



CITY COUNCIL MEETING AGENDA

June 23, 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/99500114824?pwd=jMgxOG4mx6S6nub4hmkaTlxqBvpkji.1>

Telephone: 1-669-444-9171 / Webinar ID: 995 0011 4824 / Passcode: 327692

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

SPECIAL ITEMS

Issue Proclamation Recognizing July as Parks & Recreation Month

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 Minutes of June 9, 2026**
2. **Adoption of Resolution - Project Acceptance of Structural Reach Replacement**
Adopt resolution and accept completion of the Structural Reach Replacement, Project WW-01002; and authorize the Public Works Engineering Department Director to record a Notice of Completion as required by law.
3. **Adoption of Resolution - Project Acceptance of Intersection Access Barrier Removal**
Adopt resolution and accept completion of the Intersection Access Barrier Removal, Project TS-01058; and authorize the Public Works Engineering Department Director to record a Notice of Completion as required by law.
4. **Adoption of Resolution - Project Acceptance of the Los Altos Community Center Emergency Operations Center**
Adopt a resolution accepting completion of the Los Altos Community Center Emergency Operations Center Project CF-01021; authorize the Park & Recreation Director to record a Notice of Completion as required by law; and find that acceptance of the completed work is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301
5. **Adoption of Ordinance - Amending Commissions and Commission Membership**
Adopt the 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

6. **Acceptance of Treasurer's Report**

Receive and file the City's Treasurer's Report for the quarter ending March 31, 2026

7. **Approval of the Updated Purchasing Policy (June 2026)**

Approve the updated Purchasing Policy (June 2026), superseding the June 2025 Purchasing Policy.

8. **Authorize the City Manager to Execute an Agreement for the Urban Forest Assessment**

Adopt a Resolution authorizing the City Manager to execute a professional services agreement with Dudek to conduct an updated public tree inventory, perform a land cover assessment, and develop both a city operational and maintenance guide and a residential guide in a total amount not to exceed \$199,808

9. **Adoption of Ordinance - Sidewalk Maintenance and Repair**

Adopt an ordinance adding a new Chapter 9.32 of the Municipal Code entitled "Maintenance and repair of sidewalks"

DISCUSSION ITEMS

10. **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

11. **Receive Report - Elections Code Section 9212**

Staff recommends the City Council receive the Elections Code Section 9212 Report for the proposed Measure entitled "Los Altos Downtown Parking Plazas Ordinance."

12. **Determination of Action - Proposed Initiative Measure**

Select one of the following actions, pursuant to Elections Code Section 9215:

- Adopt the proposed "Los Altos Downtown Parking Plaza Ordinance" without alteration at the June 23, 2026 meeting (or within 10 days); or
- Submit the proposed "Los Altos Downtown Parking Plaza Ordinance" without alteration to the voters at the next general municipal and statewide election of November 3, 2026

13. **Consideration of an Advisory Ballot Measure Regarding the Los Altos Downtown Parking Plaza Ordinance**

Provide direction to staff on whether to draft a resolution placing an advisory measure or measures on the upcoming municipal ballot

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.

14. **Tentative Council Calendar and Housing Element Implementation Schedule**

15. **06-23-2026 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: noreply@civicplus.com
To: [Public Comment](#)
Subject: Online Form Submittal: Public Comment Submission to City Council
Date: Thursday, June 18, 2026 4:10:15 PM

Public Comment Submission to City Council

Submitting Written Comments on Agenda Items

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

Public comments submitted by 5:00 PM of the meeting date will be included in the agenda packet.

Public comments and any associated attachments are subject to the California Public Records Act.

Your Public Comment	Please don't be too picky on home inspections if the problem is NOT life threatening and/or is NOT going to cause any harm. Requiring little fixes only makes the building process slower and doesn't help with more housing.
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Attachments	<i>Field not completed.</i>
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Name	<i>Field not completed.</i>
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Email	<i>Field not completed.</i>
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Email not displaying correctly? [View it in your browser.](#)

From: [Maria Bautista](#)
To: [Public Comment - PC](#); [Public Comment](#); [City Council](#); [General Plan Update](#)
Subject: Draft General Plan Vision Statement
Date: Sunday, June 21, 2026 9:19:19 PM
Attachments: [Draft General Plan Vision Statement.pdf](#)

Hello,

At the June 18 Planning Commission Meeting, I suggested the commission and the consultants check updates to the General Plan against the current/past plan(s) as is standard good practice when updating a city's "constitution."

Attached are suggested edits that offer a through line from the language in the 2002 and 1987 General Plan Vision Statements that captures sentiments still stated by Los Altos residents, as proven in the consultant reports.

Again, residents continue to say that the historic, semi-rural nature of Los Altos with its natural green spaces and trees are defining aspects of our unique and authentic city.

Please consider edits that accurately reflect the evolution of our General Plan.

Thank you,

Maria Bautista

Located in the heart of Silicon Valley, Los Altos is a quiet, **semi-rural** residential community with family-friendly neighborhoods, tree-lined streets, excellent schools, and an ~~enviable~~ **authentic** quality of life.

Its walkable **historic** downtown serves as a cherished hub of community activity, while its proximity to major employment centers and easy access to **parks**, regional trails and nature preserves continue to make it a desirable place to live and raise a family.

Looking to the future, Los Altos will embrace its role within Silicon Valley while remaining a quiet, **peaceful and friendly** ~~family-friendly~~ refuge with a strong sense of community.

In 2050, Los Altos will continue to be a model of multigenerational living, offering diverse and innovative housing options that serve residents at all stages of life, while remaining a welcoming home for a diverse population and a leader in environmental stewardship and **historic preservation**.

Its vibrant **and quaint** downtown **village** and **unique** neighborhood centers will be focal points of community life, easily accessible by foot, bicycle, or shared modes of transportation. Its expansive tree canopy and abundant, connected green spaces will continue **to be protected and expanded** to help moderate **climate**, **add beauty** ~~summer heat~~, ~~replenish the natural environment~~, and contribute to the physical and mental well being of residents.

A ~~truly modern~~ **quintessential** small town, Los Altos will thoughtfully integrate new technologies and leverage **the knowledge**, creativity and skills of its residents and businesses to address its challenges while celebrating the people and stories that have shaped the community.

Los Altos will be a community that invites constructive dialogue and broad participation in civic life and that strategically **remains independent while cooperating with its neighbors** as it invests in public infrastructure, community facilities, and programs and services for the benefit of current and future generations.

From: [Jim Fawcette](#)
To: [City Council](#); [Public Comment](#)
Cc: [Administrator](#)
Subject: Subject: Lack of Traffic Enforcement and Dangerous Driving Hazards in Los Altos
Date: Monday, June 22, 2026 9:58:44 AM
Attachments: [360DriverJune12StateSt_1.png](#)
[360DriverJune12StateSt_2.png](#)
[360DriverJune12StateSt_3.png](#)
[360DriverJune12StateSt_4.png](#)
[360DriverJune12StateSt_5.png](#)

To: Council@losaltosca.gov, PublicComment@losaltosca.gov
CC: admin@losaltosca.gov

Re: Risky Traffic Violations Ignored

Hello. Since my dashcam caught an interesting traffic event, it seemed like a good excuse to share my concern over traffic behavior in downtown Los Altos. Illegal driving has become routine and it appears the local traffic police have de facto or overtly decided not to enforce these laws. Most are low-speed traffic infractions but the sheer volume risks accidents and injuries. The longer we go without enforcement the more extreme and common these violations become.

Here's a video of one simple example at State Street and Second, an event you can observe there several times a week. A car runs the stop sign, performs a 360-degree turn through the four-way stop—*literally around a legally crossing truck blocking the driver's view of pedestrians or other vehicles*—then the driver hits his brakes to avoid a pedestrian before going over the curb cut to complete his turn (latter part is off screen). [To view the two second \(2:28s\) video on Dropbox click here.](#) I'll include screen images at the end of this email.

This wasn't selected because it is extreme. Just the opposite. You can see worse behavior weekly at the same intersection. These include:

- * **SUVs that attempt the 360 deg** turn at State-and-Second but are so clumsy they end up bumping over the curb cuts and scattering pedestrians like pigeons.

- * **Four Los Altos police officers** exit Peet's coffee and get into a parked police vehicle that performs a three-point turn across a double-yellow line rather than driving perhaps 70 feet to the corner to turn. Granted, that's much better than many SUV drivers who need 5 or 6 "points" for their 3-point turn.

- * **Drivers that park on the wrong side** of the street and then exit by driving down the wrong side.

- * **eBikes that jump randomly** between the sidewalk, bike lanes, and

driving in line with autos. A couple of weeks ago 2 kids rode down the wrong side of State Street for a couple of blocks, the girl on the back waving her arms in the air with a big grin, neither passenger wearing a helmet. Fortunately, no one hit them head-on.

* **Tesla that parked** on Main Street by backing into a diagonal slot on the opposite side of the street which, of course, meant it had to exit by driving at oncoming traffic. I didn't know Tesla's auto-park had gotten that accurate. I don't trust mine.

* **Pedestrian that jumped** out behind my car as i backed into a parking spot while dealing with two cars moving around me, not cutting me an inch of slack. Strange how I was more scared than he was.

I understand how these habits developed during Covid when the streets seemed as empty as scenes from a vampire apocalypse movie. And I'm hardly an absolutist regarding rolling stops and double yellow lines. But now there's traffic. Perhaps it is time to actually enforce simple traffic regulations? Just a suggestion.

Other than four-way stop violations, crossing double yellow lines, illegal parking, driving on the wrong side of the road, and failing to yield to pedestrians... what's not to like? :)

If you got this far, thank you for reading and your consideration.

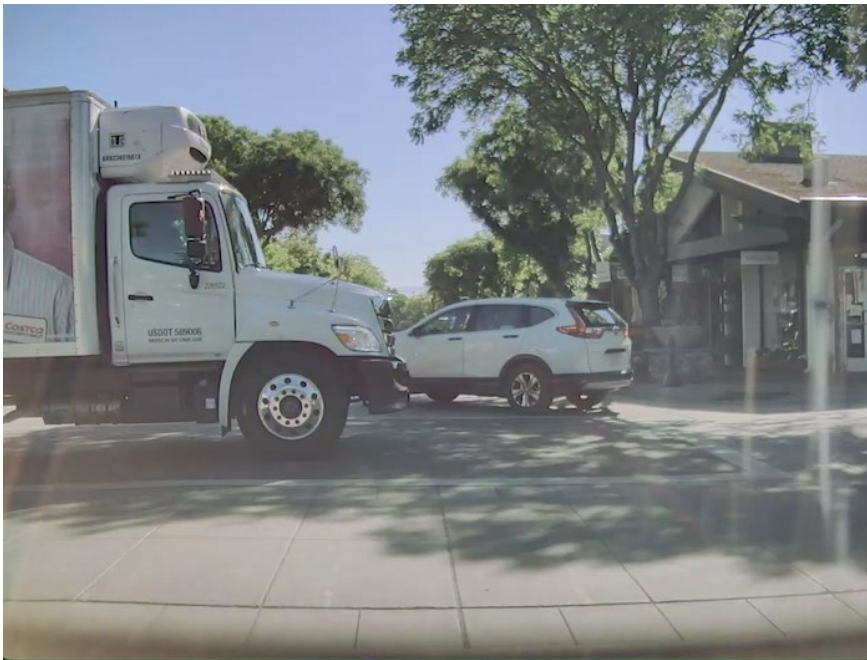
/ jim

Five images from the short video:

1 of 5 The white compact runs the stop sign, heading straight for the curb cut.



2 of 5 The driver then turns sharply left to go around a moving truck that legally entered the intersection.



3 of 5: The car passes behind the truck and turns again entering the perpendicular crosswalk, but the driver likely could not see around the truck and then slams on the brakes to avoid a pedestrian entering the adjoining crosswalk.



4 of 5 Car waits, sitting along the length of one crosswalk, blocking both lanes of traffic on Second Street as the pedestrian continues.



5 of 5 And, finally, the car drives over the pedestrian cutout (not within sight to the viewer's left) before re-entering State Street.



Again, this isn't close to the worst you can see there every week.

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Jim Fawcette |

Google Voice number (669) 256-0744

<https://twitter.com/TheFawcette>

**From:** [Anne Paulson](#)  
**To:** [Public Comment](#)  
**Subject:** June 23 2026, Item 11 public comment  
**Date:** Monday, June 22, 2026 1:04:10 PM

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Dear Mayor Meadows and Councilmembers,

I write to draw your attention to a provision of the proposed ballot measure not called out in the 9212 report. The ballot measure will attract lawsuits; indeed, YIMBY Law already has said they will sue the instant it passes. By Section 10 of the ballot measure, not only does the city have to defend against these lawsuits, but when the city loses, the city must appeal or pay for the proponents to appeal. That means we, the taxpayers of Los Altos, will have to pay to lose not just at the trial court, but again at the appellate court and yet again if the State Supreme Court decides to take up the case.

As YIMBY Law has explained, the ballot measure violates Housing Element law, the Housing Accountability Act, and the Permit Streamlining Act. Voters need to be made aware that a vote for the ballot measure is a vote to waste many hundreds of thousands of dollars to lose lawsuits and appeals. And it could be even more money—recall that when the city wanted to appeal the 40 Main Street decision, the judge required the city to put up a seven million dollar bond, which would have been forfeited if the city lost. We should not go in this direction!

Los Altos should use our money to make our city better, not on losing court battles.

Sincerely,

Anne Paulson

**From:** [baeric@earthlink.net](mailto:baeric@earthlink.net)  
**To:** [Public Comment](#)  
**Subject:** [External Sender]public comments June 23, 2026 council meeting agenda item 13  
**Date:** Tuesday, June 23, 2026 12:41:40 PM

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Dear City Council:

The council's action to put advisory questions on the ballot is "ill-advised" and frankly just plain deceptive.

We need our parking plazas for parking, for small town ambiance, and for easy of entry and egress they provide. Our trees provide a cooling canopy for the entire downtown and the bring significant economic benefit to the city.

But we also need our parking plazas to serve as a land bank for our new housing mandates, now and in the future.

The City's ill-advised and irresponsible plan to take three of the parking plazas and use that valuable downtown land for a performing arts center (which belongs at the Civic Center), a one plus acre park (which should be significantly smaller and closer to the center of town), and for a parking garage (which is seriously undersized given the loss of parking in the other lots and the housing slated for plazas 7 and 8) is just plain wrong.

The alternative is the Downtown Parking Plazas voter initiative which preserves the three parking plazas, now for parking, and in the future, if necessary, for housing. The city plan to lose three housing opportunity sites is a far greater risk of jeopardizing our housing plan than the voter initiative, which loses no plazas to development.

It is irresponsible for this council and city staff to state otherwise. Los Altos voters aren't stupid-they can count and they don't like being taken for fools. And the law is clear: the city in its advisory measure cannot link unrelated policy issues. The proposed questions are not seeking voters' preference; instead, they present a series of negative assumptions about what might happen if the initiative passes. They falsely link approval of the initiative with the need for increased density in single-family neighborhoods, taller buildings, reduced parking, housing element decertification, Builder's Remedy risks, litigation, and widespread rezoning.

By placing such questions on the ballot, the City is using its position of authority to define and mischaracterize the initiative. Voters could reasonably conclude that a vote for the initiative is also a vote for taller buildings, more density, and rezoning of single-family neighborhoods. That is not what the initiative intends, what it says, and is not what voters are being asked to decide.

The City should avoid language that could be perceived as coercive, speculative or argumentative, or worse at attempt to use public resource to take sides. I hope the City will abide by both the law and spirit of the law with regard the initiative.



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**From:** [ForLosAltos](#)  
**To:** [Public Comment](#)  
**Subject:** Public Comment: City Council Meeting June 23, 2026- Item #11 9212 Study  
**Date:** Tuesday, June 23, 2026 1:34:56 PM

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*Please acknowledge receipt of this Public Comment.*

Dear Council Members:

We appreciate City Council's consideration of the two options for the Downtown Parking Plazas Ordinance and your respect for the rights associated with citizen voter initiatives. Given that the 9212 Report provided no clear objection and the ordinance is akin to the standing Municipal Codes that protect parks, open space and the Civic Center, we hope you will consider avoiding any additional costs to Los Altos taxpayers by supporting the ordinance.

The taxpayer-funded 9212 Report relies on speculation and only muddies the waters. Vague warnings about "decreased compliance" and "compromised plans" manufacture a sense of risk where none exists. Most egregious, the report contains 16 pages of partisan "YIMBY Law" letters as official exhibits, giving a non-legal, non-authoritative, private activist group a significant platform inside of an official City-sponsored analysis.

To be clear, the Downtown Parking Plazas initiative is not an anti-housing measure:

- **Preserves Designated Housing Sites:** The initiative explicitly allows Parking Plazas 7 and 8 to remain available for future affordable housing development, without voter approval, in line with the City's compliant Housing Element. The language echoes Program 1.H of the Housing Element.
- **Supports Housing Targets:** Los Altos is fully compliant with state mandates and is actively exceeding its regional housing needs allocations (RHNA) target as a Pro-housing Designated City, striving for 25-25% more housing than is required.

Protecting the remaining downtown parking plazas does not threaten Los Altos housing compliance, remove or lose downtown parking, damage economic opportunity, or create a shortfall. The 9212 Report provides no actionable evidence to the contrary.

We urge the City Council to recognize that the 9212 Report alleviates concerns, allowing this process to move forward without issue. Rather than relying on speculative findings or threats by special interest groups, Los Altos City Council can trust residents to vote on the merits of the ordinance.

Please respect the thousands of Los Altos residents who support the initiative, accept the thoughtful approach to this ordinance, and vote to either adopt the Los Altos Downtown Parking Plaza Ordinance or place it on the ballot with confidence.

Sincerely,

**ForLosAltos**

**From:** [ForLosAltos](#)  
**To:** [Public Comment](#)  
**Subject:** Public Comment: City Council Meeting June 23, 2026- Item #12 Downtown Parking Plaza Initiative  
**Date:** Tuesday, June 23, 2026 1:35:59 PM

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*Please acknowledge receipt of this Public Comment.*

Dear Council Members:

We appreciate City Council's consideration of the two options for the Downtown Parking Plazas Ordinance and your respect for the rights associated with citizen voter initiatives. Given that the 9212 Report provided no clear objection and the ordinance is akin to the standing Municipal Codes that protect parks, open space and the Civic Center, we hope you will consider avoiding any additional costs to Los Altos taxpayers by supporting the ordinance.

The taxpayer-funded 9212 Report relies on speculation and only muddies the waters. Vague warnings about "decreased compliance" and "compromised plans" manufacture a sense of risk where none exists. Most egregious, the report contains 16 pages of partisan "YIMBY Law" letters as official exhibits, giving a non-legal, non-authoritative, private activist group a significant platform inside of an official City-sponsored analysis.

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Please respect the thousands of Los Altos residents who support the initiative, accept the thoughtful approach to this ordinance, and vote to either adopt the Los Altos Downtown Parking Plaza Ordinance or place it on the ballot with confidence.

Sincerely,

**ForLosAltos**



**From:** [Cindy Andrews](#)  
**To:** [Public Comment](#)  
**Subject:** Agenda Item #12  
**Date:** Tuesday, June 23, 2026 1:50:03 PM

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Dear Mayor Meadows and Councilmembers,

I was in the audience last week when one of our city leaders gave us a lesson on “toxic nostalgia”. He implied that many Los Altans (and the ballot initiative) were exhibiting this. Nothing could be further from the truth. The initiative is entirely about our elected city council understanding the wishes of our residents. It is about our community and property values, and the sense of why we chose to live in Los Altos.

The initiative provides that barometer as to what is the direction the majority of residents would like to move, and not the direction staff and council unilaterally think we should move. At a meeting some months ago, it was stated that if the initiative were to succeed, it would undermine 9 years of planning. What was that about?

In regards to thoughtful change, the ballot is entirely about *transparent* community involvement garnering meaningful input from actual residents, and not from paid consultants. We need to respect and embrace our roots and plan together as we negotiate a thoughtful future for our hometown.

I do not understand why you might be so threatened by the possibility that the vision you have for the city may not align with what the majority of Los Altans want. We’re the people you were elected to represent.

To add advisory information to the initiative could be seen as an attempt to manipulate, confuse and obfuscate the desires of our Los Altos residents about our hometown.

It might appear that the council is attempting to convince the voters to vote one way. Could this be a future question for election officials to analyze? Let’s do the right thing: let the vote go forward unencumbered.

Respectfully,

Cindy Langley Andrews  
1630 Holt Avenue

Los Altos

**From:** [ForLosAltos](#)  
**To:** [Public Comment](#)  
**Subject:** Public Comment Los Alto City Council June 23, 2026: Item #13 Advisory Ballot Measure  
**Date:** Tuesday, June 23, 2026 1:51:56 PM

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Dear Councilmembers,

We urge City Council to reject and not place any of the proposed Advisory Ballot Measures on the same ballot as the Downtown Parking Plaza Initiative.

Even though the City has the legal authority to place an Advisory Ballot Measure before voters, the questions proposed here appear neither fair, neutral, nor respectful of the voters' right to decide the initiative on its own merits.

The proposed questions are not seeking voters preference, but instead, they present a series of negative assertions about what might happen if the initiative passes. They falsely link the approval of the initiative with increased density in single-family neighborhoods, increased building heights, Housing Element decertification, Builder's Remedy risks and litigation.

By placing these questions on the ballot, the City is using its position of authority to shade the initiative. Voters could reasonably conclude that a vote for the initiative is also a vote for more density and rezoning of single-family neighborhoods. The initiative does not "do" anything. The specious actions of the proposed Advisory Ballot Measure are not related to what the initiative says, and not what voters are being asked to decide.

California's initiative process exists so that voters can make policy decisions. When a citizen-sponsored initiative qualifies for the ballot, the City's role is to provide objective information, not to place an official government-sponsored narrative alongside it.

If the Council believes there are potential housing or planning implications associated with the initiative, those issues can be discussed openly in staff reports, public hearings, and ballot arguments. But the ballot itself should not be used to advance a one-sided and lop-sided interpretation of the measure.

Voters deserve an honest and fair election. The proposed advisory questions are not neutral. They are argumentative, speculative, and likely to confuse voters about what they are actually being asked to decide.

We respectfully ask City Council to reject the proposed Advisory Ballot Measures and

allow voters to consider the initiative on its own merits.

Sincerely,

**ForLosAltos**

**From:** [Cindy Andrews](#)  
**To:** [Public Comment](#)  
**Subject:** Agenda Item #13  
**Date:** Tuesday, June 23, 2026 1:58:49 PM

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Please correct the direction of the public comment I sent to you a few minutes ago. I had meant to direct it to Item #13, the Advisory Ballot Measure.

Many thanks!  
Cindy Andrews

**From:** [baerjc@earthlink.net](mailto:baerjc@earthlink.net)  
**To:** [Public Comment](#)  
**Subject:** public comments city council meeting june 23, 2026 item 12th  
**Date:** Tuesday, June 23, 2026 1:59:52 PM

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The report you received has unsubstantiated comments provided by YIMBY and others on the effects of the proposed ballot initiative. None are substantiated and all are in fact speculative.

The reality is council action to encumber 3 parking plazas with a park, a performing arts center and a parking garage have a greater negative impact on the availability of opportunity sites for future housing than the initiative. The initiative does not preclude housing on the other 8 parking sites. The city council plans, if and when implemented, preclude housing on those three sites.

If the city is still concerned about identifying other suitable sites for housing, there are three underutilized parking lots and a vacant lot, all of which are currently owned by the Packard Foundation and are more suitable for development than considering increased density or height in the downtown-or rezoning residential neighborhoods. The latter are unnecessary, draconian and give the appearance that the city council is trying to scare and coerce voters not to vote in favor of the ballot initiative



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**From:** [Sue Goldberg](#)  
**To:** [Public Comment](#)  
**Subject:** Advisory Ballot Measure  
**Date:** Tuesday, June 23, 2026 2:12:27 PM

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To: Los Altos City Council

I am writing to voice my concern about the possibility of placing an Advisory Ballot Measure on the ballot with misleading wording connecting the Los Altos Downtown Parking Plaza ordinance with changes to zoning, developments, housing density, etc. This has no place on the ballot as proposed. The parking plaza ordinance should be adopted. I don't see any relevance of Housing Element, zoning, etc. This Ordinance came about as many of us don't want a park placed on our needed and used downtown parking. We want a say in what happens with our downtown. It does not hinge on other housing concerns. Just as a park did not hinge on housing concerns. Leave that off the ballot please.

-Susan Goldberg  
677 Oakwood Ct.  
Los Altos, CA



**CITY OF LOS ALTOS  
CITY COUNCIL MEETING MINUTES  
TUESDAY, JUNE 9, 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** – **Jonathan D. Weinberg, Councilmember**, led the Pledge of Allegiance.

**REPORT ON CLOSED SESSION**

There was no Closed Session meeting on June 9, 2026.

**CHANGES TO THE ORDER OF THE AGENDA**

Motion by Meadows and Second by Weinberg to continue Item 7 (SB707) of the agenda to the meeting of June 23, 2026. **Motion carried unanimously by roll call vote.**

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

The following members of the public spoke during Public Comment:

- Monica Faria
- Ishika Anand
- Julia Rapoza

**CONSENT CALENDAR**

Motion by Lang and Second by Meadows to approve Items 1 – 6 of the Consent Calendar. **Motion carried unanimously by roll call vote.**

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

*This item was continued to the meeting of June 23, 2026.*

**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

**Jane Hou, Senior Civil Engineer**, presented the report.

**Sally Meadows, Mayor**, opened the Public Hearing.

There were no speakers during the Public Hearing.

**Sally Meadows, Mayor**, closed the Public Hearing.

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

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

Staff recommends the City Council adopt the following items:

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

**Jessie Kim, Finance Director**, presented the report.

**Sally Meadows, Mayor**, opened the Public Hearing.

There were no speakers during the Public Hearing.

**Sally Meadows, Mayor**, closed the Public Hearing.

Motion by Weinberg and Second by Lang to adopt a resolution establishing the FY2026/27 Appropriations Limit. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Lang to adopt a resolution setting certain fees and charges to be collected in FY2026/27 (Item 9 in the packet). **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Lang to adopt a resolution 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. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Lang to adopt a resolution reaffirming the FY2026/27 Utility Users Tax Rate. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Lang to adopt a resolution reaffirming the FY2026/27 Transient Occupancy Tax Rate. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Lang to adopt a resolution adopting five-year findings for the Park Impact Fee Fund for Parks & Recreation facility improvement projects. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Lang to adopt a resolution adopting the FY2026/27 Operating Budget. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Lang to adopt a resolution reaffirming the FY2027-FY31 Five-Year Capital Improvement and Major Maintenance Program (CIMMP). **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Lang to adopt a resolution receiving and filing the Annual Report on the Park Impact Fee and Traffic Impact Fee for the Fiscal Year ended June 30, 2024, pursuant to Government Code Section 66006(b). **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Lang to adopt a resolution receiving and filing the Annual Report on the Park Impact Fee, Traffic Impact Fee, Public Safety Impact Fee and General Government Fee for the Fiscal Year ended June 30, 2025, pursuant to Government Code Section 66006(b). **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Lang to adopt a resolution adopting the Five-Year Findings for the Park Impact Fee Fund, pursuant to Government Code Section 66001(d), for the Fiscal Year ended June 30, 2025. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Lang to adopt a resolution adopting the Five-Year Traffic Impact Fee Fund, pursuant to Government Code Section 66001(d), for the Fiscal Year ended June 30, 2025. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Lang to adopt a resolution authorizing the FY2025/26 year-end interfund transfers, fund balance assignments, and reserve reallocations. **Motion carried unanimously by roll call vote.**

*The City Council continued the City of Los Altos Purchasing Policy adoption to the meeting of June 23, 2026.*

#### **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

**Melissa Thurman, City Clerk**, presented the report.

The following members of the public spoke regarding the item:

- Nancy Martin
- Alice Mansell
- Adel Elshimi

Motion by Lang and Second by Meadows to reaffirm the City Council direction on April 28, 2026, to order a report pursuant to Election Code Section 9212, which would be due no later than June 25, 2026. **Motion carried unanimously by roll call vote.**

#### **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

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

The following member of the public spoke regarding the item:

- Alice Mansell

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

**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"

**Jon Maginot, Assistant City Manager**, presented the report.

There were no speakers regarding the item.

Motion by Weinberg and Second by Dailey to introduce and waive further reading of an ordinance adding a new Chapter 9.32 of the Municipal Code entitled "Maintenance and repair of sidewalks". **Motion carried unanimously by roll call vote.**

**COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS**

- **Sally Meadows, Mayor** – Requested a future agenda item:
  - Discussion on the Library Commission mixed composition (*Supported by Lang and Weinberg*)

**ADJOURNMENT** – The regular meeting adjourned at 8:30 p.m., in memory of Former Mayor Marge Bruno.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting on June 23, 2026.

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Sally Meadows  
Mayor

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Melissa Thurman, MMC  
City Clerk

The June 9, 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 23, 2026  
**Prepared By:** Harun Musaefendic  
**Approved By:** Gabe Engeland

**Subject:** Adoption of Resolution - Project Acceptance of Structural Reach Replacement

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### COUNCIL PRIORITY AREA

Environmental Sustainability  
General Government

### RECOMMENDATION

Adopt resolution and accept completion of the Structural Reach Replacement, Project WW-01002; and authorize the Public Works Engineering Department Director to record a Notice of Completion as required by law.

### ENVIRONMENTAL IMPACT

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

### FISCAL IMPACT

The table below summarizes the final costs of the Structural Reach Replacement, Project WW-01002. Total savings of \$81,897.14 will be forwarded to the next Structural Reach Replacement project.

| Project Item                     | Project Budget | Final Cost   |
|----------------------------------|----------------|--------------|
| Design                           | \$194,231      | \$172,267.20 |
| Construction                     | \$658,760      | \$658,760.00 |
| Inspection and testing services  | \$84,824       | \$44,846.00  |
| Printing/Environmental Doc/Misc. | \$3,000        | \$2,019.91   |

|                                |                    |                     |
|--------------------------------|--------------------|---------------------|
| Construction contingency (15%) | \$98,814           | \$79,838.75         |
| <b>Estimated Total Cost</b>    | <b>\$1,039,629</b> | <b>\$957,731.86</b> |
| WW-01002 Available Funds Total | \$ 2,502,967       |                     |

## **PREVIOUS COUNCIL CONSIDERATION**

June 11, 2024

### **BACKGROUND**

On February 2, 2022, the City Manager executed an agreement with Belleci and Associates for the design and construction support services for the Structural Reach Replacement, Project WW-01002 in the not-to-exceed amount of \$194,231. On June 11, 2024, C2R Engineering, Inc. was awarded the Total Bid for the Project WW-01002 in the amount not-to-exceed \$658,760 and up to 15% construction contingency funds in the amount not-to-exceed \$98,814 for potential unforeseen conditions during construction.

### **ANALYSIS**

The project consisted of replacement of eight sewer segments that ranged in size from 6 to 8 inches in diameter. The pipes are owned by the City of Los Altos, but they are located within the unincorporated area of Santa Clara County. The lines were replaced with 8" HPDE pipe, trenchless methods were used where feasible. Traffic control and appropriate signage were used and placed carefully to minimize the impact on the community during the construction.

### **DISCUSSION**

C2R Engineering, Inc. completed the construction for the Structural Reach Replacement Project, WW-01002, per plans and specifications. Six change orders were issued during construction due to unforeseen conditions, contingency funds were used to cover these costs. Total project costs were less than the total projected budget. Project savings of \$81,897.14 will be forwarded to the next Structural Reach Replacement project.

### **ATTACHMENTS**

1. Attachment 1 - Resolution

**RESOLUTION NO. 2026-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
ACCEPTING THE COMPLETION OF AND DIRECTING THE PUBLIC WORKS  
ENGINEERING DEPARTMENT DIRECTOR TO FILE A NOTICE OF COMPLETION  
OF THE STRUCTURAL REACH REPLACEMENT PROJECT (Project WW-01002)**

**WHEREAS**, the City of Los Altos and C2R Engineering, Inc. originally entered into a contract agreement on October 2, 2024; and

**WHEREAS**, the work performed by C2R Engineering, Inc. is satisfactory to this City Council; and

**WHEREAS**, the work under contract has been fully completed in accordance with the plans and specifications therein referred to.

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

1. The acceptance of completion of above-described work.
2. The Public Works Engineering Department Director is directed to execute and file for record with the County Recorder of the County of Santa Clara a notice of completion thereof, as required by law.
3. That the acceptance of the work is exempt from review pursuant to California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(b), involving the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public sewerage involving negligible or no expansion of existing or former use, and none of the circumstances stated in CEQA Guidelines Section 15300.2 applies.

**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 23<sup>rd</sup> day of June 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTACHMENT 1 - RESOLUTION

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Sally Meadows  
Mayor

ATTEST:

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Melissa Thurman, MMC  
City Clerk



## City Council Staff Report

**Meeting Date:** June 23, 2026  
**Prepared By:** Harun Musaefendic  
**Approved By:** Gabe Engeland

**Subject:** Adoption of Resolution - Project Acceptance of Intersection Access Barrier Removal

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### COUNCIL PRIORITY AREA

Circulation Safety and Efficiency  
General Government

### RECOMMENDATION

Adopt resolution and accept completion of the Intersection Access Barrier Removal, Project TS-01058; and authorize the Public Works Engineering Department Director to record a Notice of Completion as required by law.

### ENVIRONMENTAL IMPACT

The acceptance of the work is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301.c, since the project scope included removal and replacement of existing concrete curb and gutter, asphalt paving, striping and replacement and installation of new vertical signage.

### FISCAL IMPACT

The table below summarizes the final costs of the Intersection Access Barrier Removal, Project TS-01058. Total savings of \$9,761.71 will be forwarded to the Capital Improvement and Major Maintenance Program (CIMMP) Budget.

| Project Item                    | Project Budget | Final Cost  |
|---------------------------------|----------------|-------------|
| Design (in-house)               | \$0            | \$0         |
| Construction                    | \$97,923       | \$97,923.00 |
| Inspection and testing services | \$9,792        | \$9,792.00  |

|                                  |                  |                     |
|----------------------------------|------------------|---------------------|
| Printing/Environmental Doc/Misc. | \$4,896          | \$1,352.29          |
| Construction contingency (15%)   | \$14,688         | \$8,471.00          |
| <b>Estimated Total Cost</b>      | <b>\$127,300</b> | <b>\$117,538.29</b> |

## **PREVIOUS COUNCIL CONSIDERATION**

March 11, 2025

### **BACKGROUND**

On March 11, 2025, SAE Consulting Engineering, Inc. was awarded the construction contract for the Project TS-01058 in the amount not-to-exceed \$97,923 and up to 15% construction contingency funds in the amount not-to-exceed \$14,688 for potential unforeseen conditions during construction.

### **ANALYSIS**

The project consisted of the installation of four (4) ADA-compliant curb ramps, signing and striping, curb and gutter installation, rolled curb installation, and removal and replacement of asphalt and sidewalk. Traffic control and appropriate signage were used and placed carefully to minimize the impact on the community during the construction.

### **DISCUSSION**

SAE Consulting Engineering, Inc. completed the construction for the Intersection Access Barrier Removal, TS-01058, in accordance with the plans and specifications. Two change orders were issued during construction due to unforeseen conditions; contingency funds were used to cover these costs. Final project costs were below the approved budget. Project savings of \$9,761.71 will be forwarded to the Capital Improvement and Major Maintenance Program (CIMMP) Budget.

### **ATTACHMENTS**

1. Attachment 1 - Resolution

**RESOLUTION NO. 2026-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
ACCEPTING THE COMPLETION OF AND DIRECTING THE PUBLIC WORKS  
ENGINEERING DEPARTMENT DIRECTOR TO FILE A NOTICE OF COMPLETION  
OF THE INTERSECTION ACCESS BARRIER REMOVAL PROJECT, (PROJECT  
TS-01058)**

**WHEREAS**, the City of Los Altos and SAE Consulting Engineering, Inc. originally entered into a contract agreement on May 1, 2025; and

**WHEREAS**, the work performed by SAE Consulting Engineering, Inc. is satisfactory to this City Council; and

**WHEREAS**, the work under contract has been fully completed in accordance with the plans and specifications therein referred to.

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

1. The acceptance of completion of above-described work.
2. The Public Works Engineering Department Director is directed to execute and file for record with the County Recorder of the County of Santa Clara a notice of completion thereof, as required by law.
3. That the acceptance of the work is exempt from review pursuant to California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301.c, since the project scope included removal and replacement of existing concrete curb and gutter, asphalt paving, striping and replacement and installation of new vertical signage.

**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 23<sup>rd</sup> day of June 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Sally Meadows  
Mayor

ATTEST:

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Melissa Thurman, MMC  
City Clerk



## City Council Staff Report

**Meeting Date:** June 23, 2026  
**Prepared By:** Yongdan Chunyu  
**Approved By:** Gabe Engeland

**Subject:** Adoption of Resolution - Project Acceptance of the Los Altos Community Center Emergency Operations Center

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### COUNCIL PRIORITY AREA

Public Safety  
General Government

### RECOMMENDATION

Adopt a resolution accepting completion of the Los Altos Community Center Emergency Operations Center Project CF-01021; authorize the Park & Recreation Director to record a Notice of Completion as required by law; and find that acceptance of the completed work is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301

### ENVIRONMENTAL IMPACT

Acceptance of the completed work is categorically exempt from CEQA under CEQA Guidelines Section 15301, which applies to minor alterations of existing public facilities involving items such as interior partitions, mechanical, electrical, plumbing, and utility improvements. None of the exceptions listed in CEQA Guidelines Section 15300.2 apply.

### FISCAL IMPACT

On March 26, 2024, the City Council awarded a construction contract to Argo Construction, Inc. of Pacifica, California, for the Los Altos Community Center Emergency Operations Center Project CF-01021, with a base bid amount not-to-exceed \$2,700,000 and a 15% contingency not-to-exceed \$405,000, for a total construction authorization not-to-exceed \$3,105,000. Funding for the project was provided by the General Fund, In-Lieu Park Fund and State of California grant funds. All work has been completed within the approved budget. Project savings will be returned to the General Fund.

| Los Altos Community Center Emergency Operations Center Project |                 |                 |
|----------------------------------------------------------------|-----------------|-----------------|
| Project Item                                                   | Project Budget  | Final Cost      |
| Design                                                         | \$ 895,000.00   | \$ 475,416.00   |
| Construction                                                   | \$ 3,105,000.00 | \$ 2,783,163.26 |
| Project Total Cost                                             | \$ 4,000,000.00 | \$ 3,258,579.26 |
| Total Project Savings                                          |                 | \$ 741,420.74   |

## **PREVIOUS COUNCIL CONSIDERATION**

On January 9, 2018, the City Council adopted Resolution No. 2018-01 accepting all of Volume 1 and the City of Los Altos portion of Volume 2 of the Santa Clara County Operational Area Hazard Mitigation Plan. The plan recognized that the City's Emergency Operations Center needed to be replaced.

On May 25, 2022, the City Council awarded a design contract to Noll & Tam Architects in the amount of \$89,243 to provide design services for incorporating a code-compliant Emergency Operations Center into the recently completed Los Altos Community Center. The design contract was subsequently amended several times as the project scope and design needs evolved. Amendment No. 1 was awarded on December 8, 2022, in the amount of \$8,427; Amendment No. 2 was awarded on January 31, 2023, in the amount of \$250,690; and Amendment No. 3 was awarded on July 11, 2023, in the amount of \$75,583.

On March 26, 2024, the City Council adopted Resolution No. 2024-17 authorizing the City Manager to execute a construction contract with Argo Construction, Inc. for the Los Altos Community Center Emergency Operations Center Project CF-01021. The approved construction authorization included a base bid of \$2,700,000 and a 15% contingency of \$405,000, for a total not-to-exceed amount of \$3,105,000.

On May 27, 2025, the City Council adopted Resolution No. 2025-39 amending the FY 2024/25 Operating and Capital Budget to re-establish \$2,510,000 in budget authority for the Emergency Operations Center Project. The resolution stated that no new appropriation or additional funding source was required and that the action only provided authority to expend existing funds.

On July 8, 2025, the City Council adopted Resolution No. 2025-62 authorizing Amendment No. 4 to the design contract with Noll & Tam Architects in an amount not-to-exceed \$27,650 for expanded construction administration services. The resolution also noted that adequate funding was available in the City Council-approved project construction contingency budget.

## **BACKGROUND**

The primary function of the Emergency Operations Center (EOC) facility is to serve as the operations center for City emergency operations personnel during a citywide emergency or disaster. The Los Altos Community Center Emergency Operations Center Project was developed to retrofit portions of the existing Los Altos Community Center to support this critical public safety function.

The City's 2018 Hazard Mitigation Plan identified the need to replace the City's Emergency Operations Center. Between 2018 and 2022, the City initially studied construction of a new stand-alone EOC facility adjacent to the Police Station. However, due to escalating construction cost estimates, the project was revised in 2022 to retrofit the recently completed Community Center to accommodate EOC functionality. The Community Center was selected because it required fewer architectural modifications and met structural code requirements for an Essential Services building.

The project renovated the existing Community Center to support activation as an Emergency

Operations Center. The overall scope included meeting room modifications, electrical and telecommunication system upgrades, roof-mounted radio and television antennae and equipment, an exterior emergency backup generator system, site enclosure improvements, and associated underground utility connections.

## **ANALYSIS**

Argo Construction, Inc. has completed the Los Altos Community Center Emergency Operations Center Project in accordance with the approved plans and specifications. The completed work includes site grading and pathway improvements; installation of a new generator and diesel fuel tank; construction of a new generator enclosure with architectural and acoustical screening; wall, ceiling, floor, and door modifications at the Community Center; electrical, mechanical, lighting, audio/visual, telecommunication, and radio upgrades; and new associated underground utility connections.

These improvements support EOC activation by providing backup power infrastructure, communications-related upgrades, and related site and building improvements necessary for the Community Center to serve as an operations center for City emergency operations personnel during a citywide emergency or disaster.

## **DISCUSSION**

City staff, the design consultant, and project team have reviewed the completed work and determined that the contract requirements have been satisfactorily completed. Final project closeout items, including punch list items and required documentation, have been addressed to the City's satisfaction. The project is now complete and ready for Council acceptance.

## **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 FOR THE LOS ALTOS  
COMMUNITY CENTER EMERGENCY OPERATIONS CENTER PROJECT (CF-  
01021)**

**WHEREAS**, the City of Los Altos and Argo Construction, Inc. entered into a construction contract on March 26, 2024, for the Los Altos Community Center Emergency Operations Center Project (CF-01021); and

**WHEREAS**, the work performed by Argo Construction, Inc. has been completed to the satisfaction of the City Council and in accordance with the contract, plans, and specifications.

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

1. Accept completion of the Los Altos Community Center Emergency Operations Center Project (CF-01021).
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 listed 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 23rd 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 23, 2026  
**Prepared By:** Anthony Carnesecca  
**Approved By:** Gabe Engeland

**Subject:** Adoption of Ordinance - Amending Commissions and Commission Membership

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### **COUNCIL PRIORITY AREA**

Circulation Safety and Efficiency  
Environmental Sustainability  
Housing  
General Government

### **RECOMMENDATION**

Adopt the 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, & June 9, 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.

At their meeting on June 23, 2026, the City Council waived first reading of an ordinance that

- Amends 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.
- Transitions 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. Transitions 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.

## **ATTACHMENTS**

1. Attachment 1 - Commissions 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:

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NOES:

ABSENT:

ABSTAIN:

---

Sally Meadows, Mayor

ATTEST:

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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.~~

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~~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)

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**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 23, 2026

**Prepared By:** Jessie Kim

**Approved By:** Gabe Engeland

**Subject:** Acceptance of Treasurer's Report

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### COUNCIL PRIORITY AREA

General Government

### RECOMMENDATION

Receive and file the City's Treasurer's Report for the quarter ending March 31, 2026

### ENVIRONMENTAL IMPACT

None

### FISCAL IMPACT

None

### PREVIOUS COUNCIL CONSIDERATION

March 24, 2026

### BACKGROUND

The quarterly Treasurer's Report presents the quarter-end balances and activity of all City treasury and investment accounts, together with the check register documenting accounts-payable disbursements for the quarter. Its purpose is to provide transparency into the custody and movement of public funds.

### ANALYSIS

The City's total treasury portfolio grew by \$4.3 million (4.2%) during the quarter, from \$100.8 million to \$105.1 million, primarily reflecting seasonal property tax and other revenue receipts in January. The portfolio earned \$913,831 in interest and investment income across all accounts. In January, the City transferred \$6.0 million of idle checking balances to the Local Agency Investment Fund (LAIF) to earn interest while preserving full liquidity for operations. The City has sufficient cash flow and liquidity to meet its estimated expenditure requirements for the next six months.

### DISCUSSION

The Treasurer's Report for the quarter ending March 31, 2026, is attached for review (Attachment 1). The report provides quarter-end balances for all City treasury accounts. The check registers for the period January 1 through March 31, 2026, documenting accounts-payable disbursements made during the quarter, are provided as Attachment 2.

As of March 31, 2026, the City maintained funds in the following treasury and investment accounts.

1. **US Bank General Checking:** This account is used to support the City's daily operational cash needs, including the deposit of revenues and the disbursement of payroll, vendor payments, and other obligations. It provides immediate liquidity for day-to-day operations. The account is linked to a Sweep Account, which automatically transfers idle cash balances above a specified threshold to an interest-bearing account to optimize investment earnings while ensuring adequate funds are available for operations.
2. **Local Agency Investment Fund (LAIF):** Managed by the California State Treasurer, LAIF serves as the City's primary liquidity reserve beyond the general checking account. It is a fully liquid investment pool used to fund short-term operating expenses when checking balances are insufficient.
3. **California Cooperative Liquid Assets Securities System (CalCLASS):** CalCLASS is a Joint Powers Authority investment pool created specifically for California public agencies. It offers daily liquidity and invests in high-quality short-term instruments. While similar to LAIF, CalCLASS provides portfolio diversification and competitive yields, helping the City balance safety, liquidity, and return. The City uses both CalCLASS and LAIF to reduce risk and improve flexibility in managing short-term cash.
4. **Public Treasury Management and Advisory Financial Solutions (PTMA):** PTMA is a professional investment advisory firm that manages the City's longer-term investment portfolio, shown as "Public Trust" in the table below. Investments with maturities of 1 to 12 months are held in a custody account at US Bank and managed by PTMA using a ladder strategy to support cash flow needs. Funds not expected to be needed for 12 months or more are invested by PTMA in a strategic portfolio.

The balances for each of the City's Treasury accounts as of March 31, 2026, are as follows:

| Transactions                        | US Bank<br>Checking | LAIF                 | CalCLASS             | PTMA                 | TOTAL                 |
|-------------------------------------|---------------------|----------------------|----------------------|----------------------|-----------------------|
| <b>Beginning Balance 01/01/2026</b> | <b>\$ 9,243,944</b> | <b>\$ 22,342,167</b> | <b>\$ 14,258,205</b> | <b>\$ 54,977,126</b> | <b>\$ 100,821,442</b> |
| Deposits                            | 31,868,919          | -                    | -                    | -                    | 31,868,919            |
| Withdrawals                         | (28,345,287)        | -                    | -                    | -                    | (28,345,287)          |
| Interest Earned                     | 52,644              | 242,976              | 131,893              | 486,317              | 873,830               |
| Accretion                           | -                   | -                    | -                    | (168,835)            | (168,835)             |
| Fees                                | -                   | -                    | -                    | -                    | -                     |
| Net Transfers                       | (6,000,000)         | 6,000,000            | -                    | -                    | -                     |
| <b>Ending Balance 03/31/2026</b>    | <b>\$ 6,820,220</b> | <b>\$ 28,585,143</b> | <b>\$ 14,390,099</b> | <b>\$ 55,294,609</b> | <b>\$ 104,990,071</b> |

Checking deposits and withdrawals include automated daily sweep activity between the operating and sweep accounts, as well as the gross amount of the \$6.0 million transfer to LAIF (also shown in Net Transfers). The check register (Attachment 2) reflects accounts-payable checks only; the difference is comprised of payroll, electronic payments, wire transfers, and sweep transfers.

In addition, the City's check register for the quarter has been organized by month for clarity. The disbursement totals for each month are as follows.

- January 2026: \$8,016,706 - includes \$4.2 million in progress payments to O'Grady Paving for the City's street resurfacing program.
- February 2026: \$3,404,788
- March 2026: \$2,115,202

Total disbursements for the quarter amounted to \$13,536,696

#### **ATTACHMENTS**

1. Attachment 1 - Treasurers Report
2. Attachment 2 - Check Register

City of Los Altos

Treasurer's Report - Quarter Ending March 31, 2026

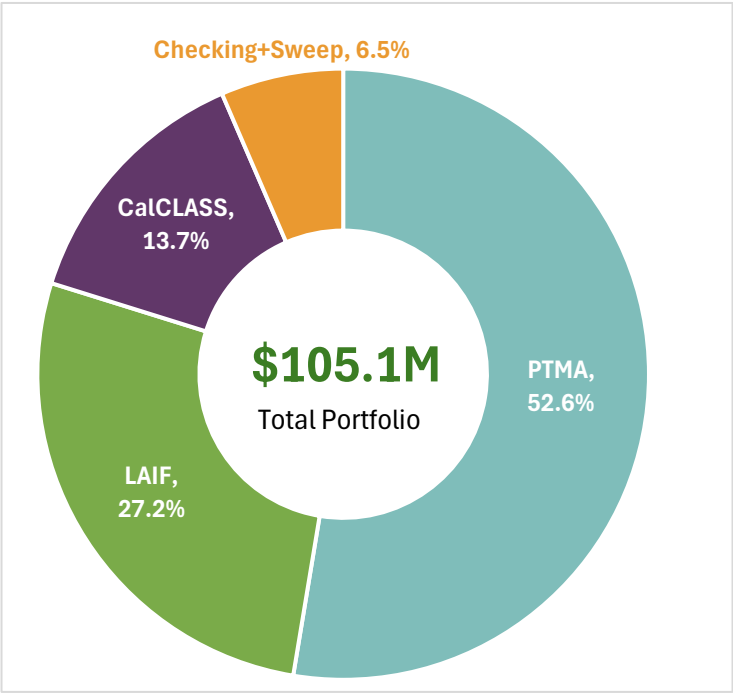
Portfolio at a Glance

|                 |                     |                 |                   |
|-----------------|---------------------|-----------------|-------------------|
| Total Portfolio | Change this quarter | Interest earned | A/P Distributions |
| \$105.1M        | +4.3M (+4.2%)       | \$ 913,831      | \$13.5M           |

Highlights

- The City's total portfolio grew \$4.3 million (4.2%) during the quarter, to \$105.1 million, primarily reflecting seasonal property tax and other revenue receipts in January.
- In January, \$6.0 million of idle checking balances was transferred to LAIF to earn interest while remaining fully liquid for operations.
- The portfolio earned \$913,831 in interest and investment income across all accounts during the quarter.
- The City disbursed \$13.5 million; the largest payments were \$4.2 million to O'Grady Paving for the street resurfacing program and \$3.1 million in fire protection services payments to Santa Clara County Central Fire.

Where the money is held



Portfolio balance by quarter



Liquidity

The City has sufficient cash flow and liquidity to meet its estimated expenditure requirements for the next six months.

## Treasury account activity – quarter ending March 31, 2026

| Transactions                            | US Bank<br>Checking | LAIF                 | CalCLASS             | PTMA                 | Total                 |
|-----------------------------------------|---------------------|----------------------|----------------------|----------------------|-----------------------|
| <b>Beginning Balance<br/>01/01/2026</b> | <b>\$ 9,243,944</b> | <b>\$ 22,342,167</b> | <b>\$ 14,258,205</b> | <b>\$ 54,977,126</b> | <b>\$ 100,821,443</b> |
| Deposits                                | 31,868,919          | -                    | -                    | -                    | 31,868,919            |
| Withdrawals                             | (28,345,287)        | -                    | -                    | -                    | (28,345,287)          |
| Interest Earned                         | 52,644              | 242,976              | 131,893              | 486,317              | 913,831               |
| Accretion                               | -                   | -                    | -                    | (168,835)            | (168,835)             |
| Fees                                    | -                   | -                    | -                    | -                    | -                     |
| Net Transfers                           | (6,000,000)         | 6,000,000            | -                    | -                    | -                     |
| <b>Ending Balance<br/>03/31/2026</b>    | <b>\$ 6,820,220</b> | <b>\$ 28,585,143</b> | <b>\$ 14,390,099</b> | <b>\$ 55,294,609</b> | <b>\$ 105,090,070</b> |

Checking deposits and withdrawals include automated daily sweep activity between the operating and sweep accounts, as well as the gross amount of the \$6.0 million January transfer to LAIF (also shown in Net Transfers). The check register (Attachment 2) reflects accounts-payable checks only; the difference is comprised of payroll, electronic payments, wire transfers, and sweep transfers.

## Account summary as of March 31, 2026

| Account                             | Balance               | % of portfolio | Liquidity           | Interest earned<br>(Qtr) |
|-------------------------------------|-----------------------|----------------|---------------------|--------------------------|
| US Bank Checking + Sweep            | <b>\$ 6,820,220</b>   | <b>6.5%</b>    | <b>Same day</b>     | <b>\$ 52,644</b>         |
| LAIF                                | 28,585,143            | 27.2%          | Next day            | 242,976                  |
| CalCLASS                            | 14,390,099            | 13.7%          | Same day            | 131,893                  |
| PTMA: short-term ladder (1–12 mo.)  | 20,328,827            | 19.3%          | Laddered maturities | 486,317                  |
| PTMA: strategic portfolio (12+ mo.) | 34,965,781            | 33.3%          | Long-term           |                          |
| <b>Total</b>                        | <b>\$ 105,090,070</b> | <b>100.0%</b>  |                     | <b>\$ 913,831</b>        |

## Ten largest disbursements – quarter ending March 31, 2026

| Check# | Vendor                              | Amount       | Purpose                                 |
|--------|-------------------------------------|--------------|-----------------------------------------|
| 201597 | O'Grady Paving Inc.                 | 2,689,296.61 | Street resurfacing program              |
| 201694 | O'Grady Paving Inc.                 | 1,485,645.35 | Street resurfacing program              |
| 201738 | City of Palo Alto – Rev Collections | 952,851.30   | FY25/26 Treatment plant service         |
| 202300 | Santa Clara County Central Fire     | 791,778.00   | Fire protection services contract       |
| 201983 | Santa Clara County Central Fire     | 791,648.00   | Fire protection services contract       |
| 201715 | Santa Clara County Central Fire     | 776,631.00   | Fire protection services contract       |
| 202102 | Santa Clara County Central Fire     | 765,866.00   | Fire protection services contract       |
| 201593 | Comcast                             | 282,065.63   | Refund of payment received in error     |
| 201985 | SCL-North                           | 183,473.73   | Solar streetlight fixtures and adapters |
| 202183 | Altec Inc.                          | 144,053.00   | Vehicle purchase                        |

# City of Los Altos — Check Register

## Attachment 2 - Check Register

January 2026

| Check number | Check date | Vendor number | Vendor name                                    | Amount    |
|--------------|------------|---------------|------------------------------------------------|-----------|
| 201549       | 01/08/2026 | 10056         | AIM ENGINEERING CONSULTANTS INC.               | 2,015.04  |
| 201550       | 01/08/2026 | 10058         | AIR FILTER SUPPLY INC                          | 113.16    |
| 201551       | 01/08/2026 | 10092         | AACIS INVESTMENTS INC                          | 84.38     |
| 201552       | 01/08/2026 | 10103         | AMAZON CAPITAL SERVICES INC                    | 272.37    |
| 201553       | 01/08/2026 | 10192         | ATLANTIC SIGNAL LLC                            | 1,870.81  |
| 201554       | 01/08/2026 | 13009         | AVALARA, INC                                   | 608.93    |
| 201555       | 01/08/2026 | 10246         | BAY AREA PL SERVICES                           | 150.00    |
| 201556       | 01/08/2026 | 10267         | BERLINER COHEN LLP                             | 18,094.99 |
| 201557       | 01/08/2026 | 11372         | Brad Lee Kilger                                | 185.02    |
| 201558       | 01/08/2026 | 10381         | CALIFORNIA WATER SERVICE                       | 213.69    |
| 201559       | 01/08/2026 | 10388         | CALTRANS                                       | 1,342.38  |
| 201560       | 01/08/2026 | 10429         | CCPKUAD                                        | 551.00    |
| 201561       | 01/08/2026 | 10491         | CHIEN-SHENG TSENG                              | 3,407.61  |
| 201562       | 01/08/2026 | 10530         | CITIBANK N.A.                                  | 424.54    |
| 201563       | 01/08/2026 | 12983         | CITY MECHANICAL INC                            | 25,000.00 |
| 201564       | 01/08/2026 | 10550         | CLEANSWEEP SERVICES INC.                       | 35,087.04 |
| 201565       | 01/08/2026 | 13007         | CRISTANDO HOUSE, INC                           | 240.00    |
| 201566       | 01/08/2026 | 99998         | Tarini Kumar Mohapatra                         | 107.48    |
| 201567       | 01/08/2026 | 10653         | Darryl Pang                                    | 375.00    |
| 201568       | 01/08/2026 | 10663         | DAVID J. POWERS & ASSOCIATES INC.              | 3,139.25  |
| 201569       | 01/08/2026 | 10733         | Dosanjh Family Automotive Retailing Group Inc. | 475.10    |
| 201570       | 01/08/2026 | 12986         | DYETT & BHATIA, URBAN AND REGIONAL             | 27,101.98 |
| 201571       | 01/08/2026 | 99999         | Bryan Van Horn                                 | 78.00     |
| 201572       | 01/08/2026 | 99999         | Jason Kozy                                     | 260.00    |
| 201573       | 01/08/2026 | 99999         | Katie Krauss                                   | 18.00     |
| 201574       | 01/08/2026 | 10999         | GRAINGER                                       | 1,848.26  |
| 201575       | 01/08/2026 | 11040         | HALO Recognition                               | 2,126.07  |
| 201576       | 01/08/2026 | 11041         | STRUCTECH ENGINEERING                          | 12,575.97 |
| 201577       | 01/08/2026 | 11105         | HINDERLITER DE LLAMAS & ASSOC                  | 3,568.00  |
| 201578       | 01/08/2026 | 11154         | IMPEC GROUP INC                                | 2,674.00  |
| 201579       | 01/08/2026 | 11169         | INTERACTIVE DATA LLC                           | 87.70     |
| 201580       | 01/08/2026 | 12606         | JOCELYN THEIN                                  | 364.00    |
| 201581       | 01/08/2026 | 11274         | JOHNSON ROBERTS & ASSOCIATES INC               | 19.50     |
| 201582       | 01/08/2026 | 11276         | JOHNSTONE SUPPLY                               | 670.31    |
| 201583       | 01/08/2026 | 11585         | JOINT COMMUNITY VOLUNTEER SERVICE AWARDS       | 7,505.76  |
| 201584       | 01/08/2026 | 11394         | KMVT COMMUNITY TELEVISION                      | 19,728.68 |
| 201585       | 01/08/2026 | 11454         | LANGUAGE LINE SERVICES                         | 57.34     |
| 201586       | 01/08/2026 | 11463         | LATC MEDIA INC                                 | 120.00    |
| 201587       | 01/08/2026 | 11509         | LEXISNEXIS RISK DATA MGT LLC                   | 1,142.80  |
| 201588       | 01/08/2026 | 11516         | LIEBERT CASSIDY WHITMORE                       | 273.50    |
| 201589       | 01/08/2026 | 11534         | LINDE GAS & EQUIPMENT INC.                     | 25.20     |

|        |            |       |                                                 |              |
|--------|------------|-------|-------------------------------------------------|--------------|
| 201590 | 01/08/2026 | 11582 | LOS ALTOS HARDWARE INC                          | 629.48       |
| 201591 | 01/08/2026 | 11658 | MANUEL MINZER                                   | 7,988.40     |
| 201592 | 01/08/2026 | 11687 | MARYAM MOSHIRY                                  | 2,739.00     |
| 201593 | 01/08/2026 | 99996 | COMCAST                                         | 282,065.63   |
| 201594 | 01/08/2026 | 11812 | MUNISERVICES LLC                                | 3,500.60     |
| 201595 | 01/08/2026 | 11852 | NAVIA BENEFIT SOLUTIONS                         | 2,059.35     |
| 201596 | 01/08/2026 | 11855 | NBS GOVERNMENT FINANCE GROUP                    | 1,262.19     |
| 201597 | 01/08/2026 | 11928 | O'GRADY PAVING INC.                             | 2,689,296.61 |
| 201598 | 01/08/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                     | 15,919.52    |
| 201599 | 01/08/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                     | 228.10       |
| 201600 | 01/08/2026 | 11959 | PACIFIC OFFICE AUTOMATION INC.                  | 461.97       |
| 201601 | 01/08/2026 | 12021 | PENINSULA UNIFORMS AND ARTISAN EMBROIDERY       | 19,862.75    |
| 201602 | 01/08/2026 | 12061 | PLANETBIDS LLC                                  | 8,420.25     |
| 201603 | 01/08/2026 | 12089 | PREFERRED ALLIANCE INC                          | 217.95       |
| 201604 | 01/08/2026 | 12092 | PRESTIGE PRINTING AND GRAPHICS                  | 190.60       |
| 201605 | 01/08/2026 | 12104 | Public Risk Innovation Solutions and Management | 1,560.00     |
| 201606 | 01/08/2026 | 12105 | PUBLIC TRUST ADVISORS LLC                       | 2,919.54     |
| 201607 | 01/08/2026 | 12155 | RAYMOND C. ROAN                                 | 2,762.40     |
| 201608 | 01/08/2026 | 99997 | Alyssa Burgart                                  | 102.00       |
| 201609 | 01/08/2026 | 99997 | Bay Area Build Science Collaborative            | 551.00       |
| 201610 | 01/08/2026 | 99997 | Bonnie Lim                                      | 58.00        |
| 201611 | 01/08/2026 | 99997 | Christine Herzog                                | 20.80        |
| 201612 | 01/08/2026 | 99997 | Hyeyeon Han                                     | 317.00       |
| 201613 | 01/08/2026 | 99997 | Tania Deshpande                                 | 211.00       |
| 201614 | 01/08/2026 | 12194 | RINGCENTRAL INC.                                | 4,889.33     |
| 201615 | 01/08/2026 | 10607 | SANTA CLARA COUNTY SHERIFF                      | 1,872.00     |
| 201616 | 01/08/2026 | 10605 | COUNTY OF SANTA CLARA                           | 53,466.71    |
| 201617 | 01/08/2026 | 12321 | PERMITIUM                                       | 250.00       |
| 201618 | 01/08/2026 | 12366 | SHEZADI MERCHANT                                | 2,307.00     |
| 201619 | 01/08/2026 | 12428 | SODEXO INC.                                     | 53.62        |
| 201620 | 01/08/2026 | 12475 | STAPLES ADVANTAGE                               | 270.04       |
| 201621 | 01/08/2026 | 12495 | STERICYCLE INC                                  | 114.87       |
| 201622 | 01/08/2026 | 12634 | T-Mobile USA Inc.                               | 100.00       |
| 201623 | 01/08/2026 | 12634 | T-Mobile USA Inc.                               | 791.02       |
| 201624 | 01/08/2026 | 13004 | THE BACKFLOW GUY, INC.                          | 125.00       |
| 201625 | 01/08/2026 | 12918 | TIANYU ZHANG                                    | 460.00       |
| 201626 | 01/08/2026 | 12646 | TOP DOG POLICE K9 TRAINING AND CONSULTING LLC   | 275.00       |
| 201627 | 01/08/2026 | 12964 | TOWNSEND PUBLIC AFFAIRS, INC                    | 5,000.00     |
| 201628 | 01/08/2026 | 12657 | TRANS BAY ELEVATOR CORPORATION                  | 1,380.00     |
| 201629 | 01/08/2026 | 12661 | TRB AND ASSOCIATES INC                          | 136,032.61   |
| 201630 | 01/08/2026 | 12666 | TRI-CITY LOCK COMPANY                           | 1,821.07     |
| 201631 | 01/08/2026 | 12672 | TRISTAR RISK MANAGEMENT                         | 5,185.33     |
| 201632 | 01/08/2026 | 12672 | TRISTAR RISK MANAGEMENT                         | 23,217.66    |
| 201633 | 01/08/2026 | 10473 | TRISTEN CHEN                                    | 20.00        |
| 201634 | 01/08/2026 | 12711 | UNITED RENTALS (NORTH AMERICA) INC              | 1,314.41     |
| 201635 | 01/08/2026 | 12747 | VERIZON WIRELESS                                | 409.58       |
| 201636 | 01/08/2026 | 12755 | VESTIS                                          | 1,005.70     |

|        |            |       |                                                |           |
|--------|------------|-------|------------------------------------------------|-----------|
| 201637 | 01/08/2026 | 11336 | WEBTOWN DRY CLEANERS                           | 1,721.60  |
| 201638 | 01/15/2026 | 12985 | ACTION ROAD SOLUTIONS, LLC                     | 159.50    |
| 201639 | 01/15/2026 | 10103 | AMAZON CAPITAL SERVICES INC                    | 1,892.88  |
| 201640 | 01/15/2026 | 10190 | AT&T MOBILITY                                  | 3,495.99  |
| 201641 | 01/15/2026 | 10250 | BAY CITIES JOINT POWERS INSURANCE AUTHORITY    | 3,729.43  |
| 201642 | 01/15/2026 | 10274 | BETTE FOLEY                                    | 377.53    |
| 201643 | 01/15/2026 | 10303 | BMI IMAGING SYSTEMS                            | 3,288.03  |
| 201644 | 01/15/2026 | 10322 | BPS TACTICAL INC                               | 777.96    |
| 201645 | 01/15/2026 | 10483 | CHEVRON AND TEXACO BUSINESS CARD SERVICES      | 249.55    |
| 201646 | 01/15/2026 | 10530 | CITIBANK N.A.                                  | 738.57    |
| 201647 | 01/15/2026 | 10531 | CITIES ASSOCIATION OF SANTA CLARA COUNTY       | 8,500.00  |
| 201648 | 01/15/2026 | 10573 | COMCAST                                        | 133.23    |
| 201649 | 01/15/2026 | 10573 | COMCAST                                        | 128.48    |
| 201650 | 01/15/2026 | 10573 | COMCAST                                        | 260.40    |
| 201651 | 01/15/2026 | 10573 | COMCAST                                        | 117.46    |
| 201652 | 01/15/2026 | 10574 | COMCAST BUSINESS                               | 926.78    |
| 201653 | 01/15/2026 | 10582 | CONCENTRA MEDICAL CENTERS                      | 96.00     |
| 201654 | 01/15/2026 | 99998 | BILL HAMILTON ROOFING, INC.                    | 1,133.13  |
| 201655 | 01/15/2026 | 99998 | BYLDAN CORPORATION                             | 199.79    |
| 201656 | 01/15/2026 | 99998 | Kun Huang                                      | 1,280.39  |
| 201657 | 01/15/2026 | 99998 | Kyle Kapchuk                                   | 572.88    |
| 201658 | 01/15/2026 | 99998 | Rommel Manalo                                  | 3,726.23  |
| 201659 | 01/15/2026 | 99998 | Siyue Wu                                       | 6,890.68  |
| 201660 | 01/15/2026 | 99998 | Suzzy McLean                                   | 1,023.00  |
| 201661 | 01/15/2026 | 99998 | TOM LYNCH                                      | 434.78    |
| 201662 | 01/15/2026 | 10733 | Dosanjh Family Automotive Retailing Group Inc. | 780.05    |
| 201663 | 01/15/2026 | 10749 | DUANE WENDEROTH                                | 276.33    |
| 201664 | 01/15/2026 | 10758 | E & J Valueplus                                | 503.05    |
| 201665 | 01/15/2026 | 10776 | EGAN JR. HIGH SCHOOL                           | 1,120.50  |
| 201666 | 01/15/2026 | 99999 | Aimee Major                                    | 2,670.86  |
| 201667 | 01/15/2026 | 99999 | Brandon Tani                                   | 185.88    |
| 201668 | 01/15/2026 | 99999 | Isaiah Walker                                  | 30.00     |
| 201669 | 01/15/2026 | 99999 | Tracie Banuelos                                | 150.00    |
| 201670 | 01/15/2026 | 10866 | COPY FACTORY                                   | 168.60    |
| 201671 | 01/15/2026 | 10897 | FRANCISCAN GLASS COMPANY INC                   | 2,187.23  |
| 201672 | 01/15/2026 | 10943 | GB Auto Service Inc/ Bruce's Tire & Auto       | 1,740.39  |
| 201673 | 01/15/2026 | 10962 | GIULIANI & KULL INC                            | 595.00    |
| 201674 | 01/15/2026 | 10977 | GOOD CITY COMPANY                              | 1,914.00  |
| 201675 | 01/15/2026 | 11009 | GREATAMERICA FINANCIAL SERVICES CORP.          | 87.29     |
| 201676 | 01/15/2026 | 11041 | STRUCTECH ENGINEERING                          | 45,669.66 |
| 201677 | 01/15/2026 | 12954 | INTERWEST CONSULTING GROUP INC.                | 52,020.00 |
| 201678 | 01/15/2026 | 11195 | IT MANAGEMENT CORP                             | 169.05    |
| 201679 | 01/15/2026 | 11360 | KENNETH NJUGUNA MBURU                          | 8,942.20  |
| 201680 | 01/15/2026 | 11401 | Kokila Doshi                                   | 404.12    |
| 201681 | 01/15/2026 | 11420 | Krishnan Alampallam Ramaiyer                   | 83.26     |
| 201682 | 01/15/2026 | 11463 | LATC MEDIA INC                                 | 2,412.00  |
| 201683 | 01/15/2026 | 11584 | LOS ALTOS HISTORY MUSEUM                       | 18,750.00 |

|        |            |       |                                            |              |
|--------|------------|-------|--------------------------------------------|--------------|
| 201684 | 01/15/2026 | 11587 | LOS ALTOS PEACE OFFICERS ASSOCIATION       | 3,657.36     |
| 201685 | 01/15/2026 | 11589 | LOS ALTOS SCHOOL DISTRICT                  | 313.62       |
| 201686 | 01/15/2026 | 11695 | Matrix Consulting Group Ltd                | 2,500.00     |
| 201687 | 01/15/2026 | 11769 | MISSION TRAIL WASTE SYSTEMS                | 41,829.60    |
| 201688 | 01/15/2026 | 11801 | MOUNTAIN VIEW GARDEN CENTER                | 1,368.64     |
| 201689 | 01/15/2026 | 11831 | NANCY TUCKER                               | 322.75       |
| 201690 | 01/15/2026 | 11846 | National Construction Rentals Inc.         | 1,553.55     |
| 201691 | 01/15/2026 | 11855 | NBS GOVERNMENT FINANCE GROUP               | 2,003.49     |
| 201692 | 01/15/2026 | 11855 | NBS GOVERNMENT FINANCE GROUP               | 15.78        |
| 201693 | 01/15/2026 | 11862 | NETFILE INC.                               | 9,075.00     |
| 201694 | 01/15/2026 | 11928 | O'GRADY PAVING INC.                        | 1,485,645.35 |
| 201695 | 01/15/2026 | 11941 | O'REILLY AUTO ENTERPRISES LLC              | 337.58       |
| 201696 | 01/15/2026 | 11923 | ODP BUSINESS SOLUTIONS LLC                 | 376.22       |
| 201697 | 01/15/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                | 107.11       |
| 201698 | 01/15/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                | 134.03       |
| 201699 | 01/15/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                | 11,407.24    |
| 201700 | 01/15/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                | 2,013.50     |
| 201701 | 01/15/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                | 28,018.18    |
| 201702 | 01/15/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                | 190.85       |
| 201703 | 01/15/2026 | 11999 | PAY PLUS SOLUTIONS                         | 728.05       |
| 201704 | 01/15/2026 | 12123 | R3 CONSULTING GROUP                        | 2,710.00     |
| 201705 | 01/15/2026 | 99997 | Cornelia Lovette                           | 112.70       |
| 201706 | 01/15/2026 | 99997 | Grace Presbyterian Church                  | 551.00       |
| 201707 | 01/15/2026 | 99997 | Hulizar Mishyna                            | 551.00       |
| 201708 | 01/15/2026 | 99997 | Khan Lab School                            | 551.00       |
| 201709 | 01/15/2026 | 99997 | Los Altos Chabad                           | 551.00       |
| 201710 | 01/15/2026 | 99997 | Mahesh Patel                               | 122.59       |
| 201711 | 01/15/2026 | 99997 | Sempervirens Fund                          | 551.00       |
| 201712 | 01/15/2026 | 99997 | Shivayogi Bhusnurmath                      | 57.54        |
| 201713 | 01/15/2026 | 12194 | RINGCENTRAL INC.                           | 4,887.78     |
| 201714 | 01/15/2026 | 12269 | SANITARY TRUCK DRIVERS & HELPERS           | 1,240.00     |
| 201715 | 01/15/2026 | 12274 | SANTA CLARA COUNTY CENTRAL FIRE PROTECTION | 776,631.00   |
| 201716 | 01/15/2026 | 12324 | SECOND HARVEST OF SILICON VALLEY           | 551.00       |
| 201717 | 01/15/2026 | 12528 | SUMMIT UNIFORMS LLC                        | 441.88       |
| 201718 | 01/15/2026 | 12570 | TANGENT COMPUTER INC                       | 17.82        |
| 201719 | 01/15/2026 | 12671 | TRI-SIGNAL INTEGRATION INC                 | 746.75       |
| 201720 | 01/15/2026 | 12698 | U.S. BANK                                  | 39,774.28    |
| 201721 | 01/15/2026 | 12756 | VESTRA RESOURCES INC                       | 5,024.75     |
| 201722 | 01/15/2026 | 12762 | VIJAY KUMAR DHIR                           | 258.15       |
| 201723 | 01/15/2026 | 12828 | WESTLAKE HARDWARE INC                      | 38.15        |
| 201724 | 01/22/2026 | 10183 | ASSOCIATION OF BAY AREA GOVERNMENTS        | 4,462.04     |
| 201725 | 01/22/2026 | 10022 | ABLE SEPTIC TANK SERVICE                   | 17,165.76    |
| 201726 | 01/22/2026 | 12962 | ACE PARKING III LLC                        | 8,197.82     |
| 201727 | 01/22/2026 | 10103 | AMAZON CAPITAL SERVICES INC                | 1,103.08     |
| 201728 | 01/22/2026 | 10188 | AT&T                                       | 11,508.53    |
| 201729 | 01/22/2026 | 10213 | BAE Urban Economics Inc.                   | 3,540.00     |
| 201730 | 01/22/2026 | 10267 | BERLINER COHEN LLP                         | 41,608.68    |

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|--------|------------|-------|---------------------------------------------|------------|
| 201731 | 01/22/2026 | 10322 | BPS TACTICAL INC                            | 816.16     |
| 201732 | 01/22/2026 | 10381 | CALIFORNIA WATER SERVICE                    | 195.98     |
| 201733 | 01/22/2026 | 10381 | CALIFORNIA WATER SERVICE                    | 1,599.64   |
| 201734 | 01/22/2026 | 10381 | CALIFORNIA WATER SERVICE                    | 100.17     |
| 201735 | 01/22/2026 | 10381 | CALIFORNIA WATER SERVICE                    | 594.53     |
| 201736 | 01/22/2026 | 10530 | CITIBANK N.A.                               | 1,085.36   |
| 201737 | 01/22/2026 | 10537 | CITY OF MOUNTAIN VIEW                       | 663.69     |
| 201738 | 01/22/2026 | 10540 | CITY OF PALO ALTO - REV COLLECTIONS         | 952,851.30 |
| 201739 | 01/22/2026 | 10582 | CONCENTRA MEDICAL CENTERS                   | 442.00     |
| 201740 | 01/22/2026 | 10602 | COUNTY OF SANTA CLARA                       | 2,608.96   |
| 201741 | 01/22/2026 | 99998 | Maurits de Gans                             | 3,726.23   |
| 201742 | 01/22/2026 | 99998 | Richard Harmon                              | 910.62     |
| 201743 | 01/22/2026 | 10677 | DEL CONTE'S LANDSCAPING INC.                | 17,343.00  |
| 201744 | 01/22/2026 | 10748 | DU-ALL SAFETY LLC                           | 2,100.00   |
| 201745 | 01/22/2026 | 12986 | DYETT & BHATIA, URBAN AND REGIONAL          | 41,995.40  |
| 201746 | 01/22/2026 | 99999 | Dyno Kam                                    | 1,390.65   |
| 201747 | 01/22/2026 | 99999 | Katie Krauss                                | 35.00      |
| 201748 | 01/22/2026 | 99999 | Vi Nguyen                                   | 16.76      |
| 201749 | 01/22/2026 | 10875 | Flock Group Inc.                            | 47,500.00  |
| 201750 | 01/22/2026 | 10937 | GARDENLAND CENTER INC                       | 2,703.31   |
| 201751 | 01/22/2026 | 10999 | GRAINGER                                    | 2,334.97   |
| 201752 | 01/22/2026 | 12995 | GRIFFIN STRUCTURES, INC.                    | 10,100.00  |
| 201753 | 01/22/2026 | 11049 | Hanson Bridgett LLP                         | 63,531.24  |
| 201754 | 01/22/2026 | 11105 | HINDERLITER DE LLAMAS & ASSOC               | 1,277.23   |
| 201755 | 01/22/2026 | 11179 | INTERSTATE TRAFFIC CONTROL PRODUCTS INC.    | 328.12     |
| 201756 | 01/22/2026 | 11186 | IRVINE & JACHENS INC                        | 1,145.81   |
| 201757 | 01/22/2026 | 11472 | Layer 1 Networks Inc.                       | 2,225.00   |
| 201758 | 01/22/2026 | 11478 | LEAGUE OF CALIFORNIA CITIES                 | 15,242.00  |
| 201759 | 01/22/2026 | 11582 | LOS ALTOS HARDWARE INC                      | 638.19     |
| 201760 | 01/22/2026 | 11584 | LOS ALTOS HISTORY MUSEUM                    | 30,000.00  |
| 201761 | 01/22/2026 | 11719 | MECA CONSULTING INC.                        | 8,078.91   |
| 201762 | 01/22/2026 | 11737 | METRO MOBILE COMMUNICATIONS                 | 382.50     |
| 201763 | 01/22/2026 | 11766 | Ming Ju Wu                                  | 214.75     |
| 201764 | 01/22/2026 | 11849 | NATIONAL TOWING AND TRANSPORT               | 437.50     |
| 201765 | 01/22/2026 | 11941 | O'REILLY AUTO ENTERPRISES LLC               | 47.99      |
| 201766 | 01/22/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                 | 1,970.30   |
| 201767 | 01/22/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                 | 261.65     |
| 201768 | 01/22/2026 | 12018 | PENINSULA PUMP & EQUIPMENT INC              | 13,592.14  |
| 201769 | 01/22/2026 | 12096 | PRIMO BRANDS                                | 651.52     |
| 201770 | 01/22/2026 | 12996 | RANDAZZO ENTERPRISES, INC                   | 86,000.00  |
| 201771 | 01/22/2026 | 12161 | RED WING BUSINESS ADVANTAGE ACCOUNT         | 247.43     |
| 201772 | 01/22/2026 | 12221 | ROYAL BRASS INCORPORATED                    | 358.38     |
| 201773 | 01/22/2026 | 12256 | SAN JOSE WATER COMPANY                      | 244.85     |
| 201774 | 01/22/2026 | 12289 | Santa Clara Valley Transportation Authority | 34,963.51  |
| 201775 | 01/22/2026 | 12428 | SODEXO INC.                                 | 53.62      |
| 201776 | 01/22/2026 | 12442 | SPARTAN TOOL LLC                            | 2,629.38   |
| 201777 | 01/22/2026 | 12449 | SPOKE HS INC                                | 505.00     |

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|--------|------------|-------|--------------------------------------------------|-----------|
| 201778 | 01/22/2026 | 12484 | Statewide Traffic Safety and Signs Inc.          | 207.38    |
| 201779 | 01/22/2026 | 12634 | T-Mobile USA Inc.                                | 1,031.76  |
| 201780 | 01/22/2026 | 12657 | TRANS BAY ELEVATOR CORPORATION                   | 120.00    |
| 201781 | 01/22/2026 | 12672 | TRISTAR RISK MANAGEMENT                          | 5,185.33  |
| 201782 | 01/22/2026 | 12697 | U.S. BANK                                        | 1,963.00  |
| 201783 | 01/22/2026 | 12697 | U.S. BANK                                        | 1,484.00  |
| 201784 | 01/22/2026 | 12725 | VALLEY OIL COMPANY                               | 8,003.89  |
| 201785 | 01/22/2026 | 12806 | WATRY DESIGN INC.                                | 98,882.50 |
| 201786 | 01/22/2026 | 12809 | WECO INDUSTRIES LLC                              | 1,722.43  |
| 201787 | 01/29/2026 | 10103 | AMAZON CAPITAL SERVICES INC                      | 249.40    |
| 201788 | 01/29/2026 | 10106 | AMERICAN ASSOCIATION OF INDIVIDUAL INVESTORS     | 264.00    |
| 201789 | 01/29/2026 | 10190 | AT&T MOBILITY                                    | 3,540.39  |
| 201790 | 01/29/2026 | 10242 | BAY AREA AIR QUALITY MANAGEMENT DISTRICT         | 564.00    |
| 201791 | 01/29/2026 | 10252 | BAY2BAY OFFICE SOLUTIONS INC                     | 1,964.25  |
| 201792 | 01/29/2026 | 10257 | Bear Electrical Solutions Inc.                   | 29,797.80 |
| 201793 | 01/29/2026 | 10371 | CALIFORNIA BUILDING STANDARDS COMMISSION         | 1,367.10  |
| 201794 | 01/29/2026 | 10381 | CALIFORNIA WATER SERVICE                         | 58,745.92 |
| 201795 | 01/29/2026 | 10381 | CALIFORNIA WATER SERVICE                         | 43,201.92 |
| 201796 | 01/29/2026 | 10384 | CALLANDER ASSOCIATES LANDSCAPE ARCHITECTURE INC. | 9,941.40  |
| 201797 | 01/29/2026 | 10431 | CDW GOVERNMENT INC.                              | 12,174.40 |
| 201798 | 01/29/2026 | 10530 | CITIBANK N.A.                                    | 646.58    |
| 201799 | 01/29/2026 | 99998 | Better Earth, Inc.                               | 572.88    |
| 201800 | 01/29/2026 | 99998 | CHRISTIAN ANDERSON                               | 751.91    |
| 201801 | 01/29/2026 | 99998 | WARNER CUSTOM HOMES INC                          | 277.43    |
| 201802 | 01/29/2026 | 10677 | DEL CONTE'S LANDSCAPING INC.                     | 34,686.00 |
| 201803 | 01/29/2026 | 10692 | DEPARTMENT OF CONSERVATION                       | 3,854.71  |
| 201804 | 01/29/2026 | 10699 | DEWBERRY ENGINEERS INC.                          | 789.50    |
| 201805 | 01/29/2026 | 10718 | DIVISION of the STATE ARCHITECT                  | 1,103.10  |
| 201806 | 01/29/2026 | 10775 | EEC ENVIRONMENTAL                                | 400.00    |
| 201807 | 01/29/2026 | 12993 | EL CAMINO GENERAL ENGINEERING INC                | 18,000.00 |
| 201808 | 01/29/2026 | 99999 | Bryan Van Horn                                   | 1,387.65  |
| 201809 | 01/29/2026 | 99999 | MICHELLE MALOOF                                  | 189.95    |
| 201810 | 01/29/2026 | 10989 | GOVCONNECTION INC.                               | 2,296.00  |
| 201811 | 01/29/2026 | 10999 | GRAINGER                                         | 284.43    |
| 201812 | 01/29/2026 | 11006 | GRANITE ROCK CO                                  | 5,662.77  |
| 201813 | 01/29/2026 | 11154 | IMPEC GROUP INC                                  | 37,011.18 |
| 201814 | 01/29/2026 | 11179 | INTERSTATE TRAFFIC CONTROL PRODUCTS INC.         | 902.34    |
| 201815 | 01/29/2026 | 11478 | LEAGUE OF CALIFORNIA CITIES                      | 500.00    |
| 201816 | 01/29/2026 | 11534 | LINDE GAS & EQUIPMENT INC.                       | 102.24    |
| 201817 | 01/29/2026 | 11580 | LOS ALTOS CHAMBER OF COMMERCE                    | 7,000.00  |
| 201818 | 01/29/2026 | 11582 | LOS ALTOS HARDWARE INC                           | 33.88     |
| 201819 | 01/29/2026 | 11647 | MALLORY SAFETY AND SUPPLY LLC                    | 1,558.96  |
| 201820 | 01/29/2026 | 11675 | MARK ENTERPRISES TECHNOLOGIES LLC                | 30,346.33 |
| 201821 | 01/29/2026 | 11801 | MOUNTAIN VIEW GARDEN CENTER                      | 311.77    |
| 201822 | 01/29/2026 | 11860 | NENA: THE 9-1-1 ASSOCIATION                      | 750.00    |
| 201823 | 01/29/2026 | 11941 | O'REILLY AUTO ENTERPRISES LLC                    | 97.96     |
| 201824 | 01/29/2026 | 11964 | Page & Turnbull Inc.                             | 3,500.00  |

|                             |            |       |                                                 |                     |
|-----------------------------|------------|-------|-------------------------------------------------|---------------------|
| 201825                      | 01/29/2026 | 12105 | PUBLIC TRUST ADVISORS LLC                       | 3,026.96            |
| 201826                      | 01/29/2026 | 99997 | Anita Rao                                       | 157.59              |
| 201827                      | 01/29/2026 | 99997 | Michelle Riego                                  | 551.00              |
| 201828                      | 01/29/2026 | 12278 | SANTA CLARA COUNTY DEPT OF ENVIRONMENTAL HEALTH | 2,377.00            |
| 201829                      | 01/29/2026 | 12287 | SANTA CLARA COUNTY VECTOR CONTROL DISTRICT      | 525.38              |
| 201830                      | 01/29/2026 | 12352 | SHAUNA MCKIMMIE                                 | 253.00              |
| 201831                      | 01/29/2026 | 12484 | Statewide Traffic Safety and Signs Inc.         | 192.50              |
| 201832                      | 01/29/2026 | 12505 | STEVENS CREEK QUARRY INC.                       | 353.87              |
| 201833                      | 01/29/2026 | 13004 | THE BACKFLOW GUY, INC.                          | 265.00              |
| 201834                      | 01/29/2026 | 12661 | TRB AND ASSOCIATES INC                          | 63,505.90           |
| 201835                      | 01/29/2026 | 12755 | VESTIS                                          | 62.00               |
| 201836                      | 01/29/2026 | 11336 | WEBTOWN DRY CLEANERS                            | 891.35              |
| <b>Total – January 2026</b> |            |       |                                                 | <b>8,016,705.63</b> |

## City of Los Altos — Check Register

February 2026

| Check number | Check date | Vendor number | Vendor name                                        | Amount    |
|--------------|------------|---------------|----------------------------------------------------|-----------|
| 201837       | 02/05/2026 | 10063         | ALAMEDA COUNTY SHERIFF'S OFFICE                    | 350.00    |
| 201838       | 02/05/2026 | 10103         | AMAZON CAPITAL SERVICES INC                        | 839.88    |
| 201839       | 02/05/2026 | 10188         | AT&T                                               | 3,437.58  |
| 201840       | 02/05/2026 | 10212         | BADAWI & ASSOCIATES                                | 4,631.60  |
| 201841       | 02/05/2026 | 10246         | BAY AREA PL SERVICES                               | 150.00    |
| 201842       | 02/05/2026 | 10257         | Bear Electrical Solutions Inc.                     | 26,760.00 |
| 201843       | 02/05/2026 | 10261         | BELLECCI & ASSOCIATES                              | 8,140.00  |
| 201844       | 02/05/2026 | 10267         | BERLINER COHEN LLP                                 | 36,145.97 |
| 201845       | 02/05/2026 | 10530         | CITIBANK N.A.                                      | 191.38    |
| 201846       | 02/05/2026 | 10534         | CITY OF CUPERTINO                                  | 355.64    |
| 201847       | 02/05/2026 | 10573         | COMCAST                                            | 220.04    |
| 201848       | 02/05/2026 | 10573         | COMCAST                                            | 260.40    |
| 201849       | 02/05/2026 | 10573         | COMCAST                                            | 133.49    |
| 201850       | 02/05/2026 | 99998         | Rob Change                                         | 3,548.79  |
| 201851       | 02/05/2026 | 10698         | DEVIL MOUNTAIN WHOLESALE NURSERY                   | 1,385.89  |
| 201852       | 02/05/2026 | 10753         | DUNN-EDWARDS CORPORATION                           | 340.83    |
| 201853       | 02/05/2026 | 99999         | Michael Taylor                                     | 26.00     |
| 201854       | 02/05/2026 | 13002         | EUGENE PAN                                         | 1,150.00  |
| 201855       | 02/05/2026 | 10999         | GRAINGER                                           | 320.18    |
| 201856       | 02/05/2026 | 11006         | GRANITE ROCK CO                                    | 1,298.83  |
| 201857       | 02/05/2026 | 11009         | GREATAMERICA FINANCIAL SERVICES CORP.              | 87.29     |
| 201858       | 02/05/2026 | 11061         | HARRY HALVORSEN                                    | 1,150.00  |
| 201859       | 02/05/2026 | 13012         | HD SUPPLY, INC                                     | 155.47    |
| 201860       | 02/05/2026 | 11071         | HdL COREN & CONE                                   | 2,491.06  |
| 201861       | 02/05/2026 | 11105         | HINDERLITER DE LLAMAS & ASSOC                      | 2,557.20  |
| 201862       | 02/05/2026 | 11179         | INTERSTATE TRAFFIC CONTROL PRODUCTS INC.           | 735.55    |
| 201863       | 02/05/2026 | 12954         | INTERWEST CONSULTING GROUP INC.                    | 12,960.00 |
| 201864       | 02/05/2026 | 11267         | JOHN MILLER                                        | 70.80     |
| 201865       | 02/05/2026 | 13001         | KELLY MOORE                                        | 1,150.00  |
| 201866       | 02/05/2026 | 11394         | KMVT COMMUNITY TELEVISION                          | 16,319.32 |
| 201867       | 02/05/2026 | 11422         | KRKA INC                                           | 58.93     |
| 201868       | 02/05/2026 | 11463         | LATC MEDIA INC                                     | 3,374.00  |
| 201869       | 02/05/2026 | 11582         | LOS ALTOS HARDWARE INC                             | 300.41    |
| 201870       | 02/05/2026 | 11587         | LOS ALTOS PEACE OFFICERS ASSOCIATION               | 1,770.80  |
| 201871       | 02/05/2026 | 11671         | Mariann Mangano                                    | 105.00    |
| 201872       | 02/05/2026 | 13000         | MELANIE LARSON                                     | 1,150.00  |
| 201873       | 02/05/2026 | 11803         | MOUNTAIN VIEW-LOS ALTOS UNION HIGH SCHOOL DISTRICT | 23.00     |
| 201874       | 02/05/2026 | 11855         | NBS GOVERNMENT FINANCE GROUP                       | 3,916.88  |
| 201875       | 02/05/2026 | 11884         | NICHOLAS COLLACINO                                 | 58.16     |
| 201876       | 02/05/2026 | 11909         | NORCAL RENTAL GROUP LLC                            | 2,004.75  |
| 201877       | 02/05/2026 | 11941         | O'REILLY AUTO ENTERPRISES LLC                      | 903.56    |

|        |            |       |                                               |           |
|--------|------------|-------|-----------------------------------------------|-----------|
| 201878 | 02/05/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                   | 1,438.60  |
| 201879 | 02/05/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                   | 148.49    |
| 201880 | 02/05/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                   | 98.48     |
| 201881 | 02/05/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                   | 558.66    |
| 201882 | 02/05/2026 | 12021 | PENINSULA UNIFORMS AND ARTISAN EMBROIDERY     | 744.95    |
| 201883 | 02/05/2026 | 12051 | PINE CONE LUMBER CO. INC.                     | 67.63     |
| 201884 | 02/05/2026 | 12149 | RANCHO 76 INC                                 | 59.95     |
| 201885 | 02/05/2026 | 99997 | Cynthia Shieh                                 | 45.00     |
| 201886 | 02/05/2026 | 99997 | Kong Li                                       | 124.40    |
| 201887 | 02/05/2026 | 99997 | Marilyn Levy                                  | 26.72     |
| 201888 | 02/05/2026 | 99997 | Shalini Gupta                                 | 25.00     |
| 201889 | 02/05/2026 | 99997 | Valerie E. Duncker                            | 2,693.50  |
| 201890 | 02/05/2026 | 12252 | SAN FRANCISCO DAILY LLC                       | 1,125.00  |
| 201891 | 02/05/2026 | 12256 | SAN JOSE WATER COMPANY                        | 277.50    |
| 201892 | 02/05/2026 | 13013 | SANTA CLARA COUNTY                            | 232.80    |
| 201893 | 02/05/2026 | 10607 | SANTA CLARA COUNTY SHERIFF                    | 4,836.61  |
| 201894 | 02/05/2026 | 12414 | SLAKEY BROTHERS INC.                          | 142.24    |
| 201895 | 02/05/2026 | 12467 | Stacie Valencia                               | 1,150.00  |
| 201896 | 02/05/2026 | 12475 | STAPLES ADVANTAGE                             | 102.60    |
| 201897 | 02/05/2026 | 12495 | STERICYCLE INC                                | 1,439.81  |
| 201898 | 02/05/2026 | 12527 | SUMMIT AUTO BODY & PAINTING                   | 3,683.07  |
| 201899 | 02/05/2026 | 12545 | Susmita Mukherjee                             | 354.96    |
| 201900 | 02/05/2026 | 12634 | T-Mobile USA Inc.                             | 50.00     |
| 201901 | 02/05/2026 | 12634 | T-Mobile USA Inc.                             | 1,611.90  |
| 201902 | 02/05/2026 | 12570 | TANGENT COMPUTER INC                          | 34,065.90 |
| 201903 | 02/05/2026 | 12612 | THOMAS MARK KELSCH                            | 1,150.00  |
| 201904 | 02/05/2026 | 12646 | TOP DOG POLICE K9 TRAINING AND CONSULTING LLC | 275.00    |
| 201905 | 02/05/2026 | 12964 | TOWNSEND PUBLIC AFFAIRS, INC                  | 5,000.00  |
| 201906 | 02/05/2026 | 12672 | TRISTAR RISK MANAGEMENT                       | 24,737.53 |
| 201907 | 02/05/2026 | 12694 | TYLER TECHNOLOGIES INC                        | 1,860.00  |
| 201908 | 02/05/2026 | 12697 | U.S. BANK                                     | 2,288.00  |
| 201909 | 02/05/2026 | 12698 | U.S. BANK                                     | 42,899.13 |
| 201910 | 02/05/2026 | 12705 | ULINE                                         | 5,300.36  |
| 201911 | 02/05/2026 | 12712 | UNITED STATES POSTAL SERVICE                  | 8,500.00  |
| 201912 | 02/05/2026 | 12755 | VESTIS                                        | 839.32    |
| 201913 | 02/05/2026 | 12909 | ZARI GANDJEI                                  | 106.01    |
| 201914 | 02/12/2026 | 13015 | 21 CLETS,LLC                                  | 4,625.00  |
| 201915 | 02/12/2026 | 10041 | ADOBE ANIMAL HOSPITAL                         | 0.00      |
| 201916 | 02/12/2026 | 10063 | ALAMEDA COUNTY SHERIFF'S OFFICE               | 500.00    |
| 201917 | 02/12/2026 | 10068 | ALERT PLUMBING INC                            | 4,200.00  |
| 201918 | 02/12/2026 | 10092 | AACIS INVESTMENTS INC                         | 157.83    |
| 201919 | 02/12/2026 | 10103 | AMAZON CAPITAL SERVICES INC                   | 1,327.81  |
| 201920 | 02/12/2026 | 10125 | ANDERSON BRULE ARCHITECTS                     | 21,270.00 |
| 201921 | 02/12/2026 | 10188 | AT&T                                          | 7,248.43  |
| 201922 | 02/12/2026 | 10261 | BELLECCI & ASSOCIATES                         | 14,314.00 |
| 201923 | 02/12/2026 | 10274 | BETTE FOLEY                                   | 80.71     |
| 201924 | 02/12/2026 | 10431 | CDW GOVERNMENT INC.                           | 566.50    |

|        |            |       |                                                |           |
|--------|------------|-------|------------------------------------------------|-----------|
| 201925 | 02/12/2026 | 12983 | CITY MECHANICAL INC                            | 27,416.00 |
| 201926 | 02/12/2026 | 10573 | COMCAST                                        | 132.90    |
| 201927 | 02/12/2026 | 10573 | COMCAST                                        | 228.48    |
| 201928 | 02/12/2026 | 10573 | COMCAST                                        | 651.83    |
| 201929 | 02/12/2026 | 10574 | COMCAST BUSINESS                               | 926.78    |
| 201930 | 02/12/2026 | 99998 | OFF GRID ENERGY SOLUTIONS LLC                  | 572.88    |
| 201931 | 02/12/2026 | 99998 | SW Builder Pro                                 | 4,013.11  |
| 201932 | 02/12/2026 | 10663 | DAVID J. POWERS & ASSOCIATES INC.              | 7,144.25  |
| 201933 | 02/12/2026 | 10699 | DEWBERRY ENGINEERS INC.                        | 116.00    |
| 201934 | 02/12/2026 | 10701 | Dex Background Investigations                  | 2,612.05  |
| 201935 | 02/12/2026 | 10733 | Dosanjh Family Automotive Retailing Group Inc. | 282.37    |
| 201936 | 02/12/2026 | 10748 | DU-ALL SAFETY LLC                              | 9,080.00  |
| 201937 | 02/12/2026 | 10758 | E & J Valueplus                                | 167.59    |
| 201938 | 02/12/2026 | 99999 | David Lopez                                    | 649.00    |
| 201939 | 02/12/2026 | 99999 | Katie Krauss                                   | 25.99     |
| 201940 | 02/12/2026 | 99999 | Kevin Vitorelo                                 | 26.00     |
| 201941 | 02/12/2026 | 99999 | William Lai                                    | 309.18    |
| 201942 | 02/12/2026 | 10977 | GOOD CITY COMPANY                              | 740.00    |
| 201943 | 02/12/2026 | 10999 | GRAINGER                                       | 35.36     |
| 201944 | 02/12/2026 | 11006 | GRANITE ROCK CO                                | 2,427.58  |
| 201945 | 02/12/2026 | 11007 | GRASSROOTS ECOLOGY                             | 26,132.25 |
| 201946 | 02/12/2026 | 13012 | HD SUPPLY, INC                                 | 2,064.43  |
| 201947 | 02/12/2026 | 11154 | IMPEC GROUP INC                                | 36,411.18 |
| 201948 | 02/12/2026 | 11169 | INTERACTIVE DATA LLC                           | 85.00     |
| 201949 | 02/12/2026 | 11195 | IT MANAGEMENT CORP                             | 169.43    |
| 201950 | 02/12/2026 | 13014 | KATHERINE LEE                                  | 1,150.00  |
| 201951 | 02/12/2026 | 11394 | KMVT COMMUNITY TELEVISION                      | 3,712.50  |
| 201952 | 02/12/2026 | 11454 | LANGUAGE LINE SERVICES                         | 82.72     |
| 201953 | 02/12/2026 | 11509 | LEXISNEXIS RISK DATA MGT LLC                   | 154.50    |
| 201954 | 02/12/2026 | 11582 | LOS ALTOS HARDWARE INC                         | 666.60    |
| 201955 | 02/12/2026 | 11587 | LOS ALTOS PEACE OFFICERS ASSOCIATION           | 1,770.80  |
| 201956 | 02/12/2026 | 11589 | LOS ALTOS SCHOOL DISTRICT                      | 440.17    |
| 201957 | 02/12/2026 | 11737 | METRO MOBILE COMMUNICATIONS                    | 382.50    |
| 201958 | 02/12/2026 | 11747 | Michael Lang                                   | 3,800.00  |
| 201959 | 02/12/2026 | 11775 | MMANC                                          | 4,595.00  |
| 201960 | 02/12/2026 | 11810 | MUNICIPAL MAINTENANCE EQUIPMENT INC            | 1,210.20  |
| 201961 | 02/12/2026 | 13010 | NATHANIEL POLUSSA                              | 1,150.00  |
| 201962 | 02/12/2026 | 11852 | NAVIA BENEFIT SOLUTIONS                        | 3,034.45  |
| 201963 | 02/12/2026 | 11855 | NBS GOVERNMENT FINANCE GROUP                   | 10,979.12 |
| 201964 | 02/12/2026 | 11941 | O'REILLY AUTO ENTERPRISES LLC                  | 12.23     |
| 201965 | 02/12/2026 | 11921 | OAK ALARM COMPANY                              | 6,459.50  |
| 201966 | 02/12/2026 | 11921 | OAK ALARM COMPANY                              | 290.00    |
| 201967 | 02/12/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                    | 248.51    |
| 201968 | 02/12/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                    | 18.72     |
| 201969 | 02/12/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                    | 16,344.61 |
| 201970 | 02/12/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                    | 26,671.21 |
| 201971 | 02/12/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                    | 182.61    |

|        |            |       |                                                 |            |
|--------|------------|-------|-------------------------------------------------|------------|
| 201972 | 02/12/2026 | 11999 | PAY PLUS SOLUTIONS                              | 728.05     |
| 201973 | 02/12/2026 | 12096 | PRIMO BRANDS                                    | 394.71     |
| 201974 | 02/12/2026 | 12104 | Public Risk Innovation Solutions and Management | 15,013.95  |
| 201975 | 02/12/2026 | 12123 | R3 CONSULTING GROUP                             | 5,070.00   |
| 201976 | 02/12/2026 | 99997 | Cleber Silva                                    | 275.00     |
| 201977 | 02/12/2026 | 99997 | Sherry Auerbach                                 | 551.00     |
| 201978 | 02/12/2026 | 99997 | Valerie E. Duncker                              | 427.00     |
| 201979 | 02/12/2026 | 12194 | RINGCENTRAL INC.                                | 4,877.11   |
| 201980 | 02/12/2026 | 12256 | SAN JOSE WATER COMPANY                          | 273.96     |
| 201981 | 02/12/2026 | 12269 | SANITARY TRUCK DRIVERS & HELPERS                | 1,178.00   |
| 201982 | 02/12/2026 | 12273 | SANTA CLARA COUNTY                              | 267.00     |
| 201983 | 02/12/2026 | 12274 | SANTA CLARA COUNTY CENTRAL FIRE PROTECTION      | 791,648.00 |
| 201984 | 02/12/2026 | 10607 | SANTA CLARA COUNTY SHERIFF                      | 312.00     |
| 201985 | 02/12/2026 | 12319 | SCL-NORTH                                       | 183,473.73 |
| 201986 | 02/12/2026 | 12321 | PERMITIUM                                       | 195.00     |
| 201987 | 02/12/2026 | 12338 | SESAC RIGHTS MANAGEMENT INC                     | 1,278.00   |
| 201988 | 02/12/2026 | 12353 | SHAW HR CONSULTING                              | 110.00     |
| 201989 | 02/12/2026 | 12433 | Sonsray Machinery LLC                           | 475.93     |
| 201990 | 02/12/2026 | 12505 | STEVENS CREEK QUARRY INC.                       | 244.79     |
| 201991 | 02/12/2026 | 12557 | SYN-TECH SYSTEMS INC.                           | 108.30     |
| 201992 | 02/12/2026 | 12725 | VALLEY OIL COMPANY                              | 10,666.42  |
| 201993 | 02/12/2026 | 12747 | VERIZON WIRELESS                                | 410.72     |
| 201994 | 02/12/2026 | 12809 | WECO INDUSTRIES LLC                             | 409.84     |
| 201995 | 02/19/2026 | 10183 | ASSOCIATION OF BAY AREA GOVERNMENTS             | 4,462.04   |
| 201996 | 02/19/2026 | 10083 | ALLIED NETWORK SOLUTIONS INC                    | 21,001.25  |
| 201997 | 02/19/2026 | 10103 | AMAZON CAPITAL SERVICES INC                     | 528.32     |
| 201998 | 02/19/2026 | 10190 | AT&T MOBILITY                                   | 2,777.34   |
| 201999 | 02/19/2026 | 10202 | AXON ENTERPRISE INC                             | 113,876.40 |
| 202000 | 02/19/2026 | 10250 | BAY CITIES JOINT POWERS INSURANCE AUTHORITY     | 4,742.67   |
| 202001 | 02/19/2026 | 10257 | Bear Electrical Solutions Inc.                  | 2,561.80   |
| 202002 | 02/19/2026 | 10303 | BMI IMAGING SYSTEMS                             | 17,245.53  |
| 202003 | 02/19/2026 | 10381 | CALIFORNIA WATER SERVICE                        | 1,045.33   |
| 202004 | 02/19/2026 | 10381 | CALIFORNIA WATER SERVICE                        | 86.05      |
| 202005 | 02/19/2026 | 10381 | CALIFORNIA WATER SERVICE                        | 35.51      |
| 202006 | 02/19/2026 | 10381 | CALIFORNIA WATER SERVICE                        | 65.54      |
| 202007 | 02/19/2026 | 10381 | CALIFORNIA WATER SERVICE                        | 119.65     |
| 202008 | 02/19/2026 | 10381 | CALIFORNIA WATER SERVICE                        | 213.32     |
| 202009 | 02/19/2026 | 10381 | CALIFORNIA WATER SERVICE                        | 37,364.08  |
| 202010 | 02/19/2026 | 10431 | CDW GOVERNMENT INC.                             | 11,322.04  |
| 202011 | 02/19/2026 | 13017 | CHEFUS INC                                      | 2,256.00   |
| 202012 | 02/19/2026 | 10483 | CHEVRON AND TEXACO BUSINESS CARD SERVICES       | 523.13     |
| 202013 | 02/19/2026 | 10537 | CITY OF MOUNTAIN VIEW                           | 38,092.02  |
| 202014 | 02/19/2026 | 10540 | CITY OF PALO ALTO - REV COLLECTIONS             | 977.82     |
| 202015 | 02/19/2026 | 13024 | COURTESY CLEANERS & DRAPE, INC                  | 607.50     |
| 202016 | 02/19/2026 | 99998 | Angan Das                                       | 19,717.52  |
| 202017 | 02/19/2026 | 99998 | TRACY HSU                                       | 19,297.54  |
| 202018 | 02/19/2026 | 10701 | Dex Background Investigations                   | 2,487.13   |

|        |            |       |                                               |           |
|--------|------------|-------|-----------------------------------------------|-----------|
| 202019 | 02/19/2026 | 12986 | DYETT & BHATIA, URBAN AND REGIONAL            | 69,284.69 |
| 202020 | 02/19/2026 | 99999 | Brian Jeffrey                                 | 1,380.62  |
| 202021 | 02/19/2026 | 99999 | Brian Werner                                  | 260.00    |
| 202022 | 02/19/2026 | 99999 | Elizabeth Checke                              | 52.00     |
| 202023 | 02/19/2026 | 99999 | Kevin Mosi                                    | 155.52    |
| 202024 | 02/19/2026 | 99999 | William Lai                                   | 26.00     |
| 202025 | 02/19/2026 | 13018 | GUSTAVO NAJERA SALAZAR                        | 780.00    |
| 202026 | 02/19/2026 | 10999 | GRAINGER                                      | 190.89    |
| 202027 | 02/19/2026 | 11006 | GRANITE ROCK CO                               | 1,674.54  |
| 202028 | 02/19/2026 | 11041 | STRUCTECH ENGINEERING                         | 53,864.67 |
| 202029 | 02/19/2026 | 11049 | Hanson Bridgett LLP                           | 64,560.50 |
| 202030 | 02/19/2026 | 11058 | HARRIS AND ASSOCIATES                         | 23,209.60 |
| 202031 | 02/19/2026 | 11155 | IMPERIAL SPRINKLER SUPPLY                     | 562.79    |
| 202032 | 02/19/2026 | 12938 | LANGAN CA INC                                 | 1,100.00  |
| 202033 | 02/19/2026 | 11474 | LC ACTION POLICE SUPPLY                       | 1,273.49  |
| 202034 | 02/19/2026 | 11582 | LOS ALTOS HARDWARE INC                        | 195.80    |
| 202035 | 02/19/2026 | 11629 | MADHU TANEJA                                  | 223.65    |
| 202036 | 02/19/2026 | 11923 | ODP BUSINESS SOLUTIONS LLC                    | 41.88     |
| 202037 | 02/19/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                   | 1,781.84  |
| 202038 | 02/19/2026 | 12089 | PREFERRED ALLIANCE INC                        | 225.60    |
| 202039 | 02/19/2026 | 12116 | QUALITY ASSURANCE TRAVEL INC.                 | 997.50    |
| 202040 | 02/19/2026 | 99997 | Alan Wang                                     | 551.00    |
| 202041 | 02/19/2026 | 99997 | Eric Gee                                      | 45.00     |
| 202042 | 02/19/2026 | 99997 | Hayoung Seo                                   | 20.00     |
| 202043 | 02/19/2026 | 99997 | Kim McCann                                    | 551.00    |
| 202044 | 02/19/2026 | 99997 | Louis Beryl                                   | 551.00    |
| 202045 | 02/19/2026 | 99997 | Rebecca Silberstein                           | 551.00    |
| 202046 | 02/19/2026 | 99997 | Roger Morimoto                                | 551.00    |
| 202047 | 02/19/2026 | 99997 | Shivayogi Bhusnurmath                         | 163.20    |
| 202048 | 02/19/2026 | 13022 | ROSS & SCHWARZ                                | 12,262.50 |
| 202049 | 02/19/2026 | 12215 | SAE CONSULTING ENGINEERING                    | 92,421.23 |
| 202050 | 02/19/2026 | 12282 | SANTA CLARA COUNTY POLICE CHIEFS' ASSOCIATION | 2,239.47  |
| 202051 | 02/19/2026 | 10607 | SANTA CLARA COUNTY SHERIFF                    | 20.00     |
| 202052 | 02/19/2026 | 12432 | Sonoko Rooney                                 | 176.05    |
| 202053 | 02/19/2026 | 12446 | SPECTRIO LLC                                  | 2,916.00  |
| 202054 | 02/19/2026 | 12495 | STERICYCLE INC                                | 179.12    |
| 202055 | 02/19/2026 | 12526 | SUMAN SIDANA                                  | 116.47    |
| 202056 | 02/19/2026 | 12528 | SUMMIT UNIFORMS LLC                           | 38.28     |
| 202057 | 02/19/2026 | 12755 | VESTIS                                        | 31.00     |
| 202058 | 02/19/2026 | 12756 | VESTRA RESOURCES INC                          | 2,913.75  |
| 202059 | 02/26/2026 | 10028 | ACCESS HARDWARE SUPPLY INC                    | 95.25     |
| 202060 | 02/26/2026 | 12982 | ALMETEK INDUSTRIES INC                        | 2,060.97  |
| 202061 | 02/26/2026 | 10103 | AMAZON CAPITAL SERVICES INC                   | 380.85    |
| 202062 | 02/26/2026 | 10125 | ANDERSON BRULE ARCHITECTS                     | 21,270.00 |
| 202063 | 02/26/2026 | 10190 | AT&T MOBILITY                                 | 1,178.06  |
| 202064 | 02/26/2026 | 10246 | BAY AREA PL SERVICES                          | 450.00    |
| 202065 | 02/26/2026 | 10530 | CITIBANK N.A.                                 | 2,343.92  |

|                       |            |       |                                            |              |
|-----------------------|------------|-------|--------------------------------------------|--------------|
| 202066                | 02/26/2026 | 10537 | CITY OF MOUNTAIN VIEW                      | 53,567.53    |
| 202067                | 02/26/2026 | 10573 | COMCAST                                    | 220.04       |
| 202068                | 02/26/2026 | 10573 | COMCAST                                    | 117.90       |
| 202069                | 02/26/2026 | 10573 | COMCAST                                    | 652.14       |
| 202070                | 02/26/2026 | 10573 | COMCAST                                    | 243.80       |
| 202071                | 02/26/2026 | 10573 | COMCAST                                    | 128.74       |
| 202072                | 02/26/2026 | 10663 | DAVID J. POWERS & ASSOCIATES INC.          | 4,648.00     |
| 202073                | 02/26/2026 | 10677 | DEL CONTE'S LANDSCAPING INC.               | 17,343.00    |
| 202074                | 02/26/2026 | 99999 | John Nelson Barden                         | 46.00        |
| 202075                | 02/26/2026 | 99999 | Vi Nguyen                                  | 240.60       |
| 202076                | 02/26/2026 | 10899 | FRANCOTYP-POSTALIA INC                     | 173.51       |
| 202077                | 02/26/2026 | 10937 | GARDENLAND CENTER INC                      | 2,054.62     |
| 202078                | 02/26/2026 | 10989 | GOVCONNECTION INC.                         | 17,236.83    |
| 202079                | 02/26/2026 | 10999 | GRAINGER                                   | 4.15         |
| 202080                | 02/26/2026 | 12995 | GRIFFIN STRUCTURES, INC.                   | 20,200.00    |
| 202081                | 02/26/2026 | 11276 | JOHNSTONE SUPPLY                           | 737.40       |
| 202082                | 02/26/2026 | 11397 | KOFF & ASSOCIATES                          | 1,485.00     |
| 202083                | 02/26/2026 | 11516 | LIEBERT CASSIDY WHITMORE                   | 4,020.50     |
| 202084                | 02/26/2026 | 11534 | LINDE GAS & EQUIPMENT INC.                 | 26.88        |
| 202085                | 02/26/2026 | 11580 | LOS ALTOS CHAMBER OF COMMERCE              | 271.25       |
| 202086                | 02/26/2026 | 11582 | LOS ALTOS HARDWARE INC                     | 544.85       |
| 202087                | 02/26/2026 | 11769 | MISSION TRAIL WASTE SYSTEMS                | 56,036.67    |
| 202088                | 02/26/2026 | 11810 | MUNICIPAL MAINTENANCE EQUIPMENT INC        | 6,738.13     |
| 202089                | 02/26/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                | 11,675.86    |
| 202090                | 02/26/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                | 216.96       |
| 202091                | 02/26/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                | 1,765.25     |
| 202092                | 02/26/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                | 95.02        |
| 202093                | 02/26/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                | 1,945.65     |
| 202094                | 02/26/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                | 24,944.72    |
| 202095                | 02/26/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                | 14,447.69    |
| 202096                | 02/26/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                | 584.16       |
| 202097                | 02/26/2026 | 11964 | Page & Turnbull Inc.                       | 1,600.00     |
| 202098                | 02/26/2026 | 12105 | PUBLIC TRUST ADVISORS LLC                  | 3,035.40     |
| 202099                | 02/26/2026 | 12149 | RANCHO 76 INC                              | 501.87       |
| 202100                | 02/26/2026 | 99997 | Los Altos Chabad                           | 767.00       |
| 202101                | 02/26/2026 | 12166 | REDWOOD TRADING POST                       | 142.82       |
| 202102                | 02/26/2026 | 12274 | SANTA CLARA COUNTY CENTRAL FIRE PROTECTION | 765,866.00   |
| 202103                | 02/26/2026 | 13028 | SINGLE FLUSH PLUMBING INC                  | 8,244.00     |
| 202104                | 02/26/2026 | 12440 | SOUTHERN COMPUTER WAREHOUSE INC            | 2,028.85     |
| 202105                | 02/26/2026 | 12634 | T-Mobile USA Inc.                          | 866.69       |
| 202106                | 02/26/2026 | 12601 | The Lew Edwards Group                      | 13,500.00    |
| 202107                | 02/26/2026 | 12672 | TRISTAR RISK MANAGEMENT                    | 5,185.33     |
| 202108                | 02/26/2026 | 12698 | U.S. BANK                                  | 48,770.15    |
| 202109                | 02/26/2026 | 12747 | VERIZON WIRELESS                           | 414.39       |
| 202110                | 02/26/2026 | 12755 | VESTIS                                     | 419.66       |
| 202111                | 02/26/2026 | 12806 | WATRY DESIGN INC.                          | 76,168.00    |
| Total – February 2026 |            |       |                                            | 3,404,788.42 |

## City of Los Altos — Check Register

March 2026

| Check number | Check date | Vendor number | Vendor name                                 | Amount    |
|--------------|------------|---------------|---------------------------------------------|-----------|
| 202112       | 03/05/2026 | 10011         | A GOOD SIGN & GRAPHICS CO.                  | 31,458.00 |
| 202113       | 03/05/2026 | 10103         | AMAZON CAPITAL SERVICES INC                 | 1,073.65  |
| 202114       | 03/05/2026 | 10250         | BAY CITIES JOINT POWERS INSURANCE AUTHORITY | 3,028.58  |
| 202115       | 03/05/2026 | 10261         | BELLECCI & ASSOCIATES                       | 4,620.00  |
| 202116       | 03/05/2026 | 10267         | BERLINER COHEN LLP                          | 37,458.80 |
| 202117       | 03/05/2026 | 10530         | CITIBANK N.A.                               | 2,848.92  |
| 202118       | 03/05/2026 | 10537         | CITY OF MOUNTAIN VIEW                       | 800.99    |
| 202119       | 03/05/2026 | 10573         | COMCAST                                     | 260.40    |
| 202120       | 03/05/2026 | 10574         | COMCAST BUSINESS                            | 926.78    |
| 202121       | 03/05/2026 | 10578         | COMMUNITY SERVICES AGENCY                   | 25,000.00 |
| 202122       | 03/05/2026 | 10619         | CRIME SCENE CLEANERS INC                    | 130.00    |
| 202123       | 03/05/2026 | 99998         | Tarini Mohapatra                            | 1,679.34  |
| 202124       | 03/05/2026 | 10663         | DAVID J. POWERS & ASSOCIATES INC.           | 3,857.50  |
| 202125       | 03/05/2026 | 10701         | Dex Background Investigations               | 2,987.13  |
| 202126       | 03/05/2026 | 12986         | DYETT & BHATIA, URBAN AND REGIONAL          | 69,284.69 |
| 202127       | 03/05/2026 | 99999         | Art Shablinski                              | 86.00     |
| 202128       | 03/05/2026 | 99999         | Brian Werner                                | 520.03    |
| 202129       | 03/05/2026 | 99999         | Brian Werner                                | 429.50    |
| 202130       | 03/05/2026 | 99999         | Katie Krauss                                | 531.02    |
| 202131       | 03/05/2026 | 99999         | Levi Lnenicka                               | 86.69     |
| 202132       | 03/05/2026 | 10937         | GARDENLAND CENTER INC                       | 1,075.26  |
| 202133       | 03/05/2026 | 10962         | GIULIANI & KULL INC                         | 510.00    |
| 202134       | 03/05/2026 | 10978         | GOOD VIBES ROOFING AND SIDING INC.          | 1,141.45  |
| 202135       | 03/05/2026 | 10999         | GRAINGER                                    | 861.79    |
| 202136       | 03/05/2026 | 11009         | GREATAMERICA FINANCIAL SERVICES CORP.       | 115.67    |
| 202137       | 03/05/2026 | 11041         | STRUCTECH ENGINEERING                       | 33,644.25 |
| 202138       | 03/05/2026 | 11195         | IT MANAGEMENT CORP                          | 169.43    |
| 202139       | 03/05/2026 | 11274         | JOHNSON ROBERTS & ASSOCIATES INC            | 175.50    |
| 202140       | 03/05/2026 | 11394         | KMVT COMMUNITY TELEVISION                   | 16,319.32 |
| 202141       | 03/05/2026 | 11463         | LATC MEDIA INC                              | 1,016.00  |
| 202142       | 03/05/2026 | 11509         | LEXISNEXIS RISK DATA MGT LLC                | 156.00    |
| 202143       | 03/05/2026 | 11582         | LOS ALTOS HARDWARE INC                      | 242.42    |
| 202144       | 03/05/2026 | 11737         | METRO MOBILE COMMUNICATIONS                 | 382.50    |
| 202145       | 03/05/2026 | 12144         | MICHAEL RAMON                               | 241.70    |
| 202146       | 03/05/2026 | 11755         | MIDPENINSULA REGIONAL OPEN SPACE DISTRICT   | 551.00    |
| 202147       | 03/05/2026 | 11831         | NANCY TUCKER                                | 273.30    |
| 202148       | 03/05/2026 | 11852         | NAVIA BENEFIT SOLUTIONS                     | 2,067.95  |
| 202149       | 03/05/2026 | 11941         | O'REILLY AUTO ENTERPRISES LLC               | 480.42    |
| 202150       | 03/05/2026 | 11923         | ODP BUSINESS SOLUTIONS LLC                  | 448.22    |
| 202151       | 03/05/2026 | 11956         | PACIFIC GAS AND ELECTRIC CO                 | 94.32     |
| 202152       | 03/05/2026 | 11956         | PACIFIC GAS AND ELECTRIC CO                 | 5,986.62  |

|        |            |       |                                |            |
|--------|------------|-------|--------------------------------|------------|
| 202153 | 03/05/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO    | 21.20      |
| 202154 | 03/05/2026 | 11959 | PACIFIC OFFICE AUTOMATION INC. | 440.09     |
| 202155 | 03/05/2026 | 11999 | PAY PLUS SOLUTIONS             | 728.05     |
| 202156 | 03/05/2026 | 12050 | PINA SHAH                      | 250.70     |
| 202157 | 03/05/2026 | 99997 | Bhanumathy Rajagopal           | 86.83      |
| 202158 | 03/05/2026 | 99997 | Bina Guerrieri                 | 109.01     |
| 202159 | 03/05/2026 | 99997 | Srisreya Madhala               | 551.00     |
| 202160 | 03/05/2026 | 99997 | Susie Werner                   | 50.38      |
| 202161 | 03/05/2026 | 12194 | RINGCENTRAL INC.               | 4,900.98   |
| 202162 | 03/05/2026 | 13022 | ROSS & SCHWARZ                 | 11,612.50  |
| 202163 | 03/05/2026 | 12232 | SABLE COMPUTER INC             | 4,231.50   |
| 202164 | 03/05/2026 | 12238 | Safety-Kleen Systems Inc.      | 3,888.80   |
| 202165 | 03/05/2026 | 12254 | San Jose BMW                   | 962.74     |
| 202166 | 03/05/2026 | 10607 | SANTA CLARA COUNTY SHERIFF     | 500.00     |
| 202167 | 03/05/2026 | 12428 | SODEXO INC.                    | 53.62      |
| 202168 | 03/05/2026 | 12475 | STAPLES ADVANTAGE              | 60.63      |
| 202169 | 03/05/2026 | 12495 | STERICYCLE INC                 | 643.83     |
| 202170 | 03/05/2026 | 12535 | SUNNYVALE FORD INC             | 125.64     |
| 202171 | 03/05/2026 | 12570 | TANGENT COMPUTER INC           | 1,205.28   |
| 202172 | 03/05/2026 | 12964 | TOWNSEND PUBLIC AFFAIRS, INC   | 5,000.00   |
| 202173 | 03/05/2026 | 12651 | TRAFFIC LOGIX CORPORATION      | 3,717.84   |
| 202174 | 03/05/2026 | 12661 | TRB AND ASSOCIATES INC         | 31,138.63  |
| 202175 | 03/05/2026 | 12672 | TRISTAR RISK MANAGEMENT        | 19,744.06  |
| 202176 | 03/05/2026 | 12694 | TYLER TECHNOLOGIES INC         | 1,985.50   |
| 202177 | 03/05/2026 | 12697 | U.S. BANK                      | 2,107.00   |
| 202178 | 03/05/2026 | 12705 | ULINE                          | 1,475.83   |
| 202179 | 03/05/2026 | 12755 | VESTIS                         | 450.66     |
| 202180 | 03/05/2026 | 12762 | VIJAY KUMAR DHIR               | 232.49     |
| 202181 | 03/05/2026 | 12933 | ZORO TOOLS INC                 | 343.74     |
| 202182 | 03/12/2026 | 12962 | ACE PARKING III LLC            | 21,315.93  |
| 202183 | 03/12/2026 | 10097 | ALTEC INC                      | 144,053.00 |
| 202184 | 03/12/2026 | 10103 | AMAZON CAPITAL SERVICES INC    | 100.35     |
| 202185 | 03/12/2026 | 10188 | AT&T                           | 4,203.40   |
| 202186 | 03/12/2026 | 10303 | BMI IMAGING SYSTEMS            | 11,349.96  |
| 202187 | 03/12/2026 | 10322 | BPS TACTICAL INC               | 3,424.68   |
| 202188 | 03/12/2026 | 10381 | CALIFORNIA WATER SERVICE       | 323.58     |
| 202189 | 03/12/2026 | 10381 | CALIFORNIA WATER SERVICE       | 115.07     |
| 202190 | 03/12/2026 | 10381 | CALIFORNIA WATER SERVICE       | 732.02     |
| 202191 | 03/12/2026 | 10381 | CALIFORNIA WATER SERVICE       | 47.73      |
| 202192 | 03/12/2026 | 10381 | CALIFORNIA WATER SERVICE       | 1,120.30   |
| 202193 | 03/12/2026 | 10408 | CAPSTONE PRECISION GROUP LLC   | 3,678.00   |
| 202194 | 03/12/2026 | 10438 | CENTURY GRAPHICS               | 1,340.97   |
| 202195 | 03/12/2026 | 10530 | CITIBANK N.A.                  | 172.73     |
| 202196 | 03/12/2026 | 10550 | CLEANSWEEP SERVICES INC.       | 34,569.00  |
| 202197 | 03/12/2026 | 10582 | CONCENTRA MEDICAL CENTERS      | 113.00     |
| 202198 | 03/12/2026 | 13024 | COURTESY CLEANERS & DRAPE, INC | 749.25     |
| 202199 | 03/12/2026 | 10653 | Darryl Pang                    | 375.00     |

|        |            |       |                                                 |           |
|--------|------------|-------|-------------------------------------------------|-----------|
| 202200 | 03/12/2026 | 10682 | DELL MARKETING L.P.                             | 2,681.65  |
| 202201 | 03/12/2026 | 10753 | DUNN-EDWARDS CORPORATION                        | 145.97    |
| 202202 | 03/12/2026 | 99999 | Anthony Friebel                                 | 4,618.36  |
| 202203 | 03/12/2026 | 99999 | BO-KYOUNG KIM                                   | 137.85    |
| 202204 | 03/12/2026 | 99999 | Yongdan Chunyu                                  | 100.00    |
| 202205 | 03/12/2026 | 10878 | FOLGER GRAPHICS INC                             | 8,462.08  |
| 202206 | 03/12/2026 | 10899 | FRANCOTYP-POSTALIA INC                          | 94.78     |
| 202207 | 03/12/2026 | 10987 | GOSERCO INC                                     | 49,300.00 |
| 202208 | 03/12/2026 | 10989 | GOVCONNECTION INC.                              | 8,995.17  |
| 202209 | 03/12/2026 | 10992 | Governmentjobs.com Inc                          | 33,875.18 |
| 202210 | 03/12/2026 | 10999 | GRAINGER                                        | 23.68     |
| 202211 | 03/12/2026 | 11105 | HINDERLITER DE LLAMAS & ASSOC                   | 1,137.60  |
| 202212 | 03/12/2026 | 11154 | IMPEC GROUP INC                                 | 37,271.18 |
| 202213 | 03/12/2026 | 11169 | INTERACTIVE DATA LLC                            | 110.50    |
| 202214 | 03/12/2026 | 11287 | JOSEPH F CANNIZZARO                             | 558.00    |
| 202215 | 03/12/2026 | 11293 | JOYCE TSUNODA                                   | 126.46    |
| 202216 | 03/12/2026 | 11331 | KATHLEEN BLANCHARD                              | 117.90    |
| 202217 | 03/12/2026 | 11454 | LANGUAGE LINE SERVICES                          | 115.62    |
| 202218 | 03/12/2026 | 11463 | LATC MEDIA INC                                  | 2,660.00  |
| 202219 | 03/12/2026 | 11469 | LAW ENFORCEMENT PSYCHOLOGICAL SERVICES INC      | 450.00    |
| 202220 | 03/12/2026 | 11509 | LEXISNEXIS RISK DATA MGT LLC                    | 159.30    |
| 202221 | 03/12/2026 | 11509 | LEXISNEXIS RISK DATA MGT LLC                    | 1,977.60  |
| 202222 | 03/12/2026 | 11582 | LOS ALTOS HARDWARE INC                          | 390.69    |
| 202223 | 03/12/2026 | 11587 | LOS ALTOS PEACE OFFICERS ASSOCIATION            | 3,541.60  |
| 202224 | 03/12/2026 | 11747 | Michael Lang                                    | 100.00    |
| 202225 | 03/12/2026 | 13027 | MIWALL CORPORATION                              | 966.09    |
| 202226 | 03/12/2026 | 11776 | MNJ TECHNOLOGIES DIRECT LLC                     | 2,886.49  |
| 202227 | 03/12/2026 | 13032 | WAYNE BOYER                                     | 902.66    |
| 202228 | 03/12/2026 | 11800 | MOTOROLA SOLUTIONS INC.                         | 11,202.93 |
| 202229 | 03/12/2026 | 11801 | MOUNTAIN VIEW GARDEN CENTER                     | 39.29     |
| 202230 | 03/12/2026 | 11846 | National Construction Rentals Inc.              | 3,029.16  |
| 202231 | 03/12/2026 | 11903 | NOLL & TAM ARCHITECTS                           | 15,488.81 |
| 202232 | 03/12/2026 | 13019 | OMEGA INDUSTRIAL SUPPLY, INC                    | 4,048.84  |
| 202233 | 03/12/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                     | 163.47    |
| 202234 | 03/12/2026 | 12050 | PINA SHAH                                       | 241.94    |
| 202235 | 03/12/2026 | 12089 | PREFERRED ALLIANCE INC                          | 225.60    |
| 202236 | 03/12/2026 | 12104 | Public Risk Innovation Solutions and Management | 7,711.26  |
| 202237 | 03/12/2026 | 12149 | RANCHO 76 INC                                   | 250.93    |
| 202238 | 03/12/2026 | 99997 | Andrea Gorman                                   | 551.00    |
| 202239 | 03/12/2026 | 99997 | Kenley Chin                                     | 132.37    |
| 202240 | 03/12/2026 | 99997 | Mahesh Patel                                    | 242.12    |
| 202241 | 03/12/2026 | 99997 | Sunil Kurkure                                   | 295.22    |
| 202242 | 03/12/2026 | 13029 | REXEL USA, INC                                  | 17.44     |
| 202243 | 03/12/2026 | 12269 | SANITARY TRUCK DRIVERS & HELPERS                | 1,054.00  |
| 202244 | 03/12/2026 | 12284 | Santa Clara County Roads & Airports             | 14,613.81 |
| 202245 | 03/12/2026 | 10607 | SANTA CLARA COUNTY SHERIFF                      | 260.00    |
| 202246 | 03/12/2026 | 12321 | PERMITIUM                                       | 220.00    |

|        |            |       |                                               |           |
|--------|------------|-------|-----------------------------------------------|-----------|
| 202247 | 03/12/2026 | 12545 | Susmita Mukherjee                             | 200.62    |
| 202248 | 03/12/2026 | 12634 | T-Mobile USA Inc.                             | 50.00     |
| 202249 | 03/12/2026 | 12570 | TANGENT COMPUTER INC                          | 2,946.24  |
| 202250 | 03/12/2026 | 12646 | TOP DOG POLICE K9 TRAINING AND CONSULTING LLC | 275.00    |
| 202251 | 03/12/2026 | 12694 | TYLER TECHNOLOGIES INC                        | 1,240.00  |
| 202252 | 03/12/2026 | 12739 | Veena Jain                                    | 44.25     |
| 202253 | 03/12/2026 | 12756 | VESTRA RESOURCES INC                          | 507.75    |
| 202254 | 03/12/2026 | 12828 | WESTLAKE HARDWARE INC                         | 46.90     |
| 202255 | 03/19/2026 | 10183 | ASSOCIATION OF BAY AREA GOVERNMENTS           | 4,462.04  |
| 202256 | 03/19/2026 | 10069 | ALEXIS IWASAKI                                | 2,400.00  |
| 202257 | 03/19/2026 | 10103 | AMAZON CAPITAL SERVICES INC                   | 604.58    |
| 202258 | 03/19/2026 | 10114 | AMS.NET INC                                   | 537.88    |
| 202259 | 03/19/2026 | 10125 | ANDERSON BRULE ARCHITECTS                     | 53,175.00 |
| 202260 | 03/19/2026 | 10128 | ANDREAS G ZAMENES                             | 500.00    |
| 202261 | 03/19/2026 | 10213 | BAE Urban Economics Inc.                      | 7,737.50  |
| 202262 | 03/19/2026 | 10274 | BETTE FOLEY                                   | 130.55    |
| 202263 | 03/19/2026 | 10303 | BMI IMAGING SYSTEMS                           | 17,475.90 |
| 202264 | 03/19/2026 | 10379 | CALIFORNIA PEACE OFFICERS' ASSOC.             | 1,543.50  |
| 202265 | 03/19/2026 | 13025 | CHEF GILLY'S LLC                              | 2,502.46  |
| 202266 | 03/19/2026 | 10483 | CHEVRON AND TEXACO BUSINESS CARD SERVICES     | 34.09     |
| 202267 | 03/19/2026 | 10530 | CITIBANK N.A.                                 | 33.08     |
| 202268 | 03/19/2026 | 10537 | CITY OF MOUNTAIN VIEW                         | 8,469.07  |
| 202269 | 03/19/2026 | 10573 | COMCAST                                       | 220.04    |
| 202270 | 03/19/2026 | 10582 | CONCENTRA MEDICAL CENTERS                     | 253.00    |
| 202271 | 03/19/2026 | 10699 | DEWBERRY ENGINEERS INC.                       | 1,010.00  |
| 202272 | 03/19/2026 | 10748 | DU-ALL SAFETY LLC                             | 2,100.00  |
| 202273 | 03/19/2026 | 10770 | EDGES ELECTRICAL GROUP LLC                    | 303.93    |
| 202274 | 03/19/2026 | 99999 | Levi Lnenicka                                 | 117.71    |
| 202275 | 03/19/2026 | 99999 | Levi Lnenicka                                 | 224.91    |
| 202276 | 03/19/2026 | 99999 | Tracie Banuelos                               | 26.00     |
| 202277 | 03/19/2026 | 10807 | ENTERPRISE FM TRUST                           | 41.00     |
| 202278 | 03/19/2026 | 10892 | Foster & Foster Actuaries Inc                 | 2,750.00  |
| 202279 | 03/19/2026 | 13033 | GABRIELA CASTRO                               | 129.00    |
| 202280 | 03/19/2026 | 10999 | GRAINGER                                      | 426.64    |
| 202281 | 03/19/2026 | 11049 | Hanson Bridgett LLP                           | 37,155.92 |
| 202282 | 03/19/2026 | 11155 | IMPERIAL SPRINKLER SUPPLY                     | 2,512.10  |
| 202283 | 03/19/2026 | 11179 | INTERSTATE TRAFFIC CONTROL PRODUCTS INC.      | 2,588.91  |
| 202284 | 03/19/2026 | 11324 | KASEYA US LLC                                 | 9.70      |
| 202285 | 03/19/2026 | 11469 | LAW ENFORCEMENT PSYCHOLOGICAL SERVICES INC    | 475.00    |
| 202286 | 03/19/2026 | 11579 | LOS ALTOS ATHLETIC BOOSTERS                   | 551.00    |
| 202287 | 03/19/2026 | 11582 | LOS ALTOS HARDWARE INC                        | 1,541.16  |
| 202288 | 03/19/2026 | 11755 | MIDPENINSULA REGIONAL OPEN SPACE DISTRICT     | 551.00    |
| 202289 | 03/19/2026 | 11987 | PATRICIA WYMAN                                | 27.00     |
| 202290 | 03/19/2026 | 12015 | PENINSULA DEMOCRATIC COALITION                | 551.00    |
| 202291 | 03/19/2026 | 12021 | PENINSULA UNIFORMS AND ARTISAN EMBROIDERY     | 2,107.56  |
| 202292 | 03/19/2026 | 12050 | PINA SHAH                                     | 286.17    |
| 202293 | 03/19/2026 | 12096 | PRIMO BRANDS                                  | 31.35     |

|        |            |       |                                                |            |
|--------|------------|-------|------------------------------------------------|------------|
| 202294 | 03/19/2026 | 12105 | PUBLIC TRUST ADVISORS LLC                      | 2,751.80   |
| 202295 | 03/19/2026 | 99997 | Jaydeb Mukherjee                               | 151.32     |
| 202296 | 03/19/2026 | 99997 | Los Altos & Los Altos Hills Little League      | 551.00     |
| 202297 | 03/19/2026 | 99997 | Pillay Ramakrishna                             | 95.10      |
| 202298 | 03/19/2026 | 13029 | REXEL USA, INC                                 | 307.20     |
| 202299 | 03/19/2026 | 12238 | Safety-Kleen Systems Inc.                      | 242.50     |
| 202300 | 03/19/2026 | 12274 | SANTA CLARA COUNTY CENTRAL FIRE PROTECTION     | 791,778.00 |
| 202301 | 03/19/2026 | 12442 | SPARTAN TOOL LLC                               | 1,494.34   |
| 202302 | 03/19/2026 | 12535 | SUNNYVALE FORD INC                             | 185.00     |
| 202303 | 03/19/2026 | 12711 | UNITED RENTALS (NORTH AMERICA) INC             | 933.03     |
| 202304 | 03/19/2026 | 12725 | VALLEY OIL COMPANY                             | 13,983.41  |
| 202305 | 03/19/2026 | 12747 | VERIZON WIRELESS                               | 410.77     |
| 202306 | 03/19/2026 | 12755 | VESTIS                                         | 450.66     |
| 202307 | 03/19/2026 | 12762 | VIJAY KUMAR DHIR                               | 133.98     |
| 202308 | 03/19/2026 | 12782 | Waldorf School                                 | 551.00     |
| 202309 | 03/19/2026 | 12806 | WATRY DESIGN INC.                              | 10,554.80  |
| 202310 | 03/26/2026 | 10020 | ABC STEEL FENCE LLC                            | 14,400.00  |
| 202311 | 03/26/2026 | 10041 | ADOBE ANIMAL HOSPITAL                          | 180.00     |
| 202312 | 03/26/2026 | 10064 | ALAN ENRIQUE UGARTE                            | 1,150.00   |
| 202313 | 03/26/2026 | 10069 | ALEXIS IWASAKI                                 | 1,860.00   |
| 202314 | 03/26/2026 | 10097 | ALTEC INC                                      | 12,469.81  |
| 202315 | 03/26/2026 | 10129 | ANDREW CONNICK CALHOUN II                      | 1,150.00   |
| 202316 | 03/26/2026 | 10163 | ARGO CONSTRUCTION INC.                         | 15,105.64  |
| 202317 | 03/26/2026 | 10188 | AT&T                                           | 4,004.87   |
| 202318 | 03/26/2026 | 10190 | AT&T MOBILITY                                  | 4,090.90   |
| 202319 | 03/26/2026 | 10347 | BRYAN TROYER                                   | 1,516.34   |
| 202320 | 03/26/2026 | 10381 | CALIFORNIA WATER SERVICE                       | 43,028.64  |
| 202321 | 03/26/2026 | 10421 | CARTER YOUNGBLOOD                              | 1,150.00   |
| 202322 | 03/26/2026 | 10489 | CHIA YIN MELODY WU                             | 513.60     |
| 202323 | 03/26/2026 | 10515 | Christopher K. Boucher                         | 6,347.50   |
| 202324 | 03/26/2026 | 10573 | COMCAST                                        | 652.14     |
| 202325 | 03/26/2026 | 10573 | COMCAST                                        | 228.80     |
| 202326 | 03/26/2026 | 10582 | CONCENTRA MEDICAL CENTERS                      | 618.00     |
| 202327 | 03/26/2026 | 10677 | DEL CONTE'S LANDSCAPING INC.                   | 17,683.00  |
| 202328 | 03/26/2026 | 10733 | Dosanjh Family Automotive Retailing Group Inc. | 1,664.68   |
| 202329 | 03/26/2026 | 12984 | DUKE'S ROOT CONTROL INC.                       | 29,733.56  |
| 202330 | 03/26/2026 | 99999 | Art Shablinski                                 | 205.42     |
| 202331 | 03/26/2026 | 99999 | Heather Cressall                               | 183.50     |
| 202332 | 03/26/2026 | 99999 | James Hawkins                                  | 1,366.20   |
| 202333 | 03/26/2026 | 99999 | Tracie Banuelos                                | 172.50     |
| 202334 | 03/26/2026 | 13033 | GABRIELA CASTRO                                | 496.80     |
| 202335 | 03/26/2026 | 10999 | GRAINGER                                       | 300.40     |
| 202336 | 03/26/2026 | 11009 | GREATAMERICA FINANCIAL SERVICES CORP.          | 87.29      |
| 202337 | 03/26/2026 | 11061 | HARRY HALVORSEN                                | 1,150.00   |
| 202338 | 03/26/2026 | 13012 | HD SUPPLY, INC                                 | 581.90     |
| 202339 | 03/26/2026 | 11105 | HINDERLITER DE LLAMAS & ASSOC                  | 1,419.48   |
| 202340 | 03/26/2026 | 11323 | Karl L Konnerth                                | 360.00     |

|                    |            |       |                                              |              |
|--------------------|------------|-------|----------------------------------------------|--------------|
| 202341             | 03/26/2026 | 13014 | KATHERINE LEE                                | 1,150.00     |
| 202342             | 03/26/2026 | 11361 | Kensuke Sumii                                | 1,041.60     |
| 202343             | 03/26/2026 | 11394 | KMVT COMMUNITY TELEVISION                    | 3,826.25     |
| 202344             | 03/26/2026 | 11534 | LINDE GAS & EQUIPMENT INC.                   | 23.52        |
| 202345             | 03/26/2026 | 11582 | LOS ALTOS HARDWARE INC                       | 575.08       |
| 202346             | 03/26/2026 | 11586 | LOS ALTOS MOUNTAIN VIEW COMMUNITY FOUNDATION | 3,458.00     |
| 202347             | 03/26/2026 | 11587 | LOS ALTOS PEACE OFFICERS ASSOCIATION         | 1,820.70     |
| 202348             | 03/26/2026 | 11603 | LOZANO-GURLEY INC                            | 30.00        |
| 202349             | 03/26/2026 | 11658 | MANUEL MINZER                                | 3,708.00     |
| 202350             | 03/26/2026 | 11687 | MARYAM MOSHIRY                               | 2,805.00     |
| 202351             | 03/26/2026 | 99996 | Daphne Ross                                  | 1,654.50     |
| 202352             | 03/26/2026 | 11769 | MISSION TRAIL WASTE SYSTEMS                  | 44,299.22    |
| 202353             | 03/26/2026 | 13011 | NATIONAL GLASS SYSTEMS, INC                  | 15,801.31    |
| 202354             | 03/26/2026 | 11903 | NOLL & TAM ARCHITECTS                        | 9,986.83     |
| 202355             | 03/26/2026 | 11923 | ODP BUSINESS SOLUTIONS LLC                   | 212.40       |
| 202356             | 03/26/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                  | 4.35         |
| 202357             | 03/26/2026 | 11956 | PACIFIC GAS AND ELECTRIC CO                  | 1,768.17     |
| 202358             | 03/26/2026 | 12021 | PENINSULA UNIFORMS AND ARTISAN EMBROIDERY    | 4,338.10     |
| 202359             | 03/26/2026 | 12037 | PETTY CASH CUSTODIAN                         | 193.05       |
| 202360             | 03/26/2026 | 12059 | PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC   | 4,761.47     |
| 202361             | 03/26/2026 | 12123 | R3 CONSULTING GROUP                          | 5,202.50     |
| 202362             | 03/26/2026 | 13036 | RICKY CHU                                    | 1,150.00     |
| 202363             | 03/26/2026 | 12342 | SHAIJA SALIM ALI                             | 1,320.00     |
| 202364             | 03/26/2026 | 12366 | SHEZADI MERCHANT                             | 1,320.00     |
| 202365             | 03/26/2026 | 13028 | SINGLE FLUSH PLUMBING INC                    | 4,600.00     |
| 202366             | 03/26/2026 | 13040 | SJ REBAR, INC                                | 1,414.22     |
| 202367             | 03/26/2026 | 12495 | STERICYCLE INC                               | 659.00       |
| 202368             | 03/26/2026 | 13004 | THE BACKFLOW GUY, INC.                       | 979.00       |
| 202369             | 03/26/2026 | 12672 | TRISTAR RISK MANAGEMENT                      | 5,185.33     |
| 202370             | 03/26/2026 | 12725 | VALLEY OIL COMPANY                           | 6,441.10     |
| 202371             | 03/26/2026 | 12758 | VICTOR STANLEY LLC                           | 22,894.44    |
| 202372             | 03/26/2026 | 12828 | WESTLAKE HARDWARE INC                        | 51.26        |
| 202373             | 03/26/2026 | 13045 | LOCAL AGENCY FORMATION COMMISSION            | 13,758.00    |
| 202374             | 03/26/2026 | 12479 | STATE BOARD OF EQUALIZATION                  | 300.00       |
| Total – March 2026 |            |       |                                              | 2,115,202.03 |



## City Council Staff Report

**Meeting Date:** June 23, 2026

**Prepared By:** Jessie Kim

**Approved By:** Gabe Engeland

**Subject:** Approval of the Updated Purchasing Policy (June 2026)

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### COUNCIL PRIORITY AREA

General Government

### RECOMMENDATION

Approve the updated Purchasing Policy (June 2026), superseding the June 2025 Purchasing Policy.

### ENVIRONMENTAL IMPACT

Approval of the updated Purchasing Policy is not a project subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15378(b)(5) and 15061(b)(3), as it is an organizational and administrative activity of the City that will not result in a direct or reasonably foreseeable indirect physical change in the environment.

### FISCAL IMPACT

There is no direct fiscal impact associated with approval of the updated Policy. The revisions clarify existing approval authority and internal controls and are expected to improve administrative efficiency and reduce processing delays.

### PREVIOUS COUNCIL CONSIDERATION

June 10, 2025

### BACKGROUND

The Purchasing Policy provides the internal control framework for City procurement, including bidding requirements, approval thresholds, and signature authority levels. It was last updated in June 2025. Over the past year, staff identified provisions that were internally inconsistent, ambiguous as to approval routing, or no longer aligned with operational practice, and conducted a comprehensive review with input from departmental reviewers. The proposed revisions were presented to the Financial Commission prior to bringing the updated Policy to the City Council.

### ANALYSIS

### DISCUSSION

The June 2026 update standardizes threshold language, ties approval requirements to dollar thresholds rather than to specific positions, clarifies the City Attorney's legal review role, and resolves internal inconsistencies among the narrative, tables, glossary, and exhibits. It does not

change the \$10,000 bidding floor or the \$125,000 City Council approval threshold. The principal revisions are as follows:

- Standardized threshold language. All dollar thresholds now follow a uniform convention (“\$10,000 through \$50,000,” “greater than \$50,000 and less than \$125,000,” “\$125,000 and greater”), eliminating boundary ambiguities and conflicts among the narrative, tables, glossary, and exhibits.
- Approval routing by dollar threshold. Approval requirements are tied to dollar thresholds rather than to specific positions. The Contract Purchase Order (CPO) authorization previously assigned to the Assistant City Manager now follows the Policy’s approval thresholds, and the Assistant City Manager was removed from the formal bid approval chain for purchases greater than \$50,000 and less than \$125,000.
- City Attorney role. The Policy states that the City Attorney’s role is limited to legal review and does not constitute financial approval authority; City Attorney review is obtained only when warranted by the nature and risk level of the contract.
- Budget transfer authority. For consistency with the City Manager’s existing authority over transfers between Departments/Programs, the Policy provides that the City Manager may approve transfers between Capital Improvement Projects within a fund without increasing the total adopted appropriation. Increases to total appropriation and transfers between funds remain subject to City Council authorization.
- Other administrative and editorial corrections. The update also restructures the professional services and bidding tables, updates the emergency purchase and Purchase Card (CalCard) provisions, corrects typographical errors, standardizes formatting and fonts, re-letters the exhibits, and rebuilds the table of contents. A complete listing of the changes is provided in Attachment 1, and a redline showing all tracked changes against the June 2025 Policy is provided in Attachment 2.

## **ATTACHMENTS**

1. Attachment 1 - Summary of Changes
2. Attachment 2 - Redlined Purchasing Policy
3. Attachment 3 - Final Purchasing Policy

## PURCHASING POLICY – SUMMARY OF CHANGES

*June 2025 Policy to June 2026 Policy*

The June 2026 update is primarily a clarification and consistency update. It does not change the City’s fundamental procurement framework, the \$10,000 bidding floor, or the \$125,000 City Council approval threshold. The revisions standardize threshold language throughout the Policy, tie approval requirements to dollar thresholds rather than specific positions, clarify the City Attorney’s legal review role, and resolve internal conflicts among the narrative, tables, glossary, and exhibits. The changes are summarized below.

### List of Changes

| No. | Section / Location                        | Change and Summary                                                                                                                                                                                                                                                                                                                                            |
|-----|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Overview & Responsibilities               | Clarified that the City Attorney’s role is limited to legal review and does not constitute financial approval authority.                                                                                                                                                                                                                                      |
| 2   | Overview & Responsibilities               | Clarified requisition workflow: purchases are initiated through a departmental Requisition (REQ) routed to Finance for review and approval; once approved, Finance generates the corresponding PO, BPO, PCA, or CPO.                                                                                                                                          |
| 3   | Overview & Responsibilities               | Limited mandatory Risk Manager review to Contracts and Service Agreements that result in a Purchase Order (insurance and liability compliance).                                                                                                                                                                                                               |
| 4   | Ways to Make Purchases – Methods Table    | Standardized City Council approval language for CPOs, PCAs, and Professional Service Contracts to “\$125,000 and greater” (previously a mix of “over \$125,000” and “at \$125,000 and over”).                                                                                                                                                                 |
| 5   | Direct Vendor Purchases                   | Added guidance that departments should use a Purchase Order whenever purchases are planned, repetitive, or expected to exceed \$10,000 cumulatively, to avoid vendor fragmentation.                                                                                                                                                                           |
| 6   | Purchase Contract Agreements (PCA)        | Clarified that competitive bidding is based on signing authority thresholds; City Manager approval applies to contracts greater than \$50,000 (in addition to Risk Manager and Finance Director).                                                                                                                                                             |
| 7   | Purchase Contract Agreements (PCA)        | Replaced Assistant City Manager authorization of CPOs with threshold-based approvals: a CPO must follow the approval thresholds established in the Policy and be submitted to Finance.                                                                                                                                                                        |
| 8   | Professional Service Contracts (overview) | Revised the paragraph: competitive selection and pricing are required per applicable procurement thresholds and encouraged for smaller purchases; the CPO must follow the approval thresholds; City Attorney involvement applies only if legal review is required based on the nature of the contract, as determined by the Risk Manager or Finance Director. |
| 9   | Bidding & Authorization Limits            | Standardized threshold language: “\$10,000 through \$50,000,” “greater than \$50,000 and less than \$125,000,” and “\$125,000 and greater,” resolving the conflict between                                                                                                                                                                                    |

| No. | Section / Location                    | Change and Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                       | the table (\$10,000 to \$50,000) and narrative (\$10,000 to \$49,999.99).                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 10  | Bidding & Authorization Limits        | Removed the Assistant City Manager from the formal bid approval chain (now DH & FD & CM for greater than \$50,000 and less than \$125,000) and corrected the “AS” typographical error in the \$125,000-and-greater tier (now DH & FD & CM & CC).                                                                                                                                                                                                                                                                     |
| 11  | Sole Source Procurements              | Revised approval routing: documentation is submitted to the Finance Director and Risk Manager, with Assistant City Manager review; City Manager approval is required for sole source purchases greater than \$50,000 and City Council approval at \$125,000 and greater. The Risk Manager remains in the approval chain for all sole source procurements.                                                                                                                                                            |
| 12  | Emergency Purchases                   | Clarified that the \$125,000 after-the-fact ratification threshold is measured against the total emergency purchase or contract amount, including subsequent amendments and change orders.                                                                                                                                                                                                                                                                                                                           |
| 13  | Emergency Purchases                   | Clarified that a temporary emergency credit card limit increase is a payment processing tool and does not itself constitute purchase or approval authority; approval and ratification requirements continue to apply.                                                                                                                                                                                                                                                                                                |
| 14  | Budget Authority Levels               | Revised City Manager transfer authority to permit transfers between Capital Improvement Projects, in addition to between Departments/Programs, without increasing the total adopted appropriation. Under the June 2025 Policy, any increase to a single Capital Improvement Project’s appropriation required City Council authorization. Increases in total appropriation and transfers between funds continue to require City Council authorization. Capitalized “Per Financial Policy” and “Departments/Programs.” |
| 15  | Level of Signing Authority (chart)    | Revised City Manager signing authority to “Less than \$125,000” to align with the City Council approval threshold.                                                                                                                                                                                                                                                                                                                                                                                                   |
| 16  | Fixed Asset Identification & Tracking | Clarified that 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.                                                                                                                                                                                                                                                                                                          |
| 17  | Professional Services                 | Clarified RFP requirements: a formal RFP is required for contracts of \$50,000 and greater; competitive proposals are encouraged but not required for contracts of \$25,000 to less than \$50,000.                                                                                                                                                                                                                                                                                                                   |
| 18  | Professional Services                 | Clarified contract approval framework: approvals are based on applicable dollar thresholds (typically Department Director, Finance Director, and Risk Manager), with City Attorney review only if required by the nature and risk level                                                                                                                                                                                                                                                                              |

| No. | Section / Location                                                   | Change and Summary                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                      | of the contract. City Council approval applies only at \$125,000 and greater, distinct from the City Manager's individual signing authority below \$125,000.                                                                                                                                                                                                                                                                |
| 19  | Professional Services – Non-Legal Table                              | Restructured into four tiers (\$10,000 to less than \$25,000; \$25,000 to less than \$50,000; \$50,000 to less than \$125,000; \$125,000 and greater); added the Risk Manager at the two upper tiers; City Attorney listed only "if legal review is required"; corrected the prior \$549,999.99 typographical error.                                                                                                        |
| 20  | Legal Fees                                                           | Paraphrased the Municipal Code provision regarding the City Attorney's authority to retain or employ other attorneys, assistants, or special counsel (City Attorney confirmation of the paraphrase recommended).                                                                                                                                                                                                            |
| 21  | Payment Terms & Frequency                                            | Clarified that while standard payment terms are Net 30 days from the invoice date, actual processing follows a weekly payment cycle.                                                                                                                                                                                                                                                                                        |
| 22  | Glossary – Informal Bid / Formal Bid                                 | Aligned definitions with Policy thresholds: Informal Bid is \$10,000 through \$50,000 (previously under \$75,000); Formal Bid is greater than \$50,000, with the published/advertised sealed bid process applying at \$125,000 and greater (previously \$75,000).                                                                                                                                                           |
| 23  | Glossary – Contract Purchase Order (CPO)                             | Replaced Assistant City Manager authorization with the requirement that a CPO follow the approval thresholds established in the Policy.                                                                                                                                                                                                                                                                                     |
| 24  | Exhibit – Bid & Authorization Chart<br>(Materials/Goods/Maintenance) | Rebuilt the chart with the standardized thresholds and corrected approvals: \$10,000 through \$50,000 (DH or DE & FD); greater than \$50,000 and less than \$125,000 (DH, FD, CM – formal sealed bid, no public advertisement); \$125,000 and greater (DH, FD, CM, CC – published/advertised sealed bid). Removed standing City Attorney approval; City Attorney review only if needed based on the nature of the contract. |
| 25  | Exhibit – Bid & Authorization Chart (Professional Services)          | Updated approvals to align with the restructured Professional Services tables; removed standing City Manager/City Attorney approval at the lowest tier; cross-referenced the four-tier breakdown in the Professional Services section.                                                                                                                                                                                      |
| 26  | Exhibit – Emergency Purchase Form                                    | Aligned the City Council notification threshold to emergency costs greater than \$125,000 (previously \$75,000).                                                                                                                                                                                                                                                                                                            |
| 27  | Exhibit – Purchase Card (CalCard) Policy                             | Added a Spending Limits section with a total monthly limit not to exceed \$10,000 and a documented limit-change process; expanded Prohibited Purchases (entertainment, unauthorized travel, fines, purchase splitting); added a Revocation of Privileges section (including lock/suspension after two consecutive missed reconciliation deadlines and                                                                       |

| No. | Section / Location                       | Change and Summary                                                                                                                                                                                           |
|-----|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                          | excessive lost receipts); updated reconciliation procedures (U.S. Bank online access, lost-receipt memorandum); restructured the Purchase Card Employee Agreement into two sections.                         |
| 28  | Document-wide                            | Standardized font to Times New Roman; corrected typographical and grammatical errors (e.g., “specialized consultants who,” “goods and material bids,” “availability of parts”); removed trailing blank page. |
| 29  | Table of Contents                        | Rebuilt the table of contents to reflect updated pagination and headings.                                                                                                                                    |
| 30  | Exhibits                                 | Re-lettered exhibits sequentially (A through F).                                                                                                                                                             |
| 31  | Environmental Procurement (Sections 1–3) | Replaced “Jurisdiction” with “City” where applicable and corrected list numbering; no change to SB 1383 requirements.                                                                                        |

# City of Los Altos Purchasing Policy

JUNE ~~2025~~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 ~~reviewing~~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. ~~Initiated Purchases are initiated~~ through a departmental Requisition (REQ), which is routed to Finance ~~shall for~~ review and approval. Once the Requisition is approved, Finance will generate the corresponding Purchase ~~Orders~~Order (PO), Blanket Purchase ~~Orders~~Order (BPO), ~~Purchasing~~Purchase Contract ~~Agreements~~Agreement (PCA)(PCA), or Contract Purchase ~~Orders~~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 have been reviewed, approved and approved by the Risk ~~Manager~~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 ~~consultant~~consultants ~~whom~~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                                                     |
|--------------------------------------|-----------------------------------------------------------|--------------------|----------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------|
| <b>Petty Cash</b>                    | 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                                                    |
| <b>City Calcard</b>                  | 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           |
| <b>Direct Vendor Purchases</b>       | Small dollar items                                        | No                 | Approved invoice/receipt /check request                              | Cannot supplant existing Purchase Orders or Contracts | Under \$10,000                                                    |
| <b>Purchase Order (PO)</b>           | Large dollar purchases requiring bids                     | Required           | Approved requisition/PO/ invoices/receipts                           | Not to be used for professional services              | \$10,000 and over                                                 |
| <b>Blanket Purchase Orders (BPO)</b> | 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.<br>CityID<br>requiredatpoint<br>ofsale.                                   |                                     |                                                   |                                                                              |                                                                   |
| <b>Contract-<br/>Purchase-<br/>Orders(CPO)</b>           | Contracted-<br>services-either-<br>maintenanceor-<br>professional                       | SeePCA-<br>orPSA<br>below           | Negotiatedand-<br>executed<br>Contract            | Contracted-<br>annuallimits-<br>anddept-<br>approval-<br>authority           | CityCouncil-<br>approval-<br>over\$125,000                        |
| <b>Purchase-<br/>Contracts-<br/>Agreements<br/>(PCA)</b> | Routine-<br>repetitive<br>purchases—using<br>pre-established-<br>vendor<br>arrangements | Required                            | Negotiatedand-<br>executed<br>Contractand-<br>CPO | Contracted-<br>annuallimits-<br>anddept-<br>approval-<br>authority           | Council-<br>approvalat<br>\$125,000and-<br>over                   |
| <b>Professional-<br/>Service-<br/>Contract</b>           | Professional-<br>servicesbased-<br>on need—pricing-<br>competition<br>encouraged        | Recomme-<br>nded                    | Negotiatedand-<br>executed<br>Contractand-<br>CPO | Contracted-<br>annuallimits-<br>anddept-<br>approval-<br>authority           | Council-<br>approvalat<br>\$125,000and-<br>over                   |
|                                                          | arrangements.<br>City ID<br>required at point<br>of sale.                               |                                     |                                                   |                                                                              |                                                                   |
| <b><u>Contract<br/>Purchase<br/>Orders (CPO)</u></b>     | <u>Contracted<br/>services - either<br/>maintenance or<br/>professional</u>             | <u>See PCA<br/>or PSA<br/>below</u> | <u>Negotiated and<br/>executed<br/>Contract</u>   | <u>Contracted<br/>annual limits<br/>and dept.<br/>approval<br/>authority</u> | <u>City Council<br/>approval at<br/>\$125,000 and<br/>greater</u> |

|                                            |                                                                               |                    |                                                 |                                                              |                                                  |
|--------------------------------------------|-------------------------------------------------------------------------------|--------------------|-------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------|
| <u>Purchase Contracts Agreements (PCA)</u> | <u>Routine repetitive purchases using pre-established vendor arrangements</u> | <u>Required</u>    | <u>Negotiated and executed Contract and CPO</u> | <u>Contracted annual limits and dept. approval authority</u> | <u>Council approval at \$125,000 and greater</u> |
| <u>Professional Service Contract</u>       | <u>Professional services based on need - pricing competition encouraged</u>   | <u>Recommended</u> | <u>Negotiated and executed Contract and CPO</u> | <u>Contracted annual limits and dept. approval authority</u> | <u>Council approval at \$125,000 and greater</u> |

A more detailed discussion ~~if of~~ these purchasing methods ~~follows~~ 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 ~~to~~ 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 ~~City-a compliant~~ City-compliant and approved contract. The approvals of the City ~~Manager, 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~~ Contract CPO Purchase Order (CPO) must ~~be authorized by~~ follow the ~~Assistant approval City thresholds Manager, established in the Policy~~ and be submitted to the Finance ~~Department, Department it must include with the agreement fully executed as agreement an attachment 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 formal City-compliant contract approved by the Risk Manager. Although not required by Ordinance, competitive selection and pricing are highly encouraged. Departments may request the establishment of a professional service contract in coordination with the Finance Department through submission of a Contract Purchase Order (CPO). The approvals of the City Manager, City Attorney (if deemed required), Risk Manager, and Finance Director are required.~~

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

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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.

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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).

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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,

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iv.

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

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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, JurisdictionCity 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 JurisdictionCity.

2. Keep records in the same manner indicated in Section 3 for Renewable Gas procured and used by the JurisdictionCity, 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. JurisdictionCity shall additionally obtain the documentation and submit records specified in Section 3 below, if applicable.

2.

### 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. 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.

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2. Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic

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

#### BIDDING & AUTHORIZATION LIMITS

Competitive bidding promotes fair pricing commensurate with the quality required. The City awards equipment, materials, supplies and maintenance service bids to the lowest priced responsible and suitable bidder. This means that the prevailing bidder is the one who best responds in price, quality, service, fitness or capacity to the requirements of the City. The selection process also considers the ability of the vendor to deliver the needed product, obtain ~~access to available~~ 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        |
|------------------------------------------|----------------------------------|---------------------------|
| <del>\$10,000 to \$50,000</del>          | Informal bids                    | DH or DE & FD             |
| <del>Over \$50,000 under \$125,000</del> | Formal bids                      | DH & FD & ACM & CM        |
| <del>\$125,000 and over</del>            | Formal published/advertised bids | DH & AS & CM & CC         |
| <u>Dollar Limits</u>                     | <u>Bidding Requirements</u>      | <u>Required Approvals</u> |
| <u>\$10,000 through \$50,000</u>         | <u>Informal bids</u>             | <u>DH or DE &amp; FD</u>  |

|                                                      |                                                 |                                      |
|------------------------------------------------------|-------------------------------------------------|--------------------------------------|
| <u>Greater than \$50,000 and less than \$125,000</u> | <u>Formal sealed bids</u>                       | <u>DH &amp; FD &amp; CM</u>          |
| <u>\$125,000 and greater</u>                         | <u>Formal published/ advertised sealed bids</u> | <u>DH &amp; FD &amp; CM &amp; CC</u> |

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

- Purchases ~~from of \$10,000 to through \$49,999.99~~\$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 ~~over greater than \$50,000 to and \$124,999.99~~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 ~~requested~~ shall contact as many vendors as necessary and obtain at least two (2) written quotes with three (3) quotes recommended. If the minimum number of quotations cannot be obtained, evidence of the attempt should be documented and kept on file. Professional Services are exceptions.
- Purchases of \$125,000 and over 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 ~~good~~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 ~~City Finance Manager~~Director or 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 Finance City Director Council approval is required for sole source purchases of \$125,000 and greater along with the requisition for approval. The requisition shall accompany this documentation when submitted 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 ~~fiscal~~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 ~~department/programs~~Departments/Programs and between Capital Improvement Projects, but cannot increase the ~~appropriation total limit adopted of any one (1) fund or any one (1) Capital Improvement Project appropriation~~. Any increase in total appropriation ~~levels~~, within as well as any one transfer (1) between Fund or adopted Capital Improvement Project funds, must be authorized by the City Council. This authority relationship is as displayed graphically below.



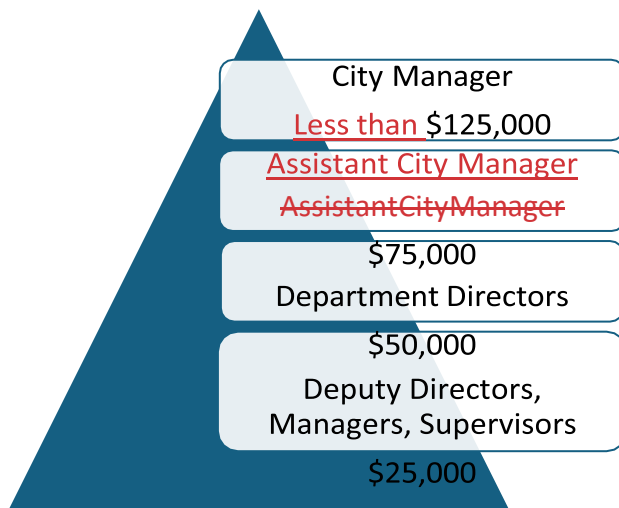
It is critical that all expenditures be coded to the appropriate account classifications during the year without restriction to itemized line-item limits (excluding salary and benefit items and total capital project appropriations). The accurate reporting of expenditure types allows for the refinement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

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

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

~~Periodically, the Finance Department or assigned independent auditors will conduct unscheduled audits to trace actual expenditures to physical assets on site. Departments shall accommodate the performance of these audits of asset purchases upon request.~~

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~~

Professional services include those provided by industry specialists such as lawyers, accountants, actuaries, technology specialists, planning, building, and financial consultants. These services, beyond the realm of public works contracts, are exempt from bidding requirements as their selection is based on expertise, experience and proficiency rather than price. As a matter of practice, the City highly encourages competitive bidding for all service contracts and formal RFPs for contracts with values ~~over~~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 by the City require the City Attorney (review, if requested), City~~

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~~Manager, Risk Manager, Department Director and Finance Director approval. Contracts over the annual dollar limit listed below require City Council approval prior to the award. The City encourages staff to issue requests for proposals (RFP) as a measure of due diligence in competitively seeking and awarding these services.~~

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.

| <u>Value of Non-Legal Professional Services</u> | <u>Recommended Number of Proposals</u>                                                              | <u>Required Approvals</u>                                                                                                      |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <u>\$10,000 to \$24,999.99</u>                  | The department must conduct an evaluation of options but does not have to obtain written proposals. | Department Director, Finance Director                                                                                          |
| <u>\$25,000 to \$549,999.99</u>                 | Formal RFP and two (2) written proposals recommended                                                | Department Director, Finance Director                                                                                          |
| <u>\$50,000 to \$99,999.99</u>                  | Formal RFP and two (2) written proposals recommended                                                | City Attorney, Department Director, Finance Director, City Manager                                                             |
| <u>\$100,000 and over</u>                       | Formal RFP and two (2) written proposals recommended                                                | City Attorney, Department Director, Finance Director, City Manager, City Council                                               |
| <u>Value of Non-Legal Professional Services</u> | <u>Recommended Number of Proposals</u>                                                              | <u>Required Approvals</u>                                                                                                      |
| <u>\$10,000 to less than \$25,000</u>           | The department must conduct an evaluation of options but does not have to obtain written proposals. | Department Director, Finance Director                                                                                          |
| <u>\$25,000 to less than \$50,000</u>           | Formal RFP and two (2) written proposals recommended                                                | Department Director, Finance Director                                                                                          |
| <u>\$50,000 to less than \$125,000</u>          | Formal RFP required; two (2) written proposals recommended                                          | Department Director, Finance Director, Risk Manager, City Manager, and City Attorney if legal review is required               |
| <u>\$125,000 and greater</u>                    | Formal RFP required; two (2) written proposals recommended                                          | Department Director, Finance Director, Risk Manager, City Manager, City Council, and City Attorney if legal review is required |

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

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

#### **Legal Fees**

~~The~~Under the Los Altos Municipal ~~Code establishes that Code~~, the City Attorney “~~may~~may retain or employ other attorneys, ~~assistants~~assistants, or special counsel as ~~may~~may be needed to take charge ~~of~~of, or assist with, any litigation or legal ~~matters or assist the City Attorney therein provided 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 good and material bids, it is incumbent on City staff to ensure that costs include any related shipping and/or installation costs and request such information from the subject vendors. In all cases, developing the full costs of purchase is critical to the budget process.~~

~~**Payments Terms & Frequency** — The City's payment terms are Net 30 days from billing/invoice date. Vendor agreements should be established using this standard and clearly communicated to them. A vendor's inability to adapt to the City's payment terms may make them ineligible for use. Generally, the City will not pay late fees.~~

**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 ~~Revenues~~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 ~~is must authorized by follow~~ the ~~Assistant approval City thresholds Manager-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 and/or maintenance services in amounts under \$75,000 in estimated value. Responses are generated from City requests and bids should be obtained by written quotes although phone quotes may be acceptable for certain items.~~

~~**Formal Bid:** A proposal to provide materials, supplies and/or maintenance services equal to or exceeding \$75,000 in estimated value. A sealed formal bid is submitted in response to the City's Request via a Request for Proposal and may require advertised publication based upon defined dollar limits.~~

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~~**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-MAINTENANCESERVICES                                                                                                                                                                                                                                                                                                                                                        |                                                                 |                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ORDERTYPE                                                                                                                                                                                                                                                                                                                                                                                  | COSTPOINT                                                       | FEATURES                                                                                                                                                                                                                                                                                                                                                         |
| Materials, Goods,-<br>MaintenanceService                                                                                                                                                                                                                                                                                                                                                   | Less Than \$10,000-<br>(NoBidsRequired)                         | Prudent judgment should be used<br>along with obtaining comparative<br>pricing whenever practical. Orders<br>require department director or<br>designee approval.                                                                                                                                                                                                |
| These include supplies,-<br>equipment, operating or<br>maintenance services and<br>projects.<br>Excludes "Public Works-<br>Projects" and "Professional-<br>Services"                                                                                                                                                                                                                       | \$10,000 to \$50,000<br>(Informal Bid)                          | At least two (2) quotes are required-<br>but three (3) are recommended.-<br>Written<br>bids/quotes are preferred but may<br>be verbal with documentation.<br>City Manager and Department<br>head approved Purchase Order<br>(PO) required. City Attorney<br>approval, Risk Manager approval,<br>and CPO required for contracts                                   |
|                                                                                                                                                                                                                                                                                                                                                                                            | Over \$50,000<br>(Sealed Formal Bid)                            | Obtain at least two (2) formal<br>quotes three (3) recommended-<br>with bid publication for purchases<br>of \$10,000 or over. City Manager<br>and Department Director<br>approved Purchase Order (PO)-<br>required. City Attorney approval,<br>Risk Manager approval, and CPO-<br>required for contracts.<br>City Council approval is required-<br>before award. |
|                                                                                                                                                                                                                                                                                                                                                                                            | \$100,000 or more-<br>(Published-<br>Advertised Sealed-<br>Bid) |                                                                                                                                                                                                                                                                                                                                                                  |
| Materials, Goods and Maintenance Service contract costs<br>of any dollar value must adhere to pre-defined signature<br>approval limits. All Information Technology (IT) purchases<br>require the approval of the IT Manager for network<br>compliance. Any IT Purchase for a service department<br>must be authorized via an IT Work Order authorized by a<br>department head or designee. |                                                                 |                                                                                                                                                                                                                                                                                                                                                                  |
| MATERIALS - GOODS - MAINTENANCE SERVICES                                                                                                                                                                                                                                                                                                                                                   |                                                                 |                                                                                                                                                                                                                                                                                                                                                                  |
| ORDER TYPE                                                                                                                                                                                                                                                                                                                                                                                 | COST POINT                                                      | FEATURES                                                                                                                                                                                                                                                                                                                                                         |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Materials, Goods, Maintenance Service</u>                                                                                                                         | <u>Less Than \$10,000 (No Bids Required)</u>                             | <u>Prudent judgment should be used along with obtaining comparative pricing whenever practical. Orders require department director or designee approval.</u>                                                                                                                                                                                                                              |
| <u>These include supplies, equipment, operating or maintenance services and projects.</u><br><br><u>Excludes "Public Works Projects" and "Professional Services"</u> | <u>\$10,000 through \$50,000 (Informal Bid)</u>                          | <u>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 &amp; Finance Director (DH or DE &amp; FD). Risk Manager approval and CPO required for contracts. City Attorney review is required only if needed based on the nature of the contract.</u> |
|                                                                                                                                                                      | <u>Greater than \$50,000 and less than \$125,000 (Formal Sealed Bid)</u> | <u>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.</u>                                           |
|                                                                                                                                                                      | <u>\$125,000 and greater (Formal Published/Advertised Sealed Bid)</u>    | <u>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.</u>                   |

|  |                                                                                                                                                                                                                                                                                                                                                                                 |
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|  | <u>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.</u> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**EXHIBIT B**

**PURCHASING BID AND AUTHORIZATION CHART**

| PROFESSIONAL SERVICES                                                                                                                                                                                                                                                                                                |                                             |                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ORDER TYPE                                                                                                                                                                                                                                                                                                           | COST POINT                                  | FEATURES                                                                                                                                                                                                                                                                                                                            |
| Professional Services                                                                                                                                                                                                                                                                                                | \$0 to \$25,000<br>(RFP Highly Recommended) | Prudent judgment should be exercised and obtaining comparative pricing if practical. Orders require department head or designee approval.<br><br>Price proposals are not required but three are recommended and must include a City Manager, City Attorney, Department Head and Finance Director approved CPO and service contract. |
| These services include those of a highly technical nature requiring extended training and certification.<br><br>Include legal, accountancy, technology and specialty consulting services.<br><br>These are general guidelines. The evaluation and selection of consultant services may vary on a case-by-case basis. | Over \$25,000<br>(RFP Required)             | RFP required with three (3) bids are encouraged and must include a City Manager, City Attorney, Department Head, Finance Director and City Council approved (Over \$100,000), or City Council authorized, CPO and service contract.                                                                                                 |
| PROFESSIONAL SERVICES                                                                                                                                                                                                                                                                                                |                                             |                                                                                                                                                                                                                                                                                                                                     |
| ORDER TYPE                                                                                                                                                                                                                                                                                                           | COST POINT                                  | FEATURES                                                                                                                                                                                                                                                                                                                            |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Professional Services</u>                                                                                                                                                                                                                                                                                                               | <u>\$0 to \$25,000</u><br><u>(RFP Highly Recommended)</u> | <u>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.</u>                                                                                                                                                                                                                                  |
| <u>These services include those of a highly technical nature requiring extended training and certification.</u><br><br><u>Include legal, accountancy, technology and specialty consulting services.</u><br><br><u>These are general guidelines. The evaluation and selection of consultant services may vary on a case-by- case basis.</u> | <u>Greater than \$25,000</u>                              | <u>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.</u> |

## EXHIBIT C

### EMERGENCY PURCHASE FORM – EXAMPLE

|                       |  |
|-----------------------|--|
| Emergency Date        |  |
| Cost                  |  |
| Department/Division   |  |
| Vendor                |  |
| Address               |  |
| Telephone             |  |
| Emergency Description |  |
| Emergency Date        |  |
| Cost                  |  |
| Department/Division   |  |
| Vendor                |  |
| Address               |  |
| Telephone             |  |
| Emergency Description |  |

#### Describe Emergency:

~~Since~~Because emergency purchases do not normally provide the City an opportunity to obtain competitive quotes, ~~it is important to keep these types purchases of~~shall purchases be limited to those ~~necessary~~necessary to address an immediate operational, health, safety, or infrastructure need. The following procedures shall ~~be followed by the emergency~~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 costs greater than ~~\$75,000~~\$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.~~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.

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## **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,

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

- Notice of Cancellation. Each insurance policy required above shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice (10 days for non-payment) has been given to the City.
- Waiver of Subrogation. Consultant hereby grants to City a waiver of any subrogation which any insurer of said Consultant may acquire against the City by virtue of payment of any loss under such insurance. The consultant agrees to obtain any endorsement that may be necessary to ~~affect~~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**

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## **EXHIBIT PURCHASECARDPOLICY**

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

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

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 ~~Calcards~~CalCard
- Calcard Basics
- ~~Cardholder Responsibilities~~
- ~~Unauthorized Purchases~~
- Spending Limit
- Prohibited Purchases
- Purchase Documentation
- Revocation of Privileges
- Emergency Purchases
- Reconciling Statements
- Disputed Charges
- Returning Items
- Lost or Stolen ~~Calcards~~CalCard
- Declined Purchase
- Review & Audits
- Invoices & Receipts
- ~~Compliance with Policies and Procedures~~
- ~~Important Telephone Numbers~~
- ~~Purchase Card Process Chart~~
- Purchase Card Employee Agreement

## RESPONSIBILITY

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

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**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.

~~**Cardholder:** Responsible for ensuring that the use of Calcards conforms to the instructions herein, that they are used exclusively for City business, that monthly reconciled statements (including a complete Purchase Card Log and supporting invoices/receipts) are approved and submitted to Finance on a timely basis, and that Calcards are used securely.~~

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

#### **REQUESTING CALCARDS**

~~To apply for a Calcard, the Department head should send an email request to Finance and ultimately submit an approved Purchase Card Employee Agreement specifying an individual purchase limit as well as a total monthly limit.~~

- ~~• 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 2F) specifying an individual purchase limit as well as a total monthly limit. Total monthly limit shall not exceed \$10,000.

#### **CALCARD BASICS**

~~Calcards~~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.

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

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~~Monthly statements will be sent to cardholders for verification of charges against invoices/receipts, coding of appropriate budget accounts, and approval by an immediate supervisor and department head or designee. Finance will also receive a full set of statements.~~

~~Monthly statements for cards held by Department heads are to be reviewed and approved by the City Manager and/or their designee.~~

~~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.

#### **CARDHOLDER RESPONSIBILITIES**

- ~~• To read and be fully aware of the requirements of this document and the City's Purchasing Policy.~~
- ~~• To read and execute an approved Purchase Card Employee Agreement.~~
- ~~• To maintain secure possession of the Calcard and keep the account number confidential.~~
- ~~• To ensure that all purchases strictly comply with City instructions.~~
- ~~• To obtain the best possible value for the City with Calcard purchases.~~
- ~~• To never give a Calcard to anyone for use.~~
- ~~• To always retain and maintain original records of receipts.~~
- ~~• To promptly reconcile monthly statements and provide a complete Purchase Card Log including supervisor/department head review and approval. This documentation must be submitted to Finance, along with all supporting original invoices/receipts and packing slips (if shipped), within ten business days after the statement is received. See Purchase Card Process Chart.~~
- ~~• Purchases made on behalf of another department, although uncommon, must be authorized by an authorized signer from the department being charged prior to submission to Finance.~~
- ~~• To promptly resolve disputed items since only authorized charges will be paid.~~

~~Disputed items may be suspended pending resolution by the department responsible. Failure to pay charges on a timely basis will result in card suspension. Any late fees that result from such delays will be charged to the department budget.~~

- ~~• To immediately call "Calcard" if a card is lost or stolen and notify Department supervisors and Finance.~~
- ~~• To resolve all incorrect charges and product returns as quickly as possible.~~
- ~~• To return Calcards to Finance upon the request of a supervisor, suspension of rights, or termination of employment.~~

## UNAUTHORIZED PURCHASES

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

- ~~Personal use~~

## 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](mailto: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 ~~above~~exceeding the Department ~~head's~~Head's set established limit ~~and no more than~~or the approved purchasing card ~~limit—the limits—the~~ level at which a purchase requisition and purchase order ~~is~~are required—required
  - Professional services, except for industry-wide training services (such as seminars).
  - Purchases prohibited by the City's Purchasing Policy
  - ~~Computer hardware and software not pre-approved by the IT Manager (Only the IT manager or designee can authorize hardware and software purchases).~~
- Unauthorized travel-related expenses
- Fines
- Splitting purchases to circumvent the dollar limit

## PURCHASE DOCUMENTATION

- Always get an original invoice/receipt from the supplier.

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

~~The splitting of purchases to avoid purchase card and authorizing limits will result in the revocation of card privileges and may include disciplinary actions, up to and including termination.~~

## **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 Departments. Immediately upon receipt, the cardholder is to verify the accuracy of the statement by comparing charges to supporting invoices/receipts and complete the Purchase Card Log. Things to check for include:~~

- ~~Statement charge amounts that exceed or differ from receipt amounts.~~

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- ~~Items on the statement that were not purchased, received or supported by a packing slip.~~

~~The cardholder is to provide a completed Purchase Card Log, reconciled Calcard statement, and original invoice/receipts (in the order they appear on your statement) to the designated approver for review and signature. Cardholders should sign the card log along with the approver's signature and include budget/expense account codes.~~

~~Department heads are responsible for ensuring that reconciled and approved statements for all card-holding employees, including invoices/receipts, are submitted to Finance within ten business days of mail delivery. Finance will send out email reminders.~~

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:

1. The reconciled CalCard statement, verifies that statement charge amounts do not exceed or differ from receipt amounts.
2. Any items on the statement that were not purchased, received, or supported by a packing slip (if applicable).
3. Original invoices/receipts (in the order they appear on the statement) submitted to the designated approver for review and signature.
4. If a receipt has been lost, a memorandum (T drive) documenting the description and amount of the charge.
5. The Card Activity Report signed by the cardholder and the approver, including the appropriate budget/expense account codes.
6. 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.

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

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

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

## **LOST OR STOLEN CALCARDS**

~~If a CalCard is lost or stolen, call "CalCard" immediately and inform your designated approver and Finance. CalCard representatives are available 24 hours a day seven days per week.~~

### **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](mailto:calcard@losaltosca.gov).

## **DECLINED PURCHASE**

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

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

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.

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

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~~payment can be made. If the supplier does not provide an invoice/receipt/packing slip at the time of transaction or delivery you must contact the supplier and request replacement documentation. Absence of such documentation will result in non-payment and incurred late fees and penalties charged to the benefiting Department.~~

#### **COMPLIANCE WITH POLICIES AND PROCEDURES**

~~Failure to follow established City purchasing instructions or the improper use of a Calcard will result in one or more of the following consequences:~~

- ~~• Suspension of card privileges~~
- ~~• Disciplinary actions up to and including termination of employment~~

~~There are also criminal and civil consequences related to mis use of public funds and potential action by the bonding company who provides the City's blanket employee bond.~~

~~Your account can be canceled for:~~

- ~~• Failure to exercise care in safeguarding the Calcard from loss or use by another person.~~
- ~~• Failure to obtain supporting invoices/receipts/packing slips~~
- ~~• Missing statement reconciliation deadlines~~

## **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.

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\_\_\_\_\_  
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

- ~~Not obtaining proper departmental approvals~~
- ~~Purchasing unauthorized items~~
- ~~Failure to report a lost or stolen Cal card~~
- ~~Determination by the Department head that there is no longer a business purpose~~

~~Your account will be cancelled immediately upon separation from the City, if the card is intentionally used for personal purposes or shared with other users~~

**IMPORTANT TELEPHONE NUMBERS**

~~Reporting Lost or Stolen Cal cards~~

~~24 hours/7 days a week See reverse side of your card~~

**EXHIBIT**

**PURCHASECARDPROCESSCHART**

| <b>MATERIALS, GOODS &amp; MAINTENANCE SERVICES</b>                                                                                            |                                                                                                |                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ORDER TYPE</b>                                                                                                                             | <b>COST POINT</b>                                                                              | <b>PROCESS</b>                                                                                                                                                         |
| Small Dollar, Materials, Goods, Non-Professional Services                                                                                     | Less than department head set single purchase limits—must be under \$10,000 (No Bids Required) | Calcards can only be issued to City employees authorized by Department heads.                                                                                          |
|                                                                                                                                               |                                                                                                | Calcards can only be used for City business and never personal use.                                                                                                    |
| Includes materials, supplies, equipment, operating or non-professional services excluding "Public Works Projects" and "Professional Services" | Also, within the monthly total dollar volume limit established by the department head          | The employee must carry out a formal approved "Purchase Card Employee Agreement" and comply with its requirements.                                                     |
|                                                                                                                                               |                                                                                                | Monthly statements are received directly by the employee and must be reconciled and sent to Finance within 10 days of mail delivery.                                   |
|                                                                                                                                               | Cannot be used for: Personal Use Cash Advances Cash Refunds Professional Services              | Monthly statement packets sent to Finance must include a required "Purchase Card Log," or Allocations made on the bank's Calcard site, original invoices/receipts, and |
|                                                                                                                                               |                                                                                                | Department head monthly purchase logs are to be approved by the City Manager and Finance Director prior to payment                                                     |
|                                                                                                                                               |                                                                                                | Finance will process payments within the required due date. Late fees caused by untimely or incomplete submission will be charged to the subject department            |
|                                                                                                                                               |                                                                                                | Hardware and software IT purchases must be approved by the IT manager before an order is placed                                                                        |

## EXHIBIT

### **PURCHASE CARD EMPLOYEE AGREEMENT**

You are being entrusted with a City of Los Altos purchasing card. The card is provided to you based on your need to purchase supplies, equipment and materials for the City of Los Altos. The City may revoke this card at any time without your consent, and the issuance of this card to you does not grant you any entitlement based on your title or position with the City or otherwise. Your signature below indicates that you have read this Agreement and will comply with its terms. I understand that I will be making financial commitments on behalf of the City of Los Altos and will obtain the best value for The City.

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

I understand that the purchasing card will be issued in my name and the "City of Los Altos." I agree that if I use the purchasing card for personal use or gain, or allow any other person to use the card, I will reimburse the City of Los Altos for all charges incurred and any fees related to the collection of those charges.

The purchasing card is City property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect the assets of the City of Los Altos. This may include being asked to produce the card to validate its existence and account number. If the card is lost or stolen, I will immediately notify Calcard and the Department of Finance.

I will receive a monthly statement, which will report on all purchasing activity during the statement period. I am responsible for all charges on the card, will reconcile the statement and resolve any discrepancies within ten days of receipt, and provide the approved statement to Finance with a complete set of original invoices/receipts.

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

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

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|                            |                           |             |
|----------------------------|---------------------------|-------------|
|                            |                           |             |
| <b>EMPLOYEESIGNATURE</b>   | <b>PRINTEMPLOYEENAME</b>  | <b>DATE</b> |
|                            |                           |             |
| <b>SINGLEPURCHASELIMIT</b> |                           | <b>\$</b>   |
| <b>TOTALMONTHLYLIMIT</b>   |                           | <b>\$</b>   |
|                            |                           |             |
|                            |                           |             |
| <b>DEPT.HEADSIGNATURE</b>  | <b>PRINTDEPT.HEADNAME</b> | <b>DATE</b> |

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# 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                                                     |
|--------------------------------------|-----------------------------------------------------------|--------------------|----------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------|
| <b>Petty Cash</b>                    | 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                                                    |
| <b>City Calcard</b>                  | 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           |
| <b>Direct Vendor Purchases</b>       | Small dollar items                                        | No                 | Approved invoice/receipt /check request                              | Cannot supplant existing Purchase Orders or Contracts | Under \$10,000                                                    |
| <b>Purchase Order (PO)</b>           | Large dollar purchases requiring bids                     | Required           | Approved requisition/PO/ invoices/receipts                           | Not to be used for professional services              | \$10,000 and over                                                 |
| <b>Blanket Purchase Orders (BPO)</b> | 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.<br>City ID<br><br>required at point<br>of sale.                         |                            |                                                   |                                                                   |                                                         |
| <b>Contract<br/>Purchase<br/>Orders (CPO)</b>          | Contracted<br>services - either<br>maintenance or<br>professional                     | See PCA<br>or PSA<br>below | Negotiated and<br>executed<br>Contract            | Contracted<br>annual limits<br>and dept.<br>approval<br>authority | City Council<br>approval at<br>\$125,000 and<br>greater |
| <b>Purchase<br/>Contracts<br/>Agreements<br/>(PCA)</b> | Routine<br>repetitive<br>purchases using<br>pre-established<br>vendor<br>arrangements | Required                   | Negotiated and<br>executed<br>Contract and<br>CPO | Contracted<br>annual limits<br>and dept.<br>approval<br>authority | Council<br>approval at<br>\$125,000 and<br>greater      |
| <b>Professional<br/>Service<br/>Contract</b>           | Professional<br>services based<br>on need - pricing<br>competition<br>encouraged      | Recommen<br>ded            | Negotiated and<br>executed<br>Contract and<br>CPO | Contracted<br>annual limits<br>and dept.<br>approval<br>authority | Council<br>approval at<br>\$125,000 and<br>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 established in the Policy 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 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. 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. The requisition shall accompany this documentation when submitted 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.

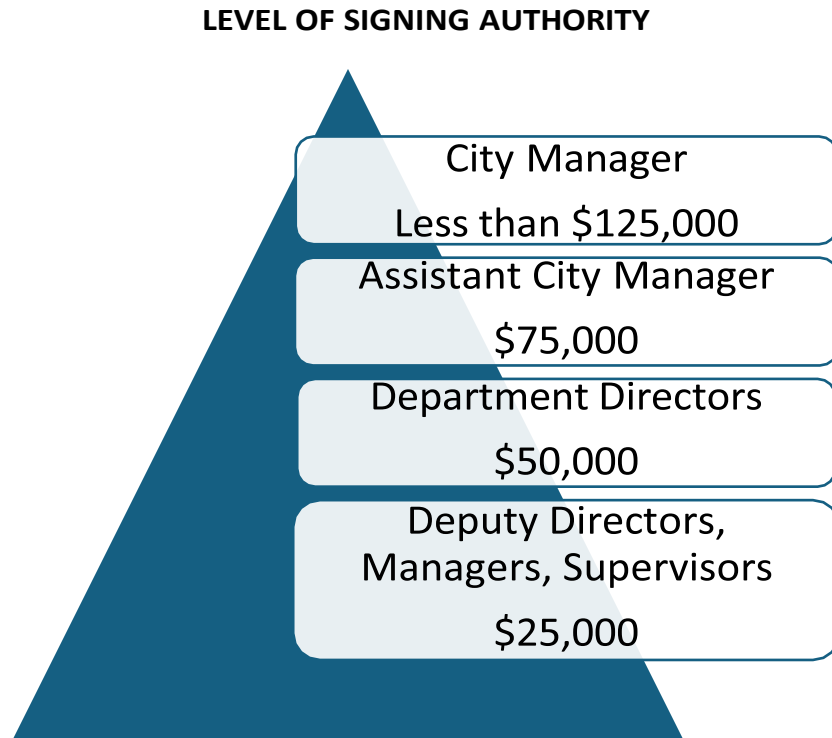


It is critical that all expenditures be coded to the appropriate account classifications during the year without restriction to itemized line-item limits (excluding salary and benefit items and total capital project appropriations). The accurate reporting of expenditure types allows for the refinement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

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

| <b><i>Value of Legal Services</i></b>                     | <b><i>Recommended Number of Proposals</i></b>      | <b><i>Required Approvals</i></b>              |
|-----------------------------------------------------------|----------------------------------------------------|-----------------------------------------------|
| <b>Up to Annual Budgeted Appropriation for Legal Fees</b> | City Attorney to evaluate needs based on expertise | City Attorney, Finance Director, City Manager |
| <b>Above Fund Level Budgeted Appropriation</b>            | 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<br>(No Bids Required)                                 | Prudent judgment should be used along with obtaining comparative pricing whenever practical. Orders require department director or designee approval.                                                                                                                                                                                                                      |
| <p>These include supplies, equipment, operating or maintenance services and projects.</p> <p>Excludes "Public Works Projects" and "Professional Services"</p> | <b>\$10,000 through \$50,000 (Informal Bid)</b>                          | 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. |
|                                                                                                                                                               | <b>Greater than \$50,000 and less than \$125,000 (Formal Sealed Bid)</b> | 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.                                   |
|                                                                                                                                                               | <b>\$125,000 and greater (Formal Published/Advertised Sealed Bid)</b>    | 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. |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## EXHIBIT B

### PURCHASING BID AND AUTHORIZATION CHART

| PROFESSIONAL SERVICES                                                                                                                                                                                                                                                                                                        |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ORDER TYPE                                                                                                                                                                                                                                                                                                                   | COST POINT                                  | FEATURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Professional Services                                                                                                                                                                                                                                                                                                        | \$0 to \$25,000<br>(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.                                                                                                                                                                                                                                         |
| <p>These services include those of a highly technical nature requiring extended training and certification.</p> <p>Include legal, accountancy, technology and specialty consulting services.</p> <p>These are general guidelines. The evaluation and selection of consultant services may vary on a case-by- case basis.</p> | Greater than \$25,000                       | <p>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.</p> |

## 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 an 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 costs 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 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 shall 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](mailto: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:

1. The reconciled CalCard statement, verifies that statement charge amounts do not exceed or differ from receipt amounts.
2. Any items on the statement that were not purchased, received, or supported by a packing slip (if applicable).
3. Original invoices/receipts (in the order they appear on the statement) submitted to the designated approver for review and signature.
4. If a receipt has been lost, a memorandum (T drive) documenting the description and amount of the charge.
5. The Card Activity Report signed by the cardholder and the approver, including the appropriate budget/expense account codes.
6. 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](mailto: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







## City Council Staff Report

**Meeting Date:** June 23, 2026

**Prepared By:** Tania Katbi

**Approved By:** Gabe Engeland

**Subject:** Authorize the City Manager to Execute an Agreement for the Urban Forest Assessment

---

### **COUNCIL PRIORITY AREA**

Environmental Sustainability

General Government

### **RECOMMENDATION**

Adopt a Resolution authorizing the City Manager to execute a professional services agreement with Dudek to conduct an updated public tree inventory, perform a land cover assessment, and develop both a city operational and maintenance guide and a residential guide in a total amount not to exceed \$199,808

### **ENVIRONMENTAL IMPACT**

Not Applicable.

### **FISCAL IMPACT**

The Urban Forest Assessment project will cost a total not to exceed \$199,808. The amount for the professional services contract is included in the FY 2025/26 Sustainability operating budget. There will be no additional fiscal impact.

### **PREVIOUS COUNCIL CONSIDERATION**

None.

### **BACKGROUND**

Not Applicable.

### **ANALYSIS**

Not Applicable.

### **DISCUSSION**

The City's Climate Action and Adaptation Plan (CAAP) identifies the urban forest as a key

asset for carbon sequestration, heat reduction, and climate resilience, specifically targeting an expanded tree canopy to help the City achieve complete carbon neutrality by 2035. To advance these targets, the Environmental Commission (EC) formally included the Urban Forest project as a top priority within its 2025 Work Plan, which received City Council approval at the Joint City Council and Commission meeting in early 2025.

Following this approval, a dedicated working group was formed to collaborate closely with City staff. To operationalize the Commission's goals and objectives, staff and the working group collaborated in an extended, iterative scoping process throughout 2025. This process required additional time to align the commission's vision with actionable deliverables that fit within municipal operational capabilities and the project's approved budget. The resulting Urban Forest Assessment project will evaluate public tree health and citywide land cover, providing the essential informational baseline and resources needed to manage the urban forest as a complete, resilient system alongside the City's existing tree protection policies.

The City issued a Request for Proposals (RFP) for the Urban Forest Assessment project on the City's procurement webpage on April 14, 2026. The City received four proposals from the following firms: Davey Resource Group (DRG), Biotech Consulting, Dudek, and ArborPro.

The selection committee conducted a thorough evaluation of all submitted proposals based on a variety of considerations such as technical qualifications, previous experience, methodology, and cost-effectiveness. Based on this evaluation process, Dudek was identified as the highest-ranked and most qualified firm to meet the project's comprehensive requirements.

The project scope encompasses a comprehensive urban forest assessment and the development of supporting educational and operational resources. These deliverables are designed to provide the City with the essential data and tools needed to support the long-term health and protection of the urban forest.

Staff recommends that the City Council approve the contract award and authorize the City Manager to execute the Professional Services Agreement with Dudek.

## **ATTACHMENTS**

1. Attachment 1 - Resolution

**RESOLUTION NO. 2026-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT ON  
BEHALF OF THE CITY OF LOS ALTOS WITH DUDEK CONSULTING FIRM  
FOR THE URBAN FOREST ASSESSMENT PROJECT**

**WHEREAS**, the City has selected Dudek to provide professional services for the Urban Forest Assessment Project; and

**WHEREAS**, funding for the project has been provided through the City's budgeted sustainability funds; and

**WHEREAS**, this agreement requires City Council approval pursuant to the Los Altos Purchasing Policy.

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

1. Authorize the City Manager to execute the Agreement with Dudek in a total amount not to exceed \$199,808 on behalf of the City, and
2. Authorize the City Manager to take such further actions as may be necessary to implement the foregoing agreement.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 26<sup>th</sup> day of June 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Sally Meadows, MAYOR

Attest:

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Melissa Thurman, MMC  
CITY CLERK



## City Council Staff Report

**Meeting Date:** June 23, 2026

**Prepared By:** Jon Maginot

**Approved By:** Gabe Engeland

**Subject:** Adoption of Ordinance - Sidewalk Maintenance and Repair

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### **COUNCIL PRIORITY AREA**

Circulation Safety and Efficiency

General Government

### **RECOMMENDATION**

Adopt an ordinance adding a new Chapter 9.32 of the Municipal Code entitled "Maintenance and repair of sidewalks"

### **ENVIRONMENTAL IMPACT**

This 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 Highway Code. However, there is expected to be costs associated with the 50-50 program. The City has currently budgeted \$50,000 in the FY 2026/27 budget for this program.

### **PREVIOUS COUNCIL CONSIDERATION**

June 9, 2026

### **BACKGROUND**

On June 9, 2026, the City Council introduced an ordinance amending the Los Altos Municipal Code to add a new Chapter 9.32 entitled "Maintenance and repair of sidewalks."

### **ANALYSIS**

State law places responsibility for sidewalk maintenance on adjacent property owners. The introduced ordinance restates the State law and codifies current practices and policies of the City.

### **DISCUSSION**

The ordinance assigns responsibility for sidewalk maintenance and repair to property owners whose parcels abut the sidewalk area, including parking strips, curbs and gutters. The ordinance

authorizes the City to perform sidewalk repairs if property owners fail to comply and to recover costs through assessments or liens.

Adoption of the ordinance allows the City to start a "cost share" program with property owners who are needing to repair sidewalks to partner with the City to make the needed repairs.

The ordinance will go into effect 31 days after adoption.

#### **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:

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Sally Meadows, Mayor

ATTEST:

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Melissa Thurman, City Clerk



## City Council Staff Report

**Meeting Date:** June 23, 2026  
**Prepared By:** Melissa Thurman  
**Approved By:** Gabe Engeland

**Subject:** Adoption of Resolution - SB707 Disruption Policy

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### 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](mailto: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, 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:

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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 23, 2026  
**Prepared By:** Stephanie Williams  
**Approved By:** Gabe Engeland

**Subject:** Receive Report - Elections Code Section 9212

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### COUNCIL PRIORITY AREA

General Government

### RECOMMENDATION

Staff recommends the City Council receive the Elections Code Section 9212 Report for the proposed Measure entitled “Los Altos Downtown Parking Plazas Ordinance.”

### ENVIRONMENTAL IMPACT

Preparation of the report pursuant to Elections Code Section 9212 is not a project under the California Environmental Quality Act (CEQA) because it constitutes an administrative and informational activity that will not result in a direct or reasonably foreseeable indirect physical change in the environment pursuant to CEQA Guidelines Sections 15060(c)(2), 15378(b)(2), and 15378(b)(5). Therefore, no CEQA review is required.

### FISCAL IMPACT

Preparation of the 9212 Report will result in one-time costs for staff time and specialized consultant support, with a consultant contract amount not to exceed \$124,160. Potential longer-term fiscal impacts of the Measure are evaluated in the 9212 Report.

### PREVIOUS COUNCIL CONSIDERATION

April 28, 2026 and June 9, 2026

### BACKGROUND

On April 28, 2026, the City Council authorized the City Manager, or designee, to execute an agreement with a consultant to prepare an Elections Code Section 9212 report and directed staff to return with the completed report within the statutory timeframe before any further action under Elections Code Section 9215. Under Section 9212, the report must be presented within the timeframe prescribed by the legislative body, but no later than 30 days after the election’s official certifies the sufficiency of the petition.

On May 26, 2026 the City Clerk prepared the Certificate of Sufficiency of Initiative Petition. On June 9, 2026, the City Council accepted the City Clerk’s Certificate of Sufficiency of Initiative Petition and reaffirmed its direction that the 9212 Report be returned no later than June 25, 2026. The report is being presented within the required 30-day period. Following presentation of the report, the City Council may either: (1) adopt the Ordinance after presentation or within 10

days; or (2) order an election pursuant to Elections Code Section 1405. At this meeting, the City Council will have the opportunity to select one of these options.

## ANALYSIS

The 9212 Report provides the City Council and the public with a structured, objective evaluation of the potential consequences of the proposed Measure before the City Council is required to determine whether to adopt the Ordinance or submit it to the voters. The report is included as Attachment 1. Consistent with Elections Code Section 9212, the report, to the extent feasible, analyzes the Measure's impact on the following areas:

1. **Fiscal Impacts:** Its fiscal impact.
2. **Planning Impacts:** Its effect on the internal consistency of the City's general and specific plans, including the housing element, the consistency between planning and zoning, and the limitations on city actions under Section 65008 of the Government Code and Chapters 4.2 (commencing with Section 65913) of Division 1 of Title 7 of the Government Code.
3. **Land Use and Housing Impacts:** Its effect on the use of land, the impact on the availability and location of housing, and the ability of the city to meet its regional housing needs.
4. **Infrastructure Impacts:** Its impact on funding for infrastructure of all types, including, but not limited to, transportation, schools, parks, and open space. The report may also discuss whether the measure is likely to result in increased infrastructure costs or savings, including the costs of infrastructure maintenance, to current residents and businesses.
5. **Business Impacts:** Its impact on the community's ability to attract and retain business and employment.
6. **Vacant Land Impacts:** Its impact on the uses of vacant parcels of land.
7. **Other Impacts:** Its impact on agricultural lands, open space, traffic congestion, existing business districts, and developed areas designated for revitalization.
8. **Urban Greenery Impacts:** The report also evaluates other topics and questions as directed by the City. This includes impacts on urban greenery and urban heat islands.

The Elections Code Section 9212 Report was prepared by a consultant team consisting of Metropolitan Planning Group (M-Group) and Bay Area Economics (BAE). The consultant team was selected for its technical expertise, knowledge of Los Altos, and ability to prepare the report within the statutory deadline. The report before the City Council evaluates how the proposed Measure would impact the topic areas set forth above. The report is intended to present factual information and professional judgment to reach conclusions or hypotheses regarding the potential results of the Measure if adopted.

## DISCUSSION

See Analysis section above.

## ATTACHMENTS

1. Los Altos Elections Code Section 9212 Report



# Ballot Measure Impact Analysis

Pursuant to Election Code 9212

## **Proposed Ballot Measure Entitled: “Los Altos Downtown Parking Plazas Ordinance”**

June 15, 2026

***Prepared By:***

***City of Los Altos***

***Metropolitan Planning Group***

***Bay Area Economics (BAE)***

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### *Attachments*

- A. Proposed Ballot Measure Entitled “Los Altos Downtown Parking Plazas Ordinance”
- B. YIMBY Law Letter dated June 4, 2026
- C. YIMBY Law Letter dated June 15, 2026

## References

The following referenced planning documents can be found on the City's website.<sup>1</sup>

- Downtown Los Altos Parking Strategy
- Downtown Vision Plan
- Climate Action and Adaptation Plan
- Complete Streets Master Plan

## Introduction

This report covers the topics included in the Election Code Section 9212. References in the text to "Ballot Measure" refer to the Ballot Measure titled "Los Altos Downtown Parking Plazas Ordinance" as authorized by the City of Los Altos (the "City") City Council on April 28, 2026. The Ballot Measure is included as Attachment A.

The Ballot Measure would amend the Los Altos Municipal Code to prohibit the City from taking the following actions:

1. Sell, trade, lease, donate, dispose or otherwise convey any Parking Plaza, or any portion thereof, for any reason.
2. Designate or change the use of any Parking Plaza in any way which would affect the use of the Parking Plazas for parking, or which would diminish the availability, access or convenience of public parking.
3. Declare any Parking Plaza "surplus land" or "exempt surplus land" under the California Surplus Land Act (Government Code sections 54220 et seq.).
4. Modify, alter or construct any capital project or other physical alteration on any of the Parking Plazas which permanently diminishes the availability, access or convenience of public parking.
5. Modify or physically alter any Parking Plaza by adding additional levels or floors.
6. Modify or physically alter any Parking Plaza in a way which would negatively affect protected trees or the tree canopy.

The Ballot Measure includes exceptions for maintenance and repair of the Parking Plazas, hosting community activities, and developing Parking Plazas 7 and 8 for affordable housing.

This report describes how the Ballot Measure would impact the following topic areas as provided for in Section 9212 of the state election code:

1. **Fiscal Impacts:** Its fiscal impact.
2. **Planning Impacts:** Its effect on the internal consistency of the city's general and specific plans, including the housing element, the consistency between planning and zoning, and the limitations on city actions under Section 65008 of the Government

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<sup>1</sup> See, <https://www.losaltosca.gov/218/Adopted-Plans>

Code and Chapters 4.2 (commencing with Section 65913) of Division 1 of Title 7 of the Government Code.

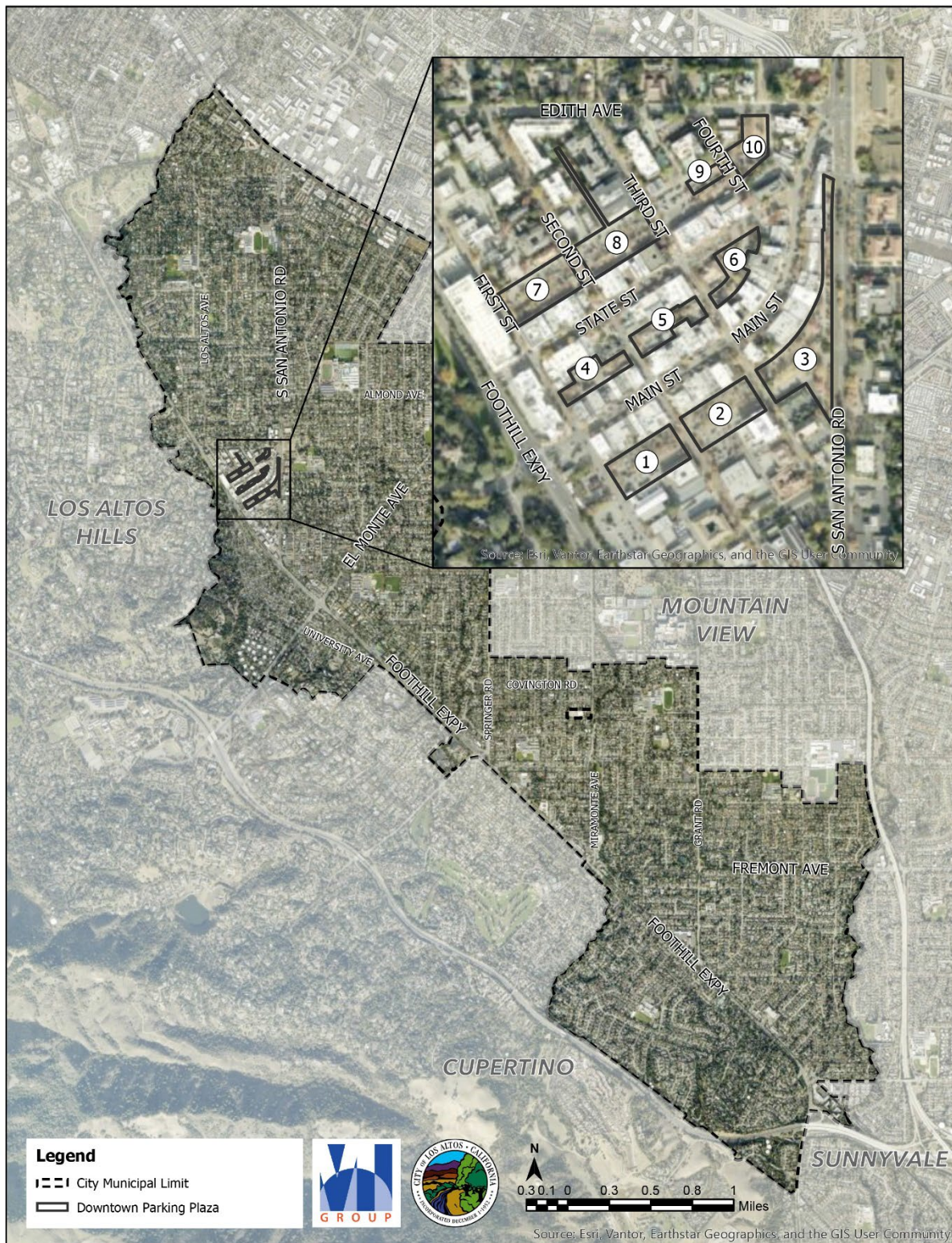
3. **Land Use and Housing Impacts:** Its effect on the use of land, the impact on the availability and location of housing, and the ability of the city to meet its regional housing needs.
4. **Infrastructure Impacts:** Its impact on funding for infrastructure of all types, including, but not limited to, transportation, schools, parks, and open space. The report may also discuss whether the measure would be likely to result in increased infrastructure costs or savings, including the costs of infrastructure maintenance, to current residents and businesses.
5. **Business Impacts:** Its impact on the community's ability to attract and retain business and employment.
6. **Vacant Land Impacts:** Its impact on the uses of vacant parcels of land.
7. **Other Impacts:** Its impact on agricultural lands, open space, traffic congestion, existing business districts, and developed areas designated for revitalization.
8. **Urban Greenery Impacts:** The report also evaluates other topics and questions as directed by the City. This includes impacts on urban greenery and urban heat islands.

## Executive Summary

The report finds that the Ballot Measure would potentially limit new development by adding additional constraints to development on the City-owned Downtown Parking Plazas. Although there is an exception for “affordable housing” on Plazas 7 and 8, it is not clear if mixed-income housing or other development programs that include affordable housing could be approved without a subsequent Ballot Measure. This would impact development of even affordable multifamily housing on all these lots, including Plazas 7 and 8, by potentially complicating development opportunities. This would impact Program 1.H (“Facilitation housing on City-owned sites”) and other Housing Element programs and policies. The parking plazas and their location in the City can be seen in Figure 1: Parking Plazas in City Context.

If the Ballot Measure were to pass and then subsequently be challenged in court, the City would be required to pay defense costs of the challenge and potentially indemnify the proponents. The City would also be required to defend the Ballot Measure and any implementation of the Ballot Measure, until ended by voters. These legal costs would be assumed by the City no matter what the margin of victory if the Ballot Measure were to pass. The Ballot Measure could potentially be challenged by the State of California, residents, and/or an advocacy group.

**Figure 1: Parking Plazas in City Context**



The Ballot Measure could complicate the City's ability to meet its Regional Housing Needs Allocation (RHNA) obligations under State law, as well as its obligations under California's Affirmatively Furthering Fair Housing (AFFH) requirements, enacted in 2018 through Assembly Bill 686.

Over time, and particularly in the upcoming 7<sup>th</sup> Cycle (2031-2039), the City would have reduced flexibility in planning for future housing or other land uses because the Ballot Measure could limit the City's ability to plan for mixed-use development, housing, and/or new parking facilities on City-owned sites downtown as projected in the Downtown Vision Plan.

The state's department of Housing and Community Development (HCD) advises jurisdictions that there are various consequences that may apply when a city does not have a housing element in compliance with Housing Element Law. This could be the case for housing elements in future cycle, and would include ineligibility or delay in receiving certain state funds, referral to the California Office of the Attorney General (AGO), court-imposed financial penalties, the loss of local land use authority to a court-appointed agent, and the application of the Builder's Remedy provisions of the Housing Accountability Act.<sup>2</sup>

The Ballot Measure could delay or prevent the City from developing additional parking within the Downtown parking plazas by constraining the City's ability to evaluate alternative parking configurations, such as parking structures, that may increase the supply of Downtown parking or allow existing parking resources to be used more efficiently.

In addition, the City's Downtown Vision Plan expressly contemplates redevelopment and other changes to the parking plazas. The Climate Action and Adaptation Plan, the Multimodal Plan, and other adopted City policy documents are coordinated to advance a unified long-term vision for Downtown, and each of these documents contemplate changes to the City-owned parking plazas. The proposed ballot measure would be inconsistent with, and potentially undermine implementation of, the City's adopted policy framework.

### *Impacts of Undefined Terms*

The lack of definition and the restrictions posed by the Ballot Measure introduce several areas of elevated legal and administrative risk. The Ballot Measure uses key terms that are undefined.

The application of terms such as "availability," "access," and "convenience" of parking creates inherent ambiguity in determining when voter approval is required, making consistent application difficult and increasing the likelihood of conflicting interpretations and legal disputes. Also, the Ballot Measure's restrictions on physical alterations to Parking Plazas may significantly impair the City's ability to issue encroachment or construction permits for private-party activities – including utility repairs, trenching, and construction staging – creating risk that property owners or service providers could be unable to access

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<sup>2</sup> Gov. Code Section 65585, subds. (j), (l), 65589.5, subd. (d)(5).

or maintain infrastructure, which in turn could prompt challenges to permit denial or inaction.

In addition, by requiring voter approval for actions affecting sites identified for housing, the measure may operate as an additional constraint on housing development capacity and timing, creating potential exposure to state law compliance issues and challenges related to maintaining adequate housing opportunity sites. Finally, the limitation on declaring surplus land or modifying Parking Plazas introduces a structural constraint on the City's ability to carry out state-required land disposition processes, potentially placing local procedural requirements in tension with state mandates.

Because the initiative shifts project-level decisions to a voter approval process, it introduces a high degree of uncertainty and susceptibility to competing stakeholder interests in individual project outcomes, increasing the likelihood of contested decisions, delays, and project-specific legal challenges.

### *Fiscal Impacts*

Broadly, the passage of the Ballot Measure is likely to have a negative net fiscal impact on the City's General Fund. By limiting the range of development that can occur without voter approval and introducing additional entitlement risk, the measure would likely constrain developer interest in the Plaza sites and reduce the amount developers would be willing to pay for them, directly affecting the City's revenues from any future sale or ground lease.

Beyond disposition proceeds, the Ballot Measure is also likely to deter or delay development types that could generate net positive ongoing fiscal impacts, such as market-rate residential and nonresidential development, while not necessarily making 100-percent affordable housing more probable. Affordable housing, at any proportion or income level could generate indirect fiscal benefits by providing housing opportunities for the local workforce that sustains Downtown businesses and employers, which in turn supports the City's broader revenue base from sources such as property tax, sales tax, and transient occupancy tax.

### *Infrastructure Funding Impacts*

Passage of the Ballot Measure would have implications for infrastructure funding. New development generates demand for infrastructure improvements and in some cases generates revenues through impact fees and other mechanisms to help fund those improvements.

- Transportation infrastructure would likely have offset effects: less development means less demand on the transportation network, and therefore less fee revenue to address that demand.
- Stormwater infrastructure would be negatively affected as the Ballot Measure's requirement to make uses such as a park, paseo, or landscaped open space not possible on the Plaza sites could have a modest negative effect on stormwater

funding needs by decreasing opportunities to reduce runoff through redevelopment.

- Utility infrastructure would be affected by reducing the amount of new development, reducing sewer connection fees (as well as any incremental demands) as well as electricity demand.
- Parks and open space infrastructure could be affected because reduced development on the Parking Plaza sites would reduce park impact fee revenues that could otherwise help fund park improvements. However, any park or open space use would be complicated by requiring subsequent voter approval.
- School facility impacts would likely be limited because reduced residential development on the Plaza sites would also reduce the number of new students generated by that development. However, less residential development would also reduce school impact fee revenues that would otherwise help fund school facility needs. These two effects would generally offset one another.

### *Business Impacts*

A 2024 parking study found that the existing public parking supply substantially exceeds demand under current conditions. Trading parking supply for additional residents, who are likely to shop and spend money near their homes, would likely benefit the Downtown business environment. As the Ballot Measure would make it more difficult to develop residential uses, the passing of the Ballot Measure would have a negative impact on local businesses.

### *Racial and Economic Equity*

Passage of the Ballot Measure would negatively affect racial and economic equity by making it harder, in the future, to develop affordable housing on the Downtown parking lot sites, which are in a “Highest Resource” area with strong access to opportunity. Delays or constraints to building affordable units in this location would limit progress toward addressing the City’s significant housing cost burdens, particularly among Black, Latino, and lower-income households, and would exacerbate longstanding patterns of unequal access to high-opportunity neighborhoods.

## **Purpose**

Within the scope of the 9212-election code and as prescribed by the City Council, the purpose of this Report is to provide a professional, factual and objective analysis of the potential impacts of the Ballot Measure on the City of Los Altos.

## **Background**

On September 6, 2023, the California Department of Housing and Community Development (HCD) certified the City’s 2022-2031 Housing Element. The Housing Element

includes many programs designed to meet the City’s RHNA, in compliance with State law. Program 1.H describes how the City will facilitate development of housing on City-owned sites through public-private partnerships during the planning period, including on City-owned Downtown Parking Plazas 7 and 8.

The Los Altos Downtown Parking Plazas Ordinance (“Ballot Measure”), if adopted, would add a chapter to the City’s Municipal Code and, among other provisions, prohibit the City from selling, trading, leasing, donating, disposing or otherwise conveying all or a portion of City-owned Downtown parking plazas for any reason that would affect, or diminish the availability or convenience of parking, without voter approval, with exceptions for maintenance work and related capital improvement projects, temporary events, and developing Parking Plazas 7 and 8 for affordable housing.

The Ballot Measure defines “Parking Plazas” as the ten separate parking lots located in downtown Los Altos, described as “publicly-accessible” and “owned by the City.” Their APNs are provided in Table 1: Parcels Affected by the Ballot Measure, below:

**Table 1: Parcels Affected by the Ballot Measure**

| Common Designation                     | Assessor’s Parcel Number (APN) |
|----------------------------------------|--------------------------------|
| Plaza 1, South Plazas, First Street    | 167-40-039                     |
| Plaza 2, South Plazas, Second Street   | 167-40-072                     |
| Plaza 3, South Plazas, Third Street    | 167-38-002                     |
| Plaza 4, Central Plazas, First Street  | 167-39-057                     |
| Plaza 5, Central Plazas, Second Street | 167-39-069                     |
| Plaza 6, Central Plazas, State Street  | 167-38-028                     |
| Plaza 7, North Plazas, First Street    | 167-39-032                     |
| Plaza 8, North Plazas, Second Street   | 167-39-007                     |
| Plaza 9, North Plazas, Fourth Street   | 167-38-049                     |
| Plaza 10, North Plazas, Fourth Street  | 167-38-029                     |

Specifically, the Ballot Measure would prohibit the City from taking the following actions without approval by a majority vote of the City’s voters:

1. Sell, trade, lease, donate, dispose or otherwise convey any Parking Plaza, or any portion thereof, for any reason.
2. Designate or change the use of any Parking Plaza in any way which would affect the use of the Parking Plazas for parking or which would diminish the availability, access or convenience of public parking.
3. Declare any Parking Plaza “surplus land” or “exempt surplus land” under the California Surplus Land Act (Government Code sections 54220 et seq.).

4. Modify, alter or construct any capital project or other physical alteration on any of the Parking Plazas which permanently diminishes the availability, access or convenience of public parking.
5. Modify or physically alter any Parking Plaza by adding additional levels or floors.
6. Modify or physically alter any Parking Plaza in a way which would negatively affect protected trees or the tree canopy.

If the City wishes to take one of these actions, it must place that action on the next regularly scheduled election following final City approval of the action, at the earliest time allowable by law, and the action will only become effective if approved by a majority of the voters.

There are exceptions to the voter requirement. The City may take the following actions with respect to the Parking Plazas without a vote:

1. Maintain and repair the Parking Plazas, even if these activities temporarily affect parking availability, access, or convenience, if they are intended to preserve or improve the access or convenience of public parking.
2. Host community activities, such as the farmers market or similar events, which use the Parking Plazas on a short-term and temporary basis.
3. Develop Parking Plaza 7 (APN: 167-39-032) and Parking Plaza 8 (APN:167-39-007) for affordable housing.

The Ballot Measure would take effect upon approval by a majority of voters, but would become operative as of April 4, 2026, the date the notice of intention to circulate the initiative petition was published.

On May 5, 2026, the petition for the proposed Ballot Measure was filed with the County of Santa Clara within the required time following the publication date.

Signature verification is performed by the Santa Clara County Clerk-Recorder's Office ("County"). At the time the petition was filed, Los Altos had 22,789 registered voters, which required 2,279 valid signatures to qualify the measure for the ballot. Pursuant to Elections Code section 9211, the County examined the signatures submitted in support of the initiative petition and, on May 21, 2026, determined that 2,676 signatures were valid exceeding the number required to qualify the Ballot Measure for the ballot.

Based on the validation of the petition format and content (Elections Code section 9239) along with the signature verification (Elections Code sections 9215 and 9240), the City Clerk certified the petition as sufficient to qualify as an initiative petition for the ballot on May 26, 2026. The City Council requested the preparation of a 9212 report which is due no later than June 25, 2026 - 30 days from the City Clerk's certification.

## **1. Fiscal Impacts**

This chapter analyzes the potential impact that passage of the Ballot Measure could have on the City of Los Altos' annual operating budget. The City of Los Altos funds key services

for residents and local businesses, including public safety, public works, and parks and recreation. These services are supported by revenue from property tax, sales tax, fees, transient occupancy (lodging) tax, and other sources. Passage of the ballot measure could affect the City's operating revenues and service costs to the extent that it influences whether development occurs on any of the parking lot sites.

### *Overview of the Ballot Measure*

Passage of the Ballot Measure would amend the Los Altos Municipal Code to prevent ten City-owned surface parking lots in the Downtown area from being sold, repurposed, or significantly altered unless voters first approve the change by majority vote.

The ordinance includes an exception for Parking Plazas 7 and 8 (APNs 167-39-032 and 167-39-007), which are explicitly exempted from the voter approval requirement if developed for affordable housing. The term "affordable housing" is not defined in the measure; a carve-out in "Exceptions" Section 14.92.050(3) simply states the City may "develop Parking Plaza 7 and Parking Plaza 8 for affordable housing," with no reference to income thresholds, affordability levels (e.g., Area Median Income (AMI) percentages), or deed restriction requirements.<sup>3</sup> The measure also does not specify whether a mixed-income project with only a portion of affordable units would satisfy the exception, or whether 100-percent affordable projects are required. The absence of a definition of affordable housing may lead to disputes over whether specific project proposals qualify for the exemption.

### *Possible Future Redevelopment Scenarios for Parking Plaza Sites*

This section summarizes potential future development projects on the Parking Plaza sites for the purpose of evaluating the possible impacts of the ballot measure.

The City is currently considering two redevelopment efforts on Parking Plaza sites. For Plazas 1, 2, and/or 3, the City is exploring the possibility of a new downtown park and parking improvements. For Plazas 7 and 8, the City is pursuing residential development which includes affordable housing. Plaza 8 was identified as an ideal site for affordable housing in the City's Downtown Vision Plan, adopted in 2018. The City's 6th Cycle Housing Element identifies all the plazas as housing opportunity sites. At its August 27, 2024, meeting, the City Council voted to formally declare Plazas 7 and 8 as surplus land under the California Surplus Land Act, opening the door to sell or lease the sites to a developer for residential development.

While the City is not currently pursuing redevelopment of the remaining five Parking Plazas (4, 5, 6, 9, and 10), those sites could potentially be used for residential development, along with a range of commercial and mixed-use activities appropriate for the Downtown. The same range of future uses could likewise apply to Plazas 1, 2, 3, 7, and 8 — either on

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<sup>3</sup> Section 62250(a) of the Government Code states: "'Affordable housing' means housing with an affordable housing cost, as defined in Section 50052.5 of the Health and Safety Code, or affordable rent, as defined in Section 50053 of the Health and Safety Code, for households whose gross income does not exceed 120 percent of the area median income."

portions of those sites not ultimately developed under the uses currently under consideration, or if the currently contemplated projects do not move forward.

### *Impacts of the Ballot Measure on Possible Future Development Scenarios*

Passage of the Ballot Measure would make it meaningfully more difficult for the City to pursue development or improvements to the Parking Plaza sites. The voter approval requirement introduces additional time, cost, and uncertainty that could deter action at multiple stages: the City could elect not to move forward given the procedural burden; voters could reject a proposed project; or prospective developers could be deterred from pursuing projects or unable to secure adequate financing due to the uncertainty inherent in a ballot process. Even where development ultimately proceeds, the voter approval requirement could add years to the timeline.

While the Ballot Measure preserves a pathway for affordable housing development on Parking Plazas 7 and 8, in effect this outcome is unlikely even if the measure passes. The measure does not provide a clear exemption from the voter approval requirement for mixed-income housing development, leaving 100-percent affordable housing as the only option with a clear exemption. However, a 100-percent affordable development is unlikely on these sites due to a variety of potential factors, including developer concern at an extended development timeline to allow for a ballot measure and the feasibility of a 100-percent affordable housing model on the site. The overall effect would be to make any kind of development on the sites unlikely, as any development other than 100-percent affordable housing would require voter approval and 100-percent affordable housing is unlikely. If the Ballot Measure does not pass, a mixed-income residential development is likely to proceed on these sites, consistent with the City's current efforts and the City's Housing Element.

For the remaining Plaza sites, the most immediate impact would be that it would be more difficult to pursue a downtown park and parking improvements on Plazas 1, 2, and/or 3, which the City is currently evaluating. Over the longer term, passage of the measure could similarly constrain the City's ability to pursue other forms of development or improvements across all Plazas.

### *Impact on City Revenues*

Development of the Parking Plaza sites would generate new revenues for the City of Los Altos General Fund from a variety of sources. The most direct source of revenue would be proceeds from the disposition of the sites themselves, whether through a fee-simple sale or a ground lease arrangement. In addition, new development would generate ongoing annual revenues for the General Fund, which could include property tax, sales tax, transient occupancy tax, and utility user tax. The type and magnitude of both one-time and ongoing revenues would depend on the type and intensity of development, as discussed in the following subsections.

## Land Disposition Revenues

If the City ultimately sells or ground leases the Parking Plaza sites to developers, it will receive proceeds from those transactions either as a lump-sum payment in the case of a fee-simple sale or as ongoing ground lease payments over the term of a lease. These proceeds would represent a direct revenue benefit to the City, the magnitude of which would depend on the value of the sites, the terms negotiated with the developer, and the type of development proposed.

Passage of the Ballot Measure can be anticipated to have a negative impact on future City revenues from disposition of the Parking Plaza sites compared to a scenario in which the Ballot Measure does not pass. If the ballot measure passes, the voter approval requirement could deter developers from pursuing projects on these sites altogether or reduce their willingness to offer competitive terms due to the uncertainty and additional costs associated with a ballot process. Developers factor entitlement risk into their underwriting, and the requirement to obtain voter approval before a project can proceed represents a significant source of risk that would likely be reflected in lower offers or reduced interest from the development community.

## Annual Property Tax Revenues

The City receives a share of the property tax generated by all taxable real property within City limits. The downtown Parking Plazas are in Tax Rate Area (TRA) 011-001, where property taxes flow to the City at a rate of \$116.60 per year for every \$100,000 in assessed value. Because the Parking Plazas are publicly owned, they are currently exempt from property tax and generate no property tax revenue for the City.

The property tax implications of any future development on the Parking Plaza sites would depend significantly on the type of use developed.<sup>4</sup> As a general matter:

- **Public agency-owned land** is not subject to property tax. The Parking Plazas therefore generate no property tax revenue under current conditions.
- **100-percent affordable housing** is typically exempt from property tax, provided the development is owned and operated by a nonprofit entity and meets applicable requirements under State law.
- **Market-rate housing and mixed-income development** are generally subject to property tax. Affordable units in mixed-income projects are typically taxable unless separated from the market-rate units in the project and owned and operated by a non-profit entity.

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<sup>4</sup> If the City disposes of any Parking Plaza site through a ground lease rather than a fee-simple sale, the City will retain ownership of the land and the site would remain exempt from property tax. However, any development on a ground-leased site that would otherwise be subject to property tax if privately owned would instead be subject to possessory interest tax. For long-term ground leases, the City's possessory interest tax revenues would generally be approximately equivalent to the property tax revenues the City would receive from a comparable development on a privately-owned site.

- **Nonresidential uses** such as office, retail, hotel, and performing arts centers are generally subject to property tax. Publicly owned non-residential uses such as a city-owned park, paseo, or civic facility would remain exempt from property tax, as with other public agency-owned land.

If the Ballot Measure does not pass, there is a higher likelihood that the Parking Plaza sites will be developed with property-tax-generating projects such as mixed-income housing or commercial uses. Because the sites are currently exempt from property tax, such development would have a positive impact on City property tax revenues. If the Ballot Measure passes, the sites are more likely to remain exempt from property tax, as the Plazas are more likely to remain undeveloped due to the measure's limitations on pathways to development and procedural hurdles associated with the voter approval requirement.

### Annual Sales Tax Revenues

Taxable purchases in Los Altos generate sales tax revenue for the City at a rate of 1.0 percent of the taxable sale price. All California jurisdictions collect a statewide base sales tax rate of at least 7.25 percent, comprised of 6.0 percent that accrues to the State, 0.25 percent allocated to fund transportation projects in the county where the sale occurs, and the 1.0 percent "Bradley-Burns" local sales tax, which some incorporated jurisdictions share with the county in which they are located.

For sales occurring in Los Altos, the full Bradley-Burns 1.0 percent accrues to the City. Taxable purchases in Santa Clara County are also subject to various local "district" sales taxes that fund regional services and projects, which cumulatively add 2.5 percent to the overall rate, resulting in a total Los Altos sales and use tax rate of 9.75 percent. None of the district sales and use taxes that apply to purchases in Los Altos accrue to the City.

Development of the Parking Plaza sites would be expected to generate positive sales tax impacts for the City. The Parking Plazas are situated in Downtown Los Altos, which serves as a significant retail hub within the City, and new development of virtually any kind would likely strengthen the commercial activity that drives sales tax generation.

New housing would bring residents directly into Downtown, adding spending power to support local businesses.<sup>5</sup> New office development would similarly bring workers who patronize nearby shops and restaurants, and some office tenants generate sales and use tax through business-to-business transactions. New retail space would directly generate sales tax through purchases at new businesses. Even non-commercial uses such as a park, public event space, or arts and cultural venue would contribute indirectly by drawing people into Downtown and increasing foot traffic to surrounding businesses.

As discussed above, passage of the Ballot Measure is likely to reduce the overall amount and range of development that can occur on the Parking Plaza sites. To the extent the

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<sup>5</sup> For an example of incomes eligible for affordable housing units, see HCD's 2025 State Income Limits, available at <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/income-limits-2025.pdf>. For a 4-person household, a moderate income can be up to \$234,500.

Ballot Measure reduces development activity on these sites, it would correspondingly reduce the positive sales tax impacts that such development would otherwise generate.

### **Annual Transient Occupancy Tax Revenues**

Los Altos levies a transient occupancy tax (TOT) on lodging revenues at a rate of 14 percent. The development scenarios the City is currently evaluating for the Parking Plaza sites do not include hotel development, and therefore no direct change in TOT revenue is anticipated in the near term under either outcome of the Ballot Measure. However, if the City were to consider hotel development on one or more Plaza sites in the future, passage of the Ballot Measure would introduce additional time and uncertainty into that process and reduce the likelihood that such development would ultimately occur. To the extent the Ballot Measure diminishes the potential for future hotel development on the sites, it could correspondingly reduce the City's ability to capture TOT revenue from that development.

Beyond direct hotel development, new uses on the Parking Plaza sites could also affect TOT indirectly. Development that enhances the vitality and appeal of Downtown Los Altos could benefit existing hotels by supporting higher occupancy rates or room rates. Conversely, if passage of the Ballot Measure makes it more difficult for the City to activate the Parking Plaza sites in ways that improve the Downtown experience, any benefit to local hotel businesses and the associated TOT revenues could be diminished.

### **Annual Utility User Tax Revenues**

The City levies a utility user tax (UUT) on the consumption of certain utility services within City limits. The UUT applies to electricity, gas, and water at a rate of 3.5 percent of charges, and to telephone and cable television services at a rate of 3.2 percent of charges. UUT revenues totaled approximately \$4.1 million in the City's 2025/26 General Fund budget, representing roughly six percent of the City's \$65.1 million General Fund.

Because the Parking Plazas are currently used for surface parking, they generate virtually no utility consumption and therefore contribute negligibly to UUT revenues under existing conditions. Development of the Parking Plaza sites would be expected to increase utility consumption on those sites and, correspondingly, generate new UUT revenues for the City. The magnitude of that increase would depend on the type and intensity of development. More intensive uses such as residential buildings, office space, or hotels would generate meaningfully more utility consumption than lighter uses such as a park or open space.

As discussed above, passage of the Ballot Measure is likely to reduce the overall amount and range of development that can occur on the Parking Plaza sites. To the extent the Ballot Measure deters or delays development on these sites, it would correspondingly reduce the incremental UUT revenues that such development would otherwise generate.

### ***Net Impact on City Revenues and Expenditures***

Development on the Parking Plaza sites would generate new revenues for the City, as discussed in the preceding section, but would also result in increased demand for municipal services such as police, public works, and parks and recreation. The costs of providing these services would need to be covered under the City's General Fund annual

operating budget and are not covered by one-time development impact fees, which are used to cover the capital costs of infrastructure that is needed to serve new development.

### **Net Fiscal Impacts by Development Type**

The net fiscal impact of the Ballot Measure on the City of Los Altos General Fund would depend on whether the Parking Plaza sites are ultimately developed and, if so, how they are developed. The City is currently pursuing residential development on Plazas 7 and 8 and evaluating potential park and parking improvements on Plazas 1, 2, and/or 3, though the ultimate development outcome for these sites remains uncertain even in the absence of the Ballot Measure. The City has not taken action to develop or significantly alter any of the remaining Plazas, though development of those sites could be pursued in the future. The following sections provide a summary of net fiscal impacts associated with various potential uses that the City could pursue on the Parking Plaza sites.

#### *Net Fiscal Impact of Residential Uses*

The net fiscal impact of residential development depends on the valuation of the units and the extent to which the development includes units that are exempt from property tax. Due to Los Altos's high residential property values, many market-rate residential units have a positive fiscal impact on the City's General Fund, generating enough revenue from property tax, sales tax from resident spending, and other sources to offset and, in some cases, exceed the City's cost to provide municipal services to the associated residents. Market-rate residential units are also generally profitable enough to support a substantial land acquisition cost, which would generate revenue for the City in the case of a sale or ground lease of any Plaza sites for market-rate residential development.

Because 100-percent affordable housing is typically exempt from property tax, a predominantly or exclusively affordable project generates relatively limited ongoing revenues while still requiring the full range of municipal services, often resulting in a net negative direct fiscal impact on an ongoing basis. In addition, a 100-percent affordable development may not be able to support a land acquisition cost, meaning that this type of development may not generate sale or ground lease revenue for the City if developed on Parking Plaza sites. However, affordable housing can provide indirect fiscal benefits by providing housing opportunities for the local workforce. Workforce housing can help to sustain Los Altos businesses and employers by supporting employee retention and, in turn, strengthening the City's broader revenue base from sources such as property tax, sales tax, and transient occupancy tax.

The overall net fiscal impact of mixed-income housing would depend on several factors, including the share of affordable and market-rate units, the value of the market-rate component of the project, and whether the affordable component is eligible for a property tax exemption. However, given the high value of market-rate residential units in Los Altos, many mixed-income development scenarios would have a positive net fiscal impact on the City's General Fund.

### *Net Fiscal Impact of Nonresidential Uses*

Nonresidential development often produces a net positive fiscal impact, as workers and visitors typically place lower demands on local services than residents, and uses such as retail, office, and hotel can generate substantial revenues through sales tax, property tax, and transient occupancy tax that more than offset the cost of providing services. Like market-rate residential uses, nonresidential uses developed on the Parking Plaza sites would also typically generate sale or ground lease revenue for the City through the disposition process.

### *Net Fiscal Impact of a Park or Civic Use*

A park or similar civic use is likely to have a negative net fiscal impact on the City's General Fund, as these uses would not generate property tax revenues and the City could incur ongoing operational and maintenance costs that may not be fully recovered through user fees or other charges. In addition, the City would not sell or lease any Parking Plazas used for these purposes, and therefore a park or civic use would not generate sale or ground lease revenues for the City. At the same time, such uses could generate indirect fiscal benefits by activating Downtown, drawing visitors, and supporting the commercial activity that drives sales tax revenues at nearby businesses. Whether the indirect benefits outweigh the direct costs would depend on the nature of the use, how it is programmed and managed, and the degree to which it succeeds in enhancing Downtown vitality.

### **Net Fiscal Impacts of the Ballot Measure**

On balance, passage of the Ballot Measure is likely to have a negative net fiscal impact on the City's General Fund relative to a scenario in which the Ballot Measure does not pass. By limiting the range of development that can occur without voter approval and introducing additional entitlement risk, the measure would likely deter developers from pursuing projects on these sites or reduce their willingness to offer competitive terms. The uncertainty and additional costs associated with a ballot process would likely be reflected in lower disposition proceeds compared to a scenario in which the measure does not pass, or no proceeds if the City cannot attract a developer with the ability to support a land purchase or ground lease.

Beyond disposition proceeds, the Ballot Measure is also likely to deter or delay development types that could generate net positive ongoing fiscal impacts, such as market-rate residential and nonresidential development. The Ballot Measure's potential effect on the downtown park is somewhat more nuanced: a park would likely have a negative direct fiscal impact but could generate indirect fiscal benefits by drawing visitors to Downtown businesses and supporting the City's broader revenue base.

## 2. Planning Impacts

This section reviews the Ballot Measure's effect on the internal consistency of the City's general and specific plans, the consistency between planning and zoning, and the limitations on city actions under the following California Government Code sections:

- Section 65008 of the Government Code (prohibits discrimination in housing and land use),
- Chapters 4.2, commencing with Section 65913 (addresses the shortage of affordable housing and encourages the development of new housing).

### *Internal Consistency of the City's General Plan*

California state law requires internal consistency of the General Plan, as well as consistency with zoning and specific plans.<sup>6</sup> The Ballot Measure may affect the internal consistency of the City's General Plan by potentially limiting the attainment of goals, policies, and programs in the Land Use Element, Circulation Element, Open Space, Conservation and Community Facilities Element, Economic Development Element, Natural Environment and Hazards Element, Community Design & Historic Resources Element and Housing Element.

The Ballot Measure would amend the Los Altos Municipal Code to prohibit the City of Los Altos from selling, trading, leasing, donating, disposing or otherwise conveying any parking plaza, or any portion thereof, for any reason without approval by a majority vote of the City's voters, with certain exceptions.

This section focuses on the Ballot Measure's relationship with the General Plan's Land Use Element, Circulation Element, Open Space, Conservation and Community Facilities Element, Economic Development Element, Natural Environment and Hazards Element, and Community Design & Historic Resources Element. The relationship between the Ballot Measure and the Housing Element is discussed in section 3. Housing Impacts of this report.

The Ballot Measure itself passing would not immediately impact these topics and the related General Plan sections as the impact would be determined by a subsequent Ballot Measure for the approval, or not, of any development or any other potential land use intended to further General Plan goals, policies or programs.

The Ballot Measure would potentially limit new development by adding an additional constraint to development on the downtown Parking Plazas. The Ballot Measure would implement additional procedural requirements, which could result in an increase in cost and potential delays. These procedural requirements could complicate the ability to meet goals and policies under the City's General Plan and implement associated programs.

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<sup>6</sup> Gov. Code Section 65300.5

## Land Use Element

The existing General Plan includes several goals, policies and programs that support housing and a complementary mix of uses within the Downtown area. By requiring a vote to change land uses in parking plazas, the Ballot Measure may inhibit the Downtown from developing diverse land uses and a more vibrant commercial and residential area, where there is easy access to resources and grocery stores, and other needs. Additionally, the Ballot Measure could create constraints to the development of affordable housing, which is envisioned as part of the mixed-use development in the Land Use Element.

In the Land Use Element, the City has included the following goals, policies, and programs that intend to promote the intensification of land uses in the Downtown to create a more vibrant area with mixed uses, including affordable housing:<sup>7</sup>

**Goal 2:** *Plan for a compatible and harmonious arrangement of land uses by providing a mix of uses consistent with projected future social and economic conditions in Los Altos.*

**Policy 2.1:** *Continue to apply land use designations, which recognize existing development patterns and expected future conditions.*

**Policy 2.2:** *Encourage a variety of residential housing opportunities by allowing residential uses with adequate parking in appropriate commercial areas, including sections of the Downtown area, Foothill Plaza and along El Camino Real.*

**Goal 3:** *Allow for intensification of development within the Downtown Core in keeping with the existing character of the area.*

**Policy 3.1:** *Encourage residential development above the ground floor that includes affordable housing units.*

**Policy 3.2:** *Consider zoning code incentives to encourage mixed-use development.*

**Policy 3.4:** *Consider amending the zoning code to allow development of three-story buildings in the Downtown Core to encourage construction of below market rate housing units.*

**Program LU 2:** *Review and amend (as needed) the Zoning Ordinance to provide consistency with new state legislation and court decisions. Consider Zoning Ordinance amendments that implement the use and development of goals, policies, and plan objectives for the identified special planning areas (e.g., Downtown, El Camino Real Corridor, and Foothill Plaza).*

**Program LU 5:** *Study and periodically update information on parking needs in the Downtown Core and methods of financing. Implement the recommendations of parking studies and consider the financing opinions for parking plaza improvements.*

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<sup>7</sup> City of Los Altos. (2002, November). *Land Use Element*.  
<https://www.losaltosca.gov/DocumentCenter/View/538/Land-Use-Element-PDF?bidId=>

**Program LU 6:** Consider Zoning Ordinance amendments to increase the maximum density and intensity for residential development above the ground floor consistent with the goals, policies, and plan objectives for the Downtown Core. Ensure that new development and redevelopment is consistent with the Downtown Urban Design Plan.

## **Economic Development Element**

Consistent with the Land Use Element, the Economic Development Element focuses efforts on the development, redevelopment, and intensification of the Downtown core. The Downtown is recognized as one of the seven primary commercial areas within the City of Los Altos. The majority of the primary commercial areas are developed; therefore, future development is focused on upgrading and redeveloping to ensure their continued vitality. The Ballot Measure potentially impacts the Economic Development Element's vision and plan to potentially revitalize the Downtown with mixed uses, including a mix of commercial uses. The Economic Development Element includes the following goals, policies, and programs intended to promote the Downtown revitalization with development of mixed uses and upgrades:<sup>8</sup>

**Goal 2:** Promote the economic and commercial success of all commercial districts in Los Altos.

**Policy 2.1:** Promote an optimum mix of commercial uses in existing commercial locations to meet both the shopping needs of residents and fiscal needs of the City.

**Goal 3:** Increase the attractiveness of Downtown area to shoppers and pedestrians to enhance the economic vibrancy of the area.

**Policy 3.1:** Improve and seek to eliminate current perceived and real difficulties in finding parking places.

**Policy 3.5:** Allow mixed-use development with multi-family residential and commercial uses to provide alternative housing opportunities within community.

**Policy 3.6:** Limit ground floor uses to retail and limited personal services in the Downtown Commercial Retail Sales District, with a special emphasis on retail uses on Main and State Streets.

**Policy 3.9:** Work to ensure that the Downtown is a clean, attractive and safe area.

**Program ED 3:** Facilitate economic development of the Downtown as follows: 1) Encourage land use intensification of the Downtown Core for mixed-use development with an emphasis on retail development on the ground floor (especially on Main and State Streets) consistent with the applicable General Plan policies and plan; 2) Work to improve both real and perceived parking issues relative to overall numbers and proximity to businesses; 3) Implement the Downtown Urban Design Plan and Downtown Commercial Retail Sales (CRS) Zoning

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<sup>8</sup> City of Los Altos. (2002, November). *Economic Development Element*.  
<https://www.losaltosca.gov/DocumentCenter/View/534/Economic-Development-Element-PDF?bidId=>

*District; and 4) Work with the Los Altos Village Association and Chamber of Commerce to publicize shopping opportunities Downtown.*

All the City-owned Downtown parking plazas are within an area with pedestrian-oriented development and design. This area is a commercial core for City of Los Altos with retail and other services. The previously mentioned goals, policies, and programs within the Land Use Element and Economic Development Element encourage mixed-use development with residential units in the Downtown, while preserving the Downtown character and limiting negative parking and traffic impacts. These goals, policies, and programs support the vitality of the Downtown as changes occur throughout the years and support the City's economic growth. Additionally, these goals, policies, and programs support the City's vision of creating new housing opportunities, including affordable housing.

The Ballot Measure conflicts with the goals, policies, and programs within the Land Use Element and the Economic Development Element because the Ballot Measure potentially limits multi-family residences, mixed use, and parking structure development, which are developments that would support these goals, policies, and programs. Regulatory constraints can include land use controls, zoning and building codes, fees, exactions, and permit procedures. The Ballot Measure may limit development by adding a constraint to development of City-owned land within the Downtown.

### **Circulation Element**

The Los Altos Circulation Element includes provisions to ensure adequate parking supply is available within the Downtown, to minimize intrusion into adjacent neighborhoods.<sup>9</sup> The Circulation Element also highlights that the provision of adequate parking is important for all uses, as it helps with traffic flow. The Circulation Element includes goals, policies, and programs that intend to manage traffic within the City's commercial areas, including the Downtown, by encouraging the provision of adequate parking:

**Goal 5:** *Provide the appropriate amount of parking in residential neighborhoods and commercial areas to accommodate needs but not to encourage the use of automobile travel.*

**Policy 5.3:** *Reduce the amount of on street parking in single-family residential neighborhoods caused by adjacent non-residential and multi-family residential uses.*

**Policy 5.5:** *Establish methods for providing for existing and future parking demands in the Downtown and other commercial areas in an economically feasible and aesthetically pleasing manner.*

**Policy 5.6:** *Target parking that is close to destinations for short-term (customer) use and target outlying parking (edge of Downtown, but not in neighboring residential areas) for long-term (owner and employee) parking.*

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<sup>9</sup> City of Los Altos. (2002, November). *Circulation Element*.

<https://www.losaltosca.gov/DocumentCenter/View/532/Circulation-Element-PDF?bidId=>

**Program C 27:** Establish special parking standards as follows: 1) Require on-site covered parking in review of alterations to existing residential structures; 2) Provide for an adequate supply of short-term parking in commercial retail zones; and 3) Regulate commercial parking lots to protect residential neighbors to include times and location of commercial deliveries and garbage collection, overnight parking, and other unauthorized use.

**Program C 29:** Undertake a study to assess the feasibility of underground/above-ground parking in the Downtown.

**Program C 30:** Consider establishing traffic impact fees to reduce the impact of new development or redevelopment. Consider parking fees in lieu of providing required parking in the Downtown area to encourage additional housing opportunities.

**Program C 31:** Consider establishing a parking assessment district to expand Downtown parking and provide parking for other commercial areas.

The goals, policies, and programs above promote increased parking in the Downtown, including underground and above-ground parking, to accommodate existing and future needs for residents and visitors. The Ballot Measure could delay or prevent the City from developing additional parking within the Downtown parking plazas by constraining the City's ability to evaluate alternative parking configurations, such as parking structures, that may increase the supply of Downtown parking or allow existing parking resources to be used more efficiently.

## Natural Environment & Hazards Element

The Natural Environment & Hazards Element is intended to identify and address characteristics in or near the City of Los Altos Planning Area that represents a potential hazard to the community.<sup>10</sup> The goals, policies, and programs are intended to protect the quality of life from hazards relating to human activity. The following Natural Environment & Hazards Element goal and policies support air quality within the City of Los Altos:

**Goal 8:** Maintain or improve air quality in Los Altos.

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

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

The goal and policies above support reducing air pollutants to improve air quality within the City of Los Altos. The parking plazas have the potential to promote air quality initiatives through the development of more electric vehicle parking spaces, electric vehicle charging stations, and bicycle parking facilities. The Ballot Measure may limit the ability to develop these additional amenities as it may delay or deny their development. These facilities

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<sup>10</sup> City of Los Altos. (2002, November). *Natural Environment & Hazards Element*. <https://www.losaltosca.gov/DocumentCenter/View/1767/Natural-Environment-and-Hazards-Element?bidId=>

would support residents and visitors to use electric vehicles and bicycles, which support the environment by reducing pollutants generated. As a result, the Ballot Measure may preclude the City from reaching its goal of maintaining or improving its air quality.

### **Open Space, Conservation & Community Facilities Element**

The Open Space, Conservation & Community Facilities Element is focused on addressing several open space categories including the preservation of natural resources, the managing of production of resources, and the maintenance of open space for public health and safety reasons.<sup>11</sup> The Element outlines goals, policies, and programs that seek to protect and maintain natural resources and public services. The following goals, policies, and programs support the City's initiatives to maintain and provide recreational facilities:

**Goal 3:** *Expand recreation programs and facilities for all ages using City and non-City sites.*

**Policy 3.3:** *Provide and expand continuing support for children and teen facilities and programs.*

**Policy 3.4:** *Promote and provide programs and recreation facilities for seniors.*

**Goal 9:** *Encourage the provision of cultural facilities and activities within the City.*

**Policy 9.2:** *Work with private developers to offer cultural activities within the community, such as a community theater and cinema.*

**Program OCC 8:** *Provide a full range of recreational opportunities to serve the community by: 1) Promoting a high level of public outreach by coordinating with community organizations, special interest groups and private businesses to provide recreation program opportunities, and distributing newsletters or brochures to inform the community of available recreation programs and facilities; 2) Coordinating with other agencies/organizations such as the school districts, Parks, Art, and Recreation Commission, Youth Commission, and other appropriate agencies to achieve maximum utilization of recreation programs and facilities in the community; 3) Facilitating cooperative recreational programming with surrounding jurisdictions to expand opportunities and cost efficiencies; 4) Identifying and evaluating the provision of drop-in, team sports, and other after-school recreation programs for youth; 5) Involving the Youth Commission in recreational programming for youth and teen center activities; 6) Continuing work with the Hillview Senior Center and Garden House to identify the available programs and facilities for seniors, and looking for ways to augment them where appropriate; 7) Exploring means to provide programs to those who cannot afford to pay by utilizing corporate sponsorships, volunteers and joint use of school facilities and services; and 8) Developing new recreation programs to reflect the changing needs and interests of Los Altos residents.*

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<sup>11</sup> City of Los Altos. (2002, November). *Open Space, Conservation & Community Facilities Element*. <https://www.losaltosca.gov/DocumentCenter/View/540/Open-Space-Conservation-and-Community-Facilities-Element-PDF?bidId=>

The Downtown Vision Plan envisions some parking plazas becoming public plazas, where there are recreational activities and public amenities present. This vision is supported by the Open Space, Conservation and Community Facilities Element by promoting recreational activity within the City of Los Altos, including cultural activity. The Ballot Measure may preclude the growth of recreational activity within the City of Los Altos due to potential development delay or denial. Additionally, the Ballot Measure may result in additional procedural requirements, which may increase costs and make projects infeasible.

### **Community Design & Historic Resources Element**

The Community Design & Historic Resources Element highlights that the Downtown will continue to thrive by attracting businesses and encouraging additional restaurants and entertainment venues.<sup>12</sup> Additionally, it promotes mixed-use development, the increase in public parking, and the development of affordable housing within the Downtown. The following goals, policies, and programs from the Community Design & Historic Resources Element support an increase in parking, mixed-use development and affordable housing in the Downtown:

**Goal 3:** *Increase the appeal of Downtown to pedestrians and shoppers.*

**Policy 3.6:** *Evaluate the public benefit of City-owned parking plazas and the best use thereof, while preserving or increasing public parking Downtown.*

**Policy 3.8:** *Encourage the development of affordable housing above the ground floor throughout the Downtown.*

**Program CDHR 4:** *Implement the Downtown Urban Design Plan to preserve the unique character and pedestrian appeal of the Downtown by ensuring that future development and redevelopment in the Downtown is consistent with the plan.*

The Community Design & Historic Resources Element promotes the preservation of Downtown's character as redevelopment and new development occurs throughout the years. The goals, policies, and programs within the Element encourage the growth of the Downtown to provide more residential units and additional uses that support a more vibrant area. To support the growth in housing and other uses within the Downtown, the Element promotes an increase in public parking. The Ballot Measure may preclude the increase in new housing, commercial uses, and public parking by potentially creating a constraint. By potentially delaying or denying new development in the Downtown parking plazas, the Ballot Measure would limit the City's ability to reach its Community Design & Historic Resources Element goals, policies, and programs.

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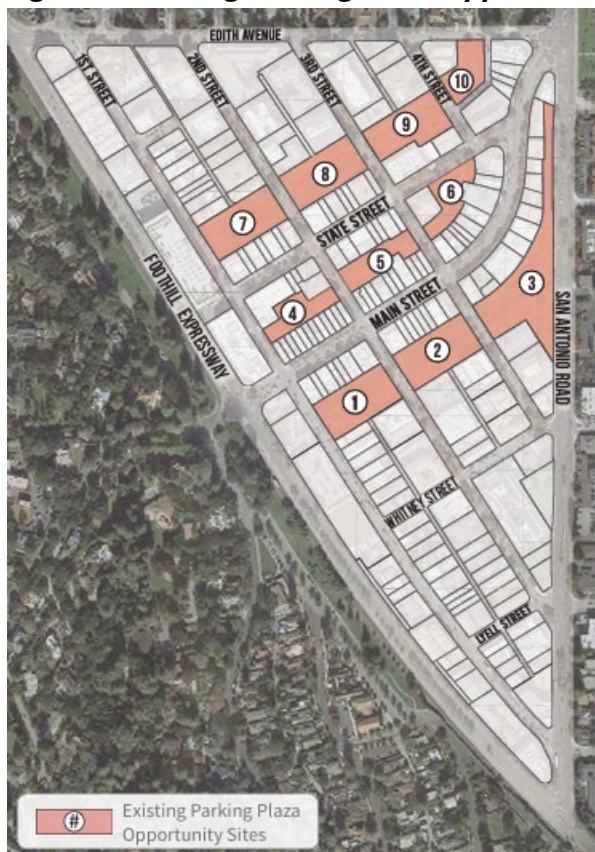
<sup>12</sup> City of Los Altos. (2002, November). *Community Design & Historic Resources Element*. <https://www.losaltosca.gov/DocumentCenter/View/533/Community-Design-and-Historic-Resources-Element-PDF?bidId=>

### *Internal Consistency of the Downtown Vision Plan*

The Downtown Vision Plan provides guidance for growth and development within the Downtown and replaces the Downtown Design Plan.<sup>13</sup> The Downtown Vision Plan elements include but are not limited to enhancing economic vitality, developing adequate parking facilities, utilizing the existing parking plazas in a manner that enhances the village character while also meeting other community desires, and expanding the variety of residential housing types.

The Downtown Vision Plan identifies the Downtown parking plazas envisioned as opportunity sites as shown in Figure 2 Existing Parking Plaza Opportunity Sites. The plan envisions Parking Plaza 8 as new affordable housing, Parking Plaza 2 as a new hotel use and live theater, and new office uses for Parking Plazas 1, 3, and 7. Parking consolidation in new parking facilities is envisioned on Parking Plazas 1, 2, and 3 as well as 7 and 8. Parking Plaza 9 is envisioned for new development in support of the Downtown Vision Plan.

**Figure 2: Existing Parking Plaza Opportunity Sites<sup>14</sup>**



The Downtown Vision Plan has a short-term vision of focusing initial plaza enhancement efforts on Parking Plaza 5, which is envisioned as a “community living room”. The

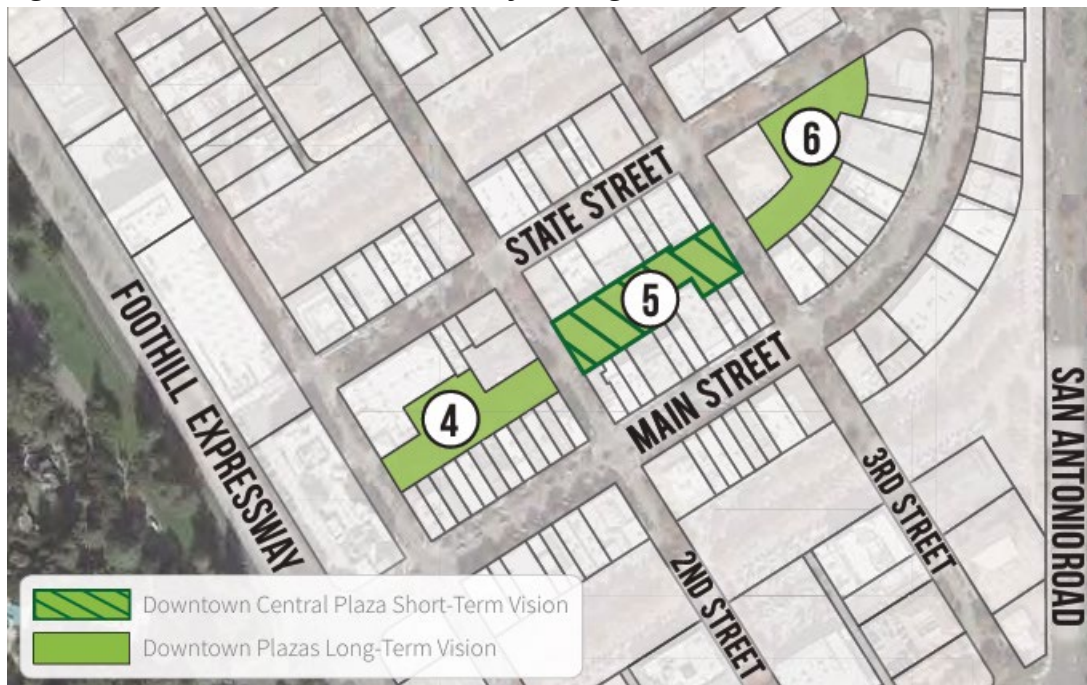
<sup>13</sup> City of Los Altos. (2018, August 28). *Downtown Vision Plan*.

<https://www.losaltosca.gov/DocumentCenter/View/524/Downtown-Vision-PDF?bidId=>

<sup>14</sup> *Ibid.*

“community living room” would have outdoor dining, public seating, trees and landscaping, play structures, restrooms, trash and recycling, and event space. Additional parking opportunities would be needed to offset the loss of parking, which may be a parking structure on Parking Plaza 2 or 3. The long-term vision for the Downtown is to extend the “community living room” to include the existing Parking Plazas 4 and 6 as shown in Figure 3: Downtown Plaza Locations for Long-Term Vision.

**Figure 3: Downtown Plaza Locations for Long-Term Vision<sup>15</sup>**



The Downtown Vision Plan also envisions the addition of two public plazas within portions of Parking Plazas 2 and 3, with the construction of a live theater fronting onto 3<sup>rd</sup> Street, as shown on Figure 4: Locations of Other Downtown Public Plazas. These public plazas are envisioned to have a variety of public amenities including outdoor dining, seating, landscaping, activity nodes, interactive structures, public art, and others.

<sup>15</sup> *Ibid.*

**Figure 4: Locations of Other Downtown Public Plazas<sup>16</sup>**



The Downtown Vision Plan envisions the parking plazas as a focal point for integrating new structured parking within Downtown, with some existing at-grade parking lots maintained. The above-ground parking facilities should be designed with flexibility for adaptive reuse and with electric vehicle charging stations. The plan envisions these parking facilities to be designed with commercial or office space on the ground floor. As shown on Figure 5: Location of Future Parking Facilities, the Downtown Vision Plan has located parking facilities to be accessed from San Antonio Road and First Street, which would minimize traffic through Downtown. The plan anticipates the need to construct 1,620 new aboveground and underground parking spaces to accommodate existing development and future growth as envisioned in the Downtown Vision Plan.

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<sup>16</sup> *Ibid.*

**Figure 5: Location of Future Parking Facilities<sup>17</sup>**



The Ballot Measure would conflict with the Downtown Vision Plan as it may inhibit new development as envisioned in the plan. The Ballot Measure may result in constraints that limit the ability to develop new housing, parking facilities, public facilities, and mixed-uses. The Ballot Measure may inhibit the growth and development within the Downtown, which would not support the plan's goal to support the economic vitality of the City. The Downtown Vision Plan envisions a vibrant Downtown that attracts more businesses, residents, and visitors, which could provide many benefits including more economic growth. To support these new developments, the plan envisions additional parking facilities to improve traffic flow and accommodate the anticipated growth. Such new parking facilities would support electric vehicles with charging stations and may potentially include bicycle parking facilities, supporting air quality initiatives.

<sup>17</sup> *Ibid.*

### *Internal Consistency of the Downtown Los Altos Parking Strategy*

The Downtown Los Altos Parking Strategy is a plan that provides recommendations to proactively address existing and future parking challenges within the Downtown.<sup>18</sup> By addressing the parking issues, the plan intends to support the continued success of the Downtown as a place to live and work. The parking management plan strategies within the plan were informed by the feedback received from community members, developers, and other stakeholders.

One of the strategies discussed involves bicycle parking improvements, including short-term and long-term bicycle parking. By improving bicycle parking within the Downtown, it will make it more convenient to bike to and from the Downtown and reduce the dependency on vehicles, which improves the traffic flow, reduces air pollution, and supports outdoor activity. These bicycle improvements could be implemented in future development within the Downtown, including within parking plazas, which are envisioned to have improvements that could support bicycle parking.

The plan mentions that the Downtown Los Altos Vision Plan envisions increases in development and the conversion of parking plazas into structures. The plan discusses that as the Downtown evolves over time, the parking needs will change and thus the proposed parking strategies should be implemented to address these changes. The plan introduces the strategy of maintaining and upgrading existing parking facilities in the Downtown, including the parking plazas. The upgrades envisioned include underground or structured parking with the inclusion of electric vehicle charging stations with clear signage. By including electric vehicle charging stations in the future development of parking plazas, there will be more support for electric vehicle users, which supports the environment's air quality.

The parking management strategies outlined in the Downtown Los Altos Parking Strategy were informed by key objectives. The objectives include but are not limited to making the most efficient use of all existing parking resources, ensuring parking facilities adequately accommodate the consistent peak period demand in the Downtown and nearby public parking lots, and support Downtown economic development. By supporting bicycle parking and electric vehicle charging station development in the Downtown, more people will be drawn to area for retail and other uses, which supports the economic development in the Downtown and the air quality. The plan, consistent with the Downtown Los Altos Vision Plan, envisions the conversion of the parking plazas into structures, which could potentially accommodate the growth anticipated from new developments in the Downtown and would support the objectives of increasing the efficiency of existing parking resources and ensuring there is adequate parking facilities for peak period demand.

The Ballot Measure may inhibit the implementation of the parking management strategies outlined in the Downtown Los Altos Parking Strategy, as it could result in the delay or

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<sup>18</sup> City of Los Altos. (2025, January 13). *Downtown Los Altos Parking Strategy*.  
<https://www.losaltosca.gov/DocumentCenter/View/1762/Downtown-Los-Altos-Parking-Strategy?bidId=>

denial of new development on the parking plazas, including the development of electric vehicle charging stations and bicycle parking facilities. The Ballot Measure would conflict with objectives in the Downtown Los Altos Parking Strategy as it could potentially limit the development of any parking facilities on the parking plazas that could support Downtown economic development, make efficient use of the existing parking resources, and ensure that adequate parking facilities accommodate the peak period demand in the Downtown.

### *Internal Consistency of the Los Altos Complete Streets Master Plan: An Active Transportation Framework*

The Los Altos Complete Streets Master Plan: An Active Transportation Framework (CSMP) is a long-term vision for the improvement of walking and bicycling in Los Altos.<sup>19</sup> As discussed in the CSMP, the Downtown has many destinations that attract bicyclists, including coffee shops, ice cream shops, restaurants, and retail shopping. The CSMP details that the strategy to attract more bicyclists is to convert automobile parking spaces into Bicycle Corrals. By providing more bicycle parking, more bicyclists are encouraged to travel to Downtown, which supports retail activity and reduces the vehicle miles traveled in the City.

The CSMP recommends increasing bicycle parking, as it can enhance the Downtown activity and support the local economic development. The Ballot Measure may inhibit this initiative as it could delay or deny development of potential bicycle parking within the existing parking plazas or the conversion of automobile parking to bicycle parking, limiting potential Downtown visitors. As a result, the Ballot Measure may inhibit the City's economic growth.

### *Internal Consistency of Planning and Zoning*

As shown in Figure 6: Parking Plaza General Plan Land Use Designations, the City-owned parking plazas are either in the "Downtown Commercial" or "Public and Institutional" General Plan Land Use Designations. The Downtown Commercial land use designation provides for a wide range of general retail and services, commercial recreation, cultural, and office uses.

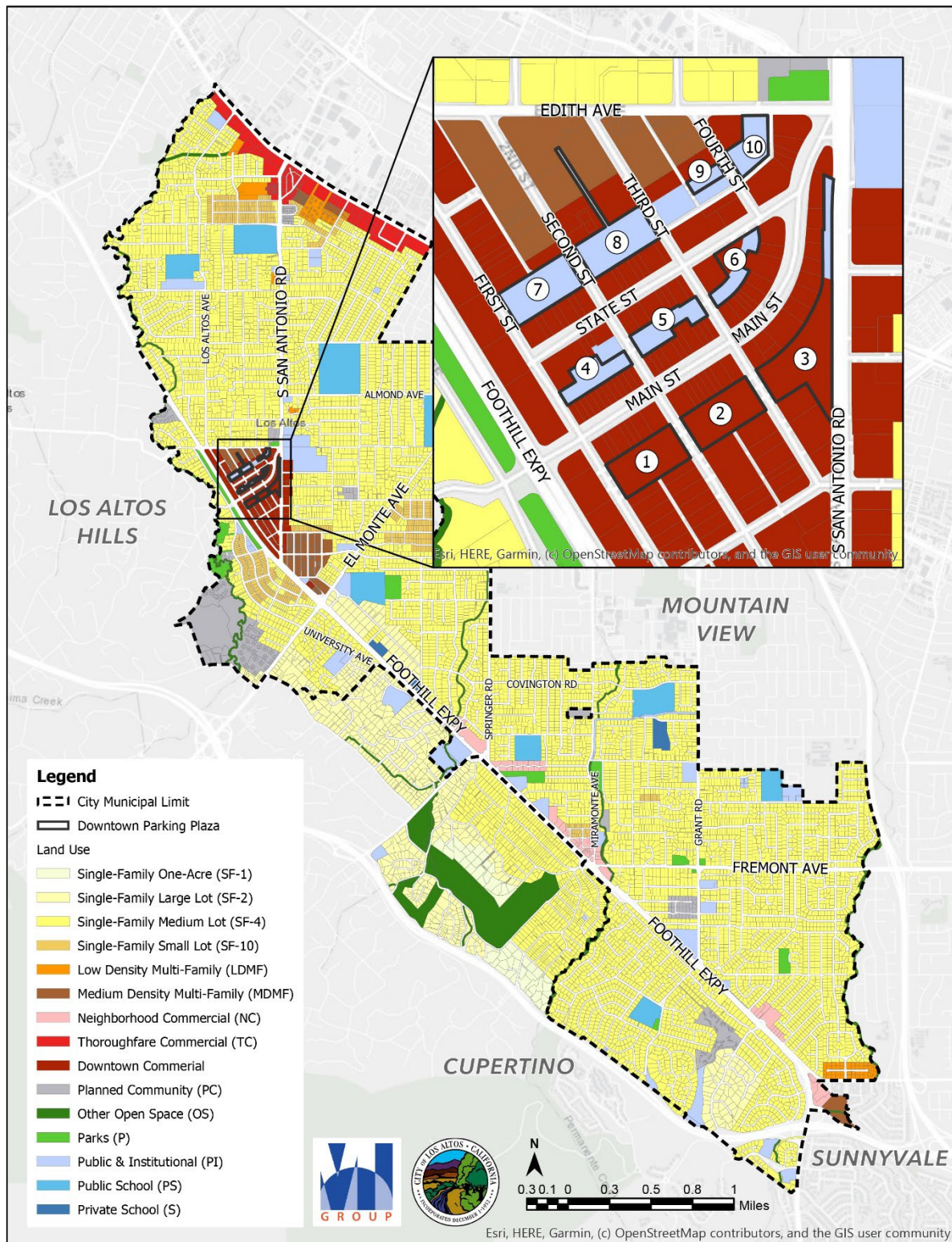
The Downtown Commercial land use designation is intended to support higher density residential uses, which supports the village character of the area. The General Plan Land Use Element acknowledges that within the Downtown there is on-street parking available and that most parking is contained within the City-owned and operated parking plazas.

The Public and Institutional land use designation provides governmental, institutional, academic, group residence, church, community service and other similar uses. The Public and Institutional land use designation also provides for City-owned parking facilities.

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<sup>19</sup> City of Los Altos. (2022). *Los Altos Complete Streets Master Plan: An Active Transportation Framework*. <https://www.losaltosca.gov/DocumentCenter/View/528/Los-Altos-Complete-Streets-Master-Plan-PDF?bidId=>

**Figure 6: Parking Plaza General Plan Land Use Designations<sup>20</sup>**



These general plan land use designations support community recreational, cultural, and institutional activity. These uses support the General Plan's vision for a vibrant and active Downtown area. The Ballot Measure may inhibit the development of uses consistent with the General Plan Land Use Designations as it could result in delays or denials of such proposed uses.

As shown in Figure 7: Parking Plaza Zoning, the parking plazas are either located in the "Commercial Retail Sales" (CRS) or "Commercial Downtown" (CD) zoning districts. The Commercial Downtown district permits parking spaces and loading areas.<sup>21</sup> The Commercial Retail Sales district permits parking spaces and loading areas incidental to a permitted use.<sup>22</sup>

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<sup>20</sup> City of Los Altos. (n.d.). *Public GIS Viewer*.

<https://losaltos.maps.arcgis.com/apps/webappviewer/index.html?id=cc2d724e72af46dda3a03174b51ccd05>

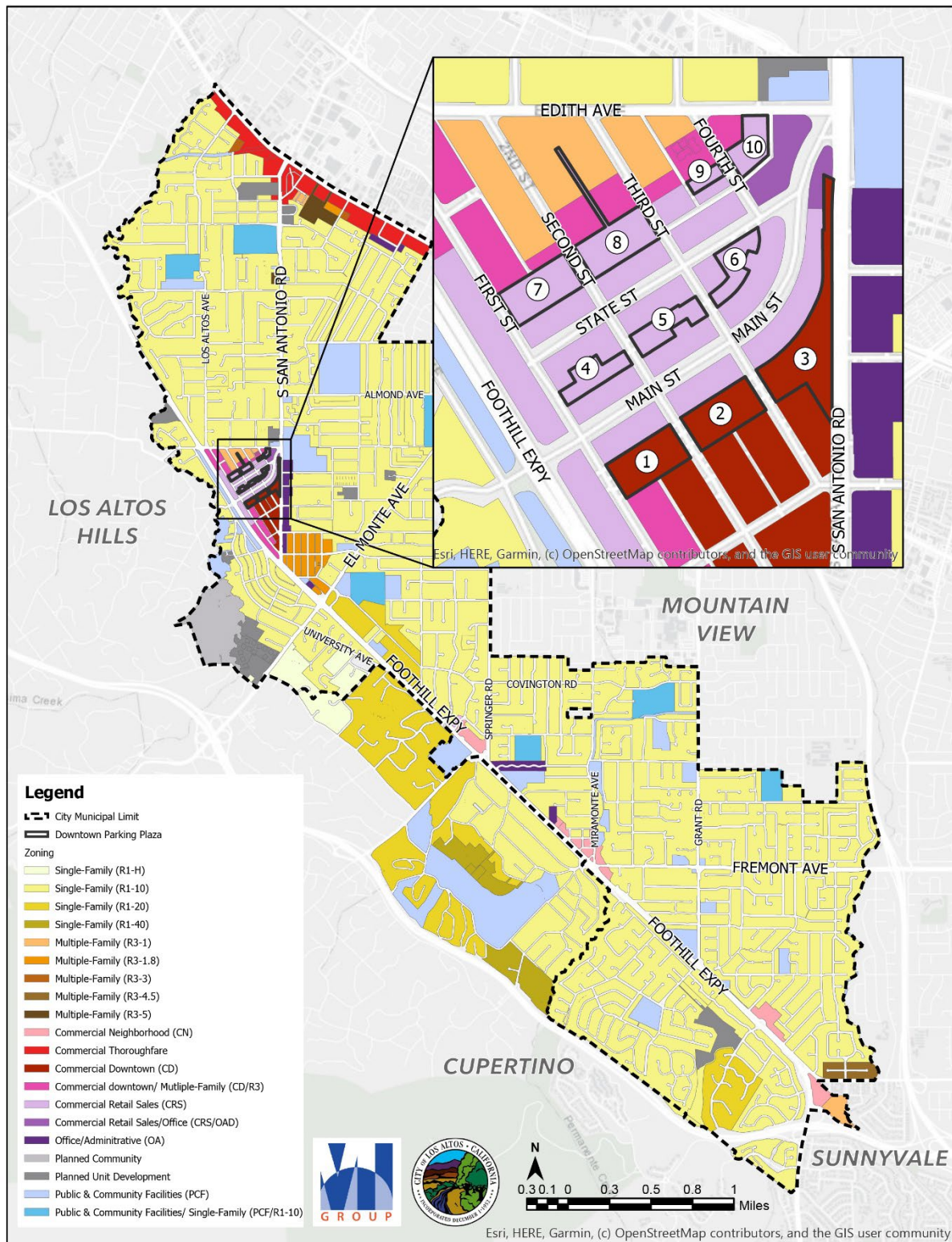
<sup>21</sup> City of Los Altos. (n.d.). *Los Altos Municipal Code: Chapter 14.44 – CD Commercial Downtown District*.

[https://library.municode.com/ca/los\\_altos/codes/code\\_of\\_ordinances?nodeId=TIT14ZO\\_CH14.44CDCODODI\\_14.44.020SPPUCD](https://library.municode.com/ca/los_altos/codes/code_of_ordinances?nodeId=TIT14ZO_CH14.44CDCODODI_14.44.020SPPUCD)

<sup>22</sup> City of Los Altos. (n.d.). *Los Altos Municipal Code: Chapter 14.48 – CRS Commercial Retail Sales District*.

[https://library.municode.com/ca/los\\_altos/codes/code\\_of\\_ordinances?nodeId=TIT14ZO\\_CH14.48CRCORESADI\\_14.48.020VISTSPPUCR](https://library.municode.com/ca/los_altos/codes/code_of_ordinances?nodeId=TIT14ZO_CH14.48CRCORESADI_14.48.020VISTSPPUCR)

**Figure 7: Parking Plaza Zoning<sup>23</sup>**



The CRS District's primary characteristics include but are not limited to a mix of uses, a pedestrian-oriented shopping environment that encourages social interaction, and activities that enhance and extend commercial vitality. The CD District's purpose includes but is not limited to retaining and enhancing the downtown Los Altos village atmosphere, providing pedestrian amenities, and providing retail, office and service uses.

The parking plaza zoning districts promote the enhancement and commercial vitality of the Downtown. They support a variety of uses including retail, office, and service uses, which supports the City's economic development and encourages social activity. The Ballot Measure may inhibit the growth of the social activity and economic development that the zoning districts are promoting by creating a constraint on parking plaza development.

### **Effect on the Use of Land**

The Ballot Measure may have impacts that could restrict land use allowances and the ability of the property owner (the City) to follow Surplus Land Act requirements. Specifically, the Ballot Measure proposes a new section 14.92.030 Preservation of Parking Plazas that could have several impacts that would complicate the conveyance of the property:

*1. Sell, trade, lease, donate, dispose or otherwise convey any Parking Plaza, or any portion thereof, for any reason.*

This section provides that the selling, trading, leasing, donating, disposing, or conveyance of Parking Plazas, or any portion thereof, would require a subsequent ballot measure. This section could impact the City's ability to implement the General Plan and other applicable plans.

*2. Designate or change the use of any Parking Plaza in any way which would affect the use of the Parking Plazas for parking or which would diminish the availability, access or convenience of public parking.*

This section provides that a subsequent ballot measure is required prior to the designation or change in use of the Parking Plazas from the existing parking use. This may impact the City's ability to implement other uses as envisioned in the Downtown Vision Plan.

*3. Declare any Parking Plaza "surplus land" or "exempt surplus land" under the California Surplus Land Act (Government Code sections 54220 et seq.).*

This section would require a subsequent ballot measure following any City determination that the Parking Plazas are exempt surplus land or surplus land pursuant to the Surplus Land Act. This section may impact the ability to develop affordable housing on the Parking Plazas, except for Parking Plazas 7 and 8, which are allowed to develop affordable housing without a vote requirement.

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<sup>23</sup> City of Los Altos. (n.d.). *Public GIS Viewer*.

<https://losaltos.maps.arcgis.com/apps/webappviewer/index.html?id=cc2d724e72af46dda3a03174b51ccd05>

*4. Modify, alter or construct any capital project or other physical alteration on any of the Parking Plazas which permanently diminishes the availability, access or convenience of public parking.*

This section provides that a subsequent ballot measure is required prior to the modification, alteration or construction of any capital project or other physical alteration on any Parking Plaza which would permanently diminish the availability, access or convenience of public parking. This section would potentially limit the development and improvements of the Parking Plazas as envisioned in the General Plan and other applicable plans.

*5. Modify or physically alter any Parking Plaza by adding additional levels or floors.*

This section provides that a subsequent ballot measure is required prior to the modification or physical alteration of any Parking Plazas through the addition of levels or floors. This section would potentially impact the development of any structures on the Parking Plazas as envisioned in the General Plan and other applicable plans.

*6. Modify or physically alter any Parking Plaza in a way which would negatively affect protected trees or the tree canopy.*

This section provides that a subsequent ballot measure is required prior to the modification or alteration of any Parking Plaza which would negatively affect protected trees or the tree canopy. This section would potentially impact the City's ability to develop on the Parking Plazas.

### *Internal Consistency of Climate Action & Adaptation Plan*

The Climate Action and Adaptation Plan (CAAP) assesses the impacts of Los Altos on the climate, how Los Altos can reduce its impact, and how it can adapt to climate change.<sup>24</sup> Based on the current and forecasted greenhouse gas emissions, implementation of the previous 2013 Climate Action Plan, and guidance received, the CAAP is based on pursuing a goal of Carbon Neutrality by 2035. To help the City of Los Altos reach its carbon neutral goal, greenhouse gas mitigation strategies were developed. Mitigation strategies include reducing single-occupancy vehicle travel, electrifying transportation, and supporting a green community. These mitigation strategies could be achieved through the development of new bicycle parking, new electric vehicle parking spaces and charging stations, and increasing the urban tree canopy.

The Ballot Measure could inhibit several of the mitigation measures identified to support the goal of Carbon Neutrality by 2035. New bicycle parking, electric vehicle parking, and electric vehicle charging stations could be potentially developed in the City-owned parking plazas; however, the Ballot Measure may preclude this from occurring by delaying the process or denying it. The Downtown parking plazas are areas that could support the CAAP

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<sup>24</sup> City of Los Altos. (2022). *Climate Action & Adaptation Plan*.  
<https://www.losaltosca.gov/DocumentCenter/View/527/Los-Altos-Climate-Action-and-Adaptation-Plan-PDF?bidId=>

goals by implementing development that supports the City's sustainability growth and reduces greenhouse gas emissions. The parking plazas are also areas where new landscaping and trees could be planted as part of new developments, which could help improve air quality. The addition of landscaping and trees could also be inhibited by the Ballot Measure as it would require more steps for approval and may result in denial. This constraint to more sustainable improvements may delay the City from reaching its CAAP goals.

### 3. Housing Impacts

The Ballot Measure would impact the internal consistency of the City's 6<sup>th</sup> Cycle Housing Element and may inhibit the City's ability to meet its housing goals.

The City of Los Alto's useable land area is 3,846 acres (approximately six square miles), as shown in Table 2: Land Use Designations. Parking Plazas 1, 2, and the southern half of Parking Plaza 3 are designated as Downtown Commercial, while Parking Plazas 4 through 10 along with the northern half of Parking Plaza 3 are designated as Public and Institutional land use. As shown in the table, the Ballot Measure addresses a subset of approximately 155 acres (4 percent) of the combined Downtown Commercial and Public and Institutional land area. The Downtown Parking Plazas account for about 8 acres (0.2 percent) in the City.

**Table 2: Land Use Designations<sup>25</sup>**

| Land Use Designation                                | Acres            | Percentage of Land in City | Percentage of Land Where Housing is Allowed in City |
|-----------------------------------------------------|------------------|----------------------------|-----------------------------------------------------|
| Single-Family Large Lot                             | 429              | 11%                        | 12%                                                 |
| Single-Family Medium Lot                            | 2,598            | 67%                        | 71%                                                 |
| Single-Family Small Lot                             | 83               | 2%                         | 2%                                                  |
| Low Density Multi-Family                            | 34               | 1%                         | 1%                                                  |
| Medium Density Multi-Family                         | 45               | 1%                         | 1%                                                  |
| Neighborhood Commercial                             | 37               | 1%                         | 1%                                                  |
| Thoroughfare Commercial                             | 59               | 1%                         | 2%                                                  |
| <i>Downtown Commercial</i>                          | <i>42</i>        | <i>1%</i>                  | <i>1%</i>                                           |
| <i>Public and Institutional, Utilities, Parking</i> | <i>113</i>       | <i>3%</i>                  | <i>3%</i>                                           |
| Public and Private School Land                      | 154              | 4%                         | 4%                                                  |
| Open Space (Parks and Others)                       | 220              | 6%                         | N/A                                                 |
| Planned Community                                   | 93               | 2%                         | 2%                                                  |
| <b>TOTAL</b>                                        | <b>3,846 ac.</b> | <b>100%</b>                | <b>94%<br/>(3,626 ac.)</b>                          |

While the Downtown Parking Plazas are 8 acres, a small subset of the 155 acres (Downtown Commercial and Public and Institutional, Utilities, Parking) noted in the table, the City has

<sup>25</sup> City of Los Altos (November 2002). *General Plan Land Use Element*. Information adapted from Table LU-3, Page 14.

identified them as significant sites for developing affordable housing in the Downtown Vision Plan<sup>26</sup> and 6<sup>th</sup> Cycle of the Housing Element<sup>27</sup> for a variety of reasons, including:

- The City owns these Downtown Parking Plazas, allowing the City to mitigate the cost of land to implement City housing goals. The City has identified the cost of land as a significant market-related constraint for developing more housing.
- The parking lots are in Los Altos' downtown, a highest resource area with commercial amenities and a VTA bus transit line along San Antonio Road.
- Addition of new housing within these parking lots would infuse the Downtown with additional residents and enhance the vitality of both daytime and nighttime activity.

In addition, the City has noted in the Downtown Los Altos Parking Strategy<sup>28</sup> that parking policies are linked to the financial feasibility of future housing development in Downtown Los Altos.

Since Los Altos does not have much available vacant land, nonvacant sites comprise a substantial portion of the sites inventory of the City's 6<sup>th</sup> Cycle Housing Element. Nonvacant parcels were chosen based on a ratio of their improvement value to their land value and screened to ensure their existing use did not present an impediment to residential development as described in the Site Inventory and Methodology appendix in the 6<sup>th</sup> Cycle Housing Element.<sup>29</sup> The sites inventory include all the Downtown Parking Plazas, which are identified as key opportunity sites to accommodate new market-rate and affordable housing. The Downtown Vision Plan,<sup>30</sup> Downtown Los Altos Parking Strategy Plan,<sup>31</sup> and Housing Element have all identified Parking Plazas 7 and 8 as opportunity sites for affordable housing developments.

### *Ballot Measures and Land Use*

Future land use decisions involving the parking plazas will be constrained by the Ballot Measure because regulations implemented by ballot can only be changed with another ballot measure. Cities that have passed similar Ballot Measures experience very few, if any, attempted subsequent ballot measures to change land uses due to long time frames,

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<sup>26</sup> City of Los Altos. (August 28, 2018). *Downtown Vision Plan*.

<https://www.losaltosca.gov/DocumentCenter/View/524/Downtown-Vision-PDF>

<sup>27</sup> City of Los Altos. (Revised August 2023). 6<sup>th</sup> Cycle Housing Element 2023-2031.

<https://www.losaltosca.gov/DocumentCenter/View/286/6th-Cycle-Los-Altos-Housing-Element-2023-to-2031-PDF>.

<sup>28</sup> City of Los Altos. (January 13, 2025). *Downtown Los Altos Parking Strategy*.

<https://www.losaltosca.gov/DocumentCenter/View/1762/Downtown-Los-Altos-Parking-Strategy?bidId=>

<sup>29</sup> City of Los Altos. (Revised August 2023). "Appendix B: Sites Inventory & Methodology." 6<sup>th</sup> Cycle Housing Element 2023-2031, pp. 122-169. <https://www.losaltosca.gov/DocumentCenter/View/286/6th-Cycle-Los-Altos-Housing-Element-2023-to-2031-PDF>.

<sup>30</sup> City of Los Altos. (August 28, 2018). *Downtown Vision Plan*.

<https://www.losaltosca.gov/DocumentCenter/View/524/Downtown-Vision-PDF>

<sup>31</sup> City of Los Altos. (January 13, 2025). *Downtown Los Altos Parking Strategy*.

<https://www.losaltosca.gov/DocumentCenter/View/1762/Downtown-Los-Altos-Parking-Strategy?bidId=>

significant expense and uncertain outcomes. In a March 2024 research paper, the San Francisco Bay Area Planning and Urban Research Association (SPUR) noted that:<sup>32</sup>

*[Ballot] measures curb urban sprawl and protect open space by limiting new developments to infill locations. But without concurrent incentives to promote infill development — that is, development of vacant or underutilized land in already-developed areas — many of the measures have the potential to limit the supply of housing overall.*

*Moreover, other growth management ballot measures that have passed within city boundaries, such as zoning restrictions, voter approval requirements, height and bulk limits, and infrastructure provisions or parking requirements, have had a direct negative impact on infill housing production.*

San Francisco Bay Area Planning and Urban Research Association (SPUR) points out that “most voter approval requirements aim to enshrine zoning approval in the hands of the local citizenry and to lengthen the approval process to discourage growth.”<sup>33</sup> The study specifically referenced Costa Mesa’s Measure Y (requiring voter approval for development projects exceeding 40 dwelling units) and Escondido’s Measure S (required voter approval of many types of changes to the General Plan).

In these cases, the cities mitigated the earlier ballot measures, either through putting a new measure on the ballot years later or by directly referencing overriding State law. In the City of Alameda, whose Measure A set a maximum density throughout the City, HCD eventually issued a letter stating that the voter initiative was in direct violation of state law.<sup>34</sup>

Recently in 2024, Eureka citizens put Measure F on its local ballot, which would both “Require the City to maintain current levels of public parking on specified downtown City-owned off-street public parking lots” and rezone a school district site for additional affordable housing.<sup>35</sup>

In a letter to the City of Eureka,<sup>36</sup> HCD noted that any amendments to the housing element due to the local measure would require HCD review and could lead to a finding of

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<sup>32</sup> Emma Jordan. (2024). *Planning by Ballot*. SPUR. [https://www.spur.org/sites/default/files/2024-03/SPUR\\_Planning\\_by\\_Ballot\\_0.pdf](https://www.spur.org/sites/default/files/2024-03/SPUR_Planning_by_Ballot_0.pdf). Page 3

<sup>33</sup> Ibid., Page 10

<sup>34</sup> Paul McDougall. (Nov. 29, 2021). “RE: City of Alameda Measure A Provisions and Housing Element Compliance.” California Dept. of Housing and Community Development. <https://www.hcd.ca.gov/community-development/housing-element/docs/alaalamedacity-ta-112921.pdf>

<sup>35</sup> People of the City of Eureka. (July 21, 2023). City of Eureka Housing for All and Downtown Vitality Initiative. <https://www.eurekaca.gov/DocumentCenter/View/5340/23-7-21-Eureka-HFA-DV-Initiative>.

For additional context on the discussions behind the measure, see Ben Christopher. (July 25, 2024). “Ballot battles, lawsuits and a ticked off millionaire: What’s behind Eureka’s parking lot war?” Cal Matters. Available at <https://calmatters.org/housing/2024/07/eureka-affordable-housing-parking/>

<sup>36</sup> Melinda McCoy. (October 9, 2024). “RE: Adopted Housing Element Revision Process – Letter of Technical Assistance.” California Dept. of Housing and Community Development.

noncompliance. Such a finding could lead to consequences such as ineligibility or delay in receiving certain state funds, losing local land use authority, application of “Builder’s Remedy” provisions of the Housing Accountability Act to certain qualifying housing development projects, and/or more. At the November 5, 2025, election, Eureka’s Measure F was defeated.<sup>37</sup> It remains unclear whether Measure F would have led to the finding of noncompliance for the City.

While Los Altos’ Ballot Measure does not include any explicit amendments to the City’s 6<sup>th</sup> Cycle Housing Element, the Ballot Measure imposes additional development constraints on all ten Parking Plazas, which have been identified as housing sites in the Housing Element. The Ballot Measure does not directly restrict the fulfillment of the schedule of programs within the Housing Element, because the Ballot Measure includes an exception in Section 14.92.050 that would have otherwise restricted implementation of Program 1.H of the Housing Element:

Notwithstanding section 14.92.030, the City may take the following actions with respect to the Parking Plazas without a vote of the People:

[...]

3. Develop Parking Plaza 7 (APN: 16739032) and Parking Plaza 8 (APN:16739007) for affordable housing.

However, the Ballot Measure would introduce additional procedural steps to developing housing on housing sites identified in the Housing Element, which could lead to the 6<sup>th</sup> Cycle Housing Element being inconsistent with State laws.

### *Consistency with State Laws*

The Ballot Measure could be interpreted as leading the City to be in violation of state law, especially the Housing Crisis Act of 2019 (enacted via SB 330) and No Net Loss Law (Government Code Section 65863).<sup>38</sup>

### **SB 330**

Senate Bill (SB) 330 established the Housing Crisis Act of 2019, which prohibits a local jurisdiction from imposing standards or regulations that would change the land use designation or zoning of identified housing sites to a less intensive use or reduce the intensive of land use within an existing zoning district than what was allowed under the General Plan or a specific plan. This law also applies to an electorate exercising its local initiative or referendum power, such as in the case of this Ballot Measure.

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<https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/HAU/eureka-ta-he-compliance-100924.pdf>

<sup>37</sup> Information on the results of the voting are available at Ballotpedia:  
[https://ballotpedia.org/Eureka,\\_California,\\_Measure\\_F,\\_General\\_Plan\\_Amendment\\_Initiative\\_\(November\\_2024\)](https://ballotpedia.org/Eureka,_California,_Measure_F,_General_Plan_Amendment_Initiative_(November_2024))

<sup>38</sup> California Government Code Section 65863

The Ballot Measure provides an exception to allow for housing developments on Parking Plazas 7 and 8. However, the Ballot Measure would introduce an additional procedural step for developing housing on any of the ten Parking Plazas, imposing new constraints or reducing the effective development capacity of housing sites identified in the 6<sup>th</sup> Cycle of the Housing Element. This action could be evaluated under SB 330 as an action that limits housing development, leading to inconsistencies with State law.

YIMBY Law, a housing advocacy organization, wrote a letter to Los Altos City Council on June 4, 2026, advocating the City submit a SB 330 preliminary application for housing on the Parking Plazas (see Attachment B). An SB 330 preliminary application could serve to establish vesting rights in a development proposal before the Ballot Measure is put in front of voters. While the letter advocates for a preliminary application to promote compliance with the City's Housing Element programs, it could serve to inflame a sensitive process.

The letter references Article 34 of the California Constitution, which allows legal challenges to governments developing affordable housing. However, Article 34 does not require voter approval for a specific project but rather allows a jurisdiction to authorize a maximum number of affordable units to be built or acquired (with this decision coming later).

### **No Net Loss**

In addition, the Ballot Measure would impact the City's ability to comply with No Net Loss law. Since all the Downtown Parking Plazas were identified as housing sites for moderate and above-moderate income housing developments, the Parking Plazas contributed to meeting City's RHNA needs in the 6<sup>th</sup> Cycle Housing Element. The Ballot Measure would create additional constraints for housing developments on the Parking Plazas, reducing the likelihood of developing housing on the identified housing sites at the assumed densities, losing credited site capacity to achieve the City's RHNA goals.

### **Responding to Any Identified Inconsistencies**

Both SB 330 and No Net Loss law restrict the City's ability to reduce housing capacity through zoning amendments or individual project approvals. The Ballot Measure could reduce housing capacity through either pathway, leading to a conflict between a local ordinance and State law.

If the Ballot Measure passes successfully, the City may need to make findings within 180 days to show that the additional constraint is consistent with the adopted General Plan and assess whether the remaining sites in the inventory are still adequate to accommodate the City's full share of regional housing need at every income level. If the remaining inventory falls short in any income level, the City will need to identify and make available additional sites to cover the shortfall created by the Ballot Measure.

### *Internal Consistency of 2023-2031 (6<sup>th</sup> Cycle) Housing Element*

The certified 6<sup>th</sup> Cycle Housing Element<sup>39</sup> includes a policy framework to guide the City in successfully producing a variety of housing types, including affordable housing, during the period from 2023-2031. The City's Regional Housing Need Allocation (RHNA) is 1,958 units, of which 789 are for lower income households. The Ballot Measure would be inconsistent with or impact the following Housing Element policies and programs:

**Policy 1.2: Mixed-Use Development.** The City will encourage mixed-use development in designated zoning districts.

**Program 3.F: Reduce Conditional Use Permit requirement for residential mixed-use and multi-family.** To facilitate housing, the City will amend the Zoning Code to allow the following as permitted uses (and no longer requiring a conditional use permit):

- Residential mixed-use in the CN, CD, CRS, CT, and CRS/OAD districts; and
- Multi-family in appropriate areas of mixed-use districts (e.g., not on the ground floor, etc.).

The Ballot Measure would increase the timeframes for mixed-use developments on the Downtown Parking Plazas identified as opportunity sites in the Housing Element, impacting the ability for the City to encourage mixed-use developments to support downtown businesses. For more information on the business impacts, see Chapter 5 "Business Impacts."

**Program 1.A: Rezone for RHNA shortfall.** To accommodate the remaining above moderate-income RHNA of 19 units, the City will identify and rezone sufficient vacant land or land with redevelopment potential to provide capacity for this shortfall. Appendix B (Sites Inventory and Methodology) identifies potential parcels for rezoning to address this shortfall and provide excess capacity throughout the planning period. Separate programs detail specifics of various rezoning actions that would provide additional capacity for all income levels.

The Downtown Parking Plazas are identified as opportunities parcels to accommodate moderate- and above moderate-income RHNA. The Ballot Measure would impact the City's ability to use the Parking Plazas to address its RHNA, which could lead the City to review the site inventory and reevaluate the shortfall in the above moderate-income category to ensure that there are still adequate opportunity sites and potential sites for rezoning to meet RHNA goals.

**Program 1.H: Facilitate housing on City-owned sites.** The City will facilitate development of housing on City-owned sites through public-private partnerships during the planning period. City-owned Downtown Parking Plazas 7 and 8 were identified as opportunity sites that could accommodate new development, including affordable housing. The first RFP issued by the City for housing on either Parking

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<sup>39</sup> City of Los Altos (Revised August 2023). *City of Los Altos 6<sup>th</sup> Cycle Housing Element*. <https://www.losaltosca.gov/DocumentCenter/View/286/6th-Cycle-Los-Altos-Housing-Element-2023-to-2031-PDF>

Plaza 7 or 8 will be affordable housing and the City will commit to selecting the development proposal that maximizes public benefit in creating additional affordable housing in Downtown Los Altos. Prior to the RFP issuance, the City shall hire a third-party to analyze what the minimum financially feasible affordable housing production could be, based upon a minimum of 20 years of a zero-cost land lease and a commitment to provide a minimum 55-year lease. In the event the development is 100 percent affordable as defined by law, the City shall waive all applicable development impact fees per Program 2.C. The City will comply with all Surplus Land Act requirements. The City will provide a dedicated project planner to facilitate an expedited project review process.

The Ballot Measure would directly impact the City's ability to fulfill this program. While the Ballot Measure grants an exception for the development of affordable housing on Downtown Parking Plazas 7 and 8, it can inhibit the City's ability to provide incentives for affordable housing developers. The addition of governmental constraints could delay the timeline identified in this program, which is discussed in greater detail below.

***Program 1.I: Incentivize Downtown lot consolidation.*** In certain portions of Downtown, particularly along Main Street and State Street, the presence of small lots, fragmented ownership pattern, and lack of ability to provide on-site parking may constrain future development. Considering other programs addressing governmental constraints (see programs under Goal 3), the City will evaluate and adopt (through the Zoning Code or by resolution, as appropriate) complementary incentives to further encourage lot consolidation in Downtown. This will include expedited application processing, reduction in application fees, reduction in permit fees, or other incentives. The City will promote the lot consolidation incentives on the City's website, through regular updates at the Planning Commission and City Council public meetings, and at the developer's roundtable (see Program 2.C). Additionally, Policy 3.7 in the Community Design & Historic Resources Element of the General Plan will be modified for consistency with this Program.

The Ballot Measure would directly impact the City's ability to modify or alter the Downtown Parking Plazas along with their ability to convey the sites for any purpose. While the City can continue to offer complementary incentives through the Zoning Codes or by resolution to encourage lot consolidation, the Ballot Measure sets governmental constraints on the process, which could impact the City's ability to encourage lot consolidation. If passed, the Ballot Measure could delay the timeframe identified in this program.

***Program 1.J: Produce annual housing status reports.*** Provide an annual status report to the City Council and California Department of Housing and Community Development (HCD) on the status of the General Plan housing programs and their implementation as required by State law. This status report will also address no net loss requirements as necessary throughout the planning period.

The Ballot Measure would serve as a new governmental constraint that could restrict of delay housing development and the implementation of Housing Element programs,

specifically Housing Element Program 1.H. If the Ballot Measure passes, this program would direct City staff to evaluate the additional constraints and potentially make recommendations for revisions to the Housing Opportunity Sites in the annual housing status report. City staff would also need to determine whether the additional constraints impact the City's ability to meet the no net loss requirements.

***Policy 2.1: New Affordable Housing Units.*** The City will facilitate the development of new affordable housing units.

The City has identified the City-owned Downtown Parking Plazas as Housing Opportunity Sites for developing affordable housing, especially in relation to Housing Element Program 1.H. The Ballot Measure would present a constraint for developing affordable housing units downtown, which could impact the City's ability to meet its RHNA goals.

***Program 2.C: Assist in securing funding for affordable housing projects.*** To promote the development of affordable housing projects, and when requested by the project sponsor, the City will continue to assist in securing funding for low- and moderate-income housing developments through the following actions (all of the incentives below are currently in place except for providing funding for multi-jurisdictional housing finance programs and partnering with nonprofit housing developers):

- Apply for State and federal funding on behalf of a nonprofit, under a specific program to construct affordable housing including persons with physical disabilities or developmental disabilities.
- Provide financial incentive waiving City fees for 100 percent affordable housing projects.
- Provide a dedicated project planner for 100 percent affordable housing projects.
- Transfer the City's annual CDBG allocation to the County for projects that serve the Los Altos community.
- Allocate a portion of CDBG funds toward affordable housing development.
- Provide funding to participate in a multi-jurisdictional housing finance program (such as a Mortgage Revenue Bond or Mortgage Credit Certification Program). The City will continue to coordinate with Santa Clara County and other agencies on multi-jurisdictional housing finance programs.
- Partner with nonprofit housing developers to facilitate the development of affordable housing.
- Impact fees associated with the development of Below Market Rate Units shall be set at a proportional rate in line with the level of affordability of each unit. This will result in a reduction in impact fees collected in association with the development of Below Market Rate Units.

The City will also promote incentives through outreach to developers, specifically by hosting a developers roundtable annually to inform developers of available incentives and encourage affordable housing development.

The Ballot Measure would impact the City's ability to encourage and facilitate the development of below-market-rate housing units because it presents an additional governmental constraint to developing affordable housing on Housing Opportunity Sites that the City had initially identified in the site inventory. Despite the various incentives for facilitating affordable housing, the Ballot Measure could impact the development of affordable housing in the short term. The Program sets a timeframe to develop at least 80 below-market-rate units by January 2031, with a mid-cycle checkpoint in January 2027 to determine if the City is on track to meet the objective. If the Ballot Measure passes and inhibits the development of below-market-rate housing before the mid-cycle checkpoint, the City may need to evaluate and establish additional incentives for developers.

***Program 3.A: Prepare a Downtown parking plan and update citywide parking requirements.*** To address all parking constraints, the City will analyze and update parking requirements citywide and implement a Downtown parking plan. This effort will include the following:

- Assess parking demand, requirements, and strategies in the Downtown and citywide.
- Identify approaches to address short and long-term parking needs considering innovative parking design and strategies that support efficient use of land.
- Reflect that the City will support consolidation of City-owned parking plazas.
- Prepare a Downtown parking plan and modify parking requirements to reflect this plan and reflect ensuring that overflow parking does not spill over into adjacent residential only districts.
- Consistent with AB 2097, the City will update its parking regulations to remove minimum parking requirements on any residential, commercial, or other development projects within one half mile of public transit (as defined in AB 2097) unless required findings are made as specified in State law. The City will map eligible properties consistent with AB 2097 and will apply current State law even before local amendments are adopted (AB 2097 is effective January 1, 2023).
- Amend the City's parking requirements citywide based on the assessment's findings. This will include reducing parking ratios (as noted above), eliminate guest parking requirements for multi-family housing; offering further reduced ratios for properties participating in a public parking district; establishing further reduced parking ratios for single-room occupancy units, senior housing, housing for persons with disabilities, deed-restricted affordable housing, etc. (e.g., 0.5 spaces per unit); providing more flexibility related to the underground parking requirement by allowing covered parking instead of requiring undergrounding; offering other alternatives to comply with parking requirements; and modifying the required parking design dimensions (e.g., parking stall and lane dimensions) so that less land area is

required to be dedicated to parking while providing safe vehicle movement as approved by the City's Engineering Division.

The City has already prepared a Downtown Los Altos Parking Strategy which was adopted on January 13, 2025, which includes parking strategies and regulatory changes to support more efficient usage of the Downtown Parking Plazas. The Ballot Measure would directly impact the City's ability to implement the strategies developed in the Downtown Los Altos Parking Strategy. Since the Ballot Measure would limit the City's ability to modify, physically alter, or convey the parking lots for any use, the City would need to evaluate the strategies that were prepared in the Parking Strategy and determine their feasibility. The Ballot Measure would also impact the City's time frame for implementing the Downtown Los Altos Parking Strategy, which could impact the businesses in the downtown.

***Policy 6.1: Promote Equal Opportunity.*** Promote governmental efforts to provide equal opportunity housing for existing and projected demands in Los Altos, including the creation and management of waitlists for below-market-rate ownership and rental units.

The Ballot Measure could impact the City's ability to provide equal opportunity housing throughout the City. As the Ballot Measure creates additional governmental constraints for developing housing in the Downtown Parking Plazas, developers may choose to develop in other parts of the City which may not be highest resource or be near public transit and major transportation corridors. Affordable housing developments may be allocated to other parts of the City that are less suited but present fewer constraints, inhibiting equal opportunity housing.

***Policy 6.3: Promote Community Involvement in Housing Efforts.*** Promote representative citizen participation in the implementation of housing programs.

The Ballot Measure would provide a direct method for citizens to participate in the implementation of housing programs on the Downtown Parking Plazas via voting on ballot measures during Citywide elections.

***Program 6.C: Target housing development in highest resource areas.*** The City will outreach to property owners of housing sites in the highest resource areas including areas of the city with higher TCAC Education and Environment scores. In this outreach, the City will provide written material to property owners of identified sites describing potential residential capacity for the site, available incentives, including density bonuses and available funding. The City will disseminate this information on its website.

The Ballot Measure could impact the City's ability to encourage housing developments within a highest resource area. The downtown area is a highest resource opportunity area according to the California Tax Credit Allocation Committee (TCAC), due to the amenities and adjacency by a VTA bus line that runs on San Antonio Street. The Ballot Measure would create a governmental constraint for developing housing units downtown. Since Los Altos

is generally built out, developers would have fewer potential sites to develop affordable housing, which could impact the City's ability to meet its RHNA goals.

**Program 6.G: Housing Mobility.** Housing mobility strategies consist of removing barriers to housing in areas of opportunity and strategically enhancing access (Los Altos is entirely highest resource in terms of access to opportunity and a concentrated area of affluence). To improve housing mobility and promote more housing choices and affordability throughout Los Altos, including in lower-density neighborhoods, the City will employ a suite of actions to expand housing opportunities affordable to extremely low, very low-, low-, and moderate-income households. Actions and strategies include:

- Rezoning – Modify zoning to allow residential or increased residential intensity and/or density of residential throughout Los Altos. This includes zoning amendments along higher intensity corridors (e.g., El Camino Real, San Antonio Road, and Foothill Expressway) and for sites within lower-density neighborhoods (e.g., Loyola Corners Specific Plan, OA zoned sites on Altos Oaks Drive, and church sites on Magdalena Avenue). See Programs 1.B, 1.C, 1. D, 1.E, and 1.F.
- Housing on City Sites – Enter into a public-private partnership to develop housing, targeting low-income households, on City-owned Downtown Parking Plazas. See Program 1.H.

The Ballot Measure creates an additional constraint to developing housing on the Downtown Parking Plazas. In addition, the Ballot Measure could impact the City's ability to facilitate housing on City-owned parking lots, which could impact the City's objective of providing 150 housing opportunities affordable to lower income households by January 2031. If the City is not on track to meet this objective by 2027, the City may consider alternative land use strategies and zoning code amendments to improve housing mobility.

### **Housing Element Program 1.H Facilitate Housing on City-Owned Sites**

As previously stated, while the Ballot Measure grants an exception for the implementation of Housing Element Program 1.H, Facilitate Housing on City-Owned Sites, the Ballot Measure could still impact the financial feasibility of developing affordable housing on Parking Plazas 7 and 8.

The Downtown Los Altos Parking Strategy includes an Economic and Financial Feasibility Assessment<sup>40</sup> to assess the relationship between parking requirements and housing developments in Downtown Los Altos. The assessment focused on the financial feasibility of parking policies introduced within the strategy

Developers build on-site parking in response to resident demand, but as parking typically generates less revenue compared to housing units, developers can be understood to be

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<sup>40</sup> City of Los Altos. (January 13, 2025). "Economic and Financial Feasibility Assessment Memorandum." *Downtown Los Altos Parking Strategy*, pages 59-64.  
<https://www.losaltosca.gov/DocumentCenter/View/1762/Downtown-Los-Altos-Parking-Strategy?bidId=>.

incentivized to provide as little parking as possible, or to investigate parking alternatives such as parking-in-lieu fees. There are strong demand and expectation for on-site parking due to the high costs of housing that is typically built in Los Altos, leading to developers being unlikely to reduce on-site parking ratios, regardless of whether minimum parking requirements exist to meet market demand. However, housing developers are willing to explore alternative parking arrangements or use a parking-in-lieu fee based on the fee amount to net project revenue.

There are other unique considerations for affordable housing projects because parking demands are driven less by market demand and more by tenants who need to access their jobs. The City of Los Altos has determined that affordable housing developers will likely require significant local funding contributions to pursue projects in Downtown Los Altos.<sup>41</sup> In addition, they may be receptive to alternative options to on-site parking such as designating parking spaces in nearby parking garages or other measures funded with a parking-in-lieu fee.

While the Ballot Measure provides an exception for the development of affordable housing on Parking Plazas 7 and 8, it may constrain the City's ability to explore the parking strategies proposed within the Downtown Los Altos Parking Strategy. The Ballot Measure prevents the City from designating any other portion of the Parking Plazas for affordable housing as it would diminish the availability, access, or convenience of public parking. The Ballot Measure also restricts the modification or physical alteration of any Parking Plazas to add additional levels or floors, inhibiting the construction of parking garages on any of the existing surface lots. Since the Ballot Measure restricts the City's options in providing cost-effective alternatives to on-site parking for affordable housing developments, developers may feel reluctant to pursue affordable housing projects on Parking Plazas 7 and 8.

The requirement to secure voter approval would not necessarily make development on Downtown Parking Plazas impossible to achieve, but it would create a significant constraint to affordable development as identified in Program 1.H. While the City has a surplus of parcels to develop housing citywide, the Downtown Parking Plazas are counted for a significant portion of units for reaching the City's RHNA goals.

If the Ballot Measure creates a substantial constraint on housing development in the Downtown, HCD may require the City to evaluate whether the measure introduces new governmental constraints that affect implementation of the City's certified 6<sup>th</sup> Cycle Housing Element. If, after review, HCD determines that the Housing Element is no longer in compliance with State law, it may require the City to amend the Housing Element or take other corrective actions to restore compliance. A finding of noncompliance could result in consequences such as reduced access to state funding, loss of local land use authority, and exposure to qualifying "Builder's Remedy" projects.

According to Government Code section 65400, the City must provide an annual progress report to monitor and report on the results of their implementation of Housing Element

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<sup>41</sup> *Ibid.*, pages 63-64

programs. In addition, Government Code section 65595, subdivision (i) grants HCD authority to review any action or failure to act by a local government that it determines is inconsistent with an adopted housing element or housing element law. This includes failure to implement program actions included in the City's Housing Element. HCD may revoke the housing element compliance if the local government's actions do not comply with state law.

YIMBY Law submitted a second letter to the Los Altos City Council on June 15, 2026, stating that the Ballot Measure could create several grounds for challenging the validity of the City's Housing Element and could expose the City to Builder's Remedy projects. The letter further advises that YIMBY Law is prepared to sue the City immediately if the measure is adopted, creating significant, immediate, and ongoing legal implications for the City. Such litigation could involve claims related to Housing Element Law, the Housing Accountability Act, the Permit Streamlining Act, and, where remedies require environmental review, potentially CEQA (see Attachment C).

### **Effect on Regional Housing Need Allocation (RHNA)**

The 6<sup>th</sup> Cycle Housing Element must demonstrate adequate capacity for 1,958 new housing units for the 2023-2031 time period. Cities that cannot demonstrate meeting or exceeding their housing requirements during the eight-year planning period may risk not having their housing element certified by HCD. As shown in Table 3: 6<sup>th</sup> Cycle RHNA Allocation for Los Altos and Site Inventory Summary, Los Altos' 6<sup>th</sup> Cycle Housing Element planned for 1,958 units along with a surplus of 640 units accounting for potential sites for rezoning.

**Table 3: 6<sup>th</sup> Cycle RHNA Allocation for Los Altos and Site Inventory Summary<sup>42</sup>**

| Income Category:            | Very Low   | Low        | Moderate    | Above Moderate | Total        |
|-----------------------------|------------|------------|-------------|----------------|--------------|
|                             | 0-50% AMI  | 51-80% AMI | 81-120% AMI | >120% AMI      |              |
| 6 <sup>th</sup> Cycle RHNA  | 501        | 288        | 326         | 843            | 1,958        |
| Percent                     | 25%        | 15%        | 17%         | 43%            | 100%         |
| <b>Lower-Income Units</b>   | <b>789</b> |            |             |                |              |
| Approved/Entitled Projects* | 101        | 34         | 39          | 451            | 625          |
| ADUs                        | 16         | 97         | 161         | 48             | 322          |
| <b>Remaining RHNA</b>       | <b>384</b> | <b>157</b> | <b>126</b>  | <b>344</b>     | <b>1,011</b> |
| Total Sites Inventory       | 557        |            | 169         | 325            | 1,051        |
| Surplus                     | 16         |            | 43          | -19            | 40           |
| Rezone Sites                | 408        |            | 128         | 64             | 600          |
| Surplus with Rezone Sites   | 424        |            | 171         | 45             | 640          |

\* The "Approved/Entitled Projects" row is current as of Housing Element certification in 2023. For an update, see Table 4: 6<sup>th</sup> Cycle RHNA Progress for Los Altos through May 22, 2026.

Between currently approved or entitled projects, accessory dwelling units (ADU) assumptions, sites in Los Altos' Housing Opportunity Sites Inventory, and potential sites for rezoning, the 6<sup>th</sup> Cycle Housing Element planned for a surplus of 424 units combined in the Very Low and Low income categories beyond the RHNA designation of 789 units (501 Very Low income plus 288 Low income units).

The Ballot Measure imposes procedural constraints on developing housing on the Downtown Parking Plazas which have all been identified as housing sites for moderate and above-moderate income housing. The Parking Plazas were included within the City's calculations to satisfy its RHNA goals as shown in Table 4: 6<sup>th</sup> Cycle RHNA Allocation for

<sup>42</sup> City of Los Altos (Revised August 2023). *City of Los Altos 6<sup>th</sup> Cycle Housing Element*.

<https://www.losaltosca.gov/DocumentCenter/View/286/6th-Cycle-Los-Altos-Housing-Element-2023-to-2031-PDF>  
Information adapted from Table III-1: Residential Development Potential and RHNA, Page 16.

Downtown Parking Plazas, which means the additional constraints imposed by the Ballot Measure could be understood to lead to a reduction in the City's capacity to meet its RHNA.

**Table 4: 6<sup>th</sup> Cycle RHNA Allocation for Downtown Parking Plazas<sup>43</sup>**

| Parking Plaza           | APN        | Income Category | Units (Realistic, Net) |
|-------------------------|------------|-----------------|------------------------|
| Plaza 1, South Plazas   | 167-40-039 | Above Moderate  | 15                     |
| Plaza 2, South Plazas   | 167-40-072 | Above Moderate  | 15                     |
| Plaza 3, South Plazas   | 167-38-002 | Above Moderate  | 28                     |
| Plaza 4, Central Plazas | 167-39-057 | Moderate        | 8                      |
| Plaza 5, Central Plazas | 167-39-069 | Moderate        | 8                      |
| Plaza 6, Central Plazas | 167-38-028 | Moderate        | 8                      |
| Plaza 7, North Plazas   | 167-39-032 | Moderate        | 15                     |
| Plaza 8, North Plazas   | 167-39-007 | Moderate        | 16                     |
| Plaza 9, North Plazas   | 167-38-049 | Above Moderate  | 3                      |
| Plaza 10, North Plazas  | 167-38-029 | Moderate        | 8                      |

The Downtown Parking Plazas count towards 124 units: 63 moderate-income units and 61 above moderate-income units. Not counting Parking Plazas 7 and 8, which are addressed as an undefined exception in the Ballot Measure, the rest of the Parking Plazas still account for 32 units in the moderate-income category and 61 units in the above moderate-income category.

A potential loss of the Parking Plazas as housing sites would create a RHNA shortfall in the moderate and above moderate-income categories, leading to the City having a smaller surplus of 139 moderate units and a shortfall of 16 above-moderate units. Since the above moderate category would have a shortfall, the City would be unable to meet its RHNA without additional amendments to its certified 6yh Cycle Housing Element. This could lead HCD to make a finding of noncompliance for the City's 6<sup>th</sup> Cycle Housing Element unless the City can identify and make available additional housing sites to address the above moderate shortfall within a 180-day time frame.

Since the Housing Element was certified in 2023, there has been progress in how the City is meeting its RHNA, as seen in Table 6: 6th Cycle RHNA Progress for Los Altos through May 22, 2026.

<sup>43</sup> *Ibid.*, Information adapted from Table B-10: Housing Sites (Under Existing Zoning), Pages 163-167.

**Table 5: 6<sup>th</sup> Cycle RHNA Progress for Los Altos through May 22, 2026<sup>44</sup>**

| Income Category:           | Very Low   | Low        | Moderate   | Above Moderate | Total        |
|----------------------------|------------|------------|------------|----------------|--------------|
| Units Counted Towards RHNA | 52         | 142        | 117        | 248            | 559          |
| <b>Remaining RHNA</b>      | <b>449</b> | <b>146</b> | <b>209</b> | <b>595</b>     | <b>1,399</b> |

The City is three years into the 8-year planning period for the 6<sup>th</sup> Cycle Housing Element and is making progress on its RHNA required housing production. However, it's uncertain whether the City will be able to continue the same trajectory to meeting their RHNA goals if the Ballot Measure passes.

### **Effect on Affirmatively Furthering Fair Housing (AFFH)**

Assembly Bill 686 (2018) Housing Discrimination: Affirmatively Further Fair Housing (AFFH) is a bill which amended the Government Code relating to housing, so that it is in compliance with the Federal Fair Housing Act.

AB 686 creates new requirements for all State and local agencies (including, but not limited to, all cities, counties, and housing authorities) to ensure that their laws, programs and activities affirmatively further fair housing, and that they take no action inconsistent with this obligation.

When housing choice and access are limited because of someone's race, sexual orientation, or disability status, there are far-reaching impacts on access to job opportunities, access to quality education, and on mental and physical health. As indicated by the California Department of Housing and Community Development (HCD):

*Past and present discriminatory policies and practices, including long-term disinvestment, have resulted in neighborhoods with concentrated poverty and poor housing stock, limited access to opportunity, unsafe environmental conditions, underfunded schools, dilapidated infrastructure, and other disproportionately experienced problems. In addition, governmental policies have subsidized the development of segregated, high-resourced suburbs in metropolitan areas by constructing new highway systems—often through lower income communities of color— to ensure access to job opportunities in urban centers.<sup>15</sup>*

AFFH policy seeks to combat housing discrimination, eliminate racial bias, undo historic patterns of segregation, and lift constraints that restrict access to foster inclusive communities and achieve racial equity, fair housing choice, and opportunity for all Californians.

<sup>44</sup> RHNA Progress is updated weekly and can be accessed at <https://www.hcd.ca.gov/planning-and-community-development/housing-open-data-tools/regional-housing-needs-allocation-progress>.

The demographic characteristics and other conditions are mostly similar across the City of Los Altos, with the majority of the City receiving a high or highest resource composite score according to TCAC. As such, the Ballot Measure is unlikely to affect the City's ability to comply with state laws regarding Affirmatively Furthering Fair Housing.

### **Effect on HCD Prohousing Designation**

The Prohousing Designation Program was established in the 2019-2020 Budget Act to provide additional funding and support for local jurisdictions that “go above and beyond state housing law to help accelerate housing production.”<sup>45</sup> Jurisdictions that receive a Prohousing Designation may receive priority processing for various statewide funding programs and allow them to apply for the Prohousing Incentive Program (PIP) which rewards jurisdictions with additional funding to accelerate affordable housing production and preservation.

In April 2024, the City leveraged its Housing Element and promoted some of their Housing Element programs in its application to HCD to receive a Prohousing Designation. If the Ballot Measure passes and impacts the 6<sup>th</sup> Cycle Housing Element, HCD may revoke the City's Prohousing Designation, significantly impacting the amount of funding the City can receive from the state.

There is precedent in which a city has had their Prohousing Designation revoked due to the city's failure to implement key housing policies within a specified timeframe. On May 22, 2025, the City of Fresno received a letter from the Department of Housing and Community Development revoking their Prohousing Designation status. HCD “acknowledges the City's request for an extension to implement proposed Prohousing Policies to May 30, 2025, and recognizes the challenges and complexities in enacting Prohousing Policies. However, timely enactment of proposed Prohousing Policies is clearly required by regulations and paramount to the goals of the Program to accelerate housing outcomes.”<sup>46</sup> Fresno had failed to implement key housing policies by the November 30, 2024 timeframe that they had established when renewing their Prohousing Designation status constituting a basis for HCD to review and subsequently revoke their Prohousing Designation. The City of Fresno was allowed to reapply for the Prohousing Designation once they had remedied the areas identified by the HCD to be in violation of the status. In September 2025, the City of Fresno reapplied to the program and was subsequently re-awarded in October.<sup>47</sup>

In addition, the City would no longer be eligible for the PIP program, which could impact their ability to develop and preserve affordable housing, directly impacting Housing Element Program 2.C, Assist in Securing Funding for Affordable Housing Projects; Program

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<sup>45</sup> HCD. Prohousing Designation Program. <https://www.hcd.ca.gov/planning-and-research/prohousing>

<sup>46</sup> HCD. (May 22, 2025). *RE: City of Fresno – Revocation of Prohousing Designation*, available at [https://drive.google.com/file/d/1psk0\\_p2nnDYXhtXEgU8efnbm-mM-7M8/view](https://drive.google.com/file/d/1psk0_p2nnDYXhtXEgU8efnbm-mM-7M8/view)

<sup>47</sup> City of Fresno. (Updated September 30, 2025). *City of Fresno 2025 Prohousing Application*. <https://www.fresno.gov/wp-content/uploads/2025/10/City-of-Fresno-2025-Prohousing-Application-Response-to-Comments-09302025.pdf>

5.B, Continue to Administer the City's Affordable Housing Programs; and Program 6.B, Maintain and Expand an Inventory of Affordable Housing Funding Sources.

### **Possible Effects on Future Housing Element Planning Efforts**

Looking further into the future over the next few decades, the Ballot Measure could slow development and improvements in the Downtown Area as identified in the Downtown Vision Plan, Downtown Los Altos Parking Strategy, and 6<sup>th</sup> Cycle Housing Element. This could force development in other areas around the City.

There are no major transit stops that are eligible for SB 79, which prioritizes housing density and infill development around transit, in Los Altos. The city is also not currently included in the Metropolitan Transportation Commission's (MTC) Transit Oriented Communities policy. However, if the City receives a major transit stop in the future, the Ballot Measure may come into conflict with state and regional objectives, which could potentially complicate future planning efforts.

## 4. Infrastructure Funding Impacts

In addition to impacts to the City's General Fund operating budget, discussed in the Fiscal Impacts section of this report, development on the Parking Plaza sites would have implications for infrastructure funding. New development generates demand for infrastructure improvements and in some cases generates revenues through impact fees and other mechanisms to help fund those improvements. This section assesses how the ballot measure could affect infrastructure needs and the availability of funding to meet those needs across the major infrastructure categories relevant to the Parking Plaza sites.

The Ballot Measure creates different conditions for different sites. For Parking Plazas 7 and 8, the Ballot Measure preserves a path to affordable housing development without voter approval, while making other types of development on those sites more difficult and uncertain. For the remaining eight Parking Plazas, the measure subjects all forms of development and significant physical alteration to a voter approval requirement, adding time, cost, and uncertainty to any future development project. As discussed in the fiscal impact analysis section of this report, the likely effect of the Ballot Measure, if passed, will be to reduce the likelihood of development across all Parking Plaza sites, including Plazas 7 and 8.

### *Transportation Infrastructure*

New development on the Parking Plaza sites could generate demand for transportation infrastructure improvements by bringing additional residents, workers, or visitors to Downtown Los Altos and increasing use of the local transportation network. The City collects a transportation impact fee from new residential, office, and retail and commercial projects to finance improvements needed to address the impacts of new development. This fee is waived for affordable housing units and is not assessed on parks or open space, which limits the revenue available to address transportation impacts under those development scenarios. Other potential funding sources for transportation infrastructure include State funds, special gas tax revenues, countywide sales tax revenues, grants, and the City's General Fund. Developers may also be required to directly construct or fund improvements needed to address the transportation impacts of their specific projects.

The Ballot Measure reduces the likelihood of development on the Parking Plaza sites. To the extent that development is deterred or delayed, the City would avoid the infrastructure demands associated with new development and would also lose the impact fee revenues that would otherwise help fund transportation improvements. These two effects broadly offset one another; less development means less demand on the transportation network, and therefore less fee revenue to address that demand.

### *Stormwater Infrastructure*

In their current condition, the Parking Plaza sites are largely impervious surface parking lots that contribute to stormwater runoff. Redevelopment could reduce or increase impervious coverage depending on project design: projects that incorporate landscaping, courtyards, or stormwater retention features could reduce runoff relative to existing

conditions, while projects with significant building footprints could maintain or increase impervious areas.

The stormwater infrastructure funding implications of the Ballot Measure are relatively modest compared to other infrastructure categories and depend in part on whether the City's existing stormwater system has adequate capacity to handle current and future runoff from the Plaza sites. If the existing system is functioning adequately, maintaining the current impervious surface conditions on the Plaza sites would not create additional funding needs, and the stormwater funding implications of the ballot measure would be limited regardless of outcome. If, on the other hand, the existing system needs upgrades or has limited capacity, development that reduces impervious coverage could improve stormwater conditions and potentially reduce the City's long-term infrastructure costs. In that case, the Ballot Measure's tendency to make uses such as a park, paseo, or landscaped open space less likely on the Plaza sites could have a modest negative effect on stormwater funding needs by decreasing opportunities to reduce runoff through redevelopment.

### *Utility Infrastructure*

This section addresses the potential impacts of the Ballot Measure on sewer and electrical utility infrastructure, both as they relate to site-specific conditions on the Parking Plaza sites and to broader infrastructure funding considerations.

#### **Sewer**

Several of the Downtown Parking Plaza sites are encumbered by existing sewer infrastructure that would affect future development. Sewer lines run through the middle of Plazas 7 and 8 as well as at least some of the remaining Plazas. Any development on affected sites would need to either relocate these lines, adding a potentially significant cost, or design around them, constraining the buildable area and configuration of any development project. Sewer relocation costs would generally be borne by the developer, adding to overall project costs and potentially affecting the financial feasibility of development. To the extent that the Ballot Measure makes development less likely or narrows the range of viable development types, it could affect whether and when these sewer relocations occur, though this is primarily a development feasibility consideration rather than a City funding obligation, it impacts new development

More broadly, new developments on the Parking Plaza sites would increase demand on the City's sewer system. The City does not collect a sewer impact fee; instead, new development pays connection fees at the time of permitting, which help offset the cost of connecting to the existing system. Whether additional capacity investments in the broader sewer system would be needed to serve new development on the Plaza sites would depend on available capacity in the existing infrastructure. To the extent the Ballot Measure reduces the number of developments that occurs on the Plaza sites, it would correspondingly reduce new sewer connections and the associated connection fee revenues, as well as any incremental demands on sewer system capacity.

## Electricity

Several of the Plaza sites have overhead utility lines. Undergrounding these lines is a meaningful infrastructure improvement that enhances the streetscape and reduces the risk of outages, but it is expensive and difficult to accomplish outside of a development context. While PG&E's Rule 20 program provides funding for some utility undergrounding projects, these funds are generally reserved for projects that provide a broad public benefit, such as eliminating overhead lines in areas of heavy concentration, along major corridors, in areas of cultural or historic interest, or in locations with heavy pedestrian or vehicular traffic. As a result, development activity on the Plaza sites represents one of the more practical opportunities to accomplish utility undergrounding in this area.

To the extent that the Ballot Measure reduces the likelihood or financial feasibility of development on the Plaza sites, it could delay or prevent the utility undergrounding that would otherwise be associated with development on these sites. If development does not proceed, these improvements would need to be funded through other means or deferred indefinitely.

More broadly, new development on the Parking Plaza sites would increase electrical demand in the Downtown area. Electrical infrastructure upgrades needed to serve new development are typically funded through PG&E's capital program and recovered through utility rates, rather than through City fees or the General Fund, so the fiscal implications for the City are limited. However, to the extent that the Ballot Measure affects the amount and type of development that occurs, it would have a corresponding impact on electrical demand in the Downtown area.

## *Parks and Open Space Infrastructure*

To the extent that the Ballot Measure affects development on the Parking Plaza sites, it could impact both the demand for parks and open space in Los Altos and the City's resources available to address that demand.

New development generally increases demand for parks and open space. This is particularly true of residential development, where new residents place direct and ongoing demand on parks and recreational facilities. However, nonresidential and civic uses that bring workers and visitors to Downtown, such as office, retail, arts, or cultural facilities, can also increase use of nearby parks and open space. To the extent that the Ballot Measure prevents development of any kind from occurring on the Plaza sites, the associated increase in demand may also be avoided.

The City's primary resources for creating and improving parks and open space include developer contributions, use of City-owned land, and funding from the Park Development Fund, General Fund, and applicable grants. The City assesses a Park and Recreation Impact Fee on new residential development, with an exemption for affordable units; the fee does not apply to nonresidential development. The City can apply these revenues to fund construction of new parks or improvements to existing facilities. In addition, the City can use City-owned land to expand its park inventory, as it is currently evaluating with the

potential Downtown park on Plazas 1, 2, and/or 3. More broadly, because the Parking Plazas are City-owned, the City has greater leverage to negotiate the provision of publicly accessible open space as a component of any development project on these sites than it would typically have with development on privately owned land. This could result in open space benefits beyond what standard fee requirements alone would support, whether as part of a residential project on Plazas 7 and 8 or as a component of any future development on any of the remaining Plazas.

The Ballot Measure could affect these resources in several ways. Preventing or reducing residential development on the Plaza sites would reduce the park impact fee revenues the City would otherwise collect but could also reduce the corresponding increase in park demand that new development would generate, resulting in a broadly neutral net impact on park resources. For non-residential development on the remaining Plazas, there is no park impact fee, so preventing such development could avoid an increase in unmitigated demand — a modestly positive outcome from a parks funding perspective, though one that comes at the cost of forgoing the broader economic and community benefits those uses could generate. Beyond fee revenues, where development does not proceed or where the voter approval requirement makes projects less attractive and increases developer risk, the City's leverage to negotiate open space commitments above and beyond standard requirements would also be diminished, potentially requiring additional City funds to provide a comparable level of parks improvements elsewhere.

Perhaps most significantly, if the Ballot Measure passes, any park or open space use on a Plaza site would itself require voter approval, since converting a parking lot to a park would constitute a change in use under the Ballot Measure. This means the Ballot Measure creates a procedural constraint not only to private development but also to City-initiated public amenities. If the potential downtown park on Plazas 1, 2, and/or 3 does not move forward due to this procedural burden, the City would lose a significant opportunity to expand its Downtown parks and open space inventory on land it already owns, which could lead the City to expend additional funds to acquire a site elsewhere to construct a new park. It is worth noting that the City is still in the early stages of evaluating the potential park, and the project may ultimately not move forward regardless of the Ballot Measure outcome. Nevertheless, the Ballot Measure would add cost, time, and uncertainty to any future effort to develop a park on these sites.

On balance, the Ballot Measure's impacts on parks and open space resources are more likely to be negative than positive. The most significant risks are the potential loss of the downtown park opportunity and a diminished ability to negotiate developer-provided open space as part of future projects.

The one scenario in which the Ballot Measure could have a insignificantly positive effect — by preventing non-residential development that would increase park demand without generating fee revenue — is a narrow one and would come at the cost of forgoing the broader benefits those uses would provide to Downtown Los Altos.

### *Public School Facilities*

New residential development on the Parking Plaza sites would generate new students in the local school districts and corresponding school impact fee revenues. The Plaza sites are served by the Los Altos School District (LASD) for kindergarten through 8th grade and the Mountain View–Los Altos Union High School District (MVLA) for high school.

Both LASD and MVLA levy school impact fees on new development; under State law, maximum combined fees for all school districts that serve a project are \$5.38 per square foot for residential development and \$0.87 per square foot for nonresidential development.

The magnitude of enrollment impacts and fee revenues would depend on the scale and mix of development, with multi-family residential development — the most likely form on the Plaza sites — tending to generate fewer school-age children per unit than single-family development.

School impact fees help offset the capital costs of serving new enrollment but do not always fully cover the cost of new or expanded facilities. If existing capacity in the affected schools is insufficient to accommodate growth associated with new development, the districts could face funding needs that exceed what school impact fees alone would provide, potentially requiring additional voter-approved bonds or other funding sources to make up the difference.

To the extent the Ballot Measure reduces the amount of residential development on the Plaza sites, it could correspondingly reduce both enrollment impacts and school impact fee revenues, with the two effects possibly broadly offsetting one another. It is worth noting that non-residential development on the Plaza sites would also generate school impact fees without directly increasing student enrollment, which would modestly offset the enrollment-driven costs associated with residential development.

To the extent the Ballot Measure reduces the likelihood of future nonresidential development on these sites, it would forgo this enrollment driven opportunity, though the effect would be modest.

## 5. Business Impacts

This section evaluates how the proposed Ballot Measure could affect business and employment attraction and retention in downtown Los Altos. It examines current conditions in the Downtown retail market, recent taxable sales trends, and the potential effects of the Ballot Measure on parking supply, accessibility, and future development opportunities. The section also assesses how the Ballot Measure could influence Downtown visitation, local spending, and the availability of housing that supports the local workforce.

### *Downtown Retail Market Overview*

Downtown Los Altos is a retail and dining hub within the City, organized around a six-block “downtown triangle” bounded by Foothill Expressway, San Antonio Road, and Edith Avenue. The area is home to more than 150 retail, dining, service, and professional businesses.<sup>48</sup> The mix includes fast-casual and full-service restaurants, coffee shops, convenience retail, destination retail, and personal services. Retailers include grocery stores (Draeger’s, Safeway), a drug store (Walgreens), hardware stores (Los Altos Hardware), and specialty stores in apparel, footwear, and home goods. The area is also home to a cluster of personal-service businesses, including hair and nail salons, banks, and dry cleaners, as well as a multi-vendor food hall (State Street Market) on State and Third Streets.

Downtown land area is divided between active commercial frontage, roadways, a few parks, and ten City-owned surface Parking Plazas. The Plazas occupy a substantial share of the Downtown’s developable land and produce no rent, no sales tax, and no residential population. A 2024 Parking Occupancy Study commissioned by the City—conducted during the December 2023 holiday shopping season, the highest-demand period of the year—found that peak occupancy of the approximately 1,700 public spaces in the Downtown ranged between 54 and 60 percent, reaching a high of 71 percent, with most vehicles parked for less than two hours.<sup>49</sup> An occupancy ceiling of 60 to 71 percent during the peak demand period indicates that the Downtown’s public parking supply substantially exceeds demand under existing conditions.

### *Downtown Los Altos Taxable Sales Trends*

Sales tax data published by the City indicate that Los Altos has lagged regional taxable sales performance in recent quarters. In the third quarter of 2025 (July through September), the City’s local one-cent sales tax receipts totaled approximately \$708,150, a decrease of 7.7 percent compared to the third quarter of 2024 after adjusting for reporting modifications

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<sup>48</sup>Los Altos Village Association, “Downtown Los Altos,” available at <https://downtownlosaltos.org/>.

<sup>49</sup>W-Trans, *Downtown Los Altos Parking Occupancy and Turnover Study* (presented to Los Altos City Council, November 12, 2024).

and delayed payment. Over the same period, Santa Clara County as a whole posted a 2.8 percent year-over-year increase, and the Bay Area was up 2.5 percent.<sup>50</sup>

The City's largest sales tax category, restaurants and hotels (approximately 30 percent of receipts), declined nearly 9 percent in Q3 2025, with the report attributing the drop to losses in the casual-dining sector and reduced consumer spending on dining out. Other categories also declined, including general consumer goods (16 percent of receipts), food and drugs (15 percent), fuel and service stations (12 percent), business and industry (down 44.5 percent quarter-over-quarter due to several taxpayers closing operations), building and construction, and autos and transportation. The City's allocation from the countywide use tax pool (20 percent of receipts) also slipped lower as other agencies in the county outpaced Los Altos.<sup>51</sup>

The top non-confidential business types for Q3 2025 in Los Altos include the following:

- Casual dining receipts of \$149,248 declined 7.9 percent year-over-year in Los Altos while the comparable category grew 5.2 percent at the county level and 2.0 percent statewide.
- Service stations (\$84,689) declined 1.7 percent, grocery stores (\$81,768) grew 2.0 percent, and home furnishings (\$26,945) declined 1.9 percent.
- Fast-casual restaurants (\$8,163) declined 25.9 percent in Los Altos while growing 5.8 percent at the county level.<sup>52</sup>

These data do not capture non-taxable spending, which includes most grocery store purchases, prescription drugs, and personal services such as dry cleaning, haircuts, and professional services. Taxable-sales data therefore understate the full extent of economic activity occurring in Downtown Los Altos.

### *Parking Structures in Nearby Downtown Districts*

Downtown Los Altos is the only major commercial district of comparable scale in southern San Mateo and northern Santa Clara County that meets its off-street public parking demand entirely through surface lots. Downtown Palo Alto, San Carlos, Redwood City, San Mateo, Mountain View, and Sunnyvale each provide public parking through a combination of on-street spaces, surface lots, and one or more parking structures, typically integrated with mixed-use or housing development. Bay Area downtown revitalization practice over the past two decades has generally entailed the conversion of underutilized surface parking lots into housing and mixed-use development with structured replacement parking. The City's continued reliance on surface-lot parking in its Downtown represents a

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<sup>50</sup>HdL Companies, *Sales Tax Update, City of Los Altos, 3Q 2025 (July–September)*, published Winter 2026, available at <https://www.losaltosca.gov/513/Sales-Tax-Information>.

<sup>51</sup>*Ibid.*

<sup>52</sup>*Ibid.*

different land-use pattern than its peer districts. The following section presents a case study from San Carlos in which a public surface parking lot was replaced with a housing development that includes structured replacement parking.

### *Case Study – San Carlos Wheeler Plaza Parking Lot Replacement*

In 2017, developers broke ground on a new mixed-use infill development at Wheeler Plaza to replace one of San Carlos's largest public parking lots and an adjacent underutilized parcel. The mixed-use development includes a new replacement public parking structure beneath a 109-unit condominium development and 10,000 square feet of new ground-floor retail.<sup>53</sup>

As part of the proposal, 185-space surface parking lot at Wheeler Plaza was replaced by a 254-space public parking structure, a net increase of 69 publicly available spaces. Parking in the structure is free, limited in a similar manner to portions of the existing Downtown Los Altos public parking inventory. During the construction process, the City and developer opened the replacement public parking structure ahead of the full mixed-use development to minimize the duration of net parking loss. The Wheeler Plaza development also includes a separate underground parking structure with 192 parking spaces reserved for residents (a ratio of 1.76 spaces per unit), so that resident parking demand does not draw from the public parking supply on the site.<sup>54</sup>

Although retail surrounding Wheeler Plaza was impacted by the COVID-19 pandemic, business vacancy rates returned to pre-development and pre-pandemic levels in 2023, four years after opening.<sup>55</sup> The typology transition from a surface parking lot to a structured-parking, housing, and ground-floor retail development produced no measurable adverse effect on the surrounding retail district. The combined record of a structured-parking replacement, a residential addition, ground-floor retail expansion, and an on-street parking reduction is consistent with the broader Bay Area pattern in which downtowns have remained healthy or strengthened through transitions away from surface-lot parking toward mixed-use development.<sup>56</sup>

### *Potential Impacts from New Household Expenditures*

If the Ballot Measure is adopted, redevelopment of the Downtown Parking Plazas would generally require voter approval. The Ballot Measure expressly exempts Plazas 7 and 8 from the voter-approval requirement where the proposed project provides affordable housing.<sup>57</sup> For the other eight Plazas, the introduction of new households to Downtown

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<sup>53</sup>City of Menlo Park, *Ballot Measure Impact Analysis Pursuant to Election Code 9212*, November 25, 2025, pp. 58–61.

<sup>54</sup>*Ibid.*

<sup>55</sup>*Ibid.*

<sup>56</sup>*Ibid.*

<sup>57</sup>"Downtown Parking Plazas Ordinance," proposed Los Altos Municipal Code Chapter 14.92, §14.92.050(3) (affordable housing exemption for Plazas 7 and 8). APN 167-39-032 (Plaza 7) and APN 167-39-007 (Plaza 8).

through redevelopment would be delayed or prevented absent a subsequent successful ballot measure.

New households on the Downtown Parking Plazas would generate incremental retail, restaurant, and service expenditures at Downtown businesses. The magnitude of that spending depends on the number of units ultimately built, the income mixes of those units, and the share of new household spending that occurs at Downtown Los Altos businesses (rather than elsewhere in the city or outside Los Altos altogether). A comparable analysis prepared for the City of Menlo Park estimated that 345 new affordable housing units would generate approximately \$1.9 million per year in new spending at Downtown Menlo Park businesses, based on an estimated average annual household income of \$83,250 (50 percent of San Mateo County AMI for a 2.5-person household), an estimated 22.2 percent of household income spent in categories represented by Downtown businesses, a 50.5 percent citywide capture rate, and a 60 percent Downtown capture rate—yielding approximately \$5,604 per household per year in Downtown spending.<sup>58</sup>

In addition to direct expenditures, the introduction of a residential population in or adjacent to a downtown commercial district produces an evening and weekend customer base that surface-parking-adjacent retail does not generate. Mixed-use development with ground-floor retail produces higher pedestrian volumes along storefront frontages than dispersed surface-lot configurations, with corresponding effects on business performance.

### *Potential Impacts on Downtown Businesses from Parking Changes*

This section addresses how the Ballot Measure could affect Downtown parking and, in turn, Downtown businesses, customers, and economic activity.

#### **Potential Impacts on Ministerial Permitting**

Private property owners, as well as utility providers and other third-party users of the City-owned parking plazas, typically apply for encroachment permits for repairs, construction, trenching, or even privately held festivals. The City routinely approves permits to conduct these activities in the plazas.

If the Ballot Measure were to be adopted, such approvals could be subject to the initiative if the activity would diminish the availability, access, or convenience of public parking. The Ballot Measure's limited exception for maintenance and repair is vague, but focuses on work intended to preserve or improve public parking within the Parking Plazas. A separate exception allows short-term community activities.

However, the scope of these exceptions is limited and fact-specific. As a result, the Ballot Measure could create uncertainty regarding whether the City may issue permits or authorize non-City uses administratively without voter approval. As such approvals are typically routine and time-sensitive, putting approval to the voters would greatly complicate the ability of property owners to invest in and maintain the safety and attractiveness of their properties.

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<sup>58</sup>*ibid.*, Table 12, p. 64.

## Potential Impacts on the Number of Parking Spaces

If the Ballot Measure is adopted, redevelopment of the Plazas would require voter approval, and the total number of parking spaces in the Plazas would remain at approximately current levels. It is unclear whether incremental changes that reduce the stall count by small amounts—such as the addition of accessible parking stalls, the installation of EV chargers, or the addition of trash and recycling enclosures required by stormwater regulations—would be permitted without voter approval.

If the Ballot Measure is not adopted, redevelopment of the Plazas could proceed without voter approval. The City's adopted 2025 Downtown Parking Strategy<sup>59</sup> and the City's current planning work contemplate replacement of public parking at or near a one-for-one ratio through one or more consolidated parking structures. Some temporary loss of parking during the construction of any individual project would be unavoidable.

The 2024 occupancy data described above 54 to 60 percent peak occupancy in the Plazas during the highest-demand period of the year—indicate that the Downtown's public parking supply substantially exceeds demand under current conditions. A reduction in the total stall count to accommodate accessibility improvements, EV charging, or stormwater compliance would not constrain customer access at current demand levels, nor would a typology change that consolidates dispersed surface parking into one or more structures.

The Ballot Measure expressly exempts certain actions from the voter-approval requirement. Maintenance, repairs, renovations, and capital improvements to the Parking Plazas do not require voter approval as long as they are intended to preserve, improve, or expand the availability, access, or convenience of public parking. Temporary events, such as the weekly farmers market, are also permitted without voter approval as long as the activity does not last more than three consecutive days.<sup>60</sup>

The text of the Ballot Measure is vague as to whether routine improvements that incidentally reduce the total stall count by small amounts would be considered to "diminish" parking and therefore require voter approval; if such improvements were so interpreted, each would require a separate ballot measure before implementation.

The Ballot Measure also exempts Plazas 7 and 8 from voter-approval requirements where the proposed project provides affordable housing.<sup>61</sup> Development on those two Plazas could potentially proceed without the additional procedural step that would apply to the remaining eight Plazas, since affordable housing is not defined by the Ballot Measure, it is uncertain a potential development would align with Ballot Measure language.

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<sup>59</sup>City of Los Altos Resolution No. 2025-07, adopting the Downtown Parking Strategy.

<sup>60</sup>"Downtown Parking Plazas Ordinance," proposed Los Altos Municipal Code Chapter 14.92, §14.92.040 (Exceptions).

<sup>61</sup>"Downtown Parking Plazas Ordinance," proposed Los Altos Municipal Code Chapter 14.92, §14.92.050(3) (affordable housing exemption for Plazas 7 and 8). APN 167-39-032 (Plaza 7) and APN 167-39-007 (Plaza 8).

### **Potential Impacts Based on Changes in Parking Typology**

If the Ballot Measure is adopted, the existing dispersed surface-lot configuration of the Plazas would be preserved unless voters approve a change.

If the Ballot Measure is not adopted, the Plazas identified for redevelopment in the Housing Element and the 2025 Downtown Parking Strategy<sup>62</sup> could be redeveloped with residential and other uses, with parking replacement occurring in structured form rather than in surface lots.

The Wheeler Plaza case study presented above documents one Bay Area example in which this typology transition produced no measurable adverse effect on retail performance in the surrounding area.

### **Potential Impacts on Downtown Visitation Due to Parking Changes**

If the Ballot Measure is adopted, the existing surface-lot configuration of the Plazas would remain in place unless voters approve a change. Parking-related conditions affecting Downtown visitation would remain at approximately current levels.

If the Ballot Measure is not adopted, redevelopment of one or more Plazas could proceed, introducing residential uses, ground-floor retail, and structured replacement parking. During the construction process associated with any individual project, the available parking supply on the affected Plaza could potentially be temporarily reduced. However, temporary parking efficiency measures such as valet parking or temporary parking lots could be used to mitigate this temporary reduction in parking.

The Wheeler Plaza case study documents the trajectory of retail vacancy rates near a comparable Bay Area project before, during, and after construction; vacancy rates remained low during construction and returned to pre-development and pre-pandemic levels after completion. The longer-term effect of redevelopment on Downtown visitation depends on the number of new residents added Downtown and, on the ground-floor retail and activated public-space programming included in any future project.

### ***Potential Workforce Housing Impacts and Worker Attraction and Retention***

Downtown Los Altos businesses, particularly restaurants, retail, and personal-service establishments—employ workers in occupations whose typical wages do not support residence in market-rate housing in Los Altos or its immediate neighboring jurisdictions. A substantial share of the Downtown workforce commutes from lower-cost communities. The availability of affordable housing within or near the Downtown effects employers' ability to attract and retain workers.

If the Ballot Measure is adopted, affordable housing on Plazas 7 and 8 could proceed under the §14.92.050(3) exemption.<sup>63</sup> Affordable housing on Plazas 1 through 6, 9, and 10 would require voter approval and would be delayed or prevented absent a subsequent successful

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<sup>62</sup>City of Los Altos Resolution No. 2025-07, adopting the Downtown Parking Strategy.

<sup>63</sup>"Downtown Parking Plazas Ordinance," proposed Los Altos Municipal Code Chapter 14.92, §14.92.050(3) (affordable housing exemption for Plazas 7 and 8). APN 167-39-032 (Plaza 7) and APN 167-39-007 (Plaza 8).

ballot measure. The Ballot Measure's net effect on the Downtown affordable-housing pipeline depends on whether the development capacity of Plazas 7 and 8 alone is sufficient to deliver the affordable-housing program contemplated for Downtown in the Housing Element, as well as whether such development is viable without a market-rate component. This question is addressed in the Housing Impacts section of this Report.

Workforce housing pressure on local employers is documented within Los Altos itself. The Los Altos School District surveyed 250 teachers and found that staff commute 30 minutes to an hour each way and have expressed interest in living closer to where they work.<sup>64</sup> In response, LASD established a local-resident rental matching program to connect teachers with in-law units and other accommodations in Los Altos,<sup>65</sup> and joined a \$500,000 down-payment-assistance investor pool with the home-finance firm Landed.<sup>66</sup>

The Mountain View–Los Altos Union High School District established a parallel Landed pool.<sup>67</sup> LASD also acquired 24 units of access at the 110-unit educator housing project at 231 Grant Avenue in Palo Alto—a Santa Clara County-led project developed in response to the inability of educator and school-staff salaries to support market-rate housing in the Los Altos area.<sup>68</sup>

These actions taken by employers in the immediate Los Altos area illustrate the workforce-housing pressures facing employers throughout the local labor market, including Downtown Los Altos businesses. Limiting affordable-housing production on the Plazas would constrain the supply of workforce-affordable units near Downtown employers.

## Summary

The existing land-use pattern in Downtown Los Altos allocates a substantial share of the Downtown's developable land to ten City-owned surface Parking Plazas. The 2024 parking study found peak public parking occupancy of 54 to 60 percent during the December 2023 holiday season, with a high of 71 percent—indicating that the existing public parking supply substantially exceeds demand under current conditions. Over the same period in which the Plazas have been operating well below capacity, the City's sales tax receipts have declined while Santa Clara County's have grown, and the Downtown District's largest sales tax category (casual dining) has declined while the comparable county category has grown.

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<sup>64</sup>Kevin Forestieri "Seeking spare rooms to house teachers" (Mountain View Voice: August 11, 2016), reporting Los Altos School District survey of 250 teachers.

<sup>65</sup>Los Altos School District, "Local Teacher Housing Needed" (April 16, 2018), available at <https://www.lasdschools.org/>.

<sup>66</sup>Kevin Forestieri, "Teacher housing at Cooper Park?" (Mountain View Voice: October 13, 2017), reporting LASD and MVLA each established Landed down-payment investor pools of approximately \$500,000.

<sup>67</sup>*Ibid.*

<sup>68</sup>Zoe Morgan "Palo Alto school board approves 29-units of subsidized staff housing" (Palo Alto Online: January 18, 2023); Lisa Moreno "Take a look inside Palo Alto's teacher housing" (Mountain View Voice: October 25, 2024). The 110-unit project at 231 Grant Avenue, Palo Alto, was developed by Mercy Housing and Abode Communities on Santa Clara County land. LASD acquired access to 24 units.

If the Ballot Measure is adopted, the existing surface-lot configuration of the Plazas would be preserved unless voters approve a change. Redevelopment of Plazas 1 through 6, 9, and 10 would require voter approval for any change, including affordable housing. Affordable housing on Plazas 7 and 8 would remain available under the §14.92.050(3) exemption.

If the Ballot Measure is not adopted, the City could proceed with the redevelopment program contemplated in the Housing Element and the 2025 Downtown Parking Strategy, including the introduction of housing, ground-floor retail, structured replacement parking, and other uses on one or more Plazas. The Wheeler Plaza case study documents one comparable Bay Area project in which a transition from surface parking to a mixed-use development with structured replacement parking produced no measurable adverse effect on retail performance in the surrounding area. Bay Area downtown revitalization practice over the past two decades has generally followed this pattern.

The Measure's effect on Downtown business attraction and retention depends primarily on whether the Downtown remains in its current land-use configuration or transitions to a mixed-use pattern with structured parking, housing, and additional ground-floor retail. The available evidence on comparable Bay Area transitions, the W-Trans finding of substantial slack in the existing public parking supply, and the recent decline in Downtown sales tax performance are factors the City Council and voters may consider in evaluating the Measure.

## 6. Vacant Land Impacts

The Ballot Measure would not directly affect vacant lots, as the City-owned Downtown Parking Plazas are not classified as vacant sites in the City's 2023-2031 Housing Element. The Parking Plazas are treated in the Housing Element as non-vacant, underutilized sites, and Plazas 7 and 8 (APNs 167-39-032 and 167-39-007) are exempted under §14.92.050(3) of the Ordinance for affordable housing development.<sup>69</sup> The Housing Element identifies few vacant parcels in Los Altos, and the Ballot Measure does not regulate the use of privately owned vacant or underutilized parcels elsewhere in the Downtown.<sup>70</sup>

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<sup>69</sup> 1 City of Los Altos, 2023-2031 Housing Element, Site Inventory (Appendix B); proposed Los Altos Municipal Code Chapter 14.92, §14.92.050(3).

<sup>70</sup> 2 City of Los Altos, 2023-2031 Housing Element, Site Inventory (Appendix B). A current count of vacant parcels within the area defined as "Downtown" in §14.92.020 of the Ordinance (the area generally bounded by Foothill Expressway, San Antonio Road, and Edith Avenue) should be confirmed against the most recent Housing Element Annual Progress Report and County Assessor data prior to publication.

## 7. Other Impacts

### *Impacts on Agricultural Lands and Open Space*

The City of Los Altos contains no agricultural lands within its incorporated boundaries, and the Downtown area defined in the Ballot Measure—bounded by Foothill Expressway, San Antonio Road, and Edith Avenue—is fully developed with commercial, civic, and public-parking uses.<sup>71</sup> The Ballot Measure would have no direct impact on agricultural land use. To the extent that the Ballot Measure reduces or eliminates new, higher-density forms of housing on the Parking Plazas, it could place increasing pressure on the City to identify additional housing sites elsewhere to meet future State housing requirements; some of those alternative sites could implicate the City's limited open space resources. In addition, the Ballot Measure could affect the implementation of new public open space as contemplated by the 2018 Downtown Vision Plan and the 2024 Downtown Parking Strategy, including the proposed Downtown Park currently under design on Plazas 1 and 2.<sup>72</sup>

### *Impacts on Traffic Congestion*

In order to identify potential traffic impacts, a range of evaluation alternatives was developed. These alternatives were developed to capture the range of potential effects of the Ballot Measure. In all the alternatives described below, the passage of the Ballot Measure would not necessarily prevent future changes to the Parking Plazas. However, due to the added cost, increased time for a final decision, and the uncertainty of the ballot-measure process or outcome, the Ballot Measure may result in improvement projects being delayed or cancelled. Because the City is currently advancing the design of a Downtown Park with replacement parking on Plazas 1 and 2, and because Plazas 7 and 8 are expressly exempted by the Ballot Measure for affordable-housing use, the traffic-analysis alternatives focus on the contemplated public-realm improvements and the potential range of future housing on the Plazas.<sup>73</sup> Other non-residential development on the remaining Plazas was not part of any current City solicitation and would be too speculative to evaluate at this time.

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<sup>71</sup>City of Los Altos, "Downtown Parking Strategy" (2024); proposed Los Altos Municipal Code Section 14.92.020 (defining "Downtown").

<sup>72</sup>City of Los Altos, "Downtown Vision Plan" (2018); City of Los Altos, "Downtown Park" project page, available at [losaltosdowntownpark.org](https://losaltosdowntownpark.org). As of the date of this Report, the City has authorized design work for a Downtown Park with associated replacement parking on Plazas 1 and 2.

<sup>73</sup>"Downtown Parking Plazas Ordinance," proposed Los Altos Municipal Code Chapter 14.92, §14.92.050(3) (affordable-housing exemption for Plazas 7 and 8). APN 167-39-032 (Plaza 7) and APN 167-39-007 (Plaza 8).

Overall, the following qualitative conclusions can be determined if the Ballot Measure passes:

- There could be a slight increase to the citywide average residential VMT per capita if Downtown units are not built or are moved to other parts of the city.
- There would be slight improvements to traffic congestion on roadways within the immediate vicinity of the Parking Plazas. However, the City's major thoroughfares such as San Antonio Road, Foothill Expressway, and El Camino Real would not experience noticeable changes to traffic volumes.
- If the Ballot Measure resulted in less citywide residential development in the long term, there would be a negative effect on regional VMT due to resulting longer trip lengths.

### ***Alternative 1 Analysis***

Alternative 1 assumes that the Ballot Measure passes and that no future redevelopment of any non-exempt City-owned Downtown Parking Plaza is approved by voters. This assumption forecloses any future redevelopment of Plazas 1 through 6, 9, and 10, including the contemplated Downtown Park on Plazas 1 and 2, the contemplated performing arts venue on Plaza 2, and any future housing, mixed-use, or structured-parking project that the City might pursue on the remaining non-exempt Plazas. Plazas 7 and 8, which the Ballot Measure expressly exempts for affordable housing, would remain available for that purpose.<sup>74</sup> Alternative 1 further assumes that no other Housing Element opportunity sites in Los Altos can absorb the housing units that might otherwise have been developed on non-exempt Plazas.

### **VMT Effect**

The City's 6th Cycle (2023-2031) Housing Element and supporting environmental analysis identify the Downtown area as a low-VMT location relative to the rest of the city, owing to its mix of complementary land uses, walkability, and proximity to transit along El Camino Real and San Antonio Road. Residential developments within Downtown would thus exhibit lower VMT per capita compared to residential developments elsewhere in Los Altos.<sup>75</sup>

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<sup>75</sup>City of Los Altos 6th Cycle (2023-2031) Housing Element and supporting environmental documentation. [BAE/Hexagon to confirm specific VMT figures and citations from the Los Altos Housing Element environmental analysis.]

Under Alternative 1, the absence of Downtown units would mean that the citywide residential VMT per capita would increase slightly because there would be fewer low-VMT units in the housing mix.

Under Alternative 1, the city's residential VMT per capita would increase slightly relative to a scenario in which Downtown Plazas redevelop with housing but would not invalidate the Housing Element's environmental conclusions regarding VMT.

## **Traffic Operations**

Under Alternative 1, the reduction of development in Downtown would slightly reduce traffic volumes in the immediate vicinity of the Parking Plazas. However, Los Altos is part of a broader subregional jobs market that includes Mountain View, Palo Alto, and Sunnyvale, and the absence of additional Downtown housing units in Los Altos would shift the corresponding housing demand to other locations in the region. Housing built further from these subregional employment centers would generally result in longer commute trips and a greater share of trips occurring on the regional roadway network and on the City's major thoroughfares (San Antonio Road, Foothill Expressway, and El Camino Real). The localized traffic-operations improvement from the reduction of Downtown developments would therefore be offset, at the regional level, by longer trips made by households housed elsewhere. Longer trip lengths would also provide fewer options for alternative modes of transportation, such as cycling, walking, or local transit.<sup>76</sup>

## **Parking**

Section 14.92.040 of the proposed Ordinance provides that voter approval is not required for maintaining, repairing, renovating, or improving the Parking Plazas if those actions are intended to preserve, improve, or expand availability, access, or convenience of public parking.<sup>77</sup>

Alternative 1 would preserve the existing Parking Plazas as-is and would thus result in no loss of public parking supply in Downtown, subject to the uncertainty described elsewhere in this Report regarding whether routine improvements (ADA restriping, EV charger installation, trash and recycling enclosures, drainage upgrades, etc.) would themselves require voter approval.

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<sup>77</sup>"Downtown Parking Plazas Ordinance," proposed Los Altos Municipal Code Chapter 14.92, §§14.92.030, 14.92.040.

### ***Alternative 2 Analysis***

Alternative 2 is similar to Alternative 1, except that Alternative 2 assumes that the foregone Downtown housing units can be absorbed by other Housing Element sites elsewhere in the city, to maintain Housing Element compliance.

#### **VMT Effect**

As discussed in Alternative 1, the City's lowest residential VMT area is in and around Downtown. Shifting residential units away from this low-VMT area to higher-VMT locations elsewhere in Los Altos would slightly increase the citywide average residential VMT per capita.

#### **Traffic Operations**

Unlike Alternative 1, Alternative 2 would shift the residential units away from Downtown to other locations within the city. A more dispersed distribution of the residential units would slightly reduce traffic volumes in the immediate vicinity of the Plazas and along streets such as Main Street and State Street, while modestly increasing volumes elsewhere.

The areas absorbing these units would experience slight increases in traffic volumes, depending on how many units each site would absorb.

It should also be noted that units located in Downtown can support more walking, biking, and transit trips because of their proximity to alternative transportation services and complementary land uses. Farther away from Downtown, the reliance on cars increases, and auto-ownership rates increase. Therefore, from a citywide perspective, Alternative 2 would result in an overall slight increase in vehicle-trip making in the city.

#### **Parking**

The parking analysis for Alternative 2 is the same as Alternative 1.

### ***Alternative 3 Analysis***

Unlike Alternatives 1 and 2, Alternative 3 assumes that the Ballot Measure does not pass. In this Alternative, redevelopment of non-exempt Plazas with housing, replacement parking, public open space (including the proposed Downtown Park), and the contemplated performing arts venue on Plaza 2 could proceed without a separate Ballot Measure for each action.

Because Alternative 3 would not modify the City's adopted Housing Element programs or General Plan land uses, there would be no changes to VMT or traffic operations compared to the buildout assumptions in those plans.

## Parking

The 2024 Downtown Parking Strategy identifies a total Downtown parking supply of approximately 2,504 spaces, including 1,305 public off-street spaces within the Parking Plazas and 395 on-street spaces.<sup>78</sup> Under Alternative 3, the City would be able to advance the consolidation and replacement-parking strategies recommended in the 2024 Strategy and the 2018 Downtown Vision Plan, which contemplate replacing dispersed surface parking on selected Plazas with structured parking on the same or another Plaza. However, the actual replacement ratio that would be achieved on any given Plaza is unknown, would depend on the final design of any future project, and could result in either a net increase or a net decrease in publicly accessible spaces at the Plaza affected, even if Downtown-wide capacity is preserved or increased.

It should be recognized that during construction, some amount of the existing parking supply could potentially be made temporarily unavailable, and mitigating parking solutions could be temporarily adopted. Any subsequent City solicitation for redevelopment of the Plazas would be expected to require respondents to propose solutions to minimize short-term parking loss for the public.

## Other Issues

Some other potential transportation issues related to the Ballot Measure include construction impacts, loading, and emergency-vehicle access. The City has standard requirements for these issues, and it is expected that any future development, regardless of location, will be required to comply with City requirements.

## *Impacts on Adoption of Modern Parking and Transportation Management Strategies*

The City adopted the Downtown Los Altos Parking Strategy in 2024 to identify a coordinated toolkit of short- and long-term improvements—including curb-management changes, wayfinding, shared-parking arrangements, time-limit adjustments, and consolidation of surface lots—intended to operationalize the vision for Downtown growth, multimodal access, and economic vitality.<sup>79</sup> It is unclear whether, if the Ballot Measure is adopted, the City's future implementation of the Parking Strategy's recommendations would require voter approval. To the extent that individual recommended actions could be characterized as "modifying" or "altering" a Plaza in a way that "diminishes" the availability, access, or convenience of parking—even when such actions are designed to improve

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<sup>78</sup>City of Los Altos, "Downtown Parking Strategy" (2024).

overall parking efficiency or system performance—those actions could trigger the voter-approval requirement under Section 14.92.030 of the proposed Ordinance.<sup>80</sup>

### *Fire Safety and Emergency Evacuation*

Future development on any non-exempt Plaza would be required to comply with applicable Fire Code requirements, including provisions for emergency-vehicle access, hydrant spacing, and on-site circulation. Setback and access requirements would be evaluated as part of the entitlement and building-permit review for any specific project. The Ballot Measure would not directly alter these standards but could delay or prevent implementation of projects that would otherwise bring older surface lots into closer alignment with current Fire Code expectations.

### *ADA Accessibility*

Under Alternatives 1 and 2, any restriping to incorporate additional ADA-compliant spaces would require voter approval, as the inclusion of any larger ADA-compliant spaces would necessarily reduce the number of standard parking spaces in the finite space of the Parking Plazas. The City's 2025 capital work on Main Street and State Street included the installation of five new ADA-compliant parking stalls while maintaining the net number of available parking spaces, and standardization of parking-stall widths to nine feet consistent with Caltrans design standards.<sup>81</sup> Comparable future work within the Plazas could be subject to voter approval, which would not be in compliance with state law and make the City vulnerable to ADA legal challenges.

Under Alternative 3, the potential construction of a parking garage that could include ADA-compliant spaces alongside standard spaces would be permitted without going to a vote of the public.

### *Impacts on Developed Areas Designated for Revitalization*

"Revitalization Areas" are designated by the United States Department of Housing and Urban Development (HUD) under provisions of the National Housing Act and are intended to promote "revitalization through expanded homeownership opportunities."<sup>82</sup> There are no such areas in Los Altos.

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<sup>81</sup>City of Los Altos, "Downtown Park" and Downtown street-improvement project descriptions, available at [losaltosdowntownpark.org](https://losaltosdowntownpark.org).

<sup>82</sup>"Revitalization Areas" (US Dept. of Housing and Urban Development), available at <https://hudgis-hud.opendata.arcgis.com/datasets/HUD::revitalization-areas/about>.

### *Impacts on Business Viability and Vacancy Rates*

Many jurisdictions in San Mateo and Santa Clara County have made land-use changes that increase housing density and modernize parking and transportation management in their downtowns. Nationally, downtown housing has been linked to increased vitality and connectivity in even smaller suburban downtowns, as the people who live in these units are more likely to "go downstairs" to shop than others are to drive.<sup>83</sup> International studies examining commercial corridors in Berlin,<sup>84</sup> Toronto,<sup>85</sup> and Washington, DC<sup>86</sup> have identified patterns indicating that business owners tend to overestimate the number of customers who drive to their businesses relative to those who walk or bike (more customers are likely to drive to their shopping destinations in suburban locations such as Los Altos).

Locally, Redwood City is notable for how increased residential density and revised parking standards led to downtown business growth. In 2005, before the adoption of the 2011 Downtown Precise Plan, there were 12 restaurants in Downtown Redwood City; by 2024, there were 87 restaurants—a 725-percent increase.<sup>87</sup> In Sunnyvale, downtown residential and commercial growth has supported a retail core. This has included new development, such as Whole Foods that opened in 2020, but also the maintenance of businesses on and around Murphy Avenue.<sup>88</sup>

Retail is facing headwinds on a global level.<sup>89</sup> Before the COVID-19 pandemic, there was an established correlation between density of retail establishments and the amount of housing nearby.<sup>90</sup> This trend has been complicated post-pandemic, with increasing densities in suburban areas (such as much of Santa Clara County, including Los Altos).<sup>91</sup>

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<sup>83</sup>Corianne Rice, "Why Housing is a Key to Main Street Success" (National League of Cities: 2025), available at <https://www.nlc.org/article/2025/01/21/why-housing-is-key-to-main-street-success/>.

<sup>84</sup>Dirk von Schneidemesser and Jody Betzien, "Local Business Perception vs. Mobility Behavior of Shoppers: A Survey from Berlin" (Findings: June 2021).

<sup>85</sup>Maxine Chan, et al., "Bike Lanes, On-Street Parking and Business" (The Centre for Active Transportation: Dec. 2016).

<sup>86</sup>Pete Rodrigue, "Survey: Most shopkeepers, shoppers overestimate car use" (Greater Washington: August 2024).

<sup>87</sup>Anh-Minh Lee, "A sleepy Bay Area suburb is seeing a restaurant boom" (SF Gate: Feb. 16, 2025).

<sup>88</sup>Kevin V. Nguyen, "The Silicon Valley boomtown where it feels like the pandemic never happened" (San Francisco Standard: Sept. 18, 2025).

<sup>89</sup>"Downtown Downturn: The COVID Shock to Brick-and-Mortar Retail" (JPMorgan Chase: January 2023).

<sup>90</sup>"Is Retail Development Success Related to Housing Density?" (Cushman & Wakefield: April 2019).

<sup>91</sup>Amir Forouhar, et al., "Assessing downtown recovery rates and determinants in North American cities after the COVID-19 pandemic" (Urban Studies: Sep. 12, 2024).

Although academic experts are still researching the post-COVID relationship between retail success and housing density, recent research has demonstrated that land-use decisions that promote residential uses over commercial uses may better support existing retail businesses.<sup>92</sup>

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<sup>92</sup>Leah Brooks and Rachel Meltzer, "Retail on the Ground and on the Books: Vacancies and the (mis)Match Between Retail Activity and Regulated Land Uses" (JAPA: January 2024).

## 8. Urban Greenery Impacts

This section addresses topics directed by the City Council for inclusion in the 9212 Report beyond those enumerated in Elections Code section 9212(a), specifically the Ballot Measure's potential impacts on urban greenery and on local urban heat island conditions in Downtown Los Altos.

### *Tree Canopy and Heritage Trees*

#### **Background**

The City's Tree Protection Ordinance (Ordinance) (Los Altos Municipal Code Chapter 11.08) was established to protect and promote the growth of a healthy and sustainable tree canopy in Los Altos. The Ordinance applies to both publicly and privately owned trees and was updated in 2024 to lower the general protection threshold from 15 to 12 inches in diameter at breast height (DBH), with a 10-inch threshold for native species such as coast live oak and California buckeye. The Ordinance recognizes that trees provide shade and climate resilience, habitat for wildlife, carbon sequestration and improved air quality, protection against wind and flood hazards, and aesthetic quality. Removal of a protected tree requires a Tree Removal Permit issued by either the Planning Division or Parks Department depending on their location.<sup>93</sup> The Parking Plazas are landscaped with mature trees that contribute to the Downtown tree canopy with a majority being Chinese Pistache (*Pistacia chinensis*) trees.

#### **Provisions of the Ballot Measure Relevant to Tree Canopy**

The Ballot Measure includes an express provision specific to trees and the Downtown tree canopy. Proposed Section 14.92.030(6) of the Los Altos Municipal Code would prohibit, without voter approval, any change to a Parking Plaza that would "negatively affect protected trees or the [downtown] tree canopy."<sup>94</sup> This provision is in addition to, and operates independently of, the Ballot Measure's other voter-approval triggers governing conveyance, surplus-land designation, and physical modification of the Plazas.

#### **Potential Effects under the Ballot Measure**

If the Ballot Measure passes, the existing surface configuration of the non-exempt Plazas—including the mature trees within and along the perimeter of those Plazas—would be more likely to remain as-is. Routine maintenance of existing trees, including pruning consistent with ISA standards and removal of dead or hazardous trees, would continue under the

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<sup>93</sup>Los Altos Municipal Code Chapter 11.08 (Tree Protection Regulations), as amended 2024; City of Los Altos Tree Removal Permit Process.

<sup>94</sup>"Downtown Parking Plazas Ordinance," proposed Los Altos Municipal Code §14.92.030(6).

existing Ordinance framework and would not be expected to require voter approval. However, the Ballot Measure introduces a separate voter-approval requirement keyed specifically to effects on protected trees and the canopy, the scope of which is not defined in the Ballot Measure. It is unclear, for example, whether the removal of a single protected tree to accommodate an ADA-compliant accessible parking stall, an EV charger, a new trash and recycling enclosure, or a utility improvement would be considered to "negatively affect" the tree canopy for purposes of the Ballot Measure, even where such removal would be otherwise permitted under Ordinance with replacement plantings.

If the Ballot Measure does not pass, redevelopment of one or more Plazas could occur, including conversion of surface lots to a Downtown Park (on Plazas 1 and 2), structured replacement parking, affordable housing (on Plazas 7 and 8 and potentially elsewhere), and the contemplated performing arts venue on Plaza 2. The effect of such redevelopment on canopy coverage would depend on project-specific design. Redevelopment scenarios that consolidate parking into structures and free surface footprints for park, plaza, or landscaped uses can support a net increase in canopy area over the long term, although individual mature trees lost during construction cannot be replaced in-kind on the same horizon as replacement plantings. Conversely, redevelopment scenarios that preserve surface parking on a Plaza while adding above-grade structures over portions of the lot could result in net canopy loss, particularly where mature interior-lot trees would be displaced by building footprints.

Any future redevelopment of a Parking Plaza would remain subject to Chapter 11.08, including Tree Removal Permit procedures, and to any tree-related conditions applied through the entitlement process.

## *Urban Heat Island Effects*

### ***Background***

The urban heat island (UHI) effect refers to the tendency of urbanized and impervious surfaces, including asphalt parking lots, roadways, and dark roofs—to absorb and re-radiate solar energy at higher rates than vegetated or shaded surfaces, producing locally elevated air and surface temperatures. UHI conditions are associated with increased energy demand for cooling, elevated heat-related health risks during extreme-heat events, and increased stress on vegetation. Mitigation strategies generally include increased tree canopy and shading, cool or reflective paving and roofing, vegetated open space, and permeable surfaces.

### ***Existing Conditions in Downtown Los Altos***

The ten Parking Plazas together represent a substantial concentration of asphalt-paved, low-albedo surface area within Downtown Los Altos. The 2024 Downtown Parking Strategy identifies approximately 1,305 public off-street parking spaces distributed across the Plazas, in addition to approximately 395 on-street spaces.<sup>95</sup> Although the Plazas contain interspersed landscape islands and perimeter trees that provide partial shading, the predominant surface character of the Plazas is paved and exposed to direct solar gain during daytime hours, contributing to localized heat absorption relative to nearby vegetated or shaded areas.

### ***Applicable Climate and Sustainability Goals***

The City's Climate Action and Adaptation Plan (CAAP), adopted in March 2022, sets a target of carbon neutrality by 2035, with an interim goal of an 80-percent reduction in greenhouse gas (GHG) emissions below 2005 levels by 2030. The CAAP identifies 15 strategies and 68 actions across eight focus areas. Because approximately 96 percent of the City's GHG emissions are attributable to fossil-fuel use in transportation and buildings, the CAAP emphasizes electrification of buildings and transport, reduction in vehicle miles traveled, and increases in active and shared transportation.<sup>96</sup> The CAAP also includes an adaptation component intended to prepare the city for the local impacts of climate change, including extreme-heat events.

### ***Potential Effects under the Ballot Measure***

If the Ballot Measure passes, the Plazas would be more likely to remain in their existing surface configuration, preserving the present pattern of large continuous asphalt areas with intermittent landscape islands. Routine resurfacing and restriping under the maintenance exception in proposed Section 14.92.040 would be expected to continue, but it is unclear whether substitution of higher-albedo paving materials, expansion of permeable-pavement sections, or other cool-surface treatments would be considered "modifications" subject to the voter-approval requirement if they involve any change in stall count, layout, or configuration. Improvements designed to mitigate UHI effects but that incidentally reduce parking capacity could be delayed, deferred, or foreclosed.

If the Ballot Measure does not pass, redevelopment of one or more non-exempt Plazas with a mix of structured parking, housing, and public open space (including the proposed Downtown Park on Plazas 1 and 2) would generally introduce additional shading, landscaping, and—depending on project design—permeable or vegetated surfaces that

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<sup>96</sup>City of Los Altos, "Climate Action and Adaptation Plan" (March 2022).

would reduce the impervious-surface footprint and associated heat absorption at the affected Plazas. Building shadows, planted trees within new open space, and shaded ground-floor frontages would each contribute incrementally to reduced surface temperatures. The net UHI effect of any redevelopment scenario would depend on project-specific design choices regarding building massing, roof materials, surface paving, and the size and composition of any preserved or newly planted canopy.

These outcomes are generally consistent with the direction set by the CAAP, including its emphasis on adaptation to extreme-heat conditions and on reducing transportation-related emissions through land-use patterns that support active and shared transportation.

## ATTACHMENT A

## **Los Altos Downtown Parking Plazas Ordinance**

The people of the City of Los Altos do ordain as follows:

### **SECTION 1. Title.**

This Ordinance may be cited as the “Los Altos Downtown Parking Plazas Ordinance.”

### **SECTION 2. Los Altos Downtown Parking Plazas Ordinance.**

The City of Los Altos Municipal Code is hereby amended by adding Chapter 14.92 to Title 14.

#### **Chapter 14.92. Downtown Parking Plazas.**

##### **14.92.010 Findings and Purpose.**

The people of the City of Los Altos find and declare that:

1. The City of Los Altos has a unique arrangement of land uses that require regulations and standards that are important to preserve the character of Los Altos and provide for compatibility of adjacent uses;
2. The General Plan Community Design and Historic Resources Element provides for a Downtown core with a village atmosphere reflective of traditional historic commercial development with parking plazas, and for the preservation of trees, especially heritage and protected trees;
3. The General Plan Land Use Element provides for downtown public parking in order to maintain vitality by ensuring adequate shared parking to serve businesses and visitors;
4. In 1957, the property commonly known as the Downtown Parking Plazas – designed as critical infrastructure to provide common use and distributed, accessible, open, surface public parking – was acquired and developed through assessment funding from Downtown property owners who continue to receive benefits from their investment;
5. The now City-owned Parking Plazas are central to how Downtown functions, and development decisions made by the City may affect the limited supply of public parking and the quality of environmental and scenic resources;
6. Any decision to sell, lease, convey, declare surplus, or re-purpose the Downtown Parking Plazas for any use other than for surface parking and vehicular access should first be approved by a majority vote to ensure that the proposed change is consistent

with the purpose of the Downtown core and does not negatively impact businesses or visitors;

7. At the same time, the City should have the flexibility to maintain and repair the Downtown Parking Plazas, and to use Parking Plazas for short-term special community events and farmers markets; and
8. This measure is intended to balance mandated statewide affordable housing goals with preserving the character of Downtown Los Altos and the availability, access, and convenience of public parking for Downtown workers, customers, and visitors.

#### **14.92.020 Definitions.**

“City” means the City of Los Altos, California, and shall collectively refer to the Mayor, City Council, all City departments, and all City employees.

“Downtown” shall refer in general terms to the area generally bound by Foothill Expressway, San Antonio Road, and Edith Avenue, and as also referred to on page 17 of the Land Use Element of the General Plan as “Downtown.”

“Parking Plazas” shall refer to the following publicly-accessible, open and surface parking lots located in the Downtown area which are owned by the City:

| <u>Common Designation</u>              | <u>APN Number</u> |
|----------------------------------------|-------------------|
| Plaza 1, South Plazas, First Street    | 16740039          |
| Plaza 2, South Plazas, Second Street   | 16740072          |
| Plaza 3, South Plazas, Third Street    | 16738002          |
| Plaza 4, Central Plazas, First Street  | 16739057          |
| Plaza 5, Central Plazas, Second Street | 16739069          |
| Plaza 6, Central Plazas, State Street  | 16738028          |
| Plaza 7, North Plazas, First Street    | 16739032          |
| Plaza 8, North Plazas, Second Street   | 16739007          |
| Plaza 9, North Plazas, Fourth Street   | 16738049          |
| Plaza 10, North Plazas, Fourth Street  | 16738029          |

#### **14.92.030 Preservation of Parking Plazas.**

Notwithstanding any other provision in the City's Municipal Code, General Plan, or other City statutes or policies, the City may not take any of the following actions with respect to a Parking Plaza unless and until the action is approved by a majority vote of the City's voters:

1. Sell, trade, lease, donate, dispose or otherwise convey any Parking Plaza, or any portion thereof, for any reason.
2. Designate or change the use of any Parking Plaza in any way which would affect the use of the Parking Plazas for parking or which would diminish the availability, access or convenience of public parking.
3. Declare any Parking Plaza "surplus land" or "exempt surplus land" under the California Surplus Land Act (Government Code sections 54220 et seq.).
4. Modify, alter or construct any capital project or other physical alteration on any of the Parking Plazas which permanently diminishes the availability, access or convenience of public parking.
5. Modify or physically alter any Parking Plaza by adding additional levels or floors.
6. Modify or physically alter any Parking Plaza in a way which would negatively affect protected trees or the tree canopy.

#### **14.92.040 Third Party Agreements.**

The City shall not enter into any development agreement, public-private partnership, ground lease, joint powers agreement, or similar arrangement that would enable a third party to undertake actions prohibited by this measure without voter approval.

#### **14.92.050 Exceptions.**

Notwithstanding section 14.92.030, the City may take the following actions with respect to the Parking Plazas without a vote of the People:

1. Maintain and repair the Parking Plazas, even if these activities temporarily affect parking availability, access, or convenience, if they are intended to preserve or improve the access or convenience of public parking.
2. Host community activities, such as the farmers market or similar events, which use the Parking Plazas on a short-term and temporary basis.
3. Develop Parking Plaza 7 (APN: 16739032) and Parking Plaza 8 (APN:16739007) for affordable housing.

#### **14.92.060 Reenactment Required for City Actions Prior to Effective Date.**

If the City takes any action listed in section 14.92.030 on or after the date of publication of the notice of intention to circulate the initiative petition adding this Chapter to the Municipal Code, as required by the Elections Code, but prior to the effective date of this Chapter, which was not adopted in compliance with the requirements of this Chapter, that action shall be deemed null, void and of no further force or effect unless and until the action is reenacted in compliance with the requirements of this Chapter.

Any action listed in section 14.92.030 taken by the City on or after the date of publication of the notice of intention to circulate the initiative petition adding this Chapter to the Municipal Code, as required by the Elections Code, shall be subject to the requirements of this Chapter.

#### **14.92.070 Required Election.**

1. If the City wishes to take any action listed in section 14.92.030, the City Council must place such action on the next regularly-scheduled election ballot following the final City approval of the action.
2. The City Council shall not place such action on the ballot unless and until the City has taken all steps necessary under the law to approve the action.
3. Such action shall not become effective unless and until it is first approved by the City pursuant to all legal requirements and thereafter approved by the voters pursuant to this Chapter.
4. Placing an action listed in sections 14.92.030 on the ballot shall not affect other legal requirements for such action, including environmental review under the California Environmental Quality Act and consistency with the General Plan.
5. All materials which the City prepares for distribution to voters in connection with the election referenced herein, including the voter information pamphlet, shall describe with particularity the proposed action, the impact of the proposed action on the Parking Plazas, the change, if any, in the number or location of parking spaces, and the cost to the City.

#### **14.92.080 Citizen Initiative.**

An action listed in section 14.92.030 may be placed on the ballot via citizens' initiative and will take effect based on approval by a majority of the City's voters.

#### **SECTION 3. Earliest Possible Election.**

The people of Los Altos hereby expressly request that this measure be submitted to the voters of Los Altos at the earliest time allowable by law.

#### **SECTION 4. Effective Date.**

This measure shall become effective upon its approval by a simple majority of electors voting on the measure, but shall become operative as of the date of publication of the notice of intention to circulate the initiative petition adding this Chapter to the Municipal Code, as required by the Elections Code.

#### **SECTION 5. Conflicting Measures.**

A. Any other measure concerning or affecting the availability, access, or convenience of public parking for Downtown customers, workers and visitors which appears on the same ballot shall be deemed to conflict with this measure.

B. In the event that this measure and one or more conflicting measures appear on the same ballot, the provisions of the measure which receives the greater number of affirmative votes shall prevail in their entirety, and the other measure or measures shall be null and void.

C. If this measure is approved by the voters but superseded by any other conflicting measure approved by voters at the same election, and the conflicting ballot measure is later held invalid, this measure shall be self-executing and given full force and effect.

#### **SECTION 6. Severability.**

Should any provision of this measure, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, voidable, or invalid, that determination shall have no effect on any other provision, or the application of this measure to any other person or circumstance and, to that end, the provisions hereof are severable. By approving this measure, the voters express their intent that each section and subsection would have been adopted irrespective of whether any one or more sections or subsections are found to be invalid or unconstitutional, and that each section and subsection is therefore explicitly severable, part-by-part, phrase-by-phrase, and word-by-word, and that if any portion is determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, voidable or invalid, that the least amount of language be severed from the measure.

#### **SECTION 7. Amendments.**

No provision of this measure shall be amended or repealed except by a vote of the people.

#### **SECTION 8. Liberal Construction.**

This measure shall be liberally construed to effectuate its purposes.

#### **SECTION 9. Municipal Affairs.**

A. The people of the City of Los Altos declare that preserving the availability, access and convenience of public parking for Downtown customers, workers and visitors by requiring voter approval of any change in use of the Parking Plazas constitutes a municipal affair.

B. The people of the City of Los Altos declare their intent that this citizen initiative be enacted, and voter approval be required for changes to the Parking Plazas, if this measure is approved by a simple majority of voters.

#### **SECTION 10. Legal Defense.**

The people of the City of Los Altos desire that this measure, if approved by the voters and thereafter challenged in court, be defended by the City. The people, by approving this measure, hereby declare that the proponents of this measure have a direct and personal stake in defending this measure from constitutional or statutory challenges to the measure's validity or implementation. In the event the City fails to defend this measure, or the City fails to appeal an adverse judgment against the constitutionality, statutory permissibility, or implementation of this measure, in whole or in part, in any court of law, the measure's proponents shall be entitled to assert their direct personal stake by defending the measure's validity and implementation in any court of law and shall be empowered by the people through this measure to act as agents of the people. The City shall indemnify the proponents for reasonable expenses and any losses incurred by the proponents, as agents, in defending the validity and/or implementation of the challenged measure. The rate of indemnification shall be no more than the amount it would cost the City to perform the defense itself.

## **ATTACHMENT B**



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6/04/2026

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

Re: Los Altos Downtown Parking Plazas Ordinance

Dear Town Council of Los Altos

YIMBY Law is a 501(c)3 non-profit corporation, whose mission is to increase the accessibility and affordability of housing in California. YIMBY Law sues municipalities when they fail to comply with state housing laws, including the Housing Element Law.

Anti-affordability residents of Los Altos are trying to place this council in an impossible position. Los Altos has already passed a housing element that commits the city to developing housing on downtown parking lots.<sup>1</sup> If this initiative is allowed to move forward, it will materially threaten Los Altos' continued certification under Housing Element law. Not only does the Housing Element specifically contemplate housing on those lots, the initiative represents an unexamined constraint on development. If finalized, it would require Los Altos to amend its Housing Element to allow for more housing, leaving the city decertified in the interim.

Nonetheless, certain local residents are attempting to put a measure on the ballot that would prevent development on downtown parking lots, rendering Los Altos' Housing Element out of compliance, subjecting the city to the Builder's Remedy. City officials would be forced to amend the Housing Element and find new sites to accommodate its RHNA allocation, and much needed housing would remain un-developed and inaccessible for years.

HCD has already explained the dangers similar actions pose to cities. Eureka had a program for housing on city-owned parking lots. When residents circulated a ballot initiative to prevent this from happening, HCD notified the city that doing so would

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<sup>1</sup> Los Altos Housing Element, Programs 1.D and 3.A and as designated in the Sites Inventory.

require a Housing Element Amendment or render the city out of compliance.<sup>2</sup> Recently, HCD notified Newport Beach that an initiative would render its Housing Element out of compliance *and* that preliminary SB 330 applications would protect projects from the effects of such an initiative.<sup>3</sup>

We recommend the City of Los Altos take steps immediately to implement its Housing Element commitments by taking advantage of state legislation. Specifically, Los Altos should begin the process of entitling the proposed downtown affordable housing by submitting an SB 330 preliminary application for housing on downtown parking lots. By doing this, the city can comply with Housing Element requirements, protect these development from obstructionist citizens initiatives, and speed the process forward towards completion.

A [preliminary application under SB 330](#) solves multiple problems at once, through the protection it grants to the underlying project. Establishing vesting rights will ensure that new regulations or initiatives do not apply to the project. It will begin the process of entitlement that the City's chosen developer can finalize, without creating an avenue for challenge under Article 34. Moreover, it will alleviate any questions about Los Altos's seriousness with complying with state housing law. This proactive measure will prove to developers, California HCD, and potential developments that Los Altos is a reliable city which follows through on its commitments. Moreover, it will insulate the city from lawsuits by housing organizations who closely scrutinize city actions over housing proposals.

Los Altos will not be bound to complete any construction or locate any financing. It can begin the application and sell the land, with any entitlements, to any developer selected through the in-process RFP respondents. Selling entitled land is already a normal mechanism in the private market. It is allowable from a government as much as a private party, but such a transfer from Los Altos itself would be more attractive to prospective affordable housing developers, with stages of the process already complete.

This preliminary step is a relatively low effort process which will provide substantial benefits. It will save city staff time and resources that could otherwise go towards oversight and legal challenges. Those potential lawsuits would accomplish nothing

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<sup>2</sup> California Department of Housing & Community Development, *Adopted Housing Element Revision Process – Letter of Technical Assistance*, (October 9, 2024).  
<https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/HAU/eureka-ta-he-compliance-100924.pdf>

<sup>3</sup> California Department of Housing & Community Development, *Circulating Initiative for a Ballot Measure and Housing Element Compliance – Letter of Technical Assistance* (September 18, 2025)  
<https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/HAU/newport-beach-hau-2031-ta-091825.pdf>

substantial other than reiterating state law, while the preapplication would grant projects considerable legal protections and save time for future entitlements.

### **Process & Benefits of SB 330 Pre-application**

The key to this strategy is the vesting rights under SB 330, established via a preliminary application. This provision is normally used by developers who apply to cities, but there is no reason that a city can't make such a submission to itself, via the same procedure. Los Altos can sell or transfer the land to an appropriate party at any time during the entitlement process.

SB 330 preliminary applications entitle related projects to a few crucial protections. First, they lock in regulations that are in effect as soon as the application is submitted to a municipality:

“a housing development project shall be subject only to the ordinances, policies, and standards adopted and in effect when a preliminary application including all of the information required ... was submitted.”<sup>4</sup>

The citizen's initiative would be such an ordinance, policy, or standard which would not be applicable to any projects submitted before the initiative takes effect. Once the City receives such an application, it has 30 - 60 days (depending on project size)<sup>5</sup> to determine if it contains the minimum necessary criteria, i.e. the [application form](#), processing fee, and information in the [preliminary application checklist](#). Your officials have succinctly [laid this criteria out](#) for potential applicants. Once that occurs, the applicant has 180 days to submit a complete application, which in this case would be submitted by the successful respondent to Los Altos's RFP.

Following that completeness determination, projects receive other benefits to expedite processing:

- They may only be subjected to five public hearings before receiving automatic approval.<sup>6</sup>
- They may only be reviewed in accordance with pre-written objective design standards.<sup>7</sup>

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<sup>4</sup> CA Gov Code § 65589.5. (o)(1).

<sup>5</sup> CA Gov Code § 65589.5. (j)(2)(A)(i)-(ii).

<sup>6</sup> CA Gov Code § 65905.5 (a)-(b).

<sup>7</sup> CA Gov Code § 66300 (b)(1)(C).

- Determination of historic status is made at the time the application is deemed complete.<sup>8</sup>
- Following any necessary EIR certification, the application must be approved or denied within 60-180 days.

Beyond protecting the affordable housing from obstruction by residents, completing this preliminary process would allow a developer to finalize the project while helping accelerate the underlying approvals and procedural steps. Los Altos can transfer the land before November to its chosen developer(s), along with all protections granted by a preliminary or final application.

Despite the fact that the initiative states that it is effective between as of its date of circulation, SB 330 pre-applications protect projects from such retroactive ordinances. A vested SB 330 pre-application locks in standards that were in effect at the time it is submitted. No retroactive ordinances may be applied to such projects. The Permit Streamlining Act would grant vesting rights regardless of whether the application was submitted before or after May 15, provided the ordinance has not been adopted by that point. The initiative stating otherwise does not override California law.

### **This Preliminary Application is not Implicated by Article 34**

Proceeding with an SB 330 pre-application would not trigger the voter approval requirements of Article 34 of the California Constitution, which allows legal challenges to governments developing affordable housing. This conclusion is supported by a three-part analysis: the pre-application is not a triggering "proposal," the City's role does not constitute "development" by a "state public body," and the project's structure aligns with statutory exclusions.

Article 34 is triggered by a proposal for a low-rent housing project "developed, constructed, or acquired" by a state public body.<sup>9</sup> A City Council resolution directing staff to file an SB 330 pre-application is not such a proposal. As explained in the recent City of Millbrae v. County of San Mateo case, a "proposal" must be a specific, final action that commits to a project's essential characteristics.<sup>10</sup> An SB 330 pre-application is a preliminary, procedural step designed to lock in the development rules in effect at the time of submission. It is not a final project approval. Crucially, at this stage, the City has made no final determination on critical details that define a low-rent housing project under Article 34, such as:

<sup>8</sup> CA Gov Code § 65913.10 (a).

<sup>9</sup> California Constitution, Article XXXIV, Section 1.

<sup>10</sup> See attached Superior Court decision here:

[https://drive.google.com/file/d/1eFBiTaP4Bi2i\\_qdUJFibgUDVKcT-DjsF/view](https://drive.google.com/file/d/1eFBiTaP4Bi2i_qdUJFibgUDVKcT-DjsF/view).

YIMBY Law, 2261 Market Street STE 10416, San Francisco, CA 94114

- The exact number and mix of affordable versus market-rate units.
- Final income targets, rent schedules, or occupancy requirements.
- The specific financing structure, and whether public funds are implicated.

Because the pre-application lacks this binding specificity, it does not constitute the "proposal" that Article 34 was designed to regulate. The Millbrae court explicitly distinguished such preliminary steps from a final resolution of approval, which would be a trigger. Filing the pre-application remains a safe way to preserve the development's vested rights without invoking Article 34.

Further, Los Altos is not the entity "developing" or "acquiring" the project. Article 34 applies when a "state public body" is directly involved in the development, construction, or acquisition of housing. Here, the City's role is that of a land disposer and entitlement authority, not a developer. The City will lease or sell the land to a private developer through a competitive RFP process. The City will not finance the construction or operation of the housing. The private developer will own, build, and operate the project. The application does not change any of these facts, it only initiates the process for later development.

Disposing of real property, such as through this RFP process, does not, by itself, constitute "developing" or "acquiring" a low-rent housing project. Since the City is not the ULTIMATE project sponsor and is not using public funds for construction, it is not acting as the "state public body" that Article 34 seeks to constrain. The project sponsor is the entity that will actually finance, build, and sell the development. Los Altos will be doing none of these things. It will only be preparing one phase of the development and letting a separate party complete every other step.

Moreover, a pre-existing exception applies to this stage of application. Among the explicit exclusions to Article 34 outlined in California Health and Safety Code § 37001 are "Privately owned housing with no direct long-term financing from a public body." The completed housing will be owned and operated by a private developer, not the City. Its methods of financing are not discussed in the preliminary application stage, providing none of the criteria necessary to support an Article 34 challenge. Nothing at this stage requests or signals long term financing from Los Altos.

## **Conclusion**

Los Altos and its officials should do everything within their power to fully implement the decisions they already made when they passed their housing element. If the

proposed ballot initiative passes, the measure will obligate the city to untold, needless expenses, requiring it to indemnify any “proponents of th[e] measure”<sup>11</sup> for defending it from legal challenges. It’s absurd, unworkable policy, and taking the wind out of its sails with SB 330 protections will help prevent it from moving forward at the ballot. As a preliminary step, an SB 330 application would require relatively little work to draft while providing meaningful protection from future obstruction. This application would start the entitlement process while providing time to decide upon an RFP recipient who can finalize the project and move it forward in a timely fashion. We encourage City Council to consider submitting such an application as soon as feasible.

Sincerely,

A handwritten signature in black ink that reads "Sonja Trauss". The signature is written in a cursive, flowing style.

Sonja Trauss  
Executive Director  
YIMBY Law

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<sup>11</sup> See “Downtown Parking Plazas” initiative, at [https://www.forlosaltos-now.com/files/ugd/28d143\\_c87f415059da424a9b5afd558b365765.pdf](https://www.forlosaltos-now.com/files/ugd/28d143_c87f415059da424a9b5afd558b365765.pdf).  
YIMBY Law, 2261 Market Street STE 10416, San Francisco, CA 94114

## ATTACHMENT C



6/15/2026

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

Re: Los Altos Downtown Parking Plazas Ordinance

Dear City Council of Los Altos

YIMBY Law is a 501(c)3 non-profit corporation, whose mission is to increase the accessibility and affordability of housing in California. YIMBY Law sues municipalities when they fail to comply with state housing laws, including the Housing Element Law.

Recently, YIMBY law notified<sup>1</sup> the Los Altos City Council about some legal deficiencies with the ongoing parking lots initiative. Reviewing representations by the initiative's proponents, we are compelled to respond to their deliberate misrepresentations of the law. If Los Altos follows this advice, the city will place itself at immediate risk of litigation, Housing Element Decertification, and subject the entire city to the Builder's Remedy.

To dispel any potential ambiguity, we are prepared to sue Los Altos the instant this measure is adopted. That litigation would rest atop the Builder's Remedy and the need to adopt a new Certified Housing Element to identify new sites for density.

## **I. Correcting Misinformation**

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<sup>1</sup> Sent June 4, 2026, accessible at [https://docs.google.com/document/d/19-MG1CDYHnd8NH\\_gOWhvKUtG8gxquVsQ/edit?usp=sharing&oid=100060418537962895721&rtpof=true&sd=true](https://docs.google.com/document/d/19-MG1CDYHnd8NH_gOWhvKUtG8gxquVsQ/edit?usp=sharing&oid=100060418537962895721&rtpof=true&sd=true).

The initiative's proponents responded to a series of frequently asked questions with inaccurate or misleading conclusions.<sup>2</sup> We wish to respond to several of these points directly. Below are excerpts of that document, and details on its misrepresentations to potential voters.

- Q. Are there any exemptions from the initiative measure's voter approval requirements?
- A. Yes, the measure would not apply to an affordable housing project on Parking Plazas 7 & 8.

**A. The "Exemption" for Affordable Housing is Unusable**

The document and initiative state that it would exempt affordable housing on lots 7 & 8, but does not define "affordable housing" for this purpose, or the mechanism by which it would be exempted.

**The way this is drafted, the initiative would not actually exempt Parking Plazas 7 & 8.** The exception is unrelated to the actual process at issue, as described in the Housing Element. Los Altos's plan was not to develop housing itself; Housing Element program 1.H commits to "facilitate the development of housing on" relevant parking lots, along with other streamlining. As laid out in YIMBY Law's prior letter on this subject, Article 34 jurisprudence distinguishes development from the kinds of land disposition that are at issue in 1.H.

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<sup>2</sup> Accessible at [https://www.forlosaltos-now.com/files/ugd/28d143\\_00ceb27b6fc74e0dbf2c0b78cc23f6e7.pdf](https://www.forlosaltos-now.com/files/ugd/28d143_00ceb27b6fc74e0dbf2c0b78cc23f6e7.pdf)  
YIMBY Law, 2261 Market Street STE 10416, San Francisco, CA 94114

## B. The Initiative Will Subject Los Altos to the Builder's Remedy

- Q. If passed, would the Parking Plaza initiative subject the City to the builder's remedy under State housing law?
- A. No. Only cities without a State-certified Housing Element are subject to builder's remedy. The City has a State-certified Housing Element.
- Q. Can the approved Housing Element be revoked if the initiative is placed on the ballot and passed?
- A. No. The City's Housing Element is valid for an 8-year period, subject to periodic review by and submittal of annual progress reports to the State.

This response is partially true, but mostly incorrect. While it is true that only cities without certified Housing Elements are subject to the Builder's Remedy, there are many mechanisms by which an Element can be decertified later in the process. HCD has already revoked certification for Norwalk<sup>3</sup> and Portola Valley<sup>4</sup> for taking actions inconsistent with their Housing Element.

California's Department of Housing and Community Development retains an ongoing statutory duty to review city actions after their Housing Element has been certified. Under CA statute, **HCD must review any action or failure to act by a city that it determines to be inconsistent with an adopted housing element** or section 65583 generally, and it must issue written findings to the city accordingly.<sup>5</sup>

HCD must give the city a reasonable time, no longer than 30 days, to respond to these findings.<sup>6</sup> If HCD does not receive a written response from the city within 30 days, or the response does not demonstrate that the program action has been implemented, then HCD may revoke its findings that the city's housing element substantially complies with Housing Element Law.<sup>7</sup>

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<sup>3</sup> California Department of Housing & Community Development, *City of Norwalk – Revocation of Housing Element Compliance Finding*, (Oct. 2, 2024) <https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/HAU/norwalk-revocation-he-compliance-100224.pdf>

<sup>4</sup> California Department of Housing & Community Development, *Revocation of Housing Element Compliance Finding – Town of Portola Valley* (March 26, 2024). <https://drive.google.com/file/d/180UtRNamsGnz9MATVxrhmW0dOPNfdGtA/view>

<sup>5</sup> Gov. Code, § 65585, subd. (i)(1).

<sup>6</sup> Gov. Code, § 65585, subd. (i)(1)(A).)

<sup>7</sup> Gov. Code, § 65585, subd. (i)(1)(B).

Additionally, HCD may notify the California Office of the Attorney General when a city takes actions that are inconsistent with an adopted housing element or Government Code sections 65583 and 65915, among other laws.<sup>8</sup>

HCD has already notified California cities of this risk, under very similar circumstances. Eureka had a program for housing on city-owned parking lots. When residents circulated a ballot initiative to prevent this from happening, HCD notified the city that doing so would require a Housing Element Amendment or render the city out of compliance.<sup>9</sup> Recently, HCD notified Newport Beach that an initiative would render its Housing Element out of compliance *and* that preliminary SB 330 applications would protect projects from the effects of such an initiative.<sup>10</sup> Newport Beach specifically lost a lawsuit filed by HCD and the Attorney General's office over Housing Element implementation which required voter approval.<sup>11</sup>

The initiative's restriction would directly contradict Housing Element program 1.H, while also instituting a new governmental constraint on development. A Housing Element cannot be considered substantially compliant unless it identifies local constraints to housing development and sets specific strategies to reduce those constraints.<sup>12</sup> A new initiative subject to voter approval by design constrains housing development. **If adopted, Los Altos would be out of compliance until it goes through the entire process of drafting a Housing Element amendment and receiving certification from HCD.**

This illegal initiative would be subject to attack under Housing Element law from many sources other than HCD and the Attorney General's office. Developers with illegitimately denied projects would have standing to sue, but so too would interested housing organizations such as YIMBY Law.<sup>13</sup>

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<sup>8</sup> Gov. Code, § 65585, subd. (j).

<sup>9</sup> California Department of Housing & Community Development, *Adopted Housing Element Revision Process – Letter of Technical Assistance*, (October 9, 2024).  
<https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/HAU/eureka-ta-he-compliance-100924.pdf>

<sup>10</sup> California Department of Housing & Community Development, *Circulating Initiative for a Ballot Measure and Housing Element Compliance – Letter of Technical Assistance* (September 18, 2025)  
<https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/HAU/newport-beach-hau-2031-ta-091825.pdf>.

<sup>11</sup> Office of the Attorney General, *Attorney General Bonta and Newsom Administration Celebrate Newport Beach Win Allowing the City to Comply with State Housing Law*, (June 29, 2025)  
<https://oag.ca.gov/news/press-releases/attorney-general-bonta-and-newsom-administration-celebrate-newport-beach-win>.

<sup>12</sup> Gov. Code § 65583(a)(5)-(a)(6) & (c).

<sup>13</sup> Gov. Code § 65589.5, subd. (k)(1)(A)(i).

**C. No Net Loss will be implicated, along with other Housing Element requirements**

- Q. Would the Parking Plaza initiative subject the City to “no net loss” provisions under State housing law?
- A. No. No net loss applies if an agency lowers the density of a site in its Housing Element to below the assumptions in the Housing Element. The Initiative would generally require voter approval before changing the uses of the plazas but would not lower the density assumed for those sites in the Housing Element.

A voter initiative that makes a site unreasonably constrained allocates a density of zero to that site. California’s No Net Loss rule provides that:

(b) (1) No city, county, or city and county shall, by administrative, quasi-judicial, legislative, or other action, reduce, or require or permit the reduction of, the residential density for any parcel identified to meet its current share of the regional housing need or any unaccommodated portion of the regional housing need from the prior planning period to, or allow development of any parcel at, a lower residential density, as defined in paragraphs (1) and (2) of subdivision (g), unless the city, county, or city and county makes written findings supported by substantial evidence of both of the following:

(A) The reduction is consistent with the adopted general plan, including the housing element.

(B) The remaining sites identified in the housing element are adequate to meet the requirements of Section 65583.2 and to accommodate the jurisdiction’s share of the regional housing need pursuant to Section 65584. The finding shall include a quantification of the remaining unmet need for the jurisdiction’s share of the regional housing need at each income level and the remaining capacity of sites identified in the housing element to accommodate that need by income level.

Gov. Code § 65863.

The proponents are trying to state that they should be allowed to set a categorical bar on developing these sites, but that this should not be imputed to change the density of those sites in any way. Beyond that, No Net Loss is not the only law that would be implicated by this change.

**State housing element law requires jurisdictions to demonstrate "realistic development capacity" and maintain sites that are "suitable and available for residential development."**<sup>14</sup> Realistic capacity is not purely a legal inquiry; it also considers practical factors influencing what can economically be constructed in an area. HCD generally considers lower minimum densities appropriate for residential development.

The underlying zoned capacity of a parcel is only one element of this consideration; HCD guidelines advise that realistic capacity is a combination of the new units that would be developed on a given site and the likelihood that those units could be developed. The maximum zoned capacity is irrelevant if other regulations and factors render that capacity infeasible to develop. HCD specifically advises analyzing:

the imposition of any development standards that impact the residential development capacity of the sites identified in the inventory. When establishing realistic unit capacity calculations, the jurisdiction must consider existing development trends of existing or approved residential developments at a similar affordability level in that jurisdiction, as well as the cumulative impact of standards such as maximum lot coverage, height, open space, parking, and FARs.

HCD advises that this inquiry is specifically to include the likelihood for residential development, market demand, local track records, past production trends, and new market conditions.

The recent *New Commune DTLA* held that a city's housing plan fails to meet state law if its underlying zoning or overlay permits projects with zero residential units. While that case related to parcels which allowed commercial uses, the court discussed the legislature's intent behind the realistic capacity analysis; specifically, the court was concerned with local governments circumventing their housing responsibility by including residential sites that were not truly feasible for multi-family residential development. The court ruled against the city, finding a difference in legal availability and the practical requirements of building.

Whether the zoning legally allows for construction is insufficient if that construction is economically unviable. This does not have to be a total bar; a sufficiently substantial restriction on feasibility, despite zoning, implicates development capacity. All governments are proactively required to identify and mitigate constraints on development. Zoned capacity alone, including density allowances, is not sufficient to meet RHNA requirements where other constraints exist to limit residential capacity, whether those limitations are legal or factual.

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<sup>14</sup> Gov. Code §§ 65583.2(c), 65583(a)(3).

- Q. Would this ordinance cause the City to upzone other areas where housing has been identified (e.g. Rancho Shopping Center) and/or allow multi-family housing in residential R-1 zones?
- A. No. The initiative does not lower the density of the Parking Plazas so as to trigger no net loss provisions. Further, the City has a surplus of 640 units in its Housing Element to account for sites where density may be lowered.

See above. It is disingenuous to state that the initiative does not affect buildable density for the parcels.

## II. Other Exposures to Liability

### A. The Retroactivity Provision is Illegal on Multiple Fronts

14.92.060 of the initiative purports to invalidate any inconsistent actions “on or after the date of publication of the notice of intention to circulate the initiative petition”. This is outright bedlam. It’s absurd policy that’s impossible to administer, which is exactly why it’s already illegal. **Where retroactive zoning ordinance causes substantial injury and prohibited business is not nuisance, ordinance is to that extent unreasonable exercise of police power.**<sup>15</sup>

If this were allowed, any petition drafter could publish a notice to circulate and then what happens? Planners and city council have to wait until an election for an initiative that may not pass at all? Los Altos would experience months of delay while developers and city staff would not know what law is actually in control. Much though the drafters of this petition would disagree, residential housing is not a nuisance under California law. Notice of an initiative does not change the underlying zoning of a parcel or the city’s general plan.

Leaving all of that aside, **SB 330 specifically precludes retroactive ordinances for applicable projects.** If anyone were to submit a preliminary application before the initiative is formally adopted, the initiative would have no force. SB 330 preliminary applications lock in regulations that are in effect as soon as the application is submitted to a municipality:

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<sup>15</sup> *Stern v. City of Los Angeles* (1931) 295 P. 23, 211 Cal. 778; *Rutherford v. City of Los Angeles* (1931) 295 P. 23, 211 Cal. 777; *Wittman v. City of Los Angeles* (1931) 295 P. 22, 211 Cal. 778; *Jones v. City of Los Angeles* (1931) 295 P. 14, 211 Cal. 304.

“a housing development project shall be subject only to the ordinances, policies, and standards adopted and in effect when a preliminary application including all of the information required ... was submitted.”<sup>16</sup>

The citizen’s initiative would be such an ordinance, policy, or standard which would not be applicable to any projects submitted before the initiative takes effect.

Despite the fact that the initiative states that it is effective between as of its date of circulation, SB 330 pre-applications protect projects from such retroactive ordinances. A vested SB 330 pre-application locks in standards that were in effect at the time it is submitted. No retroactive ordinances may be applied to such projects. The Permit Streamlining Act would grant vesting rights regardless of whether the application was submitted before or after May 15, provided the ordinance has not been adopted by that point. The initiative stating otherwise does not override California law.

SB 330 projects may only be reviewed in accordance with pre-written objective design standards.<sup>17</sup> The subjective opinion of Los Altos voters do not meet these standards, and may not be applied to applicable projects.

#### **B. The Requirement for a Public Vote Cannot meet HAA or PSA Standards.**

The Housing Accountability Act protects qualifying projects from denial unless specific conditions are met. A local government must make specific findings or the denial will be illegitimate. They must determine BOTH that:

(A) The housing development project would have a specific, adverse impact upon the public health or safety unless the project is disapproved or approved upon the condition that the project be developed at a lower density. As used in this paragraph, a “specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

(B) There is no feasible method to satisfactorily mitigate or avoid the adverse impact identified pursuant to paragraph (1), other than the

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<sup>16</sup> CA Gov Code § 65589.5. (o)(1).

<sup>17</sup> CA Gov Code § 66300 (b)(1)(C).

disapproval of the housing development project or the approval of the project upon the condition that it be developed at a lower density.

Gov. Code § 65589.5(j)(1)(A)(B).

A vote of the public can make no such findings. The Initiative asks for a vote, but the complex and specific findings necessary for a lawful denial cannot conceivably be contained within the text of a ballot question.

California's Housing Crisis Act explicitly prohibits "a moratorium or similar restriction or limitation on housing development... within all or a portion of the (City)."<sup>18</sup> The requirement for a public vote creates such a moratorium, or creates the possibility that the public could institute one through successive denials.

Even if the vote was lawful under the HAA, it could never meet the timelines set by the Permit Streamlining Act. The PSA sets a 30 day period upon the receipt of an application to determine if it is complete, and requires 60-120 days<sup>19</sup> following EIR certification application to receive approval or disapproval.<sup>20</sup> The elections required under this initiative would almost certainly be unable to meet those deadlines.

### III. Conclusion

This initiative threatens many methods of invalidating Los Altos' Housing Element, which would open the town up to Builder's Remedy projects.

Program 1.H is already running behind; the Housing Element committed to:

- Financial analysis for Parking Plaza 7 and 8 by independent third-party consultant by the end of 2023;
- Release request for proposals by December 2023; complete entitlements within one (1) year of application if not sooner (by December 2026)

The RFP in question did not receive satisfactory responses, and requires the issuance of a new RFP. Nearly half way through 2026, the city is already under threat of decertification. The city should, and is legally bound to, facilitate housing on parking lots 7 & 8.

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<sup>18</sup> Gov. Code, § 66300, subd. (b)(1)(B).

<sup>19</sup> Depending on project type and the proportion of affordable units.

<sup>20</sup> Gov Code § 65941.1 (b)(1), (e)(1).

If enacted, the initiative would mean drastic, immediate, and ongoing legal implications for the city. Los Altos could be sued under the Housing Elements law, Housing Accountability Act, Permit Streamlining Act, and potentially CEQA if any of the remedies for those violations require environmental review. The alternative is to proceed with the commitments that Los Altos has already made, and follow through with program 1.H.

Sincerely,

A handwritten signature in black ink that reads "Sonja Trauss". The signature is written in a cursive, flowing style with a large initial "S".

Sonja Trauss  
Executive Director  
YIMBY Law



## City Council Staff Report

**Meeting Date:** June 23, 2026  
**Prepared By:** Melissa Thurman  
**Approved By:** Gabe Engeland

**Subject:** Determination of Action - Proposed Initiative Measure

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### COUNCIL PRIORITY AREA

General Government

### RECOMMENDATION

Select one of the following actions, pursuant to Elections Code Section 9215:

- Adopt the proposed "Los Altos Downtown Parking Plaza Ordinance" without alteration at the June 23, 2026 meeting (or within 10 days); or
- Submit the proposed "Los Altos Downtown Parking Plaza Ordinance" without alteration to the voters at the next general municipal and statewide election of November 3, 2026

### ENVIRONMENTAL IMPACT

The proposed actions are not projects under California Environmental Quality Act (CEQA) Guidelines §15378(b)(3). A project under CEQA does not include "[t]he submittal of proposals to a vote of the people of the state or a particular community that does not involve a public agency sponsored initiative." (*Stein v. City of Santa Monica* (1980) 110 Cal. App.3d 458; *Friends of Sierra Madre v. City of Sierra Madre* (2001) 25 Cal. 4th 165).

### FISCAL IMPACT

At this time, staff estimates the cost of the November 3, 2026 election, including the initiative measure and two City Council seats (Districts 2 and 4) would be approximately \$164,000. This total is subject to change, based on the Registrar of Voters final invoicing.

### PREVIOUS COUNCIL CONSIDERATION

- April 28, 2026 - City Council directed staff to prepare a report pursuant to Elections Code Section 9212
- June 9, 2026 - City Council accepted the City Clerk's Certificate of Sufficiency of Initiative Petition and reaffirmed the order of a report pursuant to Elections Code Section 9212

### 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
- April 28, 2026 - The City Council directed staff to prepare a report pursuant to Elections Code Section 9212
- 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
- June 9, 2026 - The City Council accepted the City Clerk's Certificate of Sufficiency of Initiative Petition and reaffirmed the order of a report pursuant to Elections Code Section 9212

## **ANALYSIS**

Pursuant to Elections Code Section 9215, after the Elections Code Section 9212 report is presented, the City Council has two options:

- 1.) Adopt the ordinance after the presentation of the Elections Code 9212 report, or within 10 days
- 2.) Call the election for the proposed Ordinance and place it on the ballot of either a special election (between 88-103 days afterward) or on the next statewide election (November 3, 2026)

## **DISCUSSION**

If the City Council decides to adopt the ordinance, the adoption must be done without altering the ordinance as it was submitted. The ordinance would be considered adopted, and would become effective within 30 days. Pursuant to Elections Code Section 9215, the City Council may adopt the ordinance, without alteration, within 10 days after the Elections Code Section 9212 report is received. Pursuant to Elections Code 9217: "No ordinance that is either proposed by initiative petition and adopted by the vote of the legislative body of the city without submission to the voters, or adopted by the voters, shall be repealed or amended except by a vote of the people, unless provision is otherwise made in the original ordinance."

If the proposed Ordinance is adopted, the City would generally be prohibited from selling, leasing, conveying, or declaring as surplus land ten City-owned Downtown Parking Plazas for any reason, or from authorizing new uses or physical alterations that would diminish protected trees or parking availability, access, or convenience, without voter approval.

If the City Council places the initiative on the November 3, 2026 ballot, they are further asked to adopt a resolution directing the City Attorney to prepare the Impartial Analysis; and establishing the schedule for submission of ballot arguments; and authorizing and requesting that the Santa Clara County Registrar of Voters (ROV) conduct the election. The City of Los Altos historically has consolidated their elections with other agencies in Santa Clara County through the Santa Clara County Registrar of Voters (ROV).

The ballot language submitted to the voters will be as follows:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <p>Shall the Ordinance, which prohibits the City of Los Altos from selling, leasing, conveying, or declaring as surplus land the ten City-owned Downtown Parking Plazas for any reason, or from authorizing new uses or physical alterations that would diminish protected trees or parking availability, access, or convenience, unless separately approved by a majority of voters, except that two Parking Plazas may be developed for affordable housing without a vote, be adopted?</p> | YES |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | NO  |

This measure would require the approval of a majority vote of registered voters in the City of Los Altos to become effective. If approved, the measure will take effect 10 days following the date the vote is declared by the City Council, pursuant to Elections Code Section 9217.

The City Council is also asked to adopt a resolution directing the City Attorney to prepare an Impartial Analysis pursuant to Elections Code Section 9160. The analysis should be printed preceding the arguments for and against the measure.

The resolution calling the election would specify that the filing of ballot arguments and rebuttal arguments would need to comply with Election Code sections 9280-9287. The Santa Clara ROV's deadline for primary arguments is August 11, 2026 at 5:00 pm and the deadline for rebuttal arguments and the impartial summary is August 18, 2026 at 5 pm. The word limits for primary arguments, rebuttal arguments, and the impartial summary are 300, 250, and 500, respectively.

## ATTACHMENTS

1. Attachment 1 - Resolution

**RESOLUTION NO. 2026-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY A CITIZEN-  
SPONSORED INITIATIVE MEASURE PROHIBITING THE CITY FROM SELLING,  
LEASING, CONVEYING, OR DECLARING AS SURPLUS LAND THE TEN CITY-  
OWNED DOWNTOWN PARKING PLAZAS WITHOUT VOTER APPROVAL;  
CALLING A SPECIAL ELECTION FOR THAT PURPOSE TO BE CONSOLIDATED  
WITH THE NOVEMBER 3, 2026 GENERAL ELECTION; SETTING THE RULES FOR  
BALLOT ARGUMENTS; AND AUTHORIZING AND REQUESTING THE SANTA  
CLARA COUNTY REGISTRAR OF VOTERS TO CONDUCT THE ELECTION**

**WHEREAS**, on March 18, 2026, a Notice of Intent to Circulate a Petition was filed with the City Clerk with a request that a title and summary be prepared for the Los Altos Downtown Parking Plaza Ordinance (“Ordinance”); and

**WHEREAS**, on April 2, 2026, the City Attorney provided a title and summary for the proposed Ordinance to the proponents; and

**WHEREAS**, the Petition regarding the Ordinance was filed with the City Clerk on May 5, 2026, bearing 3,097 unverified signatures; and

**WHEREAS**, to qualify for the ballot, proponents were required to obtain 2,279 valid signatures on the Petition, which represents 10% of the registered voters in the City of Los Altos; and

**WHEREAS**, the Santa Clara County Registrar of Voters examined the records of voter registration and certified that the Petition contained more than the requisite number of valid signatures to qualify for election; and

**WHEREAS**, the City Clerk certified the sufficiency of the signatures on May 26, 2026; and

**WHEREAS**, pursuant to Elections Code Sections 9212 and 9215, the City Council requested a report on the proposed Ordinance to be submitted to Council at the June 23, 2026 meeting; and

**WHEREAS**, the City Council has received and considered the report, and having been presented with that analysis during the June 23, 2026 meeting, the City Council is proceeding in accordance with Elections Code Section 9215; and

**WHEREAS**, by adoption of Resolution No. 2026-36, on June 9, 2026, the City Council has called a General Municipal Election to elect two members to the City Council and requested that election be consolidated with the Statewide General Election to be held on Tuesday, November 3, 2026,

**WHEREAS**, pursuant to Elections Code Sections 9215, 1405 and 10403, the City Council desires to request that the election for this proposed Ordinance be consolidated with the November 3, 2026, Statewide General Election; and

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALTOS DOES RESOLVE AS FOLLOWS:**

1. Call for Election. Pursuant to California Elections Code Sections 306, 9215, 1405, 9222 and 10403, the City of Los Altos calls an election for the purpose of submitting to the voters of the City a citizen-sponsored initiative entitled “Los Altos Downtown Parking Plaza Ordinance.” The City Council further requests that the election shall be consolidated with the Statewide General Election on November 3, 2026.
2. Ballot Language. The following question shall be submitted to the voters on the ballot:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Shall the Ordinance, which prohibits the City of Los Altos from selling, leasing, conveying, or declaring as surplus land the ten City-owned Downtown Parking Plazas for any reason, or from authorizing new uses or physical alterations that would diminish protected trees or parking availability, access, or convenience, unless separately approved by a majority of voters, except that two Parking Plazas may be developed for affordable housing without a vote, be adopted? | YES |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | NO  |

This question requires the approval of a majority vote of the registered voters of the City of Los Altos voting on the measure at the election to become effective. If the Ordinance is so approved by the voters, then the Ordinance attached hereto as Exhibit A shall become effective ten (10) days following the date the vote is declared by the City Council in accordance with Elections Code Section 9217.

3. Text of Measure. The complete text of the Ordinance to be submitted to the voters for approval is attached to this Resolution as Exhibit A. The text of the measure shall be printed in the ballot materials and be available for public inspection in the City Clerk’s Office and on the City of Los Altos website at [www.losaltosca.gov](http://www.losaltosca.gov).
4. Publication of Measure. The City Clerk is hereby directed to cause notice of the measure to be published once in a newspaper of general circulation in the City of Los Altos, in accordance with the California Elections Code Section 12111 and California Government Code Section 6061.
5. Request to Conduct Elections and Canvass Returns.
  - (a) Pursuant to Elections Code commencing with Section 10400, the City Council hereby requests, consents, and agrees that the Santa Clara County Registrar of Voters shall take all actions which are necessary or appropriate in connection with the election,

- including, but not limited to, printing and mailing sample ballots, arguments and applications for absentee ballots, canvassing election returns and certifying the results of the election to the City Council. Pursuant to Elections Code Section 10002, the Board of Supervisors of Santa Clara County is requested to permit the Registrar of Voters to render all services specified by Elections Code Section 10418 relating to the election. The City of Los Altos hereby agrees to reimburse the Santa Clara County Registrar of Voters in full for any services performed by each for the City upon presentation of an invoice to the City.
- (b) The election on the Ordinance shall be held and conducted, the voters canvassed and the returns made, and the results ascertained and determined as provided herein.
  - (c) The election shall be held in accordance with the Elections Code of the State of California.
  - (d) At the next regular meeting of the City Council of the City of Los Altos occurring after the returns of the election for the Ordinance have been canvassed and the results have been certified to the City Council, or at a special meeting called for such purpose if required by law, the City Council shall cause to be entered in its minutes a statement of the results of the election.
6. Submission of Ballot Arguments. The City Council hereby adopts provisions governing the filing of ballot arguments and rebuttal arguments for the proposed Ordinance as set forth in California Elections Code commencing with Section 9282. All ballot arguments and rebuttal arguments for and against the measure shall be filed with the City Clerk pursuant to the timelines set forth in the Election Calendar of the Santa Clara County Registrar of Voters for the November 3, 2026 Statewide General Election. Pursuant to Elections Code Section 9282(a), the City Council authorizes the City Council to draft an argument against the Ordinance.
7. Submission of Supporters and Opponents. Pursuant to Elections Code Section 9170 and the timelines set forth in the Election Calendar of the Santa Clara County Registrar of Voters for the November 3, 2026 Statewide General Election, proponents and opponents of the Ordinance may submit, to the City Clerk, a list of supporters and opponents, with the necessary supporting documents, to be printed after the ballot label.
8. Impartial Analysis. In accordance with California Elections Code Section 9280, the City Council directs the City Clerk to transmit a copy of the Ordinance to the City Attorney, who shall prepare an Impartial Analysis showing the effect of the measure on the existing law and the operation of the measure, by August 18, 2026, at 5 p.m. The City Attorney's Impartial Analysis may not exceed 500 words.
9. Services of the City Clerk. The City Clerk is hereby authorized and directed to take all steps necessary to place the measure on the ballot, including giving further or additional notice of the election as required by law, and to cause the Ordinance to be printed. The City Clerk, after conferring with the City Attorney, is hereby authorized and directed to

make any minor changes to the ballot question or provisions of this Resolution, if such changes are required by law or necessary to ensure the election proceeds.

10. Canvass Returns of the Election. The Santa Clara County Registrar of Voters is hereby authorized to canvass the returns of the election, including this ballot measure.

11. Filing of Copy of Resolution. The City Clerk is hereby directed to file a certified copy of this Resolution with the Santa Clara County Registrar of Voters.

12. Election Held Pursuant to Law. In all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

13. Effective Date. This Resolution shall take effect upon its 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 23rd day of June 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Sally Meadows  
Mayor

ATTEST:

---

Melissa Thurman, MMC  
City Clerk

Exhibits:

A. Text of Measure

## **Los Altos Downtown Parking Plazas Ordinance**

The people of the City of Los Altos do ordain as follows:

### **SECTION 1. Title.**

This Ordinance may be cited as the “Los Altos Downtown Parking Plazas Ordinance.”

### **SECTION 2. Los Altos Downtown Parking Plazas Ordinance.**

The City of Los Altos Municipal Code is hereby amended by adding Chapter 14.92 to Title 14.

#### **Chapter 14.92. Downtown Parking Plazas.**

##### **14.92.010 Findings and Purpose.**

The people of the City of Los Altos find and declare that:

1. The City of Los Altos has a unique arrangement of land uses that require regulations and standards that are important to preserve the character of Los Altos and provide for compatibility of adjacent uses;
2. The General Plan Community Design and Historic Resources Element provides for a Downtown core with a village atmosphere reflective of traditional historic commercial development with parking plazas, and for the preservation of trees, especially heritage and protected trees;
3. The General Plan Land Use Element provides for downtown public parking in order to maintain vitality by ensuring adequate shared parking to serve businesses and visitors;
4. In 1957, the property commonly known as the Downtown Parking Plazas – designed as critical infrastructure to provide common use and distributed, accessible, open, surface public parking – was acquired and developed through assessment funding from Downtown property owners who continue to receive benefits from their investment;
5. The now City-owned Parking Plazas are central to how Downtown functions, and development decisions made by the City may affect the limited supply of public parking and the quality of environmental and scenic resources;
6. Any decision to sell, lease, convey, declare surplus, or re-purpose the Downtown Parking Plazas for any use other than for surface parking and vehicular access should first be approved by a majority vote to ensure that the proposed change is consistent

with the purpose of the Downtown core and does not negatively impact businesses or visitors;

7. At the same time, the City should have the flexibility to maintain and repair the Downtown Parking Plazas, and to use Parking Plazas for short-term special community events and farmers markets; and
8. This measure is intended to balance mandated statewide affordable housing goals with preserving the character of Downtown Los Altos and the availability, access, and convenience of public parking for Downtown workers, customers, and visitors.

#### **14.92.020 Definitions.**

“City” means the City of Los Altos, California, and shall collectively refer to the Mayor, City Council, all City departments, and all City employees.

“Downtown” shall refer in general terms to the area generally bound by Foothill Expressway, San Antonio Road, and Edith Avenue, and as also referred to on page 17 of the Land Use Element of the General Plan as “Downtown.”

“Parking Plazas” shall refer to the following publicly-accessible, open and surface parking lots located in the Downtown area which are owned by the City:

| <u>Common Designation</u>              | <u>APN Number</u> |
|----------------------------------------|-------------------|
| Plaza 1, South Plazas, First Street    | 16740039          |
| Plaza 2, South Plazas, Second Street   | 16740072          |
| Plaza 3, South Plazas, Third Street    | 16738002          |
| Plaza 4, Central Plazas, First Street  | 16739057          |
| Plaza 5, Central Plazas, Second Street | 16739069          |
| Plaza 6, Central Plazas, State Street  | 16738028          |
| Plaza 7, North Plazas, First Street    | 16739032          |
| Plaza 8, North Plazas, Second Street   | 16739007          |
| Plaza 9, North Plazas, Fourth Street   | 16738049          |
| Plaza 10, North Plazas, Fourth Street  | 16738029          |

#### **14.92.030 Preservation of Parking Plazas.**

Notwithstanding any other provision in the City's Municipal Code, General Plan, or other City statutes or policies, the City may not take any of the following actions with respect to a Parking Plaza unless and until the action is approved by a majority vote of the City's voters:

1. Sell, trade, lease, donate, dispose or otherwise convey any Parking Plaza, or any portion thereof, for any reason.
2. Designate or change the use of any Parking Plaza in any way which would affect the use of the Parking Plazas for parking or which would diminish the availability, access or convenience of public parking.
3. Declare any Parking Plaza "surplus land" or "exempt surplus land" under the California Surplus Land Act (Government Code sections 54220 et seq.).
4. Modify, alter or construct any capital project or other physical alteration on any of the Parking Plazas which permanently diminishes the availability, access or convenience of public parking.
5. Modify or physically alter any Parking Plaza by adding additional levels or floors.
6. Modify or physically alter any Parking Plaza in a way which would negatively affect protected trees or the tree canopy.

#### **14.92.040 Third Party Agreements.**

The City shall not enter into any development agreement, public-private partnership, ground lease, joint powers agreement, or similar arrangement that would enable a third party to undertake actions prohibited by this measure without voter approval.

#### **14.92.050 Exceptions.**

Notwithstanding section 14.92.030, the City may take the following actions with respect to the Parking Plazas without a vote of the People:

1. Maintain and repair the Parking Plazas, even if these activities temporarily affect parking availability, access, or convenience, if they are intended to preserve or improve the access or convenience of public parking.
2. Host community activities, such as the farmers market or similar events, which use the Parking Plazas on a short-term and temporary basis.
3. Develop Parking Plaza 7 (APN: 16739032) and Parking Plaza 8 (APN:16739007) for affordable housing.

#### **14.92.060 Reenactment Required for City Actions Prior to Effective Date.**

If the City takes any action listed in section 14.92.030 on or after the date of publication of the notice of intention to circulate the initiative petition adding this Chapter to the Municipal Code, as required by the Elections Code, but prior to the effective date of this Chapter, which was not adopted in compliance with the requirements of this Chapter, that action shall be deemed null, void and of no further force or effect unless and until the action is reenacted in compliance with the requirements of this Chapter.

Any action listed in section 14.92.030 taken by the City on or after the date of publication of the notice of intention to circulate the initiative petition adding this Chapter to the Municipal Code, as required by the Elections Code, shall be subject to the requirements of this Chapter.

#### **14.92.070 Required Election.**

1. If the City wishes to take any action listed in section 14.92.030, the City Council must place such action on the next regularly-scheduled election ballot following the final City approval of the action.
2. The City Council shall not place such action on the ballot unless and until the City has taken all steps necessary under the law to approve the action.
3. Such action shall not become effective unless and until it is first approved by the City pursuant to all legal requirements and thereafter approved by the voters pursuant to this Chapter.
4. Placing an action listed in sections 14.92.030 on the ballot shall not affect other legal requirements for such action, including environmental review under the California Environmental Quality Act and consistency with the General Plan.
5. All materials which the City prepares for distribution to voters in connection with the election referenced herein, including the voter information pamphlet, shall describe with particularity the proposed action, the impact of the proposed action on the Parking Plazas, the change, if any, in the number or location of parking spaces, and the cost to the City.

#### **14.92.080 Citizen Initiative.**

An action listed in section 14.92.030 may be placed on the ballot via citizens' initiative and will take effect based on approval by a majority of the City's voters.

#### **SECTION 3. Earliest Possible Election.**

The people of Los Altos hereby expressly request that this measure be submitted to the voters of Los Altos at the earliest time allowable by law.

#### **SECTION 4. Effective Date.**

This measure shall become effective upon its approval by a simple majority of electors voting on the measure, but shall become operative as of the date of publication of the notice of intention to circulate the initiative petition adding this Chapter to the Municipal Code, as required by the Elections Code.

#### **SECTION 5. Conflicting Measures.**

A. Any other measure concerning or affecting the availability, access, or convenience of public parking for Downtown customers, workers and visitors which appears on the same ballot shall be deemed to conflict with this measure.

B. In the event that this measure and one or more conflicting measures appear on the same ballot, the provisions of the measure which receives the greater number of affirmative votes shall prevail in their entirety, and the other measure or measures shall be null and void.

C. If this measure is approved by the voters but superseded by any other conflicting measure approved by voters at the same election, and the conflicting ballot measure is later held invalid, this measure shall be self-executing and given full force and effect.

#### **SECTION 6. Severability.**

Should any provision of this measure, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, voidable, or invalid, that determination shall have no effect on any other provision, or the application of this measure to any other person or circumstance and, to that end, the provisions hereof are severable. By approving this measure, the voters express their intent that each section and subsection would have been adopted irrespective of whether any one or more sections or subsections are found to be invalid or unconstitutional, and that each section and subsection is therefore explicitly severable, part-by-part, phrase-by-phrase, and word-by-word, and that if any portion is determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, voidable or invalid, that the least amount of language be severed from the measure.

#### **SECTION 7. Amendments.**

No provision of this measure shall be amended or repealed except by a vote of the people.

#### **SECTION 8. Liberal Construction.**

This measure shall be liberally construed to effectuate its purposes.

#### **SECTION 9. Municipal Affairs.**

A. The people of the City of Los Altos declare that preserving the availability, access and convenience of public parking for Downtown customers, workers and visitors by requiring voter approval of any change in use of the Parking Plazas constitutes a municipal affair.

B. The people of the City of Los Altos declare their intent that this citizen initiative be enacted, and voter approval be required for changes to the Parking Plazas, if this measure is approved by a simple majority of voters.

**SECTION 10. Legal Defense.**

The people of the City of Los Altos desire that this measure, if approved by the voters and thereafter challenged in court, be defended by the City. The people, by approving this measure, hereby declare that the proponents of this measure have a direct and personal stake in defending this measure from constitutional or statutory challenges to the measure's validity or implementation. In the event the City fails to defend this measure, or the City fails to appeal an adverse judgment against the constitutionality, statutory permissibility, or implementation of this measure, in whole or in part, in any court of law, the measure's proponents shall be entitled to assert their direct personal stake by defending the measure's validity and implementation in any court of law and shall be empowered by the people through this measure to act as agents of the people. The City shall indemnify the proponents for reasonable expenses and any losses incurred by the proponents, as agents, in defending the validity and/or implementation of the challenged measure. The rate of indemnification shall be no more than the amount it would cost the City to perform the defense itself.



## City Council Staff Report

**Meeting Date:** June 23, 2026

**Prepared By:** Gabe Engeland

**Approved By:** Gabe Engeland

**Subject:** Consideration of an Advisory Ballot Measure Regarding the Los Altos Downtown Parking Plaza Ordinance

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### **COUNCIL PRIORITY AREA**

Business Communities

Circulation Safety and Efficiency

Housing

General Government

### **RECOMMENDATION**

Provide direction to staff on whether to draft a resolution placing an advisory measure or measures on the upcoming municipal ballot

### **ENVIRONMENTAL IMPACT**

The placement of an advisory, non-binding measure on the ballot does not constitute a "project" under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), as it is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

### **FISCAL IMPACT**

Placing a measure on the ballot will incur a fiscal impact. The Santa Clara County Registrar of Voters charges the City for the marginal costs of adding the measure to the ballot and printing the associated materials (impartial analysis and arguments) in the county Voter Information Guide. The exact cost is variable and depends on the final word count of the submitted materials, the number of submitted materials, and the total number of items sharing the ballot.

### **PREVIOUS COUNCIL CONSIDERATION**

None

### **BACKGROUND**

A citizen initiative, the Los Altos Downtown Parking Plaza Ordinance, has qualified for the upcoming ballot. The City Council has the option to place a separate, non-binding advisory measure or measures on the ballot to formally gauge public opinion and receive community guidance on the City's housing policies and response to state mandates should the initiative be approved by voters.

### **ANALYSIS**

### **State Law on Advisory Measures**

California Elections Code Section 9603(a) authorizes a city to hold an advisory election on any date on which the jurisdiction is permitted to hold a regular or special election. The statute permits the City to place a question on the ballot "for the purpose of allowing voters within the respective jurisdiction, or a portion thereof, to voice their opinions on substantive issues, or to indicate to the local legislative body approval or disapproval of the ballot proposal."

### **Purpose of Advisory Measures**

Advisory measures are strictly non-binding polling tools used by local governments to gather broad, formal public input on policy directions or community priorities.

Under Elections Code Section 9603(c), an advisory vote is defined as "an indication of general voter opinion regarding the ballot proposal." The statute explicitly notes that "the results of the advisory vote will in no manner be controlling on the sponsoring legislative body." To ensure voters understand the nature of the question, Elections Code Section 9603(b) requires that the ballot heading immediately above the proposal read: "Advisory Vote Only."

### **Process for Placing an Advisory Measure on the Ballot**

If the City Council chooses to place an advisory measure, or advisory measures, on the ballot the following statutory steps must be completed:

1. **Drafting the Question:** The Council must formulate and approve the specific language of the advisory question. By law, the ballot question is limited to 75 words. Each of the optional advisory measures attached to this report are compliant with law. The City Council may place one or more advisory measures.
2. **Adoption of a Resolution:** The City Council must adopt a resolution calling for the advisory measure to be placed on the ballot and requesting consolidation with the scheduled election. This resolution must be submitted to the Santa Clara County Registrar of Voters no later than 88 days prior to the election date. If directed by Council, staff will return with a resolution at the next meeting.
3. **Impartial Analysis and Arguments:** Upon adoption of the resolution, the City Attorney is required to prepare an impartial analysis of the measure (not to exceed 500 words). The Council may also designate members to draft the official ballot argument in favor of the measure, and a rebuttal argument if necessary.

### **DISCUSSION**

Not Applicable.

### **ATTACHMENTS**

1. Attachment 1 - Consideration of Advisory Ballot Measure

### Question 1

**ADVISORY VOTE ONLY:** If voters approve the Los Altos Downtown Parking Plaza Ordinance, shall the City Council adopt zoning changes that allow increased housing density and height in single-family residential areas to maintain compliance with current and future State housing mandates and reduce the risk of Housing Element decertification?

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### Question 2

**ADVISORY VOTE ONLY:** If voters approve the Los Altos Downtown Parking Plaza Ordinance, shall the City Council permit increased building heights and more intensive development in areas not currently zoned for such development, including downtown Los Altos and single-family neighborhoods, to maintain compliance with current and future State housing mandates?

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### Question 3

**ADVISORY VOTE ONLY:** If voters approve the Los Altos Downtown Parking Plaza Ordinance, shall the City Council maintain compliance with current State housing laws, and future State mandates, by increasing housing density in single-family neighborhoods, allowing greater height and density of developments in all business districts, including downtown, and reduce downtown parking by approximately 250 spaces?

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### Question 4

**ADVISORY VOTE ONLY:** If voters approve the Los Altos Downtown Parking Plaza Ordinance, shall the City Council take all necessary actions to avoid threatened litigation, maintain compliance with current and future housing mandates, reduce the risk of housing element decertification, and prevent the possibility of the Builder's Remedy which allows developments without local zoning control, by taking actions to include rezoning single-family neighborhoods, downtown, business districts, and other areas for increased building height and density?

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### Question 5

**ADVISORY VOTE ONLY:** If voters approve the Los Altos Downtown Parking Plaza Ordinance, shall the City Council be advised to maintain compliance with current and future State housing laws, to reduce the risk of Housing Element decertification, the potential application of the Builder's Remedy, and avoid threatened litigation, even if doing so requires allowing increased building height and density downtown, reducing downtown parking, rezoning single-family zoning, and allowing more dense mixed-use developments downtown and in business districts?

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## City of Los Altos 2026 Tentative Council Agenda Calendar

**July 14, 2026**

**Regular Meeting – 7:00 p.m.**

### **CONSENT:**

- Resolution to Amend the Joint Volunteer Awards Committee
- Resolution to Execute Amendment No. 1 to the ADP Workforce Now Comprehensive Services Agreement
- Contract Renewal - Orchard Maintenance Agreement
- Appropriation of funds as part of annexation into the Santa Clara County Central Fire Protection District

### **DISCUSSION:**

- General Plan Visioning
- Police Station Design Options
- Sales Tax Ballot Measure

*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 | <b>COMPLETED</b> |
| 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           | <b>ONGOING</b>   |
| Program 1.L: General Plan amendments.                                                                                     |                                                                                                                    |  | Ongoing           | <b>ONGOING</b>   |
| Program 1.M: SB 9 implementation.                                                                                         |                                                                                                                    |  | Ongoing           | <b>ONGOING</b>   |
| Program 1.N: Facilitate and monitor pipeline housing projects.                                                            |                                                                                                                    |  | Ongoing           | <b>ONGOING</b>   |
| Program 2.C: Assist in securing funding for affordable housing projects.                                                  |                                                                                                                    |  | Ongoing           | <b>ONGOING</b>   |
| Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).                                                    |                                                                                                                    |  | Ongoing           | <b>ONGOING</b>   |
| Program 2.E: Conduct annual ADU rental income surveys.                                                                    | Annual Survey                                                                                                      |  | Annually          | <b>ONGOING</b>   |
| Program 4.A: Support efforts to fund homeless services.                                                                   |                                                                                                                    |  | Ongoing           | <b>ONGOING</b>   |
| Program 4.B: Continue to participate in local and regional forums for homelessness, supportive, and transitional housing. |                                                                                                                    |  | Ongoing           | <b>ONGOING</b>   |
| Program 5.A: Monitor condominium conversions.                                                                             |                                                                                                                    |  | Ongoing           | <b>ONGOING</b>   |
| Program 5.B: Continue to administer the City's affordable housing programs.                                               |                                                                                                                    |  | Ongoing           | <b>ONGOING</b>   |
| Program 5.C: Restrict commercial uses from displacing residential neighborhoods.                                          |                                                                                                                    |  | Ongoing           | <b>ONGOING</b>   |
| Program 5.D: Implement voluntary code inspection program.                                                                 |                                                                                                                    |  | Ongoing           | <b>ONGOING</b>   |
| Program 5.E: Help secure funding for housing rehabilitation and assistance programs.                                      |                                                                                                                    |  | Ongoing           | <b>ONGOING</b>   |

|                                                                                                                            |                                  |  |         |                |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------|--|---------|----------------|
| Program 6.A: Assist residents with housing discrimination and landlord-tenant complaints.                                  |                                  |  | Ongoing | <b>ONGOING</b> |
| Program 6.B: Maintain and expand an inventory of affordable housing funding sources.                                       | Inform, Evaluate<br>Apply/Submit |  | Ongoing | <b>ONGOING</b> |
| Program 6.F: Affirmatively market physically accessible units.                                                             |                                  |  | Ongoing | <b>ONGOING</b> |
| Program 7.A: Promote energy and water conservation and greenhouse gas reduction through education and awareness campaigns. |                                  |  | Ongoing | <b>ONGOING</b> |
| Program 7.B: Monitor and implement thresholds and statutory requirements of climate change legislation.                    |                                  |  | Ongoing | <b>ONGOING</b> |

**DATE:** 06/23/2026

**TO:** COUNCILMEMBERS

**FROM:** CITY MANAGER'S OFFICE

**SUBJECT:** COUNCIL Q&A FOR JUNE 23, 2026 CITY COUNCIL REGULAR MEETING

**Study Session (HH EIR):**

- Please explain the request for a “scoping meeting” from Friends of Historic Grove. What is a scoping meeting? What was the City’s response to the FOHG letter dated March 14, 2025 (packet page 174)?

**Answer:** Scoping meeting is a planning session where stakeholders define project objectives and provide input on the scope of the EIR’s analysis. According to CEQA Section 21083.9, a scoping meeting is required for a proposed project that may affect highways or other facilities under the jurisdiction of the Department of Transportation or for a project of statewide, regional, or areawide significance as defined in CEQA Guidelines Section 15206. Given the project site is not subject to Caltrans jurisdiction and the project does not meet the definition in Guidelines Section 15206, Staff determined that this comment was not relevant and that the scoping meeting was not required.

- Why did the public comment period begin on June 11 instead of the date of the study session?

**Answer:** The 45-day Draft EIR public comment period started with the release of the Notice of Availability on June 11, 2026. It is typical for the study session on a Draft EIR to be held during, and not at the start of, the public review period so that the public can have an opportunity to review the document and provide comments at the study session.

- Have there been prior Draft and/or Final EIR’s prepared for Halsey House, and if so when were they done?

**Answer:** Staff is not aware of any Draft and Final EIR’s prepared for the Halsey House. Multiple study sessions were completed since 2013 and the Council appropriated funding for the environmental review for Halsey House in the meeting held on May 09, 2023.

- Does the Draft EIR's analysis of the Mothballing alternative (Section 8.2.2.5) incorporate the City's 2021–2026 experience mothballing this same structure? It claims that "Mothballing

typically protects historic buildings for a period of up to 10 years," while five years of mothballing have already gone by. Shouldn't that site-specific data be part of the feasibility/effectiveness analysis supporting (or countering) its "environmentally superior" designation?

**Answer:** Draft EIR analysis did not incorporate the 2021 – 2026 mothballing experience because the official mothballing consistent with the Secretary of the Interior's Standards was not performed.

- Does Halsey House currently have a functional sewer connection? Would the Full Rehabilitation alternative (Section 8.2.2.3) require a new connection, potentially involving construction in the Adobe Creek bed itself? What regulatory agencies would be involved, given the potential disruption to surface or hyporheic creek flow?

**Answer:** Halsey House currently appears to be connected to the sanitary sewer main on the southeast side of the house. Full rehabilitation would not require construction in the Adobe Creek since there is an existing sanitary sewer lateral and main approximately 120ft southeast of the Halsey House.

- Has the site-specific flood risk assessment referenced in Section 8.2.2.3 been completed? If Full Rehabilitation were found to require elevating the structure on a new foundation, how would that affect the alternative's "no impact to historic integrity" conclusion, given that foundation elevation is itself a significant physical alteration?

**Answer:** No, the full site-specific flood risk assessment would be completed if the full rehabilitation of Historic Resource alternative is chosen; Halsey House CEQA Hydrology study is included in the Appendix F of the Draft EIR. If elevating the structure was required, the improvements would be required to adhere to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. As a result of adhering to those standards this alternative would not affect the historic integrity of the structure.

#### **Agenda Item 2 (Structural Reach Replacement):**

- Where were the sewer lines replaced?

**Answer:** Nandell Lane (Easement), Plateau Avenue, Country Club Drive, Whitham Avenue, Esberg Road (Easement), Mora Court (Easement), Oakridge Drive, Fairway Drive.

#### **Agenda Item 3 (Intersection Access Barrier Removal):**

- Where were the intersections upgraded?

**Answer:** Estrellita Way and Los Altos - Palo Alto Bike Path, Los Altos Avenue and Los Alos – Palo Alto Bike Path

**Agenda Item 6 (Treasurer's Report):**

- Did the finance commission review this report? If so, did they have any comments or input?

**Answer:** No. The Finance Commission did not review this report.

- There is an entry on 2/21 for \$183,473.73 paid to SCL-North. What was this payment for?

**Answer:** The payment was for the purchase of downtown solar lights and poles as part of the Downtown Lighting Improvements Project.

- There is an entry on 3/12 for \$144,053.00 to Altec, Inc. What was this payment for?

**Answer:** The payment was for the purchase of a new aerial lift/bucket truck body and equipment package for City operations, including an Altec AT37G telescoping/articulating aerial device mounted on a Ford F-550 chassis, along with related safety, electrical, and utility accessories.

- Please provide more detail on these check register entries:

201593 01/08/2026 99996 COMCAST 282,065.63

What was the nature of the error?

**Answer:** Comcast erroneously submitted a \$282,065.63 payment via ACH to the City of Los Altos that was intended for the Town of Los Altos Hills. Once the error was identified, the City issued a refund check.

201749 01/22/2026 10875 Flock Group Inc. 47,500.00

Which set of cameras and time period was covered by this payment?

**Answer:** The payment covered the 2026–27 renewal, including 15 license plate recognition (LPR) cameras and associated Advanced Search software licenses. This represented Year 2 of a 24-month agreement.

201837 02/05/2026 10063 ALAMEDA COUNTY SHERIFF'S OFFICE 350.00

**Answer:** The payment was for a half-day rental of Range C (4 hours) at the Alameda County Sheriff's Office Regional Training Center for Police Department training on January 27, 2026

202290 03/19/2026 12015 PENINSULA DEMOCRATIC COALITION 551.00

Is this a normal room rental transaction?

**Answer:** Yes. The payment was a refund of a facility rental security deposit.

202359 03/26/2026 12037 PETTY CASH CUSTODIAN 193.05

**Answer:** The payment was to MSC petty cash fund for routine operational expenses. Petty cash is replenished periodically based on submitted receipts and expenditures.

**Agenda Item 7 (Updated Purchasing Policy):**

- Does the city have any mechanism to check whether potential vendors have had legal issues elsewhere?

**Answer:** The City does not have a formal process to investigate a vendor's legal history. Vendor selection is based on the City's Purchasing Policy, including competitive bidding, qualifications, experience, references, ability to perform, licensing, insurance, and compliance with procurement requirements, as applicable.

**Agenda Item 8 (Urban Forestry Assessment):**

- So that Council Members can be sure they are in compliance with Government Code Section 84308, please provide the Firm Name, Contact Name, Contact's Role, and Location of for each of the four firms that bid on this project.

**Answer:** The City received four submissions from:

- Dudek, Ryan Allen – Project Manager, Oakland, CA
  - Arbor Pro, Oscar R. Corvera - Project Executive/Vice President, Orange, CA
  - Davey Resource Group, Michael Cappon - Project Manager, Kent, Ohio
  - Biotech Consulting, John A. Miklos - Principal-in-Charge, Orlando, Florida
- Can we please get more explanation about the main deliverables for this project?

**Answer:** The main deliverables include a public tree inventory, a citywide land cover assessment, an operations and maintenance framework for city staff, and resource guides for residents. Staff will work with the consultant to refine these items as the project goes along, allowing the final deliverables to adjust based on what best meets city and community needs. These deliverables support efforts to protect and maintain the urban forest, which the Climate Action and Adaptation Plan (CAAP) identifies as a key asset for carbon sequestration, heat reduction, and climate resilience, which helps the City work toward its 2035 carbon neutrality goals. This project is the direct result of the Environmental Commission's 2025 Work Plan Urban Forest initiative approved by the City Council at the February 11, 2025, Joint Council meeting.

- Will the project assess which types of trees are best able to thrive in our changing environment and also identify ones that are ill-suited to our area in light of climate change?

**Answer:** Yes. The project will evaluate current tree conditions and species health across Los Altos, providing the data needed to identify which varieties are climate-resilient and which are not best suited for the area.

- Will the tree inventory be made available to the public?

**Answer:** Potentially. The City may work to integrate the tree inventory into the City's existing GIS mapping platform depending on best practice and recommendations from the consultant. Pursuant to the City's Public Records Policy and Public Records Act, draft inventory documents will not be made available to the public.

#### **Agenda Item 10 (SB707 Policy):**

- The draft applies to "all open and public meetings of the City Council ... at which remote public participation is offered or required under the Brown Act." 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. But SB707 contains specific exceptions for certain types of meetings, including judicial/administrative proceedings, property inspections, meetings with state/federal officials on legislative or regulatory issues, meetings in or near agency-owned facilities limited to facility-related topics, and emergency meetings under Government Code § 54956.5. Can this section be amended to read:

*"This policy applies to open and public meetings of the City Council of the City of Los Altos that are subject to Government Code § 54953.4's requirement to provide public attendance by two-way telephonic service or two-way audiovisual platform. This policy does not apply to meetings exempted from that requirement under Government Code § 54953.4, including meetings held to attend judicial or administrative proceedings to which the City is a party, inspect real or personal property when the topic is limited to that property, meet with state or federal officials solely regarding legislative or regulatory issues within their jurisdiction, meet in or nearby a City-owned facility when the topic is limited to that facility, or meet in an emergency situation under Government Code § 54956.5."*

**Answer:** This language has been added.

- The definition of "disruption" does not track the language of the statute. Can the definition read:

*"Disruption" means a disruption of telephonic or internet service that prevents members of the public from attending or observing the meeting via the City's two-way telephonic service or two-way audiovisual platform.*

**Answer:** This language has been added.

- Section 5.1.3 says that after the Mayor announces the disruption, the Mayor “may then call for a recess of the open session, or convene the legislative body in closed session.” 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. But under SB 707, if the statutory disruption occurs, the body **shall recess the open session** for at least one hour and make a good-faith attempt to restore service. The recess is mandatory, not discretionary. Should “may” be changed to “shall” in that section?

The draft says the Mayor may “convene the legislative body in closed session, consistent with the Brown Act.” 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. SB 707 permits the body to meet in closed session during the recess period, but it does not independently create a closed-session basis. The closed session must still be authorized by the Brown Act and properly noticed or otherwise permissible. Can sections 5.1(3) – (5) be replaced with the following language:

*“Upon determining that a disruption has occurred, the Mayor shall recess the open session. During the recess, the City Council may meet in closed session only to the extent the closed session is otherwise authorized, noticed, and conducted in compliance with the Brown Act. Staff shall make good faith efforts to diagnose and restore the disrupted telephonic or internet service. The open session shall remain in recess until at least one hour following the disruption or until telephonic or internet service is restored, whichever occurs earlier.”*

**Answer:** This language has been added.

- SB 707 provides that if an eligible legislative body elects to provide a two-way audiovisual platform, it must publicly post and provide a call-in option and activate automatic captioning if the platform includes that function. The draft does not address that. It may be outside the narrow disruption-policy requirement, but because the draft defines “remote access services,” it would be prudent to add an operational cross-reference. Can we add this:

*“When the City provides a two-way audiovisual platform for a covered meeting, the City shall publicly post and provide a call-in option and shall activate any automatic captioning function included with the platform, consistent with Government Code § 54953.4.”*

**Answer:** Our agendas currently provide a call-in number for members of the public who would prefer to listen to the meeting via phone. This will not change, except after

**July 1<sup>st</sup>, any member of the public listening by phone has the option to press \*9 on their device to “raise their hand” to speak during public comment. Closed captioning is available on Zoom and on YouTube.**

**However, the suggested language has been added to the draft policy under Section 2 “Purpose”.**

- GC section 54953.4 is repealed as of January 1, 2030. Can we add the following:

*Effective Period:*

*“This policy shall become operative on July 1, 2026 and shall be repealed when Government Code § 54953.4 is repealed (currently set to be repealed on January 1, 2030).”*

**Answer: This language has been added.**

- In the Resolution, the date in the "I Hereby Certify" clause should be updated to June 23, 2026.

**Answer: This has been corrected.**

The discussion states "Currently, city staff plans to meet the requirements of SB 707 by allowing public comment via Zoom," and goes on to explain the disadvantages of allowing telephonic interaction. However, on the next page there's a section entitled Telephonic Public Comment, which suggest that would be supported. Is staff recommending only Zoom, or Zoom and telephonic?

**Answer: Our intention is to allow both telephonic *and* remote public comment via Zoom vs. using one exclusively over the other. Since Zoom allows for both options, we plan to continue to use Zoom, and to use both “Raise your Hand” and “\*9” for members of the public who are attending by watching via Zoom, and those attending by listening over phone on Zoom. If the city were to not use Zoom and instead only provide public comment telephonically, the challenges listed in the staff report remain; hence the reasoning behind continuing to utilize Zoom for both methods of remote public comment.**

**Agenda Item 11 (Election Code Section 9212):**

- In the Housing Element, in addition to program 1H (which is specific to housing on city-owned land), does the Report call out that the initiative would preclude implementing program 3A, "Prepare a Downtown Parking Plan and Update Citywide Parking Requirements"? Key elements of 3A are listed below, and would presumably be disallowed by the measure:
  - Identify approaches to address short and long-term parking needs considering innovative parking design and strategies that support efficient use of land;

- Reflect that the City will support consolidation of City-owned parking plazas;
- Prepare a Downtown parking plan and modify parking requirements.

**Answer:** While Program 3A has been completed through preparation of the Downtown Los Altos Parking Strategy and parking ordinance amendments, implementation of those measures could be affected by the ballot measure. A discussion of these potential impacts is provided on pages 29 and 73 of the 9212 Report. In summary, the ballot measure may constrain implementation of the parking management strategies outlined in the Parking Strategy, including potentially delaying or limiting new improvements on parking plazas, such as electric vehicle charging stations and bicycle parking facilities. More broadly, the measure could conflict with key objectives of the Parking Strategy by restricting the City's ability to support Downtown economic vitality, optimize use of existing parking resources, and ensure adequate parking supply. Additionally, the ballot measure introduces ambiguity regarding whether future implementation of certain Parking Strategy items would require voter approval. To the extent that individual actions could be interpreted as "modifying" or "altering" a Plaza in a manner that "diminishes" parking availability, access, or convenience—even when intended to improve overall system efficiency—such actions could trigger the measure's voter approval requirement.

- Does the 9212 identify that Figure B-2 in the Housing Element (titled " ... Site Inventory Map by Income Category (North-Central Portion of Los Altos)", pg 159) shows that all downtown parking plazas (not just 7&8) are identified as possible housing sites? This is also confirmed in Table B-10 where parking plazas 1-10 are listed by their APNs. What is the impact of losing the parking plazas in our Housing Element site inventory?

**Answer:** The 9212 report identifies that all the plazas are included as housing sites in the housing element. Discussion of this starts on page 49 of the report. The Downtown Parking Plazas count towards 124 units: 63 moderate-income units and 61 above moderate-income units. Not counting Parking Plazas 7 and 8, which are addressed as an undefined exception in the Ballot Measure, the rest of the Parking Plazas still account for 32 units in the moderate-income category and 61 units in the above moderate-income category. A potential loss of the Parking Plazas as housing sites would create a RHNA shortfall in the moderate and above moderate-income categories, leading to the City having a smaller surplus of 139 moderate units and a shortfall of 16 above-moderate units. Since the above moderate category would have a shortfall, the City would be unable to meet its RHNA without additional amendments to its certified 6th Cycle Housing Element. This could lead HCD to make a finding of noncompliance for the City's 6th Cycle Housing Element unless the City can identify

**and make available additional housing sites to address the above moderate shortfall within an 180-day time frame.**

- The Report points out risks and uncertainties associated with the ill-defined Exception allowing development of Plazas 7 & 8 for affordable housing. The Report though doesn't evaluate the inconsistency between that Exception and the fact that the APNs for Plazas 7&8 are included in "14.92.020 Definitions" with all the other Plazas to be covered by the measure. Please assess the risks and contradiction between the Definitions including Plazas 7 & 8 and the exceptions supposedly excluding them.

**Answer:** Including Plazas 7 and 8 in the definition of "Plazas" while also providing an exception for their development creates an internal inconsistency. Because the parcels are expressly identified as subject to the measure, it is uncertain whether the exception fully overrides those restrictions. This conflict introduces ambiguity as to whether the exemption would apply in practice, creating a risk that affordable housing development on these sites could still be subject to voter approval requirements or legal challenge. If development on Plazas 7& 8 were found to be precluded by the adopted Ballot Measure, it would lead to an additional reduction of the surplus of moderate units from 139 to 108 units. Additionally, because the initiative shifts project-level decisions to a voter approval process, it introduces a high degree of uncertainty and susceptibility to competing stakeholder interests in individual project outcomes, increasing the likelihood of contested decisions, delays, and project-specific legal challenges.

- It seems a very real threat that we will be sued and maybe even have our Housing Element decertified on the day the ballot measure goes into effect. What, if any, actions can we consider to take effect on Day 1 to forestall being sued or decertified? In other words, can we enact contingent rezoning or other actions to make up for constraints of the Parking Plaza Ordinance?

**Answer:** The City has engaged in technical assistance discussions with the California Department of Housing and Community Development (HCD) regarding the ballot measure. If the measure is adopted, the City would continue coordination with HCD and work proactively to help forestall or address any potential decertification action by the State. While the City cannot eliminate litigation risk, it can take steps to demonstrate ongoing compliance with State Housing Element law, including initiating a "no net loss" analysis, rezoning and code amendments to restore or increase capacity, and coordinating with HCD to share the City's analysis and response strategy to demonstrate good faith compliance. With regards to a lawsuit specifically, included in the packet as an attachment to the 9212 report is a letter from YIMBY Law which states *"To dispel any potential ambiguity, we are prepared to sue Los Altos the instant this measure is adopted."*

- To make the affordable housing project allowed by the initiative on Plaza 7 and 8 pencil out, a developer would likely not include replacement parking onsite. With parking mitigation elsewhere 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.

**Agenda Item 12 (Determination of Action):**

- Why does the proposed ballot language omit and reference to or disclosure of the indemnification language and its effect?

**Answer:** Because the ballot question is limited to 75 words and must be fair and neutral about the Parking Plazas Ordinance. The City Attorney Impartial Analysis will address the impacts, including the indemnity requirement, that may result from the Ordinance, if passed.

- The initiative requires the city to defend it against any lawsuit, including ongoing appeals, without limit or judgement about fiscal or legal prudence. At least one party has already indicated their intent to bring such a suit if the initiative passes. Are there any comparables, either in the city's experience or other situations, that would give some sense of how large the legal costs could become? Also, if the California's Housing Accountability Act includes a fee-shifting provision, how might that add to the legal cost burden?

**Answer:** The City's exposure to legal costs could be substantial, particularly given the initiative's requirement to defend any legal challenge through all stages of litigation without regard to fiscal or legal prudence. While each case is fact-specific, in California, land use and housing litigation, especially cases involving voter initiatives, CEQA, or Housing Element compliance, can routinely cost hundreds of thousands to several million dollars in legal fees when fully litigated through trial and appeal. Cases involving Housing Element compliance and Housing Accountability Act (HAA) claims tend to be particularly complex and resource-intensive, often requiring outside counsel, expert testimony, and extended proceedings. That exposure could increase further under the HAA, which includes a fee-shifting provision that stipulates if the City were found in violation it could be required to pay not only its own defense costs, but also the plaintiff's attorney's fees and costs.

**Agenda Item 13 (Advisory Ballot Measure):**

- Putting aside defending the initiative itself, would the city be required to fight the consequences in court? For example, if the HCD (perhaps prompted by YIMBY Law) revoke HE certification, can the city simply accept that outcome with Builder's Remedy, at least until a new Housing Element could be drafted and approved?

**Answer:** If HCD or a court determines the City is no longer in substantial compliance, the primary consequence is that Builder's Remedy would apply by operation of state law to qualifying projects submitted during that period. The City would not necessarily need to initiate or continue litigation to challenge that outcome; it could accept the change in status and focus on restoring compliance through an amended Housing Element and any required rezoning. However, if the City were to continue enforcing local restrictions in a manner inconsistent with Builder's Remedy or other state housing laws, it could still face legal challenges, including potential attorney fee exposure under the HAA. In sum, the City may choose to accept the consequences of noncompliance rather than contest them in court but doing so would mean operating under Builder's Remedy until compliance is restored.

**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~~ 23rd day of June, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Sally Meadows  
Mayor

ATTEST:

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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.

When the City provides a two-way audiovisual platform for a covered meeting, the City shall publicly post and provide a call-in option and shall activate any automatic captioning function included with the platform, consistent with Government Code § 54953.4.

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### 3. DEFINITIONS

For purposes of this policy:

- “Disruption” means a disruption of telephonic or internet service that prevents members of the public from attending or observing the meeting via the City’s two-way telephonic service or two-way audiovisual platform.
- “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.

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### 4. APPLICABILITY

This policy applies to open and public meetings of the City Council of the City of Los Altos that are subject to Government Code § 54953.4’s requirement to provide public attendance by two-way telephonic service or two-way audiovisual platform. This policy does not apply to meetings exempted from that requirement under Government Code § 54953.4, including meetings held to attend judicial or administrative proceedings to which

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## DISRUPTION OF TELEPHONIC OR INTERNET SERVICE DURING PUBLIC MEETINGS

~~the City is a party, inspect real or personal property when the topic is limited to that property, meet with state or federal officials solely regarding legislative or regulatory issues within their jurisdiction, meet in or nearby a City-owned facility when the topic is limited to that facility, or meet in an emergency situation under Government Code § 54956.5. 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.
- ~~3. Upon determining that a disruption has occurred, the Mayor shall recess the open session. During the recess, the City Council may meet in closed session only to the extent the closed session is otherwise authorized, noticed, and conducted in compliance with the Brown Act. Staff shall make good faith efforts to diagnose and restore the disrupted telephonic or internet service. The open session shall remain in recess until at least one hour following the disruption or until telephonic or internet service is restored, whichever occurs earlier. 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.~~
- ~~5.3. 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.~~

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#### 5.23.2 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

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

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.

### **6.4. 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.

#### **6.2.2 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.”*

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

### **7.5. REVIEW AND UPDATES**

This policy shall become operative on July 1, 2026 and shall be repealed when Government Code § 54953.4 is repealed (currently set to be repealed on January 1, 2030).

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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.

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

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1 North San Antonio Road  
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