



CITY COUNCIL MEETING AGENDA

**June 9, 2026 - 7:00 PM
In Person**

PARTICIPATION: Members of the public are invited to participate by attending the meeting at the Los Altos Council Chamber, located at Los Altos City Hall, 1 N. San Antonio Rd, Los Altos, CA, during the meeting.

Public comments are accepted in person at the physical meeting location or via email to PublicComment@losaltosca.gov or through the Public Comment forum on the city website: [Public Comments Form](#).

RULES FOR CONDUCT: According 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 comments will be accepted in person, and members of the public may submit written comments by following the instructions below.

<https://losaltosca-gov.zoom.us/j/94237047448?pwd=RcGzsUNk8xH3EtpBktiNiXviFWMmWg.1>

Telephone: 1-669-444-9171 / Webinar ID: 942 3704 7448 / Passcode: 729858

SUBMIT WRITTEN COMMENTS: Before 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, is not required to be included with your comments. If this information is included in your written comments, it 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 submitted. Please do not include any information in your communication that you do not want to be made public.

Correspondence submitted in hard copy/paper format must be received by 2:00 p.m. on the day of the meeting to ensure distribution prior to the meeting. Hard copy/paper format comments presented during the meeting will be distributed to the City Council the following day. Members of the public may present a copy of their comments or attachments to the City Clerk for distribution to the City Council.

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

AGENDA

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

REPORT ON CLOSED SESSION

CHANGES TO THE ORDER OF THE AGENDA

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. Prior to consideration of the Consent Calendar, a Councilmember may remove an item from the Consent Calendar. Any item removed from the Consent Calendar for discussion will be handled at the discretion of the Mayor.

1. **Approval of Meeting Minutes - Draft Regular Meeting of May 26, 2026**

2. **Adoption of Resolution - Calling for District Election**

Adopt a Resolution calling for a General Municipal Election to be held on November 3, 2026 for two City Council seats, one in District 2 and one in District 4, and requesting the services of the County Registrar of Voters to conduct the election and consolidate it with the General Election

3. **Adoption of Ordinance – Amend Chapter 2.24 Disposal of Unclaimed Property**

Waive second reading and adopt the ordinance to amend Los Altos Municipal Code Chapter 2.24 Disposal of Unclaimed Property to update sections governing the holding, disposal and auction notice requirements for unclaimed property, in order to reflect current legal requirements and City practices

4. **Receive Report - Los Altos Vacancies**

Pursuant to Government Code section 3502.3, receive a report for informational purposes only, in compliance with Assembly Bill (AB) 2561, regarding the City's workforce vacancies, recruitment efforts, and retention strategies

5. **Adoption of Resolution - Administration Building B Project Acceptance**

Adopt a resolution accepting completion of the Los Altos Youth Center conversion to Admin Building B (CF-01044); authorize the Park & Recreation Director to record a Notice of Completion as required by law; and find the project categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 as the project is consisting of interior or exterior alterations involving such things as interior partitions, plumbing and electrical

conveyances, with none of the exceptions in CEQA Guidelines Section 15300.2 applicable

6.

Adopt a Resolution Authorizing Additional Signatories for the Department of Resources Recycling and Recovery (CalRecycle) Grant Programs

Authorize the City Manager, Assistant City Manager, City Engineer, Public Works Engineering Department Director, or their designee, to execute in the name of the City of Los Altos all CalRecycle grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds, and implement the approved grant project

7. **Adoption of Resolution - SB707 Disruption Policy**

Adopt a Resolution approving the Senate Bill 707 (SB707) Disruption Policy and Approve the use of Zoom Technologies for Remote Public Participation

PUBLIC HEARING

8.

Adoption of Resolution - Report of Sewer Service Charges

Adopt a Resolution approving the Report of Sewer Service Charges for the Fiscal Year 2026/27 and directing the Filing of Charges for Collection by the County Tax Collector

9. **Proposed FY2026/27 Operating Budget and FY2027-FY2031 Five-Year Capital & Major Maintenance Program**

Staff recommends the City Council adopt the following items:

1. City of Los Altos Resolution - Establishing the FY2026/27 Appropriations Limit
2. City of Los Altos Resolution - Adopting the FY2026/27 Fee Schedule
3. City of Los Altos Resolution - Approving the FY2026/27 Salary Schedule
4. City of Los Altos Resolution - Reaffirming the FY2026/27 Utility Users Tax rate
5. City of Los Altos Resolution - Reaffirming the FY2026/27 Transient Occupancy Tax rate
6. City of Los Altos Resolution - Authorizing the Park Impact Fee
7. City of Los Altos Resolution - Adopting the FY2026/27 Operating Budget
8. City of Los Altos Resolution - Adopting the FY2027-FY2031 Five-Year Capital Improvement and Major Maintenance Program (CIMMP)
9. City of Los Altos Resolution - Receiving and filing the FY2023/24 Development Impact Fee Annual Report
10. City of Los Altos Resolution - Receiving and filing the FY2024/25 Development Impact Fee Annual Report
11. City of Los Altos Resolution - Adopting Five-Year Findings for the Park Impact Fee Fund
12. City of Los Altos Resolution - Adopting Five-Year Findings for the Traffic Impact Fee Fund
13. City of Los Altos Resolution - Authorizing FY2025/26 year-end interfund transfers and reserve reallocations
14. City of Los Altos Purchasing Policy

DISCUSSION ITEMS

10. Acceptance of Certificate - Initiative Petition

Accept the City Clerk's Certificate of Sufficiency of Initiative Petition, and take action on one of the following:

- Adopt the initiative without alteration; or
- Place the initiative on the next general election; or
- Order a report pursuant to Election Code Section 9212, which would be due no later than June 25, 2026

11. Introduction of Ordinance - Amending Commissions and Commission Membership

Introduce Ordinance that will amend the Commission membership to 5 members for Complete Streets, Environmental, Financial, and Planning through a natural attrition process, meaning that no current Commissioners will be removed from their membership as a result of this action; transition the Youth Commission to a Youth Council Academy that will no longer serve in an advisory capacity to the City Council and will not be subject to the Brown Act; and, transition the Senior Commission to a Senior Committee that will serve in an advisory capacity to City staff and will not be subject to the Brown Act

12. Introduction of Ordinance - Sidewalk Maintenance and Repair

Introduce and waive further reading of an ordinance adding a new Chapter 9.32 of the Municipal Code entitled "Maintenance and repair of sidewalks"

INFORMATIONAL ITEMS / COUNCIL Q&A

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

13. Tentative Council Calendar and Housing Element Implementation Update Calendar

14. 06-09-2026 Council QA

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO THE PUBLIC

According to the City Council Norms and Procedures: It will be customary to have a recess at approximately 9:00 p.m. Before 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.

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 get in touch with the City Clerk at least 72 hours before the meeting.

All public records relating to an open session item on this agenda, which are not exempt from disclosure according 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 same time that the public records are distributed or made available to the legislative body.

From: [Jim Wing](#)
To: [Public Comment](#)
Subject: June 9, 2026 Council Meeting Agenda Item 12
Date: Friday, June 5, 2026 2:33:03 PM

Los Altos Mayor Meadows and Distinguished Council Members

Subject: June 9, 2026 Council Meeting agenda item 12 Introduction of Ordinance
Chapter 9.32 Sidewalk Maintenance and Repair.

I support this ordinance and request you have staff add to new Chapter 9.32 the five code approved design drawings numbers for “sidewalk” configurations that are already approved for use in residential street shoulder right-a-way area in Los Altos Single Family Residential Zone.

This addition will ensure that home owner’s repair / new construction contractor will do the work per Los Altos standards. Most important phase of construction / repair is the “sidewalk” base. Also, it will provide Los Altos Construction Inspector with documentation of work performed.

Construction Drawings:

SU-8 Sidewalk Cross-section

SU 10 Planter Strip with Detached Sidewalk

SU-11 Driveway with Attached Sidewalk Detail

SU-20ABC Pedestrian Walkway with Stormwater Shoulder Improvement

SU-21 Rolled Curb / Sidewalk Modification

Thank you for your consideration!

Jim Wing, Milverton Road, Los Altos

From: [Maria Bautista](#)
To: [Anna Toledano](#); [City Council](#); [Public Comment](#)
Subject: Library Courtyard Project: Heritage Orchard Trees are Dying
Date: Monday, June 8, 2026 6:02:55 PM
Attachments: [IMG_0502.heic](#)
[IMG_0501.heic](#)
[IMG_0503.heic](#)
[IMG_0504.heic](#)

The two Blenheim Apricot trees shown here need immediate attention. Both trees were alive and thriving just weeks ago; one even has fruit.

The Los Altos Library Courtyard Project has guarantees of tree protection. Please ensure the permit Conditions of Approval are being met.

Thank you,

Maria Bautista









From: [Pawan Deshpande](#)
To: [Public Comment](#)
Subject: Please end Los Altos' contract with Flock Safety
Date: Tuesday, June 9, 2026 12:59:17 PM

Dear City Council Members,

I'm a longtime Los Altos resident, and I'm asking you to get rid of Flock cameras in our city because of privacy concerns.

As you may know, in early 2026, Mountain View Police ran a routine internal audit and discovered that Flock had quietly enabled a nationwide search setting, without the department's knowledge or permission, allowing federal agencies to access residents' license plate data. This is illegal under California law, which requires a court order before ALPR data can be shared with out-of-state or federal agencies.

Mountain View's police chief said he no longer had confidence in Flock and shut down all 30 cameras. The City Council then voted unanimously to cancel the contract. And when Mountain View asked for access logs from that period, Flock said it didn't retain them. So there's no way to know what was actually searched or shared.

Flock's response? They said sharing settings "are always under the control of the agency." Mountain View's mayor said the city was promised full data control and that federal access would never happen. That promise turned out to be worthless.

Flock's business model runs on easy data sharing across jurisdictions. That's fundamentally in tension with any city's ability to actually protect its residents' data. No contract clause fixes that.

Can each of you honestly guarantee that Los Altos residents' data won't end up the same way, accessed by agencies we never consented to, with no record of what was seen? I don't think you can.

Sincerely,
Pawan Deshpande



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, MAY 26, 2026
7:00 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

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

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

ESTABLISH QUORUM – All Councilmembers were present.

PLEDGE OF ALLEGIANCE – **Sally Meadows, Mayor**, led the Pledge of Allegiance.

REPORT ON CLOSED SESSION

There was no Closed Session meeting on May 26, 2026.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes to the agenda order.

SPECIAL ITEM

Issue Proclamation Recognizing May 2026 as Asian American, Native Hawaiian, and Pacific Islander Month

Sally Meadows, Mayor, presented the proclamation.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following members of the public spoke during Public Comment:

- Julia Rapoza

CONSENT CALENDAR

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

1. **Approval of Meeting Minutes** – Draft Regular Meeting of May 12, 2026
2. **Adoption of Resolution - Accept COPS Grant Funding**
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 2025–26
3. **Adopt a Resolution - Approval of Memorandum of Understanding**
Adopt a Resolution to approve a successor Memorandum of Understanding between the City of Los Altos and Los Altos Municipal Employee Association

4. **Adoption of Resolutions - 999 Fremont Avenue**

- Adopt a resolution to transfer funding allocation from the Almond Fire Station Reroofing Project and the Fire Station Improvement Project and provide an additional \$118,008 to fully fund the project; and
- Adopt a resolution authorizing the City Manager to execute a construction contract with Ron Paris Construction Co., Inc., in the amount of \$657,069.99 and 20% contingency, if needed, in the amount not to exceed \$130,00.00. The total project cost will be \$787,070.00, and the Council's action is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15301(a), and that is one of the circumstances in the CEQA Guidelines

DISCUSSION ITEMS

5. **Adoption of Resolution - Contract Extension with Flock Safety**

Adopt a resolution authorizing the City Manager to execute a contract extension with Flock Safety in the amount of \$160,000 to extend the current contracts for an additional two years for maintenance and service for the 25 Flock Safety cameras in the City of Los Altos

Saskia Lagergren, Police Chief, presented the report.

The following members of the public spoke regarding the item:

• Jan Pepper	• Julie Lunn
• Julia Rapoza	• Brian Jones
• Austin M	• Fritz Koehler
• Cara Silver	• Melissa Dinwiddie
• Pierre Laurent	• Julia Monahan
• Linda Baker	• Mariya
• KBT	• Maryann
• Leah	• Louis Newman
• Ariel	

Motion by Lang to direct staff to negotiate renewing the contract to align the two Flock contracts, with termination for convenience with reasonable notice. **Motion withdrawn.**

Motion by Weinberg and Second by Lang to direct staff to negotiate renewing the contract with conditions to terminate either contract for convenience on 30 days' notice; that the two current contracts be brought into alignment, either by folding the second contract into the first, or by changing the terms of the first contract; and that if Flock does not agree to these conditions, then the City will give notice of termination of the contract no later than 30 days before it expires. **Motion carried 3-1 by roll call vote, with Councilmember Dailey opposed.**

The City Council took a recess at 9:32 p.m.
The City Council reconvened at 9:42 p.m.

6. **Introduction of Ordinance –Amend Chapter 2.24 Disposal of Unclaimed Property**
Waive first reading and introduce an ordinance to amend Los Altos Municipal Code Chapter 2.24 Disposal of Unclaimed Property to update sections governing the holding, disposal and auction notice requirements for unclaimed property, in order to reflect current legal requirements and City practices

Saskia Lagergren, Police Chief, presented the report.

There were no speakers regarding the item.

Motion by Weinberg and Second by Lang to waive first reading and introduce an ordinance, by title only, to amend Los Altos Municipal Code Chapter 2.24 Disposal of Unclaimed Property to update sections governing the holding, disposal and auction notice requirements for unclaimed property, in order to reflect current legal requirements and City practices. **Motion carried unanimously by roll call vote.**

7. **Proposed FY 2026/27 Operating Budget and FY2027-31 Five-Year Capital & Major Maintenance Program**
Discuss the proposed FY2026/27 Operating Budget and FY2027–31 Capital Improvement and Major Maintenance Program (CIMMP), and provide direction to staff for any revisions prior to final adoption

Jessie Kim, Finance Director, presented the report.

There were no speakers regarding the item.

Discussion item only. No motion taken.

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

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

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting on June 9, 2026.

Sally Meadows
Mayor

Melissa Thurman, MMC
City Clerk

The May 26, 2026, 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 Staff Report

Meeting Date: June 9, 2026
Prepared By: Melissa Thurman
Approved By: Gabe Engeland

Subject: Adoption of Resolution - Calling for District Election

COUNCIL PRIORITY AREA

General Government

RECOMMENDATION

Adopt a Resolution calling for a General Municipal Election to be held on November 3, 2026 for two City Council seats, one in District 2 and one in District 4, and requesting the services of the County Registrar of Voters to conduct the election and consolidate it with the General Election

ENVIRONMENTAL IMPACT

This item does not constitute a project under the California Environmental Quality Act (CEQA) Guidelines.

FISCAL IMPACT

The approximated cost of conducting the election in partnership with the Santa Clara County Registrar of Voters is \$100,000. The city expects to receive an invoice from the Registrar's office after the election is finalized in early December.

Any staff time used for the election will fall under the expected activities and duties of the City Clerk's Office.

PREVIOUS COUNCIL CONSIDERATION

On February 24, 2026, the City Council adopted a resolution calling for a special election to fill a Council vacancy. The vacant seat on the City Council is in District 2, which is scheduled for election on November 3, 2026.

BACKGROUND

In 2025, the City of Los Altos transitioned to district elections. The first two districts scheduled for election are Districts 2 and 4, for November 3, 2026.

ANALYSIS

N/A

DISCUSSION

Consolidating the Municipal Election with the General Election and requesting election services from the Santa Clara County Registrar of Voters aligns with past practices of the City of Los Altos and results in substantial cost savings for the City.

ATTACHMENTS

1. Attachment 1 - Resolution

RESOLUTION NO. 2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
CALLING AND GIVING NOTICE OF A GENERAL MUNICIPAL ELECTION
TO BE HELD ON TUESDAY, NOVEMBER 3, 2026 FOR THE ELECTION OF
CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS
OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES,
AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF
SANTA CLARA TO CONSOLIDATE SAID ELECTION PURSUANT TO
SECTION 10403 OF THE ELECTIONS CODE**

WHEREAS, under the provisions of the laws relating to general law cities in the State of California, a General Municipal Election shall be held on November 3, 2026, for the election of Municipal Officers; and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the General Election to be held on the same date and that within the City the precincts, voting centers and election officers of the two elections be the same, and that the Registrar of Voters of the County of Santa Clara canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Los Altos as follows:

SECTION 1. That pursuant to the requirements of the Elections Code of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Los Altos, California on Tuesday, November 3, 2026, a General Municipal Election for the purpose of electing two Members of the City Council for the full term of four years (ending November 2030) for District 2 (one seat) and District 4 (one seat); and

SECTION 2. That pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Santa Clara is hereby requested to consent and agree to the consolidation of said election with the General Election on Tuesday, November 3, 2026, and

SECTION 3. That the Registrar of Voters is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election and only one form of ballot shall be used; and

SECTION 4. That the City of Los Altos recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs; and

SECTION 5. That the City Clerk is authorized, instructed and directed to coordinate with the County of Santa Clara Registrar of Voters to procure and furnish any and all official

ballots, notices, printed matter, and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election; and

SECTION 6. That the ballots to be used at the election shall be in form and content as required by law. Voters shall vote for a maximum of three candidates; and

SECTION 7. That candidates shall be permitted to submit a single Candidate Statement, with a maximum of 200 words, for inclusion in the Sample Ballot; and pursuant to Section 13307 of the Elections Code, the City Council hereby determines to levy against each candidate availing himself or herself of the service of including a candidate's statement not to exceed two hundred (200) words in length in the voter's pamphlet, the actual prorated costs of printing, handling and translating the candidate's statement, if any, incurred by the City of Los Altos. Such estimated costs to be determined by the Registrar of Voters. The City Clerk shall provide written notice to such effect with each set of nomination papers issued.

SECTION 8. All active registered voters in District 2 and District 4 will automatically be mailed a Vote-by-Mail ballot package beginning on October 5, 2026; the Vote Centers for said election will be open starting on October 24, 2026, through November 3, 2026, for varying hours of operations. A list of Vote Centers hours of operation will be posted on the Santa Clara County Registrar Of Voters website at <https://sccvote.sccgov.org/home>. The Vote Centers will be open on Election Day, November 3, 2026.

SECTION 9. That the consolidated election shall be held and conducted in the manner prescribed in Section 10418 of the Elections Code of the State of California; and

SECTION 10. That pursuant to Section 10551 and 15651 of the Elections Code of the State of California, the method of determining the winner or winners in the event of a tie vote shall be by coin flip.

SECTION 11. That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the Registrar of Voters of the County of Santa Clara.

SECTION 12. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

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 9th day of June 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sally Meadows, MAYOR

Attest:

Melissa Thurman, MMC
City Clerk



City Council Staff Report

Meeting Date: June 9, 2026

Prepared By: Saskia Lagergren

Approved By: Gabe Engeland

Subject: Adoption of Ordinance – Amend Chapter 2.24 Disposal of Unclaimed Property

COUNCIL PRIORITY AREA

Public Safety

General Government

RECOMMENDATION

Waive second reading and adopt the ordinance to amend Los Altos Municipal Code Chapter 2.24 Disposal of Unclaimed Property to update sections governing the holding, disposal and auction notice requirements for unclaimed property, in order to reflect current legal requirements and City practices

ENVIRONMENTAL IMPACT

Not Applicable

FISCAL IMPACT

Not applicable

PREVIOUS COUNCIL CONSIDERATION

Not Applicable

BACKGROUND

Los Altos Municipal Code Chapter 2.24 governs the Police Department's handling of property and evidence, including procedures for the retention, notice and disposal of unclaimed property. Several sections of this chapter have remained unchanged for extended periods of time and have become more restrictive than current state law requires or inconsistent with modern operational practices. As a result, compliance with these sections has created operational challenges for the Police Department without providing additional legal or public benefit. Staff is proposing limited, targeted amendments to clarify existing procedures, reduce unnecessary administrative burden and ensure the Municipal Code remains aligned with applicable state law.

ANALYSIS

DISCUSSION

Section 2.24.020 – Holding and Disposal of Unclaimed Property

Los Altos Municipal Code section 2.24.020 currently requires unclaimed property to be held for a minimum of six months before it may be deemed unclaimed and eligible for disposal. However, California Civil Code section 2080.2 provides that owners have 90 days to claim property before it may be considered unclaimed. Holding property beyond that statutory period is not required by law and places a strain on the Police Department's limited property storage capacity. Extended retention of unclaimed property has resulted in increased use of secure storage space, administrative inefficiencies and delays in lawful disposition of property. Updating this section to align with state law would maintain compliance while reducing unnecessary logistical challenges for the Department.

Section 2.24.080 – Notice of Sale at Auction

Section 2.24.080 requires the Chief of Police to publish a notice of sale at auction at least twenty (20) days prior to the sale, specifying the time, place and items to be sold. While the Police Department does provide notice by publishing a list of property eligible for auction, current auction practices differ from the assumptions reflected in the Municipal Code. In practice:

- The City utilizes third-party auction vendors
- Auctions are scheduled and conducted by the vendor
- Property is released in batches when an auction opportunity becomes available
- The Police Department does not control the exact time or location of the auction

Requiring publication of a specific time and place of sale no longer reflects how auctions are conducted and is unnecessarily restrictive. Updating the code would allow notice requirements to reflect current, lawful practices while maintaining transparency and public awareness.

The proposed amendments would:

- Update retention timelines in Section 2.24.020 to align with state law
- Clarify and modernize notice requirements in Section 2.24.080
- Ensure the Municipal Code accurately reflects how property and evidence are handled and auctioned today
- Preserve transparency and accountability while reducing administrative inefficiencies

These amendments are administrative and clarifying in nature and do not represent a substantive change in policy. The proposed updates to Chapter 2.24 represent a common-sense, legally compliant update to the Municipal Code. Aligning the code with current state law and established practices will improve efficiency, reduce unnecessary administrative burden and maintain appropriate safeguards for the handling and disposal of unclaimed property.

ATTACHMENTS

1. Attachment 1 - Ordinance

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AMENDING TITLE 2 OF THE LOS ALTOS MUNICIPAL CODE SECTIONS 2.24.020 AND 2.24.080

WHEREAS, Los Altos Municipal Code, Chapter 2.24 Disposal of Unclaimed Property provides the chief of police with authority to receive found property; and

WHEREAS, the chief of police holds such property, which shall be delivered to the true owner upon proof of ownership satisfactory to the chief of police; and;

WHEREAS, unclaimed property may be used by the City or sold at auction; and;

WHEREAS, adoption of updates to these procedures as set forth in this Ordinance, are necessary to enhance and safeguard public health, safety, general welfare and effectively administer the sale of unclaimed property pursuant to the California Civil Code; and;

WHEREAS, the Ordinance amendments set forth below have been reviewed and considered by the City Council in accordance with the provisions of the California Environmental Quality Act of 1970, as amended (“CEQA”), and the guidelines promulgated thereunder and, further, said Council finds that it can be seen with certainty that there is no possibility that said amendments may have a significant effect on the environment and said amendments are therefore exempt from the requirements of the CEQA pursuant to the provisions of Section 15061(b)(3) of Division 6 of Title 14 of the California Code of Regulations.

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

SECTION 1. Section 2.24.020 is amended to read as follows:

“Section 2.24.020 Holding and disposal of unclaimed property.

Such property shall be stored in a safe place and such money deposited with the finance director for a period of at least three months ~~six months~~, unless sooner claimed by the true owner, and shall then be deemed to be unclaimed property or unclaimed money, subject to disposal as provided in this chapter.”

SECTION 2. Section 2.24.020 is amended to read as follows:

Section 2.24.080 Notice of sale at auction.

“The chief of police shall cause a notice of sale at auction to be published in a newspaper printed and circulated within the city at least ~~twenty (20)~~ five (5) days prior to the date of sale. Such notice shall specify ~~the time and place of sale and~~ the particular items to be sold.”

SECTION 3. 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 4. PUBLICATION. This Ordinance shall be published as provided in

Government Code section 36933.

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

The foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on May 26, 2026 and was thereafter, at a regular meeting held on June 9, 2026 passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sally Meadows, MAYOR

Attest:

Melissa Thurman, CITY CLERK



City Council Staff Report

Meeting Date: June 9, 2026

Prepared By: Irene Barragan

Approved By: Gabe Engeland

Subject: Receive Report - Los Altos Vacancies

COUNCIL PRIORITY AREA

General Government

RECOMMENDATION

Pursuant to Government Code section 3502.3, receive a report for informational purposes only, in compliance with Assembly Bill (AB) 2561, regarding the City's workforce vacancies, recruitment efforts, and retention strategies

ENVIRONMENTAL IMPACT

Not Applicable.

FISCAL IMPACT

Not applicable.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

On September 22, 2024, Governor Gavin Newsom signed Assembly Bill (AB) 2561 into law, amending the Meyers-Milias-Brown Act (MMBA). This legislation introduced Government Code Section 3502.3, which mandates that all public agencies present a report to their governing body at least once per fiscal year, prior to the adoption of the agency's annual budget, regarding workforce vacancies, recruitment efforts, and retention strategies.

The required report must include a report on:

- The status of current vacancy levels at the City of Los Altos.
- Information on the City of Los Altos recruitment and retention efforts.
- Identify any policies or practices that may impede hiring or retention efforts.

If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the recognized employee organization may request that additional information be included in the report as provided under Government Code section 3502.3.

The City recognizes three recognized bargaining units:

- Los Altos Peace Officers' Association (POA)
- Los Altos Municipal Employees Association (LAMEA)
- Sanitary Truck Drivers and Helpers Teamsters Union Local 350

ANALYSIS

The City currently has 157 authorized full-time budgeted positions, with 12 vacant positions citywide, representing an overall vacancy rate of 7.6%. No single labor bargaining unit has a vacancy rate of 20% or higher among its authorized and budgeted positions.

Labor Bargaining Groups	Number of Vacant Positions	Vacancy Rate <i>As of May 28, 2026</i>
Los Altos Municipal Employee Association (LAMEA)	2	5.9%
Sanitary Truck Drivers and Helpers Union Local 350 Teamsters Union Local 350	5	17.9%
Los Altos Peace Officers' Association (POA)	1	2.3%

Non-Labor Groups	Number of Vacant Positions	Vacancy Rate <i>As of May 28, 2026</i>
Unrepresented Management and Confidential	4	7.7%

DISCUSSION

In compliance with the new legal obligations under AB 2561, the City is required to do the following:

Requirements:

AB 2561 requires public agencies to present the status of their vacancies to the governing body at least once per fiscal year. The information must be made prior to the adoption of a final budget for the fiscal year. This report must also address the recruitment and retention efforts currently employed by the public agency. Agencies are also required to identify any changes to policies, procedures, or recruitment activities that negatively impact the agencies efforts to reduce its vacancies.

If the number of vacancies exceeds 20% of the total number of authorized full-time positions in a particular bargaining unit, the public agency shall include the following information upon request of the recognized employee organization:

1. The total number of job vacancies within a bargaining unit.
2. The total number of applicants for vacant positions within the bargaining unit.
3. The average number of days to complete the hiring process from when a position is posted.
4. Opportunities to improve compensation and other working conditions.

As of May 31, 2026, none of the City's bargaining units have vacancy rates exceeding 20%, so this additional reporting is not required.

Current Recruitment and Retention Efforts

The Human Resources Department continues to implement strategies designed to attract qualified candidates in a highly competitive labor market.

Key Recruitment Initiatives

- Enhanced recruitment marketing for public safety positions through the City's partnership with Epic Recruiting.
- Development of dedicated recruitment websites and branding materials.
- Increased social media outreach and targeted digital recruitment campaigns.
- Professional photography, video content, and recruitment marketing materials to strengthen the City's employment brand.
- Streamlined recruitment processes and applicant experience improvements.

These efforts supported 31 recruitments and generated more than 3,000 applications during the reporting period.

Retention Strategies

The City continues to invest in employee retention through a comprehensive total compensation strategy focused on attracting and retaining talent, promoting employee engagement, supporting work-life integration, and maintaining competitive compensation. The City's Total Compensation Philosophy, adopted by the City Council in 2022, continues to serve as the framework for compensation and benefit decisions.

Recent retention enhancements include:

- Employee Wellness initiatives: Implementation of a City-paid parental leave program that provides employees with up to eight weeks of fully paid leave.
- Career Growth and Education Reimbursement Programs: Providing employees with up to \$20,000 in lifetime educational reimbursement.
- Employee Recognition Programs:
Ongoing initiatives include additional engagement events (held at different Department locations), quarterly citywide events, additional engagement events, peer-to-peer recognition programs, and year-round team-building activities.

The City also continues to monitor compensation competitiveness through periodic market analysis. Current total compensation data indicates that employee groups generally remain at or above established market targets, supporting the City's ongoing recruitment and retention objectives.

ATTACHMENTS

1. Attachment 1 - Presentation

City of Los Altos Vacancies and Retention Efforts

Human Resources Department | June 9, 2026





Overview of AB 2561

- Legislature declared that high vacancy rates lead to:
 - Heavier workloads
 - Burnout/Increased turnover, and
 - Negatively impacts service delivery
- Mandates:
 - Annual presentation on vacancies, recruitment, and retention before formal budget adoption
 - If vacancy rate in a bargaining unit is at or above 20%, more comprehensive reporting, upon request by the employee group



Workforce Information

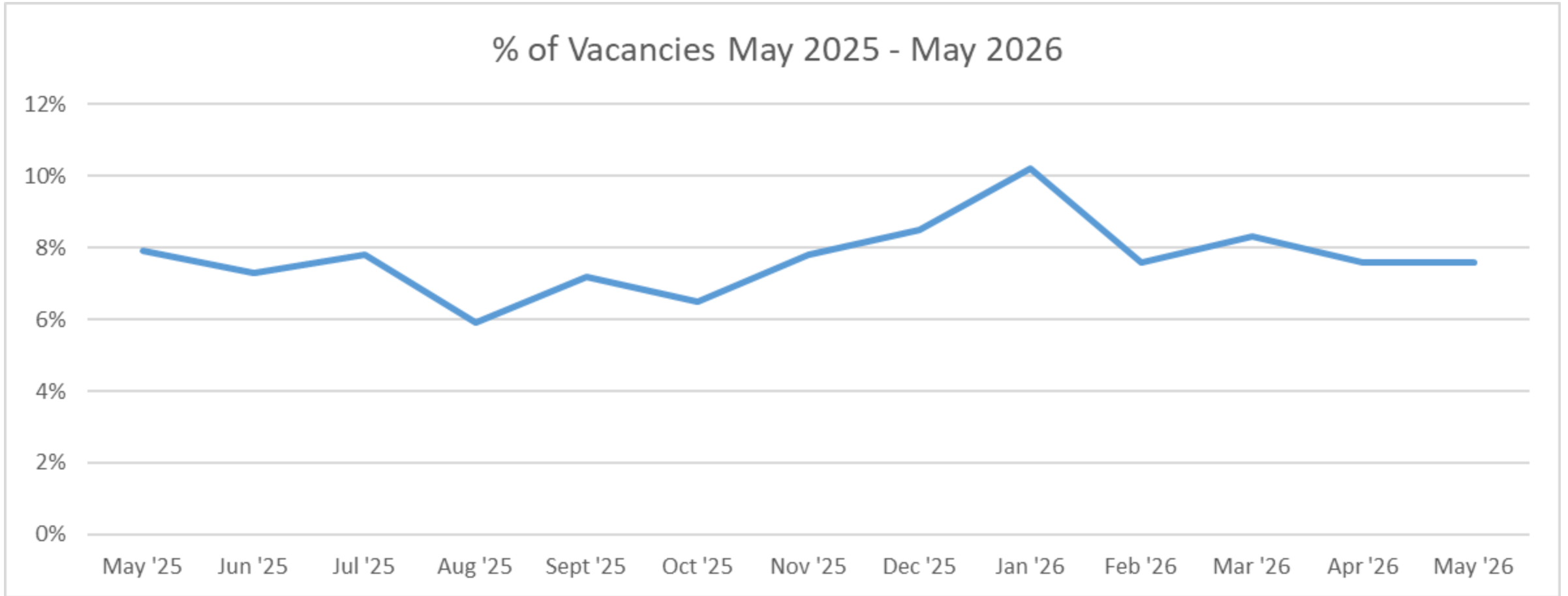
City of Los Altos Bargaining Units

Employee Labor Bargaining Groups	Classifications Represented
Peace Officers' Association (POA)	Police Sergeants, Police Officers, Dispatchers
Sanitary Truck Drivers and Helpers Union Local 350 (Teamsters)	Maintenance Classifications
Los Altos Municipal Employees Association (LAMEA)	Professional, paraprofessional, technical, and clerical classifications



Citywide Vacancy Information

% of Vacancies May 2025 - May 2026





Citywide Vacancy Information

	May '25	Jun '25	Jul '25	Aug '25	Sept '25	Oct '25	Nov '25	Dec '25	Jan '26	Feb '26	Mar '26	Apr '26	May '26
# of Vacancies End of the Month	12	11	12	9	11	10	12	13	16	12	13	12	12
# of Vacancies Created	2	7	5	2	3	1	3	3	5	1	2	0	0
# of Vacancies Filled	1	8	3	5	1	2	2	1	2	5	1	1	0
# of Budgeted FTEs	151	151	153	153	153	153	153	153	157	157	157	157	157
% of Vacancies	7.9%	7.3%	7.8%	5.9%	7.2%	6.5%	7.8%	8.5%	10.2%	7.6%	8.3%	7.6%	7.6%

- Average % of Vacancies at the End of Each Month: 7.7%
- Highest % of Vacancies at the End of a Month: 10.2%
- Lowest % of Vacancies at the End of a Month: 5.9%



May 2025 – May 2026 Vacancy Data

Vacancy Reason	# of Vacancies
Voluntary Separation	9
Internal Promotion	5
Newly Budgeted Position	9
Retirements or Transfers	12
Total	35



Labor Groups Vacancy Information as of 2026

Labor Organization	# of Budgeted Positions	# of Vacancies	% of Vacancies by Group
LAMEA	34	2	5.9%
TEAMSTERS	28	5	17.9%
POA	43	1	2.3%

Non-Labor Agreements	# of Budgeted Positions	# of Vacancies	% of Vacancies by Group
UNREPRESENTED	52	4	7.7%

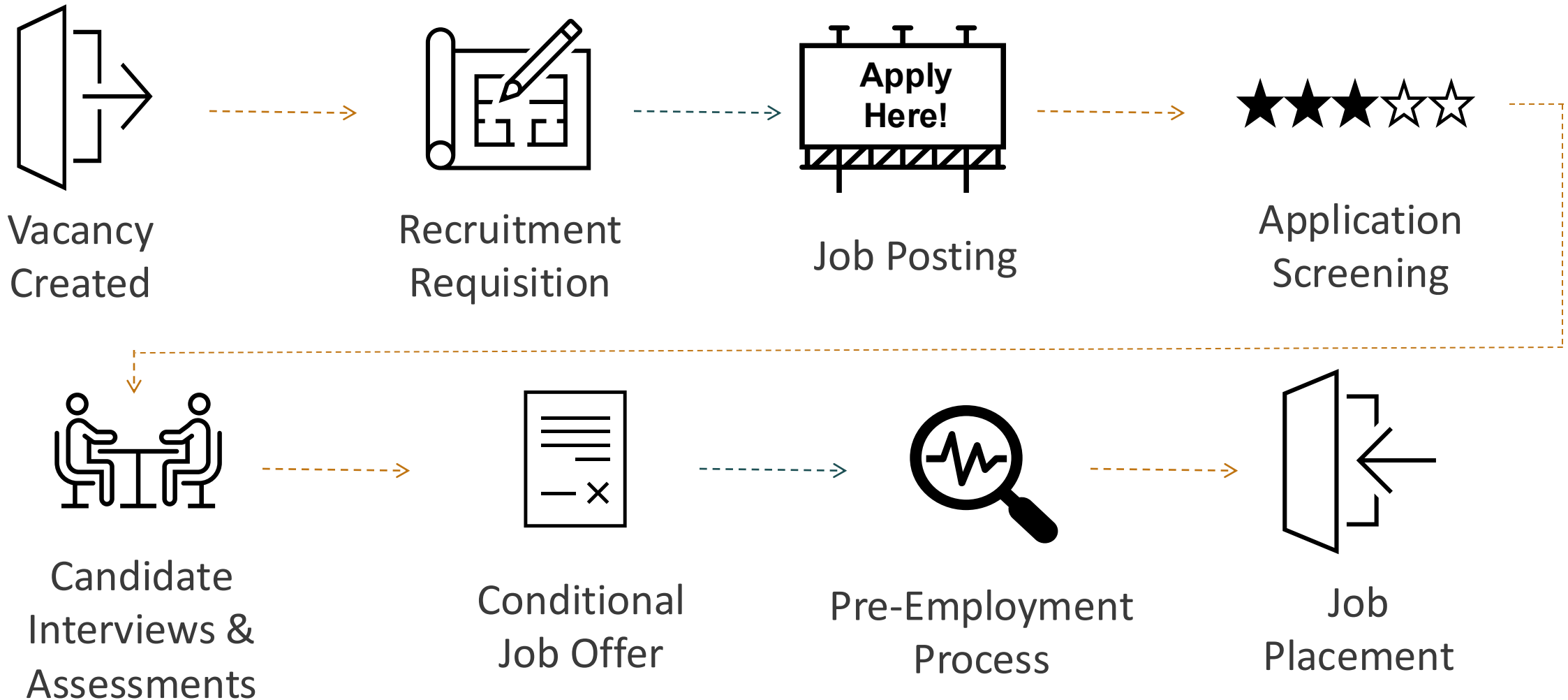
Total # of Budgeted Positions	Total # of Vacancies Citywide	% of Vacancies Citywide
157	12	7.6%

*AS OF MAY 28, 2026

Addressing Vacancies in City of Los Altos



Recruitment Process





Recruitment: A Look Back

January 2025 – January 2026

31
Recruitments

3,076
Applications
Received

46
Vacancies Filled

- Average time to fill vacancies: **79 Days**
- % of vacancies filled with internal candidates: **19%**



Recruitment Initiatives

Public Safety Marketing and Recruiting

- Enhanced Marketing and Outreach for Public Safety positions
- Dedicated recruitment website
- Curated social media posts
- Digital recruiting materials: photos, videos, branding

City Paid Parental Leave

- 8 weeks of fully paid leave for new parents

Career Growth and Education Reimbursement

- Lifetime reimbursement of \$20,000 for tuition/courses towards a degree.

Retention Efforts





Total Compensation Philosophy Re-Cap

Implemented and adopted a Total Compensation Philosophy to serve as guiding framework for how we reward our workforce, including:

- Attracting and Retaining Talent
- Fairness and Equitable Compensation
- Work Culture
- Employee Motivation and Engagement

Our goal is for this to not just be about numbers – it's about shaping a positive work culture and reinforcing City of Los Altos' commitment to its workforce.

**Implemented and Adopted by Council in 2022*



Effective Recruitment & Retention Approaches

Competitive Salaries

Employee
Recognition Programs

Targeted Recruitment
Strategies

Work-Life Integration
Benefits

Flexible Work
Schedules

Benefits & Wellness



Enhanced Pay & Benefit Timeline Recap

Date Implemented	Concept / Benefit
March 22, 2022	Total Compensation Philosophy
July 1, 2022	Management Leave Cashout
July 1, 2022	Quality of Life Reimbursement Benefit
Various Dates '22 – '25	Classification Market Adjustments
October 10, 2022	Four Additional Holidays (Farmworkers Day, Juneteenth, Indigenous Peoples' Day, X-Mas Eve)
December 26, 2022	Year End Holiday Closure
January 1, 2023	Unrepresented 401(a) Match
January 1, 2026	City Paid Parental Leave (8 weeks)
January 1, 2026	Career Growth & Education Reimbursement (up to \$20,000 Lifetime)

Questions





City Council Staff Report

Meeting Date: June 9, 2026
Prepared By: Manny Hernandez
Approved By: Gabe Engeland

Subject: Adoption of Resolution - Administration Building B Project Acceptance

COUNCIL PRIORITY AREA

General Government
Public Safety
Environmental Sustainability

RECOMMENDATION

Adopt a resolution accepting completion of the Los Altos Youth Center conversion to Admin Building B (CF-01044); authorize the Park & Recreation Director to record a Notice of Completion as required by law; and find the project categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 as the project is consisting of interior or exterior alterations involving such things as interior partitions, plumbing and electrical conveyances, with none of the exceptions in CEQA Guidelines Section 15300.2 applicable

ENVIRONMENTAL IMPACT

Acceptance of the completed work is categorically exempt under CEQA Guidelines Section 15301. The project does not involve an expansion of use, and none of the exceptions listed under CEQA Guidelines Section 15300.2 apply.

FISCAL IMPACT

The project is funded by the approved CF-01044 budget of \$5,050,000 from the CIP Fund. Given the awarded bid amount, available funding, and the management of contingency funds, the project is expected to close within budget. Project savings in fiscal year 2025/26 will be returned to the CIP Fund.

Admin Building B Project Financial Summary

Authorized Contract	Authorized Contingency	Authorized Total	Actual Total
------------------------	---------------------------	---------------------	--------------

Construction	\$ 4,168,900.00	\$ 625,335.00	\$5,050,000.00	\$4,586,152.14
Other Costs	\$ 255,765.00			\$320,698.86
Project Total Cost	\$4,424,665.00	\$625,335.00	\$5,050,000.00	\$4,906,851.00
Project Savings				\$143,149.00

PREVIOUS COUNCIL CONSIDERATION

On September 9, 2025, Council awarded a construction contract to Giant Construction, Inc. for Admin Building B Conversion, in the amount of \$4,168,900.00.

BACKGROUND

Los Altos City Hall (Building A) does not have enough space to accommodate current administrative services, including the City Manager's Office, Public Works Department, Development Services Department, Human Resources, IT, Finance Department, and City administrative staff. The City of Los Altos hired CO+ED Architecture in August 2022 to design a code-compliant office conversion for LAYC to relocate the City Manager's Office, Human Resources, IT, Finance Department, and City administrative staff.

The project supports City goals to maintain excellent public service to the community by providing proper and effective work space for employees in an updated facility that includes more sustainable features.

ANALYSIS

The City Hall Expansion into Los Altos Youth Center Project converted the existing Los Altos Youth Center (LAYC) into additional office space for the City Manager's Office, Human Resources, IT, Finance Department, and City administrative staff. The construction included:

- Architectural and structural remodel;
- Interior office reconfiguration;
- Electrical, plumbing, mechanical, lighting, and audio/visual system upgrades;
- Electrical connection to the new emergency backup generator;
- Communication connections to City Hall and Police Department;
- Exterior patios and access paths;
- Site grading and storm drainage improvements;
- Associated underground utilities

Giant Construction, Inc. completed required construction work in accordance with the approved

plans and specifications. The project included expenditures to PG&E, Cal Water and contracted engineering corporation for required testing and inspections. No additional change orders beyond the authorized contingency were required.

DISCUSSION

The City Hall Expansion/Admin Building B (LAYC) project is now complete and ready for Council acceptance. Recording a Notice of Completion will begin the statutory retention release period.

ATTACHMENTS

1. Attachment 1 - Resolution

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ACCEPTING COMPLETION OF AND DIRECTING THE PARK & RECREATION
DIRECTOR TO FILE A NOTICE OF COMPLETION OF THE LOS ALTOS YOUTH
CENTER /ADMIN BUILDING A EXPANSION PROJECT (CF-01044)**

WHEREAS, the City of Los Altos and Giant Construction, Inc. entered into a construction contract on April 24, 2024, for Los Altos Youth Center Expansion Project; and

WHEREAS, the work performed by Giant Construction, Inc. is satisfactory to the City Council and said work has been fully completed and done as provided in the contract, and the plans and specifications.

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

1. Accept completion of the Los Altos Youth Center Expansion project (CF-01044).
2. Direct the Park & Recreation Director to execute and file for record with the County Recorder of the County of Santa Clara a Notice of Completion, as required by law.
3. Confirm that acceptance of the work is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, and that none of the circumstances in CEQA Guidelines Section 15300.2 apply.

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 9th day of June 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

SALLY MEADOWS
Mayor

ATTEST:

MELISSA THURMAN, MMC
City Clerk



City Council Staff Report

Meeting Date: June 9, 2026
Prepared By: Harun Musaefendic
Approved By: Gabe Engeland

Subject:

Adopt a Resolution Authorizing Additional Signatories for the Department of Resources Recycling and Recovery (CalRecycle) Grant Programs

COUNCIL PRIORITY AREA

Environmental Sustainability
General Government

RECOMMENDATION

Authorize the City Manager, Assistant City Manager, City Engineer, Public Works Engineering Department Director, or their designee, to execute in the name of the City of Los Altos all CalRecycle grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds, and implement the approved grant project

ENVIRONMENTAL IMPACT

Categorically exempt from CEQA pursuant to Title 14 California Code of Regulations section 15308 as an action/project that will not have a significant impact on the environment and as an action taken by a regulatory agency for the protection of the environment, specifically, for the protection of the climate.

FISCAL IMPACT

No fiscal impact.

PREVIOUS COUNCIL CONSIDERATION

December 5, 2023

BACKGROUND

On December 5, 2023, City Council passed a resolution allowing the Director of Public Works, or their designee, to execute in the name of the City of Los Altos all CalRecycle grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds, and implement the approved grant project for five years from the date of adoption. CalRecycle staff cannot approve advance reconcile transactions until the Expenditure Request Certifications are signed by an Authorized Signature Authority.

ANALYSIS

Director of Public Works has retired since the City Council approved the resolution on December 5, 2023. The position of the Director of Public Works has not been filled since the retirement of the previous director, and no additional staff were approved as their designee. Public Works Department name has changed since to Public Works Engineering Department, and the Director position has been added. CalRecycle staff cannot approve advance reconcile transactions until the Expenditure Request Certifications are signed by an Authorized Signature Authority.

DISCUSSION

Staff requests to expand the signatories to include the City Manager, Assistant City Manager, City Engineer, Public Works Engineering Department Director, or their designee, to execute in the name of the City of Los Altos all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project. Authorized Signature Authority given to multiple positions will allow staff to process Expenditure Request Certifications in a timely manner and will prevent delays in grant funds release.

ATTACHMENTS

1. Attachment 1 - Resolution
2. Attachment 2 - Resolution No. 2023-71

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING SUBMITTAL OF INDIVIDUAL GRANT APPLICATIONS FOR
ALL GRANT PROGRAMS FOR WHICH THE CITY OF LOS ALTOS IS
ELIGIBLE**

WHEREAS, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby authorizes the submittal of applications to CalRecycle for all grants for which the City of Los Altos is eligible; and

BE IT FURTHER RESOLVED that the City Manager, Assistant City Manager, City Engineer, Public Works Director, or their designee, is hereby authorized and empowered to execute in the name of the City of Los Altos all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective for five years from the date of adoption.

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 9th day of June, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sally Meadows, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

RESOLUTION NO. 2023-71

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING SUBMITTAL OF INDIVIDUAL GRANT APPLICATIONS FOR
ALL GRANT PROGRAMS FOR WHICH THE CITY OF LOS ALTOS IS
ELIGIBLE**

WHEREAS, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby authorizes the submittal of applications to CalRecycle for all grants for which the City of Los Altos is eligible; and

BE IT FURTHER RESOLVED that the Director of Public Works, or their designee, is hereby authorized and empowered to execute in the name of the City of Los Altos all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective for five years from the date of adoption.

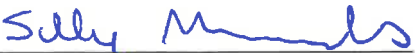
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 5th day of December, 2023 by the following vote:

AYES: Dailey, Fligor, Lee Eng, Meadows, Weinberg

NOES:

ABSENT:

ABSTAIN:


Sally Meadows, MAYOR

Attest:


Melissa Thurman, MMC,
CITY CLERK



City Council Staff Report

Meeting Date: June 9, 2026
Prepared By: Melissa Thurman
Approved By: Gabe Engeland

Subject: Adoption of Resolution - SB707 Disruption Policy

COUNCIL PRIORITY AREA

General Government

RECOMMENDATION

Adopt a Resolution approving the Senate Bill 707 (SB707) Disruption Policy and Approve the use of Zoom Technologies for Remote Public Participation

ENVIRONMENTAL IMPACT

N/A

FISCAL IMPACT

While there is no immediate fiscal impact associated with receiving this report, future costs may be incurred to comply with the remote participation requirements in SB707, including potential upgrades or changes to technology, software, and equipment.

PREVIOUS COUNCIL CONSIDERATION

February 10, 2026

BACKGROUND

During the February 10, 2026 City Council meeting, staff presented an informational report regarding Senate Bill 707 (SB707) and its impact on remote public participation requirements under the Ralph M. Brown Act, including the July 1, 2026 implementation timeline. The report outlined anticipated operational considerations and the need to reinstate remote public comment for City meetings by July 1, 2026.

Following the release of that report, staff attended a discussion and training session hosted by the League of California Cities (CalCities) on April 13, 2026, during which additional implementation guidance and clarification were provided regarding the term “eligible legislative body,” including which bodies within a local agency are subject to the remote public participation requirements established under SB 707. A flyer for that training session is included with this report as Attachment 2.

ANALYSIS

SB707 requires local agencies to provide members of the public with the opportunity to participate remotely and to offer them the opportunity to provide comments remotely during meetings. This requirement, however, applies specifically to an "eligible legislative body." As amended by SB707, Government Code Section 54953 requires that an "eligible legislative body" provide a means for the public to remotely hear, visually observe, and address the body in real time.

Under Government Code Section 54953 and SB707, an "eligible legislative body" is defined as:

- The governing body of a local agency; and
- Certain legislative bodies with statewide jurisdiction (not applicable to the City of Los Altos)

During the April 13, 2026 CalCities training session, additional clarification was provided that, for purposes of SB707 implementation, the City Council is the eligible legislative body for the City of Los Altos. The guidance further clarified that the definition does not extend to subordinate advisory bodies, such as commissions, committees, or other advisory bodies established by the City Council, as was previously believed when the February informational report was drafted. Accordingly, while these bodies remain subject to the Brown Act, they are not required under SB707 to provide remote public comment.

DISCUSSION

Pursuant to SB707:

a) All open and public meetings shall include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform, except if adequate telephonic or internet service is not operational at the meeting location. If adequate telephonic or internet service is operational at the meeting location during only a portion of the meeting, the legislative body shall include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform during that portion of the meeting.

The City of Los Altos currently utilizes Zoom technology for remote meeting observation and internal meeting management. Although the City previously discontinued remote public comment via Zoom, the platform continues to allow members of the public to access meetings via the Zoom link published on meeting agendas for viewing and listening. Zoom also provides telephonic access, allowing members of the public to listen to meetings and provide public comment by phone.

Currently, city staff plans to meet the requirements of SB 707 by allowing public comment via Zoom. Allowing comments via Zoom is often easier than via telephone because of the built-in tools that help organize and manage comments more efficiently and reduce interruptions. In contrast, telephone calls can become confusing if multiple people try to speak at once. Staff conducted an informal review of other cities to determine whether they allow comments via telephone or an audio/visual platform. Only one agency responded that they receive comments by telephone, and they reported a number of issues, including feedback from speakers and

difficulty hearing the speaker through broadcast channels. That agency will be switching to Zoom for remote public comments by the July 1st SB707 deadline.

The City of Los Altos currently provides multiple methods by which members of the public may participate in City Council meetings and provide public comment. In addition to traditional in-person participation, members of the public may submit written comments prior to a meeting and, beginning July 1, 2026, may also participate remotely in accordance with the requirements of SB707. The methods for participation are listed below:

Written Public Comment (Email or Mail)

Members of the public may submit written comments by emailing publiccomment@losaltosca.gov prior to the meeting or by mailing a letter to the City Clerk's Office. Written comments received prior to the agenda publication deadline will be included with the corresponding agenda packet. Written comments received after agenda publication will be distributed to the City Council and made available to the public in accordance with the City's established procedures.

In-Person Public Comment

Members of the public may provide verbal comments by attending a City Council meeting in person, completing a speaker card, and addressing the City Council when the agenda item they wish to speak on is called for public comment.

Remote Public Comment (Zoom)

Beginning July 1, 2026, members of the public may participate remotely through the City's Zoom meeting platform. Individuals wishing to address the City Council remotely must join the meeting using the Zoom link provided on the agenda, register to enter the meeting, and utilize the "Raise Hand" feature when the agenda item is called for public comment. Speakers will be recognized by the City Clerk or their designee and provided an opportunity to address the City Council in real time.

Telephonic Public Comment

Beginning July 1, 2026, members of the public may participate by telephone using the phone number listed on the meeting agenda. Individuals who call into the meeting and wish to speak on an agenda item may press *9 to raise their hand and request to speak when the item is called for public comment. The City Clerk or their designee will recognize telephone participants and provide an opportunity for them to address the City Council in real time.

To facilitate the orderly conduct of meetings, speakers will generally be called in the following order:

1. In-person speakers;
2. Remote speakers participating through Zoom; and
3. Telephonic speakers.

The Mayor retains the discretion to modify the order of speakers as necessary to ensure the efficient administration of the meeting.

As the use of outside software and technology poses a risk of potential outages and other issues beyond staff control, SB707 also requires eligible legislative bodies to adopt a written policy regarding the disruption of telephonic or internet services during a public meeting. This policy must address the following requirements:

- **Recessing the Meeting** - In the event of a disruption to telephone or internet services/software, the body must recess the meeting for at least one hour in an attempt to restore service.
- **Good Faith Effort** - The policy must outline the steps staff or the legislative body will take to attempt to restore service.
- **Reconvening** - The policy must detail procedures for reconvening the meeting if a disruption is resolved, and for continuing or canceling the meeting if the disruption cannot be resolved after one hour has passed.

Attachment 1 of this report is the proposed Disruption Policy Resolution, which will satisfy the requirement of addressing the disruption of telephonic or internet services during a public meeting.

ATTACHMENTS

1. Attachment 1 - Resolution
2. Attachment 2 - CalCities SB707 Flyer

RESOLUTION NO. 2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADOPTING A POLICY ADDRESSING DISRUPTION OF TELEPHONIC OR
INTERNET SERVICE DURING PUBLIC MEETINGS, IN ACCORDANCE WITH
SENATE BILL 707 (SB707)**

WHEREAS, the Ralph M. Brown Act (Government Code § 54950 et seq.) establishes requirements for open and public meetings of local legislative bodies; and

WHEREAS, Senate Bill 707 (2025) amended the Brown Act to update teleconferencing and accessibility requirements, including provisions related to remote participation in public meetings; and

WHEREAS, Government Code § 54953.4(b)(1)(A) requires eligible legislative bodies, on or before July 1, 2026, to adopt at a noticed public meeting in open session, and not on the consent calendar, a policy addressing disruption of telephonic or internet service during meetings conducted with remote participation; and

WHEREAS, the required policy must address procedures for recessing and reconvening a meeting in the event of a disruption and the efforts the legislative body will make to attempt to restore service; and

WHEREAS, Government Code § 54953.4 further requires that, in the event of a disruption preventing members of the public from observing or participating in the meeting through a two-way telephonic or audiovisual platform, the legislative body shall recess the open session for at least one hour and make a good faith effort to restore service, and may not reconvene open session until at least one hour has passed or service has been restored, whichever occurs first; and

WHEREAS, if telephonic or internet service has not been restored upon reconvening, the legislative body must make findings by roll call vote that good faith efforts to restore service have been made and that the public interest in continuing the meeting outweighs the public interest in remote public access; and

WHEREAS, adoption of a technology disruption policy is required to ensure compliance with state law and to promote transparency and continuity of public meetings; and

WHEREAS, the proposed policy addressing disruption of telephonic or internet service during meetings of the **City of Los Altos** has been prepared in accordance with Government Code § 54953.4 and is attached hereto as Exhibit 1; and

WHEREAS, the activity is not a “Project” as defined under Section 15378 of the California Environmental Quality Act (CEQA) State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3), no environmental review is required.

NOW, THEREFORE, BE IT RESOLVED by the **City Council** of the **City of Los Altos** as follows:

Section 1. Adoption of Policy. The **City of Los Altos** hereby adopts the policy entitled “Disruption of Telephonic or Internet Service During Public Meetings,” substantially in the form attached hereto as Exhibit 1.

Section 2. Implementation. The **City Clerk and/or City Attorney** is authorized and directed to implement the policy in coordination with agency staff, legal counsel, and technology support staff, as appropriate.

Section 3. Minor Modifications. The **City Clerk and/or City Attorney** may approve minor, non-substantive modifications to the policy as necessary to conform to applicable law, agency practices, or formatting requirements, provided such modifications do not materially alter the intent of the policy.

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 9th day of June, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk



City of Los Altos

DISRUPTION POLICY OF TELEPHONIC OR INTERNET SERVICE DURING PUBLIC MEETINGS

1. BACKGROUND

Senate Bill 707 (SB707) (2025), amended the Brown Act to require eligible legislative bodies to adopt, on or before July 1, 2026, a policy addressing how the agency will respond to disruptions in telephonic or internet service that prevent members of the public from attending or observing a meeting remotely. This policy is adopted to comply with that requirement and to ensure continuity of public participation during technical disruptions.

2. PURPOSE

This policy establishes procedures for responding to a disruption in the telephonic or internet services that provide two-way remote public access to meetings of the **City of Los Altos**, as required by the Brown Act (Government Code §54953.4). The policy ensures transparency, public participation, and continuity of government during technology disruptions.

3. DEFINITIONS

For purposes of this policy:

- “Disruption” means any failure, outage, or other interruption that prevents members of the public from attending or observing the meeting via the available remote access services utilized by the City of Los Altos.
- “Remote access services” means the two-way telephonic service and/or two-way audiovisual platform used to provide real-time remote public attendance and observation of meetings.

4. APPLICABILITY

This policy applies to all open and public meetings of the **City Council of the City of Los Altos**, at which remote public participation is offered or required under the Brown Act.

5. PROCEDURES IN THE EVENT OF A DISRUPTION OF SERVICE

5.1 RESPONSE TO SERVICE DISRUPTION

If the City Clerk, or the party responsible for managing technology providing remote public participation, becomes aware of a disruption to the agency’s remote access services that prevents members of the public from attending or observing the meeting remotely:

1. The City Clerk shall make the Mayor aware of the disruption.
2. The Mayor shall announce the disruption in service to the public.

DISRUPTION OF TELEPHONIC OR INTERNET SERVICE DURING PUBLIC MEETINGS

3. The Mayor may then call for a recess of the open session, or convene the legislative body in closed session, consistent with the Brown Act.
4. Staff shall begin a diligent effort to diagnose and restore the disrupted service.
5. The meeting shall remain in recess for at least one hour or until service is restored, whichever is sooner. The recess period may be extended if restoration efforts are ongoing.

5.2 EFFORTS TO RESTORE SERVICE

The agency shall make good faith efforts to restore remote access services, which may include:

- Troubleshooting platform or teleconferencing software
- Resetting or replacing audiovisual equipment, if applicable
- Contacting necessary support staff, such as IT, or other service providers or vendors for additional help

The City Clerk shall document the restoration efforts undertaken, including the time of the recess, the attempts at reconnection, and the end time of the recess.

6. RECONVENING THE OPEN SESSION

6.1 TIMING

The open session may be reconvened after at least one hour has elapsed from the time of the initial disruption, or as soon as service is restored, whichever occurs earlier.

6.2 IF SERVICE IS RESTORED

If the remote access service is restored before or at the time the meeting reconvenes, the meeting shall continue as normal.

6.3 IF SERVICE IS *NOT* RESTORED

If service has not been restored after one hour of recess, the City Council may reconvene and:

1. Adjourn the meeting; or
2. Continue the meeting in open session by adopting, by roll call vote only, the following, or a substantially similar finding:
“Staff of the City of Los Altos has made good faith efforts to restore telephonic or internet service in accordance with its adopted policy, and the public interest in continuing the meeting outweighs the public interest in remote public access.”

**DISRUPTION OF TELEPHONIC OR INTERNET SERVICE
DURING PUBLIC MEETINGS**

Upon adoption of the finding, the legislative body may continue the open session even if remote access has not been restored.

7. REVIEW AND UPDATES

The City Council of the City of Los Altos may amend this policy at a noticed public meeting, but may not adopt it as a routine item on the Consent Calendar.



Join us on **Monday, April 13 at 2:00 p.m.** for a roundtable discussion on the implementation of SB 707.

The discussion will include a brief update on potential SB 707 changes under consideration this year. As proposals move through the Legislature, member feedback will help identify the most challenging and resource-intensive aspects of implementation and inform ongoing advocacy.

SB 707, signed into law on Oct. 3, made significant changes to local government meeting requirements under the Brown Act. While the bill incorporated language from Cal Cities' sponsored legislation and aimed to enhance transparency and public engagement, it also introduced substantial operational, fiscal, and legal challenges for cities. Many of its mandates apply unevenly across jurisdictions and have resulted in considerable new costs for audiovisual equipment, translation services, and staff time — all without state reimbursement.

As cities prepare for full implementation this roundtable will provide an opportunity to hear how cities are approaching implementation and what additional clarity or support may be needed.

This roundtable will provide an opportunity to:

- Hear a brief update on potential SB 707 changes
- Share how your city is implementing SB 707
- Discuss the most challenging and resource-intensive aspects of implementation
- Identify areas where additional guidance or legislative improvements may be needed
- Exchange best practices with fellow city clerks

Moderated by:

Johnnie Piña, Legislative Advocate, Cal Cities

[Register Here](#)

Roundtable Discussions are available as an exclusive member benefit and are open to Cal Cities member cities only. Discussions are member driven and will not be recorded. **The Zoom meeting information will be provided after registration.** For questions specific to registration, please contact [Isaac Black](#).



City Council Staff Report

Meeting Date: June 9, 2026

Prepared By: Jane Hou

Approved By: Gabe Engeland

Subject:

Adoption of Resolution - Report of Sewer Service Charges

COUNCIL PRIORITY AREA

Environmental Sustainability

General Government

RECOMMENDATION

Adopt a Resolution approving the Report of Sewer Service Charges for the Fiscal Year 2026/27 and directing the Filing of Charges for Collection by the County Tax Collector

ENVIRONMENTAL IMPACT

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

FISCAL IMPACT

There is no fiscal impact on the City's General Fund. The annual sewer service charge of \$13,905,142.92 will be included in the FY2026/27 Sewer Fund revenue budget.

PREVIOUS COUNCIL CONSIDERATION

February 28, 2023, June 13, 2023, June 11, 2024 and June 10, 2025.

BACKGROUND

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

ANALYSIS

In accordance with Municipal Code sections 10.12.135 and 10.12.140 and Ordinance No. 2023-494, the rate structure for the sewer service charges is comprised of two components: (1) a fixed

annual per parcel base charge that is determined based on the number of equivalent dwelling units (“EDU”) assigned to a property: and (2) a variable quantity charge. One EDU equates to the quantity of wastewater an average single-family residential customer discharges to the sewer system. One EDU is assigned to each single-family residential home. The number of EDUs assigned to other customers is based on their expected wastewater flows relative to an average single-family residential customer. The quantity charge is imposed on a per-unit basis, with one unit equal to one hundred cubic feet, or 745 gallons, of metered water use. The total amount of the quantity charge is based on a customer’s average winter water use from the prior year (using the three wettest months of the prior year) multiplied by 12 and is designed to reflect a customer’s estimated wastewater flow. Estimated average winter water usage best reflects actual flows into the sewer system because outdoor water use is least likely to occur.

For FY 2026/27, the adopted rates under the five-year rate schedule are:

Base Charge: \$517.83 per EDU

Usage Charge: \$5.03 per unit of estimated sewer use (one unit equals 100 cubic feet, or 745 gallons)The City’s Sewer Service Charges are imposed pursuant to California Health and Safety Code section 5471 et. Seq. Section 5471 previously required that charges adopted in accordance therewith be adopted by an ordinance approved by two-thirds of the members of the City Council. Ordinance 2023-494 amended the Municipal Code Section 10.12.130 to allow future Sewer Service Charges to be adopted by a resolution in accordance with the provisions of the amended Health and Safety Code section 5471, which permits approval by a majority vote of the City Council rather than the previous two-thirds requirement.

DISCUSSION

In order to levy sewer service charges on property bills for FY 2026/27, the Council must hold a hearing on the report of charges to be submitted to the County for collection for the fiscal year. That report, prepared by NBS, is on file with the City Clerk, and the body of the report (excluding the parcel list) is included here as Attachment 2. Following the hearing, the Council may adopt a resolution and direct the Filing of Charges for Collection by the County Tax Collector.

ATTACHMENTS

1. Attachment 1 - Sewer Service Charge Annual Report
2. Attachment 2 - Resolution

CITY OF LOS ALTOS

Fiscal Year 2026/27 Annual Report For:

Sewer Service Charge

June 2026

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

CITY COUNCIL

Sally Meadows, Mayor

Larry Lang, Vice Mayor

Pete Dailey, Councilmember

Jonathan Weinberg, Councilmember

CITY STAFF

Gabriel Engeland, City Manager

Jane Hou, Senior Civil Engineer

Harun Musaefendic, Associate Civil Engineer

NBS

Adina McCargo, Project Manager

Kristin Harvey, Administrator

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1. INTRODUCTION

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

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

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

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

2. SEWER SERVICE CHARGE CALCULATION

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

2.1 Base Charge (Per EDU)

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

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

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

2.2 Usage Charge (Per Unit of Estimated Sewer Use)

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

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

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

3. SEWER SERVICE CHARGE RATES

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

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

4. WET SEASON MONTHS

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

In 2025, the City’s three lowest months for water use were January, February, and March. Therefore, these are the months used to calculate each individual parcel’s estimated annual sewer usage for Fiscal Year 2026/27.

The following table provides the total annual water usage for calendar year 2025, as provided by the California Water Service Company.

Calendar Year 2025 Total Water Consumption (Units ¹) - City of Los Altos ⁽²⁾											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
138,918	133,556	128,870	170,565	228,594	316,686	308,562	325,632	306,992	260,095	205,326	156,495

(1) One unit = 100 cubic feet of sewer use.

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

5. SUMMARY OF LAND USE CLASSIFICATIONS

The following summarizes the estimated annual sewer usage for properties that are connected to the City's sewer system for Fiscal Year 2026/27.

Land Use Classification	Number of Parcels ⁽¹⁾	Total Estimated Yearly Sewer Use (in Units) ⁽¹⁾	Average Sewer Use Per Parcel ⁽²⁾
Single-Family Home	10,390	1,093,301	105
Condominium Unit	1,104	54,898	50
Multi-Family Residence (two units)	65	7,396	114
Multi-Family Residence (three to four dwelling units)	11	1,868	170
Multi-Family Residence (five or more dwelling units)	60	21,898	365
Church	22	10,860	494
Commercial/Industrial	456	87,941	193
Institutional	3	32,412	10,804
Park	4	2,896	724
School	10	11,904	1,190
Government	11	7,276	661
Vacant	1	0	0

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

6. TOTAL ANNUAL CHARGES

The following summarizes the total Sewer Service Charges to be levied in Fiscal Year 2026/27, as compared to the total charges in the prior two years.

Description	Fiscal Year 2026/27	Fiscal Year 2025/26	Fiscal Year 2024/25
Total Sewer Service Charges	\$13,905,142.92	\$11,250,724.94	\$9,600,873.73
Number of parcels	12,137	12,102	12,058

7. LISTING OF SEWER SERVICE CHARGES

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

A listing of Assessor's parcels subject to the Sewer Service Charge for Fiscal Year 2026/27, along with the charge amounts, is on file in the office of the City Clerk and incorporated herein by reference. Based on Assessor's secured roll data, current assessor's parcels, including corrected and/or new Assessor's parcels, will be submitted and/or resubmitted to the Santa Clara County Auditor/Controller. The annual charge amount to be levied and collected for the resubmitted parcel(s) shall be determined in accordance with the City's Municipal Code Chapter 10.12 and charge rate approved in this report. Therefore, if a single Assessor's parcel has a status change in development, other land use change, or subdivides into multiple Assessor's parcels, the charge amounts applied to each of the new Assessor's parcels shall be recalculated and applied according to the approved method outlined in the City's Municipal Code Chapter 10.12 and charge rate rather than a proportionate share of the original charge amount.

8. RESOLUTION

The following page presents the Resolution approving the report of Sewer Service Charges for Fiscal Year 2026/27 and directing the filing of charges for collection by the Santa Clara County Tax Collector.

ATTACHMENT 2

RESOLUTION NO. 2026-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS APPROVING THE REPORT OF SEWER SERVICE CHARGE FOR FISCAL YEAR 2026/2027 AND DIRECTING THE FILING OF CHARGES FOR COLLECTION BY THE COUNTY TAX COLLECTOR

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

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

WHEREAS, the Public Works Engineering Director has caused to be prepared a report (the “Report”) containing a description of each parcel of real property subject to the Sewer Service Charges and the amount of the Sewer Service Charges to be imposed on each such parcel for Fiscal Year 2026/27, computed in conformity with the rates prescribed by Ordinance of this City Council, which report is filed with the City Clerk, available for public inspection, and incorporated herein by reference; and

WHEREAS, on June 9, 2026, following publication of notice as required by law in the Town Crier on May 6 and May 13, 2026, the City Council held a full and fair public hearing with respect to the Report, and at such hearing the City Council heard and considered all protest and objections to the Report; and

WHEREAS, the City Council desires to approve the Report and to submit the Sewer Service Charges described therein to the Santa Clara County Tax Collector for collection on the Fiscal Year 2026/27 tax roll.

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

1. The City Council hereby overrules all protests and objections to the Report on the Sewer Service Charges and confirms and approves the Report and the Sewer Service Charges to be imposed on each parcel within the City subject to such charges as submitted; and
2. The City Clerk is instructed and authorized to transmit the Report to the Santa Clara County Tax Collector and to file the necessary documents with the Tax Collector that the Sewer Service Charges set forth in the Report will be included on the Santa Clara County Tax Roll for Fiscal Year 2026/27.

ATTACHMENT 2

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 9th day of June, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows, Mayor

ATTEST:

Melissa Thurman MMC, City Clerk



City Council Staff Report

Meeting Date: June 9, 2026

Prepared By: Jessie Kim

Approved By: Gabe Engeland

Subject: Proposed FY2026/27 Operating Budget and FY2027-FY2031 Five-Year Capital & Major Maintenance Program

COUNCIL PRIORITY AREA

Public Safety

Business Communities

Circulation Safety and Efficiency

Environmental Sustainability

Housing

General Government

RECOMMENDATION

Staff recommends the City Council adopt the following items:

1. City of Los Altos Resolution - Establishing the FY2026/27 Appropriations Limit
2. City of Los Altos Resolution - Adopting the FY2026/27 Fee Schedule
3. City of Los Altos Resolution - Approving the FY2026/27 Salary Schedule
4. City of Los Altos Resolution - Reaffirming the FY2026/27 Utility Users Tax rate
5. City of Los Altos Resolution - Reaffirming the FY2026/27 Transient Occupancy Tax rate
6. City of Los Altos Resolution - Authorizing the Park Impact Fee
7. City of Los Altos Resolution - Adopting the FY2026/27 Operating Budget
8. City of Los Altos Resolution - Adopting the FY2027-FY2031 Five-Year Capital Improvement and Major Maintenance Program (CIMMP)
9. City of Los Altos Resolution - Receiving and filing the FY2023/24 Development Impact Fee Annual Report
10. City of Los Altos Resolution - Receiving and filing the FY2024/25 Development Impact Fee Annual Report
11. City of Los Altos Resolution - Adopting Five-Year Findings for the Park Impact Fee Fund
12. City of Los Altos Resolution - Adopting Five-Year Findings for the Traffic Impact Fee Fund
13. City of Los Altos Resolution - Authorizing FY2025/26 year-end interfund transfers and reserve reallocations
14. City of Los Altos Purchasing Policy

ENVIRONMENTAL IMPACT

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.

FISCAL IMPACT

Adoption of the attached resolutions will establish the appropriations limit, fees, salaries, the utility users tax, the transient occupancy tax, the operating budget, and the Capital Improvement and Major Maintenance Program (CIMMP) for FY2026/27 and will authorize FY2025/26 year-end interfund transfers and reserve assignments.

PREVIOUS COUNCIL CONSIDERATION

The City Council considers adoption of these resolutions at least annually. The City Council reviewed the FY2026/27 Proposed Operating Budget and reviewed the FY2027-31 CIMMP at a public meeting held on May 26, 2026.

BACKGROUND

The City of Los Altos, under the policy direction of the City Council, presents the annual budget to align with the stated Council priority areas and incorporate resident feedback, while addressing the external pressures that shape municipal budgets. As in recent years, one-time federal funds are no longer available, and continued State budget pressures may affect the return of local tax dollars. Given the need to remain self-sufficient, City staff have prioritized investments in public safety and long-term infrastructure where possible.

ANALYSIS

The City Council will consider the attached resolutions, which will approve the Appropriations Limit, the FY2026/27 Fee Schedule, the FY2026/27 Salary Schedule, FY2026/27 Utility Users Tax, FY2026/27 Transient Occupancy Tax, the Use of Park Impact Fee, FY2026/27 Operating Budget, and FY2027-31 Capital Improvement and Major Maintenance Program (CIMMP); receive and file the FY2023/24 and FY2024/25 Development Impact Fee (AB 1600) Reports; adopt the Five-Year Findings for the Park and Traffic Impact Fee funds; authorize FY2025/26 year-end interfund transfers and reserve assignments; and adopt the updated Purchasing Policy. Together, these financial plans authorize the City to continue delivering essential services and making investments that reflect the community's needs and priorities.

DISCUSSION

Annual Budget Format and Process

The FY2026/27 Operating Budget is presented as an annual budget. This annual structure allows the City to more effectively respond to changing conditions and better reflect the Council's strategic goals, which are reviewed and updated each year. In developing the budget, departments justified proposed costs based on need and alignment with community outcomes. The resulting budget and capital plan translate the Council's adopted Strategic Goals into action by allocating resources that support equity, sustainability, and fiscal responsibility.

Strategic Priorities and Implementation

The FY2026/27 Budget reflects the City Council's Strategic Goals by directing resources to initiatives that support the community's values and long-term vision, distributed across programs and services in alignment with the City's overarching values of equity, sustainability, and fiscal responsibility.

Public Safety

The Budget maintains funding for police services, emergency response, and contracted fire protection, with FY2026/27 Public Safety program expenditures of approximately \$29.5 million. Investments include Police Department building security upgrades, the 999 Fremont police sub-station, design work for a future Police Department building, a replacement City Hall emergency back-up power generator, a Police Records Management and Dispatch System upgrade, and improvements to the Emergency Operations Center.

Business Communities

Support for the local business community remains a focus. The Budget includes downtown EV charging infrastructure, downtown parking lot resurfacing, the downtown park space project, and continued economic development activity integrated with broader planning efforts, including the General Plan update.

Circulation Safety and Efficiency

The Budget continues to prioritize circulation safety and mobility. Funding supports the annual street resurfacing program, the San Antonio Road Complete Street project, El Camino Real ADA ramp and sidewalk improvements, annual traffic sign replacement, the Fremont Avenue pedestrian bridge rehabilitation, and continued Safe Routes to School (SRTS) work to improve student access.

Environmental Sustainability

The Budget supports sustainable operations and resilience, including solar and battery storage at the Grant Park facility, EV charging infrastructure at the Municipal Services Center (707 Fremont Avenue) advanced in coordination with SVCE and PG&E, a lower-emission back-up generator, and sanitary sewer rehabilitation programs that protect water quality.

Housing

The Budget reflects continued implementation of the City's certified Housing Element through the General Plan and zoning updates, public engagement, and support for development

applications, along with investments in community gathering spaces such as the Grant and Shoup Park playground renovations and the downtown park.

Fiscal Responsibility and Internal Reserves

The Budget supports the City's long-term financial stability. The Emergency and Operating Reserve will remain fully funded at 20% of General Fund operating expenditures, or approximately \$12.6 million. At fiscal year-end, the General Fund is projected to retain an unassigned balance of approximately \$19.7 million, with approximately \$14.9 million in the Facility Maintenance Fund and approximately \$0.9 million in the Fleet Vehicle Fund to support ongoing infrastructure and equipment needs. In FY2025-26, the City applied a \$5.0 million Additional Discretionary Payment (ADP) to CalPERS to reduce future pension obligations.

General Fund Revenues and Expenditures

General Fund revenue for FY2026/27 is projected at approximately \$72.0 million. Property tax remains the largest source, at approximately \$40.8 million, or roughly 57% of the total. Other key revenues include Community Development Fees (approximately \$10.5 million), Other Taxes (approximately \$5.1 million), Utility Users Tax (approximately \$3.7 million), Sales Tax (approximately \$3.6 million), and Franchise Fees (approximately \$2.8 million).

General Fund operating expenditures are budgeted at approximately \$63.2 million, an increase of approximately 11.5% over the prior-year budget, reflecting higher personnel costs, pension contributions, insurance, and key service contracts. The City expects an operating surplus of approximately \$8.8 million before transfers, which supports reserve contributions and overall financial strength.

Enterprise Operations

The FY2026/27 Budget includes continued investment in the City's enterprise operations supporting wastewater and solid waste services. The Sewer Fund projects approximately \$15.1 million in revenue and approximately \$11.0 million in expenses, including local system maintenance, capital improvements, and the City's share of regional wastewater operations. The Solid Waste Fund includes approximately \$1.2 million in revenue and approximately \$2.4 million in expenses, including franchise services, regulatory compliance, and related programs.

Capital Improvement and Major Maintenance Program

The City prepares the Capital Improvement and Major Maintenance Program (CIMMP) each year as part of the annual budget. The program funds one-time capital projects, such as new facilities, park improvements, and street upgrades, as well as recurring major maintenance that preserves existing assets. For FY2026/27, the City has programmed approximately \$28.6 million for capital and major maintenance projects, including re-appropriated (rollover) funding from prior-year projects; over the five-year period (FY2027-31), the program totals

approximately \$35.1 million. Funding is provided by the Capital Projects (CIP) Fund, special revenue funds, development impact fees, the Sewer Fund, the Technology and Fleet replacement funds, and grants. Key priorities include the Library construction design phase, the San Antonio Road Complete Street project, downtown parking lot resurfacing, the downtown park space project, Grant and Shoup Park playground renovations, the City Hall emergency back-up power generator, the General Plan update, and sanitary sewer rehabilitation programs.

Purchasing Policy Updates

The primary substantive change clarifies and confirms the City Manager's authority to approve transfers of appropriations between capital improvement projects, provided that such transfers do not increase the total adopted appropriation. Any increase in total appropriation levels, and any transfer between funds, continues to require City Council authorization. This change provides flexibility to manage active capital projects as conditions and bids change during the year, without diminishing Council's control over overall appropriation levels.

The remaining revisions are primarily for consistency, clarity, and technical accuracy. General wording and formatting throughout the policy have been updated to improve readability, correct minor errors, and align procedural descriptions with current administrative practices and compliance standards.

ATTACHMENTS

1. Attachment 1 - Council Priorities Budget Detail
2. Attachment 2 - FY2026-27 Budget General Fund
3. Attachment 3 - FY2026-27 Budget Enterprise Fund
4. Attachment 4 - FY2027-FY2031 CIMMP Detail
5. Attachment 5 - FY2023-24 AB1600 Report
6. Attachment 6 - FY2024-25 AB1600 Report
7. Attachment 7 - FY2021-FY2025 Five-Year Findings Report - Park Impact Fee
8. Attachment 8 - FY2021-FY2025 Five-Year Findings Report - Traffic Impact Fee
9. Attachment 9 - FY2026-27 City-wide Fee schedule
10. Attachment 10 - Completed and Planned Safe Routes to School (SRTS) Projects
11. Attachment 11 - FY2026-27 Salary Schedule
12. Attachment 12 - Purchasing Policy June 2026
13. Attachment 13 - Resolution - Appropriations Limit
14. Attachment 14 - FY2026-27 City-wide Fee schedule
15. Attachment 15 - Resolution - UUT
16. Attachment 16 - Resolution - TOT
17. Attachment 17 - Resolution - Park Impact Fee
18. Attachment 18 - Resolution - Operating Budget
19. Attachment 19 - Resolution - CIMMP
20. Attachment 20 - Resolution - Development Impact Fee FY24
21. Attachment 21 - Resolution - Development Impact Fee FY25
22. Attachment 22 - Resolution - PIF 5YR
23. Attachment 23 - Resolution - TIF 5YR
24. Attachment 24 - Resolution - Interfund Transfers and Reserve Assignments

25. Attachment 25 - Resolution - Salary Schedule

Public Safety



- **Police Records Management & Dispatch System**
- **999 Fremont Police Sub-Station**
- **New Police Building Design**
- **Police Department Building Security Upgrades**

Business Communities



- **Downtown Park Space with Parking**
- **Downtown Parking Lot Resurfacing**
- **Downtown Circulation Study**
- **Downtown Lighting Improvements**



Circulation Safety and Efficiency

- **San Antonio Road Complete Streets Project**
- **FY2026-27 Annual Street Resurfacing / Striping / Slurry Seal**
- **New Traffic Signal Controller (Springer & Fremont)**
- **Fremont Ave Pedestrian Bridge Rehabilitation**
- **Traffic Safety Maintenance Citywide**
- **Annual Traffic Sign Replacement**



Environmental Sustainability

- **Annual Sewer Structural Reach Replacement**
- **Sanitary Sewer Video Inspection**
- **Adobe Creek Sewer Main Replacement**
- **Green Stormwater Infrastructure Retrofit**
- **Grant Park Solar & Battery Storage**
- **MSC EV Infrastructure Project**



Housing (including Parks)

- **Comprehensive General Plan Update**
- **California Prohousing Designation**
- **330 Distel Circle Project**
- **Shoup & Grant Park Playground Renovation**
- **McKenzie Pickleball Courts**
- **Tennis Court Resurfacing (Rosita & Montclair)**
- **Grant Park Basketball Court Replacement**

Facilities



- **Library Construction**
- **City Hall Emergency Back-up Power Generator**
- **History Museum Roof Replacement**
- **Halsey House**

GENERAL FUND SUMMARY

REVENUES	FY2023/24 Actual	FY2024/25 Actual	FY2025/26 Budget	FY2025/26 Projection	FY2026/27 Budget	% Change over FY26 Projection	% Change over FY26 Budget
Taxes	\$ 45,692,947	\$ 48,391,117	\$ 50,741,767	\$ 51,622,903	\$ 53,127,597	2.9%	4.7%
Fees	9,884,055	14,245,789	11,573,254	15,463,527	15,048,600	-2.7%	30.0%
Interest	2,455,767	2,114,807	1,656,000	2,250,179	2,137,670	-5.0%	29.1%
Misc. Revenue	1,422,260	2,074,730	1,142,696	1,516,810	1,540,372	1.6%	34.8%
One Time Revenue	-	-	-	-	-		
Total General Fund Revenue	59,455,029	66,826,443	65,113,717	70,853,418	71,854,239	1.4%	10.4%
PROGRAM EXPENDITURES	FY2023/24 Actual	FY2024/25 Actual	FY2025/26 Budget	FY2025/26 Projection	FY2026/27 Budget	% Change over FY26 Projection	% Change over FY26 Budget
Legislative	\$ 584,065	\$ 831,179	\$ 1,018,533	\$ 941,719	\$ 1,241,596	31.8%	21.9%
City Manager's Office	5,248,766	4,730,211	4,547,263	4,416,975	5,325,706	20.6%	17.1%
Finance	2,392,063	1,943,698	2,565,376	1,636,657	2,540,861	55.2%	-1.0%
Human Resources	1,827,293	1,764,441	2,066,391	1,673,622	2,175,486	30.0%	5.3%
Development Services	4,598,636	5,476,638	6,367,951	5,471,355	6,120,984	11.9%	-3.9%
Public Works	2,367,066	2,160,758	2,677,976	2,586,001	3,316,144	28.2%	23.8%
Public Safety	22,006,310	24,326,347	27,016,213	31,771,488	29,547,688	-7.0%	9.4%
Community Services	8,635,454	9,793,975	10,435,278	10,403,603	12,787,655	22.9%	22.5%
Total General Fund Expenditure	47,659,654	51,027,247	56,694,982	58,901,420	63,056,120	7.1%	11.2%
Transfers In / (Out)	(1,578,000)	(20,065,209)	(15,252,719)	(15,940,836)	(8,082,244)		
Revenues over Expenditures Surplus / (Deficit) Before Transfers	11,795,375	15,799,196	8,418,735	11,951,998	8,798,119	-26.4%	4.5%
Revenues over Expenditures Surplus / (Deficit) After Transfers	10,217,375	(4,266,013)	(6,833,984)	(3,988,838)	715,875		

GENERAL FUND REVENUE SUMMARY

REVENUES	FY2023/24 Actual	FY2024/25 Actual	FY2025/26 Budget	FY2025/26 Projection	FY2026/27 Budget	% Change over FY26 Projection	% Change over FY26 Budget
Property Tax	\$ 34,410,697	\$ 36,186,927	\$ 38,243,942	\$ 39,414,000	\$ 40,786,830	3.5%	6.6%
Sales Tax	3,442,623	3,591,444	3,592,738	3,633,101	3,568,451	-1.8%	-0.7%
Utility Users Tax	3,517,437	3,725,468	4,128,018	3,678,270	3,654,303	-0.7%	-11.5%
Other Taxes	4,322,189	4,887,279	4,777,069	4,897,531	5,118,013	4.5%	7.1%
Franchise Fees	2,608,195	2,799,296	2,842,464	2,806,194	2,810,800	0.2%	-1.1%
Recreation Fees	1,598,589	1,437,297	1,647,790	1,622,221	1,734,100	6.9%	5.2%
Community Development Fees	5,677,271	10,009,197	7,083,000	11,035,112	10,503,700	-4.8%	48.3%
Intergovernmental	23,238	-	-	-	-	0.0%	0.0%
Grants and Donations	806,765	9,900	10,000	5,067	10,000	97.4%	0.0%
Interest Income	2,455,767	2,114,807	1,656,000	2,250,179	2,137,670	-5.0%	29.1%
Miscellaneous Revenue	592,257	2,064,830	1,132,696	1,511,743	1,530,372	1%	35%
Total General Fund Revenue	59,455,029	66,826,443	65,113,717	70,853,418	71,854,239	1.4%	10.4%
One-Time Revenue	-	-	-	-	-		
Transfer In	-	500,000	-	8,666,500	-		
Total General Fund Revenue/Transfers In	\$ 59,455,029	\$ 67,326,443	\$ 65,113,717	\$ 79,519,918	\$ 71,854,239	-9.6%	10.4%

GENERAL FUND EXPENDITURE SUMMARY

PROGRAM EXPENDITURES	FY2023/24 Actual	FY2024/25 Actual	FY2025/26 Budget	FY2025/26 Projection	FY2026/27 Budget	% Change over FY26 Projection	% Change over FY26 Budget
LEGISLATIVE							
11110-City Council	\$ 584,065	\$ 831,179	\$ 1,018,533	\$ 941,719	\$ 1,241,596	31.8%	21.9%
Total City Council	584,065	831,179	1,018,533	941,719	1,241,596	31.8%	21.9%
CITY MANAGER'S OFFICE							
12100-City Manager	975,308	1,087,610	920,084	1,474,533	1,058,290	-28.2%	15.0%
13100-City Attorney	1,369,103	1,210,165	817,000	943,172	800,000	-15.2%	-2.1%
14100-City Clerk	530,646	585,069	700,038	541,483	598,898	10.6%	-14.4%
12400-Public Information	320,545	217,760	109,330	132,383	542,095	309.5%	395.8%
12500-Emergency Preparedness	55,624	41,307	10,000	-	70,500	100.0%	605.0%
12600-Sustainability	138,795	-	414,525	-	387,138	100.0%	-6.6%
12300-Economic Development	416,710	241,588	249,415	211,327	264,598	25.2%	6.1%
12200-Information Technology	1,442,033	1,346,711	1,326,872	1,114,076	1,604,187	44.0%	20.9%
Total City Manager's Office	5,248,766	4,730,211	4,547,263	4,416,975	5,325,706	20.6%	17.1%
25100-Finance	2,023,378	1,701,366	1,875,616	1,328,268	2,061,495	55.2%	9.9%
26100-Non Department	368,685	242,333	689,760	308,389	479,366	55.4%	-30.5%
Total Finance	2,392,063	1,943,698	2,565,376	1,636,657	2,540,861	55.2%	-1.0%
21100-Human Resources	1,827,293	1,764,441	2,066,391	1,673,622	2,175,486	30.0%	5.3%
DEVELOPMENT SERVICES							
31100-Planning	2,685,792	2,545,766	2,891,600	2,166,639	2,839,799	31.1%	-1.8%
32200-Inspections	1,672,910	2,759,135	3,078,886	3,050,501	3,020,936	-1.0%	-1.9%
35100-Business License	89,251	23,440	110,906	57,454	118,128	105.6%	6.5%
36100-Code Enforcement	150,683	148,297	286,560	196,760	142,122	-27.8%	-50.4%
Total Development Services	4,598,636	5,476,638	6,367,951	5,471,355	6,120,984	11.9%	-3.9%
PUBLIC WORKS							
41100-Engineering	1,212,366	1,219,413	1,206,547	1,230,232	1,205,174	-2.0%	-0.1%
41200-Traffic Control	828,887	591,305	859,699	969,434	1,720,404	77.5%	100.1%
44200-Urban Runoff	325,813	229,602	330,285	289,637	390,565	34.8%	18.3%
38100-Land Use Engineering	-	120,438	281,445	96,699	-	-100.0%	-100.0%
Total Public Works	2,367,066	2,160,758	2,677,976	2,586,001	3,316,144	28.2%	23.8%
PUBLIC SAFETY							
61100-Administration	2,007,285	3,050,603	3,032,569	4,636,832	4,047,389	-12.7%	33.5%
62100-Support Services	2,459,448	2,854,810	3,648,776	4,016,002	4,248,415	5.8%	16.4%
62200-Investigation Services	1,524,816	1,803,310	1,326,267	1,162,959	1,958,780	68.4%	47.7%
63200-Traffic Operations	1,643,910	1,767,767	1,138,318	1,022,804	1,190,973	16.4%	4.6%
63300-Patrol Services	5,744,867	6,604,883	8,146,234	9,336,451	7,973,646	-14.6%	-2.1%
63400-Crossing Guard	-	-	-	372,390	357,696	-3.9%	100.0%
66100-Fire Services	8,625,984	8,244,974	9,724,050	11,224,050	9,770,790	-12.9%	0.5%
Total Public Safety	22,006,310	24,326,347	27,016,213	31,771,488	29,547,688	-7.0%	9.4%

PROGRAM EXPENDITURES	FY2023/24 Actual	FY2024/25 Actual	FY2025/26 Budget	FY2025/26 Projection	FY2026/27 Budget	% Change over FY26 Projection	% Change over FY26 Budget
COMMUNITY SERVICES							
71100-REC Administration	1,381,190	1,288,965	1,460,724	1,154,039	1,885,065	63.3%	29.1%
72xxx-Facilities	400,937	491,548	367,540	488,373	456,870	-6.5%	24.3%
73100-Tiny Tots	356,245	293,552	254,389	393,193	-	-100.0%	-100.0%
74100-Community Events	60,643	93,520	142,098	87,284	153,939	76.4%	8.3%
76100-Teen Program	68,561	71,956	98,302	59,882	102,711	71.5%	4.5%
77500-Camps-Contracts	28,548	62,883	48,000	57,355	48,000	-16.3%	0.0%
77400-Camps-Programs	151,440	238,439	344,096	227,223	352,372	55.1%	2.4%
77200-Classes-Youth	223,438	30,814	54,033	26,547	114,082	329.7%	111.1%
77300-Classes-Adults	40,926	215,479	228,001	273,964	297,633	8.6%	30.5%
78200-Sports Junior High	132,947	157,959	165,112	117,764	176,662	50.0%	7.0%
78300-Adult Sports	1,711	108	-	-	-	0.0%	0.0%
79100-Seniors Operations	262,840	292,679	317,276	284,146	385,852	35.8%	21.6%
79200-Seniors Activities	36,151	52,786	152,700	70,326	167,700	138.5%	9.8%
51100-MSA Administration	238,591	513,348	477,957	352,487	451,509	28.1%	-5.5%
53100-Street Maintenance	678,289	799,931	847,123	738,290	1,756,566	137.9%	107.4%
51200-Fleet Maintenance	280,083	380,019	516,837	333,184	503,396	51.1%	-2.6%
51400-Parks and Street Landscaping	3,104,082	3,471,104	3,789,690	4,139,648	4,433,035	7.1%	17.0%
51500-Facility Maintenance	1,188,832	1,338,886	1,171,400	1,599,898	1,502,262	-6.1%	28.2%
Total Parks & Recreation	8,635,454	9,793,975	10,435,278	10,403,603	12,787,655	22.9%	22.5%
Total General Fund Expenditures	47,659,654	51,027,247	56,694,982	58,901,420	63,056,120	7.1%	11.2%
Transfer Out	1,578,000	20,565,209	15,252,719	24,607,336	8,082,244		
Total General Fund Expenditures/Transfers Out	\$ 49,237,654	\$ 71,592,456	\$ 71,947,701	\$ 83,508,756	\$ 71,138,364	-14.8%	-1.1%

ENTERPRISE FUND SUMMARY

SEWER FUND	FY2023/24 Actual	FY2024/25 Actual	FY2025/26 Budget	FY2025/26 Projection	FY2026/27 Budget
Beginning Net Position				\$ 30,553,865	\$ 32,899,043
Unrestricted Net Position				16,710,691	
Interest Income	\$ 403,753	\$ 553,085	\$ 310,500	\$ 602,642	\$ 576,407
Sewer Charges	10,383,108	10,501,872	12,202,565	12,393,184	14,526,369
Sewer Connection Fees	1,085	145,214	14,000	8,895	7,000
Misc. Sewer Fees	25,825	187,377	20,000	60,259	10,000
Total Revenues	10,813,771	11,387,549	12,547,065	13,064,980	15,119,776
Sewer Administration	7,572,122	7,421,132	7,584,710	7,318,045	6,406,174
Sewer System Maintenance	378,203	1,768,896	2,249,544	2,241,195	2,411,265
Capital Program	224,591	531,147	2,263,583	1,160,562	2,154,929
Total Expenditures	8,174,916	9,721,175	12,097,837	10,719,802	10,972,368
Operating Surplus / (Deficit)	2,863,446	2,197,521	2,712,810	3,505,740	6,302,337
Change in Net Position (Including Capital)	2,638,855	1,666,374	449,228	2,345,178	4,147,408
Transfer In / (Out)	(720,000)	-	-	-	-
Ending Net Position				\$ 32,899,043	\$ 37,046,451
SOLID WASTE FUND	FY2023/24 Actual	FY2024/25 Actual	FY2025/26 Budget	FY2025/26 Projection	FY2026/27 Budget
Beginning Net Position (Unrestricted)				\$ 2,203,334	\$ 967,362
Interest Income	229,463	178,688	103,500	137,602	125,206
Administrative Charges	951,996	1,062,492	1,048,900	946,549	1,064,868
AB939 Tax	-	12,300	38,000	9,694	12,000
Grants and donations	-	-	-	-	-
Total Revenues	1,181,459	1,085,000	1,085,000	1,093,844	1,202,074
Solid Waste Administration	-	2,411,198	2,427,641	2,329,817	2,373,718
Total Expenditures	-	2,411,198	2,427,641	2,329,817	2,373,718
Net Operations	1,181,459	(1,326,198)	(1,342,641)	(1,235,972)	(1,171,644)
Transfer In / (Out)	-	-	-	-	500,000
Ending Net Position				\$ 967,362	\$ 295,718

FY2027-31 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Project Scope	Strategic Alignment	Status	Funding Source	FY2026-27 Budget	FY2027-28 Budget	FY2028-29 Budget	FY2029-30 Budget	FY2030-31 Budget	Total
1	10001	Police Department Building Security Upgrades	The Police department security cameras need replacement/upgrading.	Public Safety	Active	Technology	155,000	-	-	-	-	155,000
2	10002	San Antonio Club Upgrades	Upgrades to the interior and exterior of the historic facility.	Housing	Active	Park Impact Fee	85,000	-	-	-	-	85,000
3	10004	999 Fremont	The City-owned facility at 999 Fremont Ave. is currently unoccupied. The Los Altos Police Department plans to use it as a sub-station with a few interior upgrades that will allow officers better access to the south side of the city. The facility will have a reception area for the public along with workspace, fitness area and break area for officers. Funding for this project is to install a small kitchen space as well as a shower and changing space. Prior year funding added the walls that created the reception area.	Public Safety	Active	CIP	239,563	-	-	-	-	239,563
4	10005	Halsey House Rehabilitation	The Facilities Maintenance Division manages the annual rat abatement contract and the fencing rental for the Halsey House. An environmental consultant is currently working on the Environmental Impact Report (EIR) for the Halsey House.	Housing	Active	CIP	181,569	-	-	-	-	181,569
5	10007	City Hall Emergency Back-up Power Generator	The existing stand-by generators at City Hall, Police Department and the Municipal Services Center are beyond their useful life and in need of replacement. The City has been required by Bay Area Air Quality Management District (BAAQMD) and California Air Resources Board (CARB) to register the emergency generator under the Portable Equipment Registration Program. The generator is subject to unscheduled inspections by the State for compliance with emission requirements. While the existing generator is meeting the current emission requirements, it is aging and at risk of exceeding emission standards soon. A new more energy-efficient generator will meet all BAAQMD requirements and will be more cost-effective to operate.	Public Safety	Active	CIP	460,000	-	-	-	-	460,000
6	10009	Library Construction	The design team has wrapped up the Schematic Design Phase which includes 30% drawings and refined cost estimates for the overall project. Over the next fiscal year, the design team will work to develop 60% design documents and further refined cost estimates before ultimately developing full Construction Documents that will be a full bid-ready plans and specifications. This project is anticipated to be ready for final review and bid preparation at the end of FY26-27 so that construction on this project will be targeted for FY27-28 and part of FY28-29.	General Government	Active	Grant	919,597	-	-	-	-	919,597
7	10010	MSC EV Infrastructure Project	The City is electrifying its fleet with support from SVCE and PG&E. In 2024, SVCE helped develop EV infrastructure plans for 707 Fremont Ave. Through PG&E's Make-Ready Program, PG&E handles utility upgrades while the City installs chargers and site work. This CIP readies the site for fleet electrification.	Environmental Sustainability	Active	CIP	195,000	-	-	-	-	195,000
						Fleet Vehicle	188,450	-	-	-	-	188,450
8	10011	History Museum Roof Replacement	This project will replace the roof at the Los Altos History Museum. The roof is beyond it's useful life.	Environmental Sustainability	Active	Facility Maintenance	215,000	-	-	-	-	215,000
9	10014	Grant Park Facility Solar and Battery Storage Installation	This project is for the purchase and installation of solar panels and battery power storage at the Grant Park buildings. This would reduce the electric load required from the public utility supplier and create an emergency power storage back-up in case of power outage.	Environmental Sustainability	Active	Park Impact Fee	254,444	-	-	-	-	254,444

FY2027-31 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Project Scope	Strategic Alignment	Status	Funding Source	FY2026-27 Budget	FY2027-28 Budget	FY2028-29 Budget	FY2029-30 Budget	FY2030-31 Budget	Total
10	10015	New Police Building Design	This project focuses on the planning and architectural development of a modern facility to support effective law enforcement operations and community engagement. It may include admin office, secure detention areas, evidence storage, public service counters, and parking.	Public Safety	Active	Facility Maintenance	229,300	-	-	-	-	229,300
11	10018	Garden House Upgrade Design	Create a design for interior upgrades at the Garden House facility.	Housing	New	Park Impact Fee	75,000	-	-	-	-	75,000
12	10019	Tennis Court Resurfacing	Resurface Rosita and Montclair tennis courts. Montclair will be a full subsurface replacement and include new fencing.	Housing	New	Park Impact Fee	310,000	-	-	-	-	310,000
13	10020	Grant Park Basketball Court Replacement and resurfacing	Replace and resurface basketball court surface at Grant Park including posts and backboards.	Housing	New	Park Impact Fee	250,000	-	-	-	-	250,000
14	10021	McKenzie Pickleball Courts	Convert McKenzie tennis courts into permanent pickleball court that would include lighting and leisure space.	Housing	New	Park Impact Fee	375,000	-	-	-	-	375,000
15	10022	Lincoln Park Gazebo Replacement	Replace gazebo located at the west side of Lincoln Park.	Housing	New	Park Impact Fee	200,000	-	-	-	-	200,000
16	10023	Admin Building B (formerly LAYC) Playground	Expand the playground footprint, enclose the fencing and add play elements.	Housing	New	Park Impact Fee	80,000	-	-	-	-	80,000
17	10024	Redwood Grove cement pathway replacement	Replacement/improvement of damaged cement pathway near archery area in Redwood Grove.	Housing	New	Park Impact Fee	20,000	-	-	-	-	20,000
18	10025	Replacement of irrigation controls	Replace outdated irrigation controls in all city parks.	Housing	New	CIP	75,000	-	-	-	-	75,000
19	10026	Sidewalk concrete repair and work	City-wide sidewalk condition evaluation.	Circulation Safety & Efficiency	New	CIP	50,000	-	-	-	-	50,000
20	10028	Green Stormwater Infrastructure Retrofit Program	This Capital Improvement Program (CIP) project will implement green stormwater infrastructure (GSI) retrofits within the public street right of way to support compliance with the Municipal Regional Stormwater National Pollutant Discharge Elimination System (NPDES) Permit MRP 3.0 requirements. The project will construct curb cuts, permeable pavement and bioretention facilities within selected public streets to capture, convey, and treat stormwater runoff from impervious roadway and sidewalk surfaces. Improvements will include but not limited to installation of curb openings, engineered bioretention soil media, permeable pavement, underdrains as needed, and native or climate appropriate vegetation to promote infiltration, evapotranspiration, and pollutant removal. The project is intended to retrofit existing public streets, where feasible, and provide stormwater treatment consistent with MRP 3.0 requirements for Green Stormwater Infrastructure (GSI) and Low Impact Development (LID) practices. The City will pursue implementation of GSI improvements toward a cumulative retrofit target of 1.88 acres of impervious drainage area treated, consistent with the City's MRP 3.0 compliance obligations by the end of the current permit term (June 30, 2027).	Environmental Sustainability	New	CIP	350,000	150,000	-	-	-	500,000
21	10029	Capacity Study (Civic Center)	The City will study the electrical capacity for the Civic Center campus in an analysis of current and future improvements to the property. This will allow the City to prepare and plan for any necessary electric infrastructure improvements that will be required for the campus.	Environmental Sustainability	New	CIP	120,000	-	-	-	-	120,000

FY2027-31 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Project Scope	Strategic Alignment	Status	Funding Source	FY2026-27 Budget	FY2027-28 Budget	FY2028-29 Budget	FY2029-30 Budget	FY2030-31 Budget	Total
22	20000	Downtown Lighting Improvements	City staff will improve the lighting within the downtown core because sidewalks, Veterans Community Plaza, and parking plazas are not extremely well lit in some locations. This will improve safety for residents and businesses while also increasing downtown vibrancy. City staff will identify other lighting solutions that may limit their impact on the overall electrical infrastructure.	Business Communities	Active	CIP	66,526	-	-	-	-	66,526
23	20002	Downtown Park Space with parking	The City completed extensive community engagement last summer by participating in 48 community events and connecting with over 1,000 community members at pop-up events, meetings, and workshops. After engaging with the community, the design team created design options that were presented to City Council in February 2026 that have been refined further based upon Council direction. The design team will take the refined design options back out to the community in the summer of 2026 for community engagement and feedback regarding preferred design options, locations, and amenities now that there are potential design concepts for discussion. Upon completion of the community engagement, this project will return for consideration in FY26-27.	Business Communities	Active	Park Impact Fee	1,104,160	-	-	-	-	1,104,160
24	30000	General Plan	The General Plan establishes a community's long-term vision for growth, reflecting shared priorities and values while guiding future development. The City of Los Altos last completed a comprehensive update of its General Plan in 2002. Since then, numerous State laws have been enacted that require a full overhaul of the existing plan. Most recently, the City adopted its 6th Cycle Housing Element and updated its Safety Element to comply with State mandates. State law requires that when a jurisdiction adopts a 6th Cycle Housing Element, it must also update its Safety Element. Additionally, when two or more required General Plan elements are updated, the jurisdiction must prepare an Environmental Justice Element. Beyond these State-mandated updates, the City adopted its Climate Action & Adaptation Plan (CAAP) and Complete Streets Master Plan (CSMP) in 2022. Both documents provide important direction for how Los Altos should grow and evolve in the coming decades. Integrating the policies and vision of the CAAP and CSMP into the General Plan is essential, as the General Plan serves as the City's highest level regulatory land use document.	Housing	Active	CIP	1,643,420	-	-	-	-	1,643,420
25	40006	Community Center Café	Complete the construction documents and permitting, purchase the appliances, and complete the construction for a new café inside the Los Altos Community Center.	General Government	Active	Park Impact Fee	165,000	-	-	-	-	165,000
26	40008	Shoup Park Playground	This project will upgrade the aging play equipment at Shoup Park. There are two playgrounds in the park. One playground is age appropriate for 2-5 year olds and another for 5-12 year olds. The funding includes design and construction services.	Housing	Active	Park Impact Fee	619,950	-	-	-	-	619,950
27	40009	Grant Playground	This project will upgrade the aging play equipment at Grant Park. The funding includes design and construction services.	Housing	Active	Park Impact Fee	619,950	-	-	-	-	619,950

FY2027-31 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Project Scope	Strategic Alignment	Status	Funding Source	FY2026-27 Budget	FY2027-28 Budget	FY2028-29 Budget	FY2029-30 Budget	FY2030-31 Budget	Total
28	70002	Fremont Ave Pedestrian Bridge Rehabilitation	Rehabilitation would include: replacement of timber decking, replacement of structural blocking and cross bracing, replacement of endspans middle glulam stringer, replacement of timber railing, installation of a drainage system, minor repairs to the bridge abutments, and backfilling of the first span to repair scour damage and loss of backfill material. Existing bridge abutments will remain.	Circulation Safety & Efficiency	Active	CIP	465,967	-	-	-	-	465,967
29	70004	Intersection Access Barrier Removal	The Hetch Hetchy pathway is a multi-use bike and pedestrian trail within the San Francisco Public Utilities Commission (SFPUC) right-of-way, connecting the City to Palo Alto via Arastradero Road. It also serves maintenance access for SFPUC and City staff. The City will reconstruct the existing crossings at Estrellita Way and Los Altos Avenue to meet current ADA standards and improve connectivity.	Circulation Safety & Efficiency	Active	TDA	26,610	-	-	-	-	26,610
30	70005	Downtown Parking lot resurfacing	To prepare topographic survey of all parking lots in the downtown area. Design and reconstruct Parking Plaza 4, 5 and 6.	Business Communities	Active	Downtown Parking	1,000,020	-	-	-	-	1,000,020
						CIP	2,499,980	-	-	-	-	2,499,980
31	70010	San Antonio Road Complete Street Project	This project would employ best practice street design principles to create designated space for each mode of transportation, separating pedestrians and cyclists from motor vehicle traffic, and reducing conflicts between vulnerable road users and vehicles. This improvement project would facilitate a safer	Circulation Safety & Efficiency	Active	OBAG	1,120,000	-	-	-	-	1,120,000
						TIF	283,000	-	-	-	-	283,000
32	70013	Downtown Circulation Study	Examine the circulation around the downtown area to determine if one-way will be feasible in the downtown area. (State Street and Main Street)	Business Communities	Active	CIP	100,000	-	-	-	-	100,000
33	70015	Bicycle/Pedestrian Education Program	The project will provide bicycle and pedestrian safety education from K-12 grades. (Original)The project will deliver bicycle and pedestrian safety education programs for students in grades K-12, promoting safe travel behaviors and increasing awareness of traffic rules and best practices.	Circulation Safety & Efficiency	New	Measure B	64,000	-	-	-	-	64,000
34	70016	Maintenance of various Traffic Safety throughout the City	The maintenance of existing traffic signals, signs, and pedestrian crossings at various locations throughout the City. Also, this project will install other safety features as necessary to improve pedestrian and bicycle safety.	Circulation Safety & Efficiency	New	RMRA	250,000	-	-	-	-	250,000
35	70017	New traffic signal controller at Springer and Fremont	Existing control is old and unable to obtain parts. New control, wiring and synchronization of the traffic signal between Fremont and Foothill Express will be done to allow an efficient flow of traffic through this area. (Original)The existing traffic signal controller is outdated and replacement parts are no longer available. This project will replace the controller, upgrade associated wiring, and implement signal synchronization between Fremont Avenue and Foothill Expressway to improve operational reliability and enhance traffic flow through the corridor.	Circulation Safety & Efficiency	New	CIP	600,000	-	-	-	-	600,000
36	70020	Cristo Rey Drive Investigation	The longitudinal cracking of the road and the vertical displacement of the road are such that the embankment on which the road is built may be settling unevenly and shows a possible slope instability.	Circulation Safety & Efficiency	New	CIP	150,000	-	-	-	-	150,000

FY2027-31 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Project Scope	Strategic Alignment	Status	Funding Source	FY2026-27 Budget	FY2027-28 Budget	FY2028-29 Budget	FY2029-30 Budget	FY2030-31 Budget	Total
37	70021	City-Owned Sidewalk Construction	This project funds the construction phase of sidewalk, curb, and gutter repairs on City-owned frontages identified through the City-owned Sidewalk Assessment (Project# 70000) and ongoing community service requests. Work includes removal and replacement of failed concrete panels, grinding or ramping of trip hazards, root pruning and root-barrier installation where tree-related damage is present, ADA-compliant curb ramp upgrades, and restoration of adjacent landscaping and pavement. The project will locate and identify damaged sidewalk and curb/gutter and make necessary repairs that do not fall within the legal responsibility of adjacent property owners.	Circulation Safety & Efficiency	New	CIP	175,000	-	-	-	-	175,000
38	70022	FY27 Annual Traffic Sign Replacement	There are approximately 8,000 standard roadway traffic signs throughout the City including street name signs. After time, the signs lose its reflectivity and makes it difficult for the public to see, especially at night. The Traffic Sign Replacement project provides funds to inventory and maintain and replace these signs. This project will also improve signage per the City's Complete Streets Master Plan, where appropriate, to improve safe access for bicycles and pedestrians and safer routes to schools. When appropriate, for economies of scale, this project may be integrated with the annual street resurfacing contract. (Original)The City maintains approximately 8,000 roadway traffic signs, including street name signs. Over time, these signs lose reflectivity, reducing visibility—particularly at night—and diminishing their effectiveness. This project provides funding to inventory, maintain, and systematically replace aging or non-compliant signs. The project will also upgrade signage, where appropriate, in alignment with the City's Complete Streets Master Plan to enhance accessibility and support safer travel for bicyclists, pedestrians, and safe routes to schools. When feasible, sign replacement work will be coordinated with the annual street resurfacing program to improve efficiency and achieve cost savings.	Circulation Safety & Efficiency	Ongoing - Annual	RMRA	220,000	-	-	-	-	220,000
39	70023	FY27 Annual Street Resurfacing	The annual street resurfacing project includes milling and an overlay of asphalt concrete (AC) on existing street surfaces that are approaching the end of their useful life, as evidenced by cracking and minor pavement failures. Priority was given to streets that is been identified as safe route to school.	Circulation Safety & Efficiency	Ongoing - Annual	Measure B	787,677	-	-	-	-	787,677
						RMRA	455,922	-	-	-	-	455,922
						Gas Tax	576,293	-	-	-	-	576,293
						CIP	3,035,671	-	-	-	-	3,035,671
40	70024	FY27 Annual Street Striping	Roadway striping and markers throughout the City need to be refreshed on a regular basis. Adjustments of striping on existing roadway to reduce conflicts are also considered. Visibility of pavement markings is important to prevent traffic accidents and improve traffic flow.	Circulation Safety & Efficiency	Ongoing - Annual	Gas Tax	555,159	-	-	-	-	555,159
						VRF	370,106	-	-	-	-	370,106
41	70025	FY27 Annual Street Slurry Seal	This project slurry- or micro-seals City streets annually, including cutout and repair of minor pavement failures. The seal typically places a thin layer of sand and oil over City streets. Neighborhood streets should receive a surface treatment (slurry seal) other than an overlay about every seven years. Sealing is a preventative maintenance treatment that prevents moisture from penetrating	Circulation Safety & Efficiency	Ongoing - Annual	Measure B	30,157	-	-	-	-	30,157
						Gas Tax	649,968	-	-	-	-	649,968
						VRF	725,361	-	-	-	-	725,361

FY2027-31 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Project Scope	Strategic Alignment	Status	Funding Source	FY2026-27 Budget	FY2027-28 Budget	FY2028-29 Budget	FY2029-30 Budget	FY2030-31 Budget	Total
			the pavement and softening the base material supporting the pavement.			CIP	531,252	-	-	-	-	531,252
42	80000	Chamber AV Equipment Upgrade	Replacement and upgrade of audio-visual equipment in the City Council Chambers to improve meeting reliability, broadcast quality, and public accessibility of City meetings.	General Government	Active	PEG	29,486	-	-	-	-	29,486
43	80001	Police Records Management & Dispatch System	Procurement of regional tri-city (Los Altos, Mountain View & Palo Alto) "virtual consolidation" public safety information system, which includes the sharing of a Computer Aided Dispatch (CAD) system, Records Management System (RMS), Field Based Reporting (FBR) and Mobile for Public Safety (MPS) system. These enterprise-wide applications will serve as the centerpiece for the larger project including a common 9-1-1 phone system and a shared police radio frequency. It will provide both technical and physical redundancy for all three cities.	Public Safety	Active	CIP	247,000	-	-	-	-	247,000

FY2027-31 Capital Improvement & Major Maintenance Projects

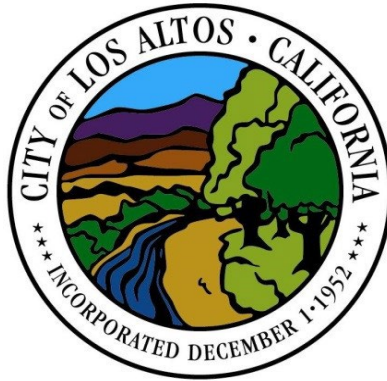
No.	Project #	Project Name	Project Scope	Strategic Alignment	Status	Funding Source	FY2026-27 Budget	FY2027-28 Budget	FY2028-29 Budget	FY2029-30 Budget	FY2030-31 Budget	Total
44	80004	IT Enhancement	The project originates from the IT Initiatives CIP, which has been carried out since FY 2016-17. After performing critical updates to the City's infrastructure (fiber internet, 10Gb switches, HA Firewalls, Wi-Fi, cloud VoIP, etc.), IT continues to deliver additional enhancements to support the City's operations. The enhancements include data center modernization (server rack reconfiguration, hyperconverged system, Virtualization platform, UPS, backup solution), business applications (TRAKIT, ArcGIS, AppEnhancer, etc.), physical security (simplified camera system and door access readers), and software solutions on cybersecurity (Managed Detection & Responses, Endpoint and Ransomware Protection), and AI-powered solutions. The City's IT Department also continues to perform hardware refresh and software upgrades to keep our IT environment up to date, and enhance the IT experience for all City staff.	General Government	Ongoing - Annual	Technology	611,503	-	-	-	-	611,503
45	90001	Sewer System Management Plan Update	In accordance with State requirements, this project will update the City of Los Altos Sewer System Management Plan. The updating is typically done by a sewer management consultant. The update of the SSMP will be based on compliance with the State Water Resources Control Board (SWRCB) Sanitary Sewer Discharge Requirements (WDR).	Environmental Sustainability	Active	Sewer	98,771	50,000	25,000	25,000	50,000	248,771
46	90002	Annual Root Foaming	Annual sewer maintenance program that applies chemical root-control foam to City sewer mains to remove invasive tree roots and prevent regrowth, reducing the risk of blockages and sanitary sewer overflows.	Environmental Sustainability	Ongoing - Annual	Sewer	170,266	-	-	-	-	170,266
47	90003	Document Scanning	The Document Scanning project includes the conversion of hardcopy documents into digital format and the maintenance of the operating software for the storage and retrieval of documents. This project increases efficiency in work flow for the creation , maintenance, preservation, and retrieval of project records and documentation, which improves the overall utilization of resources including space and staff time.	Environmental Sustainability	Active	Sewer	450,000	150,000	150,000	150,000	150,000	1,050,000
48	90005	Sanitary Sewer Video Inspection	As sewer system networks age, the risk of deterioration, blockages, and collapses become a major concern. Cleaning and inspecting sewer lines is essential to maintaining a properly functioning system. These activities further a community's reinvestment into its wastewater infrastructure. Inspection programs are required to determine current sewer conditions and to aid in planning a maintenance or rehabilitation strategy. Closed-circuit television (CCTV) inspections are the most frequently used, most cost efficient, and most effective method to inspect the internal condition of a sewer. The 2013 Sanitary Sewer Master Plan Update recommends full video inspection of the sanitary sewer system every 5 years. Current system CCTV data was last collected between 2021 and 2023.	Environmental Sustainability	Active	Sewer	878,983	440,000	440,000	440,000	440,000	2,638,983

FY2027-31 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Project Scope	Strategic Alignment	Status	Funding Source	FY2026-27 Budget	FY2027-28 Budget	FY2028-29 Budget	FY2029-30 Budget	FY2030-31 Budget	Total
49	90006	Adobe Creek Sewer Main Replacement	The project involves rehabilitation and partial realignment of approximately 6,580 linear feet of sewer main along Adobe Creek. The construction of the project is to be completed in four phases. Obtaining permits with regulatory agencies to work near and within the creek requires additional time, coordination, environmental submittal review, and overall project management.	Environmental Sustainability	Active	Sewer	491,908	-	-	-	-	491,908

FY2027-31 Capital Improvement & Major Maintenance Projects

No.	Project #	Project Name	Project Scope	Strategic Alignment	Status	Funding Source	FY2026-27 Budget	FY2027-28 Budget	FY2028-29 Budget	FY2029-30 Budget	FY2030-31 Budget	Total
50	90007	FY27 Annual Sewer System Repair Program	The 2013 Sanitary Sewer Master Plan Update recommended replacement of segments of pipes located at various locations throughout the City that are included in the focused cleaning schedule that have severe sags. Such sags can cause accumulation of debris and grease which necessitates frequent cleaning.	Environmental Sustainability	New	Sewer	235,000	-	-	-	-	235,000
51	90008	Sewer Flow Metering - Los Altos Hills Conveyance	This project will install permanent flow meters on sewers conveying Los Altos Hills wastewater into the City system. The meters will provide continuous flow data to replace the current per-household allocation method with cost sharing based on measured wastewater flows. Project elements include evaluating existing and proposed meter locations, confirming site feasibility (access, power, and communications), constructing permanent meters, and conducting a monitoring and validation period before full implementation for billing, inter-agency coordination and long-term agreements. The anticipated project duration is approximately 2-3 years.	Environmental Sustainability	New	Sewer	150,000	1,350,000	-	-	-	1,500,000
52	90010	FY27 Annual Fats, Oils, Grease Program (FOG)	State-mandated source-control program that inspects food-service establishments and educates customers on best management practices to keep fats, oils, and grease out of the sanitary sewer system.	Environmental Sustainability	Ongoing - Annual	Sewer	67,308	54,000	56,000	58,000	60,000	295,308
53	90011	FY27 Annual Structural Reach Replacement	Annual capital program to replace segments of sanitary sewer main with moderate-to-severe structural defects identified through CCTV inspection, in implementation of the 2013 Sanitary Sewer Master Plan Update.	Environmental Sustainability	Ongoing - Annual	Sewer	1,264,680	225,000	900,000	225,000	900,000	3,514,680
TOTAL							28,613,976	2,419,000	1,571,000	898,000	1,600,000	35,101,976



City of Los Altos

**Annual Report
on
the Park Impact Fee and the Traffic impact Fee
for
Fiscal Year Ended
June 30, 2024**

City of Los Altos**For Year Ended June 30, 2024****Schedule of Park Impact Fees**

Pursuant to City of Los Altos Municipal Code Chapter 13.24
Per City Council Adopted Resolution No. 2022-30

New Single-family Residential Home	\$ 77,500 per Home
New Multiple-family Unit	\$ 48,800 per Unit

Schedule of Traffic Impact Fees

Pursuant to City of Los Altos Municipal Code Chapter 3.48
Per City Council Adopted Resolution No. 2022-30

Single-family Housing	\$ 6,774 per Residential Unit
Multiple-family Housing	\$ 4,159 per Residential Unit
Senior Housing	\$ 1,744 per Residential Unit
Commercial	\$ 12,409 per One Thousand Gross Square Feet
Office	\$ 9,994 per One Thousand Gross Square Feet
Please refer to Exhibit C-2	

City of Los Altos
Park Impact Fees
For Year Ended June 30, 2024

Fiscal	Beg	Fees	Interest	Transfers	FY 23/24	Transfers	End
Year	Bal	Collected	Income/ Unrealized Gain and Loss	In	Expenditures	Out	Bal
2005	\$ -	\$ 30,000	\$ 670		\$ 6,500		\$ 24,170
2006	24,170	60,000	2,757				86,927
2007	86,927	243,000	7,705				337,632
2008	337,632	867,000	23,890		211,780		1,016,742
2009	1,016,742		19,684		73,046		963,380
2010	963,380	468,000	7,868		154,257		1,284,991
2011	1,284,991	132,000	7,784		1,136,867		287,908
2012	287,908	756,000	6,027		100,185		949,750
2013	949,750	3,636,000.00	4,640.00				4,590,390
2014	4,590,390	1,260,000	21,574				5,871,964
2015	5,871,964	62,708	24,420			56,773	5,902,319
2016	5,902,319	198,500	56,633		145,102	467,476	5,544,874
2017	5,544,874		12,414		1,152,527	899	4,403,862
2018	4,403,862	1,092,500	24,575		267,602		5,253,335
2019	5,253,335	127,500	35,466		243,104		5,173,197
2020	5,173,197		136,292		19,238		5,290,251
*2020R							5,447,255
2021	5,447,255	1,541,500	76,353		17,564	1,300,000	5,747,544
2022	5,747,544	3,757,600	70,668		38,000	917,515	8,620,297
**2023	8,620,297	321,500	(184,346)		42,678	793,965	7,920,808
2024	7,920,808	505,200	405,057		-	788,016	8,043,049

NOTE: The transfer out of funds went to the Capital Improvements Fund and Debt Service Fund
Please refer to Exhibit C-2

City of Los Altos
Traffic Impact Fees
For Year Ended June 30, 2024

Fiscal	Beg	Fees	Interest	Transfers	FY 23/24	Transfers	End
Year	Bal	Collected	Income/ Unrealized Gain and Loss	In	Expenditures	Out	Bal
2006	\$ -	\$ 84,796	\$ 960		\$ -	\$ -	\$ 85,756
2007	85,756		4,467				90,223
2008	90,223	285,018	7,785				383,026
2009	383,026	24,842	8,974				416,842
2010	416,842	154,644	3,372				574,858
2011	574,858	185,795	5,935		47,793		718,795
2012	718,795	59,964	5,108		23,402		760,465
2013	760,465	651,705	1,758		18,336		1,395,592
2014	1,395,592	692,408	8,083		1,684	95,357	1,999,042
2015	1,999,042	249,589	8,819		320,225		1,937,224
2016	1,937,224	41,531	18,924		7,014	518,398	1,472,267
2017	1,472,267		3,867		105,434	114,529	1,256,171
2018	1,256,171	105,359	5,165		346,463	440,000	580,232
2019	580,232	21,053	4,447		70,895		534,837
2020	534,837	20,293	14,355		62,102	4,540	502,843
**2020R							534,292
2021	534,292	139,336	6,871		(833)	651,391	29,940
2022	29,940	227,114	884		-	472,122	(214,184)
***2023	(214,184)	27,569	(12,726)		-	-	(199,341)
2024	(199,341)	43,733	36		-	-	(155,572)

NOTE: The transfer out of funds went to the Capital Improvements Fund
Please refer to Exhibit C-2

City of Los Altos
Park Impact Fee Funds Expended
For Year Ended June 30, 2024

Project	Amount of Impact Fees Expended on Project	Amount of All Funds Expended on Project	Percent Share of Impact Fees
Park Impact Fee Traffic impact Fee			
CF01028 Designated Picnic Area	\$ 69,359.78	\$ 69,359.78	100%
CF01030 Drainage and Drinking Fountains	14,390.00	14,390.00	100%
CF01032 Hillview Dog Park	68,923.76	68,923.76	100%
CF01034 Grant Park Facility (Electrical, Hot Water, & HVAC)	15,570.00	15,570.00	100%
CF01050 Historic Apricot Orchard Irrigation Installation	88,997.00	88,997.00	100%
CF01051 Laundry Hook-up for Washer/Dryer at LACC	24,901.48	24,901.48	100%
Total	\$ 282,142	\$ 282,142	100%
Debt Service			
GO Bond Payment	\$ 165,925		
Community Center Bond Payment	\$ 622,091		
Total	\$ 788,016		

As June 30, 2024, there were no loans made by the Fund

For fiscal year ending June 30, 2024, there were no fee refunds issued by the Fund

As of June 30, 2024, there were no incomplete public improvements for which sufficient funds have been collected.

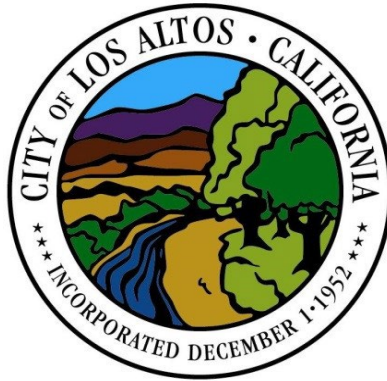
City of Los Altos
Traffic Impact Fee Funds Expended
For Year Ended June 30, 2024

Project	Amount of Impact Fees Expended on Project	Amount of All Funds Expended on Project	Percent Share of Impact Fees
N/A			0%
			0%
			0%
Total	<u>\$ -</u>	<u>\$ -</u>	0%

As June 30, 2024, there were no loans made by the Fund

For fiscal year ending June 30, 2024, there were no fee refunds issued by the Fund

As of June 30, 2024, there were no incomplete public improvements for which sufficient funds have been collected.



City of Los Altos

Annual Report

on

**the Park Impact Fee, the Traffic Impact Fee,
the Public Safety Impact Fee,
and General Government Impact Fee**

for

**Fiscal Year Ended
June 30, 2025**

City of Los Altos
Park, Traffic, Public Safety, and General Government Impact Fees
For Year Ended June 30, 2025

Schedule of Park Impact Fees

Pursuant to City of Los Altos Municipal Code Chapter 3.60
Per City Council Adopted Resolution No. 2024-54

SINGLE-FAMILY	\$	12.12	per SQFT
MULTI-FAMILY	\$	44.15	per SQFT

Schedule of Traffic Impact Fees

Pursuant to City of Los Altos Municipal Code Chapter 3.60
Per City Council Adopted Resolution No. 2024-54

SINGLE-FAMILY	\$	1.55	per SQFT
MULTI-FAMILY	\$	6.29	per SQFT
COMMERCIAL/ RETAIL	\$	10.71	per SQFT
OFFICE	\$	9.45	per SQFT

Schedule of Public Safety Impact Fees
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Pursuant to City of Los Altos Municipal Code Chapter 3.60
Per City Council Adopted Resolution No. 2024-54

SINGLE-FAMILY	\$	0.09	per SQFT
MULTI-FAMILY	\$	0.34	per SQFT
COMMERCIAL/ RETAIL	\$	1.22	per SQFT
OFFICE	\$	1.62	per SQFT

Schedule of General Government Impact Fees

Pursuant to City of Los Altos Municipal Code Chapter 3.60
Per City Council Adopted Resolution No. 2024-54

SINGLE-FAMILY	\$	0.13	per SQFT
MULTI-FAMILY	\$	0.48	per SQFT
COMMERCIAL/ RETAIL	\$	2.14	per SQFT
OFFICE	\$	2.86	per SQFT

City of Los Altos
Park Impact Fees
For Year Ended June 30, 2025

Fiscal	Beg	Fees	Interest	Transfers	FY 24/25	Transfers	End
Year	Bal	Collected	Income/Unrealized Gain and Loss	In	Expenditures	Out	Bal
2005	\$ -	\$ 30,000	\$ 670		\$ 6,500		\$ 24,170
2006	24,170	60,000	2,757				86,927
2007	86,927	243,000	7,705				337,632
2008	337,632	867,000	23,890		211,780		1,016,742
2009	1,016,742		19,684		73,046		963,380
2010	963,380	468,000	7,868		154,257		1,284,991
2011	1,284,991	132,000	7,784		1,136,867		287,908
2012	287,908	756,000	6,027		100,185		949,750
2013	949,750	3,636,000.00	4,640.00				4,590,390
2014	4,590,390	1,260,000	21,574				5,871,964
2015	5,871,964	62,708	24,420			56,773	5,902,319
2016	5,902,319	198,500	56,633		145,102	467,476	5,544,874
2017	5,544,874		12,414		1,152,527	899	4,403,862
2018	4,403,862	1,092,500	24,575		267,602		5,253,335
2019	5,253,335	127,500	35,466		243,104		5,173,197
2020	5,173,197		136,292		19,238		5,290,251
*2020R							5,447,255
2021	5,447,255	1,541,500	76,353		17,564	1,300,000	5,747,544
2022	5,747,544	3,757,600	70,668		38,000	917,515	8,620,297
**2023	8,620,297	321,500	(184,346)		42,678	793,965	7,920,808
2024	7,920,808	505,200	405,057		-	788,016	8,043,049
2025	8,043,049	11,490,809	750,291		249,613	622,090	19,412,447

NOTE: The transfer out of funds went to the Capital Improvements Fund and Debt Service Fund
Please refer to Exhibit C-2

City of Los Altos
Traffic Impact Fees
For Year Ended June 30, 2025

Fiscal	Beg	Fees	Interest	Transfers	FY 24/25	Transfers	End
Year	Bal	Collected	Income/Unrealized Gain and Loss	In	Expenditures	Out	Bal
2006	\$ -	\$ 84,796	\$ 960		\$ -	\$ -	\$ 85,756
2007	85,756		4,467				90,223
2008	90,223	285,018	7,785				383,026
2009	383,026	24,842	8,974				416,842
2010	416,842	154,644	3,372				574,858
2011	574,858	185,795	5,935		47,793		718,795
2012	718,795	59,964	5,108		23,402		760,465
2013	760,465	651,705	1,758		18,336		1,395,592
2014	1,395,592	692,408	8,083		1,684	95,357	1,999,042
2015	1,999,042	249,589	8,819		320,225		1,937,224
2016	1,937,224	41,531	18,924		7,014	518,398	1,472,267
2017	1,472,267		3,867		105,434	114,529	1,256,171
2018	1,256,171	105,359	5,165		346,463	440,000	580,232
2019	580,232	21,053	4,447		70,895		534,837
2020	534,837	20,293	14,355		62,102	4,540	502,843
**2020R							534,292
2021	534,292	139,336	6,871		(833)	651,391	29,940
2022	29,940	227,114	884		-	472,122	(214,184)
***2023	(214,184)	27,569	(12,726)		-	-	(199,341)
2024	(199,341)	43,733	36		-	-	(155,572)
2025	(155,572)	1,030,006	26,681		-	-	901,115

NOTE: The transfer out of funds went to the Capital Improvements Fund
Please refer to Exhibit C-2

City of Los Altos
Public Safety Impact Fees
For Year Ended June 30, 2025

Fiscal	Beg	Fees	Interest	Transfers	FY 24/25	Transfers	End
Year	Bal	Collected	Income/Unreali zed Gain and Loss	In	Expenditures	Out	Bal
2025	-	11,624	154		-	-	11,779

NOTE: The transfer out of funds went to the Capital Improvements Fund
Please refer to Exhibit C-2

City of Los Altos
General Governmental Impact Fees
For Year Ended June 30, 2025

Fiscal	Beg	Fees	Interest	Transfers	FY 24/25	Transfers	End
Year	Bal	Collected	Income/Unreali zed Gain and Loss	In	Expenditures	Out	Bal
2025	-	16,846	221		-	-	17,067

NOTE: The transfer out of funds went to the Capital Improvements Fund
Please refer to Exhibit C-2

City of Los Altos
Park Impact Fee Funds Expended
For Year Ended June 30, 2025

Project	Amount of Impact Fees Expended on Project	Amount of All Funds Expended on Project	Percent Share of Impact Fees
Proj#10014 Grant Park Facility Solar and Battery Storage Installation	\$ 249,612.50	\$ 249,612.50	100%
Total	<u>\$ 249,613</u>	<u>\$ 249,613</u>	100%
Debt Service			
Community Center Bond Payment	<u>\$ 622,090</u>		
Total	<u>\$ 622,090</u>		

As June 30, 2025, there were no loans made by the Fund

For fiscal year ending June 30, 2025, there were no fee refunds issued by the Fund

As of June 30, 2025, there were no incomplete public improvements for which sufficient funds have been collected.

City of Los Altos
Public Safety Impact Fee Funds Expended
For Year Ended June 30, 2025

Project	Amount of Impact Fees Expended on Project	Amount of All Funds Expended on Project	Percent Share of Impact Fees
N/A			0%
Total	<u>\$ -</u>	<u>\$ -</u>	0%

As June 30, 2025, there were no loans made by the Fund

For fiscal year ending June 30, 2025, there were no fee refunds issued by the Fund

As of June 30, 2025, there were no incomplete public improvements for which sufficient funds have been collected.

City of Los Altos
General Government Impact Fee Funds Expended
For Year Ended June 30, 2025

Project	Amount of Impact Fees Expended on Project	Amount of All Funds Expended on Project	Percent Share of Impact Fees
N/A			0%
Total	\$ <u>-</u>	\$ <u>-</u>	0%

As June 30, 2025, there were no loans made by the Fund

For fiscal year ending June 30, 2025, there were no fee refunds issued by the Fund

As of June 30, 2025, there were no incomplete public improvements for which sufficient funds have been collected.



City of Los Altos
Five-Year Findings Report
on the Park Impact Fee
Pursuant to Government Code § 66001(d)
(Mitigation Fee Act / AB 1600)

for
Reporting Period Ended
June 30, 2025

City of Los Altos
Park Impact Fee
Five-Year Findings Report
For Reporting Period Ended June 30, 2025

1. Introduction and Legal Authority

This report constitutes the five-year findings for the City of Los Altos Park Impact Fee Fund, prepared pursuant to Government Code section 66001(d) of the Mitigation Fee Act (AB 1600). It is made in connection with the City's annual AB 1600 report for the fiscal year ended June 30, 2025.

Government Code section 66001(d) requires that, for the fifth fiscal year following the first deposit into each development impact fee account or fund, and every five years thereafter, the local agency make the following findings with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing of incomplete improvements identified in Government Code section 66001(a)(2); and
- Designate the approximate dates on which the funding identified is expected to be deposited into the appropriate account or fund.

1.1 Scope of These Findings

These findings address the City of Los Altos Park Impact Fee imposed under Los Altos Municipal Code Chapter 3.60. Park Impact Fee revenues are accounted for in Fund 027 (the Park Impact Fee Fund). The City accounts for and reports this Fund as a development impact fee fund pursuant to Government Code sections 66000 et seq., including in each annual report filed under Government Code section 66006(b).

Predecessor In-Lieu Fee.

The unexpended balance of Fund 027 as of June 30, 2025 includes park-related revenues collected under the City's prior park in-lieu fee, which the Chapter 3.60 Park Impact Fee (adopted by Resolution No. 2024-54) superseded. The findings in this report are made with respect to the entire unexpended balance of the Fund, without regard to whether individual deposits were collected under the current Park Impact Fee or the prior in-lieu fee.

Conservative Scope.

Government Code section 66001(d) is ambiguous as to whether five-year findings are required for the entire unexpended balance of a development impact fee fund or only for that portion of the balance held more than five years as of the close of the fiscal year. Consistent with the conservative approach recommended by the League of California Cities (The Mitigation Fee Act's Five-Year Findings Requirement: Beware Costly Pitfalls (2022)) following *Walker v. City of San Clemente* (2015) 239 Cal.App.4th 1350, these findings are made on the entire unexpended balance of the Park Impact Fee Fund as of June 30, 2025 (\$19,412,447), without regard to when individual deposits were made. This conservative scope is intended to fully satisfy Government Code section 66001(d) under any reasonable interpretation of the statute.

City of Los Altos

Park Impact Fee

2. Five-Year Fund Activity Summary

Fiscal Years Ended June 30, 2021 through June 30, 2025

Fiscal Year	Beg. Balance	Fees Collected	Interest Income / Unrealized Gain & Loss	Transfers In	FY 24/25 Expenditures	Transfers Out	End Balance
2021	5,447,255	1,541,500	76,353	-	17,564	1,300,000	5,747,544
2022	5,747,544	3,757,600	70,668	-	38,000	917,515	8,620,297
**2023	8,620,297	321,500	(184,346)	-	42,678	793,965	7,920,808
2024	7,920,808	505,200	405,057	-	-	788,016	8,043,049
2025	8,043,049	11,490,809	750,291	-	249,613	622,090	19,412,447
Totals		17,616,609	1,118,023	-	347,855	4,421,586	

NOTE: Transfers out of the Park Impact Fee Fund during this period went to the Capital Improvements Fund and the Debt Service Fund. Refer to Exhibit C-2 of the FY 2024-25 annual report for detail on expenditures and debt service.

Total inflows over the five-year period: \$17,616,609 in fees collected and \$1,118,023 in interest and unrealized gains/losses. Total outflows: \$347,855 in direct project expenditures and \$4,421,586 in transfers out for debt service on the Community Center Bond and capital improvements (\$4,769,441 total).

City of Los Altos

Park Impact Fee

3. Current Fee Schedule and Aging of Unexpended Balance For Year Ended June 30, 2025

3.1 Authority and Adoption

The Park Impact Fee is imposed pursuant to Los Altos Municipal Code Chapter 3.60. The current fee schedule was adopted by the City Council under Resolution No. 2024-54.

3.2 Current Fee Schedule

The Park Impact Fee is charged on new residential development based on building square footage:

- Single-Family: \$12.12 per square foot
- Multi-Family: \$44.15 per square foot

3.3 Aging of Unexpended Balance (FIFO Basis)

The table below presents the aging of the Park Impact Fee Fund unexpended balance as of June 30, 2025, applying first-in, first-out (FIFO) treatment to fund outflows. Under FIFO, the oldest dollars in the Fund are deemed expended first.

Source of Unexpended Funds (FIFO Basis)	Amount	Share
Funds collected prior to FY 2020-21 (held more than five years as of 6/30/2025)	\$ 677,815	3.5%
Funds collected during FY 2020-21 through FY 2024-25 (held five years or less)	\$ 18,734,632	96.5%
Total Unexpended Balance as of June 30, 2025	\$ 19,412,447	100.0%

As of June 30, 2025, approximately \$677,815 of the unexpended balance represents funds collected prior to fiscal year 2020-21 — that is, funds held more than five years. The remaining \$18,734,632 was collected during fiscal years 2020-21 through 2024-25 and accordingly is not yet within the five-year window. The findings in Sections 4 and 5 address the entire unexpended balance and necessarily encompass the smaller aged portion.

City of Los Altos

Park Impact Fee

4. Incomplete Public Improvements Funded by the Park Impact Fee

Per Adopted FY 2025-26 through FY 2029-30 Capital Improvement Program

The following thirteen park and recreation capital projects are appropriated from the Park Impact Fee Fund in the City's adopted Five-Year Capital Improvement Program. Together, these projects constitute the incomplete public improvements to which the unexpended balance of the Fund is committed, satisfying the requirement of Government Code section 66001(a)(2) and (d)(1)(C).

Project #	Project Name	Total Committed Funding per Adopted FY 2025-26 through FY 2029-30 CIP
10008	Community Center Facility Improvements (EOC Retrofit component)	4,000,000
20002	Downtown Park Space with Parking	2,288,500
40010	Hillview/McKenzie Dog Parks	1,278,400
40004	Grant Park Facility (Electrical, Hot Water, & HVAC)	1,178,000
40008	Shoup Park Playground	620,000
40009	Grant Playground	620,000
10014	Grant Park Facility Solar and Battery Storage	275,000
40007	Grant & Shoup Pathway Rehabilitation	285,000
40006	Community Center Café	165,000
40005	Hillview Fitness Equipment	145,000
40003	Grant Park Fence Replacement	90,000
10002	San Antonio Club Upgrades	85,000
40002	Civic Center Parking (Park share)	50,000
	Total – Park Impact Fee	\$ 11,079,900

Source: City of Los Altos adopted Five-Year Capital Improvement Program, FY 2025-26 through FY 2029-30, Park Impact Fee funding source (Fund 027). Project numbers reference the City's Tyler ERP project identifiers.

Park Impact Fee Nexus – Project #10008. The Community Center Facility Improvements project (#10008) consists of capital improvements to the Los Altos Community Center, a recreation facility owned and operated by the City for the benefit of City residents, including residents of new residential development. The improvements funded by the Park Impact Fee under this project include facility renovations and infrastructure upgrades serving the recreational use of the Community Center. The Emergency Operations Center (EOC) retrofit component represents resiliency improvements to the same recreation facility that ensure its continued operation as a community gathering and recreation resource, including under emergency conditions, and is funded by the Park Impact Fee only to the extent attributable to that recreation facility component.

City of Los Altos

Park Impact Fee

5. Five-Year Findings

Pursuant to Government Code § 66001(d)

Based on the analysis presented in Sections 1 through 4, the City of Los Altos hereby makes the following findings with respect to the unexpended balance of the Park Impact Fee Fund as of June 30, 2025:

Finding 1. Purpose to Which the Fee Is to Be Put

The Park Impact Fee is imposed for the purpose of mitigating the impacts of new residential development on the City's parks, recreational facilities, and related public improvements. Fee revenues are dedicated to funding the acquisition, development, expansion, rehabilitation, and improvement of parkland and park and recreation facilities, including:

- Acquisition of land for new or expanded parks;
- Construction, expansion, and renovation of park and recreation facilities (including playgrounds, sports fields, courts, trails, restrooms, and community/recreation centers);
- Site improvements such as lighting, irrigation, landscaping, parking, accessibility, and security infrastructure;
- Energy and sustainability improvements to park and recreation facilities; and
- Debt service on bonds or other financing used to construct eligible park and recreation capital facilities.

Finding 2. Reasonable Relationship Between the Fee and Its Purpose

A reasonable relationship continues to exist between the Park Impact Fee and the purpose for which it is charged. New residential development increases the resident population of the City, which in turn increases demand for parkland and park and recreation facilities. Absent the Park Impact Fee, the City would be unable to maintain its existing level of park service as the population grows from new development.

The fee is imposed on a per-square-foot basis on new single-family and multi-family residential construction, which is a reasonable proxy for the additional residents generated by each unit. Fee proceeds may only be expended on park and recreation capital improvements that serve the residents of new development, consistent with Government Code section 66006(c). The reasonable relationship between the new development on which the fee is imposed, the need for additional park and recreation facilities, and the use of fee proceeds was established in the nexus analysis supporting the adoption of the fee under Chapter 3.60 of the Los Altos Municipal Code.

Reexamination of Continuing Need.

In making these findings, the City Council has reexamined the continuing need for park and recreation capital improvements caused by new residential development in the City, consistent with the requirements of *Walker v. City of San Clemente* (2015) 239 Cal.App.4th 1350. The City Council finds that the continuing need is confirmed by:

- Ongoing residential development activity in the City, including residential building permits issued during fiscal years 2020-21 through 2024-25 generating \$17,616,609 in Park Impact Fee revenue;

- The residential development capacity identified in the City’s adopted General Plan and 2023-2031 Housing Element, which projects continued population growth and resulting demand for park and recreation services;
- The City’s adopted Five-Year Capital Improvement Program (FY 2025-26 through FY 2029-30), which identifies thirteen specific park and recreation capital improvement projects required to serve existing and projected residents, including new playgrounds, dog park facilities, pathway rehabilitation, energy and accessibility upgrades, and expansion of community recreation space; and
- The fact that the City’s current park acreage per capita and recreation facility inventory have not increased materially since adoption of the Park Impact Fee, while residential development and population have continued to grow, confirming that the demand for park and recreation facilities driven by new development persists.

Based on this reexamination, the City Council finds that the continuing need for the park and recreation improvements to be financed by the Park Impact Fee exists, and that the original nexus determinations supporting Chapter 3.60 remain valid as applied to the thirteen identified projects.

Finding 3. Sources and Amounts of Funding Anticipated to Complete Financing of Incomplete Improvements

Of the \$19,412,447 unexpended balance of the Park Impact Fee Fund as of June 30, 2025:

Application of Unexpended Balance as of June 30, 2025	Amount	Share
Appropriated to specific projects in adopted FY 2025-26 through FY 2029-30 CIP (13 named projects)	\$ 11,079,900	57.1%
Held against continuing park and recreation improvement needs from new residential development, and as funding reserve for the thirteen identified projects	\$ 8,332,547	42.9%
Total Unexpended Balance	\$ 19,412,447	100.0%

The thirteen capital projects identified in Section 4 represent total programmed funding of \$11,079,900 from the Park Impact Fee Fund under the City’s adopted Five-Year Capital Improvement Program. To the extent the total cost of these projects exceeds the Park Impact Fee funding allocated, the remainder of project financing is anticipated from the following sources, as identified in each project’s CIP funding stack:

- Future Park Impact Fee collections, deposited on an ongoing basis as residential building permits are issued through FY 2029-30 and thereafter;
- Interest earnings and unrealized gains/losses on the Fund balance, recorded as earned each fiscal year;
- General Fund and other City fund transfers, as appropriated through the annual budget;
- Grants and other contributions, as awarded.

Planned Use of the Remaining \$8,332,547.

The unexpended balance of the Park Impact Fee Fund as of June 30, 2025 exceeds the \$11,079,900 currently programmed to the thirteen identified projects by \$8,332,547. The City Council finds that this remaining portion is held for the following identified purposes, each consistent with the purpose of the Park Impact Fee under Los Altos Municipal Code Chapter 3.60:

- Funding reserve for the thirteen identified projects. Several of the identified projects, including the Downtown Park Space with Parking (#20002) and the Community Center Facility Improvements (#10008), remain in design or early procurement phases and are subject to construction cost escalation, design refinement, and contingencies. A portion of the remaining balance is held as a reserve against such cost growth on the projects already identified in Section 4.
- Continuing need from ongoing residential development. The City's adopted General Plan and 2023-2031 Housing Element project continued residential development through and beyond the current CIP horizon. The Park Impact Fee revenues attributable to such development will continue to generate need for additional park and recreation capital improvements (including potential park acquisition, expanded recreation facilities, and additional playground and accessibility improvements) to maintain the City's adopted level of park service. The remaining balance is held against this continuing nexus pipeline.
- Future CIP appropriations. Specific additional park and recreation capital improvements responsive to the above will be identified and appropriated through the City's annual CIP update process, as required by Government Code section 66002. Each annual CIP update will include identification of additional incomplete public improvements to be financed from the Park Impact Fee Fund consistent with these findings.

Finding 4. Approximate Dates of Deposit

Funding Deposit Schedule.

The funding identified in Finding 3 is anticipated to be deposited into the Park Impact Fee Fund or applied to eligible park and recreation capital improvements on the following approximate schedule:

- Park Impact Fees: collected and deposited on an ongoing basis as residential building permits are issued during fiscal years 2025-26 through 2029-30 and thereafter, subject to market conditions and development activity;
- Interest earnings and unrealized gains/losses: recorded on an ongoing basis as earned in each fiscal year;
- General Fund transfers and grant proceeds: as appropriated by the City Council through the annual budget and CIP processes during fiscal years 2025-26 through 2029-30.

Approximate Project Construction Schedule.

Construction of the incomplete public improvements identified in the project table is anticipated to commence on the following approximate schedule, as established in the City's adopted FY 2025-26 through FY 2029-30 CIP:

- Currently under construction or in active procurement during FY 2025-26 (encumbrances executed): Shoup Park Playground (#40008) and Grant Playground (#40009);
- Commencement anticipated during FY 2025-26: Community Center Facility Improvements (#10008); Hillview/McKenzie Dog Parks (#40010); Grant Park Facility Solar and Battery Storage (#10014); Grant Park Facility Electrical/HVAC (#40004); Grant & Shoup Pathway Rehabilitation (#40007); Community Center Café (#40006); Hillview Fitness Equipment (#40005); Grant Park Fence Replacement (#40003); San Antonio Club Upgrades (#10002); Civic Center Parking (#40002);

- Design phase in FY 2025-26 with construction commencement anticipated in FY 2026-27 or later: Downtown Park Space with Parking (#20002).

Actual commencement dates may vary based on design completion, environmental clearance, procurement timing, and project sequencing. The City will update construction commencement timing through subsequent annual AB 1600 reports and the annually-adopted CIP.

Other Required Disclosures

- Loans. As of June 30, 2025, there were no loans made by the Park Impact Fee Fund.
- Refunds. For the fiscal year ended June 30, 2025, no fee refunds were issued from the Park Impact Fee Fund.
- Cumulative Expenditures and Inter-Fund Transfers (FY 2020-21 – FY 2024-25). During the five-year period FY 2020-21 through FY 2024-25, the Park Impact Fee Fund made the following expenditures and inter-fund transfers, all for purposes consistent with the Park Impact Fee under Los Altos Municipal Code Chapter 3.60:
 - Community Center Bond debt service (transfers to Debt Service Fund): \$4,421,586 cumulative across fiscal years 2020-21 through 2024-25. These transfers funded debt service on the bonds that financed the construction and renovation of the Los Altos Community Center, a park and recreation facility serving residents of new development.
 - Grant Park Facility Solar and Battery Storage Installation (Project #10014): \$249,612.50 direct expenditure in FY 2024-25, constituting 100% of project funding. This project provides on-site renewable energy and resiliency infrastructure for the Grant Park recreation facility.
 - Capital Improvements Fund expenditures: \$98,242 cumulative expended from the Fund through the Capital Improvements Fund during fiscal years 2020-21 through 2022-23 (\$17,564 in FY 2020-21, \$38,000 in FY 2021-22, and \$42,678 in FY 2022-23). These amounts are outflows that reduced the Fund balance and are reported in the Expenditures column of the Five-Year Fund Activity Summary.
 - Total cumulative outflow (expenditures and transfers out) during the five-year period: \$4,769,441, comprising \$347,855 in direct project expenditures and \$4,421,586 in transfers out. Refer to Exhibit C-2 of the City's annual AB 1600 report for additional detail.
- Sufficient Funds / Construction Commencement (§ 66001(e)). As of June 30, 2025, the City has determined that no incomplete public improvement funded by the Park Impact Fee has had sufficient Park Impact Fee funds collected to complete the financing of that improvement. Accordingly, no designation of an approximate construction commencement date under Government Code section 66001(e) is required at this time. The City will continue to monitor each project's funding status through its annual AB 1600 reporting and will make any required Government Code section 66001(e) designation within 180 days if and when sufficient funds are collected for any individual incomplete improvement.
- Construction Commencement (§ 66006(b)(1)(F)). Construction of each of the thirteen incomplete public improvements identified in the project table is anticipated to commence on the schedule described in Finding 4 above, in accordance with the adopted FY 2025-26 through FY 2029-30 CIP.
- Fiscal Year 2024-25 Expenditures. During fiscal year 2024-25, the City directly expended \$249,612.50 of Park Impact Fees on the Grant Park Facility Solar and Battery Storage Installation

project (Project #10014), constituting 100% of the project funding for that project. Additionally, the City made transfers of \$622,090 from the Fund to the Debt Service Fund for the Community Center Bond Payment.

Conclusion

Based on the foregoing, the City Council of the City of Los Altos finds that:

- The purpose of the Park Impact Fee, as identified in Finding 1, remains valid and continues to serve the community;
- A reasonable relationship continues to exist between the Park Impact Fee, the new residential development on which it is imposed, and the use of fee proceeds for park and recreation capital improvements that serve the residents of such new development, as set forth in Finding 2;
- The sources and amounts of funding anticipated to complete the financing of the incomplete public improvements identified in Section 4 are as set forth in Finding 3; and
- The approximate dates of deposit of such funding are as set forth in Finding 4.

These findings are made in connection with the City's annual AB 1600 report for the fiscal year ended June 30, 2025, and are intended to satisfy the requirements of Government Code section 66001(d). These findings will be presented to the City Council for adoption by resolution concurrent with the City's annual AB 1600 report.



**City of Los Altos
Five-Year Findings Report
on the Traffic Impact Fee
Pursuant to Government Code § 66001(d)
(Mitigation Fee Act / AB 1600)**

**for
Reporting Period Ended
June 30, 2025**

**City of Los Altos
Traffic Impact Fee
Five-Year Findings Report
For Reporting Period Ended June 30, 2025**

1. Introduction and Legal Authority

This report constitutes the five-year findings for the City of Los Altos Traffic Impact Fee Fund, prepared pursuant to Government Code section 66001(d) of the Mitigation Fee Act (AB 1600). It is made in connection with the City's annual AB 1600 report for the fiscal year ended June 30, 2025.

Government Code section 66001(d) requires that, for the fifth fiscal year following the first deposit into each development impact fee account or fund, and every five years thereafter, the local agency make the following findings with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing of incomplete improvements identified in Government Code section 66001(a)(2); and
- Designate the approximate dates on which the funding identified is expected to be deposited into the appropriate account or fund.

1.1 Scope of These Findings

These findings address the City of Los Altos Traffic Impact Fee imposed under Los Altos Municipal Code Chapter 3.60. Traffic Impact Fee revenues are accounted for in the Traffic Impact Fee Fund (Fund 026). The City accounts for and reports this Fund as a development impact fee fund pursuant to Government Code sections 66000 et seq., including in each annual report filed under Government Code section 66006(b).

Conservative Scope.

Government Code section 66001(d) is ambiguous as to whether five-year findings are required for the entire unexpended balance of a development impact fee fund or only for that portion of the balance held more than five years as of the close of the fiscal year. Consistent with the conservative approach recommended by the League of California Cities (The Mitigation Fee Act's Five-Year Findings Requirement: Beware Costly Pitfalls (2022)) following *Walker v. City of San Clemente* (2015) 239 Cal.App.4th 1350, these findings are made on the entire unexpended balance of the Traffic Impact Fee Fund as of June 30, 2025 (\$901,115), without regard to when individual deposits were made. As described in Section 3.3, no portion of that balance has in fact been held more than five years. This conservative scope is intended to fully satisfy Government Code section 66001(d) under any reasonable interpretation of the statute.

City of Los Altos
Traffic Impact Fee

2. Five-Year Fund Activity Summary

Fiscal Years Ended June 30, 2021 through June 30, 2025

Fiscal Year	Beg. Balance	Fees Collected	Interest Income / Unrealized Gain & Loss	Transfers In	Expenditures	Transfers Out	End Balance
2021	534,292	139,336	6,871	—	(833)	651,391	29,940
2022	29,940	227,114	884	—	—	472,122	(214,184)
2023	(214,184)	27,569	(12,726)	—	—	—	(199,341)
2024	(199,341)	43,733	36	—	—	—	(155,572)
2025	(155,572)	1,030,006	26,681	—	—	—	901,115
Totals		1,467,758	21,746	—	(833)	1,123,513	

NOTE: Transfers out of the Traffic Impact Fee Fund during this period went to the Capital Improvements Fund. Refer to Exhibit C-1 and Exhibit C-2 of the FY 2024-25 annual AB 1600 report for detail. Figures are presented as reported by the City; amounts in parentheses are negative.

Over the five-year period, the Fund recorded \$1,467,758 in fees collected and \$21,746 in net interest and unrealized gains/losses, against \$1,123,513 in transfers out to the Capital Improvements Fund and a net expenditure credit of (\$833) recorded in FY 2020-21 (no positive direct project expenditures were made during the period). As a result of the timing of transfers out relative to fee collections, the Fund carried a negative balance at the close of fiscal years 2021-22 through 2023-24. The Fund was restored to a positive unexpended balance of \$901,115 as of June 30, 2025, following \$1,030,006 in Traffic Impact Fees collected during fiscal year 2024-25.

City of Los Altos
Traffic Impact Fee

3. Current Fee Schedule and Aging of Unexpended Balance
For Year Ended June 30, 2025

3.1 Authority and Adoption

The Traffic Impact Fee is imposed pursuant to Los Altos Municipal Code Chapter 3.60. The current fee schedule was adopted by the City Council under Resolution No. 2024-54.

3.2 Current Fee Schedule

The Traffic Impact Fee is charged on new development based on building square footage and land use type:

- Single-Family: \$1.55 per square foot
- Multi-Family: \$6.29 per square foot
- Commercial / Retail: \$10.71 per square foot
- Office: \$9.45 per square foot

3.3 Aging of Unexpended Balance (FIFO Basis)

The table below presents the aging of the Traffic Impact Fee Fund unexpended balance as of June 30, 2025, applying first-in, first-out (FIFO) treatment to fund outflows. Under FIFO, the oldest dollars in the Fund are deemed expended first.

Source of Unexpended Funds (FIFO Basis)	Amount	Share
Funds collected prior to FY 2020-21 (held more than five years as of 6/30/2025)	\$ 0	0.0%
Funds collected during FY 2020-21 through FY 2024-25 (held five years or less)	\$ 901,115	100.0%
Total Unexpended Balance as of June 30, 2025	\$ 901,115	100.0%

Because the Traffic Impact Fee Fund was fully drawn down — reaching a negative balance — at the close of fiscal years 2021-22 through 2023-24, every dollar collected before fiscal year 2024-25 is, under FIFO, deemed to have been expended. Accordingly, no portion of the \$901,115 unexpended balance as of June 30, 2025 represents funds held more than five years; the entire unexpended balance is attributable to Traffic Impact Fees collected during fiscal year 2024-25. The findings in Sections 4 and 5 nonetheless address the entire unexpended balance on the conservative whole-balance basis described in Section 1.1.

City of Los Altos
Traffic Impact Fee

4. Incomplete Public Improvements Funded by the Traffic Impact Fee
Per Adopted FY 2025-26 through FY 2029-30 Capital Improvement Program

The following street and circulation capital project is appropriated from the Traffic Impact Fee Fund in the City's adopted Five-Year Capital Improvement Program. This project constitutes the incomplete public improvement to which the unexpended balance of the Fund is committed, satisfying the requirement of Government Code section 66001(a)(2) and (d)(1)(C).

Project #	Project Name	Total Committed TIF Funding per Adopted FY 2025-26 through FY 2029-30 CIP
70010	San Antonio Road Complete Street Project	\$ 283,000
	Total – Traffic Impact Fee	\$ 283,000

Source: City of Los Altos adopted Five-Year Capital Improvement Program, FY 2025-26 through FY 2029-30, Traffic Impact Fee funding source (Fund 026). Project numbers reference the City's Tyler ERP project identifiers.

Traffic Impact Fee nexus – Project #70010. *The San Antonio Road Complete Street Project is a transportation capital improvement that reconfigures San Antonio Road to provide designated space for each travel mode, separating pedestrians and cyclists from motor vehicle traffic, reducing conflicts among road users, and closing an existing connectivity gap in the City's circulation network. The improvement enhances the safety and capacity of the City's transportation network to serve the additional travel demand generated by new development, consistent with the purpose of the Traffic Impact Fee under Los Altos Municipal Code Chapter 3.60. The Traffic Impact Fee funds \$283,000 of the project; the remaining project cost is funded by a One Bay Area Grant (OBAG) of \$1,120,000.*

City of Los Altos Traffic Impact Fee

5. Five-Year Findings

Pursuant to Government Code § 66001(d)

Based on the analysis presented in Sections 1 through 4, the City of Los Altos hereby makes the following findings with respect to the unexpended balance of the Traffic Impact Fee Fund as of June 30, 2025:

Finding 1. Purpose to Which the Fee Is to Be Put

The Traffic Impact Fee is imposed for the purpose of mitigating the impacts of new development on the City's transportation and circulation system. Fee revenues are dedicated to funding the construction, expansion, rehabilitation, and improvement of transportation capital facilities serving new development, including:

- Street and roadway improvements, including resurfacing, reconstruction, and capacity or operational improvements;
- Intersection, signalization, and traffic-control improvements;
- Bicycle, pedestrian, and other active-transportation and complete-streets improvements;
- Transportation safety improvements, including Safe Routes to School and neighborhood traffic management; and
- Related transportation infrastructure and appurtenances necessary to maintain the City's adopted level of service as development occurs.

Finding 2. Reasonable Relationship Between the Fee and Its Purpose

A reasonable relationship continues to exist between the Traffic Impact Fee and the purpose for which it is charged. New residential and non-residential development generates additional vehicle trips and travel demand, which increases the burden on the City's streets, intersections, and circulation network. Absent the Traffic Impact Fee, the City would be unable to maintain its existing level of transportation service as travel demand grows from new development.

The fee is imposed on a per-square-foot basis on new single-family, multi-family, commercial/retail, and office development, which is a reasonable proxy for the additional trips generated by each land use type. Fee proceeds may only be expended on transportation capital improvements that serve new development, consistent with Government Code section 66006(c). The reasonable relationship between the new development on which the fee is imposed, the need for transportation improvements, and the use of fee proceeds was established in the nexus analysis supporting the adoption of the fee under Chapter 3.60 of the Los Altos Municipal Code.

Reexamination of Continuing Need.

In making these findings, the City Council has reexamined the continuing need for transportation capital improvements caused by new development in the City, consistent with the requirements of *Walker v. City of San Clemente* (2015) 239 Cal.App.4th 1350. The City Council finds that the continuing need is confirmed by:

- Ongoing development activity in the City, including building permits issued during fiscal years 2020-21 through 2024-25 generating \$1,467,758 in Traffic Impact Fee revenue;
- The development capacity identified in the City’s adopted General Plan and 2023-2031 Housing Element, which projects continued residential and non-residential development and resulting demand on the transportation network;
- The City’s adopted Five-Year Capital Improvement Program (FY 2025-26 through FY 2029-30), which identifies the Traffic Impact Fee–funded San Antonio Road Complete Street Project (#70010) within a broader program of street, traffic, circulation, and bicycle/pedestrian capital improvements required to serve existing and projected development (see Section 4); and
- The continued growth in travel demand on City streets and intersections relative to existing transportation capacity, confirming that the demand for transportation improvements driven by new development persists.

Based on this reexamination, the City Council finds that the continuing need for the transportation improvements to be financed by the Traffic Impact Fee exists, and that the original nexus determinations supporting Chapter 3.60 remain valid as applied to the project identified in Section 4.

Finding 3. Sources and Amounts of Funding Anticipated to Complete Financing of Incomplete Improvements

Of the \$901,115 unexpended balance of the Traffic Impact Fee Fund as of June 30, 2025:

Application of Unexpended Balance as of June 30, 2025	Amount	Share
Appropriated to the Traffic Impact Fee–funded project in the adopted FY 2025-26 through FY 2029-30 CIP (Project #70010)	\$ 283,000	31.4%
Held against continuing transportation improvement needs from new development, and as funding reserve for the identified project and future CIP appropriations	\$ 618,115	68.6%
Total Unexpended Balance	\$ 901,115	100.0%

The Traffic Impact Fee–funded project identified in Section 4 represents \$283,000 of programmed Traffic Impact Fee funding under the City’s adopted Five-Year Capital Improvement Program. The total cost of that project exceeds the Traffic Impact Fee funding allocated; the remainder of project financing has been secured through a One Bay Area Grant (OBAG) of \$1,120,000, and any further project financing is anticipated from the following sources, as identified in the project’s CIP funding stack:

- Future Traffic Impact Fee collections, deposited on an ongoing basis as building permits are issued through FY 2029-30 and thereafter;
- Interest earnings and unrealized gains/losses on the Fund balance, recorded as earned each fiscal year;
- Gas Tax, SB 1, Measure B, TDA, VRF, and other restricted transportation revenues, as appropriated through the annual budget;
- General Fund and other City fund transfers, as appropriated through the annual budget; and
- Grants and other contributions, as awarded.

Planned Use of the Unexpended Balance.

The City Council finds that the unexpended balance of the Traffic Impact Fee Fund as of June 30, 2025 is held for the following identified purposes, each consistent with the purpose of the Traffic Impact Fee under Los Altos Municipal Code Chapter 3.60:

- Identified CIP project. Funding source for the transportation capital project identified in Section 4, which is in design or early procurement and is subject to cost escalation, design refinement, and contingencies;
- Continuing need from ongoing development. The City's adopted General Plan and 2023-2031 Housing Element project continued development through and beyond the current CIP horizon. Traffic Impact Fee revenues attributable to such development will continue to generate need for additional transportation capital improvements to maintain the City's adopted level of transportation service. A portion of the balance is held against this continuing nexus pipeline;
- Future CIP appropriations. Specific additional transportation capital improvements responsive to the above will be identified and appropriated through the City's annual CIP update process, as required by Government Code section 66002. Each annual CIP update will include identification of additional incomplete public improvements to be financed from the Traffic Impact Fee Fund consistent with these findings.

Finding 4. Approximate Dates of Deposit

Funding Deposit Schedule.

The funding identified in Finding 3 is anticipated to be deposited into the Traffic Impact Fee Fund or applied to eligible transportation capital improvements on the following approximate schedule:

- Traffic Impact Fees: collected and deposited on an ongoing basis as building permits are issued during fiscal years 2025-26 through 2029-30 and thereafter, subject to market conditions and development activity;
- Interest earnings and unrealized gains/losses: recorded on an ongoing basis as earned in each fiscal year;
- Restricted transportation revenues, General Fund transfers, and grant proceeds: as appropriated by the City Council through the annual budget and CIP processes during fiscal years 2025-26 through 2029-30.

Approximate Project Construction Schedule.

Construction of the incomplete public improvement identified in Section 4 is anticipated to commence on the approximate schedule established in the City's adopted FY 2025-26 through FY 2029-30 CIP, as follows:

- San Antonio Road Complete Street Project (#70010): commencement anticipated during fiscal year 2026-27, with the \$283,000 Traffic Impact Fee share programmed in the FY 2026-27 budget.

Actual commencement dates may vary based on design completion, environmental clearance, procurement timing, and project sequencing. The City will update construction commencement timing through subsequent annual AB 1600 reports and the annually-adopted CIP.

Other Required Disclosures

- **Loans.** As of June 30, 2025, there were no loans made by the Traffic Impact Fee Fund.

- **Refunds.** For the fiscal year ended June 30, 2025, no fee refunds were issued from the Traffic Impact Fee Fund.
- **Cumulative Expenditures and Inter-Fund Transfers (FY 2020-21 – FY 2024-25).** During the five-year period FY 2020-21 through FY 2024-25, the Traffic Impact Fee Fund made transfers out totaling \$1,123,513 to the Capital Improvements Fund (\$651,391 in FY 2020-21 and \$472,122 in FY 2021-22) for street, traffic, and circulation capital improvements consistent with the Traffic Impact Fee under Los Altos Municipal Code Chapter 3.60. The Fund recorded a net expenditure credit of (\$833) in FY 2020-21 (a minor reversal of prior project costs) and made no other (positive) direct project expenditures during the five-year period. Refer to Exhibit C-2 of the City’s annual AB 1600 report for additional detail.
- **Prior Negative Fund Balance.** As a result of the timing of transfers to the Capital Improvements Fund relative to fee collections, the Traffic Impact Fee Fund carried a negative fund balance at the close of fiscal years 2021-22 (\$214,184), 2022-23 (\$199,341), and 2023-24 (\$155,572)). The Fund was restored to a positive unexpended balance of \$901,115 as of June 30, 2025 following fiscal year 2024-25 fee collections. Because the balance was fully drawn down during this period, no unexpended funds have been held more than five years.
- **Sufficient Funds / Construction Commencement (§ 66001(e)).** As of June 30, 2025, the City has determined that the Traffic Impact Fee Fund had not collected sufficient Traffic Impact Fee revenues to complete the total financing of the incomplete public improvement identified in Section 4 (the San Antonio Road Complete Street Project, #70010), the total cost of which is also financed by a One Bay Area Grant. Accordingly, no designation of an approximate construction commencement date under Government Code section 66001(e) is required at this time. The approximate construction commencement date for the project (fiscal year 2026-27) is in any event identified through the City’s adopted Five-Year Capital Improvement Program, consistent with Government Code section 66002. The City will continue to monitor the project’s funding status through its annual AB 1600 reporting and will make any required Government Code section 66001(e) designation within 180 days if and when sufficient Traffic Impact Fee funds are collected to complete financing of the improvement.
- **Construction Commencement (§ 66006(b)(1)(F)).** Construction of the incomplete public improvement identified in Section 4 (the San Antonio Road Complete Street Project, #70010) is anticipated to commence during fiscal year 2026-27, in accordance with the adopted FY 2025-26 through FY 2029-30 CIP.
- **Fiscal Year 2024-25 Activity.** During fiscal year 2024-25, the City made no direct expenditures of Traffic Impact Fees and no transfers out of the Fund. The increase in the Fund balance during the year is attributable to \$1,030,006 in Traffic Impact Fees collected and \$26,681 in interest income and unrealized gains.

Conclusion

Based on the foregoing, the City Council of the City of Los Altos finds that:

- The purpose of the Traffic Impact Fee, as identified in Finding 1, remains valid and continues to serve the community;

- A reasonable relationship continues to exist between the Traffic Impact Fee, the new development on which it is imposed, and the use of fee proceeds for transportation capital improvements that serve such new development, as set forth in Finding 2;
- The sources and amounts of funding anticipated to complete the financing of the incomplete public improvement identified in Section 4 are as set forth in Finding 3; and
- The approximate dates of deposit of such funding are as set forth in Finding 4.

These findings are made in connection with the City's annual AB 1600 report for the fiscal year ended June 30, 2025, and are intended to satisfy the requirements of Government Code section 66001(d). These findings will be presented to the City Council for adoption by resolution concurrent with the City's annual AB 1600 report.

City of Los Altos
Fee Schedule
FY2026-27

DEVELOPMENT SERVICES	
BUILDING DIVISION	
Building Permit	
Valuation based on price per square foot of construction. Minimum valuation for all residential and	
Total Valuation	Fee
\$1.00 - \$3,000.00	\$ 251.87
\$3,001.00 - \$25,000.00	
First \$3,000	\$ 251.87
Each Additional \$1,000 or fraction thereof	\$ 32.49
\$25,001.00 - \$50,000.00	
First \$25,000	\$ 966.65
Each Additional \$1,000 or fraction thereof	\$ 33.46
\$50,001 - \$100,000.00	
First \$50,000	\$ 1,803.36
Each Additional \$1,000 or fraction thereof	\$ 18.19
\$100,001.00 - \$500,000.00	
First \$100,000	\$ 3,640.86
Each Additional \$1,000 or fraction thereof	\$ 7.95
\$500,001.00 - \$1,000,000.00	
First \$500,000	\$ 7,915.71
Each Additional \$1,000 or fraction thereof	\$ 12.92
\$1,000,001.00 and up	
First \$1,000,000	\$ 14,970.27
Each Additional \$1,000 or fraction thereof	\$ 6.46
ADU Building Permit	\$ -

Electrical, Mechanical or Plumbing Permit	
\$1.00 - \$3,000.00	\$ 213.91
\$3,001.00 - \$25,000.00	
First \$3,000	\$ 408.86
Each Additonal \$1,000 or fraction therof	\$ 25.35
\$25,001.00 - \$50,000.00	
First \$25,000	\$ 966.65
Each Additional \$1,000 or fraction therof	\$ 26.75
\$50,001.00 - \$100,000.00	
First \$50,000	\$ 1,635.43
Each Additional \$1,000 or fraction therof	\$ 55.02
\$100,001.00 and up	1.62%
ADU Electrical, Mechanical or Plumbing Permit	\$ -
Plan Check	
ADU Plan Check	\$ -
Building Plan Check	135.00%
Energy Plan Check (Title 24)	25.00%

Solar/Photovoltaic Permit	
Residential	
15kw or less	\$ 314.57
15 kw - 50kw	\$ 314.57
Per kw above 15kw	\$ 10.48
51kw - 250kw	\$ 524.28
Per kw above 50kw	\$ 5.24
250+ kw	\$ 524.28
Per kw above 250kw	\$ 5.24
Commercial	
50kw or less	\$ 314.57
50kw - 250kw	\$ 524.28
Per kw above 50kw	\$ 5.22
250+ kw	\$ 524.28
Per kw above 250kw	\$ 5.00
Standalone Building Permits	
Water Heater	\$ 157.28
Heat Pump (HVAC)	\$ 300.00
Water Line/ Re-Pipe	\$ 316.67
Electric Vehicle (EV) Charging Station	\$ 314.57
Energy Storage System	\$ 419.43

Demolition Permit	
Single Family	\$ 244.31
Commercial/ Mixed-Use/ Multifamily	\$ 373.29
Inspections	
Re-inspection Fee	\$ 260.04
Inspections Outside of Normal Business Hours	
(Minimum Charge of 2 hours)	\$ 603.98
Each Additional Hour	\$ 301.98
Expired Permits	
Expired Permit Fees	Based on Original Permit Fees
Penalty for Expired Permits	
0 to 30 days	\$ -
31st day through 60th day	\$205.00/per day
61st day through 120th day	\$410.00/per day
121st day and everyday thereafter	\$820.00/per day
Misc. Building Fees	
Alternate Means and Methods Request (AMMR)	\$ 465.56
Certificate of Occupancy	\$ 114.29
Temporary Certificate of Occupancy	\$ 684.72
Duplicate Permit Request	\$ 114.29
Street Address Change	\$ 761.26
Stop Work Penalties	2-4x All Plan review and Permit Fees
In House Plan Check Revision Review	\$310.38/ per hour
Consultant Review	Actual Cost
Building Code Compliance Review	\$ 155.18

Fees Assessed at Time of Building Permit Issuance	
California Green Building Fund	Assessed at the rate of \$4.00 per \$100,000 in valuation, with appropriate fractions thereof, but not less than \$1.00 per every \$25,000 in valuation
Construction Tax (Established per LAMC Chapter 3.24)	
Single Family	\$0.42/per Square Foot
Commercial/ Multifamily	\$0.70/per Square Foot
Strong Motion and Seismic Hazard Mapping	
Strong Motion Instrumentation & Seismic Hazard Mapping Fees - SMIP (1-2 Story Residential)	Valuation Amount x 0.00013 (Minimum Fee \$0.50)
Strong Motion Instrumentation & Seismic Hazard Mapping Fees - SMIP (Over 2-story residential & all commercial)	Valuation Amount x 0.00028 (Minimum Fee \$0.50)
General Plan Maintenance Fee (Charged based Building Permit Fee)	7.00%
Technology Surcharge Fee (Charged based on Building Permit Fee)	5.00%

PLANNING DIVISION	
General Applications	
Annexation	\$ 18,875.39
Appeal	\$ 1,048.57
Application Extension	
Single Family	\$ 1,061.16
Commercial/ Multi-Family	\$ 1,785.72
Application Modification	
Single Family	\$ 2,454.71
Commercial/ Multi-Family	\$ 5,376.04
Development Agreement	\$ 14,665.37
Flood Hazard Letter	\$ 724.56
Preliminary Project Review	
Staff Review	\$ 6,971.97
Planning Commission	\$ 11,605.62
SB9 Dual Opportunity Development	\$ 3,637.50
Zoning Use Compliance	\$ 483.39
Zoning Verification Letter	\$ 724.56
Conditional Use Permit	
New Use Permit or Modification	\$ 9,625.91
New Use Permit or Modification (Non-Profit)	\$ 9,236.90
Temporary Use Permit	\$ 472.90

Design Review	
Single Family	
Administrative (<150 sq. ft.)	\$ 724.56
Administrative (>150 sq. ft.)	\$ 3,637.50
Zoning Administrator	\$ 6,726.61
Commercial/ Multi-Family	
Administrative	\$ 7,477.38
Planning Commission	\$ 15,545.12
Historic Permit	
Alteration Permit	\$ 7,520.38
Resource/ Landmark Designation	\$ 4,482.66
Mills Act	\$ 6,898.57
Sign Review	
New Sign	\$ 724.56
Modification of Existing Sign	\$ 483.39
New/ Modification of Sign Program	\$ 1,449.13
Tree Removal	
Tree Removal Permit	
First Tree	\$ 314.57
Each Additional Tree	\$ 157.28
Invasive Species (subject to verification)	
In-Lieu Tree Replacement Fee	\$ 1,258.29
Consulting Arborist	Actual Cost

Long Range Planning	
General Plan Amendment (Deposit)	Actual Cost
Zone Change	Actual Cost
Zone Text Amendment (Deposit)	Actual Cost
Map Amendment (Deposit)	Actual Cost
Planned Unit Development (PUD)	Actual Cost
Single-Story Overlay Zone	Actual Cost
Parklet Permit	
Initial Application	\$ 579.86
Renewal Fee (Calculated Per Square Foot of Parklet Area)	\$3.14/sq.ft
Sidewalk Dining	
Initial Application	\$ 579.86
Renewal Fee	\$ 374.34
Outdoor Display Permit	
Outdoor Display Permit	\$ 1,207.96

Subdivision Review	
Certificate of Compliance	\$ 4,197.44
Reversion to Acreage	\$ 7,632.58
Tentative Subdivision Map Review	
Tentative Map	\$ 11,058.27
Parcel Map	\$ 11,058.27
Parcel Map (Ministerial)	\$ 6,277.82
Urban Lot Split	\$ 6,277.81
Lot Line Adjustment/ Lot Merger	\$ 5,263.84
Map Extension or Modification	
Administrative	\$ 3,909.08
Planning Commission/City Council	\$ 6,998.18
Variance	
Single Family	\$ 11,109.65
Commercial/ Multi-Family	\$ 13,526.61
Inclusionary Housing In-Lieu Fee	
Multi-Family Rental	\$111.15/per Square Foot
Condominium For Sale	\$120.59/per Square Foot
Townhouse for Sale	\$178.25/per Square Foot
Fees Assessed at Time of Planning Project/Permit Submittal	
Technology Surcharge Fee	
(Charged based on Planning Project/Permit Fee)	5.00%

PUBLIC WORKS ENGINEERING	
Encroachment Permit	
Parking Stall	
Base	\$ 305.13
Per Stall Per Day	\$ 35.64
Special	\$ 739.25
Special - Dewatering to Sewer	\$1.69/100 gallon
Miscellaneous	\$ 1,249.90
Plan Check	
County Sewer Plan Check	\$ 1,880.09
Los Altos Hills Sewer Plan Check	\$ 1,880.09
Public Works Plan Check	Actual Cost
Stormwater Management Plan Check	\$ 1,963.98
Transportation Plan Check	Actual Cost
Sewer Permit & Fees	
City	\$ 759.16
City Capacity Rights	\$ 6,456.29
County	\$ 1,671.42
County In-Lieu of Assessment	\$ 12,190.93
County Capacity Acquisition	\$ 10,128.51
Los Altos Hills Capacity Acquisition	\$ 10,128.51
Sewer Tap-in	\$ 152.04
Sewer Dye Test	\$ 200.27
Transportation Permits	
Tranportation Permits	
Single	\$ 16.00
Annual	\$ 90.00

Inspection	
Engineering Inspection Fee (Based on Construction Costs)	6.00%
Additional Inspection Visit	\$ 369.10
Mapping Fees	
Final Subdivision Map Check	
Base	\$ 4,920.96
City Land Surveyor (Minimum Deposit)	\$ 2,097.15
Lot-Line Adjustment	\$ 2,848.97
City Land Surveyor (Minimum Deposit)	\$ 2,097.15
Misc. Engineering Fees	
Vacating Easement/ Right-of-Way	\$ 11,684.27
Utility Street Cut Permit (Based on Construction Costs)	419.43 + 4%
Temporary Lane Closure Permits	
Application (First Day Only)	\$ 658.50
Each Additional Day	\$ 97.51
Fees Assessed at Time of Engineering Permit Issuance / Mapping Submittal	
Technology Surcharge Fee (Charged based on Engineering Permit Fee / Mapping Fee)	5.00%
Environmental Services and Utilities	
Heavy Haul Permit	\$ 757.14
Payment Convenience Fees	
Credit Card Convenience Fee – Permit Transactions	2.60% Per Transaction
E-Check Convenience Fee – Permit Transactions	\$1.25 Per Transaction

POLICE	
Alarm Permit	
Renewal	\$45.17 per permit
Late Renewal/Unpermitted Alarm response	\$92.00
False Alarm Response	
First two responses in a permit year	No charge
Third and subsequent responses	\$ 269.96
Alcohol Permit	\$ 124.59
Concealed Carry Weapon Permit	
Initial Application	\$ 500.00
Bi-annual renewal	\$ 250.00
DUI Accident Response	
Police Response	\$ 1,427.70
Fire Response	\$ 1,739.19
Fatal accident	Fully allocated hourly rate for all emergency personnel responding, not to exceed \$12,000.00 per incident
Jail Booking Fees	Actual County Cost
Massage Establishment Permit	
New	\$ 336.41
Annual Renewal	\$ 93.44
Massage Appeal Hearing	\$2,412.00 per appeal Includes one hour of City Attorney time
Miscellaneous Police Permit	\$186.17 Per Application
Parking Pass Booklets	\$ 27.00
Parking Permit	
Quarterly	\$ 47.76
Annual	\$ 118.36

POLICE	
Second Response Call-Back	
Standard Response	\$229.46 Per Response After an Initial Warning
Secondhand Dealer/Pawn Shop Permit	
New	\$ 322.50
Annual Renewal	\$ 186.37
Solicitor Permit	\$186.17 Per Application
Special Event Permit Application	
New For-Profit	\$ 519.16
New Non-Profit	\$ 415.33
On-Going For-Profit	\$ 207.66
On-Going Non-Profit	\$ 155.74
Special Event Police Service	Actual Cost
Vehicle Impound Release	\$372.49 per vehicle
Vehicle Repossession	\$18.37 per vehicle
Verification/Clearance Letter	\$48.00 per letter
Subpoena	\$ 275.00
Subpoena Duces Tecum	\$ 15.00
Police Report Copies	\$0.20 per page and no charge for victims of crimes

PARKS AND RECREATION	
Banner Hanging	
San Antonio/El Camino Real	\$482.00 Per Two Weeks
Downtown	\$482.00 Per Two Weeks
Fremont/Grant	\$389.00 Per Two Weeks
Lincoln Park	
9-foot	\$199.00 Per Week
18-foot	\$399.00 Per Week
30-foot	\$482.00 Per Week
Facility Rental General	
Facility Rental Application Fee	\$ 15.00
Expedite Fee (Application submitted less than 15 days prior to the event date)	\$ 75.00
Los Altos Community Center Facility Rentals (per hour)	
Community Room (Grand Oak)	
Resident	\$ 297.00
Non-Resident	\$ 356.00
Non-Profit	\$ 148.00
Commercial	\$ 445.00
Meeting Room (Sequoia)	
Resident	\$ 118.00
Non-Resident	\$ 148.00
Non-Profit	\$ 59.00
Commercial	\$ 178.00
Multi-purpose Room (Apricot, Manzanita, Birch, Sycamore, Maple)	
Resident	\$ 95.00
Non-Resident	\$ 118.00
Non-Profit	\$ 47.00
Commercial	\$ 142.00

Kitchen	
Resident	\$ 59.00
Non-Resident	\$ 89.00
Non-Profit	\$ 29.00
Commercial	\$ 118.00
Lobby	
Resident	\$ 118.00
Non-Resident	\$ 148.00
Non-Profit	\$ 59.00
Commercial	\$ 178.00
Courtyard	
Resident	\$ 59.00
Non-Resident	\$ 89.00
Non-Profit	\$ 29.00
Commercial	\$ 118.00
Package (Sequoia/Manzanita/Lobby)	
Resident	\$ 249.00
Non-Resident	\$ 303.00
Non-Profit	\$ 124.00
Commercial	\$ 499.00
Package (Sequoia/Manzanita/Apricot)	
Resident	\$ 249.00
Non-Resident	\$ 303.00
Non-Profit	\$ 124.00
Commercial	\$ 499.00
Package (Sequoia/Manzanita/Buckeye/Madrone)	
Resident	\$ 190.00
Non-Resident	\$ 231.00
Non-Profit	\$ 95.00
Commercial	\$ 380.00

Other Facility Rentals (per hour)	
Multi-purpose rooms	
Resident	\$ 142.00
Non-Resident	\$ 178.00
Non-Profit	\$ 71.00
Commercial	\$ 285.00
Classrooms	
Resident	\$ 59.00
Non-Resident	\$ 71.00
Non-Profit	\$ 47.00
Commercial	\$ 118.00
San Antonio Club	
Resident	\$ 142.00
Non-Resident	\$ 178.00
Non-Profit	\$ 71.00
Commercial	\$ 285.00
Tennis and Bocce Courts	
Resident	\$ 10.00
Non-Resident	N/A
Non-Profit	\$ 8.00
Commercial	N/A
Athletic Fields	
Resident	\$ 59.00
Non-Resident	\$ 71.00
Non-Profit	\$ 29.00
Commercial	N/A
Gymnasium (Half)	
Resident	\$ 101.00
Non-Resident	\$ 130.00
Non-Profit	\$ 53.00
Commercial	\$ 190.00
Gymnasium (Full)	
Resident	\$ 166.00
Non-Resident	\$ 213.00
Non-Profit	\$ 95.00
Commercial	\$ 332.00

Neutra House	
Resident	\$ 115.00
Non-Resident	\$ 144.00
Non-Profit	\$ 57.00
Commercial	\$ 173.00

Other Facility Rentals	
Veterans Community Plaza Half Day	
Resident	\$ 167.00
Non-Resident	\$ 213.00
Non-Profit	\$ 65.00
Commercial	N/A
Veterans Community Plaza Full Day	
Resident	\$ 261.00
Non-Resident	\$ 326.00
Non-Profit	\$ 106.00
Commercial	N/A
Patriot Corner Picnic Area Half Day	
Resident	\$ 178.00
Non-Resident	\$ 225.00
Non-Profit	N/A
Commercial	\$ 356.00
Patriot Corner Picnic Area Full Day	
Resident	\$ 261.00
Non-Resident	\$ 326.00
Non-Profit	N/A
Commercial	\$ 522.00
Grant Picnic Area Half Day	
Resident	\$ 106.00
Non-Resident	\$ 130.00
Non-Profit	N/A
Commercial	\$ 213.00
Grant Picnic Area Full Day	
Resident	\$ 142.00
Non-Resident	\$ 172.00
Non-Profit	N/A
Commercial	\$ 285.00

Miscellaneous	
Key Replacement	\$ 149.00
Facility Rentals	
Additional Facility Attendant	\$26.00 per hour
Linen Rental	\$29.00 per linen
Senior Lunch Program	
Weekly Lunch	Donation Only
Holiday Lunch	Donation Only
Change Fees	
Classrooms	\$ 75.00
Multipurpose spaces	\$ 75.00
Picnic space	\$ 20.00
Court spaces	\$ 10.00
Payment Convenience Fees	
Credit Card Convenience Fee – Recreation Transact	2.99% Per Transaction
E-Check Convenience Fee – Recreation Transactions	\$1.25 Per Transaction

OTHER FEES (Admin)	
Business License Listing	\$49.00 Per Request
Business License Duplicate	\$12.00 Per Request
Credit Card Convenience Fee – Business License Tra	2.99% Per Transaction
City Initiative Filing	\$200.00 Per Initiative, Refunded if Within One Year of Filing the Notice of Intent, the Elections Official Certifies the Sufficiency of the Petition
Damage to City Property	Time/Material
Document Reproduction	\$0.25 Per Page
Fair Political Practices Commission Related	\$0.10 Per Page
Non-Sufficient Funds Check Processing	
First NSF Check	\$25.00 Per NSF Check
Second & Subsequent NSF Checks	\$35.00 Per NSF Check
Notary Fee	\$ 15.00
Tobacco Retailer License	
Initial	\$ 297.00
Annual	\$ 178.00

- EOD -

RADAR SPEED SIGNS (REPLACED)	
1	1018 Eastwood Drive/Covington Road (RSS)
2	1136 Miramonte Avenue/Eastwood (RSS)
3	1207 Windimer Avenue/Stonehaven Avenue (RSS)
4	1221 Covington Road/Thatcher Drive (RSS)
5	456 Almond Avenue/Solana Drive (RSS)
6	601 Almond Avenue/Higgins Avenue (RSS)

LIGHTED CROSSWALKS (REPLACED)	
1	Almond Avenue/North Clark Avenue (X-WALK)
2	Grant Avenue/Morton Avenue (X-WALK)
3	San Antonio Road/Hawthorne Avenue (X-WALK)
4	San Antonio Road/Hillview Avenue (X-WALK)
5	San Antonio Road/Loucks Avenue (X-WALK)
6	San Antonio Road/Mt. Hamilton Avenue (X-WALK)
7	University Avenue/Edith Avenue (X-WALK)

NEW RECTANGULAR RAPID FLASHING BEACON (RRFB) - PENDING INSTALL	
1	San Antonio Road/Alma Court
2	San Antonio Road/Yerba Buena Avenue
3	Fremont Ave/Fallen Leaf Lane

BICYCLE LANE INSTALLATION	
1	Class II with delineators - Springer Road from 905 Springer to Fremont Road
2	Class III Alicia Way from Jardin Drive to Almond Ave
3	Class III NewCastle Drive from Grant Ave to Fremont Road
4	Class II with delineator - Grant from Grant Road/Foothill Expressway to Homestead Road
5	Class III Main Street from Foothill Expressway to State Street
6	Class III University Ave from Burke Road to Anita Ave
7	Class II with delineators-S. El Monte Ave from Cuesta Drive to Clar Ave

City of Los Altos - Full Time Salary Schedule FY 26/27

UNREPRESENTED EXECUTIVE CLASSIFICATIONS

City Manager: None

Unrepresented Executive Classifications: 5% Increase and Market Range Adjustments to Individual Classifications effective 12/21/2025

Resolution 2026-XX

		Biweekly			Monthly			Annual		
<i>Unrep. Executive Classifications</i>	<i>FLSA Status</i>	Range Min.	Open Range	Range Max.	Range Min.	Open Range	Range Max.	Range Min.	Open Range	Range Max.
Assistant City Manager	Exempt	\$10,491.62		\$12,752.56	\$22,731.84		\$27,630.55	\$272,782.04		\$331,566.57
City Manager	Exempt			\$13,108.00			\$28,400.67			\$340,808.00
Community Services Director	Exempt	\$9,397.77		\$11,422.99	\$20,361.83		\$24,749.80	\$244,341.96		\$296,997.65
Development Services Director	Exempt	\$9,397.77		\$11,422.99	\$20,361.83		\$24,749.80	\$244,341.96		\$296,997.65
Finance Director	Exempt	\$9,239.63		\$11,230.77	\$20,019.20		\$24,333.34	\$240,230.45		\$292,000.11
Human Resources Director	Exempt	\$9,176.35		\$11,153.85	\$19,882.08		\$24,166.67	\$238,584.98		\$290,000.04
Police Chief	Exempt	\$10,491.62		\$12,752.56	\$22,731.84		\$27,630.55	\$272,782.04		\$331,566.57
Public Works Director / City Engineer	Exempt	\$9,533.96		\$11,588.53	\$20,656.91		\$25,108.48	\$247,882.95		\$301,301.72

The city pays employees on a biweekly basis (every two weeks). Please note that monthly and annual salary figures are generated using an Excel formula and may not reflect exact totals due to rounding.

City of Los Altos - Full Time Salary Schedule FY 26/27

UNREPRESENTED MANAGEMENT CLASSIFICATIONS

Unrepresented Management: 5% Increase and Market Range Adjustments to Individual Classifications effective 06/21/2026

		Biweekly			Monthly			Annual		
<i>Resolution 2026-XX</i>										
<i>Unrep. Management Classifications</i>	<i>FLSA Status</i>	Range Min.	Open Range	Range Max.	Range Min.	Open Range	Range Max.	Range Min.	Open Range	Range Max.
Assistant to the City Manager	Exempt	\$6,012.31		\$7,308.00	\$13,026.67		\$15,834.00	\$156,320.06		\$190,008.01
Building Official	Exempt	\$7,581.17		\$9,214.96	\$16,425.87		\$19,965.75	\$197,110.43		\$239,588.96
Capital Improvement Projects Manager	Exempt	\$7,190.83		\$8,740.50	\$15,580.14		\$18,937.75	\$186,961.64		\$227,253.04
City Clerk	Exempt	\$7,160.12		\$8,703.17	\$15,513.59		\$18,856.86	\$186,163.04		\$226,282.34
Communications & Engagement Supervisor	Exempt	\$5,625.33		\$6,837.62	\$12,188.21		\$14,814.84	\$146,258.50		\$177,778.12
Deputy City Manager	Exempt	\$8,142.40		\$9,897.13	\$17,641.86		\$21,443.79	\$211,702.28		\$257,325.45
Deputy Director	Exempt	\$7,973.92		\$9,692.34	\$17,276.82		\$21,000.08	\$207,321.81		\$252,000.96
Development Services Manager	Exempt	\$6,805.39		\$8,271.99	\$14,745.01		\$17,922.65	\$176,940.06		\$215,071.75
Engineering Manager	Exempt	\$7,133.71		\$8,671.06	\$15,456.36		\$18,787.31	\$185,476.36		\$225,447.67
Finance Manager	Exempt	\$7,368.27		\$8,956.18	\$15,964.59		\$19,405.06	\$191,575.06		\$232,860.69
Human Resources Administrator	Exempt	\$6,597.16		\$8,018.89	\$14,293.86		\$17,374.27	\$171,526.28		\$208,491.27
Human Resources Manager	Exempt	\$7,039.83		\$8,556.95	\$15,252.96		\$18,540.06	\$183,035.46		\$222,480.75
Information Technology Manager	Exempt	\$7,039.83		\$8,556.95	\$15,252.96		\$18,540.06	\$183,035.46		\$222,480.75
Maintenance Superintendent	Exempt	\$6,990.91		\$8,497.49	\$15,146.97		\$18,411.23	\$181,763.61		\$220,934.80
Maintenance Supervisor	Exempt	\$5,108.74		\$6,209.71	\$11,068.94		\$13,454.36	\$132,827.25		\$161,452.35
Planning Manager	Exempt	\$6,805.39		\$8,271.99	\$14,745.01		\$17,922.65	\$176,940.06		\$215,071.75
Police Captain	Exempt	\$8,830.89		\$10,734.01	\$19,133.60		\$23,257.01	\$229,603.23		\$279,084.16
Police Lieutenant	Exempt	\$7,907.00		\$9,611.00	\$17,131.82		\$20,823.84	\$205,581.88		\$249,886.06
Project Manager	Exempt	\$5,901.85		\$7,173.74	\$12,787.34		\$15,543.10	\$153,448.12		\$186,517.15
Public Information Officer	Exempt	\$6,259.58		\$7,608.56	\$13,562.42		\$16,485.21	\$162,749.07		\$197,822.51
Recreation Manager	Exempt	\$6,428.33		\$7,813.68	\$13,928.06		\$16,929.64	\$167,136.70		\$203,155.70
Recreation Supervisor	Exempt	\$5,225.01		\$6,351.03	\$11,320.85		\$13,760.56	\$135,850.20		\$165,126.77
Senior Recreation Supervisor	Exempt	\$5,486.26		\$6,668.58	\$11,886.89		\$14,448.59	\$142,642.71		\$173,383.11

The city pays employees on a biweekly basis (every two weeks). Please note that monthly and annual salary figures are generated using an Excel formula and may not reflect exact totals due to rounding.

City of Los Altos - Full Time Salary Schedule FY 26/27

UNREPRESENTED PROFESSIONAL AND CONFIDENTIAL CLASSIFICATIONS

Unrepresented Confidential: 5% Increase and Market Range Adjustments to Individual Classifications effective 06/21/2026

		Biweekly			Monthly			Annual		
<i>Unrep. Professional and Confidential Classifications</i>	<i>FLSA Status</i>	Range Min.	Open Range	Range Max.	Range Min.	Open Range	Range Max.	Range Min.	Open Range	Range Max.
Confidential Executive Assistant	Non-Exempt	\$4,176.52		\$5,076.59	\$9,049.13		\$10,999.28	\$108,589.59		\$131,991.33
Deputy City Clerk	Exempt	\$4,003.36		\$4,866.11	\$8,673.96		\$10,543.25	\$104,087.48		\$126,518.98
Human Resources Analyst I	Exempt	\$4,515.77		\$5,488.95	\$9,784.18		\$11,892.73	\$117,410.12		\$142,712.73
Human Resources Analyst II	Exempt	\$4,929.03		\$5,991.26	\$10,679.56		\$12,981.07	\$128,154.73		\$155,772.87
Human Resources Technician	Non-Exempt	\$3,961.03		\$4,814.65	\$8,582.23		\$10,431.75	\$102,986.73		\$125,181.02
Management Analyst I	Exempt	\$4,502.19		\$5,472.44	\$9,754.74		\$11,856.95	\$117,056.87		\$142,283.35
Management Analyst II	Exempt	\$4,963.90		\$6,033.65	\$10,755.11		\$13,072.90	\$129,061.29		\$156,874.81
Public Information Coordinator	Non-Exempt	\$4,772.97		\$5,801.57	\$10,341.43		\$12,570.07	\$124,097.18		\$150,840.90
Senior Accountant	Exempt	\$5,104.54		\$6,204.59	\$11,059.83		\$13,443.29	\$132,717.92		\$161,319.46
Senior Civil Engineer	Exempt	\$7,494.65		\$9,109.80	\$16,238.41		\$19,737.89	\$194,860.94		\$236,854.69
Senior Human Resources Analyst	Exempt	\$5,174.43		\$6,289.56	\$11,211.27		\$13,627.37	\$134,535.30		\$163,528.49
Senior Management Analyst	Exempt	\$5,625.33		\$6,837.62	\$12,188.21		\$14,814.84	\$146,258.50		\$177,778.12

The city pays employees on a biweekly basis (every two weeks). Please note that monthly and annual salary figures are generated using an Excel formula and may not reflect exact totals due to rounding.

City of Los Altos - Full Time Salary Schedule FY 26/27
LOS ALTOS MUNICIPAL EMPLOYEE ASSOCIATION CLASSIFICATIONS

LAMEA: 3.8% CPI Increase effective 06/21/26

		Biweekly					Monthly					Annual				
<i>Resolution 2026-XX</i>																
LAMEA Classifications	FLSA Status	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Accountant	Non-Exempt	\$4,439.59	\$4,661.57	\$4,894.65	\$5,139.38	\$5,396.35	\$9,619.11	\$10,100.07	\$10,605.07	\$11,135.32	\$11,692.09	\$115,429.35	\$121,200.81	\$127,260.85	\$133,623.90	\$140,305.09
Accounting Office Assistant	Non-Exempt	\$2,873.32	\$3,016.99	\$3,167.84	\$3,326.23	\$3,492.54	\$6,225.53	\$6,536.81	\$6,863.65	\$7,206.83	\$7,567.17	\$74,706.39	\$78,441.71	\$82,363.79	\$86,481.98	\$90,806.08
Accounting Technician I	Non-Exempt	\$3,064.08	\$3,217.29	\$3,378.15	\$3,547.06	\$3,724.41	\$6,638.85	\$6,970.79	\$7,319.33	\$7,685.30	\$8,069.56	\$79,666.17	\$83,649.48	\$87,831.96	\$92,223.55	\$96,834.73
Accounting Technician II	Non-Exempt	\$3,528.49	\$3,704.92	\$3,890.16	\$4,084.67	\$4,288.91	\$7,645.07	\$8,027.32	\$8,428.69	\$8,850.12	\$9,292.63	\$91,740.84	\$96,327.88	\$101,144.27	\$106,201.49	\$111,511.56
Assistant Engineer	Non-Exempt	\$4,813.03	\$5,053.68	\$5,306.36	\$5,571.68	\$5,850.26	\$10,428.22	\$10,949.64	\$11,497.12	\$12,071.97	\$12,675.57	\$125,138.70	\$131,395.63	\$137,965.41	\$144,863.68	\$152,106.87
Assistant Planner	Non-Exempt	\$4,335.77	\$4,552.56	\$4,780.19	\$5,019.20	\$5,270.16	\$9,394.18	\$9,863.89	\$10,357.08	\$10,874.93	\$11,418.68	\$112,730.13	\$118,366.64	\$124,284.97	\$130,499.22	\$137,024.18
Associate Civil Engineer	Non-Exempt	\$5,458.99	\$5,731.94	\$6,018.54	\$6,319.47	\$6,635.44	\$11,827.82	\$12,419.21	\$13,040.17	\$13,692.18	\$14,376.79	\$141,933.87	\$149,030.56	\$156,482.09	\$164,306.20	\$172,521.50
Associate Planner	Non-Exempt	\$4,789.95	\$5,029.45	\$5,280.92	\$5,544.97	\$5,822.21	\$10,378.22	\$10,897.14	\$11,441.99	\$12,014.09	\$12,614.80	\$124,538.69	\$130,765.62	\$137,303.90	\$144,169.10	\$151,377.55
Building Inspector	Non-Exempt	\$4,636.22	\$4,868.03	\$5,111.43	\$5,367.00	\$5,635.35	\$10,045.14	\$10,547.40	\$11,074.77	\$11,628.51	\$12,209.93	\$120,541.69	\$126,568.77	\$132,897.21	\$139,542.07	\$146,519.18
Code Enforcement Officer	Non-Exempt	\$4,217.15	\$4,428.01	\$4,649.41	\$4,881.88	\$5,125.97	\$9,137.16	\$9,594.02	\$10,073.72	\$10,577.40	\$11,106.27	\$109,645.91	\$115,128.21	\$120,884.62	\$126,928.85	\$133,275.29
Construction Inspector	Non-Exempt	\$4,494.86	\$4,719.60	\$4,955.58	\$5,203.36	\$5,463.53	\$9,738.86	\$10,225.80	\$10,737.09	\$11,273.94	\$11,837.64	\$116,866.27	\$122,709.59	\$128,845.07	\$135,287.32	\$142,051.68
Development Services Technician	Non-Exempt	\$3,582.41	\$3,761.53	\$3,949.61	\$4,147.09	\$4,354.45	\$7,761.90	\$8,149.99	\$8,557.49	\$8,985.37	\$9,434.63	\$93,142.76	\$97,799.89	\$102,689.89	\$107,824.38	\$113,215.60
Economic Development Coordinator	Non-Exempt	\$4,800.94	\$5,040.99	\$5,293.04	\$5,557.69	\$5,835.57	\$10,402.04	\$10,922.14	\$11,468.24	\$12,041.66	\$12,643.74	\$124,824.44	\$131,065.66	\$137,618.94	\$144,499.89	\$151,724.88
Emergency Response Coordinator	Non-Exempt	\$5,150.44	\$5,407.96	\$5,678.36	\$5,962.27	\$6,260.39	\$11,159.28	\$11,717.24	\$12,303.10	\$12,918.26	\$13,564.17	\$133,911.33	\$140,606.90	\$147,637.24	\$155,019.11	\$162,770.06
Engineering Technician	Non-Exempt	\$3,880.32	\$4,074.34	\$4,278.05	\$4,491.96	\$4,716.55	\$8,407.36	\$8,827.73	\$9,269.11	\$9,732.57	\$10,219.20	\$100,888.31	\$105,932.73	\$111,229.36	\$116,790.83	\$122,630.37
GIS Technician	Non-Exempt	\$4,643.12	\$4,875.27	\$5,119.03	\$5,374.99	\$5,643.74	\$10,060.08	\$10,563.09	\$11,091.24	\$11,645.80	\$12,228.09	\$120,721.00	\$126,757.05	\$133,094.90	\$139,749.64	\$146,737.12
Information Technology Analyst I	Exempt	\$4,938.36	\$5,185.27	\$5,444.54	\$5,716.76	\$6,002.60	\$10,699.77	\$11,234.76	\$11,796.50	\$12,386.32	\$13,005.64	\$128,397.26	\$134,817.12	\$141,557.98	\$148,635.87	\$156,067.67
Information Technology Analyst II	Exempt	\$5,185.27	\$5,444.54	\$5,716.76	\$6,002.60	\$6,302.73	\$11,234.76	\$11,796.50	\$12,386.32	\$13,005.64	\$13,655.92	\$134,817.12	\$141,557.98	\$148,635.87	\$156,067.67	\$163,871.05
Information Technology Technician	Non-Exempt	\$4,150.89	\$4,358.44	\$4,576.36	\$4,805.18	\$5,045.43	\$8,993.60	\$9,443.28	\$9,915.44	\$10,411.21	\$10,931.77	\$107,923.17	\$113,319.33	\$118,985.29	\$124,934.56	\$131,181.29
Network Systems Administrator	Exempt	\$5,507.42	\$5,782.79	\$6,071.93	\$6,375.52	\$6,694.30	\$11,932.73	\$12,529.37	\$13,155.84	\$13,813.63	\$14,504.31	\$143,192.80	\$150,352.44	\$157,870.06	\$165,763.56	\$174,051.74
Office Assistant I	Non-Exempt	\$2,427.73	\$2,549.12	\$2,676.57	\$2,810.40	\$2,950.92	\$5,260.09	\$5,523.09	\$5,799.25	\$6,089.21	\$6,393.67	\$63,121.04	\$66,277.09	\$69,590.95	\$73,070.49	\$76,724.02
Office Assistant II	Non-Exempt	\$2,873.32	\$3,016.99	\$3,167.84	\$3,326.23	\$3,492.54	\$6,225.53	\$6,536.81	\$6,863.65	\$7,206.83	\$7,567.17	\$74,706.39	\$78,441.71	\$82,363.79	\$86,481.98	\$90,806.08
Police Records Supervisor	Non-Exempt	\$4,074.78	\$4,278.52	\$4,492.45	\$4,717.07	\$4,952.92	\$8,828.70	\$9,270.13	\$9,733.64	\$10,220.32	\$10,731.34	\$105,944.37	\$111,241.59	\$116,803.67	\$122,643.85	\$128,776.04
Recreation Coordinator	Non-Exempt	\$3,563.36	\$3,741.53	\$3,928.60	\$4,125.03	\$4,331.29	\$7,720.61	\$8,106.64	\$8,511.98	\$8,937.58	\$9,384.45	\$92,647.37	\$97,279.74	\$102,143.72	\$107,250.91	\$112,613.45
Senior Building Inspector	Exempt	\$5,288.78	\$5,553.22	\$5,830.88	\$6,122.42	\$6,428.54	\$11,459.02	\$12,031.97	\$12,633.56	\$13,265.24	\$13,928.51	\$137,508.19	\$144,383.60	\$151,602.78	\$159,182.92	\$167,142.06
Senior Network Systems Administrator	Exempt	\$5,782.79	\$6,071.93	\$6,375.52	\$6,694.30	\$7,029.01	\$12,529.37	\$13,155.84	\$13,813.63	\$14,504.31	\$15,229.53	\$150,352.44	\$157,870.06	\$165,763.56	\$174,051.74	\$182,754.33
Senior Planner	Exempt	\$5,676.55	\$5,960.38	\$6,258.40	\$6,571.32	\$6,899.88	\$12,299.19	\$12,914.15	\$13,559.86	\$14,237.85	\$14,949.75	\$147,590.32	\$154,969.83	\$162,718.33	\$170,854.24	\$179,396.95
Sustainability Coordinator	Non-Exempt	\$4,347.29	\$4,564.65	\$4,792.89	\$5,032.53	\$5,284.16	\$9,419.13	\$9,890.08	\$10,384.59	\$10,903.81	\$11,449.01	\$113,029.50	\$118,680.98	\$124,615.03	\$130,845.78	\$137,388.07

The city pays employees on a biweekly basis (every two weeks). Please note that monthly and annual salary figures are generated using an Excel formula and may not reflect exact totals due to rounding.

City of Los Altos - Full Time Salary Schedule FY 26/27

PEACE OFFICERS' ASSOCIATION CLASSIFICATIONS

POA: Market Adjustment to Individual Classifications effective 06/21/2026

		Biweekly					Monthly					Annual				
<i>Resolution 2026-XX</i>																
<i>POA Classifications</i>	<i>FLSA Status</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Community Service Officer	Non-Exempt	\$3,899.31	\$4,094.27	\$4,298.99	\$4,513.93	\$4,739.63	\$8,448.50	\$8,870.92	\$9,314.47	\$9,780.19	\$10,269.20	\$101,381.96	\$106,451.06	\$111,773.62	\$117,362.30	\$123,230.41
Crime Analyst	Non-Exempt	\$4,937.78	\$5,184.67	\$5,443.90	\$5,716.10	\$6,001.90	\$10,698.53	\$11,233.45	\$11,795.12	\$12,384.88	\$13,004.13	\$128,382.31	\$134,801.43	\$141,541.50	\$148,618.57	\$156,049.50
Lead Police Dispatcher	Non-Exempt	\$4,882.69	\$5,126.82	\$5,383.16	\$5,652.32	\$5,934.94	\$10,579.16	\$11,108.12	\$11,663.52	\$12,246.70	\$12,859.03	\$126,949.91	\$133,297.40	\$139,962.27	\$146,960.39	\$154,308.41
Lead Records Specialist	Non-Exempt	\$3,302.78	\$3,467.92	\$3,641.31	\$3,823.38	\$4,014.55	\$7,156.02	\$7,513.82	\$7,889.51	\$8,283.99	\$8,698.19	\$85,872.25	\$90,165.86	\$94,674.15	\$99,407.86	\$104,378.25
Police Corporal	Non-Exempt	\$5,747.93	\$6,035.32	\$6,337.09	\$6,653.94	\$6,986.64	\$12,453.84	\$13,076.54	\$13,730.36	\$14,416.88	\$15,137.72	\$149,446.12	\$156,918.43	\$164,764.35	\$173,002.57	\$181,652.69
Police Dispatch Supervisor	Non-Exempt	\$5,513.43	\$5,789.10	\$6,078.55	\$6,382.48	\$6,701.60	\$11,945.76	\$12,543.04	\$13,170.20	\$13,828.71	\$14,520.14	\$143,349.08	\$150,516.54	\$158,042.36	\$165,944.48	\$174,241.71
Police Dispatcher	Non-Exempt	\$4,512.39	\$4,738.01	\$4,974.91	\$5,223.66	\$5,484.84	\$9,776.85	\$10,265.69	\$10,778.97	\$11,317.92	\$11,883.82	\$117,322.17	\$123,188.28	\$129,347.69	\$135,815.07	\$142,605.83
Police Officer	Non-Exempt	\$5,651.40	\$5,933.97	\$6,230.67	\$6,542.20		\$12,244.70	\$12,856.94	\$13,499.78	\$14,174.77		\$146,936.43	\$154,283.25	\$161,997.41	\$170,097.28	
Police Officer Trainee	Non-Exempt	\$5,382.29					\$11,661.62					\$139,939.45				
Police Sergeant	Non-Exempt	\$6,509.65	\$6,835.13	\$7,176.88	\$7,535.73	\$7,912.52	\$14,104.23	\$14,809.45	\$15,549.92	\$16,327.41	\$17,143.78	\$169,250.80	\$177,713.34	\$186,599.01	\$195,928.96	\$205,725.41
Records Specialist	Non-Exempt	\$3,002.53	\$3,152.65	\$3,310.29	\$3,475.80	\$3,649.59	\$6,505.47	\$6,830.75	\$7,172.28	\$7,530.90	\$7,907.44	\$78,065.68	\$81,968.96	\$86,067.41	\$90,370.78	\$94,889.32

The city pays employees on a biweekly basis (every two weeks). Please note that monthly and annual salary figures are generated using an Excel formula and may not reflect exact totals due to rounding.



City of Los Altos - Full Time Salary Schedule FY 26/27
SANITARY TRUCK DRIVERS AND HELPERS
TEAMSTERS UNION LOCAL 350 CLASSIFICATIONS

Teamsters: Market Range Adjustments to Individual Classifications effective 06/21/2026

		Biweekly					Monthly					Annual				
<i>Resolution 2026-XX</i>																
<i>Teamsters Classifications</i>	<i>FLSA Status</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Equipment Mechanic I	Non-Exempt	\$3,327.35	\$3,493.72	\$3,668.40	\$3,851.82	\$4,044.41	\$7,209.26	\$7,569.72	\$7,948.20	\$8,345.61	\$8,762.90	\$86,511.07	\$90,836.62	\$95,378.45	\$100,147.37	\$105,154.74
Equipment Mechanic II	Non-Exempt	\$3,660.08	\$3,843.09	\$4,035.24	\$4,237.00	\$4,448.85	\$7,930.18	\$8,326.69	\$8,743.02	\$9,180.18	\$9,639.18	\$95,162.17	\$99,920.28	\$104,916.29	\$110,162.11	\$115,670.21
Maintenance Leadworker	Non-Exempt	\$3,837.12	Open Range			\$4,664.05	\$8,313.76	Open Range			\$10,105.43	\$99,765.18	Open Range			\$121,265.20
Maintenance Technician	Non-Exempt	\$3,527.44	Open Range			\$4,287.63	\$7,642.79	Open Range			\$9,289.86	\$91,713.46	Open Range			\$111,478.29
Maintenance Worker I	Non-Exempt	\$2,794.56	Open Range			\$3,396.80	\$6,054.87	Open Range			\$7,359.73	\$72,658.43	Open Range			\$88,316.78
Maintenance Worker II	Non-Exempt	\$3,220.16	Open Range			\$3,914.12	\$6,977.01	Open Range			\$8,480.59	\$83,724.06	Open Range			\$101,767.12
Senior Maintenance Technician	Non-Exempt	\$3,962.79	Open Range			\$4,816.80	\$8,586.05	Open Range			\$10,436.39	\$103,032.57	Open Range			\$125,236.74
Senior Wastewater Maintenance Worker	Non-Exempt	\$3,843.09	\$4,035.24	\$4,237.01	\$4,448.86	\$4,671.30	\$8,326.70	\$8,743.03	\$9,180.18	\$9,639.19	\$10,121.15	\$99,920.34	\$104,916.36	\$110,162.17	\$115,670.28	\$121,453.80
Wastewater Maintenance Worker I	Non-Exempt	\$3,169.78	\$3,328.27	\$3,494.68	\$3,669.42	\$3,852.89	\$6,867.86	\$7,211.25	\$7,571.81	\$7,950.40	\$8,347.92	\$82,414.28	\$86,534.99	\$90,861.74	\$95,404.83	\$100,175.07
Wastewater Maintenance Worker II	Non-Exempt	\$3,493.73	Open Range			\$4,246.65	\$7,569.74	Open Range			\$9,201.06	\$90,836.86	Open Range			\$110,412.77

The city pays employees on a biweekly basis (every two weeks). Please note that monthly and annual salary figures are generated using an Excel formula and may not reflect exact totals due to rounding.

City of Los Altos - Part-Time Hourly Rate Schedule FY 26/27
PART TIME CLASSIFICATIONS

Part-Time Classifications: Market Range Adjustments to Individual Classifications, effective 06/21/26

Resolution 2026-XX

<i>Part-Time Classifications Title</i>	<i>FLSA Status</i>	<i>Employment Status</i>	<i>Rate Type</i>	Min	Max
Project Manager	Non-Exempt	Part-Time	Hourly	\$57.75	\$89.67
Network Engineer	Non-Exempt	Part-Time	Hourly	\$61.50	\$83.68
Public Safety Specialist - Dispatch	Non-Exempt	Part-Time	Hourly	\$67.69	\$82.27
Emergency Preparedness Coordinator	Non-Exempt	Part-Time	Hourly	\$64.38	\$78.25
Police Officer - Level I	Non-Exempt	Part-Time	Hourly	\$69.00	\$69.00
IT Technician	Non-Exempt	Part-Time	Hourly	\$51.89	\$63.07
Parking Enforcement Officer	Non-Exempt	Part-Time	Hourly	\$48.74	\$59.25
Property & Evidence CSO	Non-Exempt	Part-Time	Hourly	\$48.74	\$59.25
Project Coordinator	Non-Exempt	Part-Time	Hourly	\$34.60	\$50.00
Department Support Specialist	Non-Exempt	Part-Time	Hourly	\$38.00	\$47.00
Public Safety Specialist - Records	Non-Exempt	Part-Time	Hourly	\$37.53	\$45.62
Clerical Assistant II	Non-Exempt	Part-Time	Hourly	\$30.50	\$38.02
Maintenance Worker I	Non-Exempt	Part-Time	Hourly	\$28.00	\$35.10
Recreation Specialist	Non-Exempt	Part-Time	Hourly	\$25.00	\$33.27
Intern	Non-Exempt	Temporary	Hourly	\$18.10	\$30.00
Clerical Assistant I	Non-Exempt	Part-Time	Hourly	\$20.00	\$29.50
Records Management Assistant	Non-Exempt	Part-Time	Hourly	\$20.00	\$29.50
Crossing Guard	Non-Exempt	Seasonal	Hourly	\$26.00	\$26.00
Facility Attendant	Non-Exempt	Part-Time	Hourly	\$18.70	\$25.85
Senior Recreation Leader	Non-Exempt	Seasonal	Hourly	\$21.00	\$25.35
Recreation Leader	Non-Exempt	Seasonal	Hourly	\$18.70	\$21.50
Council Member	Non-Exempt	Part-Time	Stipend	Stipend \$950.00 / Month	
Police Officer - Level II	Non-Exempt	Per-Diem	Stipend	Stipend \$200.00 / Month	

The city pays employees on a biweekly basis (every two weeks).

City of Los Altos

Purchasing Policy

JUNE 2026



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ETHICAL GUIDELINES

- Compliance with legal prohibitions on conflicts of interest, including the Political Reform Act and Government Code §1090, is required.
- Purchasing from or contracting with a business entity wholly or partially owned or operated by a City employee, or employee's spouse, is prohibited unless approved in advance by the City Manager. Any employee with such an ownership interest must have no official (City) role in the contracting process.
- Purchasing from or contracting with a business entity wholly or partially owned or operated by a family member of a City employee must be approved in advance by a Department Head in writing. To avoid any purchasing conflicts and contract administration issues, any City employee with a familial relationship to a City contractor must disclose the relationship to the Department Head. Such employees must have no official (City) role in the contracting process. A familial relationship is defined as grandparent, grandchild, parent, child, son-in-law, daughter-in-law, parent-in-law, or sibling relationship.
- A City employee may not participate in the contracting process if they have a financial interest in any person(s), firm, or business entity involved with providing goods or services to the City.
- Departments must make every attempt to ensure open and competitive purchases.
- Splitting purchases for the purpose of evading the procedures outlined in this document is strictly prohibited.
- The receipt of any monetary or non-monetary gifts, gratuities, promotional items, rebates, or kickbacks of any value from a prospective or actual contractor or vendor to a City employee is prohibited.

OVERVIEW & RESPONSIBILITIES

Implementing a formal policy and process of procuring goods and services, including a purchase order process, provides several key benefits. It supports clear purchase specifications, avoids disputes with vendors, builds an audit trail, allows level competition to set prices, controls spending limits, creates a system of checks and balances, and enhances public trust. The following principles were used in developing this document, and are as follows:

- This policy addresses the acquisition of equipment, materials, supplies, maintenance services, and professional services in accordance with the Los Altos Municipal Code. It does not address the procurement of public work projects as defined by the California Public Contract Code.

- The Finance Director is responsible for implementing this document. Administrative changes or interpretations to this document shall be approved by the City Manager to clarify instructions and address tactical operational needs.
- The City Attorney or other Attorneys used do not have any financial authority but are responsible for providing legal review of items directed to them by a Department Director, Risk Manager or City Manager. The City Attorney's role is limited to legal review and does not constitute financial approval authority. Legal review(s) could be contracts, Purchase Orders (PO), Blanket Purchase Orders (BPO), or other Service Agreements as defined in this document.
- Purchasing is decentralized, with each Department Director responsible for coordinating purchasing efforts in their operations. Purchases are initiated through a departmental Requisition (REQ), which is routed to Finance for review and approval. Once the Requisition is approved, Finance will generate the corresponding Purchase Order (PO), Blanket Purchase Order (BPO), Purchase Contract Agreement (PCA), or Contract Purchase Order (CPO).
- No requisition or BPO, PO, PCA or CPO lacking sufficient appropriation levels as set in the adopted budget will be undertaken.
- Purchases shall not be split to avoid required bid levels or authorizing dollar limits.
- Competitive bids shall be sought using the scope and dollar limits outlined herein whenever possible. A minimum of two (2) quotes are required with three (3) quotes preferred. Requests for Bids should consider the quality necessary to meet the City's needs.
- Service and pricing negotiation is encouraged by the procurement of professional or maintenance services bound via the execution of a City-compliant contract approved by the Risk Manager.
- Contracts and Service Agreements that result in a Purchase Order must be reviewed and approved by the Risk Manager for insurance and liability compliance.
- A City Business License shall be required of any vendor providing construction or maintenance services within the City of Los Altos. Professional Services such as specialized consultants who do not maintain offices within the City of Los Altos are not required to maintain a City Business License.
- Emergency purchases are allowed under the conditions set forth herein.

A VARIETY OF WAYS TO MAKE PURCHASES

Purchasing methods vary with the dollar amount and nature of the purchase as follows:

Method of Purchase	Purchase Type	Subject to Bidding	Supporting Documents	Conditions	Dollar Limits
Petty Cash	Small dollar items on a reimbursement basis	No	Approved petty cash slip - original receipt - invoice	Cannot supplant existing Purchase Orders or Contracts	\$100 or Under
City Calcard	Small dollar items	No	Purchase Card Log/Statement/ receipts/invoice/ delivery packing slip	Cannot supplant existing Purchase Orders or Contracts	Dept set transaction limits and monthly max card limits
Direct Vendor Purchases	Small dollar items	No	Approved invoice/receipt /check request	Cannot supplant existing Purchase Orders or Contracts	Under \$10,000
Purchase Order (PO)	Large dollar purchases requiring bids	Required	Approved requisition/PO/ invoices/receipts	Not to be used for professional services	\$10,000 and over
Blanket Purchase Orders (BPO)	Routine repetitive purchases using pre-established vendor	Required	BPOs ID - receipt - invoice - packing slip if delivered	Not to be used for professional services	Subject to established annual limits and dept. approval authority

	arrangements. City ID required at point of sale.				
Contract Purchase Orders (CPO)	Contracted services - either maintenance or professional	See PCA or PSA below	Negotiated and executed Contract	Contracted annual limits and dept. approval authority	City Council approval at \$125,000 and greater
Purchase Contracts Agreements (PCA)	Routine repetitive purchases using pre-established vendor arrangements	Required	Negotiated and executed Contract and CPO	Contracted annual limits and dept. approval authority	Council approval at \$125,000 and greater
Professional Service Contract	Professional services based on need - pricing competition encouraged	Recommen ded	Negotiated and executed Contract and CPO	Contracted annual limits and dept. approval authority	Council approval at \$125,000 and greater

A more detailed discussion of these purchasing methods follows:

Petty Cash is used for infrequent purchases under \$100 requiring immediate funding. Petty cash draws must be supported by original receipts and an approved petty cash form denoting a clear business purpose and budget coding. Petty cash shall never be used for personal change requests and is only accessible to designated department custodians. Department Director approval is always required. Replenishment requests to Finance require full reconciliation and approval.

Calcards accommodate small dollar purchases under \$10,000 and are limited to pre-established monthly maximums. They are issued for use only with department director's approval and the execution of a formal employee agreement. The requirements outlined in the Purchasing Card Policy must be strictly adhered to. Calcards are issued jointly in the City's and employee's name and shall only be used by the employee they are issued to.

Cardholders are responsible for reconciling monthly statements and completing a fully documented and approved transaction log. The proper use of Calcards along with timely payment submittal and complete documentation will be strictly enforced with violations promptly resulting in the revocation of Calcard usage.

Direct Vendor Purchases for one-time purchases that fall under \$10,000 and can be submitted for payment using original vendor receipts/invoices. This method should not be used to supplant existing BPO or PCA arrangements. Original vendor receipts/invoices must be marked with a City standard approval and budget coding, be submitted on a timely basis with proper approvals and include a clear/concise description of purpose. With increased volume trends, a BPO or PCA can be established for vendors to use repetitively given proper bidding procedures are followed. Departments should use a Purchase Order whenever purchases are planned, repetitive, or expected to exceed \$10,000 cumulatively, to avoid vendor fragmentation.

Purchase Orders (POs) facilitate purchases of over \$10,000. They follow the submission of a purchase requisition (REQ) to Finance, are subject to bidding either at the informal or formal level (as defined below) and require department director established authorizations.

Blanket Purchase Orders (BPOs) are based on pre-bid agreements with specific vendors. They promote efficiency by simplifying access to routinely needed goods and services.

- The establishment of a BPO requires competitive bidding.
- A BPO has a pre-defined, as coordinated with the requesting department, annual maximum limit tracked by the Finance Department. Purchases shall be supported by identifying BPO ID #, department approvals, original receipts, and invoices prior to payment. Budget/account codes and a clear business purpose shall always be noted.
- Requests to increase annual BPO limits must be approved by the department director and the Finance Director or their designee. BPO activity will be reviewed annually by the Finance Department as a basis for justifying the continuance of any one vendor. It is the requested department's responsibility to rebid periodically (no more than three to five years) to ensure the best possible pricing, service and availability.
- Department directors may request additional BPO vendors by submitting an email to the Finance Department. Criteria for establishing a BPO includes frequency of ordering, the dollar amount of each order and the absence of an established contract.
- Regardless of the annual dollar maximum limit, BPO purchases are subject to the signing authority approvals and transaction limits developed by departments and reviewed by the Finance Department.

Purchase Contract Agreements (PCAs) may be beneficial in establishing firm pricing and an ongoing source of goods and services. This entails entering a multi-year contract. Much

like a BPO, these contracts allow departments to access repetitively needed goods and services with minimal procedural overhead.

- The establishment of a Purchase Contract requires competitive bidding based on signing authority thresholds and use of a City-compliant and approved contract. The approvals of the City Manager (for contracts greater than \$50,000), Risk Manager, and Finance Director are required.
- The Risk Manager's approval is required at the initiation of the PCA and annually thereafter if the cost of the initial agreement is modified by over 5% in total.
- Departments may request the establishment of a contract for a particular product or service in coordination with the Finance Department with the submission of a Contract Purchase Order (CPO). Criteria for establishing contracts include frequency of ordering, the dollar amount of each order and barriers to contracting such as insurance requirements.
- A Contract Purchase Order (CPO) must follow the approval thresholds outlined in Exhibit B and be submitted to the Finance Department with the fully executed agreement attached.

Cooperative Purchasing Agreements, The City Manager, where advantageous to the City, may, by cooperative purchasing agreements or arrangements, purchase supplies, equipment, and materials through legal contracts of other governmental jurisdictions or public agencies without further competitive bidding by the City. The City may act as the cooperating purchasing agent for other public entities.

Professional Service Contracts are discussed in the following sections of this policy and can only be authorized via an executed City-compliant contract approved by the Risk Manager. Competitive selection and pricing are required in accordance with applicable procurement thresholds and are encouraged for smaller purchases whenever practical. Departments may request the establishment of a professional service contract below the formal threshold, or must request one when required by policy, in coordination with the Finance Department through submission of a Contract Purchase Order (CPO). The CPO must follow the approval thresholds. Approvals may include the City Manager, Risk Manager, Finance Director, and the City Attorney if legal review is required based on the nature of the contract, as determined by the Risk Manager or Finance Director.

ENVIRONMENTAL PROCUREMENT

PRACTICES SECTION 1. PURPOSE

The City of Los Altos recognizes its responsibility to minimize negative environmental impacts of the City's activities by ensuring the procurement of services and products that reduce toxicity; conserve natural resources, materials, and energy; and maximize recyclability

and recycled content while supporting a diverse, equitable, and vibrant community and economy.

The purpose of this policy is to support procurement decisions that align with the City's sustainability standards and goals as identified in the adopted Climate Action and Adaptation Plan (CAAP). This policy is applicable to all departments and divisions, to incorporate environmental considerations including but not limited to recycled-content paper and recovered Organic Waste product use into purchasing practices and procurement.

This section will:

- Provide implementation guidance.
- Communicate the City's commitment to sustainable purchasing to its employees, vendors, and the community.
- Protect and conserve natural resources, water, and energy.
- Minimize the City's contribution to climate change, pollution, and solid waste disposal.
- Empower employees to be innovative and demonstrate leadership by considering sustainability benefits when making purchasing decisions; and
- Comply with State requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383 procurement regulations) to procure a specified amount of Recovered Organic Waste Products to support Organic Waste disposal reduction targets and markets for products made from recycled and recovered Organic Waste materials, and to purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.

SECTION 2. POLICY

Requirements for City Departments or Procurement Practices

- A. If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of the City shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items, consistent with the requirements of the Public Contracts Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.
 1. All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).

2. Provide records to the City of all Paper Products and Printing and Writing Paper purchases on a schedule to be determined by the City and not less than annually (both recycled content and non-recycled content, if any is purchased) made by a division or department or employee of the City.

Requirements for Vendors

- A. All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to the City shall:
 1. Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item, and available at equal or lesser price.
- B. All vendors providing printing services to the City via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), fiber weight, postconsumer fiber, or as amended by Public Contract Code Section 12209.

Compost and SB 1383 Eligible Mulch procurement.

- A. Divisions and departments responsible for landscaping maintenance shall:
 1. Use SB 1383 Eligible Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in the Glossary section of this Policy, for landscaping maintenance as practicable, whenever available, and capable of meeting quality standards and criteria specified.
 2. Keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to the City, on a schedule to be determined by City.

Records shall include:

 - a. General procurement records, including:
 - i. General description of how and where the product was used and applied, if applicable.
 - ii. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured.
 - iii. Type of product.
 - iv. Quantity of each product; and,
 - v. Invoice or other record demonstrating purchase or procurement.
 - b. For Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of

Compost and SB 1383 Eligible Mulch provided to residents. Records shall be maintained and submitted to the City in accordance with the requirements specified in Section 3.

3. When a Direct Service Provider for the City procures compost or mulch, enter into a written contract or agreement or execute a purchase order between the City and Direct Service Provider with enforceable provisions that include: (i) definitions and specifications for SB 1383 Eligible Mulch, Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion; and, (ii) an enforcement mechanism (e.g., termination, liquidated damages) in the event the Direct Service Provider is not compliant with the requirements.
 - a. Renewable Gas procurement (used for fuel for transportation, electricity, or heating applications). For Renewable Gas procurement, the City shall:
 1. Procure Renewable Gas made from recovered Organic Waste for transportation fuel, electricity, and heating applications to the degree that it is appropriate and available for the City.
 2. Keep records in the same manner indicated in Section 3 for Renewable Gas procured and used by the City, including the general procurement of record information specified in Section 3, and submit records to the City on a schedule to be determined by the City and not less than annually. The City shall additionally obtain the documentation and submit records specified in Section 3 below, if applicable.

SECTION 3. RECORDKEEPING

- A. The City will do the following to track Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper:
 1. Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of the City's documentation of its compliance with 14 CCR Section 18993.3.
 2. Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic

Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the City to develop evidence of the City meeting its Annual Recovered Organic Waste Product Procurement Target. These records must be kept as part of the City's documentation of its compliance with 14 CCR Section 18993.1.

BIDDING & AUTHORIZATION LIMITS

Competitive bidding promotes fair pricing commensurate with the quality required. The City awards equipment, materials, supplies and maintenance service bids to the lowest priced responsible and suitable bidder. This means that the prevailing bidder is the one who best responds in price, quality, service, fitness or capacity to the requirements of the City. The selection process also considers the ability of the vendor to deliver the needed product, obtain availability of parts or service, prior experience and system compatibility.

Approval Codes:	Approval Levels	Approving Documents
DH	Department Head	REQ, PO, CPO
DE	Department Head designee*	
FD	Finance Department	
ACM	Assistant City Manager	
CM	City Manager	
CC	City Council	

* See Signature Authority below

Dollar Limits	Bidding Requirements	Required Approvals
\$10,000 through \$50,000	Informal bids	DH or DE & FD
Greater than \$50,000 and less than \$125,000	Formal sealed bids	DH & FD & CM
\$125,000 and greater	Formal published/ advertised sealed bids	DH & FD & CM & CC

* Purchases under \$10,000 do not require bids although approvals are required from a Department Head and/or Designee for all purchases

- **Purchases of \$10,000 through \$50,000** require informal bids by the requesting department with quotes obtained from at least two (2) vendors. Telephone quotes are acceptable although written quotations are preferred. Email quotes are allowed. All quotes must be documented and submitted, in comparative format, as part of the approved requisition (REQ) prior to PO, CPO issuance.
- **Purchases greater than \$50,000 and less than \$125,000** require formal bids by the requesting department. This entails the preparation of written specifications, vendor solicitations and sealed bids. The requesting department shall contact as many vendors as necessary and obtain at least two (2) written quotes with three (3) quotes recommended. If the minimum number of quotations cannot be obtained, evidence of the attempt should be documented and kept on file. Professional Services are exceptions.
- **Purchases of \$125,000 and greater** require formal bidding as discussed above but bear the additional requirement of having bid invitations formally published on the City's electronic bid portal, and regional newspaper before sealed bid opening.

The communication of specifications helps ensure that required, ordered and received items meet the desired level of quality, performance or design. Clarity and completeness in writing specifications avoids a mismatch between vendor compliance and operational needs. It is imperative that staff clearly communicate these requirements in the bid process and inform suppliers, at the time of the bid, exactly what it is that the City needs.

The splitting of purchases to avoid bid and authorization limits is a clear violation of these instructions. Furthermore, purchase cost estimates should always include necessary post-manufacturer add-ons and be included in the Bid specifications.

Bid Cancellations - City Council may cancel an invitation for bids, a request for proposal or other solicitations and may reject some or all bids or proposals when it is determined that cancellation or rejection serves the best interest of the City.

Cooperative Purchasing - Where possible, Cooperative Purchasing may be a benefit to the City. With cooperative purchasing, public entities may mutually make purchases, achieving significant economies of scale. Although public entities together prepare specifications and receive bids, each public entity executes its own contract, administers the procurement function and finances the purchase independently.

BIDDING EXCEPTIONS

Sole Source Procurements

Sole source procurements involve goods and/or services that can only be practically obtained from one source. Justification will be based on the following:

- The contractor or supplier is the sole provider of the goods or service.
- The contractor or supplier is the only source permitted to provide the service or supply based on the manufacturer's agreement acting as the sole representative in the geographical area.

The person requesting the purchase is to prepare written correspondence justifying and describing the reason for the sole source purchase and must have the approval of the department director. This documentation must be submitted to the Finance Director and Risk Manager, along with the Assistant City Manager for review. City Manager approval is required for sole source purchases greater than \$50,000, and City Council approval is required for sole source purchases of \$125,000 and greater, along with the requisition for approval. Because sole source purchases often involve contracts or services with potential risk, the Risk Manager shall remain in the approval chain for all sole source procurements.

Emergency purchases

For the purposes of this section, an emergency shall be deemed to exist if:

- A public disaster occurs; or
- An emergency is declared by the City Council or City Manager
- There is an immediate need to prepare for national or local defense; or
- There is a breakdown in machinery or an essential service which requires the immediate procurement of supplies and equipment to protect the public health, welfare, or safety; or
- Public health, welfare, or safety would be greatly hampered, if there was an undue delay in the procurement of the needed item

Authority - The City is not required to engage in competitive bidding in an emergency. The City Manager or designee holds the authority to waive any procedures in these instructions that are not statutorily mandated when making emergency purchases of supplies, equipment, materials or services.

If the purchase equals or exceeds \$125,000 for construction work, supplies, equipment, materials or services (including professional services), after-the-fact ratification is to be obtained by adoption of City Council Resolution at the soonest possible public meeting following the expenditure. For this purpose, the \$125,000 threshold is measured against the total emergency purchase or contract amount, including any subsequent amendments or change orders.

If, at the time of the emergency, neither the City Manager nor designee are available, department directors may order the needed commodity from the nearest available source.

As they become accessible, the City Manager, designee and Finance Director should be immediately notified of the purchase.

Initiating the Purchase - Emergency purchases can be made by designated staff responsible for the emergency response. Staff should attempt to determine the best price and quality of goods or services available and advise their department director at the earliest possible opportunity. The Department Director is to relay such information to the City Manager or designee promptly.

Finance Department Notification – Soon after placing the order, the Finance Department is to be notified of: (1) of the emergency purchase; (2) the nature of the purchase and emergency; (3) the Department Director or authorized designee approval; (4) the name and location of the vendor; and (5) the City Manager approval pursuant to the procedures outlined above. This information is to be provided via the Emergency Purchase Documentation form.

Emergency Credit Card Limits - In times of emergency, the City Manager and Department Directors may request a temporary increase in individual credit card transaction limits from the Finance Department up to a maximum of \$100,000. This temporary increase is a processing tool to enable timely emergency payments and does not by itself constitute purchase or approval authority; the applicable approval and after-the-fact ratification requirements set forth in this section continue to apply.

Federal Emergency Management Agency (FEMA) - In all cases, the documentation requirements of both the local and federal FEMA agencies are to be complied with as the City's emergency response team is activated. The tracking of work/OT hours by location, position(s) and incident, invoices/receipts and photographs will ensure cost recovery when claims are ultimately submitted.

City Council Discretion - In its discretion, the City Council may reject any and all bids only when an emergency requires that an order be placed with the nearest available source of supply, when the amount involved is less than an amount to be set by the City Council by resolution, or when the commodity can be obtained from only one (1) vendor.

BUDGET AUTHORITY LEVELS

Budget Responsibility - The annual budget is an essential element of the financial planning, control, and evaluation process of the City. It is reviewed each fiscal year by the City Council and is designed as a financial blueprint for the City to follow.

Upon adoption, the various amounts approved in the budget are recorded in the City's financial system. Monthly reports are provided to departments, programs or project managers in order to track expenditures activities and compliance with budget limits. It is the responsibility of each Department to maintain control of their budgets.

Per Financial Policy, Department Directors have budget control at the total department appropriation level. The City Manager’s budget authority is at the Fund and Capital Improvement Project level. This means no Department Director can transfer to/from or utilize the budget of another department – they cannot cross departmental or capital project lines of appropriation. The City Manager may approve transfers between Departments/Programs and between Capital Improvement Projects, but cannot increase the total adopted appropriation. Any increase in total appropriation levels, as well as any transfer between funds, must be authorized by the City Council. This authority relationship is as displayed graphically below.



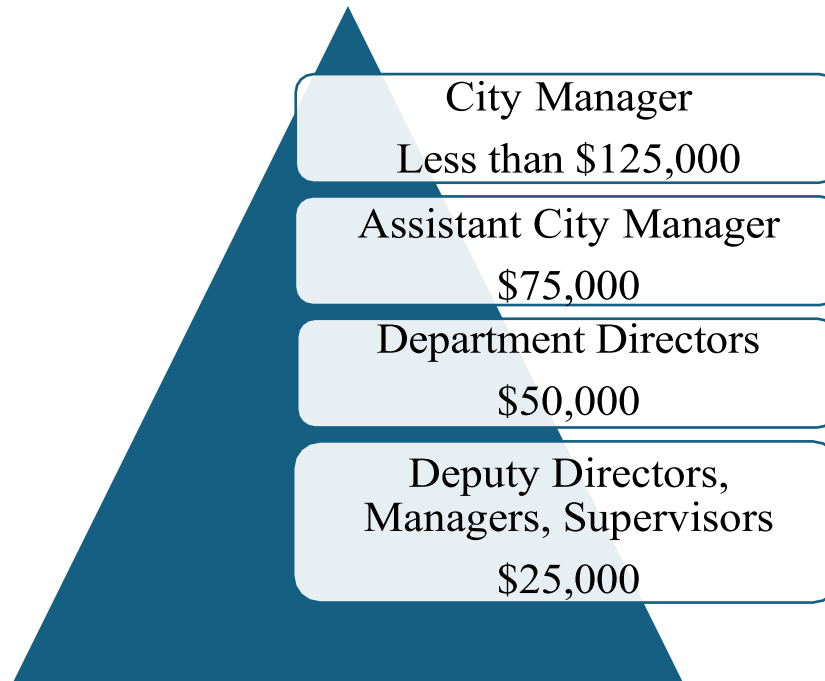
It is critical that all expenditures be coded to the appropriate account classifications during the year without restriction to itemized line-item limits (excluding salary and benefit items and total capital project appropriations). The accurate reporting of expenditure types allows for the refinement of budget variances each year.

SIGNATURE AUTHORITY & APPROVALS

The Finance Department maintains an authorized signatory list, including individual approval dollar limits and areas of responsibility, of employees designated by Department Directors to approve and sign for purchases. Department Directors may delegate signing authority up to a maximum of \$25,000 to a Division Manager but must submit such authorization in advance via the signed signatory list previously referenced herein. Overall functional signing limits are established as displayed in the following chart. Purchase requests received by the Finance Department lacking appropriate approval will be returned promptly to the requesting department before any purchase order is issued and/or payments

are processed. Any late charges arising from such processing delays will need to be charged against the department budget.

LEVEL OF SIGNING AUTHORITY



Change Orders

The submission of change orders to an existing PO, CPO or PCA can alter the level of approvals required up to, and including, the need for City Council action. The determination of authorization levels should include the total of the purchases including the accumulated value of related change orders.

Information Technology Purchases

All Information Technology (IT) purchases must be approved in advance by the IT Manager or designee to ensure compliance with City hardware and system standards. Similarly, IT is required to be consulted for any planned purchases of software and hardware arising during the budget process and in the development of system specifications. IT cannot make purchases on behalf of the operating department without documentation pre-authorized by the department director. This approval will be documented via the completion of the IT Work-Order form.

Shared Cost Purchases & Payroll Payments

Some shared costs, such as utilities (phone, water, gas, electric, insurance, Software annual maintenance or subscription payments, etc.), fuel, facilities and payroll/benefits deductions (taxes, health benefits, PERS, etc.), require broadly defined processing methods as they are operational in nature and addressed in the budget on a bulk basis. Such payments are held to categorical budget appropriation limits, are centrally processed by the Finance Department, fall outside individual authorizing dollar limits, and are handled in bulk form in the monthly accounting process. These items are reviewed by the Finance Department for completeness, budget compliance and accuracy as they are processed. The basis for these shared cost allocations should be developed by the Finance Director in coordination with the impacted departments and discussed in the annual and mid-year budget process.

Warehouse Orders, Shared Building Supplies & Fuel

Limited items are available for order through the Maintenance Services warehouse. These mostly include janitorial supplies, fuel, office paper, kitchen supplies and can simply be requested via email or phone. They will be charged to the ordering department at the month- end based upon inventory pricing. Supplies delivered to shared cost sites, such as City Hall, will be allocated among benefitting programs on a reasonable basis. Maintenance services shall document these purchases monthly as a basis for financial reporting.

Equipment Purchases Identified in the Budget Process

All new and replacement requests for equipment or vehicles are itemized and submitted to the Finance Department as part of the annual budget process or at the time of mid-year budget review. At budget adoption, these specifically identified items will be considered approved. In procuring these items, departments are to strictly follow the bid and approval procedures set forth herein but may finalize such purchases without returning to City Council. However, City Council approval must be obtained if additional appropriations are required above the original adopted budget or if the nature of the purchase is substantially altered.

FIXED ASSET IDENTIFICATION & TRACKING

Any tangible item with a useful life of at least one (1) year and a purchase cost, including sales tax and incidentals, of \$10,000 or more is considered a fixed asset. These items are to be identified by a unique identifying number (ID) and tracked during their lifecycle. Items that do not fit within the dollar threshold for a fixed asset, but are considered valuable, such as cellular phones, cameras or computers should also be identified by a City ID. Departments are responsible for ensuring that unique identifying numbers (serial numbers/VIN #s) are evident in the supporting documentation provided to the Finance Department and for

safeguarding City assets, regardless of the value. Departments should expect to account for the asset's condition and location as part of a year-end inventory.

Physical movement of any fixed asset, even within a department, must be approved by Department Directors or designees and coordinated with the Finance Department to ensure that inventories are updated with the proper location. The physical disposal of any fixed asset must be approved by Department Directors and designees and coordinated with the Finance Department and Facilities Division to ensure that inventory listings are updated.

Periodically, the Finance Department or independent auditors may conduct periodic spot audits to verify asset inventory records and expenditures. Departments should be prepared to support these reviews as needed.

PROFESSIONAL SERVICES

Professional services include those provided by industry specialists such as lawyers, accountants, actuaries, technology specialists, planning, building, and financial consultants. These services, beyond the realm of public works contracts, are exempt from bidding requirements as their selection is based on expertise, experience and proficiency rather than price. As a matter of practice, the City highly encourages competitive bidding for all service contracts and formal RFPs for contracts with values greater than \$25,000. A formal RFP is required for contracts of \$50,000 and greater; for contracts of \$25,000 to less than \$50,000, competitive proposals are encouraged but not required.

Agreements with vendors for services can be for a three (3) year period with up to a two (2) year extension of the agreement to a total of no more than five (5) years. At the conclusion of the five (5) years, it is recommended that the agreement be re-bid to test the price of like services in the marketplace and to provide other vendors with an opportunity to present a bid for services. Agreements posted on the Template drive contain the language needed to state the "term" (length of time) of the agreement. For existing agreements that are ongoing until terminated, consult with the Risk Manager to ensure agreements are revised to include a five (5) year term or proper amendment language.

Managers are to review with the Risk Manager each ongoing software or licensing agreement that exceeds the five (5) year term. These agreements are evaluated on a case-by-case basis for the length of term of the agreement and amendment language.

All contracts entered into by the City require approvals based on the applicable dollar thresholds. This typically includes the Department Director, Finance Director, and Risk Manager. Review by the City Attorney shall be obtained if required, depending on the nature and risk level of the contract. Contracts over the annual dollar limit listed below require City Council approval prior to the award. City Council approval is required only for contracts of \$125,000 and greater; contracts below \$125,000 may be approved administratively within the signing authority limits established in this Policy. This \$125,000 threshold applies consistently throughout this Policy and is distinct from the City Manager's individual signing

authority below \$125,000. RFPs are encouraged as a best practice to ensure competitive selection and transparency.

<i>Value of Non-Legal Professional Services</i>	<i>Recommended Number of Proposals</i>	<i>Required Approvals</i>
\$10,000 to less than \$25,000	The department must conduct an evaluation of options but does not have to obtain written proposals.	Department Director, Finance Director, Risk Manager
\$25,000 to less than \$50,000	Formal RFP and two (2) written proposals recommended	Department Director, Finance Director, Risk Manager
\$50,000 to less than \$125,000	Formal RFP and two (2) written proposals recommended	Department Director, Finance Director, Risk Manager, City Manager, and City Attorney if legal review is required
\$125,000 and greater	Formal RFP and two (2) written proposals recommended	Department Director, Finance Director, Risk Manager, City Manager, City Council, and City Attorney if legal review is required

<i>Value of Legal Services</i>	<i>Recommended Number of Proposals</i>	<i>Required Approvals</i>
Up to Annual Budgeted Appropriation for Legal Fees	City Attorney to evaluate needs based on expertise	City Attorney, Finance Director, City Manager
Above Fund Level Budgeted Appropriation	City Attorney to evaluate needs based on expertise	City Council

** Services under \$10,000 do not require bids although approvals are required from a Department Director and/or designee for all purchases.*

Legal Fees

Under the Los Altos Municipal Code, the City Attorney may retain or employ other attorneys, assistants, or special counsel as needed to take charge of, or assist with, any litigation or legal matters.

The City Attorney estimates these costs at the preparation of the budget on a gross basis. Such payments are held to categorical budget appropriation limits, and are centrally processed by the Finance Department, and therefore fall outside individual authorizing

dollar limits, and are approved by the City Manager. These items are reviewed by the Finance Director for completeness, budget compliance and accuracy as they are processed.

Changes in the scope of existing contracts may trigger a higher level of required approvals.

Professional Services must be initiated and approved via the use of a CPO. Professional Services shall be entered into contractually using a City-compliant executed contract and require the approval of the Risk Manager.

Professional Service Travel Costs - Professional service firms often bill clients for their direct and indirect costs, such as travel, photocopying, proposal preparation, etc. It is advisable that potential providers are informed of, and make documentation available in support of, the City operating travel policies including the following:

- Airfare: The City will not reimburse first class, business class, boarding preferences or other premium types of transportation.
- Hotel: The City will reimburse reasonable hotel accommodation (i.e., single or double rooms, but no suites) and encourage obtaining a government rate in a local venue.
- Meals: Reimbursement for meals is limited to the current IRS per diem rate for the destination city.
- Car Rental: Rental vehicles shall be mid-sized class or smaller with rates commensurate with those offered by major rental companies. Use of luxury cars, specialty vehicles, or other non-standard cars will not be reimbursed. Insurance will be provided under the driver's or company's own policy. Additional insurance coverage offered by the car rental company is not reimbursable by the City.
- Entertainment/Personal Services: Under no circumstances are expenses related to entertainment (i.e., theater tickets, sporting events) or personal services (i.e., dry cleaning, haircuts) reimbursable.
- Deliveries/Transmittals: Deliveries for which the City is billed will be transmitted in the most economical manner reasonably, unless otherwise required by the City.
- Proposal Costs: The City will not reimburse the vendor for any costs associated with the preparation of a proposal.

ADDITIONAL GUIDANCE

FISCAL YEAR-END CUT

OFF

The City's fiscal year runs from July 1 to June 30. To allow for adequate processing time certain types of purchases must be completed well before the end of the fiscal year. While exact calendar dates may vary, the cutoff for submitting purchasing paperwork is generally as follows:

- **Requisitions & Purchase Orders:** 2nd week of June
- **Blanket Purchase Orders:** Orders to be placed by June 30

SUPPLIER CONTACT AND DECORUM

Staff are obliged to always act in a professional and ethical manner when in contact with suppliers who market their services to the City. To this end, we strive to:

- Give all suppliers full, fair, prompt and courteous consideration
- Maintain a level playing field and information transparency
- Protect vendor confidentiality when dealing with market-sensitive data
- Solicit suggestions in determining clear and adequate specifications and standards
- Effectively coordinate with suppliers in an equitable and uniform manner
- Observe truthfulness and highest ethics in all transactions and correspondence

It is important to treat all vendors equally. This includes providing all competing vendors with the same information needed to respond to a request. It is unfair and unethical to divulge one vendor's bid price, terms or conditions to another during the competitive bidding stages and important to realize that this information is not publicly accessible until all bids have been received and evaluated. Information marked "Proprietary" or "Confidential" by the vendor is not considered public and must not be revealed to outside parties. The appearance of impropriety is just as important as actual impropriety. Displays of favoritism to a particular vendor should be always avoided.

Gratuities - To maintain strict objectivity and the highest ethical standards, the City prohibits employees accepting vendor gifts or gratuities. Violation of this standard may result in employee disciplinary action up to, and including, termination.

Insurance - It is the City's practice to transfer as much risk as possible from the City to the supplier or contractor. Therefore, insurance is required from any contractor performing work for the City. This is especially the case for services provided on City property. In these cases, the standards and insurance requirements set forth by the Risk Manager must be adhered to. The City's minimum insurance standards to be complied with are included in this document.

Taxes - The City pays sales or use tax on most purchases as defined by Santa Clara County. This amount is added to the taxable subtotal of your order (certain items such as labor or transportation may or may not be taxable). Use tax, which is equivalent to the sales tax rate, is collected on many out-of-state purchases where the state originating the sale does not collect California State sales tax on behalf of the State. It is important to identify the

applicability of Use Tax in bidding to avoid unintentional budget overrun. The City is exempt from paying Federal Excise Tax.

Shipping and Installation Costs - In developing, accepting and evaluating goods and material bids, it is incumbent on City staff to ensure that costs include any related shipping and/or installation costs and request such information from the subject vendors. In all cases, developing the full costs of purchase is critical to the budget process.

Payments Terms & Frequency - While the City's standard payment terms are Net 30 days from the invoice date, actual processing follows a weekly payment cycle. Vendor agreements should be established using this standard and clearly communicated to them. A vendor's inability to adapt to the City's payment terms may make them ineligible for use. Generally, the City will not pay late fees.

Conflict of Interest/Third Party Transactions - To maintain public trust and confidence in the integrity of purchasing transactions, no City employee who has a real or apparent conflict of interest should participate in the transaction.

Establishing New Vendors - One element of fiduciary responsibility is maintaining strict control over the open accounts established under the City's name. Therefore, the City has instituted a practice whereby Finance has control over creation of all new vendor accounts and the submission and completion of credit applications for open accounts. W-9s are required for all new vendors without exception.

Grant Funding - Federal or other grant programs may require special conditions which are more stringent than City procedures. It is the responsibility of the department to accept the grant on behalf of the City to ensure that all grant provisions are complied with. All grants shall be awarded with City Council approval.

Surplus Property Management - the Facilities Division is responsible for the disposal of all City surplus property via auction. Information Technology should be contacted to disconnect or dispose of computers and related hardware.

The City maintains a small inventory of serviceable surplus property items that may be acceptable for use upon request by a department. City staff or family members are not eligible to purchase City surplus property. Staff may, however, attend any third-party public auction and bid as a member of the public.

Public Safety handles property room disposals directly through a safety-specific auction process and coordinates revenue collections associated with the Finance Department.

Independent Contractors - The Internal Revenue Service (IRS) and the California Employment Development Department (EDD) require independent contractors to provide a W-9 form to the City including the business type (sole proprietor, corporation or partnership)

and documenting a taxpayer identification number (Social Security or federal identification number). Finance must receive the W-9 when a requisition or invoice is processed for a new vendor. Failure to provide this form will result in non-payment of an invoice or delaying processing of a requisition.

Other Jurisdiction BPO or Purchase Contract Agreements (PCA) - Staff may use BPOs or PCAs issued by other jurisdictions entered competitively if it is shown that the selection criteria are essentially the same as would be used by the City. Examples include Santa Clara County BPA for furnishings or awarded unit price schedules for slurry seal or sidewalk repairs.

Prohibited Practices

No City employee shall use or misrepresent the City's purchasing process to obtain property or services for personal use, benefit or personal price discounts. Volume or incentive discounts made available in making City purchases can only be applied to the City's benefit and never personal gain.

No City employee shall draft or cause to be drafted any specifications for bids in such a way as to intentionally limit the bidding directly or indirectly to any one bidder except for the sole source procurements.

PUBLIC WORKS PROJECTS

Public Projects are defined by the State of California Public Contract Code, Section 20161 as a project for the erection, improvement, painting, or repair of public buildings and works; work in or about streams, bays, waterfronts embankments, or other work for the protection against overflow; street or sewer work except maintenance or repair; supplies and materials for any such project, including maintenance or repair of streets or sewers. These purchases are controlled directly by the related Public Contract Code sections and fall outside the operational purchasing cycle addressed in this policy.

Pursuant to Chapter 3.16 of the Los Altos Municipal Code, the City of Los Altos has adopted Bidding Procedures Under the Uniform Public Construction Cost Accounting Act. Requirements and allowances associated with this can be found in the Municipal Code.

GLOSSARY

Bid: A proposal to provide goods and services submitted in accordance with the request for bid documents.

Bidder: A person or entity who submits a bid.

Blanket Purchase Order (BPO): A method by which departments may purchase materials from a specific vendor continuously throughout a specified time. Orders for materials not available from BPO vendors can be purchased by petty cash, credit card, purchase contract, or through the purchase requisition/purchase order process as described within this document.

Change Order: An amendment to an original purchase order authorizing a change in the scope of work; adjustment in the contract sum or contract time; or cancellation of parts or all of a purchase order.

Check Request: The form is used to request that Finance process payment to a vendor or contractor. The form accommodates several uses, including Direct Payments, Blanket Purchase Order payments as well as partial payments against existing purchase orders and contracts.

City: The City of Los Altos, the City Manager, or their designee.

Compost (SB 1383 Eligible): The product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream, or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4).

Contract: An agreement between two or more parties to do something which is set forth in writing and is enforceable by law.

Contract Purchase Order (CPO): The document used by departments to document the request professional services and supported by a formal executed city compliant contract approved by the Risk Manager. A CPO, on its own, does not support authorization to purchase. A CPO shall always be accompanied by an executed formal contract and must follow the approval thresholds established in this Policy.

Cooperative Purchasing Agreement (CPA): The purchase of goods, materials, or services which is entered into by one or more local government entities. The expected impact is to increase volume and/or competition which will result in greater savings.

Purchase Contract Agreement (PCA): A purchase agreement is a legally binding contract between a buyer and seller. These agreements usually relate to the buying and selling of goods instead of services, and they can cover transactions for just about any type of product.

Direct Service Provider: A person, company, agency, district, or other entity that provides a service or services to the City pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).

Electricity Procured from Biomass Conversion: Electricity generated from biomass facilities that convert recovered Organic Waste, such as wood from the municipal stream, into electricity.

Informal Bid: A proposal to provide materials, supplies, or maintenance services valued at \$10,000 through \$50,000. Informal bids typically require at least two (2) written quotes, though verbal quotes may be acceptable if documented. Used for non-complex purchases where sealed bidding is not warranted.

Formal Bid: A proposal for goods, services, or projects valued greater than \$50,000. For purchases greater than \$50,000 and less than \$125,000, formal sealed bids must be solicited from vendors, with written proposals recommended. For purchases of \$125,000 and greater, formal bids must follow the published/advertised sealed bid process, including public notice and competitive solicitation.

Organic Waste: Solid waste containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.

Packing List: A list of supplies requested which includes stock number, item description, quantity requested, and number of items delivered.

Paper Products: Includes, but is not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or as otherwise defined in 14 CCR Section 18982(a)(51).

Petty Cash: Small dollar reimbursements (\$100 or less) made from cash boxes held within departments.

Printing and Writing Papers: Includes, but is not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing

papers, posters, index cards, calendars, brochures, reports, magazines, and publications; or as otherwise defined in 14 CCR Section 18982(a)(54).

Professional Service: A specialized type of service typically provided by those requiring extensive education, certification, and experience standards. Examples of professional services contracts include, but are not limited to, those of accountants, actuaries, appraisers, architects, attorneys, brokerage firms, business consultants, business development managers, copywriters, dentists, distributors, engineers, law firms, physicians, public relations professionals, recruiters, researchers, real estate brokers, translators, software engineers, value-added resellers and web designers. While not limited to those holding professional licenses, the services are considered "professional", and the contract may run to partnerships, firms, or corporations as well as to individuals.

Purchase Contracts: Contracts for routine and repetitive maintenance services typically for the maintenance of landscaping, office machines, office supplies, janitorial services, building maintenance, and street sweeping.

Purchase Order (PO): The document that obligates the purchase of goods or maintenance services that are not available from a BPO; an existing purchase contract; and is above the limit for procurement as a direct vendor payment.

Purchase Requisition: The document used by departments to request goods or maintenance services that are: not available through a BPO; not available on an existing purchase contract; and is above the limit for procurement as direct vendor payment.

Quality: The extent to which the actual minimum needs of the end users are satisfied.

Recovered Organic Waste Products: Products made from California, landfill-diverted recovered Organic Waste, processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60). Products that can be used to meet the Annual Recovered Organic Waste Product Procurement Target shall include Compost, SB 1383 Eligible Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity Procured from Biomass Conversion as described herein and provided that such products meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.

Recyclability: The Paper Products and Printing and Writing Paper offered or sold to the City are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).

Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper: Products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber,

consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.

Renewable Gas: Gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recover Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(62).

Request for Proposal (RFP): Used to request information and pricing from contractors or suppliers. Typically, RFPs are utilized for non-commodity type items where the expertise of the contractor is vital criteria in the selection process. While price/cost is an important component of the selection process, it is not the only factor in the selection process.

SB 1383: Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.

SB 1383 Regulations or SB 1383 Regulatory: Refers to, for the purposes of this policy, the Short- Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.

SB 1383 Eligible Mulch: Mulch eligible to meet the Annual Recovered Organic Waste Product Procurement Target, pursuant to 14 CCR Chapter 12 of Division 7. This SB 1383 Eligible Mulch shall meet the following conditions for the duration of the applicable procurement compliance year, as specified by 14 CCR Section 18993.1(f)(4):

1. Produced at one of the following facilities:
 - i. A compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), that is permitted or authorized under 14 CCR Division 7, other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10);
 - ii. A transfer/processing facility or transfer/processing operation as defined in 14 CCR Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under 14 CCR Division 7; or,
 - iii. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.

Service Contract: A service contract means a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to

furnish an end item of supply. A service contract may cover services performed by either professional or non-professional personnel whether on an individual or organizational basis.

Sole Source Purchase: One where there is only a single vendor capable of providing an item or service, and therefore it is not possible to obtain competitive bids.

Specifications: A complete and accurate statement or set of statements covering the physical, functional, or technical characteristics of goods or services needed, description of any requirements for inspecting or testing and performance standards for items sought. It may also include provisions which govern various aspects of parties to the contract and any special conditions or pre-conditions that exist relative to any goods or services being solicited.

State: The State of California.

Maintenance Services: Services typically dealing with operational maintenance, supplies, and equipment support, rather than specialized professional services described above.

Vendor: A person or company who provides goods or services. A vendor can also be referred to as a supplier or direct service provider.

EXHIBIT A

PURCHASING BID AND AUTHORIZATION CHART

MATERIALS - GOODS - MAINTENANCE SERVICES		
ORDER TYPE	COST POINT	FEATURES
Materials, Goods, Maintenance Service	Less Than \$10,000 (No Bids Required)	Prudent judgment should be used along with obtaining comparative pricing whenever practical. Orders require department director or designee approval.
These include supplies, equipment, operating or maintenance services and projects. Excludes “Public Works Projects” and "Professional Services"	\$10,000 through \$50,000 (Informal Bid)	At least two (2) quotes are required but three (3) are recommended. Written bids/quotes are preferred but may be verbal with documentation. Required Approvals: Department Head or Designee & Finance Director (DH or DE & FD). Risk Manager approval and CPO required for contracts. City Attorney review is required only if needed based on the nature of the contract.
	Greater than \$50,000 and less than \$125,000 (Formal Sealed Bid)	Formal sealed bids required. Public advertisement required only for purchases of \$125,000 and greater. Required Approvals: Department Head, Finance Director, and City Manager (DH, FD, CM). Risk Manager approval and CPO required for contracts. City Attorney review is required only if needed based on the nature of the contract.
	\$125,000 and greater (Formal Published/Advertised Sealed Bid)	Formal bids must be publicly advertised on the City’s electronic bid portal and regional newspaper prior to sealed bid opening. Required Approvals: Department Head, Finance Director, City Manager, and City Council (DH, FD, CM, CC). Risk Manager approval required for contracts; City Attorney review only if required based on the nature of the contract.

	Materials, Goods and Maintenance Service contract costs of any dollar value must adhere to pre-defined signature approval limits. All Information Technology (IT) purchases require the approval of the IT Manager for network compliance. Any IT Purchase for a service department must be authorized via an IT Work Order authorized by a department head or designee.
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EXHIBIT B

PURCHASING BID AND AUTHORIZATION CHART

PROFESSIONAL SERVICES		
ORDER TYPE	COST POINT	FEATURES
Professional Services	\$0 to \$25,000 (RFP Highly Recommended)	Prudent judgment should be exercised and obtaining comparative pricing if practical. Orders require department head or designee approval. Price proposals are not required but three are recommended and must include a Department Head and Finance Director approved CPO and service contract, with Risk Manager approval and City Attorney review only if required based on the nature of the contract.
These services include those of a highly technical nature requiring extended training and certification. Include legal, accountancy, technology and specialty consulting services. These are general guidelines. The evaluation and selection of consultant services may vary on a case-by- case basis.	Greater than \$25,000	A formal RFP is required for contracts of \$50,000 and greater; competitive proposals are encouraged for contracts of \$25,000 to less than \$50,000. Three (3) competitive proposals are encouraged and the package must include a Department Head, Finance Director, and Risk Manager-approved CPO and service contract, with City Manager approval required for contracts greater than \$50,000. City Council approval is required for contracts of \$125,000 and greater. City Attorney review only if required based on the nature of the contract; See the Non-Legal Professional Services table in the Professional Services section of this Policy for the full four-tier approval breakdown.

EXHIBIT C

EMERGENCY PURCHASE FORM – EXAMPLE

Emergency Date	
Cost	
Department/Division	
Vendor	
Address	
Telephone	
Emergency Description	

Describe Emergency:

Because emergency purchases do not normally provide the City an opportunity to obtain competitive quotes, these purchases shall be limited to those necessary to address and immediate operational, health, safety, or infrastructure need. The following procedures shall apply:

- Complete a requisition and obtain a purchase order within three days of the emergency.
- Notify City Manager and Finance of emergency costs greater than \$5,000.
- Notify City Council at the next regularly scheduled meeting of emergency cost greater than \$125,000.
- If Emergency purchases cause line-item budget shortfalls, the responsible department shall obtain City Council approval for an additional appropriation or request that the City Manager transfer appropriations from other programs within the same fund to cover the cost of the purchase.

EXHIBIT D

MINIMUM INSURANCE REQUIREMENTS

Minimum Scope of Insurance as related to the provision of service to the City

CONSULTANT shall provide his insurance broker(s)/agent(s) with a copy of these requirements and request that they provide Certificates of Insurance complete with copies of all required endorsements to: Project Manager, City of Los Altos, 1 N. San Antonio Rd., Los Altos, CA 94022

Minimum Scope of Insurance Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 0001 covering CGL on an “occurrence” basis, including products-completed operations, personal & advertising injury, with limits no less than \$1,000,000 (or \$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers’ Compensation insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant’s profession, with limits of no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:

- Additional Insured Status. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy, with endorsements under CG 20 26, with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations.
- Primary Coverage. For any claims related to this contract, the Consultant’s insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City,

its officers, officials, employees, or volunteers shall be an excess of the Consultant's insurance and shall not contribute to it.

- Notice of Cancellation. Each insurance policy required above shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice (10 days for non-payment) has been given to the City.
- Waiver of Subrogation. Consultant hereby grants to City a waiver of any subrogation which any insurer of said Consultant may acquire against the City by virtue of payment of any loss under such insurance. The consultant agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether the City has received a waiver of subrogation endorsement from the insurer.
- Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Consultant to provide proof of the ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Claims Made Policies. If any of the required policies provide claims-made coverage:

5. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
6. Insurance must be maintained, and evidence of insurance must be provided for at least three (3) (or five (5)) years after completion of the contract work.
7. If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of three (3) years after completion of contract work.

Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements affecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances. City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

PLEASE NOTE: See the City Template General Service and Contract Agreements posted in the Templates Folder online. Check for periodic updates and other provision requirements.

Assistance is available from the Risk Manager.

Requesting departments are responsible for verifying insurance coverage requirements with Risk Management as these parameters may be modified periodically. It is equally important to reference the TEMPLATE General Service and Contract Agreements posted on the Templates folder online and supplied by Risk management while preparing RFPs and finalizing agreements. Departments must attain insurance documents from the vendor prior to execution of the agreements/contracts.

EXHIBIT E

PURCHASE CARD POLICY

OVERVIEW

The City has implemented Purchase Cards (CalCard) based on the State-wide “CalCard” program. The program is designed to establish a more efficient and cost-effective method of purchasing and paying for small dollar City purchases. This program should minimize the need for voluminous blanket/open purchase orders and petty cash requests.

This document puts forth the practices and procedures required of those using Calcard and those who manage their use. The topics addressed in this policy follow:

- Responsibility
- Requesting CalCard
- CalCard Basics
- Spending Limit
- Prohibited Purchases
- Purchase Documentation
- Revocation of Privileges
- Emergency Purchases
- Reconciling Statements
- Disputed Charges
- Returning Items
- Lost or Stolen CalCard
- Declined Purchase
- Review & Audits
- Invoices & Receipts
- Purchase Card Employee Agreement

RESPONSIBILITY

Department Heads: Responsible for authorizing individuals within the Department to receive CalCard and designated approvers. Department heads must approve individual requests for CalCard and make any changes to them. Department heads are ultimately responsible for ensuring the cards’ proper use in conformance with City practices and procedures.

Designated approvers: Designated approvers are selected and authorized by Department heads, responsible for reviewing monthly statements and submitting them to Finance in

complete form. These approvers are responsible for ensuring that cardholders track and report any disputed/unauthorized charges to “CalCard” and to Finance. Individual Department Head CalCard statements and transaction logs will be reviewed by the Finance Director and City Manager.

- Read and be fully aware of the requirements of this document and the City’s Purchasing Policy
- Read and execute an approved Purchase Card Employee Agreement.
- Maintain secure possession of the CalCard and keep the account number confidential.
- Ensure that all purchases strictly comply with City instructions.
- Obtain the best possible value for the City with CalCard purchases.
- Never give a CalCard to anyone for use.
- Always retain and maintain original records of receipts.
- Promptly reconcile monthly statements and provide a complete Purchase Card Log including supervisor/department head review and approval. This documentation must be submitted to Finance, along with all supporting original invoices/receipts and packing slips (if shipped), within ten business days after the statement is received.
- Purchases made on behalf of another department, although uncommon, must be authorized by an authorized signer from the department being charged prior to submission to Finance.
- Promptly resolve disputed items since only authorized charges will be paid. Disputed items may be suspended pending resolution by the department responsible. Failure to pay charges on a timely basis will result in card suspension. Any late fees that result from such delays will be charged to the department budget.
- Immediately call “CalCard” if a card is lost or stolen and notify Department supervisors and Finance.
- Resolve all incorrect charges and product returns as quickly as possible.
- Return the CalCard to Finance upon the request of a supervisor, suspension of privileges, or termination of employment.

Finance: Responsible for administering the program, activating and terminating CalCard, and maintaining a record of individuals authorized to conduct purchase card transactions. Finance is also responsible for processing monthly payments.

REQUESTING CalCard

To apply for a CalCard, the Department head should send an email request to Finance and ultimately submit an approved Purchase Card Employee Agreement (Exhibit F) specifying an individual purchase limit as well as a total monthly limit. Total monthly limit should not exceed \$10,000.

CalCard BASICS

CalCard are to be used exclusively for City business. They are Visa credit cards that work just like a personal credit card except that monthly charges are paid directly by the City.

CalCard purchases are held to individual transactional limits set by Department heads and to the small dollar purchase limit established by City purchasing policy. Department heads also set a total monthly dollar limit for each individual cardholder. Each time the card is used, an electronic process verifies that the purchase is within these limits. If the purchase violates these limits, the supplier will not accept the order.

CalCard will be issued in an employee's name, bear a "City of Los Altos" imprint and display a unique color scheme to distinguish them from personal credit cards. Cardholders are directly responsible for the proper use of their cards and department heads for the management and review of those they have authorized.

Monthly statements will be sent to cardholders for verification of charges against invoices/receipts, coding of appropriate budget accounts, and approval by an immediate supervisor and department head or designee. Finance will receive a full set of statements. Monthly statements for cards held by Department heads are to be reviewed and approved by the City Manager and/or their designee.

The effectiveness of the CalCard program is dependent on the timely review, processing and submission of approved monthly transactions. Providing timely, accurate and complete purchase documentation is critical. Use of such cards is a privilege that provides a valuable alternative purchasing mechanism and requires strict adherence to established practices. Non-compliance with the City Purchasing Policy will result in card revocation and/or disciplinary action.

SPENDING LIMITS

CalCard purchases shall be subject to individual transaction limits approved by Department Heads and must comply with the City's small-dollar purchasing threshold of less than \$10,000. In addition, Department Heads shall establish a total monthly limit for each cardholder.

30-Day Monthly Transaction Limit

- Cardholder spending limits may be modified only on an as-needed basis and must receive prior approval from the Department Heads or their designee.
- To request a change in a cardholder's spending limit, the cardholder must submit a properly approved Purchase Card Employee Agreement to calcard@losaltosca.gov, along with a memorandum providing a brief justification for the requested change and specifying the proposed new limit.

PROHIBITED PURCHASES

Purchases made shall be strictly for City of Los Altos business. CalCard cannot be used for:

- Personal use and entertainment
- Cash advances or refunds
- Per diem and mileage advances
- Any transaction exceeding the Department Head's established limit or the approved purchasing card limits—the level at which a purchase requisition and purchase order are required
- Professional services, except for industry-wide training services (such as seminars).
- Purchases prohibited by the City's Purchasing Policy
- Unauthorized travel-related expenses
- Fines
- Splitting purchases to circumvent the dollar limit

PURCHASE DOCUMENTATION

- Always get an original invoice/receipt from the supplier.
- If paying for a conference or seminar, the original registration form and/or certification of completion must be provided.
- For non-conference business meals, the itemized restaurant receipt indicates purchased items should be provided.
- For subscriptions, keep a copy of the renewal notice or initial subscription request.
- In the case of internet purchases, provide a copy of the E-commerce receipt.
- In all cases, items being shipped or picked up at point-of-sale must be supported by a delivery packing slip with approval from Department Head.

If placing an order by phone, mail, or fax, or on the internet:

- Instruct the supplier to include your name, department, and address on the shipping label
- Instruct the supplier to include a receipt and delivery packing slip (charge slip, invoice, or cash register receipt) with the package.
- Verify the order is correct upon delivery, sign the packing slip and have another member of the receiving Department inspect and sign the packing slip as well.
- Retain the original invoice/receipt/packing slips for reconciliation and substantiation.

REVOCATION OF PRIVILEGES

Failure to follow established City purchasing procedures or the improper use of CalCard will result in one or more of the following consequences:

- Suspension of card privileges

- Disciplinary action, up to and including termination of employment

There may also be criminal and civil consequences related to misuse of public funds and potential action by the bonding company that provides the City's blanket employee bond.

Your account can be canceled for:

- Failure to exercise reasonable care in safeguarding the CalCard from loss or unauthorized uses
- Failure to meet the monthly reconciliation submission deadline for two (2) consecutive months, which may result in the CalCard being locked or suspended
- Making improper or unauthorized purchases
- Excessive lost receipts, defined as more than two lost receipts within a six-month period
- Failure to comply with the intent, requirements, and provision of the CalCard Policy
- Splitting purchases to circumvent CalCard limits or authorization requirements
- Determination by the Department head that there is no longer a business purpose

Your account will be canceled immediately upon separation from the City, or if the card is intentionally used for personal purposes or shared with unauthorized users.

EMERGENCY PURCHASES

Finance management can approve a temporary increase in CalCard transactions and monthly limits in the event of an emergency as defined in the City's purchasing instructions. Such increase requests can be directed to Finance by Department heads and/or the City Manager. Emergency purchases will still require the retention of supporting invoices/receipts/packing slips as a basis for payment and grant assistance recovery.

RECONCILING STATEMENTS

CalCard statements are mailed directly to the departments and are also available for download through the U.S. Bank online system. Immediately upon receipt, the cardholder must verify the accuracy of the statement by comparing charges to supporting invoices/receipts. The review shall encompass the following items:

3. The reconciled CalCard statement, verifies that statement charge amounts do not exceed or differ from receipt amounts.
4. Any items on the statement that were not purchased, received, or supported by a packing slip (if applicable).
5. Original invoices/receipts (in the order they appear on the statement) submitted to the designated approver for review and signature.

6. If a receipt has been lost, a memorandum (T drive) documenting the description and amount of the charge.
7. The Card Activity Report signed by the cardholder and the approver, including the appropriate budget/expense account codes.
8. Department Heads are responsible for ensuring that reconciled and approved statements for all cardholding employees, including invoices/receipts, are submitted to Finance within ten (10) business days of mail delivery.

DISPUTED CHARGES

If an item on the monthly statement is incorrect, the cardholder should call the supplier immediately to resolve the problem and inform his/her designated approver. CalCard should also be contacted to file the proper file dispute form if necessary. Additionally, Finance should be notified of these disputes as statements are submitted.

RETURNING ITEMS

For an over-the-counter purchase, return the item directly to the supplier and obtain a credit receipt. Requesting a cash refund is not allowed.

If the purchase was made by internet, phone, mail, or fax:

- Contact the supplier for return instructions.
- Get a return reference number from the supplier or credit number.

Be sure to check subsequent statements to verify credit received for the returned items.

LOST OR STOLEN CalCard

- Reporting Lost or Stolen CalCard: 1-800-344-5696 (24 hours/7 days a week)
- Inform your designated approver and Finance Department: calcard@losaltosca.gov.

DECLINED PURCHASE

If a supplier purchase is declined, contact CalCard, and your designated approver to inquire about the reason for the decline. This may be an indication of an exceeded transaction limit, monthly limit, unauthorized purchase category, or simply a processing error.

REVIEW & AUDITS

All accounts are to be reviewed at the Department level and audited regularly as part of the annual interim and year-end audit process. Finance will conduct unscheduled audits of credit card transactions and request specific identification of tangible goods purchased.

INVOICES & RECEIPTS

Supporting original invoices/receipts/packing slips are required without exception before

payment can be made. If the supplier does not provide an invoice/receipt/packing slip at the time of transaction or delivery, you must contact the supplier and request replacement documentation. Failure to provide the required documentation may result in non-payment of the charge. Any resulting late fees or penalties shall be charged to the benefiting department.

EXHIBIT F

PURCHASE CARD EMPLOYEE AGREEMENT

Section 1: Completion of this section is required when applying for a new Cal Card.

This section must be fully completed, signed by the applicant and the Department Head, and returned to Finance for processing.

You are entrusted with a City of Los Altos purchasing card, issued based on your official need to acquire supplies, equipment, and materials for the City. The City may revoke this card at any time, and its issuance does not confer any rights or entitlements based on your position. Your signature below acknowledges that you have read this Agreement and agree to comply with its terms.

I understand that I will be making financial commitments on behalf of the City of Los Altos and will obtain the best value for the City.

I have read, understood, and agree to follow the policies and procedures described in the City's Purchasing Instructions. I agree that under no circumstances will I use the purchasing card to make personal purchases, either for myself or for others.

I understand that the purchasing card will be issued in my name and "City of Los Altos." Personal use of the card is strictly prohibited. Any unauthorized or personal charges must be reimbursed to the City, including related fees.

The purchasing card remains the property of the City and is subject to all applicable internal control and verification requirements, including production of the card upon request. I will immediately notify Cal Card and the Finance Department in the event the card is lost or stolen.

I am responsible for all charges, for reconciling monthly statements within ten days of the bank's statement received, and for submitting approved statements with original receipts to Finance. If I fail to meet the monthly reconciliation submission deadline for two (2) consecutive months, the Cal Card will be locked or suspended.

I agree to surrender the purchasing card immediately upon request by the Program Administrator or upon termination of employment with the City of Los Altos, regardless of the reason.

I understand that failure to comply with the requirements of the Purchase Card Instructions may result in the revocation of card privileges and other disciplinary actions, including employment termination.

Print Employee Name

Employee Signature

Date

Dept. Head Signature

Print Name

Date

Single Purchase
Limit

\$_____

Total Monthly Limit

\$_____

Section 2: Completion of this section is required only if the Cal Card is ready to be picked up.

I certify that all purchases charged to Cal Card, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cal Card Number

Print Name

Employee Signature

Date Pick Up

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ESTABLISHING THE FY26/27 APPROPRIATIONS LIMIT**

WHEREAS, California Constitutional Article 13B limits the total annual appropriations of cities;
and

WHEREAS, it is the desire of this Council to establish its appropriations limit pursuant to Article 13B.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby determines that said City's appropriations limit, pursuant to Article 13B of the California Constitution using the annual percent change in population for Santa Clara County and the percent change in California for per capita personal income, is as follows:

FY 2026/27 \$52,247,414

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 9th day of June, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

City of Los Altos
Fee Schedule
FY2026-27

DEVELOPMENT SERVICES

BUILDING DIVISION

Building Permit	
Valuation based on price per square foot of construction. Minimum valuation for all residential and commercial	
Total Valuation	Fee
\$1.00 - \$3,000.00	\$ 251.87
\$3,001.00 - \$25,000.00	
First \$3,000	\$ 251.87
Each Additional \$1,000 or fraction thereof	\$ 32.49
\$25,001.00 - \$50,000.00	
First \$25,000	\$ 966.65
Each Additional \$1,000 or fraction thereof	\$ 33.46
\$50,001 - \$100,000.00	
First \$50,000	\$ 1,803.36
Each Additional \$1,000 or fraction thereof	\$ 18.19
\$100,001.00 - \$500,000.00	
First \$100,000	\$ 3,640.86
Each Additional \$1,000 or fraction thereof	\$ 7.95
\$500,001.00 - \$1,000,000.00	
First \$500,000	\$ 7,915.71
Each Additional \$1,000 or fraction thereof	\$ 12.92
\$1,000,001.00 and up	
Firs \$1,000,000	\$ 14,970.27
Each Additional \$1,000 or fraction thereof	\$ 6.46
ADU Building Permit	\$ -

Electrical, Mechanical or Plumbing Permit	
\$1.00 - \$3,000.00	\$ 213.91
\$3,001.00 - \$25,000.00	
First \$3,000	\$ 408.86
Each Additonal \$1,000 or fraction therof	\$ 25.35
\$25,001.00 - \$50,000.00	
First \$25,000	\$ 966.65
Each Additional \$1,000 or fraction therof	\$ 26.75
\$50,001.00 - \$100,000.00	
First \$50,000	\$ 1,635.43
Each Additional \$1,000 or fraction therof	\$ 55.02
\$100,001.00 and up	1.62%
ADU Electrical, Mechanical or Plumbing Permit	\$ -
Plan Check	
ADU Plan Check	\$ -
Building Plan Check	135.00%
Energy Plan Check (Title 24)	25.00%
Solar/Photovoltaic Permit	
Residential	
15kw or less	\$ 314.57
15 kw - 50kw	\$ 314.57
Per kw above 15kw	\$ 10.48
51kw - 250kw	\$ 524.28
Per kw above 50kw	\$ 5.24
250+ kw	\$ 524.28
Per kw above 250kw	\$ 5.24
Commercial	
50kw or less	\$ 314.57
50kw - 250kw	\$ 524.28
Per kw above 50kw	\$ 5.22
250+ kw	\$ 524.28
Per kw above 250kw	\$ 5.00

Standalone Building Permits	
Water Heater	\$ 157.28
Heat Pump (HVAC)	\$ 300.00
Water Line/ Re-Pipe	\$ 316.67
Electric Vehicle (EV) Charging Station	\$ 314.57
Energy Storage System	\$ 419.43
Demolition Permit	
Single Family	\$ 244.31
Commercial/ Mixed-Use/ Multifamily	\$ 373.29
Inspections	
Re-inspection Fee	\$ 260.04
Inspections Outside of Normal Business Hours	
(Minimum Charge of 2 hours)	\$ 603.98
Each Additional Hour	\$ 301.98
Expired Permits	
Expired Permit Fees	Based on Original Permit Fees
Penalty for Expired Permits	
0 to 30 days	\$ -
31st day through 60th day	\$205.00/per day
61st day through 120th day	\$410.00/per day
121st day and everyday thereafter	\$820.00/per day

Misc. Building Fees	
Alternate Means and Methods Request (AMMR)	\$ 465.56
Certificate of Occupancy	\$ 114.29
Temporary Certificate of Occupancy	\$ 684.72
Duplicate Permit Request	\$ 114.29
Street Address Change	\$ 761.26
Stop Work Penalties	2-4x All Plan review and Permit Fees
In House Plan Check Revision Review	\$310.38/ per hour
Consultant Review	Actual Cost
Building Code Compliance Review	\$ 155.18
Fees Assessed at Time of Building Permit Issuance	
California Green Building Fund	Assessed at the rate of \$4.00 per \$100,000 in valuation, with appropriate fractions thereof, but not less than \$1.00 per every \$25,000 in valuation
Construction Tax (Established per LAMC Chapter 3.24)	
Single Family	\$0.42/per Square Foot
Commercial/ Multifamily	\$0.70/per Square Foot
Strong Motion and Seismic Hazard Mapping	
Strong Motion Instrumentation & Seismic Hazard Mapping Fees - SMIP (1-3 Story Residential)	Valuation Amount x 0.00013 (Minimum Fee \$0.50)
Strong Motion Instrumentation & Seismic Hazard Mapping Fees - SMIP (Over 3 story residential & all commercial)	Valuation Amount x 0.00028 (Minimum Fee \$0.50)
General Plan Maintenance Fee (Charged based Building Permit Fee)	7.00%
Technology Surcharge Fee (Charged based on Building Permit Fee)	5.00%

PLANNING DIVISION

General Applications	
Annexation	\$ 18,875.39
Appeal	\$ 1,048.57
Application Extension	
Single Family	\$ 1,061.16
Commercial/ Multi-Family	\$ 1,785.72
Application Modification	
Single Family	\$ 2,454.71
Commercial/ Multi-Family	\$ 5,376.04
Development Agreement	\$ 14,665.37
Flood Hazard Letter	\$ 724.56
Preliminary Project Review	
Staff Review	\$ 6,971.97
Planning Commission	\$ 11,605.62
SB9 Dual Opportunity Development	\$ 3,637.50
Zoning Use Compliance	\$ 483.39
Zoning Verification Letter	\$ 724.56
Conditional Use Permit	
New Use Permit or Modification	\$ 9,625.91
New Use Permit or Modification (Non-Profit)	\$ 9,236.90
Temporary Use Permit	\$ 472.90

Design Review	
Single Family	
Administrative (<150 sq. ft.)	\$ 724.56
Administrative (>150 sq. ft.)	\$ 3,637.50
Zoning Administrator	\$ 6,726.61
Commercial/ Multi-Family	
Administrative	\$ 7,477.38
Planning Commission	\$ 15,545.12
Historic Permit	
Alteration Permit	\$ 7,520.38
Resource/ Landmark Designation	\$ 4,482.66
Mills Act	\$ 6,898.57
Sign Review	
New Sign	\$ 724.56
Modification of Existing Sign	\$ 483.39
New/ Modification of Sign Program	\$ 1,449.13
Tree Removal	
Tree Removal Permit	
First Tree	\$ 314.57
Each Additional Tree	\$ 157.28
Invasive Species (subject to verification)	
In-Lieu Tree Replacement Fee	\$ 1,258.29
Consulting Arborist	Actual Cost

Long Range Planning	
General Plan Amendment (Deposit)	Actual Cost
Zone Change	Actual Cost
Zone Text Amendment (Deposit)	Actual Cost
Map Amendment (Deposit)	Actual Cost
Planned Unit Development (PUD)	Actual Cost
Single-Story Overlay Zone	Actual Cost
Parklet Permit	
Initial Application	\$ 579.86
Renewal Fee (Calculated Per Square Foot of Parklet Area)	\$3.14/sq.ft
Sidewalk Dining	
Initial Application	\$ 579.86
Renewal Fee	\$ 374.34
Outdoor Display Permit	
Outdoor Display Permit	\$ 1,207.96

Subdivision Review	
Certificate of Compliance	\$ 4,197.44
Reversion to Acreage	\$ 7,632.58
Tentative Subdivision Map Review	
Tentative Map	\$ 11,058.27
Parcel Map	\$ 11,058.27
Parcel Map (Ministerial)	\$ 6,277.82
Urban Lot Split	\$ 6,277.81
Lot Line Adjustment/ Lot Merger	\$ 5,263.84
Map Extension or Modification	
Administrative	\$ 3,909.08
Planning Commission/City Council	\$ 6,998.18
Variance	
Single Family	\$ 11,109.65
Commercial/ Multi-Family	\$ 13,526.61
Inclusionary Housing In-Lieu Fee	
Multi-Family Rental	\$111.15/per Square Foot
Condominium For Sale	\$120.59/per Square Foot
Townhouse for Sale	\$178.25/per Square Foot
Fees Assessed at Time of Planning Project/Permit Submittal	
Technology Surcharge Fee	
(Charged based on Planning Project/Permit Fee)	5.00%

PUBLIC WORKS

Engineering

Encroachment Permit	
Parking Stall	
Base	\$ 305.13
Per Stall Per Day	\$ 35.64
Special	\$ 739.25
Special - Dewatering to Sewer	\$1.69/100 gallon
Miscellaneous	\$ 1,249.90
Plan Check	
County Sewer Plan Check	\$ 1,880.09
Los Altos Hills Sewer Plan Check	\$ 1,880.09
Public Works Plan Check	Actual Cost
Stormwater Management Plan Check	\$ 1,963.98
Transportation Plan Check	Actual Cost
Sewer Permit & Fees	
City	\$ 759.16
City Capacity Rights	\$ 6,456.29
County	\$ 1,671.42
County In-Lieu of Assessment	\$ 12,190.93
County Capacity Acquisition	\$ 10,128.51
Los Altos Hills Capacity Acquisition	\$ 10,128.51
Sewer Tap-in	\$ 152.04
Sewer Dye Test	\$ 200.27
Transportation Permits	
Transportation Permits	
Single	\$ 16.00
Annual	\$ 90.00

Inspection	
Engineering Inspection Fee (Based on Construction Costs)	6.00%
Additional Inspection Visit	\$ 369.10
Mapping Fees	
Final Subdivision Map Check	
Base	\$ 4,920.96
City Land Surveyor (Minimum Deposit)	\$ 2,097.15
Lot-Line Adjustment	\$ 2,848.97
City Land Surveyor (Minimum Deposit)	\$ 2,097.15
Misc. Engineering Fees	
Vacating Easement/ Right-of-Way	\$ 11,684.27
Utility Street Cut Permit (Based on Construction Costs)	419.43 + 4%
Temporary Lane Closure Permits	
Application (First Day Only)	\$ 658.50
Each Additional Day	\$ 97.51
Fees Assessed at Time of Engineering Permit Issuance / Mapping Submittal	
Technology Surcharge Fee (Charged based on Engineering Permit Fee / Mapping Fee)	5.00%
Environmental Services and Utilities	
Heavy Haul Permit	\$ 757.14
Payment Convenience Fees	
Credit Card Convenience Fee – Permit Transactions	2.60% Per Transaction
E-Check Convenience Fee – Permit Transactions	\$1.25 Per Transaction

POLICE

Alarm Permit	
Renewal	\$45.17 per permit
Late Renewal/Unpermitted Alarm response	\$92.00
False Alarm Response	
First two responses in a permit year	No charge
Third and subsequent responses	\$ 269.96
Alcohol Permit	
	\$ 124.59
Concealed Carry Weapon Permit	
Initial Application	\$ 500.00
Bi-annual renewal	\$ 250.00
DUI Accident Response	
Police Response	\$ 1,427.70
Fire Response	\$ 1,739.19
Fatal accident	Fully allocated hourly rate for all emergency personnel responding, not to exceed \$12,000.00 per incident
Jail Booking Fees	
	Actual County Cost
Massage Establishment Permit	
New	\$ 336.41
Annual Renewal	\$ 93.44
Massage Appeal Hearing	\$2,412.00 per appeal Includes one hour of City Attorney time
Miscellaneous Police Permit	
	\$186.17 Per Application
Parking Pass Booklets	
	\$ 27.00
Parking Permit	
Quarterly	\$ 47.76
Annual	\$ 118.36
Second Response Call-Back	
Standard Response	\$229.46 Per Response After an Initial Warning
Secondhand Dealer/Pawn Shop Permit	
New	\$ 322.50
Annual Renewal	\$ 186.37
Solicitor Permit	
	\$186.17 Per Application

Special Event Permit Application	
New For-Profit	\$ 519.16
New Non-Profit	\$ 415.33
On-Going For-Profit	\$ 207.66
On-Going Non-Profit	\$ 155.74
Special Event Police Service	Actual Cost
Vehicle Impound Release	\$372.49 per vehicle
Vehicle Repossession	\$18.37 per vehicle
Verification/Clearance Letter	\$48.00 per letter
Subpoena	\$ 275.00
Subpoena Duces Tecum	\$ 15.00
Police Report Copies	\$0.20 per page and no charge for victims of crimes

PARKS AND RECREATION

Banner Hanging	
San Antonio/El Camino Real	\$482.00 Per Two Weeks
Downtown	\$482.00 Per Two Weeks
Fremont/Grant	\$389.00 Per Two Weeks
Lincoln Park	
9-foot	\$199.00 Per Week
18-foot	\$399.00 Per Week
30-foot	\$482.00 Per Week
Facility Rental General	
Facility Rental Application Fee	\$ 15.00
Expedite Fee (Application submitted less than 15 days prior to the event date)	\$ 75.00
Los Altos Community Center Facility Rentals (per hour)	
Community Room (Grand Oak)	
Resident	\$ 297.00
Non-Resident	\$ 356.00
Non-Profit	\$ 148.00
Commercial	\$ 445.00
Meeting Room (Sequoia)	
Resident	\$ 118.00
Non-Resident	\$ 148.00
Non-Profit	\$ 59.00
Commercial	\$ 178.00
Multi-purpose Room (Apricot, Manzanita, Birch, Sycamore, Maple)	
Resident	\$ 95.00
Non-Resident	\$ 118.00
Non-Profit	\$ 47.00
Commercial	\$ 142.00

Kitchen	
Resident	\$ 59.00
Non-Resident	\$ 89.00
Non-Profit	\$ 29.00
Commercial	\$ 118.00
Lobby	
Resident	\$ 118.00
Non-Resident	\$ 148.00
Non-Profit	\$ 59.00
Commercial	\$ 178.00
Courtyard	
Resident	\$ 59.00
Non-Resident	\$ 89.00
Non-Profit	\$ 29.00
Commercial	\$ 118.00
Package (Sequoia/Manzanita/Lobby)	
Resident	\$ 249.00
Non-Resident	\$ 303.00
Non-Profit	\$ 124.00
Commercial	\$ 499.00
Package (Sequoia/Manzanita/Apricot)	
Resident	\$ 249.00
Non-Resident	\$ 303.00
Non-Profit	\$ 124.00
Commercial	\$ 499.00
Package (Sequoia/Manzanita/Buckeye/Madrone)	
Resident	\$ 190.00
Non-Resident	\$ 231.00
Non-Profit	\$ 95.00
Commercial	\$ 380.00

Other Facility Rentals (per hour)	
Multi-purpose rooms	
Resident	\$ 142.00
Non-Resident	\$ 178.00
Non-Profit	\$ 71.00
Commercial	\$ 285.00
Classrooms	
Resident	\$ 59.00
Non-Resident	\$ 71.00
Non-Profit	\$ 47.00
Commercial	\$ 118.00
San Antonio Club	
Resident	\$ 142.00
Non-Resident	\$ 178.00
Non-Profit	\$ 71.00
Commercial	\$ 285.00
Tennis and Bocce Courts	
Resident	\$ 10.00
Non-Resident	N/A
Non-Profit	\$ 8.00
Commercial	N/A
Athletic Fields	
Resident	\$ 59.00
Non-Resident	\$ 71.00
Non-Profit	\$ 29.00
Commercial	N/A
Gymnasium (Half)	
Resident	\$ 101.00
Non-Resident	\$ 130.00
Non-Profit	\$ 53.00
Commercial	\$ 190.00
Gymnasium (Full)	
Resident	\$ 166.00
Non-Resident	\$ 213.00
Non-Profit	\$ 95.00
Commercial	\$ 332.00
Neutra House	
Resident	\$ 115.00
Non-Resident	\$ 144.00
Non-Profit	\$ 57.00
Commercial	\$ 173.00

Other Facility Rentals	
Veterans Community Plaza Half Day	
Resident	\$ 167.00
Non-Resident	\$ 213.00
Non-Profit	\$ 65.00
Commercial	N/A
Veterans Community Plaza Full Day	
Resident	\$ 261.00
Non-Resident	\$ 326.00
Non-Profit	\$ 106.00
Commercial	N/A
Patriot Corner Picnic Area Half Day	
Resident	\$ 178.00
Non-Resident	\$ 225.00
Non-Profit	N/A
Commercial	\$ 356.00
Patriot Corner Picnic Area Full Day	
Resident	\$ 261.00
Non-Resident	\$ 326.00
Non-Profit	N/A
Commercial	\$ 522.00
Grant Picnic Area Half Day	
Resident	\$ 106.00
Non-Resident	\$ 130.00
Non-Profit	N/A
Commercial	\$ 213.00
Grant Picnic Area Full Day	
Resident	\$ 142.00
Non-Resident	\$ 172.00
Non-Profit	N/A
Commercial	\$ 285.00

Miscellaneous	
Key Replacement	\$ 149.00
Facility Rentals	
Additional Facility Attendant	\$26.00 per hour
Linen Rental	\$29.00 per linen
Senior Lunch Program	
Weekly Lunch	Donation Only
Holiday Lunch	Donation Only
Change Fees	
Classrooms	\$ 75.00
Multipurpose spaces	\$ 75.00
Picnic space	\$ 20.00
Court spaces	\$ 10.00
Payment Convenience Fees	
Credit Card Convenience Fee – Recreation Transactions	2.99% Per Transaction
E-Check Convenience Fee – Recreation Transactions	\$1.25 Per Transaction

OTHER FEES (Admin)

Business License Listing	\$49.00 Per Request
Business License Duplicate	\$12.00 Per Request
Credit Card Convenience Fee – Business License Transactions	2.99% Per Transaction
City Initiative Filing	\$200.00 Per Initiative, Refunded if Within One Year of Filing the Notice of Intent, the Elections Official Certifies the Sufficiency of the Petition
Damage to City Property	Time/Material
Document Reproduction	\$0.25 Per Page
Fair Political Practices Commission Related	\$0.10 Per Page
Non-Sufficient Funds Check Processing	
First NSF Check	\$25.00 Per NSF Check
Second & Subsequent NSF Checks	\$35.00 Per NSF Check
Notary Fee	\$ 15.00
Tobacco Retailer License	
Initial	\$ 297.00
Annual	\$ 178.00

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RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REAFFIRMING THE FY 2026-27 UTILITY USERS TAX RATE**

WHEREAS, the rate of tax for each of the Utility Users Taxes imposed in Section 3.40.070, 3.40.090, and 3.40.110 of the Los Altos Municipal Code does hereby remain fixed and levied at 3.5 percent until further action of the City Council; and

WHEREAS, the Los Altos Municipal Code requires that each year, following the adoption of the City's budget, the City Council will determine the rate to be charged for the Utility Users Tax and shall set that rate in an amount not to exceed the rate authorized by the ordinance; and

WHEREAS, the City Council reviewed and adopted the budget on June 9, 2026.

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

1. The rate of tax for each of the utility users taxes imposed in Sections 3.40.070, 3.40.090, and 3.40.110 of the Los Altos Municipal Code does hereby remain fixed and levied at 3.5 percent until further action of the City Council
2. Maintain this rate to fund general governmental operational expenses as necessary

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 9th day of June, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REAFFIRMING THE FY 2026-2027 TRANSIENT OCCUPANCY TAX RATE**

WHEREAS, on November 6, 2018 the voters of the City of Los Altos approved an increase in the Transient Occupancy Tax from 11% to a maximum of 14%; and

WHEREAS, the Los Altos Municipal Code requires that each year, following the adoption of the City's budget, the City Council will reaffirm the rate for the Transient Occupancy Tax as approved by the voters on November 6, 2018; and

WHEREAS, the City Council reviewed and adopted the budget on June 9, 2026.

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

1. Adopt the Transient Occupancy Tax of 14% pursuant to Section 3.36.020
2. Maintain this rate to fund general governmental operational expenses as necessary

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 9th day of June, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE ALLOCATION OF PARK IMPACT FUNDS FOR PARKS AND
RECREATION FACILITY IMPROVEMENT PROJECTS**

WHEREAS, the Park Impact Fee Fund has an estimated available fund balance of approximately \$17.4 million at the beginning of FY2026/27, which is sufficient to cover the cost of the requested parks and recreation facility improvements for FY2026/27; and

WHEREAS, the City has determined through the budget process that the listed projects should be done through the use of Park Impact funds; and

WHEREAS, staff will take each project through the proper public process to select consultants, vendors and contractors to complete these projects; and

WHEREAS, previously authorized projects and the amounts needed for carryover are included to reflect all Park Impact funds needed for project completion in FY 2026/27; and

WHEREAS, this action is Categorically Exempt pursuant to CEQA section 15301 – Existing Facilities consisting of the operation, or minor alteration of existing public structures and facilities involving negligible or no expansion of existing or former use.

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

- 1) Find that Park Impact fees may be used for the purpose of developing new or rehabilitating existing park or recreational facilities within the City because: (1) the neighborhoods in which the fees are to be expended has fewer than three acres of park area per 1,000 members of the City; (2) is reasonably foreseeable that City residents will use the proposed park and recreational facilities where the fees are being used; (3) the use of the fees is consistent with the City's adopted general plan and park master plan; and (4) the fees are used in compliance with Los Altos Municipal Code Section 13.24.010.
- 2) The City Council of the City of Los Altos hereby authorizes the allocation of \$4,158,504 from the City's Park Impact fund to make the following park and recreation facility improvements in FY 2026/27.

• Downtown Park Space with parking	\$1,104,160
• Grant Park Playgrounds	\$619,950
• Shoup Park Playgrounds	\$619,950
• Community Center Café	\$165,000
• San Antonio Club Upgrades	\$85,000
• Grant Park Facility Photovoltaic and Battery Storage	\$254,444
• Rosita and Montclair Tennis Court Resurfacing	\$310,000
• McKenzie Pickleball Court Conversion	\$375,000

• Grant Park Basketball Court Replacement	\$250,000
• Garden House Improvements Design	\$75,000
• Lincoln Park Gazebo Replacement	\$200,000
• Admin Building B Playground Expansion	\$80,000
• Redwood Grove cement Pathway Replacement	\$20,000

3) The use of the fees is consistent with the following:

(a) the City's General Plan, Open Space, Conservation & Community Facilities Element, Park and Recreational Facilities and Programs, Goal 6: Ensure proper maintenance of parks, open space, and public facilities, Policy 4.1: Provide adequate level of maintenance for City parks, open space, and public facilities, to ensure safety, aesthetics, and recreational enjoyment for Los Altos residents;

(b) the Los Altos Park Plan (2012) citing to the Redwood Grove Nature Preserve Master Plan (1980), was designed to preserve the grove as a unique resource while also improving facilities, accessibility and circulation. Since its adoption of the Master Plan, the City has followed through with many recommendations, however, there are still recommendations in that Master Plan that have yet to be implemented and should be considered as part of planning for Redwood Grove.

4) The fees are used in compliance with Los Altos Municipal Code Section 13.24.010.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 9th day of June 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADOPTING THE FY 2026/27 OPERATING BUDGET**

WHEREAS, it has been determined that the adoption of an annual Operating Budget is an effective and prudent management tool; and

WHEREAS, the City Council reviewed the FY 2026/27 Operating Budget at a public meeting held on May 26, 2026.

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

1. The City of Los Altos FY 2026/27 Annual Operating Budget has been presented and reviewed by City Council with regard to the approval of estimated revenues, appropriations, capital projects, and transfers for all City funds in accordance with adopted Financial and Investment Policies; and
2. City programs, services, and activities will be provided and maintained within the confines of this Financial Plan/Operating Budget in a manner consistent with adopted Financial Policies; and
3. Funds are deemed appropriated for those purposes and in amounts contained in said Financial Plan/Operating Budget and the City Manager is authorized to approve appropriations and transfers of these funds to the extent allowed by law and Financial Policies in implementing the work programs incorporated within the adopted budget; and
4. This budget includes the maintenance of an Operating Reserve of 20%; and
5. Encumbrances (obligated contract commitments), active capital improvement projects, and active grant awards that have not been completed or received at the end of each fiscal year shall be carried forward and re-appropriated into the next fiscal year.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 9th day of June, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADOPTING THE FY 2027-FY2031 FIVE-YEAR CAPITAL IMPROVEMENT AND
MAJOR MAINTENANCE PROGRAM (CIMMP)**

WHEREAS, the City Council reviewed the FY2027-FY2031 Capital Improvement and Major Maintenance Program (CIMMP) at a public meeting held on May 26, 2026.

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

1. Adopts the FY2027-FY2031 Five-Year Capital Improvement and Major Maintenance Program submitted as presented for those respective fiscal years; and appropriates funds, for all respective funds, for those projects identified within the FY 2026/27; and
2. Authorizes the City Manager to proceed with those FY 2026/27 projects identified for implementation or the commencement of planning for them.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 9th day of June, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
RECEIVING AND FILING THE ANNUAL REPORT ON THE PARK IMPACT FEE,
TRAFFIC IMPACT FEE, PUBLIC SAFETY IMPACT FEE, AND GENERAL
GOVERNMENT IMPACT FEE FOR THE FISCAL YEAR ENDED JUNE 30, 2024,
PURSUANT TO GOVERNMENT CODE SECTION 66006(b)**

WHEREAS, the City of Los Altos imposes a Park Impact Fee, Traffic Impact Fee, Public Safety Impact Fee, and General Government Impact Fee pursuant to the Mitigation Fee Act, Government Code section 66000 et seq., and Chapter 3.60 of the Los Altos Municipal Code; and

WHEREAS, revenues from such impact fees are deposited into separate funds and maintained in accordance with Government Code section 66006(a); and

WHEREAS, the Finance Director has prepared the Annual Report on the Park Impact Fee, Traffic Impact Fee, Public Safety Impact Fee, and General Government Impact Fee for the Fiscal Year Ended June 30, 2024 (“FY2023/24Annual Report”), attached hereto as Attachment 5 and incorporated herein by reference, containing the information required by Government Code section 66006(b); and

WHEREAS, the City Council has reviewed the FY 2023/24 Annual Report and finds that it satisfies the requirements of Government Code section 66006(b); and

WHEREAS, the City Council is separately considering any required findings pursuant to Government Code section 66001(d); and

WHEREAS, the receipt and filing of the FY 2023-24 Annual Report is not a project under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378 and, alternatively, is exempt pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that the activity will not have a significant effect on the environment.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby receives and files the Annual Report on the Park Impact Fee, Traffic Impact Fee, Public Safety Impact Fee, and General Government Impact Fee for the Fiscal Year Ended June 30, 2024, attached hereto as Attachment 5.

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 9th day of June, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
RECEIVING AND FILING THE ANNUAL REPORT ON THE PARK IMPACT FEE,
TRAFFIC IMPACT FEE, PUBLIC SAFETY IMPACT FEE, AND GENERAL
GOVERNMENT IMPACT FEE FOR THE FISCAL YEAR ENDED JUNE 30, 2025,
PURSUANT TO GOVERNMENT CODE SECTION 66006(b)**

WHEREAS, the City of Los Altos imposes a Park Impact Fee, Traffic Impact Fee, Public Safety Impact Fee, and General Government Impact Fee pursuant to the Mitigation Fee Act, Government Code section 66000 et seq., and Chapter 3.60 of the Los Altos Municipal Code; and

WHEREAS, revenues from such impact fees are deposited into separate funds and maintained in accordance with Government Code section 66006(a); and

WHEREAS, the Finance Director has prepared the Annual Report on the Park Impact Fee, Traffic Impact Fee, Public Safety Impact Fee, and General Government Impact Fee for the Fiscal Year Ended June 30, 2025 (“FY 2024/25 Annual Report”), attached hereto as Attachment 6 and incorporated herein by reference, containing the information required by Government Code section 66006(b); and

WHEREAS, the City Council has reviewed the FY 2024/25 Annual Report and finds that it satisfies the requirements of Government Code section 66006(b); and

WHEREAS, the City Council is separately considering any required findings pursuant to Government Code section 66001(d); and

WHEREAS, the receipt and filing of the FY 2024-25 Annual Report is not a project under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378 and, alternatively, is exempt pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that the activity will not have a significant effect on the environment.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby receives and files the Annual Report on the Park Impact Fee, Traffic Impact Fee, Public Safety Impact Fee, and General Government Impact Fee for the Fiscal Year Ended June 30, 2025, attached hereto as Attachment 6.

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 9th day of June, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADOPTING FIVE-YEAR FINDINGS FOR THE PARK IMPACT FEE FUND
PURSUANT TO GOVERNMENT CODE SECTION 66001(d) FOR THE FISCAL YEAR
ENDED JUNE 30, 2025**

WHEREAS, the City of Los Altos imposes a Park Impact Fee on new residential development pursuant to Los Altos Municipal Code Chapter 3.60, at rates established by City Council Resolution No. 2024-54, for the purpose of mitigating the impact of new development on the City's parks and recreation facilities; and

WHEREAS, the Park Impact Fee constitutes a development impact fee subject to the Mitigation Fee Act, Government Code section 66000 et seq.; and

WHEREAS, Park Impact Fee revenues are deposited in the Park Impact Fee Fund (Fund 027), which is maintained as a separate restricted fund in accordance with Government Code section 66006(a); and

WHEREAS, the City has filed annual reports on the Park Impact Fee Fund pursuant to Government Code section 66006(b) for each fiscal year, including the annual AB 1600 report for the fiscal year ended June 30, 2025; and

WHEREAS, Government Code section 66001(d) requires that, for the fifth fiscal year following the first deposit into a development impact fee account or fund, and every five years thereafter, the local agency make findings with respect to any unexpended balance of the fund, whether committed or uncommitted; and

WHEREAS, the unexpended balance of the Park Impact Fee Fund as of June 30, 2025 was \$19,412,447; and

WHEREAS, the Finance Director has prepared the Park Impact Fee Five-Year Findings Report dated June 2026, attached hereto as Attachment 7 and incorporated by this reference, which presents the findings required under Government Code section 66001(d), including fund activity, aging of the unexpended balance, and park and recreation capital improvements identified in the City's adopted Five-Year Capital Improvement Program; and

WHEREAS, the City Council has reviewed the report attached as Attachment 7, considered all information presented, and finds that the report and the findings set forth therein satisfy the requirements of Government Code section 66001(d); and

WHEREAS, the adoption of these findings is not a project under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 and, alternatively, is exempt

pursuant to CEQA Guidelines section 15061(b)(3), because it can be seen with certainty that there is no possibility that adoption of these findings will have a significant effect on the environment.

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

1. Adopts the Park Impact Fee Five-Year Findings Report dated June 2026, attached hereto as Attachment 7, and incorporates the report by this reference as if fully set forth herein.
2. Makes the following findings with respect to the unexpended balance of the Park Impact Fee Fund as of June 30, 2025, pursuant to Government Code section 66001(d):
 - A. Purpose.** The Park Impact Fee is imposed for the purpose of funding the acquisition, development, expansion, rehabilitation, and improvement of parkland and park and recreation facilities to serve new residential development, as set forth in Los Altos Municipal Code Chapter 3.60 and as further described in Attachment 7.
 - B. Reasonable Relationship.** A reasonable relationship continues to exist between the Park Impact Fee, the new residential development on which it is imposed, and the use of fee proceeds for park and recreation capital improvements that serve the residents of such new development, as more fully described in Attachment 7.
 - C. Sources and Amounts of Funding.** The sources and amounts of funding anticipated to complete the financing of incomplete public improvements identified in Attachment 7 include the existing unexpended Park Impact Fee balance of \$19,412,447, future Park Impact Fee collections, interest earnings on the fund balance, and other City and grant funding as appropriated through the annual budget and Five-Year Capital Improvement Program.
 - D. Approximate Dates of Deposit.** Park Impact Fee revenues are anticipated to be deposited on an ongoing basis as development occurs within the City and appropriated through the Capital Improvement Program during fiscal years 2025-26 through 2029-30 and thereafter.
3. Determines that, as of June 30, 2025, no incomplete public improvement funded by the Park Impact Fee Fund has accumulated sufficient Park Impact Fee revenues to complete financing of that improvement and, therefore, designation of an approximate construction commencement date pursuant to Government Code section 66001(e) is not required at this time.

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 9th day of June 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADOPTING FIVE-YEAR FINDINGS FOR THE TRAFFIC IMPACT FEE FUND
PURSUANT TO GOVERNMENT CODE SECTION 66001(d) FOR THE FISCAL YEAR
ENDED JUNE 30, 2025**

WHEREAS, the City of Los Altos imposes a Traffic Impact Fee on new development pursuant to Los Altos Municipal Code Chapter 3.60, at rates established by City Council Resolution No. 2024-54, for the purpose of mitigating the impacts of new development on the City's transportation and circulation system; and

WHEREAS, the Traffic Impact Fee constitutes a development impact fee subject to the Mitigation Fee Act, Government Code section 66000 et seq.; and

WHEREAS, Traffic Impact Fee revenues are deposited in the Traffic Impact Fee Fund (Fund 026), which is maintained as a separate restricted fund in accordance with Government Code section 66006(a); and

WHEREAS, Government Code section 66001(d) requires that, for the fifth fiscal year following the first deposit into a development impact fee account or fund, and every five years thereafter, the local agency make findings with respect to any unexpended balance of the fund, whether committed or uncommitted; and

WHEREAS, the City has filed annual reports on the Traffic Impact Fee Fund pursuant to Government Code section 66006(b), including the annual AB 1600 report for the fiscal year ended June 30, 2025; and

WHEREAS, the unexpended balance of the Traffic Impact Fee Fund as of June 30, 2025 was \$901,115; and

WHEREAS, the Finance Director has prepared the Traffic Impact Fee Five-Year Findings Report dated June 2026, attached hereto as Attachment 8 and incorporated herein by reference, which presents the findings required under Government Code section 66001(d), including fund activity, aging of the unexpended balance, and transportation capital improvements identified in the City's adopted Five-Year Capital Improvement Program; and

WHEREAS, the City Council has reviewed Attachment 8 and finds that the report satisfies the requirements of Government Code section 66001(d) and demonstrates a continuing need for transportation capital improvements attributable to new development within the City; and

WHEREAS, adoption of these findings is not a project under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 and, alternatively, is exempt

pursuant to CEQA Guidelines section 15061(b)(3), because it can be seen with certainty that there is no possibility that adoption of these findings will have a significant effect on the environment.

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

1. Adopts the Traffic Impact Fee Five-Year Findings Report dated June 2026, attached hereto as Attachment 8 and incorporated herein by reference.
2. Makes the following findings pursuant to Government Code section 66001(d) with respect to the unexpended balance of the Traffic Impact Fee Fund as of June 30, 2025:
 - A. **Purpose.** The Traffic Impact Fee is imposed for the purpose of funding the construction, expansion, rehabilitation, and improvement of transportation and circulation facilities required to serve new development, including streets, intersections, traffic control improvements, pedestrian facilities, bicycle facilities, and related transportation capital improvements.
 - B. **Reasonable Relationship.** A reasonable relationship continues to exist between the Traffic Impact Fee, the development projects on which the fee is imposed, and the use of fee revenues for transportation capital improvements required to accommodate the impacts of new development.
 - C. **Sources and Amounts of Funding.** The sources and amounts of funding anticipated to complete financing of incomplete transportation improvements include the existing unexpended Traffic Impact Fee balance of \$901,115, future Traffic Impact Fee collections, investment earnings, and other transportation-related revenues, grants, and City appropriations as identified through the City's annual budget and Capital Improvement Program.
 - D. **Approximate Dates of Deposit.** Traffic Impact Fee revenues are anticipated to be deposited on an ongoing basis as development occurs within the City and appropriated through the Capital Improvement Program during fiscal years 2025-26 through 2029-30 and thereafter.
3. Determines that, as of June 30, 2025, no incomplete public improvement funded by the Traffic Impact Fee Fund has accumulated sufficient Traffic Impact Fee revenues to complete financing of that improvement and, therefore, designation of an approximate construction commencement date pursuant to Government Code section 66001(e) is not required at this time.

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 9th day of June 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING FISCAL YEAR 2025/26 YEAR-END INTERFUND TRANSFERS,
FUND BALANCE ASSIGNMENTS, AND RESERVE REALLOCATIONS**

WHEREAS, the City Council of the City of Los Altos adopted the Fiscal Year 2025/26 Annual Operating Budget by Resolution No. 2025-57 on June 10, 2025, which appropriated estimated revenues, expenditures, capital projects, and transfers for all City funds in accordance with the City's adopted Financial and Investment Policies; and

WHEREAS, the City's adopted Financial Policies provide that the City Manager is authorized to make amendments or transfers of appropriations within the same department, while amendments to the total level of appropriations for a fund and transfers between funds require City Council approval; and

WHEREAS, in connection with the Fiscal Year 2025/26 year-end close, staff has identified proposed interfund transfers, reserve reallocations, and General Fund fund balance assignments necessary to align fund balances with actual and projected activity, fund capital and equipment needs, reimburse funds for expenditures advanced on behalf of other eligible programs, support internal service and risk management reserves, and maintain reserves at levels consistent with adopted financial policies; and

WHEREAS, certain proposed actions constitute accounting reassignments of General Fund balance classifications rather than interfund transfers, consistent with generally accepted accounting principles and the City's Fund Balance Policy; and

WHEREAS, the proposed Fiscal Year 2025/26 year-end transfers and reserve reallocations are described in the accompanying staff report and summarized in the schedule below; and

WHEREAS, the proposed transfers are balanced, with total transfers in of \$10,028,101 equal to total transfers out of \$10,028,101, resulting in no net change to the City's total fund balance or overall fiscal position; and

WHEREAS, the City Council has reviewed the proposed transfers and reserve assignments and finds them to be consistent with the City's adopted Financial and Investment Policies and the intended purposes of the affected funds; and

WHEREAS, the authorization of these transfers and reserve assignments is not a "project" subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4), as it constitutes the creation of government funding mechanisms or other fiscal

activities that do not involve any commitment to any specific project, and is alternatively exempt pursuant to CEQA Guidelines section 15061(b)(3), because it can be seen with certainty that there is no possibility the action will have a significant effect on the environment.

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

1. Approves Fiscal Year 2025/26 Year-End Transfers and Reserve Assignments

Authorizes and approves the following Fiscal Year 2025/26 year-end interfund transfers and General Fund reserve assignments:

Fund / Reserve	Transfers In	Transfers Out
General Fund – Unassigned	—	(5,408,823)
General Fund – Emergency & Operating Reserve	1,329,504	—
Facility Maintenance Fund	—	(1,500,000)
Technology Fund	1,384,049	—
Capital Projects Fund	5,228,270	—
Equipment Replacement Fund	—	(93,000)
PERS Reserve Fund	—	(2,000,000)
Dental / Vision Fund	50,000	—
Unemployment Fund	10,000	—
Workers’ Compensation Fund	200,000	—
Liability Insurance Fund	300,000	—
Measure B Fund	1,026,278	—
SB1 Road Maintenance & Rehabilitation Fund	—	(1,026,278)
Solid Waste Fund	500,000	—
TOTAL	\$ 10,028,101	\$ (10,028,101)

2. Authorizes Accounting and Budget Adjustments

Authorizes the Finance Director to record the foregoing transfers, reserve assignments, and related budget amendments in the City’s financial accounting system and to make corresponding adjustments to appropriations, transfers in and out, reserve classifications, and fund balance assignments as necessary to implement this Resolution.

3. Finds Consistency with Financial Policies

Finds that the foregoing transfers and reserve assignments are consistent with the City's adopted Financial and Investment Policies, support the long-term financial sustainability of the City, and maintain reserves for their intended purposes.

4. Directs Proper Accounting Treatment

Directs that any approved reallocations within the General Fund, including amounts assigned to Emergency and Operating Reserves, be recorded as fund balance assignments or classifications rather than interfund transfers, as appropriate, in accordance with generally accepted accounting principles and the City's Fund Balance Policy.

5. Effective Date

Determines that this Resolution shall take effect immediately upon adoption.

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 9th day of June, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADOPTING FISCAL YEAR 2026/27 PAY SCHEDULES AND CONFIRMING
COMPLIANCE WITH CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT
SYSTEM (CALPERS) REQUIREMENTS FOR COMPENSATION EARNABLE AND
PUBLICLY AVAILABLE PAY SCHEDULES**

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

WHEREAS, California Public Employees' Retirement System (CalPERS) regulations require that pay schedules be duly approved and adopted by the governing body and made publicly available; and

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

WHEREAS, the City Council has previously approved employee compensation through applicable Memoranda of Understanding, Personnel Regulations, salary resolutions, and other authorized City Council actions; and

WHEREAS, attached to this Resolution and incorporated herein by reference are the City's Fiscal Year 2026/27 Pay Schedules which will be made publicly available on the City's external website and provided upon request; and

WHEREAS, the City periodically reviews employee compensation and pay schedule ranges to ensure alignment with organizational needs and labor market conditions; and

WHEREAS, the City benefits from a highly qualified municipal workforce and recognizes the importance of maintaining compensation levels that support recruitment and retention of talented employees; and

WHEREAS, represented classifications are governed by current Memoranda of Understanding and unrepresented classifications are governed by applicable Personnel Regulations and City Council actions establishing compensation for Fiscal Year 2026/27; and

WHEREAS, adoption of the Fiscal Year 2026/27 Pay Schedules is intended to accurately reflect compensation previously authorized by the City Council and maintain compliance with applicable CalPERS statutory and regulatory requirements regarding compensation earnable and publicly available pay schedules; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts the following Fiscal Year 2026/27 Pay Schedules:

1. Unrepresented Executive Pay Schedule, effective December 21, 2025; and
2. Unrepresented Management Pay Schedule, effective June 21, 2026; and
3. Unrepresented Confidential and Professional Pay Schedule, effective June 21, 2026; and
4. Los Altos Municipal Employee Association Pay Schedule, effective June 21, 2026; and
5. Peace Officers Association Pay Schedule, effective June 21, 2026; and
6. Sanitary Truck Drivers and Helpers Union Local 350 Pay Schedule, effective June 21, 2026; and
7. Part-Time Pay Schedule, effective June 21, 2026.

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 9th day of June 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

Attest:

Melissa Thurman, MMC
City Clerk



City Council Staff Report

Meeting Date: June 9, 2026
Prepared By: Melissa Thurman
Approved By: Gabe Engeland

Subject: Acceptance of Certificate - Initiative Petition

COUNCIL PRIORITY AREA

General Government

RECOMMENDATION

Accept the City Clerk's Certificate of Sufficiency of Initiative Petition, and take action on one of the following:

- Adopt the initiative without alteration; or
- Place the initiative on the next general election; or
- Order a report pursuant to Election Code Section 9212, which would be due no later than June 25, 2026

ENVIRONMENTAL IMPACT

This item does not constitute a project under the California Environmental Quality Act (CEQA) Guidelines.

FISCAL IMPACT

Pursuant to Elections Code Section 9215, the City Council has the option to place the initiative on the ballot at the next statewide election occurring not less than 88 days after the date of the order of the election. At this time, staff does not have a cost estimate to add this item to the November 2026 election.

PREVIOUS COUNCIL CONSIDERATION

During the regular meeting of April 28, 2026, the City Council directed staff to prepare a report pursuant to California Elections Code Section 9212, for this initiative petition. The report is due no later than 30 days after the City Council receives notification of the City Clerk's certification.

BACKGROUND

The timeline below details the steps taken for the initiative petition.

- March 18, 2026 - Proponents of the initiative petition filed a Notice of Intent to Circulate a Petition with the City Clerk's Office
- April 2, 2026 - The City Attorney prepared the Ballot Title and Summary
- April 4, 2026 - The proponents published the Notice of Intent to Circulate and the Ballot Title and Summary in the Daily Post newspaper

- May 5, 2026 - The proponents filed petition sections containing signatures for the proposed "Los Altos Downtown Parking Plaza Ordinance" with the City Clerk's Office
- May 5, 2026 - The City Clerk performed a preliminary review of the signatures and filed the signatures with the Santa Clara County Registrar of Voters Office for signature verification and official determination of sufficiency
- May 21, 2026 - The Santa Clara County Registrar of Voters signed the Certificate of Results for the "Los Altos Downtown Parking Plaza Ordinance"
- May 26, 2026 - The City Clerk prepared a Certificate of Sufficiency of Initiative Petition and placed the item on the June 9, 2026 City Council regular meeting agenda for Council action

ANALYSIS

The following links are for the cited Elections Code Sections listed throughout this report:

[Elections Code Section 1405](#)

[Elections Code Section 9114](#)

[Elections Code Section 9201](#)

[Elections Code Section 9211](#)

[Elections Code Section 9212](#)

[Elections Code Section 9215](#)

DISCUSSION

In accordance with Elections Code Section 9215, the petition must be signed by at least 10% of the total number of registered voters in the City of Los Altos. According to the last report of registration by the County Elections Official, the City of Los Altos had 22,789 registered voters, which required 2,279 signatures for the petition. Pursuant to Elections Code Section 9211, the Santa Clara County Registrar of Voters examined and verified the necessary signatures on file and determined that the proponent provided 2,676 valid signatures, exceeding the required number.

Elections Code Sections 9211 and 9114 require the City Clerk to certify the results of the examination to the City Council. Consistent with Elections Code Sections 9212 and 9215, the City Council may take the following actions:

- 1.) Adopt the initiative at the meeting (or within 10 days)
- 2.) Place the initiative on the ballot for the November 2026 election
- 3.) Order the 9212 report due no later than June 25, 2026, i.e., 30 days from the City Clerk's certification. If the City Council chooses this option, it would accept the report at either the June 23, 2026 meeting or call a special meeting on June 25, 2026 to accept it. At whichever meeting, the Council would decide to adopt within 10 days or place the initiative on the ballot at that meeting.

ATTACHMENTS

1. Attachment 1 - City Clerk Certificate of Sufficiency
2. Attachment 2 - Santa Clara County ROV Petition Certificate

City of Los Altos

CERTIFICATE OF SUFFICIENCY OF INITIATIVE PETITION

May 26, 2026

I, Melissa Thurman, City Clerk of Los Altos, County of Santa Clara, State of California, do hereby certify:

That an initiative entitled “Los Altos Downtown Parking Plazas Ordinance” was filed with the City Clerk’s Office on March 18, 2026;

That the City Attorney prepared a title and summary for the proposed measure, and titled the proposed measure: “Los Altos Downtown Parking Plaza Ordinance” on April 2, 2026;

That petition sections containing signatures for the proposed “Los Altos Downtown Parking Plaza Ordinance” was filed with the City Clerk’s Office on May 5, 2026, and that a preliminary review of those sections and signatures was completed by me on May 5, 2026;

That the petition, its sections and signatures was transmitted to the Santa Clara County Registrar of Voters Office on May 5, 2026 for a review of signature verification and official determination of sufficiency;

That the Santa Clara County Registrar of Voters Office performed their official review of the petition, its sections and signatures, and signed the Certificate of Results on May 21, 2026;

That after review of the Santa Clara County Registrar of Voters “Certificate of Results”, I have determined the following facts regarding the petition:

- Total number of signatures required to qualify petition: **2,279**
- Total number of signatures filed by proponent: **3,097**
- Total number of signatures verified using random sampling: **500**
- Total projected number of signatures found sufficient: **432**
- Total number of signatures found insufficient: **68**

Based on the above, the petition is deemed to be sufficient.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Los Altos this 26th day of May, 2026.



Melissa Thurman, MMC
City Clerk
City of Los Altos





CLERK'S CERTIFICATE OF RESULTS

I, Matt Moreles, Registrar of Voters of the County of Santa Clara, State of California, hereby certify:

That the **"Los Altos Downtown Parking Plaza Ordinance"** was submitted for signature verification on May 5, 2026.

That said petition consists of 227 sections;

That each section contains signatures purporting to be the signatures of qualified electors of the City Los Altos.

That the affiant stated his or her own qualification, that he or she had solicited the signatures upon that section, that all of the signatures were made in his or her presence, and that to the best of his or her knowledge and belief each signature to that section was the genuine signature of the person whose name it purports to be;

Pursuant to California Elections Code section 9211, the Registrar of Voters examined and verified the necessary signatures filed.

After the filing this petition, I verified the required number of signatures by examining the records of registration in this county, current and in effect at the respective purported dates of such signing to determine what number of qualified electors signed the petition, and from that examination I have determined the following:

1.	Number of unverified signatures filed by proponent (raw count)	<u>3,097</u>
2.	Number of signatures verified	<u>500</u>
a.	Number of signatures found VALID	<u>432</u>
b.	Number of signatures found INVALID	<u>68</u>
c.	Duplicated	<u>0</u>

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal on this 21st day of May 2026.

Matt Moreles
Registrar of Voters

By: _____
Deputy

County of Santa Clara

Registrar of Voters

1555 Berger Drive, Bldg. 2
San Jose, CA 95112
Mailing Address: P.O. Box 611360, San Jose, CA 95161-360
(408) 299-VOTE (8683) (866) 430-VOTE (8683) FAX: (408) 998-7314
www.sccvote.org



May 21, 2026

Ms. Melissa Thurman
City of Los Altos
1 N. San Antonio Rd.
Los Altos, CA 94022

RE: Los Altos Downtown Parking Plaza Ordinance Petition

Dear City Clerk Thurman:

The petition named above was submitted to our office on May 5, 2025 and contained a raw count of 3,097 signatures. Pursuant to your request, 10% of the number of registered voters for the City of Los Altos district, per the December 2025 Report of Registration would require 2,279 valid signatures to pass.

Your jurisdiction requested that the Registrar of Voters' Office conduct signature verification on the petition. The Registrar of Voters' Office verified the necessary number of signatures filed in accordance with Elections Code Section 9115.

If the statistical sampling shows that the number of valid signatures is within 95 to 110 percent of the number of signatures of qualified voters needed to declare the petition sufficient, the elections official, within 90 days from the date of the filing of the petition, shall examine and verify each signature filed.

If the statistical sampling shows that the number of valid signatures is greater than 110 percent of the required number, the elections official shall certify the petition to be sufficient.

If the statistical sampling shows that the number of valid signatures is less than 90 percent of the required number, the elections official shall certify the petition to be insufficient.

The random signature verification process included the review of 500 signatures, of which 432 were found as valid. In accordance with California Administrative Code 20530, the petition is projected to contain an estimated 2,676 valid signatures, representing 117.45 percent of the number of signatures required.

Please contact our office to arrange to pick up your petition. If you have any questions concerning this matter, please feel free to contact our office at (408) 282-3009.

Sincerely,

Voter Registration Division
County of Santa Clara

Enc: Certificate of Results
Petition Result Breakdown



Petition Summary Report

JobE90 Los Altos Downtown Parking Plaza Ordinance

Los Altos Downtown Parking Plaza Ordinance

Signatures Required	2279		
Raw Count	3,097		
Sample Size	500	Percent of Sigs Checked	Percent of Sample Size
Sigs Checked	500		
Sigs Not Checked	0		0.0 %
Sigs Valid	432	86.4 %	86.4 %
Sigs Invalid	68	13.6 %	13.6 %
Duplicated	0	0.0 %	0.0 %
Non-duplicate Invalids	68	14.0 %	13.6 %

RESULT ABBR	RESULT DESCRIPTION		
Approved	Approved	432	86.4 %
NotReg	Not Registered	12	2.4 %
OutOfDist	Out of District	27	5.4 %
RegDiffAdd	Registered at a Different Address	8	1.6 %
NoResAdd	No Residence Address Given	13	2.6 %
NoSig	No Signature	1	0.2 %
SigNoMatch	Signatures Don't Match	7	1.4 %

STATISTICS SUMMARY	Value	% Raw	% Req		
Pages Processed	227	100.0 %			
Total Signatures Checked	500	16.1 %	21.9 %		
Uncorrected Valid	2,676	86.4 %	117.4 %	Min Required (95%):	2165.1
Duplicate Adjustment	0			Min Required to pass	
Estimated Valid	2,676	86.4 %	117.4 %	Based on Sample (110%):	2506.9



City Council Staff Report

Meeting Date: June 9, 2026
Prepared By: Anthony Carnesecca
Approved By: Gabe Engeland

Subject: Introduction of Ordinance - Amending Commissions and Commission Membership

COUNCIL PRIORITY AREA

General Government
Housing
Environmental Sustainability
Circulation Safety and Efficiency

RECOMMENDATION

Introduce Ordinance that will amend the Commission membership to 5 members for Complete Streets, Environmental, Financial, and Planning through a natural attrition process, meaning that no current Commissioners will be removed from their membership as a result of this action; transition the Youth Commission to a Youth Council Academy that will no longer serve in an advisory capacity to the City Council and will not be subject to the Brown Act; and, transition the Senior Commission to a Senior Committee that will serve in an advisory capacity to City staff and will not be subject to the Brown Act

ENVIRONMENTAL IMPACT

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

FISCAL IMPACT

None.

PREVIOUS COUNCIL CONSIDERATION

February 21, 2023, March 28, 2023, April 25, 2023, May 23, 2023, June 13, 2023, & February 10, 2026

BACKGROUND

The City of Los Altos has guidelines for the Commissions regarding their scope of work, number of Commissioners, and frequency of Commission meetings within Los Altos Municipal Code Chapter 2.08.

The City Council last provided direction on proposed edits to these items on February 10, 2026. At that meeting, City staff informed the City Council that all advisory bodies would be required

to allow remote public comments by July 1, 2026.

At their meeting on February 10, 2026, the City Council provided direction to do the following:

- Amend the Commission membership to 5 members for Complete Streets, Environmental, Financial, and Planning through a natural attrition process, meaning that no current Commissioners will be removed from their membership as a result of this action.
- Transition the Youth Commission to a Youth Council Academy that will no longer serve in an advisory capacity to the City Council and will not be subject to the Brown Act. Transition the Senior Commission to a Senior Committee that will serve in an advisory capacity to City staff and will not be subject to the Brown Act.

ANALYSIS

DISCUSSION

Since that meeting, City staff has received additional information that advisory bodies will not be required to allow remote public comments. This information was provided to the City Clerk through a training provided by the League of California Cities.

As a result, City staff has brought forward the ordinance with the redlined Municipal Code Chapter 2.08, but would like confirmation that the Council would like to pursue transitioning the Youth and Senior Commissions to non-advisory bodies as previously directed.

The distinct advantage of transitioning the Youth and Senior Commissions to non-advisory bodies is that they would no longer be required to follow Brown Act provisions so they could meet whenever would be convenient without posting meeting notices.

The City Council will still be able to appoint individuals to serve on the Youth Council Academy and Senior Committee by creating subcommittees of the City Council that will review applications and make recommendations for appointment to staff. The Council will be able to appoint a liaison to these committees that will not be a participatory member of the committees.

Therefore, City staff recommends that the City Council amend the Commission membership to 5 members for Complete Streets, Environmental, Financial, and Planning through a natural attrition process, meaning that no current Commissioners will be removed from their membership as a result of this action. Additionally, City staff recommends that the Youth Commission and Senior Commission transition to non-advisory bodies.

ATTACHMENTS

1. Attachment 1 - Ordinance

ORDINANCE NO. 2026-

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AMENDING CHAPTER 2.08 ENTITLED “CITY COMMISSIONS GENERALLY”**

WHEREAS, the City of Los Altos has guidelines for their Commissions regarding their scope of work, number of Commissioners, and frequency of meetings within Los Altos Municipal Code Sections 2.08; and

WHEREAS, on February 10, 2026, the City Council directed staff to amend the Commission membership to 5 members for Complete Streets, Environmental, Financial, and Planning through a natural attrition process meaning that no current Commissioners will be removed from their membership because of this action; transition the Youth Commission to a Youth Academy that will no longer serve in an advisory capacity to the City Council and will not be subject to the Brown Act; and, transition the Senior Commission to a Senior Services Committee that will serve in an advisory capacity to City staff and will not be subject to the Brown Act; and

WHEREAS, the purpose of these amendments is to accomplish these three directives from the City Council.

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

SECTION 1. AMENDMENT OF CODE. Title 2 of the Municipal Code for the City (“Code”) shall amend Chapter 2.08, entitled “City Commissions Generally” to read as follows in Exhibit A.

SECTION 2. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

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

SECTION 4. CEQA - EXEMPTION. The City Council finds, pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a project which has the potential for causing a significant effect on the environment.

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

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on June 9, 2026, and was thereafter, at a regular meeting held on June 23, 2026, passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sally Meadows, Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

Exhibit A

Chapter 2.08 CITY COMMISSIONS GENERALLY

2.08.010 Creation of commissions.

There are hereby established the following commissions in the city, with the following regular voting members:

- A. Complete streets commission: ~~Seven~~ Five members
- B. Environmental commission: ~~Seven~~ Five members;
- C. Financial commission: ~~Seven~~ Five members;
- D. Historical commission: Five members;
- E. Library commission: Five members;
- F. Parks, arts, recreation and cultural commission: Seven members;
- G. Planning commission: ~~Seven~~ Five members;
- ~~H. Youth commission: Eleven (11) members; from school grades nine through twelve (12); and~~
- ~~I. Senior Commission: Seven members, age fifty-five (55) or older. Exceptions may be made for individuals with special skills which may benefit seniors.~~

(Ord. No. 2023-493, § 1, 6-13-2023)

2.08.020 Membership.

- A. All voting members shall be appointed by the council, with the following exceptions:
 - 1. Four members of the library commission shall be appointed by the council and one member of the library commission shall be appointed by the Town of Los Altos Hills City Council; and
 - ~~2. Five members of the senior commission shall be appointed by the council and two members of the senior commission shall be appointed by the Town of Los Altos Hills City Council.~~
- B. All voting commissioners shall be residents of the city, except that:
 - 1. One voting member of the library commission need not be a resident;
 - 2. One voting member of the historical commission need not be a resident provided the criteria of Section 2.12.010 are met; and
 - ~~3. Two voting members of the senior commission need not be residents.~~

(Ord. No. 2023-493, § 1, 6-13-2023)

2.08.030 Terms, appointments, and vacancies.

- A. Commissioners ~~, with the exception of senior and youth commissioners,~~ shall serve for a term of four years and may be reappointed to one additional four-year term. Terms shall be staggered and expire on the last day of September. A commissioner shall be appointed by a majority vote of the council and may be removed prior to the expiration of his or her term by a majority vote of the council, and such removal may be with or without cause.

-
- ~~B. Senior commissioners shall serve two-year terms with incumbents eligible to serve a total of four, two-year terms, in addition to an unexpired term. Terms shall be staggered and expire on the last day of September.~~
- ~~C. Youth commissioners shall be appointed from school grades nine through twelve (12) and shall serve two-year terms with incumbents eligible to reapply for appointment for terms through and including their senior year. Terms shall be staggered and expire on June 30th. The city council's youth commission interview committee shall interview commission applicants and recommend appointments.~~
- D. ~~Except for senior and youth commissioners, a~~ commissioner appointed to fill an unexpired term may be eligible for reappointment to an additional two terms.
- E. The two-term limit shall apply to consecutive terms only. After a lapse of two years, a former commissioner may reapply for an appointment to any commission desired as a new applicant. The two-year lapse between appointments shall apply only to service on one commission. Upon leaving one commission, an individual may apply for an appointment to any other commission at any time.
- F. Appointments to each commission shall be made as terms expire or when unanticipated vacancies occur.
- G. Vacancies on any commission shall be filled by a majority vote of the council, except that the Town of Los Altos Hills City Council may fill one vacancy on the library commission ~~and two vacancies on the senior commission~~. An individual appointed to fill a vacancy prior to the expiration of the term for which his or her predecessor was appointed shall serve for such unexpired term.

(Ord. No. 2023-493, § 1, 6-13-2023)

2.08.040 Compensation.

Commissioners shall serve without compensation. The council may approve reimbursement to commissioners of expenses incurred by them in their official capacity.

2.08.050 Organization.

Annually, each commission shall elect one of its members as chair and one as vice-chair, each to serve a one-year term. Each commission shall provide the time, place, and manner for holding regular and special meetings. A majority of the authorized membership of a commission shall constitute a quorum of that commission. All meetings of the commission as a whole, or any standing subcommittees, shall be open to the public and noticed in accordance with state law.

2.08.060 Meetings.

Each commission shall establish a regular meeting day and time and shall hold meetings as listed. All commissions shall not hold regular meetings during the months of July and December.

- A. Complete streets commission: Once monthly.
- B. Environmental commission: Once monthly.
- C. Financial commission: Twice quarterly.
- D. Historical commission: Once quarterly.
- E. Library commission: Every other month.
- F. Parks, arts, recreation and cultural commission: Once monthly.
- G. Planning commission: Twice monthly.
- ~~H. Senior commission: Once monthly.~~

~~I. — Youth commission: Once monthly.~~

Any regular meeting may be cancelled in accordance with state law.

(Ord. No. 2023-493, § 1, 6-13-2023)

2.08.070 Powers and duties of the planning commission.

The planning commission shall have those powers and duties given it by the State Planning Act (Title 7 of Chapter 3 of the Government Code of the state, commencing with Section 65100), as amended from time to time, and such other powers as granted it by the other provisions of this Municipal Code, or as may be entrusted to it by the council from time to time, and shall submit an annual report to the council.

(Ord. No. 2023-493, § 1, 6-13-2023)

2.08.080 Powers and duties of the library commission.

The library commission shall:

- A. Serve as the principal liaison between the City Council of Los Altos and Los Altos Hills and the Santa Clara County Library District, and the various community entities that help to fund the library branches, including, but not limited to, the North County Library Authority, the Los Altos Library Endowment and the Friends of the Los Altos Library;
- B. Review the Los Altos Library programs, services and facilities, and make recommendations to the council, the city manager and/or county and community librarians as appropriate, for additions or modifications thereof;
- C. Conduct community outreach regarding the library facilities, programs and services, and report back to the council and/or the county and community librarians as appropriate;
- D. Perform such other tasks as may be expressly requested of it by the city council;
- E. Serve as a forum for community input and engagement;
- F. Submit an annual report to the council; and
- G. Perform other tasks and duties as assigned by the council.

(Ord. No. 2023-493, § 1, 6-13-2023)

2.08.090 Powers and duties of the parks, art, recreation and cultural commission.

The parks, art, recreation and cultural commission shall:

- A. Submit an annual report to the city council providing an update on the direction and changes to parks and recreation facilities and infrastructure, and park, art, recreation and cultural programs and activities;
- B. Review and advise on programs, activities and resources designed to provide for, regulate and direct the future growth and development of parks facilities and recreation programming;
- C. Manage the public outdoor sculpture loan program. The commission will conduct sculpture searches, evaluate and recommend sculptures, identify sculpture locations and work with staff on placement and maintenance of sculptures;

-
- D. Annually review the inventory of art in public places and advise the city in matters pertaining to the maintenance, placement, alteration, sale, transfer, ownership and acceptance or refusal of donations of art in public places;
 - E. Serve as a forum for community input and engagement; and
 - F. Perform other tasks and duties as assigned by the council.

(Ord. No. 2023-493, § 1, 6-13-2023)

2.08.100 Powers and duties of the historical commission.

The historical commission shall have those powers and duties granted it by Section 2.12.030 of the Los Altos Municipal Code and/or as may be entrusted to it by the council from time to time and shall submit an annual report to the council.

(Ord. No. 2023-493, § 1, 6-13-2023)

~~2.08.110 Powers and duties of the youth commission.~~

~~The youth commission shall act in an advisory capacity to the city council on matters relating to youth interests, youth concerns, and the need for outreach services.~~

~~(Ord. No. 2023-493, § 1, 6-13-2023)~~

2.08.120 Powers and duties of the environmental commission.

The commission shall:

- A. Submit an annual report to council providing an update on the implementation of the Climate Action and Adaptation Plan (CAAP) as well as updates on any relevant environmental policy or programs;
- B. Review and provide recommendations for the implementation of the CAAP, including prioritization of CAAP action items. Make annual recommendations for changes or updates to the plan;
- C. Annually provide recommendations to the council that affect the natural and built environment to inform policy, budget, and CIP prioritization;
- D. Serve as a forum for community input and engagement; and
- E. Perform other tasks and duties as assigned by the council.

(Ord. No. 2023-493, § 1, 6-13-2023)

2.08.130 Powers and duties of the financial commission.

The commission shall have those powers and duties entrusted to it by the council including:

- A. Annual review of the investment policy;
- B. Annual review of independent financial audit;
- C. Review of auditor selection process;
- D. Review of financial projections and assumptions. This especially relates to review of revenue projections provided in the annual mid-year report which are used biennially as the basis for the service and financial plan;

-
- E. Special projects as directed by the council, city manager or finance director; and
 - F. Submission of an annual report to the council.

The financial commission provides resident input to the council and staff regarding financial policy issues, and promotes resident participation and understanding regarding the financial condition of the city.

(Ord. No. 2023-493, § 1, 6-13-2023)

~~2.08.140 Powers and duties of the senior commission.~~

~~The joint Los Altos/Los Altos Hills senior commission shall act in an advisory capacity to the council in all matters relating to senior interests and concerns, shall make recommendations aimed at improving the life of seniors, and shall submit an annual report to the council.~~

2.08.150 Powers and duties of the complete streets commission.

The complete streets commissions shall:

- A. Submit an annual report to council providing an update on the implementation of the Complete Streets Master Plan (CSMP) as well as an update on any relevant transportation policy or programs;
- B. Review and advise on the implementation of the projects outlined in the CSMP;
- C. Annually provide recommendations to the council on transportation-related priorities to inform policy, budget, and CIP prioritization;
- D. Serve as a forum for community input and engagement; and
- E. Perform other tasks and duties as assigned by the council.

(Ord. No. 2023-493, § 1, 6-13-2023)

2.08.160 Role of staff liaison.

The city manager, or his/her designee, shall appoint an individual to serve as liaison to each commission. The role of the staff liaison is to assist the commission in carrying out its responsibilities. Duties of the staff liaison shall include attending all meetings of the commission, preparing agendas in collaboration with the chair, ensuring agendas and reports are posted in compliance with state law and city protocols, researching and preparing reports for the commission, as is consistent with the work plan and/or council direction, preparing action minutes for approval by the commission, preparing reports from the commission to the council, serving as the liaison between the commission and other city staff, communicating directions from the city council to the commission, and staying apprised of new laws and city protocols related to their assigned commission or commissions generally.

(Ord. No. 2023-493, § 1, 6-13-2023)

2.08.170 Contract authority.

No commission shall have the power or authority to authorize the expenditure of city funds or to bind the city to any written or implied contract.

(Ord. No. 2023-493, § 1, 6-13-2023)

2.08.180 Adherence to city policies.

Unless otherwise provided herein, commissioners shall be bound by all city policies, including the Commission Handbook.

(Ord. No. 2023-493, § 1, 6-13-2023)



City Council Staff Report

Meeting Date: June 9, 2026

Prepared By: Jon Maginot

Approved By: Gabe Engeland

Subject: Introduction of Ordinance - Sidewalk Maintenance and Repair

COUNCIL PRIORITY AREA

Circulation Safety and Efficiency

General Government

RECOMMENDATION

Introduce and waive further reading of an ordinance adding a new Chapter 9.32 of the Municipal Code entitled "Maintenance and repair of sidewalks"

ENVIRONMENTAL IMPACT

The ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (common sense exemption), as it does not have the potential to result in a significant environmental impact.

FISCAL IMPACT

It is unknown the direct cost for adoption of the ordinance. It is anticipated to be largely cost-neutral over time, as the City may recover costs associated with sidewalk repairs through assessments to property owners as authorized by the Streets and Highways Code. However, there is expected to be costs associated with the 50-50 program. It is currently budgeted for \$50,000 in the Fiscal Year 26-27 proposed budget.

PREVIOUS COUNCIL CONSIDERATION

None

BACKGROUND

Public sidewalks and rights-of-way are critical infrastructure intended for safe and accessible pedestrian travel. The City has an interest in ensuring sidewalks remain unobstructed, safe, and compliant with accessibility requirements, including the Americans with Disabilities Act (ADA).

Historically, cities in California, including Los Altos, have placed responsibility for sidewalk maintenance on adjacent property owners in accordance with the California Streets and Highways Code.

ANALYSIS

While the City has relied on State Code for maintenance of sidewalks, the City's Municipal Code does not explicitly identify that adjacent proper owners are liable for damages or injuries to the public caused by unsafe conditions. The courts ruled in *Gonzales v. City of San Jose* that cities can pass local ordinances requiring adjacent property owners to maintain sidewalks next to their property and be liable for injuries, which is currently the practice in Los Altos and supported by state law.

DISCUSSION

The proposed ordinance assigns responsibility for sidewalk maintenance and repair to property owners whose parcels abut the sidewalk area, including parking strips, curbs, and gutters.

Maintenance responsibilities include:

- Grinding, repairing, or replacing sidewalks
- Repair and maintenance of curbs and gutters
- Removal of weeds, debris, and obstructions
- Tree root management and installation of root barriers
- Vegetation trimming to ensure safe and unobstructed passage

These requirements ensure sidewalk areas remain safe and do not interfere with public use.

The ordinance authorizes the City to perform sidewalk repairs if property owners fail to comply and to recover costs through assessments or liens, consistent with the California Streets and Highways Code.

This is consistent with current State law and the practice in Los Altos. However, adopting this ordinance allows the City of Los Altos to start a "cost share" program with property owners who are ordered to repair sidewalks. If adopted, Los Altos will begin the process of a 50-50 cost share program with property owners. This will allow residents to benefit from the City's purchasing power, which will reduce the initial cost, as well as receive 50% funding for sidewalk repairs, that will reduce the cost further. Property owners that do not participate will be responsible for the full cost of the sidewalk repairs and/or replacement. The goal of the 50-50 program is to have an annual sidewalk improvement program that will incorporate each property that was ordered to repair sidewalks, in addition to improvements and repairs to public sidewalks.

ATTACHMENTS

1. Attachment 1 - Sidewalk Ordinance

ORDINANCE NO. 2026-____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADDING A NEW CHAPTER 9.32 TO THE LOS ALTOS MUNICIPAL CODE
ENTITLED “MAINTENANCE AND REPAIR OF SIDEWALKS”**

WHEREAS, Article XI, Section 7 of the California Constitution grants cities the police power to make and enforce ordinances to protect the public health, safety, and welfare; and

WHEREAS, the public sidewalks, streets, and rights-of-way within the City are intended for safe and accessible pedestrian travel and are held in trust for use by the general public; and

WHEREAS, unobstructed sidewalks are essential to ensure compliance with state and federal accessibility requirements, including the Americans with Disabilities Act (ADA), and to protect the health, safety, and welfare of all residents and visitors, unobstructed sidewalks are essential to ensure compliance with state and federal accessibility requirements, including the Americans with Disabilities Act (ADA), and to protect the health, safety, and welfare of all residents and visitors; and

WHEREAS, the City Council further finds that maintaining clear and accessible pedestrian pathways promotes public safety, supports economic vitality, and enhances the usability of the public realm; and

WHEREAS, the City has an interest in regulating the use of sidewalks and public rights-of-way to prevent obstructions while allowing reasonable and permitted uses consistent with the public interest; and

WHEREAS, the City Council recognizes that other jurisdictions within California and Santa Clara County have adopted similar regulations governing sidewalk use to ensure clarity, consistency, and enforceability; and

WHEREAS, the City desires to establish clear standards regarding prohibited obstructions, time, place, and manner restrictions, and enforcement mechanisms to ensure compliance while emphasizing voluntary compliance and education where appropriate; and

WHEREAS, the City Council finds that adoption of this ordinance is necessary to protect the public health, safety, and welfare and to ensure that sidewalks remain open, accessible, and safe for their intended use.

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

SECTION 1. AMENDMENT OF CODE. Title 9 of the Municipal Code for the City (“Code”) shall be amended to add Chapter 9.32, entitled “Maintenance and Repair of Sidewalks” to read as follows:

Chapter 9.32 – Maintenance and Repair of Sidewalks

9.32.010 Maintenance and repair of sidewalks

- A. Anything in this chapter to the contrary notwithstanding, the maintenance and repair of sidewalk areas and the making, confirming and collecting of assessments for the cost and expenses of said maintenance and repair may be done and the proceedings therefor may be had and taken in accordance with this part and the procedure therefor provided in Chapter 22 of Division 7, Part 3, of the Streets and Highways Code of the state as the same is now in effect or may hereafter be amended. In the event of any conflict between the provisions of said Chapter 22 of Division 7, Part 3, of the Streets and Highways Code of the state and this Part 17, the provisions of Part 17 shall control.
- B. The owners of lots or portions of lots adjacent to or fronting on any portion of a sidewalk area between the property line of the lots and the street line, including parking strips, sidewalks, curbs and gutters, and persons in possession of such lots by virtue of any permit or right shall repair and maintain such sidewalk areas and pay the costs and expenses therefor, including a charge for the City of Los Altos' costs of inspection and administration whenever the city awards a contract for such maintenance and repair and including the costs of collection of assessments for the costs of maintenance and repair under subsection A. of this section or handling of any lien placed on the property due to failure of the property owner to promptly pay such assessments.
- C. For the purposes of this part, maintenance and repair of sidewalk area shall include, but not be limited to, maintenance and repair of surfaces including grinding, removal and replacement of sidewalks, repair and maintenance of curb and gutters, removal and filling or replacement of parking strips, removal of weeds and/or debris, tree root pruning and installing root barriers, trimming of shrubs and/or ground cover and trimming shrubs within the area between the property line of the adjacent property and the street pavement line, including parking strips and curbs, so that the sidewalk area will remain in a condition that is not dangerous to property or to persons using the sidewalk in a reasonable manner and will be in a condition which will not interfere with the public convenience in the use of said sidewalk area.
- D. Notwithstanding the provisions of Section 5614 of the state Streets and Highways Code, the city manager or designee may in their discretion, and for sufficient cause, extend the period within which required maintenance and repair of sidewalk areas must commence by a period of not to exceed ninety days from the time the notice referred to in said Section 5614 is given.

9.32.020 Liability for injuries to public

The property owner required by Section 9.32.020 to maintain and repair the sidewalk area shall owe a duty to members of the public to keep and maintain the sidewalk area in a safe and nondangerous condition. If, as a result of the failure of any property owner to maintain the sidewalk area in a nondangerous condition as required by Section 9.32.020, any person suffers injury or damage to person or property, the property owner shall be liable to such person for the resulting damages or injury.

9.32.030 Work performance – city manager authority

In performing the work of repairing or constructing any sidewalk as provided in Chapter 22 of Division 7, Part 3 of the Streets and Highways Code of the state, the City Manager or designee may:

- A. Procure services from an outside contractor per the City's Purchasing Policy; or
- B. Order a city work crew to perform said work.

9.32.040 Notice of cost and hearing by council

Upon the completion of the repairs or construction, the City Manager or designee shall cause notice of the cost of the repairs or construction to be given in the manner specified in Chapter 22 (Repair) of Division 7, Part 3, of the Streets and Highways Code of the state of California, as the same is now in effect or may hereafter be amended, for the giving of notice to repair or construct. The notice shall specify the day, hour and place when the city council will hear and pass on the report of the costs of the repair, together with any written objections or protests which may be raised by any property owner liable to be assessed for the cost of such repair or construction and any other interested persons. The notice shall also describe the procedure to be followed for such written objections or protests. In no case shall the hearing provided for in this section be sooner than ten days after giving of notice.

9.32.050 Hearing by city council

The city council, on the day and hour fixed for hearing, shall hear and pass upon the report of the city manager or designee, together with any written protests or objections, which have not been withdrawn prior to the hearing, from property owners liable to be assessed for the work of making such repair in accord with the procedure provided in Chapter 22 of Division 7, Part 3 of the Streets and Highways Code.

SECTION 2. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

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

SECTION 4. CEQA - EXEMPTION. The City Council finds, pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a project which has the potential for causing a significant effect on the environment.

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

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on June 9, 2026, and was thereafter, at a regular meeting held on June 23, 2026, passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sally Meadows, Mayor

ATTEST:

Melissa Thurman, City Clerk



City of Los Altos 2026 Tentative Council Agenda Calendar

June 23, 2026

Study Session – Halsey House – 5:00 p.m.

Regular Meeting – 7:00 p.m.

CONSENT:

- Adopt Sidewalk Ordinance
- Adopt Resolution for the Citizen's Initiative
- Award Contract for Document Scanning

DISCUSSION:

- Downtown One Way Circulation
- Advisory Ballot Measure

July 14, 2026

Regular Meeting – 7:00 p.m.

CONSENT:

- Purchase of Police Department Vehicles

DISCUSSION:

- Elections Code 9212 Report
- General Plan Visioning

The remaining 2026 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
residents.	Transportation Demand		June 30, 2023	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	RFP-Permit Ready ADU Plans		July 31, 2023	COMPLETED
Program 1.H: Facilitate housing on City-owned sites.	Financial Analysis	July 1, 2023	December 31, 2023	COMPLETED
Program 3.D: Evaluate and adjust impact fees.		August 1, 2023	December 31, 2024	COMPLETED
Program 1.H: Facilitate housing on City-owned sites.	Release RFP	December 31, 2023		COMPLETED
Program 6.C: Target housing development in highest resource areas.	Initial Outreach		September 31, 2023	COMPLETED
Program 6.D: Promote Housing Choice (Section 8) rental assistance program.			September 31, 2023	COMPLETED
Program 2.A: Continue to implement and enhance inclusionary housing requirements.			December 31, 2023	ONGOING
Program 2.B: Establish an affordable housing in-lieu fee and commercial linkage fee.	Housing in-lieu fee.		December 31, 2023	COMPLETED
Program 2.F: Water and Sewer Service Providers.			December 31, 2023	COMPLETED
Program 3.B: Modify building height in mixed-use zoning districts.	Downtown Districts		December 31, 2023	COMPLETED
Program 3.E: Ensure that the density bonus ordinance remains consistent with State law.			December 31, 2023	ONGOING

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

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

Program 1.H: Facilitate housing on City-owned sites.	Entitlement Review		December 31, 2026	
Program 3.N: Modify standards in the R3 zoning districts.			December 31, 2026	COMPLETED
Program 4.J: Facilitate alternate modes of transportation for residents.	Capital Improvement Project for above head pedestrian crossing signals on San Antonio Road near Downtown Los Altos		December 31, 2027	
Program 5.F: Incentivize the creation of play areas for multi-family housing projects.			December 31, 2027	
Program 1.K: Participate in regional housing needs planning efforts.			Ongoing	ONGOING
Program 1.L: General Plan amendments.			Ongoing	ONGOING
Program 1.M: SB 9 implementation.			Ongoing	ONGOING
Program 1.N: Facilitate and monitor pipeline housing projects.			Ongoing	ONGOING
Program 2.C: Assist in securing funding for affordable housing projects.			Ongoing	ONGOING
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).			Ongoing	ONGOING
Program 2.E: Conduct annual ADU rental income surveys.	Annual Survey		Annually	ONGOING
Program 4.A: Support efforts to fund homeless services.			Ongoing	ONGOING
Program 4.B: Continue to participate in local and regional forums for homelessness, supportive, and transitional housing.			Ongoing	ONGOING
Program 5.A: Monitor condominium conversions.			Ongoing	ONGOING
Program 5.B: Continue to administer the City's affordable housing programs.			Ongoing	ONGOING
Program 5.C: Restrict commercial uses from displacing residential neighborhoods.			Ongoing	ONGOING
Program 5.D: Implement voluntary code inspection program.			Ongoing	ONGOING
Program 5.E: Help secure funding for housing rehabilitation and assistance programs.			Ongoing	ONGOING

Program 6.A: Assist residents with housing discrimination and landlord-tenant complaints.			Ongoing	ONGOING
Program 6.B: Maintain and expand an inventory of affordable housing funding sources.	Inform, Evaluate Apply/Submit		Ongoing	ONGOING
Program 6.F: Affirmatively market physically accessible units.			Ongoing	ONGOING
Program 7.A: Promote energy and water conservation and greenhouse gas reduction through education and awareness campaigns.			Ongoing	ONGOING
Program 7.B: Monitor and implement thresholds and statutory requirements of climate change legislation.			Ongoing	ONGOING

DATE: 06/09/2026

TO: COUNCILMEMBERS

FROM: CITY MANAGER'S OFFICE

SUBJECT: COUNCIL Q&A FOR JUNE 9, 2026 CITY COUNCIL REGULAR MEETING

Agenda Item 1 (Minutes):

- Vice Mayor Lang lead the pledge.

Answer: This has been corrected.

Agenda Item 2 (Calling for District Election):

- The statement in Previous Council Consideration is not correct: "On February 24, 2026, the City Council adopted a resolution calling for a special election to fill a Council vacancy. The vacant seat on the City Council is in District 2, which is scheduled for election on November 3, 2026." The D2 seat is not a replacement for the Council vacancy, both D2 and D4 are new seats. The second sentence should read something along the lines of, "The vacant seat on the City Council is for an at-large seat for which the term expires in December 2026 ..." and then there should be an explanation of what that expiring seat means in light of the special election we called in February, i.e. no one will be sworn in to an expired, non-existent seat.

Answer: While the vacant seat was an at-large seat at the time it was called for the special election, the seat is in District 2 for the upcoming November ballot. However, the staff report line: "On February 24, 2026, the City Council adopted a resolution calling for a special election to fill a Council vacancy." is accurate and does not need the follow up language.

- Are we aware of any challenges yet to CVRA districted jurisdictions in light of the recent Supreme Court Callais decision?

Answer: We are not aware of any CVRA challenges in light of recent Superior Court Jurisprudence (Callais).

- "SECTION 6. That the ballots to be used at the election shall be in form and content as required by law. Voters shall vote for a maximum of three candidates."
Don't think this makes sense anymore given district elections. Each district resident gets one vote.

Answer: This has been corrected.

Agenda Item 4 (City Staff Vacancies):

- What role does AI play in the recruitment process?

Answer: Our applicant tracking system has AI built in to assist with the initial resume and application screening process.

- What role does AI play in the retention of staff?

Answer: For our retention efforts, we are in our initial stages of incorporating AI. It will be a tool to enhance our traditional HR practices with data-driven insights presented to management as a tool to personalize approaches and take more of a proactive action.

AI systems are currently deployed or are awaiting deployment in the Police Department, Development Services, City Manager's Office, and with Directors and Managers. This may not directly be measured through retention efforts, but it does improve the setting and tools available for Staff that have access to the software and AI systems.

- What role does AI play in the evaluation of staff performance?

Answer: AI has not officially been implemented for staff performance evaluations; however, we are in the early stages of purchasing a tool that will enhance our approach. These tools will support more continuous feedback, real-time performance tracking, and data-informed insights to track goals and accomplishments. This will help managers provide more consistent, timely, and well-documented evaluations while maintaining human oversight in all performance decisions.

- Staff reports that the average time to fill vacancies is 79 days. How does that compare to our peer cities?

Answer: Our peer cities typically range from approximately 90–100 days to fill vacancies, which places the City of Los Altos in a strong position with an average of 79 days. Over the past few years, we have made consistent improvements in reducing our time-to-fill through more efficient recruitment strategies and streamlined processes, and we will continue to look for opportunities to further improve our time to fill.

- Glad to see relatively low vacancy rates in the POA group. Has the investment authorized by Council in recruiting content for this division proved fruitful?

Answer: Yes, absolutely. Since the date of the staff report, we have reached 100% staffing levels within the Police Department. This success is the result of a combination of the investment in the recruiting and marketing firm, increased visibility of our opportunities, strong internal referrals, and a more intentional and prompt approach to engaging with candidates throughout the recruitment process, as well as implementation of the City Council Compensation Philosophy. These efforts have allowed us to remain competitive and attract not only highly qualified candidates but also several lateral police officers and dispatchers.

- The vacancy rate in the Teamster group seems higher than desirable. Is there anything the City should do to improve recruiting and/or retention for these important roles?

Answer: Maintenance Worker positions are hard-to-fill roles. While we consistently attract a large number of applicants, the challenge has been the overall quality and readiness of the candidate pool. We are exploring ways to attract a stronger, more qualified pool of candidates, including refining our recruitment methods and enhancing our outreach efforts.

Agenda Item 6 (CalRecycle Grant Program):

- Recognizing this agenda item is simply about normalizing signature authority to match the current organization, when will Council next be asked to consider our recycling policy? Notably our plastic recycling policy seems at odds with current economic and practical realities.

Answer: This agenda item is administrative and limited to updating signature authority; broader recycling policy is not part of this action.

The materials collected in the City's recycling stream are primarily established through the City's Collection Service Agreement. While market conditions for recyclables—particularly plastics—have evolved, collection programs are not frequently changed in order to maintain consistency and avoid public confusion. Additionally, cities have limited control over how materials are ultimately processed after collection. Collection Service Extended Term expires on September 30, 2030, and this would be a good time to revisit the City's recycling policy.

If there are significant changes to the recycling policy at the Federal and State levels that require implementation before the Collection Service Extended Term expiration date, Council could review such items as they are introduced.

Agenda Item 7 (SB707 Disruption Policy):

- The process for reviewing and considering all protests and objections to the Report occurs during a duly noticed public hearing before the City Council. This public hearing provides the formal opportunity for members of the public to present input, including protests and objections to the Report.
 - As outlined in Los Altos Municipal Code Section 10.12.170, the City Council will consider the Report at a public hearing conducted in accordance with California Health and Safety Code Sections 5473.1 through 5473.2. During this hearing, the Council will receive and consider all public comments, protests, and objections submitted either in writing or verbally.
 - The public hearing represents the final opportunity for individuals to voice protests or objections regarding the Report. These protests are expressions of public input and are not part of a Proposition 218 protest proceeding.
 - Following the close of the public hearing, the City Council may take action on the Report pursuant to Health and Safety Code Section 5473.3, including approval of the sewer service charges. The Council may also direct the City Clerk to file the Report and associated charges with the Santa Clara County Auditor in accordance with Section 5473.4.
- What objective threshold of disruption of public business (versus abrasive speech) applies to policing remote comments?

Answer: Under SB707, the objective threshold for disrupting public business occurs when an individual's conduct physically prevents, impedes or renders the orderly conduct impossible.

Section of 11.5 of the City Council Norms also states:

"Remote Disruptions: In addition to in-person decorum rules, the presiding officer may remove or limit participation by individuals engaging in disruptive behavior on two-way or telephonic or audiovisual platforms, consistent with State law."

The Mayor, or a Presiding Officer, may pause the remote comments, if necessary, and may further direct staff to remove or limit an individual's participation for conduct which disrupts the meeting.

- In the Resolution, Attachment 1, the third Whereas says that we must "... adopt at a noticed public meeting in open session, and not on the consent calendar, a policy addressing disruption of telephonic or internet service during meetings conducted with remote participation;" and it says the same thing in Section 7 of the Policy, so does this item need to move to discussion?

Answer: This item was originally placed under Discussion and was inadvertently moved to the Consent Calendar. However, during the meeting, this item will need to be moved under Discussion for adoption.

Agenda Item 8 (Report of Sewer Service Charges):

- What is the process to review and consider "all protest[s] and objections to the Report?"

Answer: All protests and objections to the Report are considered during a duly noticed public hearing before the City Council. Notice of the hearing was provided in accordance with legal requirements to ensure the public had an opportunity to participate.

As required by Municipal Code Section 10.12.170 and state law, the Council must hold this hearing on the report of charges before they can be submitted to the County for collection. At the hearing, the Council receives and considers all written and verbal public input.

This hearing serves as the opportunity for public comment and input; it is not a formal Proposition 218 protest proceeding. Following the hearing, the Council may take action on the Report, including approving the charges and directing filing with the County Tax Collector.

Agenda Item 9 (FY 27 Budget):

- How is annexation affecting the budget? Now that LAFCO has approved our request, won't both our revenues and expenses have to be revised downward?

Answer: The recurring impact is anticipated to begin in FY 2027-28 and will not affect the FY 2026-27 budget being adopted. The \$1.5 million one-time cost is already included in

the FY 2025-26 year-end transfer, and the appropriation will be brought to Council for approval on June 23, 2026.

- The solid waste fund has projected expenses of \$2.4 mm and projected revenues of \$1.2 mm in the next fiscal budget. Why are expenses twice as high as revenues? What are we doing about this shortfall?

Answer: The Solid Waste Fund has a structural imbalance. Under the current 10-year agreements with service providers, revenue growth is limited, while related operating costs have increased at a faster pace. The contracts are scheduled for renewal after 2030, at which time the City will have an opportunity to evaluate service levels, contract terms, and rate structures to address the long-term shortfall. In the meantime, staff will continue to closely monitor the fund's financial condition. The solid waste fund will have to reduce some expenditures, but the annual shortfall will require a subsidy from the General Fund.

- What processes are in place to ensure that restricted funds are spent before general funds?

Answer: The City maintains separate funds for each restricted use, so those revenues are tracked in dedicated funds and eligible costs are coded to and paid from those funds rather than the General Fund. Each capital project is also assigned a funding source in the Tyler system, so the restricted fund draws first for eligible work. The annual independent audit confirms that restricted resources were spent on their eligible purposes.

- What is the status of sewer payments to the City from the Town of Los Altos Hills?

Answer: We sent the Q3 invoice in early May, and both the Q2 and Q3 invoices are still pending payment. The Q2 invoice is currently 3 weeks past due. If not paid promptly, the City will begin notification of contract termination with Los Altos Hills.

- Where is our contractual obligation (\$75,000) with the history museum for orchard maintenance reflected in the budget?

Answer: The item is budgeted under account 00111100-5400 (Legislative – Community Promotion).

- Why did the Traffic Impact Fee run a deficit for three years and then suddenly have \$1.03 mm amount collected? How did the City accomplish its goals for uses of those funds when running consecutive deficits?

Answer: The Traffic Impact Fee Fund had a beginning balance of \$901,115 as of July 1, 2025. With an additional \$281,386 in projected revenue, the ending balance is estimated to be \$1,182,501. The fund had a deficit for three years but received approximately \$1.4 million in revenue from a large development project in FY2025. Combined with lower TIF expenditures during the year, the fund balance has improved.

- Fee schedule: Please provide a redlined fee schedule so we can see what fees staff is proposing to change.

Answer: The report showing the changes has been submitted to the City Clerk's Office.

- Fee schedule: Can't read the following entries:
 - Two entries under "Strong Motion and Seismic Hazard Mapping"
 - One entry under "Fees Assessed at Time of Engineering Permit Issuance / Mapping Submittal."

Answer: The updated fee schedule has been provided to the City Clerk's Office so that printed copies of the attachment will be available to the public during the meeting.

- Has staff proposed any changes to the purchasing policy? If so, please provide a red-lined version.

Answer: The redlined Purchasing Policy has been provided to the City Clerk's Office.

- Attachment 9 and attachment 14 are the same. Is a proposed resolution supposed to be in front of Attachment 14? It appears that the resolution which should have been included as attachment 14 appears at the end of the agenda item in the published packet (pp. 254-255). Is that correct?

Answer: Attachment 14 should have been a resolution to adopt the fee schedule. Sorry for the confusion! The resolution has been provided to the City Clerk's office.

- Is a resolution needed to affirm the purchasing policy?

Answer: A resolution was not included because staff viewed the proposed updates as administrative and non-substantive in nature. However, if the Council wishes to formally approve the revised Purchasing Policy, staff can return with a resolution for adoption.

Item 10 (Initiative Petition):

- Assuming the affordable housing allowed by the initiative is constructed, with parking mitigation impeded by the requirements for another ballot measure, how many downtown parking spaces would be lost?

Answer: Plazas 7 and 8 currently contain approximately 226 parking spaces. The extent to which on-site replacement parking could be provided as part of a future housing project is not known at this time and would be evaluated through the project design and review process. However, it is probable that a large number of parking spaces could be lost if the initiative is adopted and housing is developed.

- Has the city received any correspondence from pro-housing groups, suggesting that this initiative might cause the California Department of Housing and Community Development to revoke its approval of the Los Altos Housing Element?

Answer: One letter has been received from YIMBY Law asserting that if the initiative moves forward, it could materially threaten Los Altos' continued Housing Element certification. City staff has also met with attorneys and pro-housing groups who say if the initiative is placed on the ballot, they will alert HCD and developers to the potential non-compliance in Los Altos.

- Would such revocation trigger the so-called Builders' Remedy, allowing developers to bypass Los Altos zoning rules, and build whatever qualifying housing projects they choose anywhere in the city?

Answer: If the City's Housing Element were de-certified and therefore no longer in substantial compliance with state Housing Element Law, Builder's Remedy could become available for qualifying housing projects.

- The Recommendations seem to suggest mutually exclusive options, i.e. they are all phrased as Option 1 (Adopt the Initiative) OR Option 2 (Put the Initiative on the ballot) OR Option 3 (order 9212 Report) but we have already ordered the Report at our April 28 meeting but we still need to choose between Options 1 and 2, correct?

Answer: Although the Council previously directed the 9212 report on April 28th, a direction needs to be provided pursuant to EC9215 for one of the three options listed. Council may choose Options 1 and 2, or they may re-affirm the previous direction for a 9212 report, which will then be due no later than 30 days after the City Council's notification of certification.

- In the Discussion, for #3 it says that, "If the City Council chooses this option, it would accept the report at either the June 23, 2026 meeting or call a special election on June 25, 2026 to accept it." I assume this is supposed to be "special meeting" rather than "special election"?

Answer: Yes, this is a typo. The sentence was meant to read ".....or call a special meeting", not a special election.

- Also in #3 of Discussion, could you please clarify what the last sentence means in regards to which meetings?

Answer: The sentence means that either during the regular meeting of June 23, 2026, or during the special meeting, if one was called, the Council will have 10 days to place the initiative on the ballot. The two meeting dates are options for Council to accept the 9212 report.

Item 11 (Amending Commissions):

- Would any aspect of the proposed ordinance force out a commissioner except by term expiration?

Answer: No. The ordinance states that these adjustments would happen through natural attrition. City Council would not be required to remove any current commissioners.

- When do we expect to hear the proposal for the Joint Volunteers Award Committee?

Answer: City staff is waiting on comments from Los Altos Hills.

Item 12 (Ordinance - Sidewalk Maintenance and Repair):

- Section 9.32.020 makes property owners liable for damage suffered by anyone who is harmed by an improperly maintained sidewalk. Is this is new ordinance, or merely a recitation of existing law? If this is new, why wasn't this mentioned and discussed in the staff report?

Answer: This is a new ordinance for Los Altos, but is based on State law which states that adjacent property owners are responsible for repairs and improvements to sidewalks and are liable for any injuries caused by an improperly maintained sidewalk. This ordinance does not make property owners liable for damages, as property owners currently have this liability.

- If a sidewalk problem causes injury, does the liability currently lie entirely with the adjacent homeowner (versus the city)?

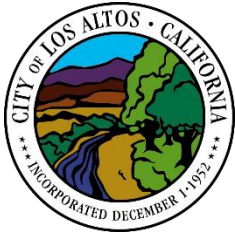
Answer: Typically, an injured party would sue both the City and the property owner and the case would be decided on issues specific to the case, injury, and physical condition of the sidewalk or property. This ordinance does not change the liability that exists for any party today, including the City.

- If so, how does the city clarify this responsibility? What steps can be offered to provide homeowners with good faith "safe harbor"?

Answer: This ordinance explicitly states that adjacent property owners are liable for injuries. If a property owner is actively working to make repairs or has taken steps to identify a hazard, they may be able to reduce their liability.

- Does this ordinance only apply to sidewalks the City identifies as needing to be repaired or if a homeowner identifies a sidewalk that needs repair is that still eligible for the 50/50 program?

Answer: Any sidewalk would be eligible for the 50/50 program regardless of whether it was identified by the City or by the property owner as long as the physical condition of the sidewalk warranted replacement.



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, MAY 26, 2026
7:00 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

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

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

ESTABLISH QUORUM – All Councilmembers were present.

PLEDGE OF ALLEGIANCE – ~~Sally Meadows~~Larry Lang, Vice Mayor, led the Pledge of Allegiance.

REPORT ON CLOSED SESSION

There was no Closed Session meeting on May 26, 2026.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes to the agenda order.

SPECIAL ITEM

Issue Proclamation Recognizing May 2026 as Asian American, Native Hawaiian, and Pacific Islander Month

Sally Meadows, Mayor, presented the proclamation.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following members of the public spoke during Public Comment:

- Julia Rapoza

CONSENT CALENDAR

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

1. **Approval of Meeting Minutes** – Draft Regular Meeting of May 12, 2026
2. **Adoption of Resolution - Accept COPS Grant Funding**
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 2025–26
3. **Adopt a Resolution - Approval of Memorandum of Understanding**
Adopt a Resolution to approve a successor Memorandum of Understanding between the City of Los Altos and Los Altos Municipal Employee Association

4. **Adoption of Resolutions - 999 Fremont Avenue**

- Adopt a resolution to transfer funding allocation from the Almond Fire Station Reroofing Project and the Fire Station Improvement Project and provide an additional \$118,008 to fully fund the project; and
- Adopt a resolution authorizing the City Manager to execute a construction contract with Ron Paris Construction Co., Inc., in the amount of \$657,069.99 and 20% contingency, if needed, in the amount not to exceed \$130,00.00. The total project cost will be \$787,070.00, and the Council's action is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15301(a), and that is one of the circumstances in the CEQA Guidelines

DISCUSSION ITEMS

5. **Adoption of Resolution - Contract Extension with Flock Safety**

Adopt a resolution authorizing the City Manager to execute a contract extension with Flock Safety in the amount of \$160,000 to extend the current contracts for an additional two years for maintenance and service for the 25 Flock Safety cameras in the City of Los Altos

Saskia Lagergren, Police Chief, presented the report.

The following members of the public spoke regarding the item:

• Jan Pepper	• Julie Lunn
• Julia Rapoza	• Brian Jones
• Austin M	• Fritz Koehler
• Cara Silver	• Melissa Dinwiddie
• Pierre Laurent	• Julia Monahan
• Linda Baker	• Mariya
• KBT	• Maryann
• Leah	• Louis Newman
• Ariel	

Motion by Lang to direct staff to negotiate renewing the contract to align the two Flock contracts, with termination for convenience with reasonable notice. **Motion withdrawn.**

Motion by Weinberg and Second by Lang to direct staff to negotiate renewing the contract with conditions to terminate either contract for convenience on 30 days' notice; that the two current contracts be brought into alignment, either by folding the second contract into the first, or by changing the terms of the first contract; and that if Flock does not agree to these conditions, then the City will give notice of termination of the contract no later than 30 days before it expires. **Motion carried 3-1 by roll call vote, with Councilmember Dailey opposed.**

The City Council took a recess at 9:32 p.m.
The City Council reconvened at 9:42 p.m.

6. **Introduction of Ordinance –Amend Chapter 2.24 Disposal of Unclaimed Property**
Waive first reading and introduce an ordinance to amend Los Altos Municipal Code Chapter 2.24 Disposal of Unclaimed Property to update sections governing the holding, disposal and auction notice requirements for unclaimed property, in order to reflect current legal requirements and City practices

Saskia Lagergren, Police Chief, presented the report.

There were no speakers regarding the item.

Motion by Weinberg and Second by Lang to waive first reading and introduce an ordinance, by title only, to amend Los Altos Municipal Code Chapter 2.24 Disposal of Unclaimed Property to update sections governing the holding, disposal and auction notice requirements for unclaimed property, in order to reflect current legal requirements and City practices. **Motion carried unanimously by roll call vote.**

7. **Proposed FY 2026/27 Operating Budget and FY2027-31 Five-Year Capital & Major Maintenance Program**
Discuss the proposed FY2026/27 Operating Budget and FY2027–31 Capital Improvement and Major Maintenance Program (CIMMP), and provide direction to staff for any revisions prior to final adoption

Jessie Kim, Finance Director, presented the report.

There were no speakers regarding the item.

Discussion item only. No motion taken.

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

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

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting on June 9, 2026.

Sally Meadows
Mayor

Melissa Thurman, MMC
City Clerk

The May 26, 2026, 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.

RESOLUTION NO. 2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
CALLING AND GIVING NOTICE OF A GENERAL MUNICIPAL ELECTION
TO BE HELD ON TUESDAY, NOVEMBER 3, 2026 FOR THE ELECTION OF
CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS
OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES,
AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF
SANTA CLARA TO CONSOLIDATE SAID ELECTION PURSUANT TO
SECTION 10403 OF THE ELECTIONS CODE**

WHEREAS, under the provisions of the laws relating to general law cities in the State of California, a General Municipal Election shall be held on November 3, 2026, for the election of Municipal Officers; and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the General Election to be held on the same date and that within the City the precincts, voting centers and election officers of the two elections be the same, and that the Registrar of Voters of the County of Santa Clara canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Los Altos as follows:

SECTION 1. That pursuant to the requirements of the Elections Code of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Los Altos, California on Tuesday, November 3, 2026, a General Municipal Election for the purpose of electing two Members of the City Council for the full term of four years (ending November 2030) for District 2 (one seat) and District 4 (one seat); and

SECTION 2. That pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Santa Clara is hereby requested to consent and agree to the consolidation of said election with the General Election on Tuesday, November 3, 2026, and

SECTION 3. That the Registrar of Voters is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election and only one form of ballot shall be used; and

SECTION 4. That the City of Los Altos recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs; and

SECTION 5. That the City Clerk is authorized, instructed and directed to coordinate with the County of Santa Clara Registrar of Voters to procure and furnish any and all official

ballots, notices, printed matter, and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election; and

SECTION 6. That the ballots to be used at the election shall be in form and content as required by law. Voters shall vote for a maximum of ~~three candidates~~one candidate per district listed on the ballot; and

SECTION 7. That candidates shall be permitted to submit a single Candidate Statement, with a maximum of 200 words, for inclusion in the Sample Ballot; and pursuant to Section 13307 of the Elections Code, the City Council hereby determines to levy against each candidate availing himself or herself of the service of including a candidate's statement not to exceed two hundred (200) words in length in the voter's pamphlet, the actual prorated costs of printing, handling and translating the candidate's statement, if any, incurred by the City of Los Altos. Such estimated costs to be determined by the Registrar of Voters. The City Clerk shall provide written notice to such effect with each set of nomination papers issued.

SECTION 8. All active registered voters in District 2 and District 4 will automatically be mailed a Vote-by-Mail ballot package beginning on October 5, 2026; the Vote Centers for said election will be open starting on October 24, 2026, through November 3, 2026, for varying hours of operations. A list of Vote Centers hours of operation will be posted on the Santa Clara County Registrar Of Voters website at <https://sccvote.sccgov.org/home>. The Vote Centers will be open on Election Day, November 3, 2026.

SECTION 9. That the consolidated election shall be held and conducted in the manner prescribed in Section 10418 of the Elections Code of the State of California; and

SECTION 10. That pursuant to Section 10551 and 15651 of the Elections Code of the State of California, the method of determining the winner or winners in the event of a tie vote shall be by coin flip.

SECTION 11. That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the Registrar of Voters of the County of Santa Clara.

SECTION 12. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

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 9th day of June 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sally Meadows, MAYOR

Attest:

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS SETTING
CERTAIN FEES AND CHARGES TO BE COLLECTED IN FY 2026/27**

WHEREAS, the Los Altos Municipal Code specifies that certain fees and charges shall be set by Resolution of the City Council; and

WHEREAS, these fees and charges should be in amounts sufficient to recover the costs incurred by the City with respect to the functions to be performed by the City; and

WHEREAS, certain development impact fees are set by separate Resolution of the City Council; and

WHEREAS, the City annually reviews fees and charges to ensure continued cost recovery and may adjust certain fees based on the Consumer Price Index (CPI) to account for inflationary increases in the cost of providing services; and

WHEREAS, or Fiscal Year 2026/27, certain applicable fees were reviewed and adjusted consistent with the City's cost recovery objectives and adopted financial practices.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts the fees and charges set forth in the attached FY 2026/27 Fee Schedule for the City, attached hereto as Attachment 9 and incorporated by this reference, and these fees shall become effective July 1, 2026 and shall remain in effect until a new Resolution amending the same is adopted by the City Council.

BE IT FURTHER RESOLVED, that all other fees previously established by other City Council Resolution or Ordinance remain in effect.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 9th day of June, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

**City of Los Altos
Fee Schedule
FY2026-27**

DEVELOPMENT SERVICES

BUILDING DIVISION

Building Permit	
Valuation based on price per square foot of construction. Minimum valuation for all residential and commercial construction is \$591.39 per square-foot	
Total Valuation	Fee
\$1.00 - \$3,000.00	\$ 251.87
\$3,001.00 - \$25,000.00	
First \$3,000	\$ 251.87
Each Additional \$1,000 or fraction thereof	\$ 32.49
\$25,001.00 - \$50,000.00	
First \$25,000	\$ 966.65
Each Additional \$1,000 or fraction thereof	\$ 33.46
\$50,001 - \$100,000.00	
First \$50,000	\$ 1,803.36
Each Additional \$1,000 or fraction thereof	\$ 18.19
\$100,001.00 - \$500,000.00	
First \$100,000	\$ 3,640.86
Each Additional \$1,000 or fraction thereof	\$ 7.95
\$500,001.00 - \$1,000,000.00	
First \$500,000	\$ 7,915.71
Each Additional \$1,000 or fraction thereof	\$ 12.92
\$1,000,001.00 and up	
First \$1,000,000	\$ 14,970.27
Each Additional \$1,000 or fraction thereof	\$ 6.46
ADU Building Permit	\$ -

Electrical, Mechanical or Plumbing Permit	
\$1.00 - \$3,000.00	\$ 213.91
\$3,001.00 - \$25,000.00	
First \$3,000	\$ 408.86
Each Additonal \$1,000 or fraction therof	\$ 25.35
\$25,001.00 - \$50,000.00	
First \$25,000	\$ 966.65
Each Additional \$1,000 or fraction therof	\$ 26.75
\$50,001.00 - \$100,000.00	
First \$50,000	\$ 1,635.43
Each Additional \$1,000 or fraction therof	\$ 55.02
\$100,001.00 and up	1.62%
ADU Electrical, Mechanical or Plumbing Permit	\$ -
Plan Check	
ADU Plan Check	\$ -
Building Plan Check	135.00%
Energy Plan Check (Title 24)	25.00%
Solar/Photovoltaic Permit	
Residential	
15kw or less	\$ 314.57
15 kw - 50kw	\$ 314.57
Per kw above 15kw	\$ 10.48
51kw - 250kw	\$ 524.28
Per kw above 50kw	\$ 5.24
250+ kw	\$ 524.28
Per kw above 250kw	\$ 5.24
Commercial	
50kw or less	\$ 314.57
50kw - 250kw	\$ 524.28
Per kw above 50kw	\$ 5.22
250+ kw	\$ 524.28
Per kw above 250kw	\$ 5.00

Standalone Building Permits	
Water Heater	\$ 157.28
Heat Pump (HVAC)	\$ 300.00
Water Line/ Re-Pipe	\$ 316.67
Sewer Line/ Drain Line	\$ 316.67
Electric Vehicle (EV) Charging Station	\$ 314.57
Energy Storage System	\$ 419.43
Demolition Permit	
Single Family	\$ 244.31
Commercial/ Mixed-Use/ Multifamily	\$ 373.29
Inspections	
Re-inspection Fee	\$ 260.04
Inspections Outside of Normal Business Hours	
(Minimum Charge of 2 hours)	\$ 603.98
Each Additional Hour	\$ 301.98
Expired Permits	
Expired Permit Fees	Based on Original Permit Fees
Penalty for Expired Permits	
0 to 30 days	\$ -
31st day through 60th day	\$205.00/per day
61st day through 120th day	\$410.00/per day
121st day and everyday thereafter	\$820.00/per day

Misc. Building Fees	
Alternate Means and Methods Request (AMMR)	\$ 465.56
Certificate of Occupancy	\$ 114.29
Temporary Certificate of Occupancy	\$ 684.72
Duplicate Permit Request	\$ 114.29
Street Address Change	\$ 761.26
Stop Work Penalties	2-4x All Plan review and Permit Fees
In House Plan Check Revision Review	\$310.38/ per hour
Consultant Review	Actual Cost
Building Code Compliance Review	\$ 155.18
Fees Assessed at Time of Building Permit Issuance	
California Green Building Fund	Assessed at the rate of \$4.00 per \$100,000 in valuation, with appropriate fractions thereof, but not less than \$1.00 per every \$25,000 in valuation
Construction Tax (Established per LAMC Chapter 3.24)	
Single Family	\$0.42/per Square Foot
Commercial/ Multifamily	\$0.70/per Square Foot
Strong Motion and Seismic Hazard Mapping	
Strong Motion Instrumentation & Seismic Hazard Mapping Fees - SMIP (1-3 Story Residential)	Valuation Amount x 0.00013 (Minimum Fee \$0.50)
Strong Motion Instrumentation & Seismic Hazard Mapping Fees - SMIP (Over 3 story residential & all commercial)	Valuation Amount x 0.00028 (Minimum Fee \$0.50)
General Plan Maintenance Fee (Charged based Building Permit Fee)	7.00%
Technology Surcharge Fee (Charged based on Building Permit Fee)	5.00%

PLANNING DIVISION

General Applications	
Annexation	\$ 18,875.39
Appeal	\$ 1,048.57
Application Extension	
Single Family	\$ 1,061.16
Commercial/ Multi-Family	\$ 1,785.72
Application Modification	
Single Family	\$ 2,454.71
Commercial/ Multi-Family	\$ 5,376.04
Development Agreement	\$ 14,665.37
Flood Hazard Letter	\$ 724.56
Preliminary Project Review	
Staff Review	\$ 6,971.97
Planning Commission	\$ 11,605.62
SB9 Dual Opportunity Development	\$ 3,637.50
Zoning Use Compliance	\$ 483.39
Zoning Verification Letter	\$ 724.56
Conditional Use Permit	
New Use Permit or Modification	\$ 9,625.91
New Use Permit or Modification (Non-Profit)	\$ 9,236.90
Temporary Use Permit	\$ 472.90

Design Review	
Single Family	
Administrative (<150 sq. ft.)	\$ 724.56
Administrative (>150 sq. ft.)	\$ 3,637.50
Zoning Administrator	\$ 6,726.61
Commercial/ Multi-Family	
Administrative	\$ 7,477.38
Planning Commission	\$ 15,545.12
Historic Permit	
Alteration Permit	\$ 7,520.38
Resource/ Landmark Designation	\$ 4,482.66
Mills Act	\$ 6,898.57
Sign Review	
New Sign	\$ 724.56
Modification of Existing Sign	\$ 483.39
New/ Modification of Sign Program	\$ 1,449.13
Tree Removal	
Tree Removal Permit	
First Tree	\$ 314.57
Each Additional Tree	\$ 157.28
Invasive Species (subject to verification)	
In-Lieu Tree Replacement Fee	\$ 1,258.29
Consulting Arborist	Actual Cost

Long Range Planning	
General Plan Amendment (Deposit)	Actual Cost
Zone Change	Actual Cost
Zone Text Amendment (Deposit)	Actual Cost
Map Amendment (Deposit)	Actual Cost
Planned Unit Development (PUD)	Actual Cost
Single-Story Overlay Zone	Actual Cost
Parklet Permit	
Initial Application	\$ 579.86
Renewal Fee (Calculated Per Square Foot of Parklet Area)	\$3.14/sq.ft
Sidewalk Dining	
Initial Application	\$ 579.86
Renewal Fee	\$ 374.34
Outdoor Display Permit	
Outdoor Display Permit	\$ 1,207.96

Subdivision Review	
Certificate of Compliance	\$ 4,197.44
Reversion to Acreage	\$ 7,632.58
Tentative Subdivision Map Review	
Tentative Map	\$ 11,058.27
Parcel Map	\$ 11,058.27
Parcel Map (Ministerial)	\$ 6,277.82
Urban Lot Split	\$ 6,277.81
Lot Line Adjustment/ Lot Merger	\$ 5,263.84
Map Extension or Modification	
Administrative	\$ 3,909.08
Planning Commission/City Council	\$ 6,998.18
Variance	
Single Family	\$ 11,109.65
Commercial/ Multi-Family	\$ 13,526.61
Inclusionary Housing In-Lieu Fee	
Multi-Family Rental	\$111.15/per Square Foot
Condominium For Sale	\$120.59/per Square Foot
Townhouse for Sale	\$178.25/per Square Foot
Fees Assessed at Time of Planning Project/Permit Submittal	
Technology Surcharge Fee	
(Charged based on Planning Project/Permit Fee)	5.00%

PUBLIC WORKS

Engineering

Encroachment Permit	
Parking Stall	
Base	\$ 305.13
Per Stall Per Day	\$ 35.64
Special	\$ 739.25
Special - Dewatering to Sewer	\$1.69/100 gallon
Miscellaneous	\$ 1,249.90
Plan Check	
County Sewer Plan Check	\$ 1,880.09
Los Altos Hills Sewer Plan Check	\$ 1,880.09
Public Works Plan Check	Actual Cost
Stormwater Management Plan Check	\$ 1,963.98
Transportation Plan Check	Actual Cost
Sewer Permit & Fees	
City	\$ 759.16
City Capacity Rights	\$ 6,456.29
County	\$ 1,671.42
County In-Lieu of Assessment	\$ 12,190.93
County Capacity Acquisition	\$ 10,128.51
Los Altos Hills Capacity Acquisition	\$ 10,128.51
Sewer Tap-in	\$ 152.04
Sewer Dye Test	\$ 200.27
Transportation Permits	
Tranportation Permits	
Single	\$ 16.00
Annual	\$ 90.00

Inspection	
Engineering Inspection Fee (Based on Construction Costs)	6.00%
Additional Inspection Visit	\$ 369.10
Mapping Fees	
Final Subdivision Map Check	
Base	\$ 4,920.96
City Land Surveyor (Minimum Deposit)	\$ 2,097.15
Lot-Line Adjustment	\$ 2,848.97
City Land Surveyor (Minimum Deposit)	\$ 2,097.15
Misc. Engineering Fees	
Vacating Easement/ Right-of-Way	\$ 11,684.27
Utility Street Cut Permit (Based on Construction Costs)	419.43 + 4%
Temporary Lane Closure Permits	
Application (First Day Only)	\$ 658.50
Each Additional Day	\$ 97.51
Fees Assessed at Time of Engineering Permit Issuance / Mapping Submittal	
Technology Surcharge Fee (Charged based on Engineering Permit Fee / Mapping Fee)	5.00%
Environmental Services and Utilities	
Heavy Haul Permit	\$ 757.14
Payment Convenience Fees	
Credit Card Convenience Fee – Permit Transactions	2.60% Per Transaction
E-Check Convenience Fee – Permit Transactions	\$1.25 Per Transaction

POLICE

Alarm Permit	
Renewal	\$45.17 per permit
Late Renewal/Unpermitted Alarm response	\$92.00
False Alarm Response	
First two responses in a permit year	No charge
Third and subsequent responses	\$ 269.96
Alcohol Permit	
	\$ 124.59
Concealed Carry Weapon Permit	
Initial Application	\$ 500.00
Bi-annual renewal	\$ 250.00
DUI Accident Response	
Police Response	\$ 1,427.70
Fire Response	\$ 1,739.19
Fatal accident	Fully allocated hourly rate for all emergency personnel responding, not to exceed \$12,000.00 per incident
Jail Booking Fees	
	Actual County Cost
Massage Establishment Permit	
New	\$ 336.41
Annual Renewal	\$ 93.44
Massage Appeal Hearing	\$2,412.00 per appeal Includes one hour of City Attorney time
Miscellaneous Police Permit	
	\$186.17 Per Application
Parking Pass Booklets	
	\$ 27.00
Parking Permit	
Quarterly	\$ 47.76
Annual	\$ 118.36
Second Response Call-Back	
Standard Response	\$229.46 Per Response After an Initial Warning
Secondhand Dealer/Pawn Shop Permit	
New	\$ 322.50
Annual Renewal	\$ 186.37
Solicitor Permit	
	\$186.17 Per Application

Special Event Permit Application	
New For-Profit	\$ 519.16
New Non-Profit	\$ 415.33
On-Going For-Profit	\$ 207.66
On-Going Non-Profit	\$ 155.74
Special Event Police Service	Actual Cost
Vehicle Impound Release	\$372.49 per vehicle
Vehicle Repossession	\$18.37 per vehicle
Verification/Clearance Letter	\$48.00 per letter
Subpoena	\$ 275.00
Subpoena Duces Tecum	\$ 15.00
Police Report Copies	\$0.20 per page and no charge for victims of crimes

PARKS AND RECREATION

Banner Hanging	
San Antonio/El Camino Real	\$482.00 Per Two Weeks
Downtown	\$482.00 Per Two Weeks
Fremont/Grant	\$389.00 Per Two Weeks
Lincoln Park	
9-foot	\$199.00 Per Week
18-foot	\$399.00 Per Week
30-foot	\$482.00 Per Week
Facility Rental General	
Facility Rental Application Fee	\$ 15.00
Expedite Fee (Application submitted less than 15 days prior to the event date)	\$ 75.00
Los Altos Community Center Facility Rentals (per hour)	
Community Room (Grand Oak)	
Resident	\$ 297.00
Non-Resident	\$ 356.00
Non-Profit	\$ 148.00
Commercial	\$ 445.00
Meeting Room (Sequoia)	
Resident	\$ 118.00
Non-Resident	\$ 148.00
Non-Profit	\$ 59.00
Commercial	\$ 178.00
Multi-purpose Room (Apricot, Manzanita, Birch, Sycamore, Maple)	
Resident	\$ 95.00
Non-Resident	\$ 118.00
Non-Profit	\$ 47.00
Commercial	\$ 142.00

Kitchen	
Resident	\$ 59.00
Non-Resident	\$ 89.00
Non-Profit	\$ 29.00
Commercial	\$ 118.00
Lobby	
Resident	\$ 118.00
Non-Resident	\$ 148.00
Non-Profit	\$ 59.00
Commercial	\$ 178.00
Courtyard	
Resident	\$ 59.00
Non-Resident	\$ 89.00
Non-Profit	\$ 29.00
Commercial	\$ 118.00
Package (Sequoia/Manzanita/Lobby)	
Resident	\$ 249.00
Non-Resident	\$ 303.00
Non-Profit	\$ 124.00
Commercial	\$ 499.00
Package (Sequoia/Manzanita/Apricot)	
Resident	\$ 249.00
Non-Resident	\$ 303.00
Non-Profit	\$ 124.00
Commercial	\$ 499.00
Package (Sequoia/Manzanita/Buckeye/Madrone)	
Resident	\$ 190.00
Non-Resident	\$ 231.00
Non-Profit	\$ 95.00
Commercial	\$ 380.00

Other Facility Rentals (per hour)	
Multi-purpose rooms	
Resident	\$ 142.00
Non-Resident	\$ 178.00
Non-Profit	\$ 71.00
Commercial	\$ 285.00
Classrooms	
Resident	\$ 59.00
Non-Resident	\$ 71.00
Non-Profit	\$ 47.00
Commercial	\$ 118.00
San Antonio Club	
Resident	\$ 142.00
Non-Resident	\$ 178.00
Non-Profit	\$ 71.00
Commercial	\$ 285.00
Tennis and Bocce Courts	
Resident	\$ 10.00
Non-Resident	N/A
Non-Profit	\$ 8.00
Commercial	N/A
Athletic Fields	
Resident	\$ 59.00
Non-Resident	\$ 71.00
Non-Profit	\$ 29.00
Commercial	N/A
Gymnasium (Half)	
Resident	\$ 101.00
Non-Resident	\$ 130.00
Non-Profit	\$ 53.00
Commercial	\$ 190.00
Gymnasium (Full)	
Resident	\$ 166.00
Non-Resident	\$ 213.00
Non-Profit	\$ 95.00
Commercial	\$ 332.00
Neutra House	
Resident	\$ 115.00
Non-Resident	\$ 144.00
Non-Profit	\$ 57.00
Commercial	\$ 173.00

Other Facility Rentals	
Veterans Community Plaza Half Day	
Resident	\$ 167.00
Non-Resident	\$ 213.00
Non-Profit	\$ 65.00
Commercial	N/A
Veterans Community Plaza Full Day	
Resident	\$ 261.00
Non-Resident	\$ 326.00
Non-Profit	\$ 106.00
Commercial	N/A
Patriot Corner Picnic Area Half Day	
Resident	\$ 178.00
Non-Resident	\$ 225.00
Non-Profit	N/A
Commercial	\$ 356.00
Patriot Corner Picnic Area Full Day	
Resident	\$ 261.00
Non-Resident	\$ 326.00
Non-Profit	N/A
Commercial	\$ 522.00
Grant Picnic Area Half Day	
Resident	\$ 106.00
Non-Resident	\$ 130.00
Non-Profit	N/A
Commercial	\$ 213.00
Grant Picnic Area Full Day	
Resident	\$ 142.00
Non-Resident	\$ 172.00
Non-Profit	N/A
Commercial	\$ 285.00

Miscellaneous	
Key Replacement	\$ 149.00
Facility Rentals	
Additional Facility Attendant	\$26.00 per hour
Linen Rental	\$29.00 per linen
Senior Lunch Program	
Weekly Lunch	Donation Only
Holiday Lunch	Donation Only
Change Fees	
Classrooms	\$ 75.00
Multipurpose spaces	\$ 75.00
Picnic space	\$ 20.00
Court spaces	\$ 10.00
Payment Convenience Fees	
Credit Card Convenience Fee – Recreation Transactions	2.99% Per Transaction
E-Check Convenience Fee – Recreation Transactions	\$1.25 Per Transaction

OTHER FEES (Admin)

Business License Listing	\$49.00 Per Request
Business License Duplicate	\$12.00 Per Request
Credit Card Convenience Fee – Business License Transactions	2.99% Per Transaction
City Initiative Filing	\$200.00 Per Initiative, Refunded if Within One Year of Filing the Notice of Intent, the Elections Official Certifies the Sufficiency of the Petition
Damage to City Property	Time/Material
Document Reproduction	\$0.25 Per Page
Fair Political Practices Commission Related	\$0.10 Per Page
Non-Sufficient Funds Check Processing	
First NSF Check	\$25.00 Per NSF Check
Second & Subsequent NSF Checks	\$35.00 Per NSF Check
Notary Fee	\$ 15.00
Tobacco Retailer License	
Initial	\$ 297.00
Annual	\$ 178.00

- EOD -

Master Fee Schedule — Redline: FY2025/26 → FY2026/27

Notable changes (beyond routine cost adjustment)

Most fees	Routine cost-based adjustment of roughly +2.5%; Recreation rates rounded to whole dollars.
Engineering division	Moved under a new PUBLIC WORKS section. The separate FY25/26 "Public Works/Environmental Services & Utilities" page is superseded (only Heavy Haul Permit carried forward).
Concealed Carry Weapon Permit	Initial \$263.38 → \$500.00; Bi-annual renewal \$52.68 → \$250.00 (per fee study).
Police state-set fees	Subpoena \$319.70 → \$275.00; Subpoena Duces Tecum \$15.80 → \$15.00;
Police fees per cost study	Verification/Clearance Letter \$48.37 → \$48.00 (decreases).
Transportation Permits	Single \$16.37 → \$16.00; Annual \$92.07 → \$90.00 (state-set decreases).
NSF check processing	Single \$41.50 line split into First NSF \$25.00 (decrease) and Second & Subsequent NSF \$35.00 (new).
California Green Building Fund	State rate \$4.20 → \$4.00 per \$100,000 valuation (SB 1473).
New fee categories	Credit-card / e-check convenience fees; sewer capacity-rights / acquisition lines; Los Altos Hills Sewer Plan Check; Special–Dewatering to Sewer; Heat Pump (HVAC); Sewer Line / Drain Line; Ministerial Parcel Map; Neutra House rentals; Facility Rental Application Fee; Expedite Fee; recreation Change Fees; Second NSF check; Parking Pass Booklets.

Legend (Redline tab)

Increase
Decrease
Unchanged
New in FY2026/27
Removed (shown struck through)

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
DEVELOPMENT SERVICES — BUILDING DIVISION						
Building Permit						
Minimum valuation (new residential & commercial construction)	\$576.97 per square-foot	\$591.39 per square-foot			Increase	Minimum valuation basis raised
\$1.00 - \$3,000.00	245.73	251.87	6.14	2.5%	Increase	
\$3,001-\$25,000: First \$3,000	245.73	251.87	6.14	2.5%	Increase	
\$3,001-\$25,000: Each Additional \$1,000	31.70	32.49	0.79	2.5%	Increase	
\$25,001-\$50,000: First \$25,000	943.08	966.65	23.57	2.5%	Increase	
\$25,001-\$50,000: Each Additional \$1,000	32.65	33.46	0.81	2.5%	Increase	
\$50,001-\$100,000: First \$50,000	1,759.38	1,803.36	43.98	2.5%	Increase	
\$50,001-\$100,000: Each Additional \$1,000	17.75	18.19	0.44	2.5%	Increase	
\$100,001-\$500,000: First \$100,000	3,552.06	3,640.86	88.80	2.5%	Increase	
\$100,001-\$500,000: Each Additional \$1,000	7.76	7.95	0.19	2.4%	Increase	
\$500,001-\$1,000,000: First \$500,000	7,722.65	7,915.71	193.06	2.5%	Increase	
\$500,001-\$1,000,000: Each Additional \$1,000	12.61	12.92	0.31	2.5%	Increase	
\$1,000,001 and up: First \$1,000,000	14,605.15	14,970.27	365.12	2.5%	Increase	
\$1,000,001 and up: Each Additional \$1,000	6.31	6.46	0.15	2.4%	Increase	
ADU Building Permit	-	-			Unchanged	No fee
Electrical, Mechanical or Plumbing Permit						
\$1.00 - \$3,000.00	208.70	213.91	5.21	2.5%	Increase	
\$3,001-\$25,000: First \$3,000	398.89	408.86	9.97	2.5%	Increase	
\$3,001-\$25,000: Each Additional \$1,000	24.74	25.35	0.61	2.5%	Increase	
\$25,001-\$50,000: First \$25,000	943.08	966.65	23.57	2.5%	Increase	
\$25,001-\$50,000: Each Additional \$1,000	26.10	26.75	0.65	2.5%	Increase	
\$50,001-\$100,000: First \$50,000	1,595.55	1,635.43	39.88	2.5%	Increase	
\$50,001-\$100,000: Each Additional \$1,000	53.68	55.02	1.34	2.5%	Increase	
\$100,001 and up	1.62%	1.62%	-	0.0%	Unchanged	% of valuation
ADU Electrical, Mechanical or Plumbing Permit	-	-			Unchanged	No fee
Plan Check						
ADU Plan Check	-	-			Unchanged	No fee
Building Plan Check	1.35	1.35	-	0.0%	Unchanged	% of building permit fee
Energy Plan Check (Title 24)	0.25	0.25	-	0.0%	Unchanged	% of building permit fee
Solar/Photovoltaic Permit — Residential						

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
15 kw or less	306.90	314.57	7.67	2.5%	Increase	State sets max per GC 66015
15kw - 50kw	306.90	314.57	7.67	2.5%	Increase	
Per kw above 15kw	10.23	10.48	0.25	2.4%	Increase	
51kw - 250kw	511.50	524.28	12.78	2.5%	Increase	
Per kw above 50kw	5.12	5.24	0.12	2.3%	Increase	
250+ kw	511.50	524.28	12.78	2.5%	Increase	
Per kw above 250kw	5.12	5.24	0.12	2.3%	Increase	
Solar/Photovoltaic Permit — Commercial						
50kw or less	306.90	314.57	7.67	2.5%	Increase	
50kw - 250kw	511.50	524.28	12.78	2.5%	Increase	
Per kw above 50 kw	5.10	5.22	0.12	2.4%	Increase	
250+ kw	511.50	524.28	12.78	2.5%	Increase	
Per kw above 250 kw	5.12	5.00	(0.12)	(2.3%)	Decrease	Capped at \$5.00 per GC 66015
Standalone Building Permits						
Water Heater	153.45	157.28	3.83	2.5%	Increase	
Heat Pump (HVAC)		300.00			New	New standalone permit
Water Line / Re-Pipe	308.95	316.67	7.72	2.5%	Increase	Renamed from 'Water Line/Sewer Line'
Sewer Line / Drain Line		316.67			New	Split out from 'Water Line/Sewer Line'
Electric Vehicle (EV) Charging Station	306.90	314.57	7.67	2.5%	Increase	
Energy Storage System	409.20	419.43	10.23	2.5%	Increase	
Demolition Permit						
Single Family	238.36	244.31	5.95	2.5%	Increase	
Commercial/Mixed-Use/Multifamily	364.19	373.29	9.10	2.5%	Increase	
Inspections						

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
Re-inspection Fee	253.70	260.04	6.34	2.5%	Increase	Renamed from 'Re-inspection Request'
Inspections Outside Normal Business Hours (min. 2 hrs)	589.25	603.98	14.73	2.5%	Increase	
Each Additional Hour	294.62	301.98	7.36	2.5%	Increase	
Expired Permits						
Expired Permit Fees	Based on Original Permit Fees	Based on Original Permit Fees			Unchanged	
Penalty for Expired Permits						
0 to 30 days	-	-			Unchanged	No penalty
31st through 60th day	200.00	205.00	5.00	2.5%	Increase	per day
61st through 120th day	400.00	410.00	10.00	2.5%	Increase	per day
121st day and thereafter	800.00	820.00	20.00	2.5%	Increase	per day
Misc. Building Fees						
Alternate Means and Methods Request (AMMR)	454.21	465.56	11.35	2.5%	Increase	
Certificate of Occupancy	111.51	114.29	2.78	2.5%	Increase	
Temporary Certificate of Occupancy	668.02	684.72	16.70	2.5%	Increase	
Duplicate Permit Request	111.51	114.29	2.78	2.5%	Increase	
Street Address Change	742.70	761.26	18.56	2.5%	Increase	
Stop Work Penalties	2-4x All Plan review and Permit Fees	2-4x All Plan review and Permit Fees			Unchanged	
In House Plan Check Revision Review	302.81	310.38	7.57	2.5%	Increase	Renamed from 'In House Plan Check Review'; per hour
Consultant Review	Actual Cost	Actual Cost			Unchanged	
Building Code Compliance Review	151.40	155.18	3.78	2.5%	Increase	
Fees Assessed at Time of Building Permit Issuance						
California Green Building Fund	\$4.20 per \$100,000 in valuation (min \$1.00 per \$25,000)	\$4.00 per \$100,000 in valuation (min \$1.00 per \$25,000)			Decrease	State-set rate (SB 1473)
Construction Tax (LAMC Ch. 3.24)						

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
Single Family	\$0.42 per square foot	\$0.42 per square foot			Unchanged	
Commercial/Multifamily	\$0.70 per square foot	\$0.70 per square foot			Unchanged	
Strong Motion & Seismic Hazard Mapping						
SMIP (1-3 Story Residential)	Valuation x 0.00013 (min \$0.50)	Valuation x 0.00013 (min \$0.50)			Unchanged	
SMIP (Over 3 story residential & all commercial)	Valuation x 0.00028 (min \$0.50)	Valuation x 0.00028 (min \$0.50)			Unchanged	
General Plan Maintenance Fee	0.07	0.07	-	0.0%	Unchanged	% of building permit fee
Technology Surcharge Fee	0.05	0.05	-	0.0%	Unchanged	% of building permit fee
DEVELOPMENT SERVICES — PLANNING DIVISION						
General Applications						
Annexation	18,415.02	18,875.39	460.37	2.5%	Increase	
Appeal	1,023.00	1,048.57	25.57	2.5%	Increase	
Application Extension						
Single Family	1,035.28	1,061.16	25.88	2.5%	Increase	
Commercial/Multi-Family	1,742.17	1,785.72	43.55	2.5%	Increase	
Application Modification						
Single-Family	2,394.84	2,454.71	59.87	2.5%	Increase	
Commercial/Multi-Family	5,244.92	5,376.04	131.12	2.5%	Increase	
General Applications (cont.)						
Development Agreement	14,307.68	14,665.37	357.69	2.5%	Increase	
Environmental Review (Deposit)	Actual Cost				Removed	Removed from FY26/27 schedule
Flood Hazard Letter	706.89	724.56	17.67	2.5%	Increase	
Home Occupation Permit	471.60				Removed	Removed from FY26/27 schedule
Preliminary Project Review						
Staff Review	6,801.93	6,971.97	170.04	2.5%	Increase	

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
Planning Commission	11,322.56	11,605.62	283.06	2.5%	Increase	
SB9 Dual Opportunity Development	3,548.79	3,637.50	88.71	2.5%	Increase	
Zoning Use Compliance	471.60	483.39	11.79	2.5%	Increase	
Zoning Verification Letter	706.89	724.56	17.67	2.5%	Increase	
Conditional Use Permit						
New Use Permit or Modification	9,391.14	9,625.91	234.77	2.5%	Increase	
New Use Permit or Modification (Non-Profit)	9,011.61	9,236.90	225.29	2.5%	Increase	
Temporary Use Permit	461.37	472.90	11.53	2.5%	Increase	
Design Review — Single Family						
Administrative (<150 sq. ft.)	706.89	724.56	17.67	2.5%	Increase	
Administrative (>150 sq. ft.)	3,548.79	3,637.50	88.71	2.5%	Increase	
Zoning Administrator	6,562.55	6,726.61	164.06	2.5%	Increase	
Design Review — Commercial/Multi-Family						
Administrative	7,295.01	7,477.38	182.37	2.5%	Increase	
Planning Commission	15,165.98	15,545.12	379.14	2.5%	Increase	
Historic Permit						
Alteration Permit	7,336.96	7,520.38	183.42	2.5%	Increase	
Resource/Landmark Designation	4,373.33	4,482.66	109.33	2.5%	Increase	
Mills Act	6,730.32	6,898.57	168.25	2.5%	Increase	
Sign Review						
New Sign	706.89	724.56	17.67	2.5%	Increase	
Modification of Existing Sign	471.60	483.39	11.79	2.5%	Increase	
New/Modification of Sign Program	1,413.79	1,449.13	35.34	2.5%	Increase	
Public Notification						
Public Notice	\$2.00 per resident/occupant in notice boundary				Removed	Removed from FY26/27 schedule
Tree Removal Permit						
First Tree	306.90	314.57	7.67	2.5%	Increase	
Each Additional Tree	153.45	157.28	3.83	2.5%	Increase	
Invasive Species (subject to verification)	-	-			Unchanged	No fee
In-Lieu Tree Replacement Fee	1,227.60	1,258.29	30.69	2.5%	Increase	
Consulting Arborist	Actual Cost	Actual Cost			Unchanged	
Long Range Planning						
General Plan Amendment (Deposit)	Actual Cost	Actual Cost			Unchanged	

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
Zone Change	Actual Cost	Actual Cost			Unchanged	
Zone Text Amendment (Deposit)	Actual Cost	Actual Cost			Unchanged	
Map Amendment (Deposit)	Actual Cost	Actual Cost			Unchanged	
Planned Unit Development (PUD)	Actual Cost	Actual Cost			Unchanged	
Single-Story Overlay Zone	Actual Cost	Actual Cost			Unchanged	
Parklet Permit						
Initial Application	565.72	579.86	14.14	2.5%	Increase	
Renewal Fee (per sq. ft. of parklet area)	\$3.07/sq. ft.	\$3.14/sq. ft.			Increase	Renamed from 'Annual Fee'
Sidewalk Dining						
Initial Application	565.72	579.86	14.14	2.5%	Increase	
Renewal Fee	365.21	374.34	9.13	2.5%	Increase	Renamed from 'Annual Review'
Outdoor Display Permit						
Outdoor Display Permit	1,178.50	1,207.96	29.46	2.5%	Increase	
Subdivision Review						
Certificate of Compliance	4,095.07	4,197.44	102.37	2.5%	Increase	
Reversion to Acreage	7,446.42	7,632.58	186.16	2.5%	Increase	
Tentative Subdivision Map Review						
Tentative Map	10,788.56	11,058.27	269.71	2.5%	Increase	Renamed from 'Tract Map'
Parcel Map	10,788.56	11,058.27	269.71	2.5%	Increase	
Parcel Map (Ministerial)		6,277.82			New	New ministerial parcel map fee
Urban Lot Split	6,124.70	6,277.81	153.11	2.5%	Increase	
Lot Line Adjustment/Lot Merger	5,135.46	5,263.84	128.38	2.5%	Increase	
Map Extension or Modification						
Administrative	3,813.74	3,909.08	95.34	2.5%	Increase	
Planning Commission/City Council	6,827.50	6,998.18	170.68	2.5%	Increase	
Variance						
Single Family	10,838.69	11,109.65	270.96	2.5%	Increase	
Commercial/Multi-Family	13,196.70	13,526.61	329.91	2.5%	Increase	
Inclusionary Housing In-Lieu Fee						

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
Multi-Family Rental	\$108.44 per sq. ft.	\$111.15 per sq. ft.			Increase	
Condominium For Sale	\$117.65 per sq. ft.	\$120.59 per sq. ft.			Increase	
Townhouse for Sale	\$173.91 per sq. ft.	\$178.25 per sq. ft.			Increase	

Fees Assessed at Time of Planning Project/Permit Submittal

Technology Surcharge Fee	0.05	0.05	-	0.0%	Unchanged	% of planning project/permit fee
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PUBLIC WORKS — ENGINEERING (was a Development Services division in

FY25/26)

Encroachment Permit — Parking Stall

Base	297.69	305.13	7.44	2.5%	Increase	
Per Stall Per Day	34.78	35.64	0.86	2.5%	Increase	

Encroachment Permit

Special	721.22	739.25	18.03	2.5%	Increase	
Special - Dewatering to Sewer		\$1.69 per 100 gallon			New	New encroachment sub-fee
Miscellaneous	1,219.42	1,249.90	30.48	2.5%	Increase	

Plan Check

County Sewer Plan Check	1,834.24	1,880.09	45.85	2.5%	Increase	
Los Altos Hills Sewer Plan Check		1,880.09			New	New plan-check line
Public Works Plan Check	Actual Cost	Actual Cost			Unchanged	
Stormwater Management Plan Check	1,916.08	1,963.98	47.90	2.5%	Increase	
Transportation Plan Check	Actual Cost	Actual Cost			Unchanged	

Sewer Permit & Fees

City	740.65	759.16	18.51	2.5%	Increase	
City Capacity Rights		6,456.29			New	Per staff, fee already collected; added to schedule
County	1,630.66	1,671.42	40.76	2.5%	Increase	

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
County In-Lieu of Assessment		12,190.93			New	Per staff, fee already collected; added to schedule
County Capacity Acquisition		10,128.51			New	Per staff, fee already collected; added to schedule
Los Altos Hills Capacity Acquisition		10,128.51			New	Per staff, fee already collected; added to schedule
Sewer Tap-in	148.34	152.04	3.70	2.5%	Increase	
Sewer Dye Test	195.39	200.27	4.88	2.5%	Increase	
Transportation Permits						
Single	16.37	16.00	(0.37)	(2.3%)	Decrease	State-set fee
Annual	92.07	90.00	(2.07)	(2.2%)	Decrease	State-set fee
Inspection						
Engineering Inspection Fee (based on construction costs)	0.06	0.06	-	0.0%	Unchanged	% of construction cost
Additional Inspection Visit	360.10	369.10	9.00	2.5%	Increase	
Mapping Fees — Final Subdivision Map Check						
Base	4,800.94	4,920.96	120.02	2.5%	Increase	
City Land Surveyor (Minimum Deposit)	2,046.00	2,097.15	51.15	2.5%	Increase	
Lot-Line Adjustment	2,779.49	2,848.97	69.48	2.5%	Increase	
City Land Surveyor — Minimum Deposit (Lot-Line Adjustment)		2,097.15			New	Added second min-deposit line
Misc. Engineering Fees						
Vacating Easement/Right-of-Way	11,399.29	11,684.27	284.98	2.5%	Increase	
Utility Street Cut Permit (based on construction costs)	\$409.20 + 4%	\$419.43 + 4%			Increase	
Temporary Lane Closure Permits						

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
Application (First Day Only)	642.44	658.50	16.06	2.5%	Increase	
Each Additional Day	95.14	97.51	2.37	2.5%	Increase	

Fees Assessed at Engineering Permit Issuance / Mapping Submittal

Technology Surcharge Fee	0.05	0.05	-	0.0%	Unchanged	% of engineering permit / mapping fee
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Environmental Services and Utilities

Heavy Haul Permit	738.68	757.14	18.46	2.5%	Increase	Only item carried forward from FY25/26 Public Works/Utilities section
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Payment Convenience Fees

Credit Card Convenience Fee – Permit Transactions		2.60% per transaction			New	Card processing pass-through
E-Check Convenience Fee – Permit Transactions		1.25			New	per transaction

PUBLIC WORKS / ENVIRONMENTAL SERVICES & UTILITIES (FY25/26 stand-alone section — superseded in FY26/27)

Superseded by Engineering division above (except Heavy Haul Permit, carried forward)

County Sewer Plan Check	\$726.83 per plan				Removed	Superseded by Engineering division
Encroachment Permit – Parking Stall	\$119.99 + \$35.91 per stall/day				Removed	Superseded by Engineering division
Encroachment Permit – Special	\$514.71				Removed	Superseded by Engineering division
Encroachment Permit – Miscellaneous	\$302.89 per permit				Removed	Superseded by Engineering division

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
Final Subdivision Map Check	\$1,417.19 per map + actual outside costs				Removed	Superseded by Engineering division
Flood Hazard Letter	\$84.64 per letter				Removed	Superseded by Engineering division
Public Works Inspection	6% of estimated cost of construction				Removed	Superseded by Engineering division
Lot-Line Adjustment	\$666.30 + actual outside costs				Removed	Superseded by Engineering division
Sewer Dye Test	\$176.01 per test				Removed	Superseded by Engineering division
Stormwater Management Plan Check	\$484.57 per application				Removed	Superseded by Engineering division
Temporary Lane Closure Permit	\$635.91 per permit + \$71.87/day after first				Removed	Superseded by Engineering division
Utility Street Cut Permit	2% of construction cost (\$200 min)				Removed	Superseded by Engineering division
Additional Inspection Visit (existing permit)	193.58				Removed	Superseded by Engineering division
Sewer Permit (City)	145.21				Removed	Superseded by Engineering division
Sewer Permit (County)	272.45				Removed	Superseded by Engineering division

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
Sewer Tap-in	60.58				Removed	Superseded by Engineering division
Transportation Permit	30.14				Removed	Superseded by Engineering division
Public Works Plan Check	Actual Costs				Removed	Superseded by Engineering division
Transportation Plan Check	Actual Costs				Removed	Superseded by Engineering division
Technology Surcharge (permit system / archiving)	5% of all permits				Removed	Superseded by Engineering division

POLICE

Alarm Permit

Alarm Permit (initial)	\$44.07 per permit				Removed	Folded into Renewal line
Renewal	44.07	45.17	1.10	2.5%	Increase	per permit
Late Renewal/Unpermitted Alarm response	91.68	92.00	0.32	0.3%	Increase	Capped at cost per fee study

False Alarm Response

First two responses in a permit year	No charge	No charge			Unchanged	
Third and subsequent responses	263.38	269.96	6.58	2.5%	Increase	

Police Permits

Alcohol Permit	121.56	124.59	3.03	2.5%	Increase	
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Concealed Carry Weapon Permit

Initial Application	263.38	500.00	236.62	89.8%	Increase	Set to \$500 per fee study
Bi-annual renewal	52.68	250.00	197.32	374.6%	Increase	Set to \$250 per fee study

DUI Accident Response

Police Response	1,392.88	1,427.70	34.82	2.5%	Increase	
Fire Response	1,696.78	1,739.19	42.41	2.5%	Increase	

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
Fatal accident	Fully allocated hourly rate; max \$12,000 per incident	Fully allocated hourly rate; max \$12,000 per incident			Unchanged	
Jail Booking Fees	Actual County Cost	Actual County Cost			Unchanged	
Massage Establishment Permit						
New	328.21	336.41	8.20	2.5%	Increase	
Annual Renewal	91.17	93.44	2.27	2.5%	Increase	
Massage Appeal Hearing	2,353.20	2,412.00	58.80	2.5%	Increase	Includes one hour of City Attorney time
Police Permits (cont.)						
Miscellaneous Police Permit	181.63	186.17	4.54	2.5%	Increase	per application
Parking Pass Booklets		27.00			New	Inadvertently omitted from FY25/26 schedule
Parking Permit						
Quarterly	46.60	47.76	1.16	2.5%	Increase	
Annual	115.48	118.36	2.88	2.5%	Increase	
Second Response Call-Back						
Standard Response	223.87	229.46	5.59	2.5%	Increase	Per response after an initial warning
Juvenile Alcohol Party Response	969.44				Removed	Removed from FY26/27 schedule
Secondhand Dealer/Pawn Shop Permit						
New	314.64	322.50	7.86	2.5%	Increase	
Annual Renewal	181.83	186.37	4.54	2.5%	Increase	
Police Permits (cont.)						
Solicitor Permit	181.63	186.17	4.54	2.5%	Increase	per application
Special Event Permit Application						
New For-Profit	506.50	519.16	12.66	2.5%	Increase	
New Non-Profit	405.20	415.33	10.13	2.5%	Increase	

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
On-Going For-Profit	202.60	207.66	5.06	2.5%	Increase	
On-Going Non-Profit	151.95	155.74	3.79	2.5%	Increase	
Special Event Police Service	Actual Cost	Actual Cost			Unchanged	

Other Police Fees

Vehicle Impound Release	363.41	372.49	9.08	2.5%	Increase	per vehicle
Vehicle Repossession	17.93	18.37	0.44	2.5%	Increase	per vehicle
Verification/Clearance Letter	48.37	48.00	(0.37)	(0.8%)	Decrease	Capped at cost per fee study
Subpoena	319.70	275.00	(44.70)	(14.0%)	Decrease	State-set fee
Subpoena Duces Tecum	15.80	15.00	(0.80)	(5.1%)	Decrease	State-set fee
Police Report Copies	\$0.20 per page; no charge for crime victims	\$0.20 per page; no charge for crime victims			Unchanged	

PARKS AND RECREATION

Banner Hanging

San Antonio/El Camino Real	470.64	482.00	11.36	2.4%	Increase	per two weeks
Downtown	470.64	482.00	11.36	2.4%	Increase	per two weeks
Fremont/Grant	389.50	389.00	(0.50)	(0.1%)	Decrease	per two weeks

Lincoln Park Banner

9-foot	194.80	199.00	4.20	2.2%	Increase	per week
18-foot	389.60	399.00	9.40	2.4%	Increase	per week
30-foot	470.69	482.00	11.31	2.4%	Increase	per week

Facility Rental — General

Facility Rental Application Fee		15.00			New	New application fee
Expedite Fee (application < 15 days prior to event)		75.00			New	New expedite fee

PARKS AND RECREATION — Los Altos Community Center Rentals (per hour)

Community Room (Grand Oak)

Resident	289.82	297.00	7.18	2.5%	Increase	
Non-Resident	347.76	356.00	8.24	2.4%	Increase	
Non-Profit	144.86	148.00	3.14	2.2%	Increase	
Commercial	434.73	445.00	10.27	2.4%	Increase	

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
Meeting Room (Sequoia)						
Resident	115.94	118.00	2.06	1.8%	Increase	
Non-Resident	144.86	148.00	3.14	2.2%	Increase	
Non-Profit	57.99	59.00	1.01	1.7%	Increase	
Commercial	173.88	178.00	4.12	2.4%	Increase	
Multi-purpose Room (Apricot, Manzanita, Birch, Sycamore, Maple)						
Resident	92.74	95.00	2.26	2.4%	Increase	
Non-Resident	115.94	118.00	2.06	1.8%	Increase	
Non-Profit	46.40	47.00	0.60	1.3%	Increase	
Commercial	139.14	142.00	2.86	2.1%	Increase	
Kitchen						
Resident	57.99	59.00	1.01	1.7%	Increase	
Non-Resident	86.97	89.00	2.03	2.3%	Increase	
Non-Profit	28.92	29.00	0.08	0.3%	Increase	
Commercial	115.94	118.00	2.06	1.8%	Increase	
Lobby						
Resident	115.94	118.00	2.06	1.8%	Increase	
Non-Resident	144.86	148.00	3.14	2.2%	Increase	
Non-Profit	57.99	59.00	1.01	1.7%	Increase	
Commercial	173.88	178.00	4.12	2.4%	Increase	
Courtyard						
Resident	57.99	59.00	1.01	1.7%	Increase	
Non-Resident	86.97	89.00	2.03	2.3%	Increase	
Non-Profit	28.92	29.00	0.08	0.3%	Increase	
Commercial	115.94	118.00	2.06	1.8%	Increase	
Package (Sequoia/Manzanita/Lobby)						
Resident	243.42	249.00	5.58	2.3%	Increase	
Non-Resident	295.64	303.00	7.36	2.5%	Increase	
Non-Profit	121.71	124.00	2.29	1.9%	Increase	
Commercial	486.90	499.00	12.10	2.5%	Increase	
Package (Sequoia/Manzanita/Apricot)						
Resident	243.42	249.00	5.58	2.3%	Increase	
Non-Resident	295.64	303.00	7.36	2.5%	Increase	
Non-Profit	121.71	124.00	2.29	1.9%	Increase	
Commercial	486.90	499.00	12.10	2.5%	Increase	
Package (Sequoia/Manzanita/Buckeye/Madrone)						

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
Resident	185.48	190.00	4.52	2.4%	Increase	
Non-Resident	226.05	231.00	4.95	2.2%	Increase	
Non-Profit	92.74	95.00	2.26	2.4%	Increase	
Commercial	370.96	380.00	9.04	2.4%	Increase	
Community Center Deposits						
Full Facility Deposit	1,159.28				Removed	Removed from FY26/27 schedule
PARKS AND RECREATION — Other Facility Rentals (per hour)						
Multi-purpose rooms						
Resident	139.14	142.00	2.86	2.1%	Increase	
Non-Resident	173.93	178.00	4.07	2.3%	Increase	
Non-Profit	69.54	71.00	1.46	2.1%	Increase	
Commercial	278.22	285.00	6.78	2.4%	Increase	
Classrooms						
Resident	57.99	59.00	1.01	1.7%	Increase	
Non-Resident	69.54	71.00	1.46	2.1%	Increase	
Non-Profit	46.40	47.00	0.60	1.3%	Increase	
Commercial	115.94	118.00	2.06	1.8%	Increase	
San Antonio Club						
Resident	139.14	142.00	2.86	2.1%	Increase	
Non-Resident	173.93	178.00	4.07	2.3%	Increase	
Non-Profit	69.54	71.00	1.46	2.1%	Increase	
Commercial	278.22	285.00	6.78	2.4%	Increase	
Tennis and Bocce Courts						
Resident	10.54	10.00	(0.54)	(5.1%)	Decrease	Round down
Non-Resident	N/A	N/A			Unchanged	
Non-Profit	8.00	8.00	-	0.0%	Unchanged	
Commercial	N/A	N/A			Unchanged	
Athletic Fields						
Resident	57.99	59.00	1.01	1.7%	Increase	
Non-Resident	69.54	71.00	1.46	2.1%	Increase	
Non-Profit	28.97	29.00	0.03	0.1%	Increase	
Commercial	N/A	N/A			Unchanged	
Gymnasium (Half)						
Resident	98.56	101.00	2.44	2.5%	Increase	

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
Non-Resident	127.49	130.00	2.51	2.0%	Increase	
Non-Profit	52.17	53.00	0.83	1.6%	Increase	
Commercial	185.48	190.00	4.52	2.4%	Increase	
Gymnasium (Full)						
Resident	162.28	166.00	3.72	2.3%	Increase	
Non-Resident	208.68	213.00	4.32	2.1%	Increase	
Non-Profit	92.74	95.00	2.26	2.4%	Increase	
Commercial	324.62	332.00	7.38	2.3%	Increase	
Neutra House						
Resident		115.00			New	
Non-Resident		144.00			New	
Non-Profit		57.00			New	
Commercial		173.00			New	
Other Facility Deposits						
Glassroom Deposit	289.82				Removed	Removed from FY26/27 schedule
Multi-purpose room Deposit	579.64				Removed	Removed from FY26/27 schedule
PARKS AND RECREATION — Outdoor Facility Rentals						
Veterans Community Plaza Half Day						
Resident	162.99	167.00	4.01	2.5%	Increase	
Non-Resident	208.68	213.00	4.32	2.1%	Increase	
Non-Profit	63.82	65.00	1.18	1.8%	Increase	
Commercial	N/A	N/A			Unchanged	
Veterans Community Plaza Full Day						
Resident	255.02	261.00	5.98	2.3%	Increase	
Non-Resident	318.84	326.00	7.16	2.2%	Increase	
Non-Profit	104.34	106.00	1.66	1.6%	Increase	
Commercial	N/A	N/A			Unchanged	
Patriot Corner Picnic Area Half Day						
Resident	173.88	178.00	4.12	2.4%	Increase	
Non-Resident	220.33	225.00	4.67	2.1%	Increase	
Non-Profit	N/A	N/A			Unchanged	
Commercial	347.76	356.00	8.24	2.4%	Increase	

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
Patriot Corner Picnic Area Full Day						
Resident	255.02	261.00	5.98	2.3%	Increase	
Non-Resident	318.84	326.00	7.16	2.2%	Increase	
Non-Profit	N/A	N/A			Unchanged	
Commercial	510.05	522.00	11.95	2.3%	Increase	
Grant Picnic Area Half Day						
Resident	104.34	106.00	1.66	1.6%	Increase	
Non-Resident	127.49	130.00	2.51	2.0%	Increase	
Non-Profit	N/A	N/A			Unchanged	
Commercial	208.68	213.00	4.32	2.1%	Increase	
Grant Picnic Area Full Day						
Resident	139.08	142.00	2.92	2.1%	Increase	
Non-Resident	168.16	172.00	3.84	2.3%	Increase	
Non-Profit	N/A	N/A			Unchanged	
Commercial	278.22	285.00	6.78	2.4%	Increase	
PARKS AND RECREATION — Miscellaneous & Programs						
Miscellaneous						
Key Replacement	146.33	149.00	2.67	1.8%	Increase	
Facility Rentals						
Additional Facility Attendant	25.48	26.00	0.52	2.0%	Increase	per hour
Linen Rental	28.97	29.00	0.03	0.1%	Increase	per linen
Senior Lunch Program						
Weekly Lunch	Donation Only	Donation Only			Unchanged	
Holiday Lunch	Donation Only	Donation Only			Unchanged	
Change Fees						
Classrooms		75.00			New	New change fee
Multipurpose spaces		75.00			New	New change fee
Picnic space		20.00			New	New change fee
Court spaces		10.00			New	New change fee
Payment Convenience Fees						

Division	FY25-26 Fee	FY26-27 Fee	Change (\$)	Change (%)	Status	Notes
Credit Card Convenience Fee – Recreation Transactions		2.99% per transaction			New	Card processing pass-through
E-Check Convenience Fee – Recreation Transactions		1.25			New	per transaction
OTHER FEES (ADMIN)						
Other Fees						
Business License Listing	48.37	49.00	0.63	1.3%	Increase	per request
Business License Duplicate	11.85	12.00	0.15	1.3%	Increase	per request
Credit Card Convenience Fee – Business License Transactions		2.99% per transaction			New	Card processing pass-through
City Initiative Filing	\$200.00 per initiative (refundable per LAMC)	\$200.00 per initiative (refundable per LAMC)			Unchanged	
Damage to City Property	Time/Material	Time/Material			Unchanged	
Document Certification	\$25.00 per certification				Removed	Removed from FY26/27 schedule
Document Reproduction	\$0.25 per page	\$0.25 per page			Unchanged	
Fair Political Practices Commission Related	\$0.10 per page	\$0.10 per page			Unchanged	
DVD Copy	\$2.00 per disk				Removed	Removed from FY26/27 schedule
Non-Sufficient Funds Check Processing						
First NSF Check	41.50	25.00	(16.50)	(39.8%)	Decrease	State-set; FY25/26 was a single \$41.50 line
Second & Subsequent NSF Checks		35.00			New	per NSF check
Other Fees (cont.)						
Notary Fee	11.14	15.00	3.86	34.6%	Increase	State-set fee
Tobacco Retailer License						
Initial	289.82	297.00	7.18	2.5%	Increase	
Annual	173.93	178.00	4.07	2.3%	Increase	

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
RECEIVING AND FILING THE ANNUAL REPORT ON THE PARK IMPACT FEE,
TRAFFIC IMPACT FEE, PUBLIC SAFETY IMPACT FEE, AND GENERAL
GOVERNMENT IMPACT FEE FOR THE FISCAL YEAR ENDED JUNE 30, 2024,
PURSUANT TO GOVERNMENT CODE SECTION 66006(b)**

WHEREAS, the City of Los Altos imposes a Park Impact Fee, Traffic Impact Fee, Public Safety Impact Fee, and General Government Impact Fee pursuant to the Mitigation Fee Act, Government Code section 66000 et seq., and Chapter 3.60 of the Los Altos Municipal Code; and

WHEREAS, revenues from such impact fees are deposited into separate funds and maintained in accordance with Government Code section 66006(a); and

WHEREAS, the Finance Director has prepared the Annual Report on the Park Impact Fee, Traffic Impact Fee, Public Safety Impact Fee, and General Government Impact Fee for the Fiscal Year Ended June 30, 2024 (“FY2023/24Annual Report”), attached hereto as Attachment 5 and incorporated herein by reference, containing the information required by Government Code section 66006(b); and

WHEREAS, the City Council has reviewed the FY 2023/24 Annual Report and finds that it satisfies the requirements of Government Code section 66006(b); and

WHEREAS, the City Council is separately considering any required findings pursuant to Government Code section 66001(d); and

WHEREAS, the receipt and filing of the FY 2023-24 Annual Report is not a project under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378 and, alternatively, is exempt pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that the activity will not have a significant effect on the environment.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby receives and files the Annual Report on the Park Impact Fee, Traffic Impact Fee, Public Safety Impact Fee, and General Government Impact Fee for the Fiscal Year Ended June 30, 2024, attached hereto as Attachment 5.

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 9th day of June, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sally Meadows
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk

City of Los Altos

Purchasing Policy

JUNE 2026



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ETHICAL GUIDELINES

- Compliance with legal prohibitions on conflicts of interest, including the Political Reform Act and Government Code §1090, is required.
- Purchasing from or contracting with a business entity wholly or partially owned or operated by a City employee, or employee's spouse, is prohibited unless approved in advance by the City Manager. Any employee with such an ownership interest must have no official (City) role in the contracting process.
- Purchasing from or contracting with a business entity wholly or partially owned or operated by a family member of a City employee must be approved in advance by a Department Head in writing. To avoid any purchasing conflicts and contract administration issues, any City employee with a familial relationship to a City contractor must disclose the relationship to the Department Head. Such employees must have no official (City) role in the contracting process. A familial relationship is defined as grandparent, grandchild, parent, child, son-in-law, daughter-in-law, parent-in-law, or sibling relationship.
- A City employee may not participate in the contracting process if they have a financial interest in any person(s), firm, or business entity involved with providing goods or services to the City.
- Departments must make every attempt to ensure open and competitive purchases.
- Splitting purchases for the purpose of evading the procedures outlined in this document is strictly prohibited.
- The receipt of any monetary or non-monetary gifts, gratuities, promotional items, rebates, or kickbacks of any value from a prospective or actual contractor or vendor to a City employee is prohibited.

OVERVIEW & RESPONSIBILITIES

Implementing a formal policy and process of procuring goods and services, including a purchase order process, provides several key benefits. It supports clear purchase specifications, avoids disputes with vendors, builds an audit trail, allows level competition to set prices, controls spending limits, creates a system of checks and balances, and enhances public trust. The following principles were used in developing this document, and are as follows:

- This policy addresses the acquisition of equipment, materials, supplies, maintenance services, and professional services in accordance with the Los Altos Municipal Code. It does not address the procurement of public work projects as defined by the California Public Contract Code.

- The Finance Director is responsible for implementing this document. Administrative changes or interpretations to this document shall be approved by the City Manager to clarify instructions and address tactical operational needs.
- The City Attorney or other Attorneys used do not have any financial authority but are responsible for providing legal review of items directed to them by a Department Director, Risk Manager or City Manager. The City Attorney's role is limited to legal review and does not constitute financial approval authority. Legal review(s) could be contracts, Purchase Orders (PO), Blanket Purchase Orders (BPO), or other Service Agreements as defined in this document.
- Purchasing is decentralized, with each Department Director responsible for coordinating purchasing efforts in their operations. Purchases are initiated through a departmental Requisition (REQ), which is routed to Finance for review and approval. Once the Requisition is approved, Finance will generate the corresponding Purchase Order (PO), Blanket Purchase Order (BPO), Purchase Contract Agreement (PCA), or Contract Purchase Order (CPO).
- No requisition or BPO, PO, PCA or CPO lacking sufficient appropriation levels as set in the adopted budget will be undertaken.
- Purchases shall not be split to avoid required bid levels or authorizing dollar limits.
- Competitive bids shall be sought using the scope and dollar limits outlined herein whenever possible. A minimum of two (2) quotes are required with three (3) quotes preferred. Requests for Bids should consider the quality necessary to meet the City's needs.
- Service and pricing negotiation is encouraged by the procurement of professional or maintenance services bound via the execution of a City-compliant contract approved by the Risk Manager.
- Contracts and Service Agreements that result in a Purchase Order must be reviewed and approved by the Risk Manager for insurance and liability compliance.
- A City Business License shall be required of any vendor providing construction or maintenance services within the City of Los Altos. Professional Services such as specialized consultants who do not maintain offices within the City of Los Altos are not required to maintain a City Business License.
- Emergency purchases are allowed under the conditions set forth herein.

A VARIETY OF WAYS TO MAKE PURCHASES

Purchasing methods vary with the dollar amount and nature of the purchase as follows:

Method of Purchase	Purchase Type	Subject to Bidding	Supporting Documents	Conditions	Dollar Limits
Petty Cash	Small dollar items on a reimbursement basis	No	Approved petty cash slip - original receipt - invoice	Cannot supplant existing Purchase Orders or Contracts	\$100 or Under
City Calcard	Small dollar items	No	Purchase Card Log/Statement/ receipts/invoice/ delivery packing slip	Cannot supplant existing Purchase Orders or Contracts	Dept set transaction limits and monthly max card limits
Direct Vendor Purchases	Small dollar items	No	Approved invoice/receipt /check request	Cannot supplant existing Purchase Orders or Contracts	Under \$10,000
Purchase Order (PO)	Large dollar purchases requiring bids	Required	Approved requisition/PO/ invoices/receipts	Not to be used for professional services	\$10,000 and over
Blanket Purchase Orders (BPO)	Routine repetitive purchases using pre-established vendor	Required	BPOs ID - receipt - invoice - packing slip if delivered	Not to be used for professional services	Subject to established annual limits and dept. approval authority

	arrangements. City ID required at point of sale.				
Contract Purchase Orders (CPO)	Contracted services - either maintenance or professional	See PCA or PSA below	Negotiated and executed Contract	Contracted annual limits and dept. approval authority	City Council approval at \$125,000 and greater
Purchase Contracts Agreements (PCA)	Routine repetitive purchases using pre-established vendor arrangements	Required	Negotiated and executed Contract and CPO	Contracted annual limits and dept. approval authority	Council approval at \$125,000 and greater
Professional Service Contract	Professional services based on need - pricing competition encouraged	Recommen ded	Negotiated and executed Contract and CPO	Contracted annual limits and dept. approval authority	Council approval at \$125,000 and greater

A more detailed discussion of these purchasing methods follows:

Petty Cash is used for infrequent purchases under \$100 requiring immediate funding. Petty cash draws must be supported by original receipts and an approved petty cash form denoting a clear business purpose and budget coding. Petty cash shall never be used for personal change requests and is only accessible to designated department custodians. Department Director approval is always required. Replenishment requests to Finance require full reconciliation and approval.

Calcards accommodate small dollar purchases under \$10,000 and are limited to pre-established monthly maximums. They are issued for use only with department director's approval and the execution of a formal employee agreement. The requirements outlined in the Purchasing Card Policy must be strictly adhered to. Calcards are issued jointly in the City's and employee's name and shall only be used by the employee they are issued to.

Cardholders are responsible for reconciling monthly statements and completing a fully documented and approved transaction log. The proper use of Calcards along with timely payment submittal and complete documentation will be strictly enforced with violations promptly resulting in the revocation of Calcard usage.

Direct Vendor Purchases for one-time purchases that fall under \$10,000 and can be submitted for payment using original vendor receipts/invoices. This method should not be used to supplant existing BPO or PCA arrangements. Original vendor receipts/invoices must be marked with a City standard approval and budget coding, be submitted on a timely basis with proper approvals and include a clear/concise description of purpose. With increased volume trends, a BPO or PCA can be established for vendors to use repetitively given proper bidding procedures are followed. Departments should use a Purchase Order whenever purchases are planned, repetitive, or expected to exceed \$10,000 cumulatively, to avoid vendor fragmentation.

Purchase Orders (POs) facilitate purchases of over \$10,000. They follow the submission of a purchase requisition (REQ) to Finance, are subject to bidding either at the informal or formal level (as defined below) and require department director established authorizations.

Blanket Purchase Orders (BPOs) are based on pre-bid agreements with specific vendors. They promote efficiency by simplifying access to routinely needed goods and services.

- The establishment of a BPO requires competitive bidding.
- A BPO has a pre-defined, as coordinated with the requesting department, annual maximum limit tracked by the Finance Department. Purchases shall be supported by identifying BPO ID #, department approvals, original receipts, and invoices prior to payment. Budget/account codes and a clear business purpose shall always be noted.
- Requests to increase annual BPO limits must be approved by the department director and the Finance Director or their designee. BPO activity will be reviewed annually by the Finance Department as a basis for justifying the continuance of any one vendor. It is the requested department's responsibility to rebid periodically (no more than three to five years) to ensure the best possible pricing, service and availability.
- Department directors may request additional BPO vendors by submitting an email to the Finance Department. Criteria for establishing a BPO includes frequency of ordering, the dollar amount of each order and the absence of an established contract.
- Regardless of the annual dollar maximum limit, BPO purchases are subject to the signing authority approvals and transaction limits developed by departments and reviewed by the Finance Department.

Purchase Contract Agreements (PCAs) may be beneficial in establishing firm pricing and an ongoing source of goods and services. This entails entering a multi-year contract. Much

like a BPO, these contracts allow departments to access repetitively needed goods and services with minimal procedural overhead.

- The establishment of a Purchase Contract requires competitive bidding based on signing authority thresholds and use of a City-compliant and approved contract. The approvals of the City Manager (for contracts greater than \$50,000), Risk Manager, and Finance Director are required.
- The Risk Manager's approval is required at the initiation of the PCA and annually thereafter if the cost of the initial agreement is modified by over 5% in total.
- Departments may request the establishment of a contract for a particular product or service in coordination with the Finance Department with the submission of a Contract Purchase Order (CPO). Criteria for establishing contracts include frequency of ordering, the dollar amount of each order and barriers to contracting such as insurance requirements.
- A Contract Purchase Order (CPO) must follow the approval thresholds outlined in Exhibit 1A and be submitted to the Finance Department with the fully executed agreement attached.

Cooperative Purchasing Agreements, The City Manager, where advantageous to the City, may, by cooperative purchasing agreements or arrangements, purchase supplies, equipment, and materials through legal contracts of other governmental jurisdictions or public agencies without further competitive bidding by the City. The City may act as the cooperating purchasing agent for other public entities.

Professional Service Contracts are discussed in the following sections of this policy and can only be authorized via an executed City-compliant contract approved by the Risk Manager. Competitive selection and pricing are required in accordance with applicable procurement thresholds and are encouraged for smaller purchases whenever practical. Departments may request the establishment of a professional service contract below the formal threshold, or must request one when required by policy, in coordination with the Finance Department through submission of a Contract Purchase Order (CPO). The CPO must follow the approval thresholds. Approvals may include the City Manager, Risk Manager, Finance Director, and the City Attorney if legal review is required based on the nature of the contract, as determined by the Risk Manager or Finance Director.

ENVIRONMENTAL PROCUREMENT PRACTICES

SECTION 1. PURPOSE

The City of Los Altos recognizes its responsibility to minimize negative environmental impacts of the City's activities by ensuring the procurement of services and products that reduce toxicity; conserve natural resources, materials, and energy; and maximize

recyclability and recycled content while supporting a diverse, equitable, and vibrant community and economy.

The purpose of this policy is to support procurement decisions that align with the City's sustainability standards and goals as identified in the adopted Climate Action and Adaptation Plan (CAAP). This policy is applicable to all departments and divisions, to incorporate environmental considerations including but not limited to recycled-content paper and recovered Organic Waste product use into purchasing practices and procurement.

This section will:

- Provide implementation guidance.
- Communicate the City's commitment to sustainable purchasing to its employees, vendors, and the community.
- Protect and conserve natural resources, water, and energy.
- Minimize the City's contribution to climate change, pollution, and solid waste disposal.
- Empower employees to be innovative and demonstrate leadership by considering sustainability benefits when making purchasing decisions; and
- Comply with State requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383 procurement regulations) to procure a specified amount of Recovered Organic Waste Products to support Organic Waste disposal reduction targets and markets for products made from recycled and recovered Organic Waste materials, and to purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.

SECTION 2. POLICY

Requirements for City Departments or Procurement Practices

- A. If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of the City shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items, consistent with the requirements of the Public Contracts Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.
 1. All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).

2. Provide records to the City of all Paper Products and Printing and Writing Paper purchases on a schedule to be determined by the City and not less than annually (both recycled content and non-recycled content, if any is purchased) made by a division or department or employee of the City.

Requirements for Vendors

- A. All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to the City shall:
 1. Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item, and available at equal or lesser price.
- B. All vendors providing printing services to the City via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), fiber weight, postconsumer fiber, or as amended by Public Contract Code Section 12209.

Compost and SB 1383 Eligible Mulch procurement.

- A. Divisions and departments responsible for landscaping maintenance shall:
 1. Use SB 1383 Eligible Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in the Glossary section of this Policy, for landscaping maintenance as practicable, whenever available, and capable of meeting quality standards and criteria specified.
 2. Keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to the City, on a schedule to be determined by City.

Records shall include:

 - a. General procurement records, including:
 - i. General description of how and where the product was used and applied, if applicable.
 - ii. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured.
 - iii. Type of product.
 - iv. Quantity of each product; and,
 - v. Invoice or other record demonstrating purchase or procurement.
 - b. For Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of

Compost and SB 1383 Eligible Mulch provided to residents. Records shall be maintained and submitted to the City in accordance with the requirements specified in Section 3.

3. When a Direct Service Provider for the City procures compost or mulch, enter into a written contract or agreement or execute a purchase order between the City and Direct Service Provider with enforceable provisions that include: (i) definitions and specifications for SB 1383 Eligible Mulch, Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion; and, (ii) an enforcement mechanism (e.g., termination, liquidated damages) in the event the Direct Service Provider is not compliant with the requirements.
 - a. Renewable Gas procurement (used for fuel for transportation, electricity, or heating applications). For Renewable Gas procurement, City shall:
 1. Procure Renewable Gas made from recovered Organic Waste for transportation fuel, electricity, and heating applications to the degree that it is appropriate and available for the Jurisdiction.
 2. Keep records in the same manner indicated in Section 3 for Renewable Gas procured and used by the Jurisdiction, including the general procurement of record information specified in Section 3, and submit records to the City on a schedule to be determined by the City and not less than annually. City shall additionally obtain the documentation and submit records specified in Section 3 below, if applicable.

SECTION 3. RECORDKEEPING

1. The City will do the following to track Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper:
 1. Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of the City's documentation of its compliance with 14 CCR Section 18993.3.
 2. Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic

Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the City to develop evidence of the City meeting its Annual Recovered Organic Waste Product Procurement Target. These records must be kept as part of the City's documentation of its compliance with 14 CCR Section 18993.1.

BIDDING & AUTHORIZATION LIMITS

Competitive bidding promotes fair pricing commensurate with the quality required. The City awards equipment, materials, supplies and maintenance service bids to the lowest priced responsible and suitable bidder. This means that the prevailing bidder is the one who best responds in price, quality, service, fitness or capacity to the requirements of the City. The selection process also considers the ability of the vendor to deliver the needed product, obtain availability of parts or service, prior experience and system compatibility.

Approval Codes:	Approval Levels	Approving Documents
DH	Department Head	REQ, PO, CPO
DE	Department Head designee*	
FD	Finance Department	
ACM	Assistant City Manager	
CM	City Manager	
CC	City Council	

* See Signature Authority below

Dollar Limits	Bidding Requirements	Required Approvals
\$10,000 through \$50,000	Informal bids	DH or DE & FD
Greater than \$50,000 and less than \$125,000	Formal sealed bids	DH & FD & CM
\$125,000 and greater	Formal published/ advertised sealed bids	DH & FD & CM & CC

* Purchases under \$10,000 do not require bids although approvals are required from a Department Head and/or Designee for all purchases

- **Purchases of \$10,000 through \$50,000** require informal bids by the requesting department with quotes obtained from at least two (2) vendors. Telephone quotes are acceptable although written quotations are preferred. Email quotes are allowed. All quotes must be documented and submitted, in comparative format, as part of the approved requisition (REQ) prior to PO, CPO issuance.
- **Purchases greater than \$50,000 and less than \$125,000** require formal bids by the requesting department. This entails the preparation of written specifications, vendor solicitations and sealed bids. The requesting department shall contact as many vendors as necessary and obtain at least two (2) written quotes with three (3) quotes recommended. If the minimum number of quotations cannot be obtained, evidence of the attempt should be documented and kept on file. Professional Services are exceptions.
- **Purchases of \$125,000 and greater** require formal bidding as discussed above but bear the additional requirement of having bid invitations formally published on the City's electronic bid portal, and regional newspaper before sealed bid opening.

The communication of specifications helps ensure that required, ordered and received items meet the desired level of quality, performance or design. Clarity and completeness in writing specifications avoids a mismatch between vendor compliance and operational needs. It is imperative that staff clearly communicate these requirements in the bid process and inform suppliers, at the time of the bid, exactly what it is that the City needs.

The splitting of purchases to avoid bid and authorization limits is a clear violation of these instructions. Furthermore, purchase cost estimates should always include necessary post-manufacturer add-ons and be included in the Bid specifications.

Bid Cancellations - City Council may cancel an invitation for bids, a request for proposal or other solicitations and may reject some or all bids or proposals when it is determined that cancellation or rejection serves the best interest of the City.

Cooperative Purchasing - Where possible, Cooperative Purchasing may be a benefit to the City. With cooperative purchasing, public entities may mutually make purchases, achieving significant economies of scale. Although public entities together prepare specifications and receive bids, each public entity executes its own contract, administers the procurement function and finances the purchase independently.

BIDDING EXCEPTIONS

Sole Source Procurements

Sole source procurements involve goods and/or services that can only be practically obtained from one source. Justification will be based on the following:

- The contractor or supplier is the sole provider of the goods or service.
- The contractor or supplier is the only source permitted to provide the service or supply based on the manufacturer's agreement acting as the sole representative in the geographical area.

The person requesting the purchase is to prepare written correspondence justifying and describing the reason for the sole source purchase and must have the approval of the department director. This documentation must be submitted to the Finance Director and Risk Manager, along with the Assistant City Manager for review. City Manager approval is required for sole source purchases greater than \$50,000, and City Council approval is required for sole source purchases of \$125,000 and greater, along with the requisition for approval. Because sole source purchases often involve contracts or services with potential risk, the Risk Manager shall remain in the approval chain for all sole source procurements.

Emergency purchases

For the purposes of this section, an emergency shall be deemed to exist if:

- A public disaster occurs; or
- An emergency is declared by the City Council or City Manager
- There is an immediate need to prepare for national or local defense; or
- There is a breakdown in machinery or an essential service which requires the immediate procurement of supplies and equipment to protect the public health, welfare, or safety; or
- Public health, welfare, or safety would be greatly hampered, if there was an undue delay in the procurement of the needed item

Authority - The City is not required to engage in competitive bidding in an emergency. The City Manager or designee holds the authority to waive any procedures in these instructions that are not statutorily mandated when making emergency purchases of supplies, equipment, materials or services.

If the purchase equals or exceeds \$125,000 for construction work, supplies, equipment, materials or services (including professional services), after-the-fact ratification is to be obtained by adoption of City Council Resolution at the soonest possible public meeting following the expenditure. For this purpose, the \$125,000 threshold is measured against the

total emergency purchase or contract amount, including any subsequent amendments or change orders.

If, at the time of the emergency, neither the City Manager nor designee are available, department directors may order the needed commodity from the nearest available source.

As they become accessible, the City Manager, designee and Finance Director should be immediately notified of the purchase.

Initiating the Purchase - Emergency purchases can be made by designated staff responsible for the emergency response. Staff should attempt to determine the best price and quality of goods or services available and advise their department director at the earliest possible opportunity. The Department Director is to relay such information to the City Manager or designee promptly.

Finance Department Notification – Soon after placing the order, the Finance Department is to be notified of: (1) of the emergency purchase; (2) the nature of the purchase and emergency; (3) the Department Director or authorized designee approval; (4) the name and location of the vendor; and (5) the City Manager approval pursuant to the procedures outlined above. This information is to be provided via the Emergency Purchase Documentation form.

Emergency Credit Card Limits - In times of emergency, the City Manager and Department Directors may request a temporary increase in individual credit card transaction limits from the Finance Department up to a maximum of \$100,000. This temporary increase is a processing tool to enable timely emergency payments and does not by itself constitute purchase or approval authority; the applicable approval and after-the-fact ratification requirements set forth in this section continue to apply.

Federal Emergency Management Agency (FEMA) - In all cases, the documentation requirements of both the local and federal FEMA agencies are to be complied with as the City's emergency response team is activated. The tracking of work/OT hours by location, position(s) and incident, invoices/receipts and photographs will ensure cost recovery when claims are ultimately submitted.

City Council Discretion - In its discretion, the City Council may reject any and all bids only when an emergency requires that an order be placed with the nearest available source of supply, when the amount involved is less than an amount to be set by the City Council by resolution, or when the commodity can be obtained from only one (1) vendor.

BUDGET AUTHORITY LEVELS

Budget Responsibility - The annual budget is an essential element of the financial planning, control, and evaluation process of the City. It is reviewed each fiscal year by the City Council and is designed as a financial blueprint for the City to follow.

Upon adoption, the various amounts approved in the budget are recorded in the City's financial system. Monthly reports are provided to departments, programs or project managers in order to track expenditures activities and compliance with budget limits. It is

the responsibility of each Department to maintain control of their budgets.

Per Financial Policy, Department Directors have budget control at the total department appropriation level. The City Manager’s budget authority is at the Fund and Capital Improvement Project level. This means no Department Director can transfer to/from or utilize the budget of another department – they cannot cross departmental or capital project lines of appropriation. The City Manager may approve transfers between Departments/Programs and between Capital Improvement Projects, but cannot increase the total adopted appropriation. Any increase in total appropriation levels, as well as any transfer between funds, must be authorized by the City Council. This authority relationship is as displayed graphically below.

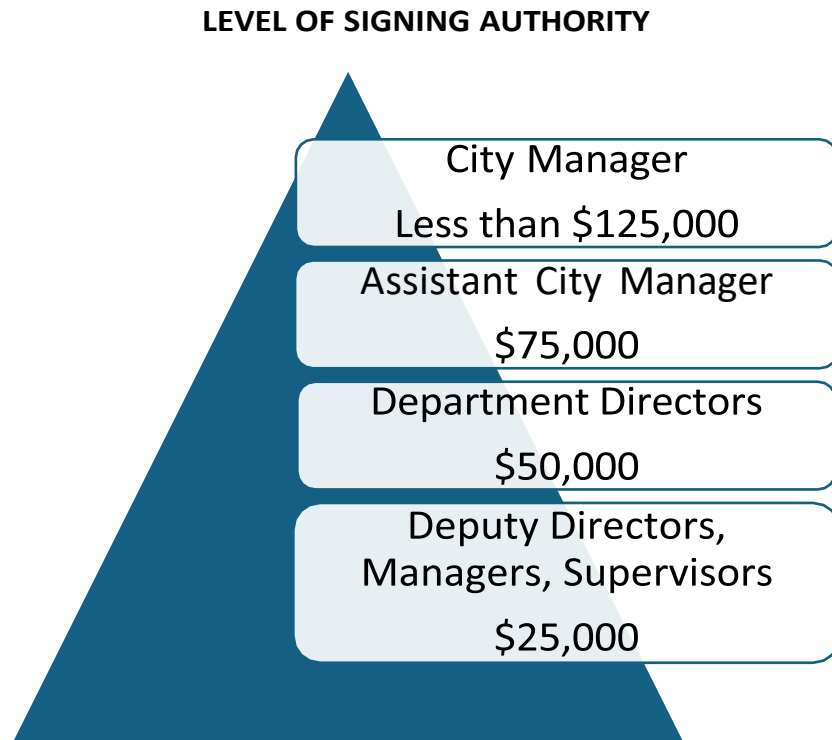


It is critical that all expenditures be coded to the appropriate account classifications during the year without restriction to itemized line-item limits (excluding salary and benefit items and total capital project appropriations). The accurate reporting of expenditure types allows for the refinement of budget variances each year.

SIGNATURE AUTHORITY & APPROVALS

The Finance Department maintains an authorized signatory list, including individual approval dollar limits and areas of responsibility, of employees designated by Department Directors to approve and sign for purchases. Department Directors may delegate signing authority up to a maximum of \$25,000 to a Division Manager but must submit such authorization in advance via the signed signatory list previously referenced herein. Overall functional signing limits are established as displayed in the following chart. Purchase requests received by the Finance Department lacking appropriate approval will be returned promptly to the requesting department before any purchase order is issued and/or payments

are processed. Any late charges arising from such processing delays will need to be charged against the department budget.



Change Orders

The submission of change orders to an existing PO, CPO or PCA can alter the level of approvals required up to, and including, the need for City Council action. The determination of authorization levels should include the total of the purchases including the accumulated value of related change orders.

Information Technology Purchases

All Information Technology (IT) purchases must be approved in advance by the IT Manager or designee to ensure compliance with City hardware and system standards. Similarly, IT is required to be consulted for any planned purchases of software and hardware arising during the budget process and in the development of system specifications. IT cannot make purchases on behalf of the operating department without documentation pre-authorized by the department director. This approval will be documented via the completion of the IT Work-Order form.

Shared Cost Purchases & Payroll Payments

Some shared costs, such as utilities (phone, water, gas, electric, insurance, Software annual maintenance or subscription payments, etc.), fuel, facilities and payroll/benefits deductions (taxes, health benefits, PERS, etc.), require broadly defined processing methods as they are operational in nature and addressed in the budget on a bulk basis. Such payments are held to categorical budget appropriation limits, are centrally processed by the Finance Department, fall outside individual authorizing dollar limits, and are handled in bulk form in the monthly accounting process. These items are reviewed by the Finance Department for completeness, budget compliance and accuracy as they are processed. The basis for these shared cost allocations should be developed by the Finance Director in coordination with the impacted departments and discussed in the annual and mid-year budget process.

Warehouse Orders, Shared Building Supplies & Fuel

Limited items are available for order through the Maintenance Services warehouse. These mostly include janitorial supplies, fuel, office paper, kitchen supplies and can simply be requested via email or phone. They will be charged to the ordering department at the month-end based upon inventory pricing. Supplies delivered to shared cost sites, such as City Hall, will be allocated among benefitting programs on a reasonable basis. Maintenance services shall document these purchases monthly as a basis for financial reporting.

Equipment Purchases Identified in the Budget Process

All new and replacement requests for equipment or vehicles are itemized and submitted to the Finance Department as part of the annual budget process or at the time of mid-year budget review. At budget adoption, these specifically identified items will be considered approved. In procuring these items, departments are to strictly follow the bid and approval procedures set forth herein but may finalize such purchases without returning to City Council. However, City Council approval must be obtained if additional appropriations are required above the original adopted budget or if the nature of the purchase is substantially altered.

FIXED ASSET IDENTIFICATION & TRACKING

Any tangible item with a useful life of at least one (1) year and a purchase cost, including sales tax and incidentals, of \$10,000 or more is considered a fixed asset. These items are to be identified by a unique identifying number (ID) and tracked during their lifecycle. Items that do not fit within the dollar threshold for a fixed asset, but are considered valuable, such as cellular phones, cameras or computers should also be identified by a City ID. Departments are responsible for ensuring that unique identifying numbers (serial numbers/VIN #s) are evident in the supporting documentation provided to the Finance Department and for

safeguarding City assets, regardless of the value. Departments should expect to account for the asset's condition and location as part of a year-end inventory.

Physical movement of any fixed asset, even within a department, must be approved by Department Directors or designees and coordinated with the Finance Department to ensure that inventories are updated with the proper location. The physical disposal of any fixed asset must be approved by Department Directors and designees and coordinated with the Finance Department and Facilities Division to ensure that inventory listings are updated.

Periodically, the Finance Department or independent auditors may conduct periodic spot audits to verify asset inventory records and expenditures. Departments should be prepared to support these reviews as needed.

PROFESSIONAL SERVICES

Professional services include those provided by industry specialists such as lawyers, accountants, actuaries, technology specialists, planning, building, and financial consultants. These services, beyond the realm of public works contracts, are exempt from bidding requirements as their selection is based on expertise, experience and proficiency rather than price. As a matter of practice, the City highly encourages competitive bidding for all service contracts and formal RFPs for contracts with values greater than \$25,000. A formal RFP is required for contracts of \$50,000 and greater; for contracts of \$25,000 to less than \$50,000, competitive proposals are encouraged but not required.

Agreements with vendors for services can be for a three (3) year period with up to a two (2) year extension of the agreement to a total of no more than five (5) years. At the conclusion of the five (5) years, it is recommended that the agreement be re-bid to test the price of like services in the marketplace and to provide other vendors with an opportunity to present a bid for services. Agreements posted on the Template drive contain the language needed to state the "term" (length of time) of the agreement. For existing agreements that are ongoing until terminated, consult with the Risk Manager to ensure agreements are revised to include a five (5) year term or proper amendment language.

Managers are to review with the Risk Manager each ongoing software or licensing agreement that exceeds the five (5) year term. These agreements are evaluated on a case-by-case basis for the length of term of the agreement and amendment language.

All contracts entered into by the City require approvals based on the applicable dollar thresholds. This typically includes the Department Director, Finance Director, and Risk Manager. Review by the City Attorney shall be obtained if required, depending on the nature and risk level of the contract. Contracts over the annual dollar limit listed below require City Council approval prior to the award. City Council approval is required only for contracts of

\$125,000 and greater; contracts below \$125,000 may be approved administratively within the signing authority limits established in this Policy. This \$125,000 threshold applies consistently throughout this Policy and is distinct from the City Manager's individual signing authority below \$125,000. RFPs are encouraged as a best practice to ensure competitive selection and transparency.

<i>Value of Non-Legal Professional Services</i>	<i>Recommended Number of Proposals</i>	<i>Required Approvals</i>
\$10,000 to less than \$25,000	The department must conduct an evaluation of options but does not have to obtain written proposals.	Department Director, Finance Director
\$25,000 to less than \$50,000	Formal RFP and two (2) written proposals recommended	Department Director, Finance Director
\$50,000 to less than \$125,000	Formal RFP and two (2) written proposals recommended	Department Director, Finance Director, Risk Manager, City Manager, and City Attorney if legal review is required
\$125,000 and greater	Formal RFP and two (2) written proposals recommended	Department Director, Finance Director, Risk Manager, City Manager, City Council, and City Attorney if legal review is required

<i>Value of Legal Services</i>	<i>Recommended Number of Proposals</i>	<i>Required Approvals</i>
Up to Annual Budgeted Appropriation for Legal Fees	City Attorney to evaluate needs based on expertise	City Attorney, Finance Director, City Manager
Above Fund Level Budgeted Appropriation	City Attorney to evaluate needs based on expertise	City Council

** Services under \$10,000 do not require bids although approvals are required from a Department Director and/or designee for all purchases.*

Legal Fees

Under the Los Altos Municipal Code, the City Attorney may retain or employ other attorneys, assistants, or special counsel as needed to take charge of, or assist with, any litigation or legal matters.

The City Attorney estimates these costs at the preparation of the budget on a gross basis. Such payments are held to categorical budget appropriation limits, and are centrally processed by the Finance Department, and therefore fall outside individual authorizing

dollar limits, and are approved by the City Manager. These items are reviewed by the Finance Director for completeness, budget compliance and accuracy as they are processed.

Changes in the scope of existing contracts may trigger a higher level of required approvals.

Professional Services must be initiated and approved via the use of a CPO. Professional Services shall be entered into contractually using a City-compliant executed contract and require the approval of the Risk Manager.

Professional Service Travel Costs - Professional service firms often bill clients for their direct and indirect costs, such as travel, photocopying, proposal preparation, etc. It is advisable that potential providers are informed of, and make documentation available in support of, the City operating travel policies including the following:

- Airfare: The City will not reimburse first class, business class, boarding preferences or other premium types of transportation.
- Hotel: The City will reimburse reasonable hotel accommodation (i.e., single or double rooms, but no suites) and encourage obtaining a government rate in a local venue.
- Meals: Reimbursement for meals is limited to the current IRS per diem rate for the destination city.
- Car Rental: Rental vehicles shall be mid-sized class or smaller with rates commensurate with those offered by major rental companies. Use of luxury cars, specialty vehicles, or other non-standard cars will not be reimbursed. Insurance will be provided under the driver's or company's own policy. Additional insurance coverage offered by the car rental company is not reimbursable by the City.
- Entertainment/Personal Services: Under no circumstances are expenses related to entertainment (i.e., theater tickets, sporting events) or personal services (i.e., dry cleaning, haircuts) reimbursable.
- Deliveries/Transmittals: Deliveries for which the City is billed will be transmitted in the most economical manner reasonably, unless otherwise required by the City.
- Proposal Costs: The City will not reimburse the vendor for any costs associated with the preparation of a proposal.

ADDITIONAL GUIDANCE

FISCAL YEAR-END CUT OFF

The City's fiscal year runs from July 1 to June 30. To allow for adequate processing time certain types of purchases must be completed well before the end of the fiscal year. While exact calendar dates may vary, the cutoff for submitting purchasing paperwork is generally as follows:

- **Requisitions & Purchase Orders:** 2nd week of June
- **Blanket Purchase Orders:** Orders to be placed by June 30

SUPPLIER CONTACT AND DECORUM

Staff are obliged to always act in a professional and ethical manner when in contact with suppliers who market their services to the City. To this end, we strive to:

- Give all suppliers full, fair, prompt and courteous consideration
- Maintain a level playing field and information transparency
- Protect vendor confidentiality when dealing with market-sensitive data
- Solicit suggestions in determining clear and adequate specifications and standards
- Effectively coordinate with suppliers in an equitable and uniform manner
- Observe truthfulness and highest ethics in all transactions and correspondence

It is important to treat all vendors equally. This includes providing all competing vendors with the same information needed to respond to a request. It is unfair and unethical to divulge one vendor's bid price, terms or conditions to another during the competitive bidding stages and important to realize that this information is not publicly accessible until all bids have been received and evaluated. Information marked "Proprietary" or "Confidential" by the vendor is not considered public and must not be revealed to outside parties. The appearance of impropriety is just as important as actual impropriety. Displays of favoritism to a particular vendor should be always avoided.

Gratuities - To maintain strict objectivity and the highest ethical standards, the City prohibits employees accepting vendor gifts or gratuities. Violation of this standard may result in employee disciplinary action up to, and including, termination.

Insurance - It is the City's practice to transfer as much risk as possible from the City to the supplier or contractor. Therefore, insurance is required from any contractor performing work for the City. This is especially the case for services provided on City property. In these cases, the standards and insurance requirements set forth by the Risk Manager must be adhered to. The City's minimum insurance standards to be complied with are included in this document.

Taxes - The City pays sales or use tax on most purchases as defined by Santa Clara County. This amount is added to the taxable subtotal of your order (certain items such as labor or transportation may or may not be taxable). Use tax, which is equivalent to the sales tax rate, is collected on many out-of-state purchases where the state originating the sale does not collect California State sales tax on behalf of the State. It is important to identify the

applicability of Use Tax in bidding to avoid unintentional budget overrun. The City is exempt from paying Federal Excise Tax.

Shipping and Installation Costs - In developing, accepting and evaluating goods and material bids, it is incumbent on City staff to ensure that costs include any related shipping and/or installation costs and request such information from the subject vendors. In all cases, developing the full costs of purchase is critical to the budget process.

Payments Terms & Frequency - While the City's standard payment terms are Net 30 days from the invoice date, actual processing follows a weekly payment cycle. Vendor agreements should be established using this standard and clearly communicated to them. A vendor's inability to adapt to the City's payment terms may make them ineligible for use. Generally, the City will not pay late fees.

Conflict of Interest/Third Party Transactions - To maintain public trust and confidence in the integrity of purchasing transactions, no City employee who has a real or apparent conflict of interest should participate in the transaction.

Establishing New Vendors - One element of fiduciary responsibility is maintaining strict control over the open accounts established under the City's name. Therefore, the City has instituted a practice whereby Finance has control over creation of all new vendor accounts and the submission and completion of credit applications for open accounts. W-9s are required for all new vendors without exception.

Grant Funding - Federal or other grant programs may require special conditions which are more stringent than City procedures. It is the responsibility of the department to accept the grant on behalf of the City to ensure that all grant provisions are complied with. All grants shall be awarded with City Council approval.

Surplus Property Management - the Facilities Division is responsible for the disposal of all City surplus property via auction. Information Technology should be contacted to disconnect or dispose of computers and related hardware.

The City maintains a small inventory of serviceable surplus property items that may be acceptable for use upon request by a department. City staff or family members are not eligible to purchase City surplus property. Staff may, however, attend any third-party public auction and bid as a member of the public.

Public Safety handles property room disposals directly through a safety-specific auction process and coordinates revenue collections associated with the Finance Department.

Independent Contractors - The Internal Revenue Service (IRS) and the California Employment Development Department (EDD) require independent contractors to provide a

W-9 form to the City including the business type (sole proprietor, corporation or partnership)

and documenting a taxpayer identification number (Social Security or federal identification number). Finance must receive the W-9 when a requisition or invoice is processed for a new vendor. Failure to provide this form will result in non-payment of an invoice or delaying processing of a requisition.

Other Jurisdiction BPO or Purchase Contract Agreements (PCA) - Staff may use BPOs or PCAs issued by other jurisdictions entered competitively if it is shown that the selection criteria are essentially the same as would be used by the City. Examples include Santa Clara County BPA for furnishings or awarded unit price schedules for slurry seal or sidewalk repairs.

Prohibited Practices

No City employee shall use or misrepresent the City's purchasing process to obtain property or services for personal use, benefit or personal price discounts. Volume or incentive discounts made available in making City purchases can only be applied to the City's benefit and never personal gain.

No City employee shall draft or cause to be drafted any specifications for bids in such a way as to intentionally limit the bidding directly or indirectly to any one bidder except for the sole source procurements.

PUBLIC WORKS PROJECTS

Public Projects are defined by the State of California Public Contract Code, Section 20161 as a project for the erection, improvement, painting, or repair of public buildings and works; work in or about streams, bays, waterfronts embankments, or other work for the protection against overflow; street or sewer work except maintenance or repair; supplies and materials for any such project, including maintenance or repair of streets or sewers. These purchases are controlled directly by the related Public Contract Code sections and fall outside the operational purchasing cycle addressed in this policy.

Pursuant to Chapter 3.16 of the Los Altos Municipal Code, the City of Los Altos has adopted Bidding Procedures Under the Uniform Public Construction Cost Accounting Act. Requirements and allowances associated with this can be found in the Municipal Code.

GLOSSARY

Bid: A proposal to provide goods and services submitted in accordance with the request for bid documents.

Bidder: A person or entity who submits a bid.

Blanket Purchase Order (BPO): A method by which departments may purchase materials from a specific vendor continuously throughout a specified time. Orders for materials not available from BPO vendors can be purchased by petty cash, credit card, purchase contract, or through the purchase requisition/purchase order process as described within this document.

Change Order: An amendment to an original purchase order authorizing a change in the scope of work; adjustment in the contract sum or contract time; or cancellation of parts or all of a purchase order.

Check Request: The form is used to request that Finance process payment to a vendor or contractor. The form accommodates several uses, including Direct Payments, Blanket Purchase Order payments as well as partial payments against existing purchase orders and contracts.

City: The City of Los Altos, the City Manager, or their designee.

Compost (SB 1383 Eligible): The product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream, or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4).

Contract: An agreement between two or more parties to do something which is set forth in writing and is enforceable by law.

Contract Purchase Order (CPO): The document used by departments to document the request professional services and supported by a formal executed city compliant contract approved by the Risk Manager. A CPO, on its own, does not support authorization to purchase. A CPO shall always be accompanied by an executed formal contract and must follow the approval thresholds established in this Policy.

Cooperative Purchasing Agreement (CPA): The purchase of goods, materials, or services which is entered into by one or more local government entities. The expected impact is to increase volume and/or competition which will result in greater savings.

Purchase Contract Agreement (PCA): A purchase agreement is a legally binding contract between a buyer and seller. These agreements usually relate to the buying and selling of goods instead of services, and they can cover transactions for just about any type of product.

Direct Service Provider: A person, company, agency, district, or other entity that provides a service or services to the City pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).

Electricity Procured from Biomass Conversion: Electricity generated from biomass facilities that convert recovered Organic Waste, such as wood from the municipal stream, into electricity.

Informal Bid: A proposal to provide materials, supplies, or maintenance services valued at \$10,000 through \$50,000. Informal bids typically require at least two (2) written quotes, though verbal quotes may be acceptable if documented. Used for non-complex purchases where sealed bidding is not warranted.

Formal Bid: A proposal for goods, services, or projects valued greater than \$50,000. For purchases greater than \$50,000 and less than \$125,000, formal sealed bids must be solicited from vendors, with written proposals recommended. For purchases of \$125,000 and greater, formal bids must follow the published/advertised sealed bid process, including public notice and competitive solicitation.

Organic Waste: Solid waste containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.

Packing List: A list of supplies requested which includes stock number, item description, quantity requested, and number of items delivered.

Paper Products: Includes, but is not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or as otherwise defined in 14 CCR Section 18982(a)(51).

Petty Cash: Small dollar reimbursements (\$100 or less) made from cash boxes held within departments.

Printing and Writing Papers: Includes, but is not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing

papers, posters, index cards, calendars, brochures, reports, magazines, and publications; or as otherwise defined in 14 CCR Section 18982(a)(54).

Professional Service: A specialized type of service typically provided by those requiring extensive education, certification, and experience standards. Examples of professional services contracts include, but are not limited to, those of accountants, actuaries, appraisers, architects, attorneys, brokerage firms, business consultants, business development managers, copywriters, dentists, distributors, engineers, law firms, physicians, public relations professionals, recruiters, researchers, real estate brokers, translators, software engineers, value-added resellers and web designers. While not limited to those holding professional licenses, the services are considered "professional", and the contract may run to partnerships, firms, or corporations as well as to individuals.

Purchase Contracts: Contracts for routine and repetitive maintenance services typically for the maintenance of landscaping, office machines, office supplies, janitorial services, building maintenance, and street sweeping.

Purchase Order (PO): The document that obligates the purchase of goods or maintenance services that are not available from a BPO; an existing purchase contract; and is above the limit for procurement as a direct vendor payment.

Purchase Requisition: The document used by departments to request goods or maintenance services that are: not available through a BPO; not available on an existing purchase contract; and is above the limit for procurement as direct vendor payment.

Quality: The extent to which the actual minimum needs of the end users are satisfied.

Recovered Organic Waste Products: Products made from California, landfill-diverted recovered Organic Waste, processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60). Products that can be used to meet the Annual Recovered Organic Waste Product Procurement Target shall include Compost, SB 1383 Eligible Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity Procured from Biomass Conversion as described herein and provided that such products meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.

Recyclability: The Paper Products and Printing and Writing Paper offered or sold to the City are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).

Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper: Products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber,

consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.

Renewable Gas: Gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recover Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(62).

Request for Proposal (RFP): Used to request information and pricing from contractors or suppliers. Typically, RFPs are utilized for non-commodity type items where the expertise of the contractor is vital criteria in the selection process. While price/cost is an important component of the selection process, it is not the only factor in the selection process.

SB 1383: Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.

SB 1383 Regulations or SB 1383 Regulatory: Refers to, for the purposes of this policy, the Short- Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.

SB 1383 Eligible Mulch: Mulch eligible to meet the Annual Recovered Organic Waste Product Procurement Target, pursuant to 14 CCR Chapter 12 of Division 7. This SB 1383 Eligible Mulch shall meet the following conditions for the duration of the applicable procurement compliance year, as specified by 14 CCR Section 18993.1(f)(4):

1. Produced at one of the following facilities:
 - i. A compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), that is permitted or authorized under 14 CCR Division 7, other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10);
 - ii. A transfer/processing facility or transfer/processing operation as defined in 14 CCR Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under 14 CCR Division 7; or,
 - iii. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.

Service Contract: A service contract means a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to

furnish an end item of supply. A service contract may cover services performed by either professional or non-professional personnel whether on an individual or organizational basis.

Sole Source Purchase: One where there is only a single vendor capable of providing an item or service, and therefore it is not possible to obtain competitive bids.

Specifications: A complete and accurate statement or set of statements covering the physical, functional, or technical characteristics of goods or services needed, description of any requirements for inspecting or testing and performance standards for items sought. It may also include provisions which govern various aspects of parties to the contract and any special conditions or pre-conditions that exist relative to any goods or services being solicited.

State: The State of California.

Maintenance Services: Services typically dealing with operational maintenance, supplies, and equipment support, rather than specialized professional services described above.

Vendor: A person or company who provides goods or services. A vendor can also be referred to as a supplier or direct service provider.

EXHIBIT

PURCHASING BID AND AUTHORIZATION CHART

MATERIALS - GOODS - MAINTENANCE SERVICES		
ORDER TYPE	COST POINT	FEATURES
Materials, Goods, Maintenance Service	Less Than \$10,000 (No Bids Required)	Prudent judgment should be used along with obtaining comparative pricing whenever practical. Orders require department director or designee approval.
These include supplies, equipment, operating or maintenance services and projects. Excludes "Public Works Projects" and "Professional Services"	\$10,000 through \$50,000 (Informal Bid)	At least two (2) quotes are required but three (3) are recommended. Written bids/quotes are preferred but may be verbal with documentation. Required Approvals: Department Head or Designee & Finance Director (DH or DE & FD). Risk Manager approval and CPO required for contracts. City Attorney review is required only if needed based on the nature of the contract.
	Greater than \$50,000 and less than \$125,000 (Formal Sealed Bid)	Formal sealed bids required. Public advertisement required only for purchases of \$125,000 and greater. Required Approvals: Department Head, Finance Director, and City Manager (DH, FD, CM). Risk Manager approval and CPO required for contracts. City Attorney review is required only if needed based on the nature of the contract.
	\$125,000 and greater (Formal Published/Advertised Sealed Bid)	Formal bids must be publicly advertised on the City's electronic bid portal and regional newspaper prior to sealed bid opening. Required Approvals: Department Head, Finance Director, City Manager, and City Council (DH, FD, CM, CC). Risk Manager approval required for contracts; City Attorney review only if required based on the nature of the contract.

	Materials, Goods and Maintenance Service contract costs of any dollar value must adhere to pre-defined signature approval limits. All Information Technology (IT) purchases require the approval of the IT Manager for network compliance. Any IT Purchase for a service department must be authorized via an IT Work Order authorized by a department head or designee.
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EXHIBIT

PURCHASING BID AND AUTHORIZATION CHART

PROFESSIONAL SERVICES		
ORDER TYPE	COST POINT	FEATURES
Professional Services	\$0 to \$25,000 (RFP Highly Recommended)	Prudent judgment should be exercised and obtaining comparative pricing if practical. Orders require department head or designee approval. Price proposals are not required but three are recommended and must include a Department Head and Finance Director approved CPO and service contract, with Risk Manager approval and City Attorney review only if required based on the nature of the contract.
These services include those of a highly technical nature requiring extended training and certification. Include legal, accountancy, technology and specialty consulting services. These are general guidelines. The evaluation and selection of consultant services may vary on a case-by- case basis.	Greater than \$25,000	A formal RFP is required for contracts of \$50,000 and greater; competitive proposals are encouraged for contracts of \$25,000 to less than \$50,000. Three (3) competitive proposals are encouraged and the package must include a Department Head, Finance Director, Risk Manager, and City Manager-approved CPO and service contract. City Council approval is required for contracts of \$125,000 and greater. City Attorney review only if required based on the nature of the contract; See the Non-Legal Professional Services table in the Professional Services section of this Policy for the full four-tier approval breakdown.

EXHIBIT

EMERGENCY PURCHASE FORM – EXAMPLE

Emergency Date	
Cost	
Department/Division	
Vendor	
Address	
Telephone	
Emergency Description	

Describe Emergency:

Because emergency purchases do not normally provide the City an opportunity to obtain competitive quotes, these purchases shall be limited to those necessary to address and immediate operational, health, safety, or infrastructure need. The following procedures shall apply:

- Complete a requisition and obtain a purchase order within three days of the emergency.
- Notify City Manager and Finance of emergency costs greater than \$5,000.
- Notify City Council at the next regularly scheduled meeting of emergency cost greater than \$125,000.
- If Emergency purchases cause line-item budget shortfalls, the department responsible shall obtain City Council approval for additional appropriation; or request that the City Manager transfer appropriations from other programs, within the same Fund, to cover the purchase.

EXHIBIT

MINIMUM INSURANCE REQUIREMENTS

Minimum Scope of Insurance as related to the provision of service to the City

CONSULTANT shall provide his insurance broker(s)/agent(s) with a copy of these requirements and request that they provide Certificates of Insurance complete with copies of all required endorsements to: Project Manager, City of Los Altos, 1 N. San Antonio Rd., Los Altos, CA 94022

Minimum Scope of Insurance Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 0001 covering CGL on an “occurrence” basis, including products-completed operations, personal & advertising injury, with limits no less than \$1,000,000 (or \$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non- owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers’ Compensation insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant’s profession, with limits of no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:

- Additional Insured Status. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy, with endorsements under CG 20 26, with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations.
- Primary Coverage. For any claims related to this contract, the Consultant’s insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City,

its officers, officials, employees, or volunteers shall be an excess of the Consultant's insurance and shall not contribute to it.

- Notice of Cancellation. Each insurance policy required above shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice (10 days for non-payment) has been given to the City.
- Waiver of Subrogation. Consultant hereby grants to City a waiver of any subrogation which any insurer of said Consultant may acquire against the City by virtue of payment of any loss under such insurance. The consultant agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether the City has received a waiver of subrogation endorsement from the insurer.
- Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Consultant to provide proof of the ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Claims Made Policies. If any of the required policies provide claims-made coverage:

5. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
6. Insurance must be maintained, and evidence of insurance must be provided for at least three (3) (or five (5)) years after completion of the contract work.
7. If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of three (3) years after completion of contract work.

Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements affecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances. City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

PLEASE NOTE: See the City Template General Service and Contract Agreements posted in the Templates Folder online. Check for periodic updates and other provision requirements.

Assistance is available from the Risk Manager.

Requesting departments are responsible for verifying insurance coverage requirements with Risk Management as these parameters may be modified periodically. It is equally important to reference the TEMPLATE General Service and Contract Agreements posted on the Templates folder online and supplied by Risk management while preparing RFPs and finalizing agreements. Departments must attain insurance documents from the vendor prior to execution of the agreements/contracts.

EXHIBIT

PURCHASE CARD POLICY

OVERVIEW

The City has implemented Purchase Cards (CalCard) based on the State-wide “CalCard” program. The program is designed to establish a more efficient and cost-effective method of purchasing and paying for small dollar City purchases. This program should minimize the need for voluminous blanket/open purchase orders and petty cash requests.

This document puts forth the practices and procedures required of those using Calcard and those who manage their use. The topics addressed in this policy follow:

- Responsibility
- Requesting CalCard
- Calcard Basics
- Spending Limit
- Prohibited Purchases
- Purchase Documentation
- Revocation of Privileges
- Emergency Purchases
- Reconciling Statements
- Disputed Charges
- Returning Items
- Lost or Stolen CalCard
- Declined Purchase
- Review & Audits
- Invoices & Receipts
- Purchase Card Employee Agreement

RESPONSIBILITY

Department Heads: Responsible for authorizing individuals within the Department to receive CalCard and designated approvers. Department heads must approve individual requests for CalCard and make any changes to them. Department heads are ultimately responsible for ensuring the cards' proper use in conformance with City practices and procedures.

Designated approvers: Designated approvers are selected and authorized by Department heads, responsible for reviewing monthly statements and submitting them to Finance in complete form. These approvers are responsible for ensuring that cardholders track and report any disputed/unauthorized charges to "Calcard" and to Finance. Individual Department Head Calcard statements and transaction logs will be reviewed by the Finance Director and City Manager.

- Read and be fully aware of the requirements of this document and the City's Purchasing Policy
- Read and execute an approved Purchase Card Employee Agreement.
- Maintain secure possession of the CalCard and keep the account number confidential.
- Ensure that all purchases strictly comply with City instructions.
- Obtain the best possible value for the City with CalCard purchases.
- Never give a CalCard to anyone for use.
- Always retain and maintain original records of receipts.
- Promptly reconcile monthly statements and provide a complete Purchase Card Log including supervisor/department head review and approval. This documentation must be submitted to Finance, along with all supporting original invoices/receipts and packing slips (if shipped), within ten business days after the statement is received.
- Purchases made on behalf of another department, although uncommon, must be authorized by an authorized signer from the department being charged prior to submission to Finance.
- Promptly resolve disputed items since only authorized charges will be paid. Disputed items may be suspended pending resolution by the department responsible. Failure to pay charges on a timely basis will result in card suspension. Any late fees that result from such delays will be charged to the department budget.
- Immediately call "CalCard" if a card is lost or stolen and notify Department supervisors and Finance.
- Resolve all incorrect charges and product returns as quickly as possible.
- Return the CalCard to Finance upon the request of a supervisor, suspension of

privileges, or termination of employment.

Finance: Responsible for administering the program, activating and terminating CalCard, and maintaining a record of individuals authorized to conduct purchase card transactions. Finance is also responsible for processing monthly payments.

REQUESTING CALCARD

To apply for a CalCard, the Department head should send an email request to Finance and ultimately submit an approved Purchase Card Employee Agreement (Exhibit 2) specifying an individual purchase limit as well as a total monthly limit. Total monthly limit should not exceed \$10,000.

CALCARD BASICS

CalCard are to be used exclusively for City business. They are Visa credit cards that work just like a personal credit card except that monthly charges are paid directly by the City.

Calcard purchases are held to individual transactional limits set by Department heads and to the small dollar purchase limit established by City purchasing policy. Department heads also set a total monthly dollar limit for each individual cardholder. Each time the card is used, an electronic process verifies that the purchase is within these limits. If the purchase violates these limits, the supplier will not accept the order.

CalCard will be issued in an employee's name, bear a "City of Los Altos" imprint and display a unique color scheme to distinguish them from personal credit cards. Cardholders are directly responsible for the proper use of their cards and department heads for the management and review of those they have authorized.

Monthly statements will be sent to cardholders for verification of charges against invoices/receipts, coding of appropriate budget accounts, and approval by an immediate supervisor and department head or designee. Finance will receive a full set of statements. Monthly statements for cards held by Department heads are to be reviewed and approved by the City Manager and/or their designee.

The effectiveness of the Calcard program is dependent on the timely review, processing and submission of approved monthly transactions. Providing timely, accurate and complete purchase documentation is critical. Use of such cards is a privilege that provides a valuable alternative purchasing mechanism and requires strict adherence to established practices. Non-compliance with the City Purchasing Policy will result in card revocation and/or disciplinary action.

SPENDING LIMITS

CalCard purchases shall be subject to individual transaction limits approved by Department Heads and must comply with the City's small-dollar purchasing threshold of less than \$10,000. In addition, Department Heads shall establish a total monthly limit for each cardholder.

30-Day Monthly Transaction Limit

- Cardholder spending limits may be modified only on an as-needed basis and must receive prior approval from the Department Heads or their designee.
- To request a change in a cardholder's spending limit, the cardholder must submit a properly approved Purchase Card Employee Agreement to calcard@losaltosca.gov, along with a memorandum providing a brief justification for the requested change and specifying the proposed new limit.

PROHIBITED PURCHASES

Purchases made shall be strictly for City of Los Altos business. CalCard cannot be used for:

- Personal use and entertainment
- Cash advances or refunds
- Per diem and mileage advances
- Any transaction exceeding the Department Head's established limit or the approved purchasing card limits—the level at which a purchase requisition and purchase order are required
- Professional services, except for industry-wide training services (such as seminars).
- Purchases prohibited by the City's Purchasing Policy
- Unauthorized travel-related expenses
- Fines
- Splitting purchases to circumvent the dollar limit

PURCHASE DOCUMENTATION

- Always get an original invoice/receipt from the supplier.
- If paying for a conference or seminar, the original registration form and/or certification of completion must be provided.
- For non-conference business meals, the itemized restaurant receipt indicates purchased items should be provided.
- For subscriptions, keep a copy of the renewal notice or initial subscription request.
- In the case of internet purchases, provide a copy of the E-commerce receipt.

- In all cases, items being shipped or picked up at point-of-sale must be supported by a delivery packing slip with approval from Department Head.

If placing an order by phone, mail, or fax, or on the internet:

- Instruct the supplier to include your name, department, and address on the shipping label
- Instruct the supplier to include a receipt and delivery packing slip (charge slip, invoice, or cash register receipt) with the package.
- Verify the order is correct upon delivery, sign the packing slip and have another member of the receiving Department inspect and sign the packing slip as well.
- Retain the original invoice/receipt/packing slips for reconciliation and substantiation.

REVOCATION OF PRIVILEGES

Failure to follow established City purchasing procedures or the improper use of CalCard will result in one or more of the following consequences:

- Suspension of card privileges
- Disciplinary action, up to and including termination of employment

There may also be criminal and civil consequences related to misuse of public funds and potential action by the bonding company that provides the City's blanket employee bond.

Your account can be canceled for:

- Failure to exercise reasonable care in safeguarding the CalCard from loss or unauthorized uses
- Failure to meet the monthly reconciliation submission deadline for two (2) consecutive months, which may result in the CalCard being locked or suspended
- Making improper or unauthorized purchases
- Excessive lost receipts, defined as more than two lost receipts within a six-month period
- Failure to comply with the intent, requirements, and provision of the CalCard Policy
- Splitting purchases to circumvent CalCard limits or authorization requirements
- Determination by the Department head that there is no longer a business purpose

Your account will be canceled immediately upon separation from the City, or if the card is intentionally used for personal purposes or shared with unauthorized users.

EMERGENCY PURCHASES

Finance management can approve a temporary increase in Calcard transactions and monthly limits in the event of an emergency as defined in the City's purchasing instructions. Such increase requests can be directed to Finance by Department heads and/or the City Manager. Emergency purchases will still require the retention of supporting invoices/receipts/packing slips as a basis for payment and grant assistance recovery.

RECONCILING STATEMENTS

CalCard statements are mailed directly to the departments and are also available for download through the U.S. Bank online system. Immediately upon receipt, the cardholder must verify the accuracy of the statement by comparing charges to supporting invoices/receipts. The review shall encompass the following items:

4. The reconciled CalCard statement, verifies that statement charge amounts do not

exceed or differ from receipt amounts.

5. Any items on the statement that were not purchased, received, or supported by a packing slip (if applicable).
6. Original invoices/receipts (in the order they appear on the statement) submitted to the designated approver for review and signature.
7. If a receipt has been lost, a memorandum (T drive) documenting the description and amount of the charge.
8. The Card Activity Report signed by the cardholder and the approver, including the appropriate budget/expense account codes.
9. Department Heads are responsible for ensuring that reconciled and approved statements for all cardholding employees, including invoices/receipts, are submitted to Finance within ten (10) business days of mail delivery.

DISPUTED CHARGES

If an item on the monthly statement is incorrect, the cardholder should call the supplier immediately to resolve the problem and inform his/her designated approver. Calcard should also be contacted to file the proper file dispute form if necessary. Additionally, Finance should be notified of these disputes as statements are submitted.

RETURNING ITEMS

For an over-the-counter purchase, return the item directly to the supplier and obtain a credit receipt. Requesting a cash refund is not allowed.

If the purchase was made by internet, phone, mail, or fax:

- Contact the supplier for return instructions.
- Get a return reference number from the supplier or credit number.

Be sure to check subsequent statements to verify credit received for the returned items.

LOST OR STOLEN CALCARD

- Reporting Lost or Stolen CalCard: 1-800-344-5696 (24 hours/7 days a week)
- Inform your designated approver and Finance Department: calcard@losaltosca.gov.

DECLINED PURCHASE

If a supplier purchase is declined, contact CalCard, and your designated approver to inquire about the reason for the decline. This may be an indication of an exceeded transaction limit, monthly limit, unauthorized purchase category, or simply a processing error.

REVIEW & AUDITS

All accounts are to be reviewed at the Department level and audited regularly as part of the annual interim and year-end audit process. Finance will conduct unscheduled audits of credit card transactions and request specific identification of tangible goods purchased.

INVOICES & RECEIPTS

Supporting original invoices/receipts/packing slips are required without exception before payment can be made. If the supplier does not provide an invoice/receipt/packing slip at the time of transaction or delivery, you must contact the supplier and request replacement documentation. Failure to provide the required documentation may result in non-payment of the charge. Any resulting late fees or penalties shall be charged to the benefiting department.

EXHIBIT

PURCHASE CARD EMPLOYEE AGREEMENT

Section 1: Completion of this section is required when applying for a new Cal Card.

This section must be fully completed, signed by the applicant and the Department Head, and returned to Finance for processing.

You are entrusted with a City of Los Altos purchasing card, issued based on your official need to acquire supplies, equipment, and materials for the City. The City may revoke this card at any time, and its issuance does not confer any rights or entitlements based on your position. Your signature below acknowledges that you have read this Agreement and agree to comply with its terms.

I understand that I will be making financial commitments on behalf of the City of Los Altos and will obtain the best value for The City.

I have read, understood, and agree to follow the policies and procedures described in the City's Purchasing Instructions. I agree that under no circumstances will I use the purchasing card to make personal purchases, either for myself or for others.

I understand that the purchasing card will be issued in my name and "City of Los Altos." Personal use of the card is strictly prohibited. Any unauthorized or personal charges must be reimbursed to the City, including related fees.

The purchasing card remains the property of the City and is subject to all applicable internal control and verification requirements, including production of the card upon request. I will immediately notify Cal Card and the Finance Department in the event the card is lost or stolen.

I am responsible for all charges, for reconciling monthly statements within ten days of the bank's statement received, and for submitting approved statements with original receipts to Finance. If I fail to meet the monthly reconciliation submission deadline for two (2) consecutive months, the Cal Card will be locked or suspended.

I agree to surrender the purchasing card immediately upon request by the Program Administrator or upon termination of employment with the City of Los Altos, regardless of the reason.

I understand that failure to comply with the requirements of the Purchase Card Instructions may result in the revocation of card privileges and other disciplinary actions, including employment termination.

Print Employee Name

Employee Signature

Date

Dept. Head Signature

Print Name

Date

Single Purchase Limit \$_____

Total Monthly Limit \$_____

Section 2: Completion of this section is required only if the Cal Card is ready to be picked up.

I certify that all purchases charged to Cal Card, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cal Card Number

Print Name

Employee Signature

Date Pick Up