Executive shall review the request and supporting documentation and shall make a final decision on the designation. COUNTY will accept abandoned HHW from Nonprofit Charitable Reusers and will waive disposal fees on the cost of disposal of the abandoned HHW in an annual amount not to exceed funds available from the existing unexpended abandoned waste fund. Funding for disposal available to Nonprofit Charitable Reuser shall be on a first come first serve basis. Once the available fund to pay for the disposal of the abandoned HHW from Nonprofit Charitable Reusers is exhausted, disposal fees shall no longer be waived, and Nonprofit Charitable Reusers shall be charged for disposal of abandoned HHW according to the CoHHW Program's rates for VSQGs. No additional costs shall be applied to the budget of the CITY or any other participating jurisdiction.

14. HOUSEHOLD HAZARDOUS WASTES ACCEPTED

HHW accepted by the CoHHW Program shall be limited to those materials that qualify as "Household Hazardous Waste" pursuant to Section 25218.1(d) of California Health and Safety Code, as amended from time to time. These materials include, but are not limited to, automotive fluids, automotive and other types of batteries, latex and oil paint, oil filters, garden chemicals,

household cleaners, pool chemicals, mercury thermostats, fluorescent lamps containing mercury, household batteries, electronic waste (e-waste), and other common hazardous consumer products.

15. WASTES NOT ACCEPTED

Certain hazardous wastes shall not be accepted for collection and disposal. These include, but are not limited to, compressed gas cylinders larger than 5 gallons, radioactive materials, biohazardous waste, and explosives. Other wastes not accepted by the CoHHW Program are wastes generated as part of operating a business, including a home operated business, except that waste from VSQGs as provided for in Section 12 of this Agreement shall be accepted.

16. ADDITIONAL SERVICES UNDER THIS AGREEMENT

CITY must augment funding provided under this Agreement to cover the cost of a minimum participation level of 4% of CITY households; CITY may also elect to augment funding to provide additional services to increase CITY participation beyond the 4% minimum participation level. Additional services shall be made available upon written agreement between the CITY's authorized representative and the County Executive Officer or designee. Additional services may include, but are not limited to, additional appointments (charged at the Variable Cost Per Car rate), door-to-door HHW collection, used oil filter collection, universal waste collection, electronic waste collection, and abandoned waste collection.

CITY agrees to augment up to an additional \$96,037.00 to the Countywide HHW Program during Fiscal Year 2025 for the purpose of attaining or increasing CITY household participation above the 4% minimum participation level at the scheduled collection dates listed in Attachment C, attached hereto and incorporated herein. Augmentation will be calculated, where applicable, at the Variable Cost Per Car rate. Other services will be charged based on a cost recovery basis. CITY authorizes the COUNTY to use CITY'S Available Discretionary Funding portion of the AB939 HHW Fee, if available, to offset the above agreed additional augmentation amount.

CITY agrees to make an interim payment to COUNTY amounting to 50 percent of the augmentation amount stated above for each fiscal year. This interim payment shall be made no later than September 30th of each fiscal year. The remaining balance of any outstanding cost shall be reconciled and paid or refunded in accordance with the terms outlined in the annual cost statement.

At the end of each fiscal year, a final annual cost statement shall be prepared by COUNTY and issued to CITY by November 30th. The annual cost statement will take into consideration costs incurred on behalf of CITY for additional services and all payments made by CITY to COUNTY. If any balance is owed to COUNTY, it will be due within 30 days following receipt of the annual cost statement. If any credit is owed to CITY, COUNTY will refund that amount to CITY within 30 days following delivery of the annual cost statement.

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17. INFORMATION AND APPOINTMENT LINE

COUNTY will operate a telephone information and appointment desk Monday through Friday, from the hours of 9:00 a.m. to 5:00 p.m, except for COUNTY-recognized holidays. The information service will register residents for the Temporary HHW Events and the collections at CoHHWCF. The information service will provide information about hazardous household materials. CITY will be notified immediately if resident participation approaches a level of service that may not be supported by available funding.

18. SCHEDULING AND SITE SELECTION

COUNTY shall work with CITY to determine the date(s) of Temporary Events and collections at the CoHHWCF. CITY shall coordinate with COUNTY in locating and securing sites for Temporary HHW Events. It is recognized that some participating jurisdictions in the CoHHW Program may not have appropriate sites available. A proposed HHW schedule for Fiscal Year 2025 of Temporary Events and collections at CoHHWCF is included as Attachment C. COUNTY will schedule an adequate number of collection days to serve the 4% level of service. The COUNTY determines the adequate number of collection days by tracking attendance at each event.

19. OUTSIDE FUNDING

During the term of this Agreement, COUNTY may seek outside funding sources for services that would supplement existing HHW services such as permanent collection sites, equipment, retail take-back collection and operational funding. If outside funding is obtained, the CoHHW Program will, at COUNTY's discretion, proceed with development of additional programs using that outside funding without drawing on CITY's funding provided under this Agreement.

20. REGIONAL GRANT AND OIL PAYMENT PROGRAM PARTICIPATION

The CITY authorizes the CoHHW Program to apply for lead agency grants, including but not limited to Used Oil Payment Program grants, from the California Department of Resources Recycling and Recovery (CalRecycle), on behalf of participating jurisdictions. The CoHHW Program will act on behalf of all participating jurisdictions, as the lead applicant and administrator. The CoHHW Program will oversee how the moneys are used and work in cooperation with CITY as to how the funds will be spent. Nothing in this section shall preclude the COUNTY or a participating jurisdiction from applying for grant funds in any case where the CoHHW Program does not apply for the grant opportunity.

21. EMERGENCY SERVICES

Participating jurisdictions, at their option, may desire to provide residents with convenient emergency opportunities to safely dispose of their HHW in the event of a disaster. The purpose of this emergency planning for HHW is to minimize potential public health and safety impacts, as well as to minimize costs and confusion. Attachment D sets out CITY and

COUNTY responsibilities for the collection of household hazardous wastes in response to an emergency. CITY shall make good faith efforts to provide the public with information related to the problems associated with HHW. Upon the decision to hold an emergency collection event, it is CITY's responsibility to make a good faith effort to prepare and disseminate the necessary outreach to notify the public of an emergency collection event. An emergency collection event shall be initiated by a written request from CITY to COUNTY. Emergency collection events can be scheduled in as little as ten (10) working days of CITY's written request or at an agreed upon date thereafter. The emergency collection plan is set out in Attachment D, Household Hazardous Waste Emergency Collection Plan.

COUNTY agrees to conduct the Emergency Collection Event at a mutually agreeable site and time. The COUNTY will obtain the necessary permit from California Department of Toxic Substances Control and will handle wastes in accordance with applicable state laws and regulations. COUNTY will bill CITY for all Emergency Collection Events on a cost recovery basis, and all payments shall be due COUNTY within 30 days following the receipt of the invoice.

22. PRIVATE SPONSORED EVENTS

COUNTY may also secure funding from corporations or agencies to conduct HHW Collection Events for corporate employees and residents of participating jurisdictions and to pay for special programs such as Universal Waste collection at retail locations. The transportation, treatment, and disposal liability for nonresident employee participation in these events shall be shared by all participating jurisdictions, including the CITY, and the COUNTY, as described in Section 26 of this Agreement. Summary information concerning these corporate sponsored events, if any, will be included in the CoHHW Program's annual report to the participating jurisdictions.

23. INSURANCE REQUIREMENTS

Contractors who provide hazardous waste transportation, treatment, or disposal services shall have the required insurance as outlined in Attachment E, Exhibit E Insurance Requirements for Environmental Services Contract. Other contractors shall have insurance in amounts to be determined by COUNTY Insurance Manager, after consultation with CITY. COUNTY shall obtain insurance certificates from each of the contractors prior to the contractor providing service to the program naming the COUNTY as an additional insured.

24. WASTE TRACKING AND REPORTING

COUNTY will provide a mid-year report to CITY regarding participation rates from each participating jurisdiction by March 15 of each year. Mid-year and year end reports will outline the types and quantities of waste collected, the amount of waste diverted for reuse or recycling and the waste management method for each waste stream and associated costs for services. COUNTY will prepare a report summarizing program activities which will be delivered to the participating jurisdictions no later than six months after the end of COUNTY's fiscal year.

It will be assumed for cost and reporting purposes that each participating jurisdiction is contributing to the waste stream in proportion to the number of its residents who directly participate.

COUNTY shall take steps to assure that the bi-annual statements to jurisdictions reflect the funds necessary to cover costs for CITY participation in services scheduled during the next quarter.

25. PARTICIPATION REPORTING

COUNTY shall employ means necessary to verify the place of residence of all participants in the CoHHW Program.

26. HOLD HARMLESS AND INDEMNIFICATION

In lieu of and notwithstanding the pro rata risk allocation which might otherwise be imposed between CITY and COUNTY pursuant to Government Code Section 895.6, the parties agree that all losses or liabilities incurred by a party shall not be shared pro rata but instead COUNTY and CITY agree that pursuant to Government Code Section 895.4, each of the parties hereto shall fully indemnify and hold each of the other parties, their officers, board members, employees and agents, harmless from any claim, expense or cost, damage or liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying party, its officers, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such party under this Agreement. No party, nor any officer, board member, employee or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other parties hereto, their officers, board members, employees or agents, under or in connection with or arising out of any work authority or jurisdiction delegated to such other parties under this Agreement.

Additionally, CITY shall indemnify COUNTY for CITY's apportioned share of any liability incurred and attributed to the Countywide HHW Program for the transportation, treatment or disposal of the household hazardous waste, once the waste has been accepted by a licensed hazardous waste hauler. Apportionment for disposal liability shall be determined by each participating jurisdiction's pro rata proportion of household participation in the Program. Apportionment for transportation and treatment liability shall be determined by each participating jurisdiction's pro rata household participation at the event where the waste was generated. COUNTY will use reasonable efforts to obtain recovery from all available resources, including insurance, of any liable hauler or liable disposal facility operator. No liability shall be apportioned to CITY for transportation, treatment or disposal in any case where COUNTY has contracted for such services and has failed to require the contractor to maintain the insurance requirements set forth in Section 23 above.

CITY shall further indemnify COUNTY for CITY's apportioned share of liability incurred and attributed to the Countywide HHW Program for the transportation, treatment or disposal of household hazardous waste at corporate sponsored events where non-county resident

employees of the corporate sponsor are authorized to participate in the event. Liability for the nonresident portion of the disposal of waste shall be shared by the participating jurisdictions and the COUNTY as described above. The nonresident portion shall be determined by calculating the percentage of nonresidents participating in the event. This percentage will then be subtracted from the total liability for the household hazardous waste prior to assessing CITY's apportioned share of any liability for the household hazardous waste.

COUNTY shall require VSQGs and Nonprofit Charitable Reusers to indemnify COUNTY, at minimum, for their apportioned share of any liability incurred and attributed to the Countywide HHW Program for the transportation, treatment, or disposal of their hazardous waste, once the waste has been accepted by a licensed hazardous waste hauler. The VSQG and Nonprofit Charitable Reuser portion of the waste shall be determined by calculating the percentage, by weight, of the total household hazardous waste accepted by the CoHHW Program. This percentage will be used to calculate the portion of liability attributed to VSQGs and Nonprofit Charitable Reusers and will be subtracted from the total liability prior to assessing CITY's apportioned share of any liability for household hazardous waste.

27. TERMINATION

This Agreement may be terminated by either the COUNTY or CITY upon thirty (30) days written notice given by the terminating party.

28. TERM OF AGREEMENT

The term of this Agreement shall be from July 1, 2024 to June 30, 2027, or until all revenue from the last quarter's AB939 fee payments have expended and/or distributed, whichever is later.

29. INDEPENDENT CONTRACTOR

Each party shall perform responsibilities and activities described herein as an independent contractor and not as an officer, agent, servant or employee of any of the parties hereto. Each party shall be solely responsible for the acts and omissions of its officers, agents, employees, contractors and subcontractors, if any. Nothing herein shall be considered as creating a partnership or joint venture between the parties.

30. EXECUTION BY COUNTERPART

This Agreement may be executed in any number of counterparts, each of which shall for all purposes be deemed an original and all of which shall together constitute one and the same instrument.

31. CONTROLLING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of California.

32. ENTIRE AGREEMENT

This document embodies the entire Agreement between the parties with respect to the subject matter hereof. No modification of this Agreement shall be effective unless and until modification is evidenced by writing signed by all parties or their assigned designates.

33. NOTICES

All notices and communications herein required shall be in writing to the other party as follows, unless expressly changed in writing:

CITY of LOS ALTOS

City Representative HARUN MUSAEFENDIC
 Representative's Title ASSISTANT CIVIL ENGINEER
 City Address 1 NORTH SAN ANTONIO ROAD
LOS ALTOS, CA
94022

County of Santa Clara

Director
 Consumer and Environmental Protection Agency
 1553 Berger Drive
 San José, California 95112

34. CONTRACT EXECUTION

Unless otherwise prohibited by law or COUNTY policy, the parties agree that an electronic copy of a signed contract, or an electronically signed contract, has the same force and legal effect as a contract executed with an original ink signature. The term "electronic copy of a signed contract" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document format. The term "electronically signed contract" means a contract that is executed by applying an electronic signature using technology approved by the COUNTY.

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IN WITNESS WHEREOF, the parties have executed this AGREEMENT FOR COUNTYWIDE HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM on the dates as stated below:

Date: 6/28/2024

COUNTY OF SANTA CLARA

DocuSigned by:

James R. Williams

74FCE0CB79FA478...

JAMES R. WILLIAMS

County Executive

Date: 05/15/2024

"CITY"

[Signature]

CITY/~~TOWN~~ OF LOS ALTOS

Title City Manager

A municipal corporation

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:

Willie Nguyen

A1756187CF04415...

WILLIE NGUYEN

Deputy County Counsel

Attachments:

- A Projected Fiscal Years 2025, 2026, and 2027 AB939 HHW Fee Funding Allocation by Jurisdiction
- B Estimated HHW Program Fixed Costs for Fiscal Years 2025, 2026, and 2027
- C HHW Schedule of Collection Events for Fiscal Year 2025
- D Household Hazardous Waste Emergency Collection Plan
- E Exhibit-E Insurance Requirements for Environmental Services Contracts

ATTACHMENT A: PROJECTED FISCAL YEARS 2025-2027 ANNUAL HHW FEE FUNDING ALLOCATION BY JURISDICTION

Cities	No of Households	% of Households	Disposal Tonnage	AB939 HHW Fee per Ton \$2.60	Fixed Cost per HH \$5.07	SJ Facility Surcharge \$8.09	Variable Cost per Car \$68.02	Abandoned Waste Disposal Cost per HH \$0.05	Discretionary Fund	Estimated Augmentation	Anticipated Participation	Anticipated Participation at SJ Facility
Campbell	18,451	738	37,182	\$ 96,620	\$ 93,494	\$ 5,971	\$ 48,725	\$ 923	\$ (52,493)	\$ 80,093	1,156	1,056
Cupertino	21,787	871	29,930	\$ 77,819	\$ 110,398	\$ 7,050	\$ 57,535	\$ 1,089	\$ (98,254)	\$ 133,081	1,399	936
Gray	18,784	751	60,599	\$ 157,558	\$ 95,181	\$ 6,079	\$ 49,605	\$ 939	\$ 5,754	\$ 27,110	1,162	154
Los Altos	11,871	475	16,597	\$ 43,153	\$ 60,152	\$ 3,842	\$ 31,349	\$ 594	\$ (52,784)	\$ 95,037	1,130	784
Los Altos Hills	3,151	126	5,589	\$ 14,531	\$ 15,967	\$ 1,020	\$ 8,321	\$ 158	\$ (10,934)	\$ 22,221	297	174
Los Gatos	14,006	560	23,770	\$ 61,802	\$ 70,970	\$ 4,532	\$ 36,987	\$ 700	\$ (51,388)	\$ 94,219	1,209	1,199
Milpitas	25,769	1,031	59,694	\$ 155,204	\$ 130,575	\$ 8,339	\$ 68,051	\$ 1,288	\$ (53,049)	\$ 79,341	1,429	969
Monte Sereno	1,353	54	736	\$ 1,911	\$ 6,856	\$ 438	\$ 3,573	\$ 68	\$ (9,024)	\$ 17,334	180	185
Morgan Hill	16,178	647	44,235	\$ 115,011	\$ 81,976	\$ 5,235	\$ 42,723	\$ 809	\$ (15,732)	\$ 75,407	1,551	392
Mountain View	39,194	1,568	51,011	\$ 132,629	\$ 198,602	\$ 12,684	\$ 103,504	\$ 1,960	\$ (184,120)	\$ 169,083	1,340	772
Palo Alto	29,285	1,171	45,188	\$ 117,489				\$ 1,464	\$ 116,025			
San Jose	345,798	13,832	827,019	\$ 2,150,250	\$ 1,752,210	\$ 111,904	\$ 913,183	\$ 17,290	\$ (844,337)	\$ 1,186,168	22,039	20,539
Santa Clara	53,370	2,135	113,691	\$ 295,597	\$ 270,434	\$ 17,271	\$ 140,939	\$ 2,669	\$ (135,715)	\$ 237,003	3,669	2,010
Saratoga	11,353	454	17,897	\$ 46,533	\$ 57,527	\$ 3,674	\$ 29,981	\$ 568	\$ (45,217)	\$ 76,767	932	800
Sunnyvale	63,111	2,524	99,239	\$ 258,021	\$ 319,793	\$ 20,423	\$ 166,664	\$ 3,156	\$ (252,014)	\$ 262,351	2,681	1,533
Unincorporated	18,558	742	45,693	\$ 118,802	\$ 94,036	\$ 6,006	\$ 49,008	\$ 928	\$ (31,176)	\$ 80,009	1,482	845
Total	692,019	27,681	1,478,050	\$ 3,842,931	\$ 3,358,172	\$ 214,467	\$ 1,750,148	\$ 34,601	\$ (1,514,457)	\$ 2,636,224	41,666	32,348

Notes: No of HH and Disposal tonnage are based on FY2022-2023 actuals. Anticipated participation and anticipated participation at SJ facility are based on 10% increase from FY2022-2023 actual participation.

ATTACHMENT B: ESTIMATED ANNUAL HHW PROGRAM FIXED COSTS FOR FISCAL YEARS 2025, 2026, AND 2027

FIXED COST		
Staff Salary and Benefits		\$ 1,926,605.10
County Admin Overhead		\$667,328
County Counsel		\$17,745
Phones and Communications		\$13,787
Facilities Lease Costs	San Jose	\$215,880
Vehicle Costs		\$44,363
Office Supplies and postage		\$4,430
Maintenance, Software		\$150,150
HHW Hotline		\$150,000
Garbage & Utilities		\$47,434
Membership & Dues		\$20,475
Training & Conference		\$6,825
Safety Wear		\$28,392
Printing		\$11,632
Other Services & Supplies		\$53,127
ESTIMATED ANNUAL TOTAL		\$ 3,358,171.77

ATTACHMENT C: HHW SCHEDULE OF PERMANENT & TEMPORARY COLLECTION EVENTS FOR FISCAL YEAR 2025-2027*

2024/Month	Day	Date	Location	Type of Event	County Holidays/ Notes
July	Wed	3	San Jose	Permanent	
	Thursday	4	No Event	No Event	4th OF JULY
	Fri,Sat	5,6	San Jose	Permanent	
	Fri,Sat	5,6	San Martin	Permanent	
	Thurs,Fri	11,12	San Jose	Permanent	
	Saturday	13	Sunnyvale	Temporary	Confirmed
	Thurs,Fri,Sat	18,19,20	San Jose	Permanent	
	Thurs,Fri,Sat	25,26,27	San Jose	Permanent	
August	Thurs,Fri,Sat	1,2,3	San Martin	Permanent	
	Thurs,Fri,Sat	1,2,3	San Jose	Permanent	
	Fri,Sat	4,5	San Martin	Permanent	
	Thurs,Fri,Sat	8,9,10	San Jose	Permanent	
	Thurs,Fri,Sat	15,16,17	San Jose	Permanent	
	Thurs,Fri	22,23	San Jose	Permanent	
	Saturday	24	Mountain View	Temporary	Confirmed
	Thurs,Fri	29,30	San Jose	Permanent	
	Saturday	31	No Event	No Event	LABOR DAY WEEKEND
September	Thurs,Fri,Sat	5,6,7	San Martin	Permanent	
	Thurs,Fri,Sat	5,6,7	San Jose	Permanent	
	Thurs,Fri,Sat	12,13,14	San Jose	Permanent	
	Thurs,Fri	19,20	San Jose	Permanent	
	Saturday	21	Santa Clara	Temporary	Confirmed
	Thurs,Fri,Sat	26,27,28	San Jose	Permanent	
October	Thurs,Fri,Sat	3,4,5	San Martin	Permanent	
	Thurs,Fri,Sat	3,4,5	San Jose	Permanent	
	Thurs,Fri,Sat	10,11	San Jose	Permanent	
	Saturday	12	Sunnyvale	Temporary	Confirmed
	Thurs,Fri,Sat	17,18,19	San Jose	Permanent	
	Thurs,Fri,Sat	24,25,26	San Jose	Permanent	
	Thurs	31	San Jose	Permanent	
November	Fri, Sat	1,2	San Jose	Permanent	
	Thurs,Fri, Sat	7,8,9	San Martin	Permanent	
	Thurs	7,8,9	San Jose	Permanent	
	Thurs,Fri,Sat	14,15,16	San Jose	Permanent	
	Thurs,Fri,Sat	21,22,23	San Jose	Permanent	
	Thurs,Fri,Sat	28,29,30	No Event	No Event	THANKSGIVING
December	Fri, Sat	5,6,7	San Martin	Permanent	
	Thurs,Fri,Sat	5,6,7	San Jose	Permanent	
	Thurs,Fri,Sat	12,13,14	San Jose	Permanent	
	Thurs,Fri,Sat	19,20,21	San Jose	Permanent	
	Wed,Thurs	25,26	No Event	No Event	CHRISTMAS
	Fri,Sat	27,28	San Jose	Permanent	

ATTACHMENT C: HHW SCHEDULE OF PERMANENT & TEMPORARY COLLECTION EVENTS FOR FISCAL YEAR 2025-2027* (Continued)

2025/Month	Day	Date	Location	Type of Event	County Holidays/ Notes
January	Wed	1	No Event	No Event	NEW YEAR'S
	Thurs,Fri, Sat	2,3,4	San Martin	Permanent	
	Thurs,Fri,Sat	2,3,4	San Jose	Permanent	
	Thurs,Fri	9,10	San Jose	Permanent	
	Saturday	11	Sunnyvale	Temporary	TBD
	Thurs,Fri,Sat	16,17,18	San Jose	Permanent	
	Thurs,Fri	23,24	San Jose	Permanent	
	Saturday	25	Santa Clara	Temporary	TBD
	Thurs,Fri	30,31	San Jose	Permanent	
February	Sat	1	San Jose	Permanent	
	Thurs,Fri, Sat	6,7,8	San Martin	Permanent	
	Thurs,Fri,Sat	6,7,8	San Jose	Permanent	
	Thurs,Fri,Sat	13,14,15	San Jose	Permanent	
	Thurs,Fri,Sat	20,21,22	San Jose	Permanent	
	Thurs,Fri	27,28	San Jose	Permanent	
March	Sat	1	San Jose	Permanent	
	Thurs,Fri, Sat	6,7,8	San Martin	Permanent	
	Thurs,Fri,Sat	6,7,8	San Jose	Permanent	
	Thurs,Fri,Sat	13,14,15	San Jose	Permanent	
	Thurs,Fri,Sat	20,21,22	San Jose	Permanent	
	Thurs,Fri,Sat	27,28,29	San Jose	Permanent	
April	Thurs,Fri,Sat	3,4,5	San Jose	Permanent	
	Thurs,Fri, Sat	3,4,5	San Martin	Permanent	
	Thurs,Fri	10,11	San Jose	Permanent	
	Saturday	12	Los Altos	Temporary	TBD
	Thurs,Fri	17,18	San Jose	Permanent	
	Saturday	19	Sunnyvale	Temporary	TBD
	Thurs,Fri	24,25	San Jose	Permanent	
	Saturday	26	Santa Clara	Temporary	TBD
May	Thurs,Fri,Sat	1,2,3	San Jose	Permanent	
	Thurs,Fri, Sat	1,2,3	San Martin	Permanent	
	Thurs,Fri,Sat	8,9,10	San Jose	Permanent	
	Thurs,Fri,Sat	15,16,17	San Jose	Permanent	
	Thurs,Fri	22,23	San Jose	Permanent	
	Saturday	24	No Event	No Event	MEMORIAL DAY WEEKEND
	Thurs,Fri,Sat	29,30,31	San Jose	Permanent	
June	Thurs,Fri, Sat	5,6,7	San Martin	Permanent	
	Thurs,Fri,Sat	5,6,7	San Jose	Permanent	
	Thurs,Fri	12,13	San Jose	Permanent	
	Saturday	14	Milpitas	Temporary	TBD
	Thurs, Fri,Sat	19,20,21	San Jose	Permanent	
	Thurs,Fri,Sat	26,27,28	San Jose	Permanent	

*SUBJECT TO CHANGE

ATTACHMENT D:**COUNTY HOUSEHOLD HAZARDOUS WASTE
EMERGENCY COLLECTION PLAN****1. PURPOSE**

The purpose of the Household Hazardous Waste Emergency Collection Plan is to minimize potential public health and safety impacts, as well as to minimize costs and confusion during an emergency or disaster. This Attachment describes the services the County can provide and the responsibilities of each party for the collection of household hazardous wastes (HHW) in response to an emergency as defined by the local jurisdiction.

Jurisdictions should contact local emergency agencies, the Governor's Office of Emergency Services (OES), and California Department of Toxic Substances Control (DTSC) for more specific information on hazardous materials emergency response.

2. Timing of HHW

While it is important to have special collection opportunities for disaster-related HHW as soon as possible to avoid illegal disposal or harm to people and/or the environment, having an event or service too soon after a disaster may result in low participation. Sufficient public notification, assessment and monitoring of the disaster and cleanup process by the designated City HHW Coordinator(s) is essential.

3. Public Information/Notification:

Cities should be prepared to provide the public with information related to the problems associated with HHW along with information about special collection events and services. Upon the decision to hold an emergency collection event, it is the City's responsibility to prepare and deliver the necessary public outreach to notify the public of an upcoming event. A City's public outreach program should evaluate all forms of media including: newspaper ads, posters, flyers, press releases, banners, door-to-door notices, roadside signs, signs on dumpsters, radio public service announcements, social media outlets and television public access stations. Be aware of communities where multiple language outreach efforts will be necessary.

4. State HHW Collection Permits

DTSC is responsible for issuing the necessary state permits for HHW collection facilities. During an emergency, the County will obtain the necessary emergency permit for special collection of household hazardous waste from DTSC through their expedited approval process.

5. Collection Events

Temporary collection events can be set-up at various sites including parking lots, city maintenance yards, within neighborhoods needing service, and at landfills or a centralized

location to service larger segments of the population. Waste collected will be transported with a transportation vehicle provided by the HHW Program. In addition, events can be scheduled at the two existing Countywide Household Hazardous Waste Collection Facilities (CoHHWCF). The following options are available to each participating City.

- Neighborhood Drop-off Events: The County is able to provide localized service to specific areas in need of household hazardous waste collection services. The County will work with City Solid Waste Coordinators to conduct coordinated efforts to residents in the affected area. After a specific event, waste will be transported by County staff or a hazardous waste contractor to an appropriate facility.
- Mobile HHW Event: The County conducts Household Hazardous Waste Collection Event (Events) at various sites located in Santa Clara County throughout the year. Events will be expanded to give priority to disaster victims when requested by the City. The County shall obtain all necessary permits and licenses required for the events and shall provide and/or contract for the services of properly trained personnel and hazardous waste haulers. The County shall also provide or secure suitable equipment and supplies to properly receive, package, label, haul, recycle and dispose of the household hazardous wastes collected at events.
- CoHHWCF: The County operates two permitted HHW collection facilities for the collection and storage of HHW. The County shall provide or contract for services, equipment, and supplies to properly receive, package, label, haul, recycle and dispose of wastes collected at the CoHHWCF.

The CoHHWCF are located at:

San Martin, 13055 Murphy Ave, San Martin, CA 95046
San Jose, 1608 Las Plumas, San Jose, CA 95133

6. Costs, Documentation, and Reimbursements

Cities will be billed on a cost recovery basis. Costs of emergency events will be tracked and billed separately. Emergency funding applications pending from the State or Federal government for reimbursements in no way relieves the City of responsibility to make timely payment to the County in accordance with the terms of the AGENCY AGREEMENT FOR COUNTYWIDE HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM.

The County agrees to provide the City with a detailed accounting of services provided for an emergency collection. Documentation will track the time and materials of staff, outside contractor expenses, and quantities and types of waste collected to demonstrate that the wastes were generated above and beyond existing collection programs.

Services to businesses will be provided on a cost recovery basis and according to Section 12 of the AGENCY AGREEMENT FOR COUNTYWIDE HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM, which includes program administration, on-site collection, transportation, and disposal costs. The County will assume responsibility for collecting fees from participating businesses.

7. State and Federal Assistance and Funds

It is the City's responsibility to pursue reimbursement from State or Federal agencies.

California Governor's Office of Emergency Services (Cal OES)

Cal OES is responsible for requesting assistance is declared a state disaster area, and the local jurisdiction deems that the needs of the disaster response are beyond the capability of local jurisdictions for resources beyond the capability of the jurisdiction. State assistance may include assistance available from State, Federal, or private sources. If a local jurisdiction exceeds its capabilities, then the local jurisdiction can request assistance and reimbursement of costs from Cal OES.

Follow Standardized Emergency Management System (SEMS)

All requests and emergency responses must be in accordance with the SEMS. DTSC may have funding available for hazardous waste response and collection.

Federal Assistance

If a state disaster area is declared a federal disaster, then federal funding assistance may be available through the Cal OES. Funding and assistance may be available from Federal agencies such as FEMA and the USEPA.

Damage estimates: The city should provide to the Cal OES estimates of damages and a "scope of work requested." It is recommended that the local HHW coordinator meet ahead of time with local emergency agencies or Cal OES contacts regarding the proper procedures and wording of requests for assistance.

Funding Process: The funding process may vary depending on the unique circumstances of the disaster. The process can either be the traditional FEMA reimbursement process, or by direct assistance from USEPA.

REFERENCES

California Integrated Waste Management Board, Integrated Waste Management Disaster Plan: Guidance for local government on disaster debris management, January 1997.

Emergency Planning Contacts and Personnel

Primary County Contact: County of Santa Clara
Consumer and Environmental Protection Agency
Household Hazardous Waste Program
ATTN: Hazardous Materials Program Manager
(408)-918-1967

For Non-Emergency after-hours, contact County Communications at: (408) 977-3220

Responsibility: Coordinate and establish proper collection and disposal methods for household hazardous waste. Assess the need for HHW and VSQG services in consultation with the City and other operations.

Cal OES Public Safety Communications Main Office

601 Sequoia Pacific Boulevard
Sacramento, CA 95811
(916) 894-5209

Cal OES

3650 Schriever Avenue
Mather, CA 95655-4203
(916) 845-8510

CHEMTREC Emergency number, (800) 424-9300
Non-emergency (800) 262-8200

Chemtrec is a public service established by the Chemical Manufacturers Association. The Center was developed as a resource for obtaining immediate emergency response information to mitigate accidental chemical releases, and as a means for emergency responders to obtain technical assistance from chemical industry product safety specialists, emergency response coordinators, toxicologists, physicians, and other industry experts to safely mitigate incidents involving chemicals.

ATTACHMENT E**EXHIBIT E****INSURANCE REQUIREMENTS FOR
ENVIRONMENTAL SERVICES
CONTRACTS**

(Hazardous Waste Disposal, Remediation Services, Environmental Consulting, etc.)

Indemnity

The Contractor shall indemnify, defend, and hold harmless the County of Santa Clara (hereinafter "County"), its officers, agents and employees from any third party claim, liability, loss, injury or damage to the extent arising out of, or in connection with, performance of this AGREEMENT by Contractor and/or its agents or employees, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of personnel employed by the County. It is the intent of the parties to this AGREEMENT to provide the broadest possible coverage for the County. The Contractor shall reimburse the County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the Contractor contests its obligation to indemnify, defend and/or hold harmless the County under this AGREEMENT and does not prevail in that contest.

Insurance

Without limiting the Contractor's indemnification of the County, the Contractor shall provide and maintain at its own expense, during the term of this AGREEMENT, or as may be further required herein, the following insurance coverages and provisions:

A. Evidence of Coverage

Prior to commencement of this AGREEMENT, the Contractor shall provide a Certificate of Insurance certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate.

This verification of coverage shall be sent to the requesting County department, unless otherwise directed. The Contractor shall not receive a Notice to Proceed with the work under the AGREEMENT until it has obtained all insurance required and such insurance has been approved by the County. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

B. Qualifying Insurers

All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- V, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Insurance Manager.

ATTACHMENT E

Exhibit E (Continued)

C. Notice of Cancellation

Should any of the requested policies be cancelled before the expiration date, notice will be provided in accordance with policy provisions.

D. Insurance Required

1. Commercial General Liability Insurance - for bodily injury (including death) and property damage which provides limits as follows:
 - a. Each occurrence - \$1,000,000
 - b. General aggregate - \$2,000,000
 - c. Products/Completed Operations aggregate - \$2,000,000
 - d. Personal Injury - \$1,000,000
2. General liability coverage shall include:
 - a. Premises and Operations
 - b. Products/Completed
 - c. Personal Injury liability
 - d. Severability of interest
3. General liability coverage shall include the following endorsement, a copy of which shall be provided to the County:

Additional Insured Endorsement, (Commercial General Liability Additional Insured provided pursuant to Additional Insured Endorsement #1), which shall read:

“County of Santa Clara, and members of the Board of Supervisors of the County of Santa Clara, and the officers, agents, and employees of the County of Santa Clara, individually and collectively, as additional insureds provided pursuant to Additional Insured Endorsement Form #1.”

Insurance afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by the County of Santa Clara, its officers, agents, and employees shall be excess only and not contributing with insurance provided

Exhibit E (Continued)

under this policy. Public Entities may also be added to the Additional Insured Endorsement Form #1 as applicable by way of insurance addendum, and the contractor shall be notified by the contracting department of these requirements.

4. Automobile Liability Insurance

For bodily injury (including death) and property damage which provides total limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned and hired vehicles. Coverage shall include Environmental Impairment Liability Endorsement MCS90 for contracts requiring the transportation of hazardous materials/wastes.

5. Workers' Compensation and Employer's Liability Insurance

- a. Statutory California Workers' Compensation coverage including broad form all-states coverage.
- b. Employer's Liability coverage for not less than one million dollars (\$1,000,000) per occurrence.

6. Contractors Pollution Liability Insurance

Coverage shall provide a minimum of not less than five million dollars (\$5,000,000) per occurrence and aggregate for bodily injury, personal injury, property damage and cleanup costs both on and offsite.

7. Professional Errors and Omissions Liability Insurance (required for contractors providing professional services, such as through a professional engineer, registered geologist, etc.)

- a. Coverage shall be in an amount of not less than one million dollars (\$1,000,000) per claim/aggregate.
- b. If coverage contains a deductible or self-retention, it shall be reviewed and approved by the County's Insurance Manager prior to contract execution.
- c. Coverage as required herein shall be maintained for a minimum of two years following termination or completion of this AGREEMENT.

ATTACHMENT E

Exhibit E (Continued)

8. Claims Made Coverage

If coverage is written on a claims made basis, the Certificate of Insurance shall clearly state so. In addition to coverage requirements above, such policy shall provide that:

- a. Policy retroactive date coincides with or precedes the Consultant's start of work (including subsequent policies purchased as renewals or replacements).
- b. Policy allows for reporting of circumstances or incidents that might give rise to future claims. If coverage terminated Run-Off (Tail) coverage will be purchased for three (3) years following termination.

E. Special Provisions

The following provisions shall apply to this AGREEMENT:

1. The foregoing requirements as to the types and limits of insurance coverage to be maintained by the Contractor and any approval of said insurance by the County or its insurance consultant(s) are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to this AGREEMENT, including but not limited to the provisions concerning indemnification.
2. The County acknowledges that some insurance requirements contained in this AGREEMENT may be fulfilled by self-insurance on the part of the Contractor. However, this shall not in any way limit liabilities assumed by the Contractor under this AGREEMENT. Any self-insurance shall be approved in writing by the County upon satisfactory evidence of financial capacity. Contractors obligation hereunder may be satisfied in whole or in part by adequately funded self-insurance programs or self-insurance retentions.
3. Should any of the work under this AGREEMENT be sublet, the Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverages.
4. The County reserves the right to withhold payments to the Contractor in the event of material noncompliance with the insurance requirements outlined above.

ATTACHMENT E

Exhibit E (Continued)

F. Fidelity Bonds (Required only if contractor will be receiving advanced funds or payments)

Before receiving compensation under this AGREEMENT, Contractor will furnish County with evidence that all officials, employees, and agents handling or having access to funds received or disbursed under this AGREEMENT, or authorized to sign or countersign checks, are covered by a BLANKET FIDELITY BOND in an amount of AT LEAST fifteen percent (15%) of the maximum financial obligation of the County cited herein. If such bond is canceled or reduced, Contractor will notify County immediately, and County may withhold further payment to Contractor until proper coverage has been obtained. Failure to give such notice may be cause for termination of this AGREEMENT, at the option of County.

AGREEMENT FOR COUNTYWIDE AB939 IMPLEMENTATION FEE

This Agreement is made by and among the Cities and Towns of Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Morgan Hill, Monte Sereno, Mountain View, Palo Alto, San José, Santa Clara, Saratoga, and Sunnyvale (CITIES) and the County of Santa Clara (COUNTY) on the 28 day of June 2024. The term CITIES may refer to CITIES collectively or individually.

RECITALS

WHEREAS, pursuant to Public Resources Code Section 41901, a city, county, or city and county may impose fees in amounts sufficient to pay the costs of preparing, adopting, and implementing a countywide integrated waste management plan;

WHEREAS, State law, Public Resource Code Section 41750, requires that the countywide integrated waste management plans contain a household hazardous waste (“HHW”) element for each city within the county as well as for the unincorporated area of the county;

WHEREAS, the Board of Supervisors of the County of Santa Clara (“Board”) has imposed a Countywide AB939 Implementation Fee (“Fee”) since July 1, 1992 to pay for the costs of preparing, adopting, and implementing integrated waste management plans and programs, including HHW program elements;

WHEREAS, the Board has approved reimposing the Fee for Fiscal Years 2025, 2026, and 2027 (July 1, 2024 through June 30, 2027) at \$4.10 per ton of waste landfilled or incinerated in the County; received at any nondisposal or collection facility located within the County and subsequently transported for disposal or incineration outside of the County; collected from any location within the County by a solid waste hauler operating pursuant to a franchise, contract, license, or permit issued by any local jurisdiction and subsequently transported for disposal or incineration outside of the County; and removed from any location in the County by any person or business for disposal or incineration outside the County;

WHEREAS, HHW programs provide household hazardous waste management services to residents of Santa Clara County and are necessary to meet HHW planning and management requirements under State law;

WHEREAS, jurisdictions in Santa Clara County desire to provide safe, convenient, and economical means for residents to properly dispose of household hazardous wastes in an environmentally safe manner in order to avoid unauthorized or improper disposal in the garbage, sanitary sewer, storm drain system, or on the ground or in any other manner which creates a health or environmental hazard. These wastes include, but are not limited to, common household products such as household cleaning products, spot remover, furniture polish, solvents, oven cleaner, pesticides, oil based paints, motor oil, antifreeze, fluorescent lamps, and batteries; and

WHEREAS, the County will collect the Fee on behalf of the fifteen cities and for the unincorporated area of the County and will apportion the Fee according to the terms of this Agreement.

NOW THEREFORE, CITIES and COUNTY AGREE AS FOLLOWS:

1. PURPOSE

The purpose of this Agreement is to state the terms and conditions under which the COUNTY will collect and distribute the Fee of \$4.10 per ton of waste to be disposed in Fiscal Years 2025, 2026 and 2027. The Fee is divided into two parts: 1) a Program Fee of \$1.50 per ton to assist in funding the costs of preparing, adopting, and implementing the integrated waste management plan in the fifteen cities and the unincorporated area of the County; and 2) a Household Hazardous Waste Fee of \$2.60 per ton to provide funding to implement the Countywide HHW Program. The Program Fee will be allocated among the CITIES and COUNTY as described in Exhibit B, attached hereto and incorporated herein. The HHW Fee will be allocated to the COUNTY, CITIES, and Countywide HHW Program as described in Exhibit C, attached hereto and incorporated herein. The Fee shall be imposed on each ton of waste landfilled or incinerated within the County; received at any non-disposal or collection facility located within the County and subsequently transported for disposal or incineration outside of the County; collected from any location within the County by a solid waste hauler operating pursuant to a franchise, contract, license, or permit issued by any local jurisdiction and subsequently transported for disposal or incineration outside of the County; or removed from any location in the County by any person or business for disposal or incineration outside the County. Non-Disposal Facilities are defined as those facilities included in the County of Santa Clara Non-Disposal Facility Element (and subsequent amendments to that Element) and are listed in Exhibit A, attached hereto and incorporated herein.

2. SERVICES PROVIDED BY COUNTY

COUNTY will collect and distribute the Fee. COUNTY will collect the Fee from landfills and non-disposal facilities listed in Exhibit A, and any landfill or non-disposal facility subsequently permitted, on a quarterly basis using data from tonnage reports filed by landfill and non-disposal facility operators with the County Recycling and Waste Reduction Division. COUNTY shall require each landfill and non-disposal facility to submit required payment, documentation of tonnages disposed, and state-mandated Disposal Reporting System Reports on a quarterly basis, within 45 days of the end of each calendar quarter. Late submissions and/or payments shall be subject to a late filing penalty and delinquent penalties. COUNTY will research Santa Clara County tonnage reported to COUNTY by landfills outside the COUNTY in significant amounts to determine the identity of the hauler. That hauler will subsequently be billed in the same fashion subject to the same penalties as mentioned above. Collected funds and any late filing payments and delinquency penalties shall be distributed to CITIES and Countywide HHW Program based on the formula set forth in Exhibits B and C. COUNTY shall not be obligated to distribute funds that COUNTY has been unable to collect from landfill or non-disposal facility operators.

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3. ROLE OF CITIES

CITIES shall review the Disposal Reporting System Reports as prepared and submitted by the COUNTY and within 30 days of receipt shall report to COUNTY, with appropriate documentation, errors in waste allocations among jurisdictions.

4. COLLECTION AND USE OF FEE

Each ton of waste will be subject to the fee if it is landfilled or incinerated in the County; received at any non-disposal facility or collection facility in the County and subsequently transported for disposal or incineration outside the County; collected from any location within the County by a solid waste hauler operating under franchise, contract, license, or permit issued by a local jurisdiction and subsequently transported for disposal or incineration outside the County; or removed from any location in the County by any person or business for disposal or incineration outside the County. Best efforts will be made to prevent tonnage from being assessed a double fee (for instance, once at a non-disposal facility and again at a landfill within Santa Clara County). The Program Fee funding share paid to CITIES shall be used to assist in funding the CITIES' costs of preparing, adopting, and implementing the integrated waste management plan of each of the CITIES and the unincorporated area of the COUNTY. The HHW Fee portion shall be applied to fund the costs of CITIES' share of Countywide Household Hazardous Waste services; any HHW fees directly disbursed to CITIES as provided in this Agreement shall be used to fund the costs of preparing, adopting, and implementing the jurisdiction's HHW element of the Countywide integrated waste management plan, including providing HHW services to residents.

5. INSURANCE

Each party shall maintain its own insurance coverage, through third party insurance, self-insurance or a combination thereof, against any claim, expense, cost, damage or liability arising out of the performance of its responsibilities pursuant to this Agreement. CITIES agree to provide evidence of such insurance to COUNTY via Certificate of Insurance or other documentation acceptable to the COUNTY upon request.

6. INDEMNIFICATION

In lieu of and notwithstanding the pro rata risk allocation which might otherwise be imposed between CITIES and COUNTY pursuant to Government Code Section 895.6, the parties agree that all losses or liabilities incurred by a party shall not be shared pro rata but instead the parties agree that each of the parties hereto shall fully indemnify and hold each of the other parties harmless from any claim, expense or cost, damage or liability arising out of, or in connection with, performance of its responsibilities pursuant to this Agreement and as described in Exhibit D.

Additionally, CITIES shall indemnify, hold harmless, and defend COUNTY, its officers, agents, and employees with respect to any loss, damage, liability, cost or expenses, including attorney fees and court costs, arising from any misuse of the Fee distributed to CITIES. COUNTY shall indemnify, hold harmless, and defend CITIES, its officers, agents, and employees with respect to any loss, damage, liability, cost or expenses, including attorney fees and court costs, brought by third parties based on COUNTY's sole negligence in the collection or distribution of said Fees.

7. DISTRIBUTION OF FEE

COUNTY shall distribute the AB939 Program Fee to CITIES and the HHW Program Fee to the Countywide HHW Program pursuant to the formulas described in Exhibits B and C within 45 days of receipt of landfill and non-disposal facility payments and disposal documentation required for calculation of Fee distribution amounts. Distributions shall begin December 15, 2024, and continue quarterly through October 15, 2027.

8. PARTICIPATION IN THE COUNTYWIDE HHW PROGRAM

CITIES, at their option, may individually participate in the Countywide HHW Program by entering into the AGREEMENT FOR COUNTYWIDE HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM.

9. LATE PAYMENTS

If Fee payments and disposal documentation are not received from landfill or non-disposal facility operators prior to scheduled distribution of payments to CITIES and the Countywide HHW Program, payment distribution shall be calculated on a pro rata share of monies received. Upon collection, late payments and accrued delinquent penalties, if any, shall be distributed among CITIES and the Countywide HHW Program according to the formula in Exhibits B and C.

10. ACCOUNTING

COUNTY shall maintain records of all transactions related to collection, use and distribution of the Fee for at least five (5) years after the termination date of this Agreement, unless otherwise required by law to retain such records for a longer period. Such records will be available for inspection upon written request by CITIES, and will include but not be limited to tonnage reports submitted by landfills and non-disposal facilities, waste stream documentation provided by cities, payments made by the landfills and non-disposal facilities to the COUNTY and by the COUNTY to CITIES, and expenditures for programmatic and overhead costs.

11. REQUEST FOR REVIEW

In the event CITIES have a dispute regarding the calculation of its share of the Fee or the distribution or use of the Fee, CITIES may request in writing a review by COUNTY within 10

days of receipt of their Fee allocation. The review shall be performed within 30 days of request and results shall be reported to CITIES in writing.

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12. EFFECTIVE DATE OF AGREEMENT

This agreement is effective upon approval by all fifteen CITIES and the COUNTY.

13. AMENDMENT

This Agreement may be amended only by an instrument signed by all fifteen CITIES and the COUNTY.

14. INDEPENDENT CONTRACTOR

Each party shall perform responsibilities and activities described herein as an independent contractor and not as an officer, agent, servant or employee of any of the parties hereto. Each party shall be solely responsible for the acts and omissions of its officers, agents, employees, contractors and subcontractors, if any. Nothing herein shall be considered as creating a partnership or joint venture between the parties.

15. TERM OF AGREEMENT

The term of this Agreement shall be from July 1, 2024 to June 30, 2027, or until all funds from the last quarter's Fee payments have been distributed, whichever is later. COUNTY shall bill the operators of the landfills and non-disposal facilities listed in Exhibit A for the Fee commencing with the Quarter ending September 30, 2024. Said landfills and non-disposal facilities will be billed for the Fee through June 30, 2027.

16. NOTICES

All notices required by this Agreement will be deemed given when in writing and delivered personally or deposited in the United States mail, postage prepaid, return receipt requested, addressed to the other party at the address set forth below or at such address as the party may designate in writing in accordance with this section.

City of _____
 Contact: _____
 Title: _____
 Address: _____

County of Santa Clara

Contact: Recycling and Waste Reduction Program Manager
 Program: Integrated Waste Management Services
 Address: 1553 Berger Drive, Building 1
 San José, CA 95112

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17. CONTROLLING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of California.

18. ENTIRE AGREEMENT

This document embodies the entire Agreement between the parties with respect to the subject matter hereof. No modification of this Agreement shall be effective unless and until modification is evidenced by writing signed by all parties or their assigned designees.

19. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

20. CONTRACT EXECUTION

Unless otherwise prohibited by law or County policy, the parties agree that an electronic copy of a signed contract, or an electronically signed contract, has the same force and legal effect as a contract executed with an original ink signature. The term “electronic copy of a signed contract” refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document format. The term “electronically signed contract” means a contract that is executed by applying an electronic signature using technology approved by the County.

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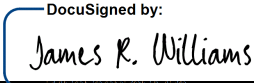
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IN WITNESS WHEREOF, the parties have executed this AGENCY AGREEMENT FOR COUNTYWIDE AB939 IMPLEMENTATION FEE on the dates as stated below:

Date: 6/28/2024

COUNTY OF SANTA CLARA

DocuSigned by:


JAMES R. WILLIAMS
County Executive

Date: _____

CITY”

CITY/TOWN OF _____
Title _____
A municipal corporation

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:


Willie Nguyen
Deputy County Counsel

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IN WITNESS WHEREOF, the parties have executed this AGENCY AGREEMENT
FOR COUNTYWIDE AB939 IMPLEMENTATION FEE on the dates as stated below:

Date: _____

COUNTY OF SANTA CLARA

JAMES R. WILLIAMS
County Executive

Date: 6/6/24

CITY:

CITY/TOWN OF Campbell
Title: City Manager
A municipal corporation

APPROVED AS TO FORM AND LEGALITY:

Willie Nguyen
Deputy County Counsel

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IN WITNESS WHEREOF, the parties have executed this AGENCY AGREEMENT
FOR COUNTYWIDE AB939 IMPLEMENTATION FEE on the dates as stated below:

Date: _____

COUNTY OF SANTA CLARA

JAMES R. WILLIAMS
County Executive

Date: 6/7/2024

CITY"

CITY/TOWN OF Cupertino
Title City Manager
A municipal corporation

APPROVED AS TO FORM AND LEGALITY:

Willie Nguyen
Deputy County Counsel

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IN WITNESS WHEREOF, the parties have executed this AGENCY AGREEMENT
FOR COUNTYWIDE AB939 IMPLEMENTATION FEE on the dates as stated below:

Date: _____

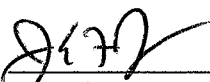
COUNTY OF SANTA CLARA

JAMES R. WILLIAMS

County Executive

Date: 6/10/2024

CITY"



CITY/TOWN OF Gilroy

Title City Administrator

A municipal corporation

APPROVED AS TO FORM AND LEGALITY:

Willie Nguyen

Deputy County Counsel

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IN WITNESS WHEREOF, the parties have executed this AGENCY AGREEMENT
FOR COUNTYWIDE AB939 IMPLEMENTATION FEE on the dates as stated below:

Date: _____

COUNTY OF SANTA CLARA

JAMES R. WILLIAMS
County Executive

Date: 05/15/2024

CITY"

CITY/TOWN OF COSACTOS
Title City Manager
A municipal corporation

APPROVED AS TO FORM AND LEGALITY:

Willie Nguyen
Deputy County Counsel

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IN WITNESS WHEREOF, the parties have executed this AGENCY AGREEMENT
FOR COUNTYWIDE AB939 IMPLEMENTATION FEE on the dates as stated below:

Date: _____

COUNTY OF SANTA CLARA

JAMES R. WILLIAMS

County Executive

Date: 5-22-24

CITY"

CITY/TOWN OF Los Altos HillsTitle Assistant to the City Manager
A municipal corporation

APPROVED AS TO FORM AND LEGALITY:

Willie Nguyen
Deputy County Counsel

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IN WITNESS WHEREOF, the parties have executed this AGENCY AGREEMENT FOR COUNTYWIDE AB939 IMPLEMENTATION FEE on the dates as stated below:

Date: _____

COUNTY OF SANTA CLARA

JAMES R. WILLIAMS
County Executive

Date: 5/22/2024

CITY”
DocuSigned by:
Laurel Prevetti
853FEEA2E859478...

CITY/TOWN OF Los Gatos
Title Town Manager
A municipal corporation

APPROVED AS TO FORM AND LEGALITY:

APPROVED AS TO FORM:

Willie Nguyen
Deputy County Counsel

DocuSigned by:
Gabrielle Whelan 5/21/2024
EF00738A5534428...

Gabrielle Whelan, Town Attorney

ATTEST:
DocuSigned by:
Wendy Wood 5/22/2024
BF0EBC8E2C214F8...

Wendy Wood, CMC, Town Clerk

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IN WITNESS WHEREOF, the parties have executed this AGENCY AGREEMENT
FOR COUNTYWIDE AB939 IMPLEMENTATION FEE on the dates as stated below:

Date: _____

COUNTY OF SANTA CLARA

JAMES R. WILLIAMS
County Executive

Date: _____

CITY"


CITY/TOWN OF MILPITAS
Title City Manager
A municipal corporation

APPROVED AS TO FORM AND LEGALITY:

Willie Nguyen
Deputy County Counsel

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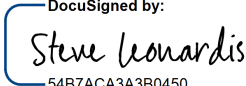
IN WITNESS WHEREOF, the parties have executed this AGENCY AGREEMENT FOR COUNTYWIDE AB939 IMPLEMENTATION FEE on the dates as stated below:

Date: _____

COUNTY OF SANTA CLARA

JAMES R. WILLIAMS
County Executive

Date: _____

CITY” DocuSigned by:

54B7ACA3A3B0450...
CITY/TOWN OF _____ Monte Sereno
Title City Manager
A municipal corporation

APPROVED AS TO FORM AND LEGALITY:

Willie Nguyen
Deputy County Counsel

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IN WITNESS WHEREOF, the parties have executed this AGENCY AGREEMENT
FOR COUNTYWIDE AB939 IMPLEMENTATION FEE on the dates as stated below:

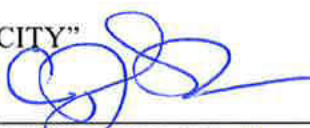
Date: _____

COUNTY OF SANTA CLARA

JAMES R. WILLIAMS
County Executive

Date: 6/10/24

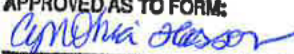
CITY"



CITY/TOWN OF Morgan Hill
Title City Manager
A municipal corporation

APPROVED AS TO FORM AND LEGALITY:

Willie Nguyen
Deputy County Counsel

APPROVED AS TO FORM:


Cynthia Hasson, Assistant City Attorney

IN WITNESS WHEREOF, COUNTY and CITY, through their duly authorized representatives, have entered into this First Amendment to the AGREEMENT on the last date shown below:

COUNTY OF SANTA CLARA

Signature:

James R. Williams
County Executive

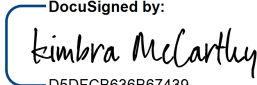
Date: _____

**APPROVED AS TO FORM AND
LEGALITY**

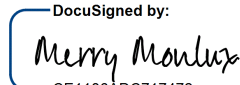
Willie Nguyen
Deputy County Counsel

Date: _____

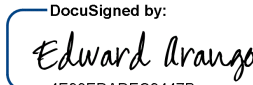
CITY OF MOUNTAIN VIEW,
a California charter city and municipal
corporation

By:  5/30/2024

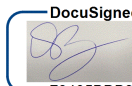
City Manager

Attest:  _____
Asst. City Clerk

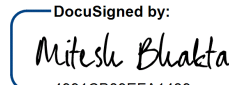
APPROVED AS TO CONTENT:

 _____
Acting Public Works Director

FINANCIAL APPROVAL:

 _____
Finance and Administrative
Services Director

APPROVED AS TO FORM:

 _____
Sr. Assistant City Attorney

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IN WITNESS WHEREOF, the parties have executed this AGENCY AGREEMENT
FOR COUNTYWIDE AB939 IMPLEMENTATION FEE on the dates as stated below:

Date: _____

COUNTY OF SANTA CLARA

JAMES R. WILLIAMS
County Executive

Date: June 12, 2024

"CITY"
CITY OF SAN JOSE, a municipal
corporation


TONI J. TABER, CMC
City Clerk

APPROVED AS TO FORM AND
LEGALITY:

WILLIE NGUYEN
Deputy County Counsel

APPROVED AS TO FORM:


ROSALÍA BURGUEÑO TAPIA
Senior Deputy City Attorney

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IN WITNESS WHEREOF, the parties have executed this AGENCY AGREEMENT
FOR COUNTYWIDE AB939 IMPLEMENTATION FEE on the dates as stated below:

Date: _____

COUNTY OF SANTA CLARA

JAMES R. WILLIAMS
County Executive

Date: _____

CITY OF SANTA CLARA



JOVAN D. GROGAN
City Manager

APPROVED AS TO FORM AND LEGALITY:

Approved as to Form:


Willie Nguyen
Deputy County Counsel

GLEN R. GOOGINS
City Attorney

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IN WITNESS WHEREOF, the parties have executed this AGENCY AGREEMENT
FOR COUNTYWIDE AB939 IMPLEMENTATION FEE on the dates as stated below:

Date: _____

COUNTY OF SANTA CLARA

Date: 5/20/24

JAMES R. WILLIAMS
County Executive

CITY: _____

CITY/TOWN OF Saratoga
Title James Lindsay, City Manager
A municipal corporation

APPROVED AS TO FORM AND LEGALITY:

Willie Nguyen
Deputy County Counsel

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IN WITNESS WHEREOF, the parties have executed this AGENCY AGREEMENT
FOR COUNTYWIDE AB939 IMPLEMENTATION FEE on the dates as stated below:

Date: _____

COUNTY OF SANTA CLARA

JAMES R. WILLIAMS
County Executive

Date: 6-5-24

CITY"

Kent Steffens
CITY/TOWN OF Sunnyvale
Title City Manager
A municipal corporation

APPROVED AS TO FORM AND LEGALITY:

Willie Nguyen
Deputy County Counsel

EXHIBIT A

LANDFILLS LOCATED IN SANTA CLARA COUNTY

Guadalupe Rubbish Disposal Site
Kirby Canyon Sanitary Landfill
Newby Island Sanitary Landfill
Pacheco Pass Sanitary Landfill
Palo Alto Refuse Disposal Area
Zanker Materials Processing Facility
Zanker Road Landfill

NON-DISPOSAL FACILITIES AND TRANSFER STATIONS LOCATED IN SANTA CLARA COUNTY

Butterick Enterprises Recyclery
California Waste Solutions Recycling & Transfer Station
City of Palo Alto Green Composting Facility
ComCare Farms Composting Facility
Environmental Management Systems Facility
Green Waste Recovery Facility
Mission Trail Waste Systems, Inc.
Newby Island Compost Facility
Pacheco Pass Landfill Composting Facility
Pacific Coast Recycling, Inc.
Premier Recycling Facility
The Recyclery at Newby Island
San Martin Transfer Station
Sunnyvale Materials Recovery and Transfer Station (SMaRT Station)
Z-Best Composting Facility
Zanker Materials Processing Facility

EXHIBIT B**FORMULA FOR DISTRIBUTION OF AB939 PROGRAM FEE**

Each of the CITIES, and the COUNTY for its unincorporated area, will receive \$1.50 per ton of solid waste disposed of in landfills or taken to non-disposal facilities located in Santa Clara County that originates from that jurisdiction, as documented in quarterly reports submitted by the County to the State Disposal Reporting System.

Fees collected from undocumented disposed tonnage, or tonnage originating outside of Santa Clara County, will be distributed according to each jurisdiction's percent of countywide population, according to the latest available population report issued by the California Department of Finance.

EXHIBIT C**COUNTYWIDE HOUSEHOLD HAZARDOUS
WASTE PROGRAM FEE (HHW Fee)****1. PROGRAM FUNDING SOURCE**

HHW Program services are mandated by State law, Public Resources Code Section 41500 et seq. Public Resources Code Section 41901 authorizes imposition of a fee to support planning and implementation of integrated waste management programs, including their HHW elements. The HHW Fee, of \$2.60 per ton, collected as part of the AB939 Implementation Fee, will be the primary source of funding for Countywide Household Hazardous Waste Collection Program (CoHHW Program) services.

Funds derived from the HHW Fee will be allocated among five types of CoHHW Program service costs as follows:

- A. Fixed Program Costs will be apportioned based on the number of households in each participating jurisdiction. The number of households will be determined at the beginning of each Fiscal Year by statistics compiled by the California Department of Finance, Demographic Research Unit from their most recent Report, "Population Estimates for California Cities and Counties."
- B. San José Facility Use Surcharge will be apportioned based on CITIES' anticipated participation at the County Household Hazardous Waste Collection Facility located at 1608 Las Plumas Avenue, San José.
- C. Variable Cost Per Car is the cost associated with labor, waste disposal, transportation, and other services provided to residents at the County HHW Collection Facilities and at temporary HHW collection events. The Variable Cost Per Car is based on the estimated cost of providing a base level service to 4% of households in all participating jurisdictions. The number of households will be determined at the beginning of each Fiscal Year by statistics compiled by the California Department of Finance, Demographic Research Unit from their most recent Report, "Population Estimates for California Cities and Counties."
- D. Available Discretionary Funding is allocated based on tonnage generated per participating jurisdiction, and after allocation of Fixed Program Costs, San José Facility Use Surcharge, and Variable Cost Per Car allocation.
- E. Abandoned Waste Disposal Costs will fund disposal of HHW illegally abandoned at Nonprofit Charitable Reuser organizations as defined in Public Resources Code Section 41904.

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2. FIXED PROGRAM COST

Funds shall be allocated on a per household basis for Fixed Program Costs at the conclusion of each Fiscal Year. This portion of the funds shall be distributed directly to the Countywide HHW Program to pay for HHW Program costs. Fixed Program Costs funding shall be calculated shall not exceed \$5.07 per household in Fiscal Years 2025, 2026, and 2027. Fixed Program Costs may include, but are not limited to, eleven (11) CoHHW Program staff members, facility leasing costs, vehicle lease costs, office rent, office supplies, county administrative overhead, county legal counsel, training costs, equipment and facility maintenance, and union negotiated salary and benefit changes.

3. ABANDONED WASTE DISPOSAL COST

The Abandoned Waste Disposal Cost will fund disposal of HHW illegally abandoned at Nonprofit Charitable Reuser organizations. The Abandoned Waste Disposal Cost is based on the cost to the County to dispose of abandoned waste allocated among participating jurisdictions based on their proportional share of the County population and shall not exceed \$0.05 per household. Projected Abandoned Waste Disposal Costs to the CITY based on a charge of \$.05 per household are set forth in Attachment A, attached hereto and incorporated herein. Any existing unexpended non-profit abandoned waste fund balance may be allocated toward funding of disposal of HHW illegally abandoned at nonprofit charitable reuser organizations as defined in Public Resources Code Section 41904.

For the purposes of this agreement, a nonprofit charitable reuse organization has the definition provided in Public Resources Code Section 41904 as follows: "Nonprofit charitable reuser" means a charitable organization, as defined in Section 501(c)(3) of the federal Internal Revenue Code, or a distinct operating unit or division of the charitable organization, that reuses and recycles donated goods or materials and receives more than 50 percent of its revenues from the handling and sale of those donated goods or materials.

4. SAN JOSÉ FACILITY USE SURCHARGE

The total San José Facility Use Surcharge for CITY will be based on CITY residents' proportional participation at the County Household Hazardous Waste Collection Facility located at 1608 Las Plumas Avenue, San José. The San José Facility Use Surcharge will vary depending on facility usage but will not exceed \$8.09 per car for Fiscal Years 2025, 2026, and 2027. The total San José Facility Use Surcharge for CITY will be based on CITY's participation at the County Household Hazardous Waste Collection Facility located at 1608 Las Plumas Avenue, San José.

5. VARIABLE COST PER CAR

The Variable Cost Per Car is the cost associated with actual labor, waste disposal, transportation and other services provided to the residents at the County HHW Collection

Facilities and Temporary Events. This portion of the funds shall be distributed directly to the Countywide HHW Program. The Variable Cost Per Car is estimated to be \$66.02 per car for Fiscal Years 2025, 2026, and 2027. The estimated cost per car will be adjusted annually to reflect actual service costs. After fixed costs and San José Facility Use Surcharge are allocated on a per household basis, the variable cost per car will be used to calculate the costs to service 4% of households across all participating jurisdictions. If the level of 4% of households is not reached, the Countywide HHW Program will use the remaining balance of funds, in cooperation with the CITIES, to increase public outreach and/or provide additional services in that jurisdiction where the level of 4% is not reached the following year.

6. AVAILABLE DISCRETIONARY FUNDING

The Available Discretionary Funding portion will be allocated based on the tons of waste generated within each jurisdiction and after allocation of Fixed Program Cost, San José Facility Use Surcharge, and Variable Per Car Cost. Available Discretionary Funds must be used for HHW purposes. Options for how to spend these funds include, but are not limited to, increasing the number of residents served in the jurisdiction by the Countywide HHW Program, universal waste collection, emergency HHW services, funding HHW public education, the support of capital infrastructure projects to accommodate HHW drop-off and collection events, or providing special programs such as retail collection of certain waste and/or door-to-door collection of HHW for the elderly and/or persons with disabilities and neighborhood clean-up events. CITIES authorize the COUNTY to determine appropriate uses of available discretionary funding and to use CITIES' Available Discretionary Funding portion of the AB939 HHW Fee to provide for additional HHW services requested by the CITIES.

7. PROGRAM FUNDING PASS-THROUGH

Annual funding calculations include HHW Fees collected on behalf of all jurisdictions in the County. CITIES, at their option, may participate in the Countywide HHW Program by entering into the AGREEMENT FOR COUNTYWIDE HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM. If CITIES elect to participate in the Countywide HHW Program, their pro-rata share of the HHW Fee shall be retained by the County to utilize for HHW Program costs, as provided in this Agreement and the Agreement for Countywide Household Hazardous Waste Collection Program. The COUNTY will distribute to CITIES not participating in the Countywide Household Hazardous Waste Collection Program their pro-rata share of funding received by the COUNTY from the HHW Fee, except that the COUNTY may retain and expend that portion of the non-participating CITIES' fee attributable to Abandoned Waste Disposal Costs.

If CITIES not participating in the AGREEMENT FOR COUNTYWIDE HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM desire to allow residents to participate in HHW Program services on an emergency basis, then services to these residents will be provided on a cost recovery basis. A charge equal to the established rates charged by the Countywide HHW Program to Conditionally Exempt Small Quantity Generators will be billed to the CITIES. A CITIES' representative must call the Countywide HHW Program appointment line to schedule

an appointment for the resident. Liability shall be apportioned as provided in Exhibit D to this Agreement.

EXHIBIT D**SECTION 28 OF AGENCY AGREEMENT
FOR COUNTYWIDE HOUSEHOLD HAZARDOUS
WASTE COLLECTION PROGRAM****HOLD HARMLESS AND INDEMNIFICATION**

In lieu of and notwithstanding the pro rata risk allocation which might otherwise be imposed between CITY and COUNTY pursuant to Government Code Section 895.6, the parties agree that all losses or liabilities incurred by a party shall not be shared pro rata but instead COUNTY and CITY agree that pursuant to Government Code Section 895.4, each of the parties hereto shall fully indemnify and hold each of the other parties, their officers, board members, employees and agents, harmless from any claim, expense or cost, damage or liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying party, its officers, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such party under this Agreement. No party, nor any officer, board member, employee or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other parties hereto, their officers, board members, employees or agents, under or in connection with or arising out of any work authority or jurisdiction delegated to such other parties under this Agreement.

Additionally, CITY shall indemnify COUNTY for CITY's apportioned share of any liability incurred and attributed to the Countywide HHW Program for the transportation, treatment, or disposal of the household hazardous waste, once the waste has been accepted by a licensed hazardous waste hauler. Apportionment for disposal liability shall be determined by each participating jurisdiction's pro rata proportion of household participation in the Program. Apportionment for transportation and treatment liability shall be determined by each participating jurisdiction's pro rata household participation at the event where the waste was generated. COUNTY will use reasonable efforts to obtain recovery from all available resources, including insurance, of any liable hauler or liable disposal facility operator. No liability shall be apportioned to CITY for transportation, treatment or disposal in any case where COUNTY has contracted for such services and has failed to require the contractor to maintain the insurance requirements set forth in Section 23 of the AGREEMENT FOR COUNTYWIDE HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM.

CITY shall further indemnify COUNTY for CITY's apportioned share of liability incurred and attributed to the Countywide HHW Program for the transportation, treatment or disposal of household hazardous waste at corporate sponsored events where non-county resident employees of the corporate sponsor are authorized to participate in the event. Liability for the nonresident portion of the disposal of waste shall be shared by the cities and the county as described above. The nonresident portion shall be determined by calculating the percentage of nonresidents participating in the event. This percentage will then be subtracted from the total

liability for the household hazardous waste prior to assessing CITY's apportioned share of any liability for the household hazardous waste.

COUNTY shall require Very Small Quantity Generators ("VSQG") and Nonprofit Charitable Reusers to indemnify COUNTY for, at minimum, their apportioned share of any liability incurred and attributed to the Countywide HHW Program for the transportation, treatment, or disposal of their hazardous waste, once the waste has been accepted by a licensed hazardous waste hauler. The VSQG and Nonprofit Charitable Reuser portion of the waste shall be determined by calculating the percentage, by weight, of the total household hazardous waste accepted by the CoHHW Program. This percentage will be used to calculate the portion of liability attributed to VSQGs and Nonprofit Charitable Reusers and will be subtracted from the total liability prior to assessing CITY's apportioned share of any liability for household hazardous waste.



City Council Agenda Report

Meeting Date: May 13, 2025
Prepared By: Public Works Department
Approved By: Gabriel Engeland

Subject: Reject all Bids for the Sanitary Sewer Video Inspection, Project WW-01011

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Reject all bids for the Sanitary Sewer Video Inspection, Project WW-0101, at the City Council’s direction and authorize the City Manager to direct staff to rebid project

FISCAL IMPACT

None. The remaining project funds will remain in CIP WW01011 since the project will be rebid.

ENVIRONMENTAL REVIEW

The proposed project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301.b, involving the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public sewerage involving negligible or no expansion of existing or former use.

PREVIOUS COUNCIL CONSIDERATION

November 12, 2024, and June 11, 2024

BACKGROUND

The City of Los Altos Public Works Department operates and maintains the sanitary sewer system for the City. As part of ongoing maintenance and replacement efforts, as well as preparation of revised Sanitary Sewer Master Plan, staff bids projects to perform cleaning and television inspection of various sanitary sewer lines located throughout the City on an annual or bi-annual basis. Sanitary Sewer Video Inspection, Project WW-01011, for 2025 includes various sanitary sewer lines located throughout the southeastern part of Los Altos.

ANALYSIS

Staff released the construction documents for public bidding on February 27, 2025, posting the project to PlanetBids. A notice to Contractors was published in the Los Altos Town Crier on March 5 and March 12, 2025. On April 1, 2025, a total of four (4) bids were received for the Sanitary Sewer Video Inspection CIP Project WW-01011. The Bid Summary in Attachment 2 includes the bid results.

The base bid for the project includes inspection of approximately 108,242 linear feet of sewer lines, and the add alternative bid includes inspection of approximately 8,722 linear feet of sewer lines. Sanitary sewer lines included in the project range in size from 6 inches to 24 inches in diameter.

DISCUSSION

Staff reviewed the four submitted bids. The determination of the lowest bid was based on the total bid, including the alternative bid. The lowest apparent bid was submitted by the Sewer Tech Corp. (STC), however, the bid was deemed not responsive.

The City received protest letters from STC claiming several inconsistencies with the City's bid documents. In addition other bidders had questions about the electronic bid process. Staff will amend the bid documents to make them very clear on the electronic bid process.

It is recommended that the City of Los Altos rejects all bids and rebid the project as soon as possible.

ATTACHMENTS

1. Resolution
2. Bid Summary

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO REJECT ALL BIDS FOR THE
SANITARY SEWER VIDEO INSPECTION, PROJECT WW-01011**

WHEREAS, the project, which consists of performing cleaning and television inspection of an approximate total quantity of 116,964 linear feet of various sanitary sewer lines ranging in size from 6 inches to 24 inches; and

WHEREAS, the City received questions regarding the electronic bid process during the bid advertisement, and provided response; and

WHEREAS, the City received protest letters claiming several inconsistencies with the City's electronic bid process; and

WHEREAS, the City will amend the bid documents to clarify electronic bid process and electronic bid process requirements; and

WHEREAS, the project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(b), involving the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public sewerage involving negligible or no expansion of existing or former use.

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

1. Authorizes the City Manager to reject all bids submitted for the Sanitary Sewer Video Inspection, Project WW-01011.
2. Directs staff to rebid project.

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 13th day of May, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC City Clerk



**Public Works Department
One North San Antonio Road
Los Altos, California 94022-3087
Tel: (650) 947-2780
Fax (650) 947-2732**

BID RESULTS

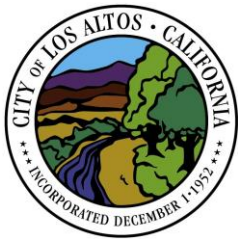
Project Name:

Sanitary Sewer Video Inspection Project, WW01011

Bid Opening Date:

April 1, 2025

CONTRACTOR	TOTAL BASE BID	TOTAL ADD ALT NO. 1	TOTAL BID
Sewer Tech Corp	\$282,891.70	\$18,960.10	\$301,851.80
APS Environmental, Inc.	\$283,511.62	\$22,764.42	\$306,276.42
National Plant Services, Inc.	\$554,857.42	\$42,183.92	\$597,041.34
Pipe and Plant Solutions, Inc.	\$550,408.50	\$59,460.00	\$609,868.50



City Council Agenda Report

Meeting Date: May 13, 2025

Prepared By: Jon Maginot

Approved By: Gabe Engeland

Subject: Fire Hazard Severity Zone Ordinance

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Introduce and waive further reading of an ordinance to designate Fire Hazard Severity Zones

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

California Government Code 51178 requires the State Fire Marshal to identify moderate, high and very high fire hazard severity zones within the State. These zones are determined based upon a number of criteria including, but not limited to, fuel loading, fire weather and other factors that are a major cause of wildfire spread. The State Fire Marshal distributes maps to local agencies identifying those areas of the agency that have been identified as fire hazard severity zones. Within 120 days of receiving a map, a local agency must adopt an ordinance designating moderate, high and very high fire hazard severity zones within its jurisdiction. The State Fire Marshal created an updated map for Los Altos on February 24, 2025.

DISCUSSION

The updated Fire Hazard Severity Zones (FHSZ) map for Los Altos identifies a small portion of Los Altos as either High or Moderate fire hazard. The City may identify additional portions of the

City as falling within a FHSZ, however, City staff and staff from Santa Clara County Fire Department do not recommend adding any additional portions of Los Altos.

The adoption of the FHSZ map should have little to no impact on residents of Los Altos. Because no properties are located in a Very High Hazard Zone, there are no additional requirements for properties at this time. The City of Los Altos could choose in the future to adopt additional requirements for any property identified in a FHSZ such as providing for defensible space or requiring certain building materials for new construction, but staff is not recommending any of these measures at this time.

More information regarding Fire Hazard Severity Zones can be found on the CalFire website <https://fire-hazard-severity-zones-rollout-calfire-forestry.hub.arcgis.com/>.

ATTACHMENTS

1. Ordinance No. 2025-xx

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
LOS ALTOS TO DESIGNATE FIRE HAZARD SEVERITY ZONES**

WHEREAS, California State Law requires the State Fire Marshal identify areas in the State as moderate, high and very high fire hazard severity zones; and

WHEREAS, the City is required to adopt an ordinance designating moderate, high and very high fire hazard severity zones in the City within 120 days of receiving recommendations from the State Fire Marshal; and

WHEREAS, fire hazard severity zones may be used to in planning for fire protection services and may be considered as part of a City’s general plan; and

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

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

The City hereby designates the Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178 as attached in Exhibit A.

SECTION 1. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

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

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

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

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

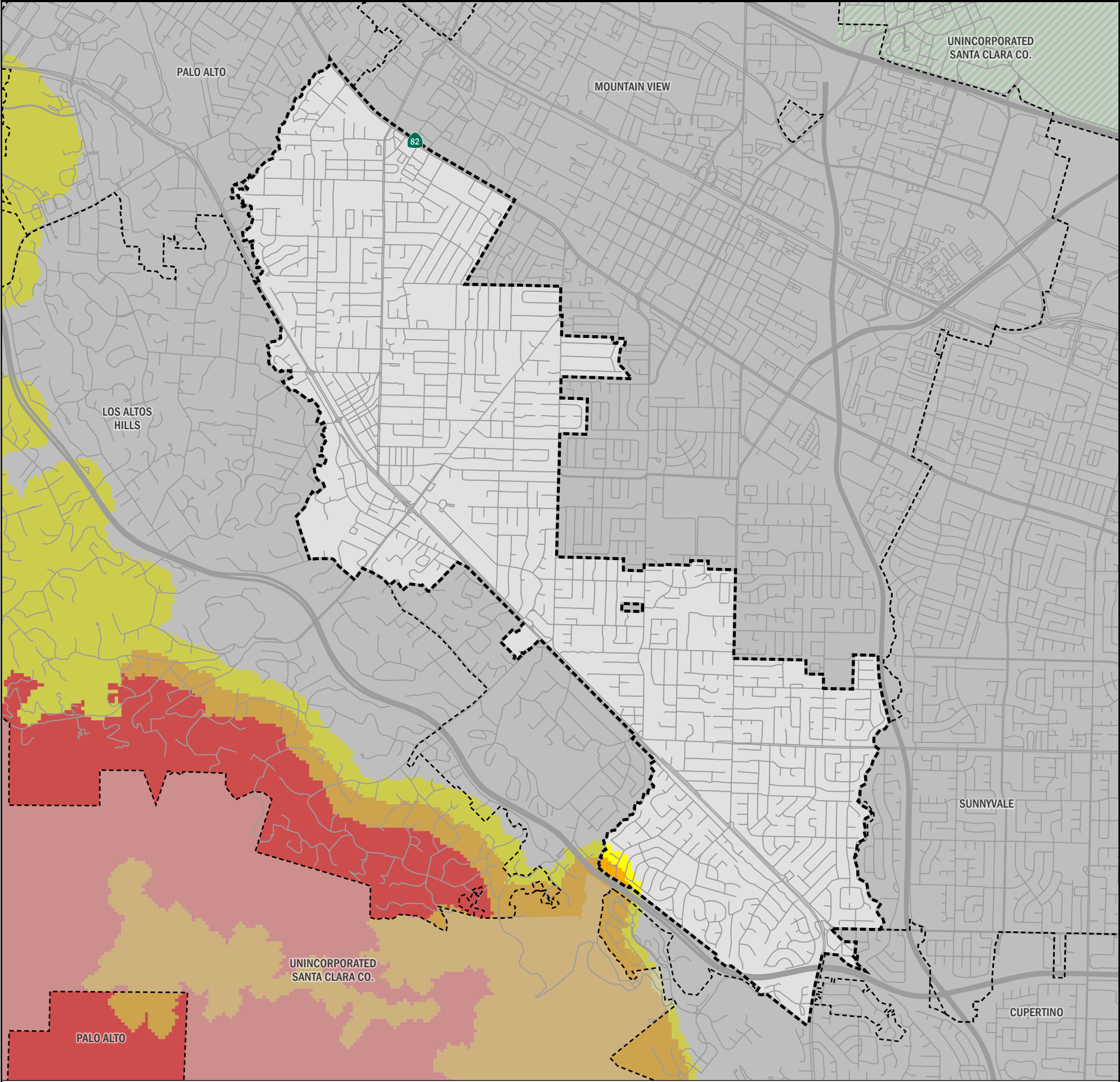
Attest:

Melissa Thurman, MMC, CITY CLERK



Local Responsibility Area Fire Hazard Severity Zones

As Identified by the
State Fire Marshal
February 24, 2025



Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

Very High High Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Very High High Moderate

Mi 0 1

Km 0 1 2 3

Projection: NAD 83 California Teale Albers
Scale: 1:38,000 at 11" x 17"

Incorporated City

 Federal Responsibility Area (FRA)

 Unzoned LRA



City Council Agenda Report

Meeting Date: May 13, 2025

Prepared By: Nick Zornes

Approved By: Gabe Engeland

Subject: Status Report on Gas-Powered Leaf Blowers

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Receive status update regarding gas-powered leaf blower use within the City of Los Altos.

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

May 9, 2023, June 27, 2023, and July 11, 2023.

BACKGROUND

On May 9, 2023, the City Council directed staff to take existing leaf blower regulations contained within the municipal code and create a standalone chapter for better visibility by the public. Staff were also directed to include assignment of liability to the property owner for issued violations. Additional direction was provided by the City Council for implementation of the Leaf Blower Regulations but did not necessitate amendments to the municipal code. The final ordinance was adopted by the City Council on July 11, 2023.

In November 2022, Los Altos Code Enforcement which was previously carried out by one (1) Community Services Officer (CSO) in the Police Department was transferred to the Development Services Department to be completed by a newly created Code Enforcement Officer position. The new Code Enforcement Officer in Development Services began enforcement effects on April 11, 2023.

ANALYSIS

1/1/2020 to 4/10/2023 (1,194 calendar days)

- Community Services Officer, Police Department
- 44 New Cases Opened (Leaf Blower Only)
- 30 Citations Issued/Paid

4/11/2023 to 12/31/2023 (365 calendar days)

- Code Enforcement Officer, Development Services Department
- 702 New Cases Opened (Leaf Blower Only)
- 18 Citations Issued/Paid

1/1/2024 to 12/31/2024 (365 calendar days)

- Code Enforcement Officer, Development Services Department
- 480 New Cases Opened (Leaf Blower Only)
- 3 Citations Issued/Paid

1/1/2025 to 5/5/2025 (125 calendar days)

- Code Enforcement Officer, Development Services Department
- 90 New Cases Opened (Leaf Blower Only)
- 0 Citations Issued/Paid

4/11/2023 to 5/5/2025 (855 calendar days)

- Code Enforcement Officer, Development Services Department
- 1,272 New Cases Opened (Leaf Blower Only)
- 21 Citations Issued/Paid

Code Enforcement within the City of Los Altos was previously carried out by one (1) Community Services Officer (CSO) in the Police Department until November 2022 when enforcement of the Municipal Code was transferred to the Development Services Department. In April 2023, the City's new Code Enforcement Officer began working, and enforcing all applicable rules and regulations contained within the Los Altos Municipal Code. As outlined above, since Code Enforcement was moved to the Development Services Department cases opened within the City of Los Altos have increased exponentially.

For comparison purposes, the City of Los Altos has reached out to our partners in the City of Palo Alto to understand Code Enforcement activities as their approach to enforcement of Gas-Powered Leaf Blowers is frequently referenced. For metric purposes, Palo Alto has approximately 66,000/population and just under 26 square miles, where Los Altos has approximately 30,000/population and just under 7 square miles. The following data was shared regarding Gas-Powered Leaf Blowers in the **City of Palo Alto since 2024:**

- Total complaints received: 1,063 unique cases
- Additional related complaints: 374 (duplicate cases at the same address)
- **Total complaint volume: 1,437**

- Educational warnings issued: 523
- **Citations issued: 4**
- Multiple Complaint Properties:
 - 5 properties received 10+ complaints
 - 18 properties received 5-9 complaints
 - 48 properties received 3-4 complaints
 - 129 properties received 2 complaints

DISCUSSION

Regulations regarding Gas-Powered Leaf Blowers are contained within Chapter 11.15 of the Los Altos Municipal Code. The following are contained within Chapter 11.15:

- Permitted Hours of Operation
 - Monday – Friday 7:00am to 7:00pm
 - Saturday – Sunday 8:00am to 7:00pm
- Violations
 - First Violation – Written Warning
 - Second Violation – \$100
 - Third Violation – \$200
 - Fourth Violation – \$500
- Assignment of Liability
 - Property Owner shall be cited for any violations

As directed by the City Council in 2023, the City of Los Altos Code Enforcement Division takes an education first approach. The adopted ordinance requires the Code Enforcement Officer to provide a written warning to a property owner regarding the use of a gas-powered leaf blower on their property. The formal written warning would be followed by progressive enforcement in the form of increased Administrative Citations. In order to receive an administrative citation for a violation of the Los Altos Municipal Code the violation must be seen by the citing officer. No photographs or video evidence of the use of a gas-powered leaf blower can substitute this requirement.

As discussed above, the City of Los Altos has opened 1,272 Code Enforcement cases that have been opened specifically for Gas-Powered Leaf Blowers; of those cases, all have received written warnings. The Code Enforcement Officer has reported that they have noticed multiple prior violators utilizing electric leaf blowers after receiving a written warning. The Code Enforcement Officer has acknowledged that the education first approach is not a perfect process and often repeat offences to occur, but progress has been made.

ATTACHMENTS

1. Adopted Ordinance

Chapter 11.15 LEAF BLOWER REGULATIONS

11.15.010 Purpose.

The purpose of this chapter is to establish standards to protect the natural environment, increase sustainability efforts, reduce greenhouse gas emissions, further enforce the city's noise ordinance, and improve the overall quality of life within the City of Los Altos.

(Ord. No. 2023-496, § 2(App. B), 7-11-2023)

11.15.020 Definitions.

"Leaf blower" or "leaf blowers" means any portable, hand-held or backpack, air blowing machine that uses a concentrated stream of air to push, propel, or blow dirt, dust, leaves, grass clippings, trimmings, green waste, solid waste, or debris.

"Gas powered" means any portable power equipment that is powered by a self-contained fuel engine.

(Ord. No. 2023-496, § 2(App. B), 7-11-2023)

11.15.030 Prohibition of gas-powered leaf blowers.

The use or operation of any leaf blower powered by a combustion or gas engine shall be prohibited.

(Ord. No. 2023-496, § 2(App. B), 7-11-2023)

11.15.040 Use of electric-powered leaf blowers.

- A. Leaf blowers powered by line current (plug-in) or by battery may be used in the City of Los Altos subject to the provisions of this chapter.
- B. Permitted hours of operation by any person(s) shall be as follows:
 - 1. 7:00 a.m. to 7:00 p.m., Monday through Friday.
 - 2. 8:00 a.m. to 7:00 p.m., Saturday and Sundays.
- C. Operation of a leaf blower shall not deposit dirt, dust, leaves, grass clippings, trimmings, green waste, solid waste or debris into a street, sidewalk, gutter, or storm drain.

(Ord. No. 2023-496, § 2(App. B), 7-11-2023)

11.15.050 Authority and enforcement.

- A. Authority and enforcement of this chapter shall be enforcement as prescribed in Title 1 of the Los Altos Municipal Code.
- B. Each violation of this chapter shall be considered a separate offense.
 - 1. First Violation shall result in a written warning.

2. Second Violation shall result in an infraction of one hundred dollars (\$100.00).
3. Third Violation shall result in an infraction of two hundred dollars (\$200.00).
4. Fourth Violation and subsequent shall result in an infraction of five hundred dollars (\$500.00).

(Ord. No. 2023-496, § 2(App. B), 7-11-2023)

11.15.060 Assignment of responsible party and liability.

- A. The responsible party assigned liability for the operation and use of a gas-powered leaf blower shall be the recorded property owner of the site where the violation has occurred.
 1. When a violation has occurred that results in the issuance of an administrative citation, the citation will be mailed to the property address where the violation occurred and if different a copy will also be sent to the property owners address as provided on the Santa Clara County tax roll.

(Ord. No. 2023-496, § 2(App. B), 7-11-2023)

11.15.070 No conflict with federal or state law.

Nothing in this chapter is intended to or shall be interpreted as conflicting with any federal or state law or regulation.

(Ord. No. 2023-496, § 2(App. B), 7-11-2023)

11.15.080 Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, phrase, or portion of this chapter is, for any reason, held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this chapter. The city council hereby declares that it would have adopted this chapter and each section, subsection, subdivision, paragraph, sentence, clause, phrase, and portion of this chapter irrespective of the fact that one or more, sections, subsections, subdivisions, paragraphs, sentences, clauses, phrases, or portions thereof may be declared invalid or unconstitutional to this end, the provisions of this chapter are declared severable.

(Ord. No. 2023-496, § 2(App. B), 7-11-2023)



City Council Agenda Report

Meeting Date: May 13, 2025

Prepared By: Nick Zornes

Approved By: Gabe Engeland

Subject: Rezoning of Sherwood Gateway Specific Plan Area

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Introduce and waive further reading and consider the unanimous recommendation of the Los Altos Planning Commission April 3, 2025, decision of:

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

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

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

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

PREVIOUS COUNCIL CONSIDERATION

January 28, 2025 – Consideration of Private Zone Text Amendment to the Commercial Neighborhood (CN) District to allow ground floor residential uses.

BACKGROUND

On January 28, 2025, the Los Altos City Council considered a Private Zone Text Amendment as required pursuant to Chapter 14.01 of the Los Altos Municipal Code. The Private Zone Text Amendment was for the consideration of allowing Residential Uses on the ground floor of the Commercial Neighborhood (CN) zoning district.

The City Council received a presentation from staff, accepted public testimony and discussed the request of the Private Zone Text Amendment. The City Council was informed that a rezoning of the parcel in question only would not be allowed as it is considered “spot zoning”. Additionally, the request would not be eligible for a Variance, as Variances are deemed unconstitutional when granted for Use in the State of California. The City Council was further informed that the Private Zone Text Amendment as requested would apply to all CN zoned properties within the city. The City Council clarified that they do not desire to have ground floor residential allowed throughout the City on all properties zoned CN. After further discussion the City Council directed staff to take this item to the Los Altos Planning Commission for consideration and discussion of what the Sherwood Triangle Area could be rezoned to which would allow for ground floor residential, and to further consider the validity and necessity of the Sherwood Gateway Specific Plan.

On February 27, 2025, the Los Altos Planning Commission held a Study Session open to the public to discuss the direction of the City Council and the specific request made for the Private Zone Text Amendment. The Planning Commission received a presentation from staff, accepted public testimony and discussed the request of the Private Zone Text Amendment. As part of the Planning Commission discussion regarding the proposed Rezoning of the Sherwood Gateway Specific Plan, the commission discussed blending the setback requirements of the existing (CN) Zone with the setback requirements of the (CT) Zone. Additionally, the Planning Commission discussed the validity of the Sherwood Gateway Specific Plan.

On April 3, 2025, the Los Altos Planning Commission held a Public Hearing to consider the proposed Zone Change, which included modification to the Commercial Thoroughfare (CT) Zoning District Development Standards. The Planning Commission received a presentation from staff, asked clarifying questions, accepted public testimony, and discussed the draft rezoning initiative. The recommendation was unanimously passed by the Planning Commission.

ANALYSIS

There are currently forty-two (42) parcels within the Sherwood Triangle Area and are identified in Attachment 2, of which thirty-nine (39) are zoned Commercial Neighborhood (CN) and three (3) are zoned Office Administrative (OA). Additionally, all forty-two (42) parcels are designated Thoroughfare Commercial (TC) in the Los Altos General Plan – Land Use Element.

Existing Zoning Standards

Development Standard	CN Zoning	CT Zoning
Density	No Maximum	No Maximum
Floor Area Ratio (FAR)	No Maximum	No Maximum

Front Setback	0 feet	20 feet
Side Setback	0 feet	10 feet (interior side) 15 feet (exterior side)
Rear Setback	20 feet	25 feet
Height Limit	45 feet/4 stories (Mixed Use) 30 feet/3 stories (Commercial)	55 feet/5 stories (Residential) 60 feet/5 stories (Mixed Use) 45 feet/4 stories (Commercial)

Sherwood Gateway Specific Plan

The Sherwood Gateway Specific Plan commonly referred to as the “Sherwood Triangle” Area was originally adopted on March 2, 1999, with a minor amendment on February 12, 2008. The Specific Plan as it remains today is largely a vision document as it was written with subjective criteria and is mostly unenforceable. The Specific Plan deviates to the underlying zoning for nearly all Development Standards.

Zoning Designation Inconsistency

The City of Los Altos General Plan Land Use Element establishes the allowed Land Uses for each category. The Zoning Code mirrors the City’s Land Use Element to help enable consistency between the two documents. The parcels located in the Sherwood Triangle Area currently have inconsistent Zoning Designations as all forty-two (42) parcels have a Land Use Designation of Thoroughfare Commercial (TC) per the Land Use Element. The correct Zoning Designation should be Commercial Thoroughfare (CT) for parcels with the Land Use Designation of Thoroughfare Commercial (TC).

DISCUSSION

Based on the existing Land Use Designation as established in the Land Use Element it is recommended that the Sherwood Triangle Area be rezoned to Commercial Thoroughfare (CT). This rezoning would create consistency between the Zoning and Land Use Designations which is required by California Planning & Zoning Law.

It is important to note that as apart of the rezoning that is being discussed the City is precluded by the Senate Bill 330 (SB 330), also known as the “Housing Crisis Act”, from reducing the density or intensity of a Zoning or Land Use designation. Since the City currently does not have a limit on density this means that it must remain as it is today. As can be seen in the Analysis Section of this Agenda Report there are differences in the setbacks and height limits between the CN and CT zoning districts.

The following are recommended modifications for the CT zoning district:

	EXISTING	EXISTING	PROPOSED
Development Standard	CN Zoning	CT Zoning	CT Zoning
Density	No Maximum	No Maximum	No Maximum
Floor Area Ratio (FAR)	No Maximum	No Maximum	No Maximum
Front Setback	0 feet	20 feet	10 feet
Side Setback	0 feet	10 feet (interior side) 15 feet (exterior side)	5 feet (interior side) 10 feet (exterior side)
Rear Setback	20 feet	25 feet	20 feet
Height Limit	45 feet/4 stories (Mixed Use) 30 feet/3 stories (Commercial)	55 feet/5 stories (Residential) 60 feet/5 stories (Mixed Use)	55 feet/5 stories (Residential) 60 feet/5 stories (Mixed Use)

		45 feet/4 stories (Commercial)	45 feet/4 stories (Commercial)
--	--	-----------------------------------	-----------------------------------

The table provided above is proposed as a method of blending together the existing Development Standards that exist in the CN and CT zoning districts. This allows the parcels located in the Sherwood Triangle Area (currently zoned CN) to continue to benefit from smaller setbacks as are available today, while taking on the increased height allowances in the CT Zoning District. Effectively the CT Zoning District would reduce the setbacks required by 5-10 feet depending on the specific setback.

ATTACHMENTS

1. **Rezoning Area Map**
2. **List of Parcels**
3. **City Council Agenda Report (1-28-2025)**
4. **City Council Agenda Attachment (1-28-2025)**
5. **Draft Ordinance – Amending Chapter 14.50**
6. **Draft Ordinance – Amending Chapter 14.50 (Appendix A)**
7. **Draft Ordinance – Repealing Sherwood Gateway Specific Plan**
8. **Draft Ordinance – Amending Chapter 14.88**
9. **Draft Ordinance – Amending Chapter 14.88 (Exhibit A)**



APN	ADDRESS	EXISTING ZONING DESIGNATION	EXISTING LAND USE DESIGNATION
17001065	961 SHERWOOD AVE	CN	TC
17001064	949 SHERWOOD AVE	CN	TC
17001063	949 SHERWOOD AVE	CN	TC
17001062	941 SHERWOOD AVE	CN	TC
17001061	933 SHERWOOD AVE	CN	TC
17001059	921 SHERWOOD AVE	CN	TC
17001058	911 SHERWOOD AVE	CN	TC
17001057	905 SHERWOOD AVE	CN	TC
17001056	899 SHERWOOD AVE	CN	TC
17001055	895 SHERWOOD AVE	OA	TC
17001077	885 SAN ANTONIO ROAD	OA	TC
16716022	900 SAN ANTONIO ROAD	OA	TC
17001108	889 SAN ANTONIO ROAD	CN	TC
17001023	905 SAN ANTONIO ROAD	CN	TC
17001024	909 SAN ANTONIO ROAD	CN	TC
17001025	915 SAN ANTONIO ROAD	CN	TC
17001026	925 SAN ANTONIO ROAD	CN	TC
17001027	971 SAN ANTONIO ROAD	CN	TC
17001028	987 SAN ANTONIO ROAD	CN	TC
17001029	991 SAN ANTONIO ROAD	CN	TC
17001030	1019 SAN ANTONIO ROAD	CN	TC
17001031	1019 SAN ANTONIO ROAD	CN	TC
17001032	1031 SAN ANTONIO ROAD	CN	TC
17001033	1067 SAN ANTONIO ROAD	CN	TC
17001095	NO ADDRESS	CN	TC
17001035	NO ADDRESS	CN	TC
17001036	4598 EL CAMINO REAL	CN	TC
17001087	4636 EL CAMINO REAL	CN	TC
17001088	4646 EL CAMINO REAL	CN	TC
17001086	994 SHERWOOD AVE	CN	TC

17001042	988 SHERWOOD AVE	CN	TC
17001043	987 ACACIA AVE	CN	TC
17001044	966 SHERWOOD AVE	CN	TC
17001045	1005 ACACIA AVE	CN	TC
17001053	916 SHERWOOD AVE	CN	TC
17001052	928 SHERWOOD AVE	CN	TC
17001051	942 SHERWOOD AVE	CN	TC
17001050	952 SHERWOOD AVE	CN	TC
17001111	962 ACACIA AVE	CN	TC
17001112	962 ACACIA AVE	CN	TC
17001113	962 ACACIA AVE	CN	TC
17001047	997 ACACIA AVE	CN	TC



City Council Agenda Report

Meeting Date: January 28, 2025

Prepared By: Nick Zornes

Approved By: Gabe Engeland

Subject: Private Zone Text Amendment Request

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Authorize or Reject Private Zone Text Amendment Request

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

This action involves only feasibility or planning study for possible future action and as such is statutorily exempt from environmental review pursuant to Section 15262 of the California Environmental Quality Act (CEQA) Guidelines.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

Pursuant to Section 14.01.080(B) of the Los Altos Municipal Code, Amendments to Land Use Documents are allowed of any person who can demonstrate ownership interest in real property located within the City of Los Altos. An interested party shall make their request in writing to the Zoning Administrator. The written request shall be reviewed by the Zoning Administrator and analyzed for initial potential impacts associated with the request. Once reviewed, the Zoning Administrator will present the amendment request to the City Council for authorization or denial to submit a formal application for further consideration.

ANALYSIS

The Zone Text Amendment Request was received in late 2024 by one of the owners of 962 Acacia Ave, Los Altos, CA, 94022. The request would necessitate modification to Section 14.40.030 of

the Los Altos Municipal Code which contains provisions for Permitted Uses in the Commercial Neighborhood (CN) District.

Section 14.40.030 – Permitted uses (CN).

The following uses shall be permitted in the CN District:

- A. Office-administrative services located above the ground floor;
- B. Office-administrative services uses located on the ground floor on Sherwood Avenue within the Sherwood Gateway specific plan area, and in existing commercial buildings constructed before February 22, 2013, on Grant Road between Newcastle Drive and Farndon Avenue within the Woodland Plaza area, provided that any site with over five thousand (5,000) square feet of existing retail or restaurant space on the ground floor shall retain an equal or greater amount of its existing retail and/or restaurant space on the ground floor;
- C. Parking spaces and loading areas;
- D. Recycling facilities: (i) small collection facilities, and (ii) reverse vending machines, as provided for in Chapter 14.68 of this title;
- E. Restaurants, excluding drive-through services;
- F. Retail and personal service establishments;
- G. Medical and dental offices that are less than five thousand (5,000) gross square feet;
- H. Mixed use development(s) which shall consist of residential uses and a minimum floor area ratio of twenty (20) percent nonresidential uses or a maximum thirty-three (33) percent nonresidential uses; and
- I. Uses which are determined by the zoning administrator to be of the same general character.

The above-listed Permitted Uses of the Commercial Neighborhood (CN) District does not provide allowance for a 100% residential housing development as an allowed use. Based on the private zone text amendment requested this would effectively change the permitted uses within the district which would necessitate modification of the adopted chapter contained within the Zoning Code.

DISCUSSION

The existing Zoning regulations applicable to the Commercial Neighborhood (CN) District were last modified in late 2023 as part of the Housing Element implementation process. At that time the City Council did not include the allowance for a 100% residential housing development instead allowing mixed use development(s) to consist of residential uses and a minimum floor area ratio of twenty (20) percent nonresidential uses in the Commercial Neighborhood (CN) District. The adopted provision would not allow the desired conversion of existing nonresidential square footage at 962 Acacia Avenue to residential square footage.

The legal mechanism to allow for such a modification of allowed uses in the Commercial Neighborhood (CN) would be initiation of a Zone Text Amendment which applies to all parcels located within the zoning district. The specific modification(s) to Chapter 14.40 of the Los Altos Municipal Code and any other conflicting land use documents would be determined through the formal review process if authorized by the City Council.

ATTACHMENTS

1. Letter of Request Received

Attn: City of Los Altos

I am writing to make a request regarding my property at 962 Acacia Ave. Just to remind you a bit about the property, it's a brand new building that we got our Certificate of Occupancy for on June 1, 2023.

The building includes two 2-story condominiums that take up the 2nd and 3rd floors and are each about 2000 square feet. On the first floor, we were told we needed to build a retail space, so that's what we did. It's a 600 sf commercial space facing Acacia Ave and has one designated parking space and one handicapped parking space.

The whole building became available to rent in June of last year, and we easily rented out the 2 residential units, but have gotten no inquiries on the commercial unit. We've listed it on loopnet, had several realtors try to rent it for us, and done personal door knocking and phone calling and haven't been able to get it rented. It's not in a place that gets any kind of foot traffic, it's hard to find, and doesn't have great parking, so we haven't gotten a single inquiry.

Because of this I have several concerns. First and most obviously, I don't think it's safe or good for the neighborhood to have an empty unit there. I think in general it's always better to have spaces filled, just to lower vandalism and crime in an area. I'm sure all the neighbors would agree that they'd rather not have that unit empty. Second, I'd rather not be the owner of a completely vacant unit, and based on my experience so far I'm not sure if I will be able to rent it.

So, as I think of my alternatives, since I haven't been able to rent it as a commercial space, I'm thinking we should convert the space to residential. Residential has proven to rent easily in that area. And the 3 points I listed above for why it's not a good commercial unit actually are great benefits for a residential unit. And, I know Los Altos is looking for more affordable options for people to rent in the community. Even at market rates, because this would be a smaller unit, this would be a space that would be much more affordable to rent for anyone who works and wants to live in Los Altos. So, I think this would really help. And to make it even more attractive, we do have a commercial storage space attached behind this unit, that we could add into the reconstruction so we could make the unit an 800 sf unit. It's going to cost us a bit to remodel this area, but I think it could be a really good thing for everyone involved.

To make this happen, we are willing to remap the property since the current condo plan shows a commercial use on the ground floor, if the City is willing to allow for a residential use.

Additionally, based on what I understand about the zoning of the area, I believe that in section 14.40.030 of the zoning code, we would need to do a zoning modification. This would be a private party request (which I am requesting now) to do a zone text amendment to allow for a residential unit on the ground floor of my building. One way to do this is to maybe do a site specific zone amendment for my building only because the Commercial unit is not realistic for commercial viability. That way you don't need to worry about changing the code for all CN zones and all the implications of that. Another option might be to just write into the code an option to convert to residential any commercial space in the CN zones that are less than 1000sf.

You know much more about this than I do, so I'm of course open to any ideas or suggestions you may have.

My question is, would you like to consider allowing us to do this remodel, and what would you need from us to make it work the best for the Los Altos community? Please let me know your thoughts.

Warmly,
Moneeka

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AMENDING CHAPTER 14.50 OF 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 15183 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 14.50 OF THE MUNICIPAL CODE. Chapter 14.50 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 14.50

Chapter 14.50 CT COMMERCIAL THOROUGHFARE DISTRICT*

Sections:

14.50.010 CT District.

The regulations, general provisions, and exceptions set forth in this chapter and in Chapter 14.66 of this title shall apply in the CT District.

(Ord. 04-259 § 1 (part))

14.50.020 Specific purposes (CT).

Specific purposes for CT Districts are as follows:

- A. To encourage a variety of residential developments, including affordable housing development;
- B. To promote the economic and commercial success of Los Altos;
- C. To encourage aggregation of parcels;
- D. To buffer the impacts of commercial and multi-family land uses on neighboring residential properties;
- E. To emphasize a healthy proportion of retail uses as opposed to office and service uses; and
- F. To allow for mixed uses of commercial and residential

(Ord. 04-259 § 1 (part))

(Ord. No. 2017-436, § 1, 10-10-2017)

14.50.030 Permitted uses (CT).

The following uses shall be permitted in the CT District:

- A. Professional and office-administrative services;
- B. Restaurants, excluding drive-through facilities;
- C. Retail and personal services;
- D. Residential only development(s);
- E. Mixed use development(s);
- F. Single room occupancy (SRO) housing;
- G. Emergency shelters; and
- H. Uses which are determined by the zoning administrator to be of the same general character.

(Ord. 05-280 § 8 (part); Ord. 04-259 § 1 (part))

(Ord. No. 2015-406, § 2, 2-10-2015; Ord. No. 2015-408, § 2, 6-9-2015; Ord. No. 2023-503, § 3(App. C), 11-28-2023)

14.50.040 Conditional uses (CT).

Upon the granting of a use permit in accordance with the provisions of Chapter 14.80 of this title, the following uses shall be permitted in the CT District:

- A. Animal clinics, hospitals, and kennels;
- B. Business, professional, and trade schools;
- C. Commercial recreation;
- D. Day care centers;
- E. Hotels and motels;
- F. Medical and dental clinics;
- G. Mortuaries;
- H. Pet shops;
- I. Printing shops;
- J. Upholstery shops; and
- K. Uses which are determined by the planning commission to be of the same general character.

(Ord. 05-280 § 8 (part); Ord. 04-259 § 1 (part))

(Ord. No. 2015-406, §§ 3, 4, 2-10-2015; Ord. No. 2015-409, § 2, 6-9-2015; Ord. No. 2023-503, § 3(App. C), 11-28-2023)

14.50.050 Limited conditional uses (CT).

Upon the granting of a use permit in accordance with the provisions of Chapter 14.80 of this title, the following uses shall be permitted except on parcels within fifty (50) feet of an R District:

- A. Automotive display or salesrooms, servicing and repair;
- B. Cabinet and carpenter shops;
- C. Drive-through facilities, including car washes;
- D. Service stations provided the site has at least one hundred (100) feet of frontage on a street with a minimum site area of twenty thousand (20,000) square feet;
- E. Sheet metal shops;
- F. Sign painting shops; and
- G. Theaters and auditoriums.

(Ord. 04-259 § 1 (part))

(Ord. No. 10-348, § 6, 4-13-2010)

14.50.060 Required conditions (CT).

The following conditions shall be required of all uses in the CT District:

- A. All businesses, services, and processes shall be conducted within a completely enclosed structure, except for recycling facilities, parking and loading areas, outdoor dining areas, nurseries, the sale of gasoline and oil at service stations, bus depots, or as permitted under the terms of a permit issued pursuant to Chapter 14.80 of this title.
- B. No use shall be permitted and no process, equipment, or materials shall be employed which are found by the commission to be objectionable by reason of odor, dust, noise, vibration, illumination, glare, unsightliness, or electrical disturbances which are manifested beyond the premises in which the permitted use is located.
- C. No property owner, business owner, or tenant shall permit or allow activities , which violate the requirements of this chapter, including the following general criteria:
 1. General screening standard. Every development shall provide sufficient screening to reasonably protect the privacy, safety, and environment of neighboring residential properties and shield them from adverse external effects of that development.

Walls up to twelve (12) feet in height shall be required for the purpose of attenuating noise, odor, air pollution, artificial light, mitigation for grade differential between properties, and providing privacy and safety.
 2. Access and screening of refuse collection. Every development will be required to provide suitable space on-site for solid waste separation, collection, storage, and pick up and shall site these in locations that facilitate access, collection, and minimize any negative impact on persons occupying the development site, neighboring properties, or public rights-of-way.
 3. Lighting. Lighting within any lot that unnecessarily illuminates any other lot or substantially interferes with the use or enjoyment of such other lot is prohibited. Lighting shall be designed to minimize the glare and intensity of external illumination, and to respect the privacy of neighbors by avoiding direct and reflected illumination onto adjacent properties.
 4. Air pollution. Any use that emits any "air contaminant" as defined by the Bay Area Air Quality Management District shall comply with applicable state standards concerning air pollution.
 5. Maintenance of common areas, improvements, and facilities. Maintenance of all common areas, improvements, or facilities required by this chapter or any permit issued in accordance with its provisions shall be required except those areas, improvements, or facilities with respect to which an offer of dedication to the public has been accepted by the appropriate public authority.
 6. Odors. No use may generate any odor that reasonably may be found objectionable as determined by an appropriate agency such as the Santa Clara County health department and the Bay Area Air Quality Management District beyond the boundary occupied by the enterprise generating the odor. All mechanical, venting, and/or exhausting equipment that generates odors shall be located away from residential properties.
 7. Noise. No person shall operate, or cause to be operated, any source of sound at any location within the city or allow the creation of any noise on property owned, leased, occupied or otherwise controlled by such person, which causes the noise level, when measured on any other property, either incorporated or unincorporated, to exceed standards as set forth in Chapter 6.16 of the Los Altos Municipal Code. All mechanical, venting, and/or exhausting equipment that generates noise shall be located away from residential properties. Exterior heating, venting, and air-conditioning facilities shall be muffled.

In order to attenuate noise associated with commercial development, walls up to twelve (12) feet in height shall be required at a commercial or residential interface.

(Ord. 04-259 § 1 (part))

(Ord. No. 2017-436, § 1, 10-10-2017)

14.50.070 Site area (CT).

The minimum site area shall be twenty thousand (20,000) square feet. The minimum site frontage shall be seventy-five (75) feet.

(Ord. 04-259 § 1 (part))

14.50.080 Residential density (CT).

No residential density shall be applicable within the Commercial Thoroughfare Zoning District.

(Ord. 04-259 § 1 (part))

(Ord. No. 2023-503, § 3(App. C), 11-28-2023)

14.50.090 Front yard (CT).

The minimum front yard depth shall be ~~twenty ten~~ (2010) feet, with a minimum of fifty (50) percent of which shall be landscaped.

(Ord. 04-259 § 1 (part))

(Ord. No. 2023-503, § 3(App. C), 11-28-2023)

14.50.100 Side yards (CT).

- A. The minimum interior side yard depth shall be ~~ten five~~ (105) feet, with a minimum of fifty (50) percent of which shall be landscaped.
- B. The minimum exterior side yard depth shall be ~~fifteen ten~~ (1510) feet, with a minimum of fifty (50) percent of which shall be landscaped.

(Ord. 04-259 § 1 (part))

(Ord. No. 2017-436, § 1, 10-10-2017; Ord. No. 2023-503, § 3(App. C), 11-28-2023)

14.50.110 Rear yard (CT).

The minimum rear yard depth shall be twenty ~~five~~ (2520) feet, with a minimum of fifty (50) percent of which shall be landscaped.

(Ord. 04-259 § 1 (part))

(Ord. No. 10-351, § 1, 5-25-2010; Ord. No. 2023-503, § 3(App. C), 11-28-2023)

14.50.120 Off-street parking (CT).

As provided in Chapter 14.74 of this title.

(Ord. 04-259 § 1 (part))

14.50.130 Off-street loading (CT).

As provided in Chapter 14.74 of this title.

(Ord. 04-259 § 1 (part))

14.50.140 Height of structures (CT).

- A. Residential only development(s) building height shall be a maximum of fifty-five (55) feet and five stories.
- B. Mixed use development(s) building height shall be a maximum of sixty (60) feet and five stories.
- C. Non-residential use only development(s) building height shall be a maximum of forty-five (45) feet and four stories.

(Ord. 08-323 § 1: Ord. 04-259 § 1 (part))

(Ord. No. 10-351, § 2, 5-25-2010; Ord. No. 2023-503, § 3(App. C), 11-28-2023)

14.50.150 Open space (CT).

All multiple-family residential projects, including mixed-use projects with multiple-family dwelling units, except duplexes, shall provide permanently maintained outdoor open space, subject to the following requirements:

- A. Although not required for each dwelling unit, an average of fifty (50) square feet of private open space shall be provided for the total number of dwelling units within a project.
- B. Any private open space provided shall be at the same level and immediately accessible from the unit it serves. The provision of private open space shall not reduce the common open space requirements of this section.
- C. Depending on the number of dwelling units in a multiple-family project, common open space shall be provided to meet the following criteria:
 - 1. Two to ten (10) units: a minimum of eight hundred (800) square feet of common open space shall be provided.
 - 2. Eleven (11) to twenty-five (25) units: a minimum of one thousand six hundred (1,600) square feet of common open space shall be provided.
 - 3. Twenty-six (26) to fifty (50) units: a minimum of two thousand four hundred (2,400) square feet of common open space shall be provided.
 - 4. Fifty-one (51) or more units: a minimum of three thousand two hundred (3,200) square feet of common open space shall be provided.
- D. Common open space areas:
 - 1. Shall be designed to be easily accessible and shall be available for passive and active outdoor recreational purposes for the enjoyment of all residents of the project;
 - 2. Shall be provided as continuous, usable site elements of sufficient size to be usable by residents that may be within the rear yard setback;

(Supp. No. 43, Update 2)

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3. Shall not include driveways, public or private streets, or utility easements where the ground surface cannot be used appropriately for open space.
4. Common open space areas shall be surfaced with any practical combination of landscaping, paving, decking, concrete, or other serviceable material with no more than fifty (50) percent of the area at grade level covered with a non-permeable surface.
- E. Required common open space shall be controlled and permanently maintained by the owner of the property or by a homeowners' association. Provisions for control and maintenance shall be included in any property covenants of common interest developments.

(Ord. No. 2017-436, § 1, 10-10-2017)

Editor's note(s)—Ord. No. 2017-436 § 1, adopted October 10, 2017, enacted new provisions set out as §§ 14.50.150, 14.50.160, and 14.50.180, and subsequently renumbered former §§ 14.50.150 through 14.50.180 as 14.50.170 and 14.50.190 through 14.50.210. Historical notation to the former sections have been retained for reference purposes.

14.50.160 Rooftop uses (CT).

Rooftop activities or uses are permitted within the perimeter walls of a structure that meet all setback standards provided also that any such activities or uses are accessory to the principal use or uses of the development, and provided further, activities shall comply with the following performance standards:

- A. No use shall be established or activity conducted that violates the noise standards and limits identified in Chapter 6.16, Noise Control, of the Municipal Code.
- B. No activity shall be conducted which causes ground vibrations perceptible at the property line.
- C. No lighting or illuminated device shall be operated so as to create glare which creates a hazard or nuisance on other properties.
- D. No use or activity shall be conducted without first obtaining any required permit from the county air pollution control district. Uses shall be conducted to prevent dust or other airborne material from crossing property lines.
- E. Solid wastes shall be handled and stored so as to prevent nuisances, health and fire hazards, and to facilitate recycling. Suitable containers shall be provided to prevent blowing or scattering of trash and screened by an enclosure. Suitable concealed space and containers shall be provided at the roof top to encourage the appropriate sorting and collection of discarded materials.
- F. No use may generate any odor that reasonably may be found objectionable as determined by an appropriate agency such as the Santa Clara County Health Department and the Bay Area Air Quality Management District beyond the boundary occupied by the enterprise generating the odor. All mechanical, venting, and/or exhausting equipment that generates odors shall be located away from residential properties.
- G. The use of conventional energy sources for space heating and cooling, water heating, and illumination shall be minimized by means of proper design and orientation, including provision and protection of solar exposure.
- H. These performance standards are general requirements and shall not be construed to prevent the council, boards or commission with review authority or staff from imposing, as part of project approval, specific conditions which may be more restrictive, in order to meet the intent of these regulations.

(Ord. No. 2017-436, § 1, 10-10-2017)

Editor's note(s)—See Editor's Note § 14.50.150.

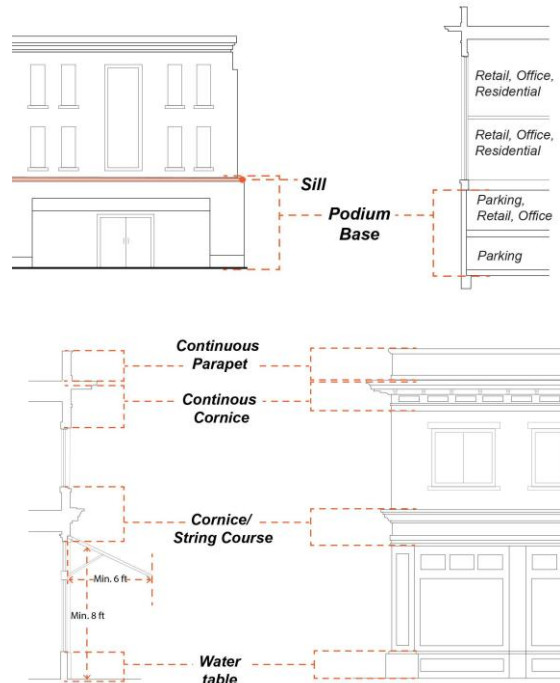
14.50.170 Design control (CT).

- A. Building Placement. A minimum seventy-five (75) percent of ground-floor building frontages facing El Camino Real must be built at the minimum setback line. This standard applies to the building frontage only (exclusive of side setbacks).
- B. Building Massing and Articulation.
 1. Upper-story Step-backs.
 - a. Front: Minimum ten (10) feet from ground floor façade for stories above forty-five (45) feet in height.
 - b. Street Side: Minimum ten (10) feet from ground floor façade for stories above forty-five (45) feet in height.
 2. Vertical Articulation.
 - a. When a building façade exceeds one hundred (100) feet in length along a right-of-way, it must be separated into primary façade bays no greater than fifty (50) feet and secondary façade bays defined by a recess a minimum three feet deep and ten (10) feet wide.
 - b. A minimum one entrance shall be provided per one hundred fifty (150) linear feet along El Camino Real and per primary façade bay along all other rights-of-way.
 - c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



3. Horizontal Articulation. New façades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.
 - a. One or more of the following patterns shall be used to define the base:
 - i. Watertable: Base material extends from grade to between eight and fifty-four (54) inches above grade.
 - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound (multi-story buildings only).
 - iii. Watertable and Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine (multi-story buildings only).

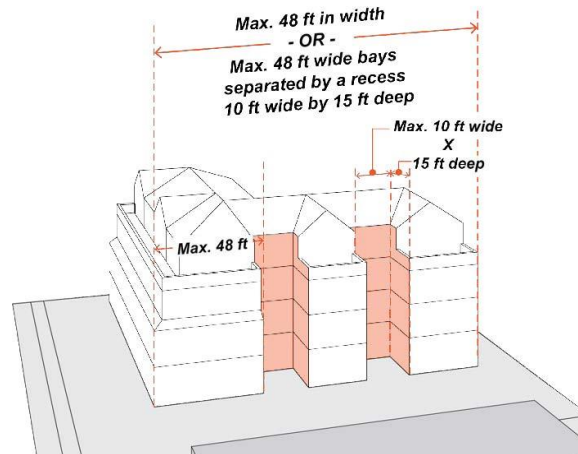
- b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other elements listed under Section 17.50.170.B.6. These elements shall be consistent with the overall architectural style of the building mass/bay.



4. Adjacencies.

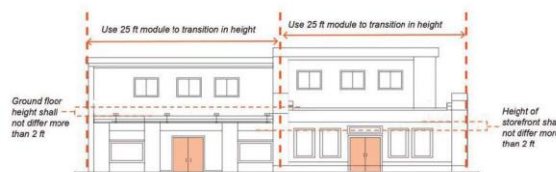
a. Façades Adjacent to an R-1 District.

- i. Building façade planes abutting an R-1 district may not exceed forty-eight (48) feet in width.
- ii. When a building façade abutting an R-1 district exceeds forty-eight (48) feet in width, it must be separated into façade bays no greater than forty-eight (48) feet by a recess ten (10) feet wide and fifteen (15) feet deep.
- iii. Balconies, roof decks and other habitable outdoor space are not allowed on upper-story façades abutting R-1 zones.
- iv. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story façades abutting R-1 zones.



b. Storefront Façades Adjacent to Storefront Façades.

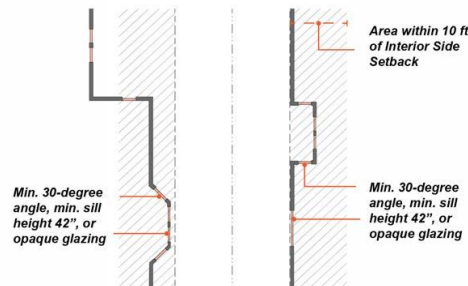
- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than two feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than two feet.
- iii. Storefronts may transition in height using a module of twenty-five (25) feet in length along a right-of-way.



- c. Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More. When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:
 - i. Incorporate the uppermost floor into the roof form.
 - ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height.
 - iii. Match window heights and/or proportions.
 - iv. Relate roof cornices and moldings at floor lines.

5. Privacy and Line of Sight.

- a. Primary living spaces and balconies located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Where windows are within ten (10) feet of and oriented toward an interior side setback, glazing shall either be a minimum thirty (30) degree angle measured perpendicular to the adjacent side setback line, have minimum sill height of forty-two (42) inches, or be opaque.
- c. The maximum sill height for an ingress/egress window is forty-four (44) inches from finished floor.



6. Roofline and Roof Design.

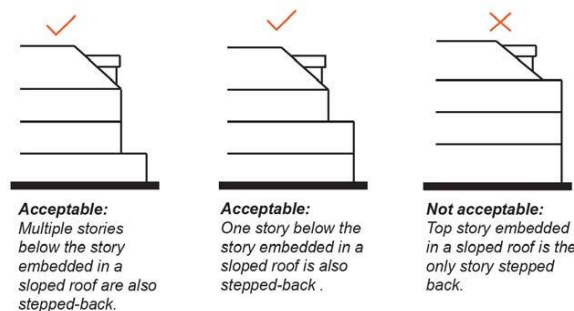
a. Roof designs shall be limited to:

- i. Hipped.
- ii. Gable.
- iii. Shed.
- iv. Dormer.
- v. Parapet.

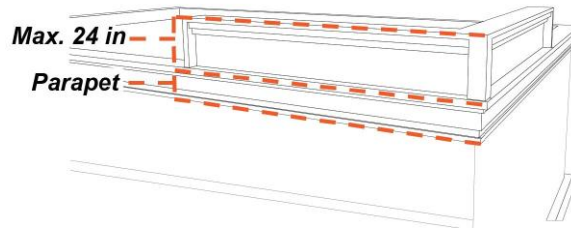
- (a) When used on the first or second floor, a parapet longer than twenty-five (25) feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:

- (1) Steps.
- (2) Curves.
- (3) Angled surfaces.

- (b) The length of a parapet segment on the third floor and above may not exceed twenty-five (25) feet.



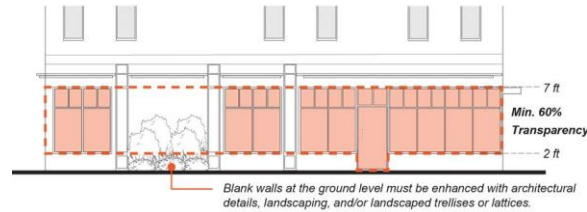
- b. When the top story is stepped back and embedded in a sloped roof form, the floor below must (and other floors may) be stepped back to meet the slope of the top story.
- c. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.
- d. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than twenty-four (24) inches.



C. Building Design.

1. Façade Design.

- a. Building façades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
 - b. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
 - c. Residential façades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.
 - d. Non-glazed wall areas (blank walls) must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
2. Ground Level Transparency. A minimum sixty (60) percent of commercial ground floor street-facing façades between two and seven feet in height shall be transparent window surface. Opaque, reflective, or dark tinted glass is not allowed.



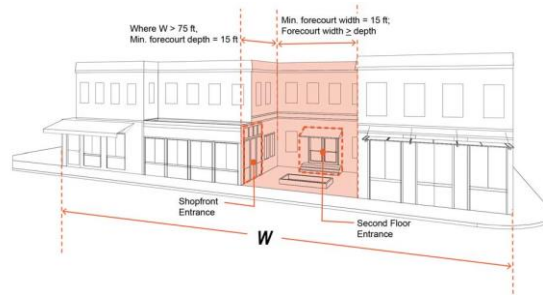
3. Pedestrian-Scaled Entrances.

- a. Buildings more than seventy (70) feet in length along a right-of-way must incorporate at least one forecourt frontage on the right-of-way-facing façade. Required forecourts must also comply with the standards of Section 14.50.170.C.3.b.v. below.
- b. Each street-facing building façade must incorporate at one of the following entry features. See Section 14.66.275 (Entrance Type Standards) for design standards applicable to each entrance type listed.
 - i. Stoop.
 - ii. Shopfront.
 - (a) Shopfronts more than twenty-five (25) feet in width must incorporate variations in bulkhead, awnings, materials and/or color to visually articulate the shopfront into modules not to exceed twenty-five (25) continuous feet.
 - iii. Gallery.

iv. Arcade.

v. Forecourt.

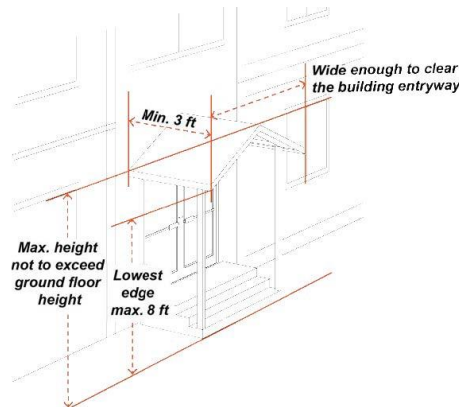
- (a) Forecourts must feature at least one entry to a shop and/or second floor use.
- (b) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).
- (c) Forecourt must be minimum fifteen (15) feet in width.
- (d) Forecourt must be enclosed on at least three sides by buildings.
- (e) Forecourt must remain open to the sky (arbors and trellises are allowed).



vi. Terrace.

- c. Primary Entrance Location(s). Locate primary entrance on the front right-of-way.
- d. Individual Entries. Ground floor residential units facing a street must provide individual entries along the street frontage.
- e. Corner Entrances. Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
- f. Street-facing Entries to Upper Floors. Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through two or more of the following:
 - i. Dedicated awning, canopy, or other roof element.
 - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.
 - iii. Dedicated light fixture(s).
 - iv. Decorative street address numbers or tiles.
 - v. Plaque signs for upper-floor business tenants.
- g. Entry Protection. Primary street-facing entrances shall be protected by a recess in the building frontage at least three feet deep or by a projection extending outward at least three feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
 - i. Protection may be coterminous with an accent element.
 - ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.

- iii. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than eight feet.
- iv. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.

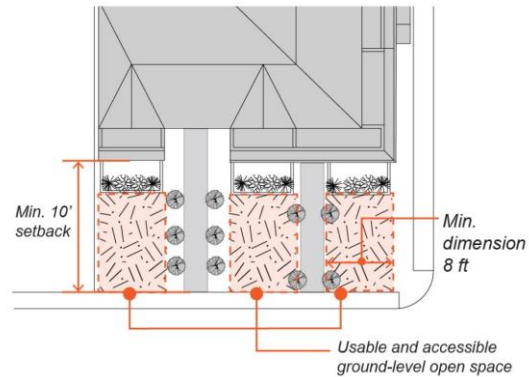


- h. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.
4. Ground Floor Floor-to-Ceiling Height.
- a. Minimum twenty-four (24) inches taller than typical upper floor floor-to-ceiling height where ground floor is non-residential.
 - b. Minimum twelve (12) inches taller than typical upper floor floor-to-ceiling where ground floor is residential.



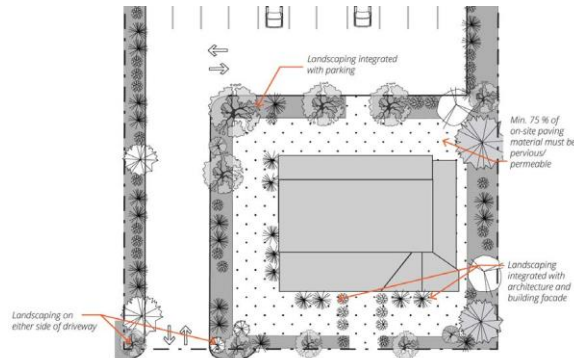
5. Interior Courtyard. Interior courtyards must be:
- a. Partially visible from the street and linked to the street by a clear accessible path of travel.
 - b. Enclosed on at least two sides by buildings.
 - c. Open to the sky (arbors and trellises are allowed).
 - d. A minimum width of twenty (20) feet and a minimum area of four hundred (400) square feet.
6. Paseos. Paseos must be:
- a. A minimum width of ten (10) feet for through-block paseos.
 - b. A minimum width of four feet for entries to courtyards or individual single businesses.
- D. Window Design. Vinyl windows are prohibited on façades visible from a right-of-way.
- E. Building Materials.
- 1. Primary shall mean fifty (50) percent or more of a façade surface area excluding transparent surfaces. Permitted primary cladding materials are limited to:

- a. Stucco (minimum two-coat stucco; synthetic stucco or EIFS not allowed).
 - b. Siding (lap, vertical, panelized, or shingle).
 - i. All siding shall be wood, composite wood, or cement fiberboard.
 - ii. Wood siding shall be painted or stained.
 - iii. Vinyl and aluminum siding are not permitted.
 - c. Stone.
 - d. Brick.
 - e. Concrete (board-form only).
 2. Secondary shall mean less than fifty (50) percent of a façade surface area excluding transparent surfaces. Permitted secondary cladding materials are limited to:
 - a. Stucco (minimum two-coat stucco; synthetic stucco not allowed, EIFS not allowed).
 - b. Siding (lap, vertical, panelized, or shingle).
 - i. All siding shall be wood, composite wood, or cement fiberboard.
 - ii. Wood siding shall be painted or stained.
 - iii. Vinyl and aluminum siding are not permitted.
 - c. Stone (building base only).
 - d. Brick (building base only).
 - e. Tile.
 - f. Metal (matte finish or Cor-ten).
 - i. Ribbed metal, titanium, and mirrored finishes are not permitted.
 - g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone).
 - h. Concrete (building base only, board-form only, cast concrete not permitted).
 3. On attached elements, such as bay windows, orioles, and balconies.
- F. Ground Level Open Space. Where any required front, rear, or side yard setback is ten (10) feet or greater, on-site ground-level open space shall be provided within the setback.
1. The ground level open space shall be usable and accessible.
 2. The minimum dimension for ground level open space shall be eight feet.



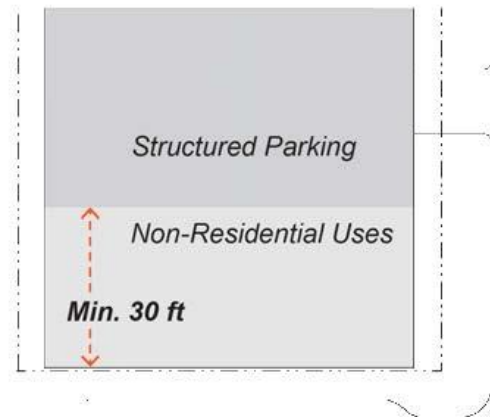
G. Landscaping and Paving.

1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
2. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
 - a. Planters for flowers and shrubs within street frontage.
 - b. Landscape buffers between parking spaces and building façades.
 - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
3. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.

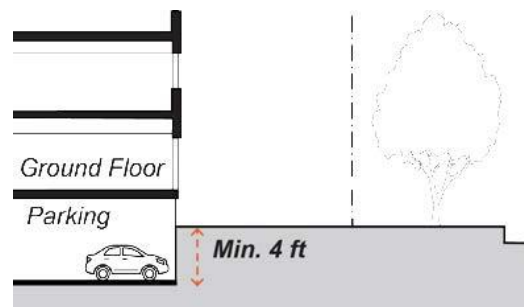


H. Parking Design and Access.

1. Where structured parking is provided, the parking area must be either:
 - a. "Lined" with ground-floor non-residential uses at least thirty (30) feet deep as measured from the front façade; or



- b. Designed such that the floor elevation is a minimum four vertical feet below the elevation of the adjacent sidewalk.



2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:
 - a. Regular punched openings designed to resemble windows of habitable spaces.
 - b. Trellis/living wall.
 - c. Custom textured or decorative screening.
3. Entrances to Parking Facilities.
 - a. A maximum of two curb cuts for one-way traffic and one curb cut for two-way traffic may be permitted per street frontage per lot.
 - b. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum ten (10) feet from the back of sidewalk.
 - c. Entrances to parking facilities along a street frontage shall be separated by a minimum of sixty (60) feet.
 - d. Where possible, curb cuts serving adjacent parking facilities shall be shared.
- I. Site Circulation and Access.
 1. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
 2. Bicycle racks shall be provided:
 - a. In or within fifty (50) feet of every parking area; and

- b. Within twenty (20) feet of at least one building entrance.
- J. Service Areas and Screening.
 - 1. Service areas must be located at the rear of lot.
 - 2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.
- K. Additional Design Standards. See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CT District.

(Ord. 04-259 § 1 (part))

(Ord. No. 2017-436, § 1, 10-10-2017; Ord. No. 2021-478, § 1, 9-14-2021)

Editor's note(s)—See Editor's Note § 14.50.150.

14.50.180 Off-street loading for residential (CT).

In order to accommodate the delivery or shipping of goods at a multiple-family residential project, on-site loading/unloading space shall be provided:

- A. There shall be at least one loading/unloading space provided, which shall have minimum dimensions of at least ten (10) feet by twenty-five (25) feet, with fourteen (14) feet of vertical clearance;
- B. Loading and unloading spaces shall be located and designed so that the vehicles intended to use them can maneuver safely and conveniently to and from a public right-of-way without interfering with the orderly movement of traffic and pedestrians on any public way and complete the loading and unloading operations without obstructing or interfering with any parking space or parking lot aisle;
- C. No area allocated to loading and unloading facilities may be used to satisfy the area requirements for off-street parking, nor shall any portion of any of off-street parking area be used to satisfy the area requirements for loading and unloading facilities;
- D. A loading/unloading space may be located in the front yard setback, but shall comply with other required setbacks;
- F. All loading spaces shall be designed and maintained so that vehicles do not back in from, or onto, a public street;
- G. Loading spaces shall be striped indicating the loading spaces and identifying the spaces for "loading only." The striping shall be permanently maintained by the property owner/tenant in a clear and visible manner at all times; and
- H. Adequate signage shall be provided that directs delivery vehicles to the loading space.

(Ord. No. 2017-436, § 1, 10-10-2017)

Editor's note(s)—See Editor's Note § 14.50.150.

14.50.190 Signs (CT).

As provided in Chapter 14.68 of this code.

(Ord. 04-259 § 1 (part); Ord. No. 2015-414, § 12, 9-8-2015; Ord. No. 2017-436, § 1, 10-10-2017)

Editor's note(s)—See Editor's Note § 14.50.150.

14.50.200 Fences (CT).

As provided in Chapter 14.72 of this title.

(Ord. 04-259 § 1 (part))

(Ord. No. 2017-436, § 1, 10-10-2017)

Editor's note(s)—See Editor's Note § 14.50.150.

14.50.210 Nonconforming use regulations (CT).

As provided in Chapter 14.66 of this title.

(Ord. 04-259 § 1 (part))

(Ord. No. 2017-436, § 1, 10-10-2017)

Editor's note(s)—See Editor's Note § 14.50.150.

14.50.220 Existing Single-Family Dwellings (CT).

All existing single-family dwellings in the Commercial Thoroughfare (CT) District shall be subject to the adopted Single-Family Residential Design Guidelines.

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REPEALING IN ITS ENTIRETY THE SHERWOOD GATEWAY SPECIFIC PLAN OF
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, the City Council repeals in its entirety the Sherwood Gateway Specific Plan; and

WHEREAS, Upon repeal of the Sherwood Gateway Specific Plan all effected parcels shall return to the underlying zoning districts as identified on the adopted City of Los Altos Zoning Map; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15183 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. 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 2. PUBLICATION. This Ordinance shall be published as provided in Government Code Section 36933.

SECTION 3. 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

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AMENDING CHAPTER 14.88 OF THE LOS ALTOS MUNICIPAL CODE AND
REZONING CERTAIN PARCELS LOCATED ALONG SAN ANTONIO ROAD AND EL
CAMINO REAL IN THE CITY OF LOS ALTOS TO COMMERCIAL
THOROUGHFARE (CT) ZONING DISTRICT**

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, the City Council desires to amend the zoning designation of certain properties located near San Antonio Road and El Camino Real as reflected on Exhibit A; and

WHEREAS, upon amendment of the zoning designation of all parcels of land reflected on Exhibit A, the zoning designation of those parcels shall become Commercial Thoroughfare (CT); and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15183 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 14.88 OF THE MUNICIPAL CODE. Chapter 14.88 of the Los Altos Municipal Code is hereby amended as set forth in Exhibit A to this Ordinance, the table reflects the site Assessor Parcel Number (APN) and amended Zoning Designation.

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.

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AYES:

NOES:

ABSENT:

ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

EXHIBIT A

APN	EXISTING ZONING DESIGNATION	EXISTING LAND USE DESIGNATION
17001065	CT	TC
17001064	CT	TC
17001063	CT	TC
17001062	CT	TC
17001061	CT	TC
17001059	CT	TC
17001058	CT	TC
17001057	CT	TC
17001056	CT	TC
17001055	CT	TC
17001077	CT	TC
16716022	CT	TC
17001108	CT	TC
17001023	CT	TC
17001024	CT	TC
17001025	CT	TC
17001026	CT	TC
17001027	CT	TC
17001028	CT	TC
17001029	CT	TC
17001030	CT	TC
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17001032	CT	TC
17001033	CT	TC
17001095	CT	TC
17001035	CT	TC
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17001087	CT	TC
17001088	CT	TC
17001086	CT	TC
17001042	CT	TC
17001043	CT	TC

17001044	CT	TC
17001045	CT	TC
17001053	CT	TC
17001052	CT	TC
17001051	CT	TC
17001050	CT	TC
17001111	CT	TC
17001112	CT	TC
17001113	CT	TC
17001047	CT	TC



City Council Agenda Report

Meeting Date: May 13, 2025

Initiated By: City Council

Prepared By: Anthony Carnesecca

Approved By: Gabriel Engeland

Subject:

Review non-profit and civic organization contribution applications and direct staff to incorporate funding into the budget for FY25-26.

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Review non-profit and civic organization contribution applications and direct staff to incorporate funding into the budget for FY25-26.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

- Would the City Council wish to approve the attached funding requests from applicants through the Non-Profit and Civic Organization Policy?

FISCAL IMPACT

If City Council approves all requests, the \$130,420 will be added to the FY25-26 General Fund Budget under account code 1110-5400.

ENVIRONMENTAL REVIEW

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

PREVIOUS COUNCIL CONSIDERATION

October 11, 2022, May 23, 2023, & May 28, 2024

SUMMARY

- City Council approved the Non-Profit and Civic Organization Contribution Policy on October 11, 2022.
- City staff received six applications for funding for FY25-26.

BACKGROUND

The City of Los Altos has historically allocated funds to organizations. The City also allocates funds annually as legally required through contracts or participation in Joint Powers Authority (JPA) agreements.

The City Council approved the Non-Profit and Civic Organization Contributions Policy on October 11, 2022. This policy creates a formal process for discretionary requests and contributions that could be implemented during the next regular budget cycle.

DISCUSSION/ANALYSIS

The City received discretionary funding requests for FY 25-26 under the Non-Profit and Civic Organization Contributions Policy from the following organizations with applications that are attached to this staff report for consideration and review:

Organization	Request
American Legion	\$6,000.00
Arts Los Altos	\$55,000.00
Compassion Week	\$5,500.00
Los Altos Chamber of Commerce	\$27,920.00
Los Altos Mountain View Community Foundation	\$11,000.00
Special Operations Finding Kids	\$25,000.00
Total	\$130,420.00

City Council did award funding to Arts Los Altos and did not award single year funding to Compassion Week and the Los Altos Mountain View Community Foundation as part of the process last year. All three organizations are applying again this year. The two applications from the American Legion and Special Operations Finding Kids are new to this process. The City has an existing contract with the Los Altos Chamber of Commerce for other services beyond the proposed scope of the application.

The Non-Profit and Civic Organization Contributions Policy requests total \$130,420 and this amount can change depending upon the direction of City Council.

One application is seeking multiple years of funding. The Los Altos Chamber of Commerce requests five years of funding that totals \$139,000 with \$27,920 per year, which City staff can include for this year and future years if directed.

ATTACHMENTS

1. American Legion Non-Profit and Civic Organization Application
2. Arts Los Altos Non-Profit and Civic Organization Application
3. Compassion Week Non-Profit and Civic Organization Application
4. Los Altos Chamber of Commerce Non-Profit and Civic Organization Application
5. Los Altos Mountain View Community Foundation Non-Profit and Civic Organization Application
6. Special Operations Finding Kids Non-Profit and Civic Organization Application



City of Los Altos
Non-Profit and Civic Organization Contributions Application

Organization InformationName American Legion Los Altos Post 558Address: 347 1st StWebsite: calegionpost558.orgTax Identification Number: 94-6107976

Non-profit? Y/N Y

Civic organization? Y/N ☒

Benefit Los Altos community? Y/N Y

Description of organizational activities: American Legion Los Altos Post 558, chartered in 1938, is a veterans service organization dedicated to serving veterans, children and youth, and the community. Veterans are offered monthly meals, socialization, and informative programs. Our Post Service Officer offers support and guidance to veterans needing help with VA benefits and claims or financial assistance. Our Children and Youth programs include Boys and Girls State for high school juniors, Citizenship awards and scholarships for 8th graders, Little League sponsorship, Scouting programs, and an annual Youth Recognition dinner. Our Disaster Relief program keeps an inventory of supplies including water, food, pet supplies, first aid supplies, and two generators. We maintain an inventory of hand held Ham radios and there is a Ham radio antenna installed on the Post Hall. Service to the community includes support for the Glorious Fourth celebration, offering American flags to merchants along Main and State Streets, providing a service by accepting worn out American flags for proper disposal, organizing Memorial and Veterans Day events. Our Post Hall is available for use by community groups.

Description of organizational impact on Los Altos community: Our support of Children and Youth benefits the community in several ways. Boys and Girls State is an immersive weeklong that teaches high school students the rights and responsibilities of citizenship and the inner workings of local and state government. Our Citizenship awards given to middle school students acknowledge positive behavior. Little League teaches teamwork and sportsmanship. We support six Scout Troops and Packs that develop essential life skills, leadership qualities, and strong character traits. Our high school Constitutional Speech contest educates youth on our founding document and the importance of citizenship. Our children and youth enrich our community. Our disaster response supplies and ham radios are available in the event of a community emergency. The Legion Hall will be available when needed as a temporary refuge, information center, and donation center. We promote patriotism in the community through our Glorious Fourth support, our downtown flag program, collection of worn out American flags, and our Memorial and Veterans Day ceremonies. The Legion Hall has been designated an historical landmark and space is available for use by community based groups. Our monthly income from rental of the Hall has not returned to pre-pandemic levels and our programs are suffering as a result.

Contact InformationContact name: Ken NewmanContact role: Finance OfficerEmail: ken558d13@gmail.comPhone: (650) 906-8978

Contribution Information

Annual contribution amount requested: \$6,000

Length of contribution request? 1 year

Total contribution amount requested: \$6,000

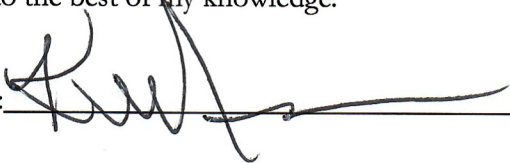
Repeat request from a previous budget cycle? Y / N N

Use of funds:

Expense	Amount	Provide a detailed explanation of the use of requested funds	Explain how this expense will benefit the City
Boys and Girls State	\$2,600	Send 4 students to Boys and Girls State	Educate the youth of our community.
Little League and Scouting Support	\$1,000	Sponsorship of one team and six Scout units.	Youth learn teamwork and sportsmanship.
Citizenship Awards	\$2,000	Present awards to 14 8th grade students	Youth gain leadership and life skills.
Disaster Preparedness	\$400	Purchase 50 fleece blankets and restock supplies	For use when Hall used as a refuge.
Total	\$6,000		

Agreement

As the official representative for the above organization, I agree to comply with all requirements listed or otherwise enforced through the City of Los Altos Non-Profit and Civic Organization Contribution Policy. The City reserves the right to revoke this application at any time for any purpose. The organization shall provide all documents and organizational information as required by the City of Los Altos necessary to comply with Non-Profit and Civic Organization Contribution Policy application. The official representative certifies that the above information is true and accurate to the best of my knowledge.

Signature: 

Date: 4/30/2025



City of Los Altos

Agenda Item # 12.

Non-Profit and Civic Organization Contributions Application

Organization Information

Name: Arts Los Altos

Address: 149 Doud Dr., Los Altos, CA 94022

Website: www.artlosaltos.org

Tax Identification Number: EIN94-1593216

Non-profit? Y/N **Yes**

Civic organization? Y/N **Yes**

Benefit Los Altos community? Y/N **Yes**

Description of organizational activities: _____
Arts Los Altos is an all volunteer nonprofit dedicated to implementing public
art that creates connections among diverse community members, local
businesses, and downtown property owners, elevating the cultural identity
of Los Altos. Since we started Arts Los Altos in 2020, we have
implemented 15 public art installations. Our projects have a defined
concept and are site specific. We work with a curated artist list to ensure
quality public artwork for the Los Altos community and visitors.

Description of organizational impact on Los Altos community: _____
The entire community benefits from the colorful murals and interactive sculptures.
The power of public art has increased activity and commerce downtown. These installations
bring residents of all ages to restaurants and shops downtown, benefiting local merchants,
eateries, and services. Bay Area artists have transformed blank walls and spaces into public art
that delights, educates, informs, evokes emotion and starts conversation. Arts Los Altos has
selected talented, diverse, and ethnic artists for our multicultural community. With the
collaboration of the City of Los Altos and Arts Los Altos there is a Downtown Public Art Map.
Arts Los Altos provides Public Art Walking Tours every first Friday which increases foot traffic
and economic prosperity downtown. Downtown Los Altos is beginning to develop a reputation
for cultural vibrancy and a destination for viewing public art with the help of Arts Los Altos.

Contact Information

Contact name: Maddy McBirney

Contact role: Co-Director

Email: mcbirneymaddy7@gmail.com

Phone: (650) 867-0051

Contribution Information

Annual contribution amount requested: \$50,000

Length of contribution request? 2025

Total contribution amount requested: \$55,000

Repeat request from a previous budget cycle? Y / N **Yes**

Use of funds:

Expense	Amount	Provide a detailed explanation of the use of requested funds	Explain how this expense will benefit the City
Jen Lewin's The Last Ocean,	\$50,000	see attached document	see attached document
Community Outreach	\$5,000	see attached document	see attached document
Total	\$55,000		

Agreement

As the official representative for the above organization, I agree to comply with all requirements listed or otherwise enforced through the City of Los Altos Non-Profit and Civic Organization Contribution Policy. The City reserves the right to revoke this application at any time for any purpose. The organization shall provide all documents and organizational information as required by the City of Los Altos necessary to comply with Non-Profit and Civic Organization Contribution Policy application. The official representative certifies that the above information is true and accurate to the best of my knowledge.

Signature: Karen Szuck

Date: 4-14-25



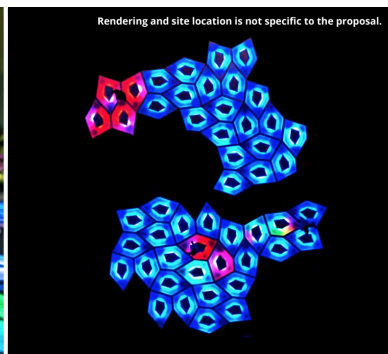
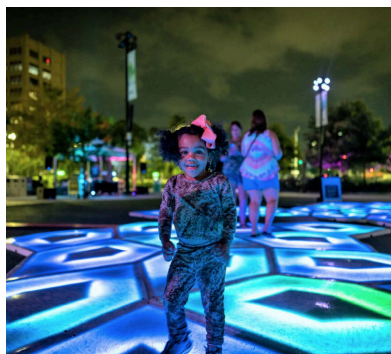
***The Last Ocean* by Jen Lewin Studio**

A Site Specific Temporary Art Installation

Expense

Jen Lewin's *The Last Ocean* \$50,000. Arts Los Altos will contribute \$50,000 to match the Nonprofit Grant request for \$50,000. The total cost of this immersive installation is \$100,000.

The Last Ocean is a travelling, temporary public art installation. This colorful artwork infuses conversation around the fragile ecology of our oceans and cultivates relationships through interactive engagement. This public art event will increase economic vitality and community experience, bringing people of all ages together. While visitors walk, dance, and play on the illuminated, technical artwork, *The Last Ocean* will transform the space with vibrant splashes of light, color, and energy. A wonderful placement for this immersive installation would be the Veterans Community Plaza in downtown Los Altos during winter. This art exhibit would be a fantastic collaboration with the City of Los Altos, PARC Commission, Arts Los Altos, and other organizations.



The Last Ocean is an immersive experience made possible by Lewin's pioneering in-house mesh network LED technology, composed of over 300 interactive platforms constructed from reclaimed and recycled ocean plastic. For every exhibit, the team will design each installation according to the location with site-specific shapes that slowly dissipate - from an intact center to fewer clusters of platforms at the edges - conveying the integrity of an ecosystem deteriorating over time.



***The Last Ocean* materials, recycled plastic from the ocean**



This immersive art piece, *The Last Ocean*, created by contemporary artist Jen Lewin, brings us directly in touch with the nature of the crisis. Sourced and fabricated from plastics salvaged from the oceans, Lewin creates a captivating world brought to life by the very materials pushing our life-giving ocean system to the brink. Turning the tides, the artist transforms waste into a captivating place where we are invited to explore our global relationships with nature.

Community Outreach \$5,000

Jen Lewin, is an artist, engineer and technician who creates engaging public art installations, fusing expert craftsmanship and technology that enhances the human experience outdoors. We hope to have Jen Lewin as a guest speaker along with two other events that would be part of the education and outreach involving this installation, appealing to the art, science, and technology interests within our community and surrounding Silicon Valley. Because Jen Lewin is internationally known, this installation would draw large numbers of people to Los Altos, driving economic prosperity and bringing joy in the winter.

Jen Lewin's Temporary and Permanent Installations Worldwide



Please review the brochure and pricing links of *The Last Ocean*.

As you study the costs, please note that Arts Los Altos is requesting 50% of the total cost.

[Jen Lewin LastOcean 2022.pdf New.pdf](#)

[2023 LastOcean Pricing.pdf](#)

Learn more about Jen Lewin Studio at jenlewinstudio.com/artwork/

Installation timing, winter 2025-26



City of Los Altos
Non-Profit and Civic Organization Contributions Application

Organization Information

Name: Compassion Week

Address: 655 Magdalena Ave, Los Altos CA 94024

Website: www.compassionweeklosaltos.org

Tax Identification Number: Fiscally sponsored by Los Altos

Mountain View Community Foundation

Non-profit? Y/N

Civic organization? Y/N

Benefit Los Altos community? Y/N

Description of organizational activities:

Compassion Week (CW) is a community-wide initiative that mobilizes residents of all ages and abilities to participate in meaningful service projects across Los Altos and surrounding areas. Held annually in October, CW offers hundreds of volunteer opportunities that directly benefit local nonprofits, schools, and underserved populations—many of which serve Los Altos residents.

Since its launch in 2012, CW has engaged more than 21,000 volunteers in acts of service supporting over 85 nonprofit organizations. Projects include preparing meals for local families in need, assembling school supplies for children in the MVLA district, creating care kits for unhoused neighbors, and supporting seniors and homebound residents.

CW is coordinated by a coalition of local partners, including faith communities in Los Altos, the Los Altos Mountain View Community Foundation, local volunteer groups, schools, non-profits and local government officials. These partnerships ensure the week's activities are rooted in the specific needs of our community.

More than just a volunteer week, CW is a platform for civic engagement and intergenerational connection that strengthens the fabric of Los Altos. Participants regularly return year after year, reporting that CW deepens their connection to the community and inspires continued service.

CW provides a **direct, measurable benefit to Los Altos residents** and contributes to a more compassionate, resilient, and connected city.

Description of organizational impact on Los Altos community:

Compassion Week (CW) directly impacts the Los Altos community by engaging residents in meaningful service that supports local needs and strengthens community connections. In 2024, hundreds of Los Altos residents participated in CW projects, including students from Los Altos High School, families from local congregations, Los Altos service club members, and senior citizens living in and around the city.

- **Emergency Preparedness and Response:** CW volunteers built 120 Emergency “Go Bags” in partnership with Resilient Los Altos. The kits prepare residents for power outages and other emergencies. They were distributed by Community Services Agency.
- **Environmental Stewardship:** CW hosted projects focused on environmental cleanups and sustainability education, engaging youth and families in hands-on conservation efforts.
- **Senior Well-being:** Volunteers assembled and delivered personalized activity kits to homebound seniors, combating isolation and promoting mental and emotional health among older adults.
- **Teen Mental Health:** CW volunteers assembled 70 teen wellness bags while learning about Allcove’s services supporting teen mental health. This activity both contributed directly to Allcove’s outreach efforts and increased awareness among participants. As a result, at least one volunteer later sought support from Allcove during a personal mental health crisis.

Last year, more than **600 students** from local schools volunteered, developing lifelong habits of service and empathy. Seniors also played a vital role, contributing their time to support their peers. Families participated side-by-side, deepening their connection to one another and their community.

CW’s impact is both immediate and lasting. Seniors contribute actively alongside younger generations, fostering intergenerational connections. Families deepen their ties to one another and their city. Participants frequently report a greater sense of belonging, purpose, and civic pride. By making service accessible and meaningful for all ages, CW strengthens the fabric of Los Altos and models a compassionate, united response to community needs.

Contact Information

Contact name: Jan McDaniel & Yvonne Murray

Contact role: Co-Chairs (volunteer)

Email: yvonne@compassionweeklosaltos.com

Phone: 408-930-3733

Contribution Information

Annual contribution amount requested: \$5,500

Length of contribution request? 1 year

Total contribution amount requested: \$5,500

Repeat request from a previous budget cycle? Y / N

Use of funds:

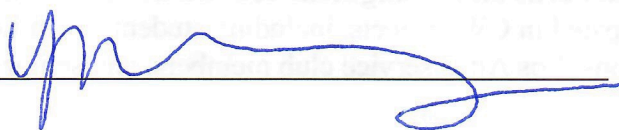
Expense	Amount	Provide a detailed explanation of the use of requested funds	Explain how this expense will benefit the City
Emergency “Go Bags” for Seniors	\$1,800	120 Emergency “Go Bags”. Will be distributed through Community Services Agency. This project is in partnership with Resilient Los Altos. Kits include solar charger, flashlight, etc.	Providing emergency "go bags" for senior citizens will significantly enhance community safety and preparedness in Los Altos. Seniors are often among the most vulnerable during emergencies such as earthquakes, fires, or power outages. By equipping 70 seniors with essential supplies and information, this project helps ensure that more residents are ready to respond quickly and safely in a crisis. It reduces the burden on first responders, promotes independent living, and reassures families that their loved ones are better protected. Overall, this project supports a stronger, more resilient Los Altos by prioritizing the needs of older adults and fostering a culture of care and readiness across generations.
Los Altos Youth Volunteer Night	\$2,000	A variety of projects including pillowcases, science kits, paracord lanyards, lunch bag decorating, fleece blankets, SEEDS kits for homeless youth	This project will engage young residents in meaningful, hands-on service projects that directly support vulnerable populations in the broader community. Through activities such as decorating pillowcases for Lifemoves interim housing residents, assembling science kits for under-resourced schools, creating lunch bags for Hope’s Corner clients, making fleece blankets for local nonprofit agencies, and preparing support kits for homeless youth, participants will develop a stronger sense of civic responsibility and empathy. This project not only addresses immediate community needs but also fosters a culture of

			volunteerism and leadership among Los Altos youth, strengthening the city's future through engaged, compassionate citizens.
Art Activity Day for adults with cognitive challenges at Avenidas Rose Kleiner Center	\$1,000	Volunteers will host an Art Activity Day party for clients at the Avenidas Rose Kleiner Center. We will have 3-4 different art projects, plus an Ice Cream Sundae bar. The Avenidas Rose Kleiner Center provides a safe, therapeutic, and supportive environment for adults with cognitive and physical challenges.	This project will benefit the City of Los Altos by fostering a stronger, more inclusive community where adults with cognitive challenges are celebrated and supported. By hosting an Art Activity Day at the Avenidas Rose Kleiner Center, volunteers will help create joyful, meaningful experiences that enhance the emotional well-being and social engagement of some of the city's most vulnerable residents. Strengthening these connections not only improves quality of life for participants but also builds a more compassionate and resilient community that values inclusion, dignity, and neighborly support.
Teen Wellness Bags for Mental Health	\$700	70 Teen wellness bags	These kits will provide Los Altos teens with accessible tools, resources, and support strategies to help manage stress, anxiety, and emotional challenges. By proactively investing in teen mental health, the project helps foster a healthier, more resilient community. Stronger mental health among youth leads to better academic performance, lower rates of crisis intervention, and greater civic engagement over time. This project also demonstrates Los Altos' commitment to caring for its next generation, enhancing the city's reputation as a supportive, forward-thinking place for families to live and thrive.
Total	\$5,500		

Agreement

As the official representative for the above organization, I agree to comply with all requirements listed or otherwise enforced through the City of Los Altos Non-Profit and Civic Organization Contribution Policy. The City reserves the right to revoke this application at any time for any purpose. The organization shall provide all documents and organizational information as required by the City of Los Altos necessary to comply with Non-Profit and Civic Organization Contribution Policy application. The official representative certifies that the above information is true and accurate to the best of my knowledge.

Signature: _____



Date: _____

4/29/2025



Non-Profit and Civic Organization Contributions Application

Organization Information

Name: Los Altos Chamber Foundation

Address: 321 University Avenue

Website: www.losaltoschamber.org

Tax Identification Number: 86-2421042

Non-profit? Y/N **yes**

Civic organization? Y/N **yes**

Benefit Los Altos community? Y/N **yes**

Description of organizational activities: (attached)

Description of organizational impact on Los Altos community: _____

Contact Information

Contact name: Kim Mosley

Contact role: President / CEO

Email: kim@losaltoschamber.org

Phone: 650.948.1455

Contribution Information

Annual contribution amount requested: \$27,920

5 years Length of contribution request?

Total contribution amount requested:

Repeat request from a previous budget cycle? No

Expense	Amount	Provide a detailed explanation of the use of requested funds	Explain how this expense will benefit the City
Use of funds:			details attached
Total			

Agreement

As the official representative for the above organization, I agree to comply with all requirements listed or otherwise enforced through the City of Los Altos Non-Profit and Civic Organization Contribution Policy. The City reserves the right to revoke this application at any time for any purpose. The organization shall provide all documents and organizational information as required by the City of Los Altos necessary to comply with Non-Profit and Civic Organization Contribution Policy application. The official representative certifies that the above information is true and accurate to the best of my knowledge.

Signature: 

Date: 4.30.25



A COMMUNITY COLLABORATION TO
DEVELOP FUTURE LEADERS

A PARTNERSHIP OF:

CITY OF LOS ALTOS

LOS ALTOS CHAMBER OF COMMERCE

LOS ALTOS MOUNTAIN VIEW FOUNDATION



The Value of Leadership Development to the City of Los Altos and Its Residents

The City of Los Altos thrives when its residents are informed, engaged, and equipped to take on leadership roles across all sectors of civic life. As we move toward district-based elections for City Council representation, the need to cultivate a diverse and well-prepared pipeline of community leaders is more essential than ever.

Why LEAD Los Altos Matters

1. Builds a Foundation for Civic Leadership

LEAD Los Altos will offer participants deep insight into city operations, governance structures, and the nuances of decision-making processes. This foundational knowledge is critical for individuals considering service on:

- City Commissions and Committees
- Los Altos City Council
- School Boards and Community Boards
- Nonprofit Leadership Roles

2. Prepares Future Decision-Makers

Graduates will be equipped to tackle real issues with a balanced, informed, and collaborative mindset—skills essential for those seeking elected office or appointments to influential roles in our city.

3. Enhances Equity and Inclusion

District-based elections are designed to ensure more representative and localized governance. LEAD Los Altos will intentionally recruit from across the city to create a leadership cohort that reflects the geographic, generational, and cultural diversity of Los Altos. Additionally, an implicit bias training component will also be a part of the curriculum.

4. Strengthens Community Engagement and Volunteerism

When community members understand how city systems work and feel invited to participate, they are more likely to volunteer their time and talent in meaningful ways—whether it be organizing neighborhood initiatives, joining advisory councils, or leading grassroots projects.

5. Provides a Non-Partisan, Collaborative Leadership Pathway

LEAD Los Altos emphasizes collaboration across political, economic, and social boundaries, preparing leaders to find common ground and build consensus on behalf of the public good.

6. Direct Benefits to the City Government

By developing a reliable pipeline of ready, informed leaders, the City benefits from:

- More robust applicant pools for city commissions
- Enhanced public trust through better civic literacy
- Greater support for city initiatives and public-private partnerships
- Reduced onboarding time for new civic leaders and commissioners

A Strategic Response to District Voting

The transition to **district-based representation** in Los Altos is a significant shift in our democratic structure. LEAD Los Altos is a proactive solution to:

- **Ensure all districts have leadership representation.**
- **Cultivate leaders who understand both citywide and localized issues.**
- **Empower individuals to step into leadership roles.**

By endorsing and supporting LEAD Los Altos, the City Council demonstrates its commitment to fostering leadership capacity that reflects the full spectrum of our community's voices—preparing Los Altos for a vibrant, inclusive, and well-led future.

LEAD 2025

Community Leadership Development Program Overview

The Los Altos Chamber of Commerce, in partnership with the City of Los Altos and support from the LAMV Community Foundation is hosting a transformative leadership training initiative. Nearly thirty local Chamber of Commerce community member organizations will partner together to provide the foundational information, training, and connections necessary to prepare the future leaders of our community for a successful journey in public service.

Who Should Attend?

This program is perfect for:

- Residents aspiring to serve as city commissioners or councilmembers.
- Individuals interested in non-profit board leadership.
- Community members passionate about volunteering and civic engagement.
- Executives looking to network and connect to current and future leaders
- Emerging leaders ready to make a lasting impact in Los Altos.
- Business professionals looking for opportunities to give back to the community.

This program is designed to equip community members and residents with the knowledge, skills, and resources necessary for impactful service as city commissioners, city councilmembers, school board trustees, elected officials, non-profit board members, and dedicated community volunteers.

Why Should I Participate?

Join Us in Shaping the Future of Our Community

The 2025 Leadership Los Altos Program is your opportunity to build your understanding and connections to the organizations that contribute to the success of our community. You will develop the knowledge, confidence, and relationships, needed to serve and lead effectively in our community. Together, we can create a vibrant, sustainable, and inclusive Los Altos for generations to come.

Program History and Structure

The Los Altos LEAD Program, began in 1996 as a program of the Los Altos Community Foundation. The program has trained hundreds of successful local leaders over the past 30 years. This 2025/26 program will begin with one Saturday launch and ten evening sessions once a month from September through May with a graduation celebration in June. Class size average is 20 participants. Sessions will be held at the Los Altos Community Center and various locations across the community, hosted by our organizations.

Draft Curriculum and Featured Sessions

1. **Opening Workshop: How to Govern** (early September)
Speaker: Joe Simitian, Member of the California State Senate, California State Representative, Supervisor of Santa Clara County, Past Mayor of Palo Alto
Overview: Gain practical tips for successful advocacy and lay the foundation for your leadership journey. Brown Act Session Do's & Don'ts and Implicit Bias Training Session from 10am to 2pm with lunch provided.
2. **K-12 Education** (late September)
Speakers: LASD Superintendent, MVLA High School Superintendent, Board of Trustees Chairs, and Freestyle Academy representatives
Overview: Explore the challenges and innovations shaping our local education systems.
3. **Nonprofits: Making a Difference** (October)
Speakers: Los Altos Mountain View Community Foundation ED Crysta Krames-Woo, Community Services Agency CEO Tom Meyers, Silicon Valley Community Foundation Nicole Taylor, Heising Simon Foundation CEO Jennifer Shipp, Packard Foundation Carol Larson
Overview: Discover how nonprofits address critical community needs and drive meaningful change.
4. **Foothill College** (November)
Speakers: Foothill/De Anza Chancellor Lee Lambert, Community College District Trustee, Foothill College President Kristina Whalen, and KCI Founder Gay Krause
Overview: Learn about the role of community colleges in fostering innovation and student success.
5. **Community Vibrancy: Business & Economy** (December)
Speakers: Assistant to the City Manager Anthony Carnesecca, LAVA Executive Director Scott Hunter, Los Altos Community Investments Executive, Community Coalition Kim Cranston, Chamber President/CEO Kim Mosley,
Overview: Examine strategies to foster a thriving, vibrant local economy.
6. **Healthcare** (January)
Speakers: El Camino Healthcare District Board Executive, El Camino Healthcare District Board Trustee, El Camino Hospital CEO Dan Woods.
Overview: Understand the local healthcare service programs and initiatives, and its impact on community well-being, and the many opportunities for service.

7. **Civic Center** (February)

Speakers: Los Altos History Museum Executive Director, Library Commission, Community Librarian, LA Stage Company Chair, and Library Commission Chair, Arts Commission

Overview: Delve into the cultural and civic hubs and commissions that enrich our community.

8. **Safe & Resilient Communities** (March)

Speakers: Los Altos Police Chief, Santa Clara County Sheriff Deputy, Disaster Preparedness and Block Action Team leaders, and Complete Streets Commission Chair, Planning Commission

Overview: Learn strategies for building safe, connected, and resilient neighborhoods.

9. **Sustainability & Recreation** (April)

Speakers: Parks, Arts, Recreation, and Cultural Commission Chair, GreenTown Los Altos leaders, Environmental Commission Chair, and City Sustainability Coordinator

Overview: Explore innovative approaches to environmental stewardship and sustainability.

10. **Part One: Government** (May)

Los Altos Mayor, Los Altos City Manager, and Planning Commission members

Overview: Gain insights into governance, planning, and public service at the city level.

Part Two: City Council Meeting

Los Altos Track: Guided observation of a Los Altos City Council meeting

11. **Graduation Reception** (June)

Celebrate the completion of the program with your peers and community leaders, marking the beginning of your leadership journey with a reception and graduation certificate. Speakers from the entire program will be in attendance along with Commissioners, Councilmembers

Financial Overview

EXPENSE	AMOUNT	DETAILED EXPLANATION
Implicit Bias Training	\$2,500 est.	Paid expert consultant to host session
Marketing	\$1500	Two-sided banner over Main Street , Banner on Foothill Expressway
	\$2240	Tablecloth with logo, Advertising in print and Facebook Ads, A-Frames
Website and App	\$200	
Supplies	\$500	Copies, Binders, Graduation Certificates
Opening Lunch	\$750	30 people at \$25
Food & Beverage	\$800	Evening sessions
Graduation Reception	\$750	
Project Management	\$18,680	Exec & Staff Time: \$360/week, averaging 8 hours per week of staff time manage the program: marketing, accepting & reviewing applications, creating agendas, planning and coordinating speakers, scheduling venues, communicating with participants, volunteers, and speakers.
Total	\$27,920	

*City use of Community Center for meeting space.

*Support from Assistant to the City Manager for City Council Session 10 and support with Commission leadership etc.

*Support from City Staff to hang the banner over Main Street.

Financial Details and Comparable Value

Leadership Mountain View Cost is \$2000/participant x20=\$40,000 for a full day program one Friday each month for 9 months

Los Altos participants will contribute \$150pp which will be held for unanticipated costs, LEAD swag, and speaker appreciation.

With 20 participants, the Los Altos City cost is \$27,920 / 20 or \$1396/person+\$150fee=\$1,546

Total of 11 meetings with community leaders and civic organizations.

The following page 8 is a screenshot of the landing page for the online LEAD portal for information and applications.

Why Participate?

Join Us in Shaping the Future

The 2025 Leadership Los Altos Program is your opportunity to build your understanding and connections to the organizations that contribute to the success of our community. You will develop the knowledge, relationships, and confidence needed to serve and lead effectively in our community. Together, we can create a vibrant, sustainable, and inclusive Los Altos for generations to come. Register today by following the QR Code, visit our website at <http://www.losaltoschamber.org/LEAD> or call the Chamber for further information 650.948.1455.



City of Los Altos
Non-Profit and Civic Organization Contributions Application

Organization Information

Name: Los Altos MV Community Foundation

Address: 183 Hillview Ave

Website: www.lamvcf.org

Tax Identification Number: 77-0273721

Non-profit? Y/N **YES**

Civic organization? Y/N **YES**

Benefit Los Altos community? Y/N **YES**

Description of organizational activities: _____

At LAMVCF, we empower nonprofits, convene changemakers, and strengthen the philanthropic spirit of our communities.

Through strategic sponsorships, expert back-end support, and collective action, we catalyze transformative local impact
and invite donors to partner with us in sustaining this critical work.

See attached

Description of organizational impact on Los Altos community: _____

Our work in Los Altos is centered on transforming local potential into meaningful action,
ensuring that every dollar, every partnership, and every initiative drives real, visible change.

Through strategic sponsorships, donor partnerships, and strong nonprofit collaborations,
LAMVCF empowers local organizations, civic leaders, and volunteers to tackle
pressing challenges and seize emerging opportunities.

See attached

Contact Information

Contact name: Crysta Krames

Contact role: Executive Director

Email: crysta@lamvcf.org

Phone: 650-248-6526

Contribution Information

Annual contribution amount requested: n/a

Length of contribution request? Summit Fall 2025

Total contribution amount requested: \$11,000

Repeat request from a previous budget cycle? Y / N NO

Use of funds:

Expense	Amount	Provide a detailed explanation of the use of requested funds	Explain how this expense will benefit the City
Keynote speaker and program facilitators	\$6500		See attached
Catering and materials	\$4500	for 19 fiscally sponsored projects	See attached
Total			

Agreement

As the official representative for the above organization, I agree to comply with all requirements listed or otherwise enforced through the City of Los Altos Non-Profit and Civic Organization Contribution Policy. The City reserves the right to revoke this application at any time for any purpose. The organization shall provide all documents and organizational information as required by the City of Los Altos necessary to comply with Non-Profit and Civic Organization Contribution Policy application. The official representative certifies that the above information is true and accurate to the best of my knowledge.

Signature: Cyde K James

Date: 4-28-25



Grant Proposal:

Building Community Capacity through the LAMVCF Local Impact Summit

Introduction:

The Los Altos Mountain View Community Foundation (LAMVCF) is proud to be a catalyst for community-driven change. As the fiscal sponsor to 19 dynamic, mission-focused initiatives — collectively known as our Local Impact Collective — we support a diverse range of efforts addressing critical needs across Los Altos. These projects vary in mission but are united by a shared commitment to strengthening the fabric of community.

To further empower these local leaders and magnify their impact, LAMVCF seeks grant funding from the *City of Los Altos* to help launch the **LAMVCF Local Impact Summit** — a dedicated capacity-building initiative designed not only for Collective members, but for all residents who are eager to engage, learn, and lead.

Project Summary:

- Host the LAMVCF Local Impact Summit, designed to foster collaboration, idea-sharing, and resource-building among LAMVCF's Local Impact Collective projects most of whom are community residents.
- Engage nonprofit leaders in Los Altos and beyond to cultivate cross-sector collaboration and idea-sharing.
- Utilize space at the Los Altos Community Center to reduce venue costs and encourage local engagement.

These initiatives will empower our Local Impact Collective projects and other Summit attendees to build stronger operational foundations, expand their impact, and sustain their work for years to come. The Summit will also celebrate the success of previously launched projects, such as Living Classroom, which has enriched the lives of Los Altos students through hands-on learning, and Mentor Tutor Connection, which provides critical support to local youth.

Statement of Need:

Los Altos benefits from a deeply engaged, resourceful population, but there is a growing need for structured opportunities to build leadership skills, foster collaboration, and translate community passion into sustained action. Local groups and grassroots leaders often face barriers to growth — including access to funding expertise, strategic planning tools, governance training, and networking opportunities.

The LAMVCF Local Impact Summit will address these needs head-on. The Summit will be open to all Los Altos residents — providing workshops, panel discussions, and networking sessions that foster learning, spark collaboration, and invite broader civic engagement. Whether someone is leading an established nonprofit or simply exploring how they can make a difference in their neighborhood, the Summit will serve as an accessible platform for skill-building and connection.

By supporting the LAMVCF Local Impact Summit, the City of Los Altos invests directly in the future of our community. The Summit will equip local leaders and residents to launch and grow initiatives that tackle real issues - this investment will directly empower local initiatives to better address pressing community challenges such as education, youth development, environmental stewardship, and mental health. Proven successes like Living Classroom and Mentor Tutor Connection began with this kind of support. With the City's partnership, we can spark the next wave of innovation and strengthen Los Altos for generations to come.

Project Goals and Objectives:

Goal: Strengthen the organizational capacity of our 19 Local Impact Collective projects to ensure their long-term sustainability and success.

- *Objective: Host the LAMVCF Local Impact Summit — a dynamic, community-centered event designed to foster collaboration, share knowledge, and build the leadership skills necessary for long-term success.*

Proposed Summit Activities

- Organize a dynamic one-day summit featuring keynote speakers, workshops, and networking sessions.
- Offer targeted workshops on critical topics such as fundraising, leadership development, and effective community engagement.
- Provide platforms for Collective projects to present their work, exchange best practices, and explore new partnership opportunities.
- **Leverage city resources by utilizing the Los Altos Community Center, ensuring a highly impactful, accessible event while maximizing cost efficiency.**

Budget:

- LAMVCF Incubator Project Summit:
 - Keynote speakers and program facilitators: \$6,500
 - Catering and materials for 19 fiscally sponsored projects + volunteers: \$4,500

Total Funding Request: \$11,000

Expected Outcomes:

Through the LAMVCF Local Impact Summit, we anticipate:

- At least 100+ participants engaged, including nonprofit leaders, civic volunteers, and residents interested in community leadership.
- At least 10 new collaborations or partnerships formed among Local Impact Collective projects and participating residents.
- Greater visibility for emerging initiatives, leading to enhanced volunteer engagement, donor support, and long-term sustainability across the Collective.

By equipping leaders and residents with practical tools and stronger networks, the Summit will accelerate community-driven solutions and directly the nonprofit ecosystem for Los Altos residents.

Post Summit Evaluation Plan:

1. Survey: Collect feedback from attendees to assess the effectiveness of the summit and gather suggestions for future events.
2. Follow-Up Assessment: Conduct a six-month follow-up survey to evaluate improvements in organizational capacity and collaboration.

City of Los Altos Non-Profit and Civic Organization Contribution Application**Organization Information**

Name: Special Operations Finding Kids

Address: 2108 N St, Suite 9241, Sacramento, CA 95816

Website: <https://findingkids.org/>

Tax Identification Number: 81-2874951

Non-profit? Y

Civic organization? N

Benefit Los Altos community? Y

Description of organizational activities:

Special Operations | Finding Kids is a non-profit organization committed to recovering missing and exploited youth, helping them heal through comprehensive services, and making communities safer. Our services include investigations, trauma-informed family advocacy, and perpetrator accountability programs, which collectively enhance public safety and promote long-term recovery for victims and their families.

Description of organizational impact on Los Altos community:

With a regional presence that includes a mailing address in Los Altos and board representation in Santa Clara County, Special Operations | Finding Kids directly contributes to community safety in the Los Altos area. Our recovery and aftercare programs support local families impacted by child exploitation or youth disappearance, helping them heal while improving collaboration with local law enforcement. Our prevention programs and youth engagement initiatives, such as the Youth Predator Reporting Campaign, empower Los Altos youth to recognize and report suspicious online behavior, strengthening child protection at the community level.

Contact Information

Contact name: Grant Clark

Contact role: Strategic Partnerships Manager

Email: grant@findingkids.org

Phone: 925-330-9471

Contribution Information

Annual contribution amount requested: \$25,000

Length of contribution request: 1 year

Total contribution amount requested: \$25,000

Repeat requests from a previous budget cycle? No

Use of funds:

Expense	Amount	Provide a detailed explanation of the use of requested funds	Explain how this expense will benefit the City
Aftercare Coaching & Parent Advocacy	\$8,000	Hiring 1 part-time family coach and training 2 volunteer parent advocates to serve Los Altos families recovering from exploitation-related trauma.	Builds resilience in affected families, promotes long-term recovery, and reduces repeat victimization.
OSINT Investigations Support	\$7,000	Funding specialized online investigations into child exploitation networks affecting Bay Area youth.	Helps proactively identify threats and protect Los Altos youth from online predators.
Youth Reporting Campaign	\$6,000	Design and launch a youth engagement campaign in local schools and digital platforms to encourage safe online behavior and reporting.	Increases community awareness and engages Los Altos youth in safety practices.
Community Outreach & Law Enforcement Collaboration	\$4,000	Organize community meetings and train local law enforcement in effective recovery protocols.	Improves interagency collaboration and quickens response in child safety cases.
Total: \$25,000			

Agreement

As the official representative for the above organization, I agree to comply with all requirements listed or otherwise enforced through the City of Los Altos Non-Profit and

Civic Organization Contribution Policy. The City reserves the right to revoke this application at any time for any purpose. The organization shall provide all documents and organizational information as required by the City of Los Altos necessary to comply with Non-Profit and Civic Organization Contribution Policy application. The official representative certifies that the above information is true and accurate to the best of my knowledge

Signature Grant Clark

Date: 4/14/25



City of Los Altos 2025 Tentative Council Agenda Calendar

May 27, 2025

STUDY SESSION (6:00 p.m.):

- FY 25/26 Budget Presentation

REGULAR MEETING (7:00 p.m.):

CONSENT:

- Adoption of Ordinance – Fire Hazard Maps

DISCUSSION:

- CalPers Overview Presentation

June 10, 2025

REGULAR MEETING (7:00 p.m.):

PUBLIC HEARING:

- Adoption of Budget
- Adoption of Safety Element

Remaining 2025 City Council agenda calendar items are pending and will be published at a later date.

All items and dates are tentative and subject to change unless a specific date has been noticed for a legally required Public Hearing. Items may be added or removed from the shown date at any time and for any reason prior to the publication of the agenda.

PROGRAM	SUB PROJECT	INITIATION DATE	HEU COMPLETION DATE	STATUS
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Budget & Hire Planning Technician		December 31, 2022	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Amend ADU Ordinance based upon HCD's letter		6 months or less	COMPLETED
Program 6.G: Housing mobility	Allow more than one JADU (at least two per site)		with ADU Ordinance Update	COMPLETED
Program 3.H: Amend design review process and requirements.	Eliminate 3rd Party Architectural Review		February 28, 2023	COMPLETED
Program 3.H: Amend design review process and requirements.	Dismiss Design Review Commission		February 28, 2023	COMPLETED
Program 3.L: Eliminate the requirement of story poles.			March 31, 2023	COMPLETED
Program 2.E: Conduct annual ADU rental income surveys.	Budget & Hire Housing Manager	March 31, 2023		COMPLETED
Program 4.J: Facilitate alternate modes of transportation for	Adopt VMT Policy &		June 30, 2023	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	RFP-Permit Ready ADU Plans		July 31, 2023	COMPLETED
Program 1.H: Facilitate housing on City-owned sites.	Financial Analysis	July 1, 2023	December 31, 2023	COMPLETED
Program 3.D: Evaluate and adjust impact fees.		August 1, 2023	December 31, 2024	COMPLETED
Program 1.H: Facilitate housing on City-owned sites.	Release RFP	December 31, 2023		COMPLETED
Program 6.C: Target housing development in highest resource areas.	Initial Outreach		September 31, 2023	COMPLETED
Program 6.D: Promote Housing Choice (Section 8) rental assistance program.			September 31, 2023	COMPLETED
Program 2.A: Continue to implement and enhance inclusionary housing requirements.			December 31, 2023	ONGOING
Program 2.B: Establish an affordable housing in-lieu fee and commercial linkage fee.	Housing in-lieu fee.		December 31, 2023	COMPLETED
Program 2.F: Water and Sewer Service Providers.			December 31, 2023	COMPLETED
Program 3.B: Modify building height in mixed-use zoning districts.	Downtown Districts		December 31, 2023	COMPLETED

Program 3.E: Ensure that the density bonus ordinance remains consistent with State law.			December 31, 2023	ONGOING
Program 3.H: Amend design review process and requirements.	Code Amendments		December 31, 2023	COMPLETED
Program 3.K: Standardize multimodal transportation requirements.	Bicycle Storage and Charging Regulations		December 31, 2023	COMPLETED
Program 3.K: Standardize multimodal transportation requirements.	Remove CSC Review of Housing Developments		December 31, 2023	COMPLETED
Program 4.C: Allow Low Barrier Navigation Centers consistent with AB 101.			December 31, 2023	COMPLETED
Program 4.D: Allow transitional and supportive housing consistent with State law.			December 31, 2023	COMPLETED
Program 4.E: Allow employee/farmworker housing consistent with State law.			December 31, 2023	COMPLETED
Program 4.F: Reasonably accommodate disabled persons' housing needs.			December 31, 2023	COMPLETED
Program 6.B: Maintain and expand an inventory of affordable housing funding sources.	Prepare Inventory.		December 31, 2023	COMPLETED
Program 6.E: Prepare and distribute anti-displacement information.			December 31, 2023	IN-PROGRESS
Program 1.A: Rezone for RHNA shortfall.			January 31, 2024	COMPLETED
Program 1.G: Rezone housing sites from previous Housing Elements.			January 31, 2024	COMPLETED
Program 3.G: Amend Conditional Use Permits findings applicable to housing developments.			March 31, 2024	COMPLETED
Program 3.I: Allow residential care facilities consistent with State law.			January 31, 2024	COMPLETED
Program 3.J: Explicitly allow manufactured homes consistent with State law.			January 31, 2024	COMPLETED
Program 3.F: Reduce Conditional Use Permit requirement for residential mixed-use and multi-family.			September 31, 2024	COMPLETED
Program 1.B: Facilitate higher density housing in the Commercial Thoroughfare (CT) District.			January 31, 2024	COMPLETED

Program 1.C: Allow housing in the Office Administrative (OA) District.			January 31, 2024	COMPLETED
Program 1.E: Update the Loyola Corners Specific Plan.			January 31, 2024	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Adopt-Permit Ready ADU Plans		December 31, 2024	COMPLETED
Program 3.A: Prepare a Downtown parking plan and update citywide parking requirements.	Downtown Parking Plan		December 31, 2024	COMPLETED
Program 3.A: Prepare a Downtown parking plan and update citywide parking requirements.	Comprehensive Parking Ordinance Update		December 31, 2024	COMPLETED
Program 3.B: Modify building height in mixed-use zoning districts.	Neighborhood (CN) District		December 31, 2024	COMPLETED
Program 3.C: Remove floor-to-area ratio (FAR) restriction at Rancho Shopping Center and Woodland Plaza.			December 31, 2024	COMPLETED
Program 3.M: Modify parking requirements for emergency shelters consistent with State law.			December 31, 2024	COMPLETED
Program 2.B: Establish an affordable housing in-lieu fee and commercial linkage fee.	Commercial linkage fee.	December 31, 2025		COMPLETED
Program 1.D: Allow housing on certain Public and Community Facilities District sites and facilitate housing on religious institution properties.			December 31, 2025	IN-PROGRESS
Program 6.G: Housing mobility	Allow housing on all religious sites within the City		December 31, 2025	IN-PROGRESS
Program 1.F: Rezone Village Court parcel.			January 31, 2024	COMPLETED
Program 4.H: Provide additional density bonuses and incentives for housing that accommodates special needs groups.			December 31, 2025	IN-PROGRESS
Program 4.I: Allow senior housing with extended care facilities in multi-family and mixed-use zoning districts.			December 31, 2025	IN-PROGRESS
Program 1.I: Incentivize Downtown lot consolidation.			July 31, 2026	

Program 4.G: Assist seniors to maintain and rehabilitate their homes.			July 31, 2026	
Program 6.C: Target housing development in highest resource areas.	Follow-up Outreach		September 31, 2026	
Program 1.H: Facilitate housing on City-owned sites.	Entitlement Review		December 31, 2026	
Program 3.N: Modify standards in the R3 zoning districts.			December 31, 2026	COMPLETED
Program 4.J: Facilitate alternate modes of transportation for residents.	Capital Improvement Project for above head pedestrian crossing signals on San Antonio Road near Downtown Los Altos		December 31, 2027	
Program 5.F: Incentivize the creation of play areas for multi-family housing projects.			December 31, 2027	
Program 1.K: Participate in regional housing needs planning efforts.			Ongoing	ONGOING
Program 1.L: General Plan amendments.			Ongoing	ONGOING
Program 1.M: SB 9 implementation.			Ongoing	ONGOING
Program 1.N: Facilitate and monitor pipeline housing projects.			Ongoing	ONGOING
Program 2.C: Assist in securing funding for affordable housing projects.			Ongoing	ONGOING
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).			Ongoing	ONGOING
Program 2.E: Conduct annual ADU rental income surveys.	Annual Survey		Annually	ONGOING
Program 4.A: Support efforts to fund homeless services.			Ongoing	ONGOING
Program 4.B: Continue to participate in local and regional forums for homelessness, supportive, and transitional housing.			Ongoing	ONGOING
Program 5.A: Monitor condominium conversions.			Ongoing	ONGOING

Program 5.B: Continue to administer the City's affordable housing programs.			Ongoing	ONGOING
Program 5.C: Restrict commercial uses from displacing residential neighborhoods.			Ongoing	ONGOING
Program 5.D: Implement voluntary code inspection program.			Ongoing	ONGOING
Program 5.E: Help secure funding for housing rehabilitation and assistance programs.			Ongoing	ONGOING
Program 6.A: Assist residents with housing discrimination and landlord-tenant complaints.			Ongoing	ONGOING
Program 6.B: Maintain and expand an inventory of affordable housing funding sources.	Inform, Evaluate Apply/Submit		Ongoing	ONGOING
Program 6.F: Affirmatively market physically accessible units.			Ongoing	ONGOING
Program 7.A: Promote energy and water conservation and greenhouse gas reduction through education and awareness campaigns.			Ongoing	ONGOING
Program 7.B: Monitor and implement thresholds and statutory requirements of climate change legislation.			Ongoing	ONGOING