



City of Los Altos
1 North San Antonio Road
Los Altos, California 94022-3087
Direct (650) 947-2607

April 2, 2024

RE: APPOINTMENT LETTER

Dear Sarina,

Congratulations on your appointment to the position of Interim Budget/Finance Director with the City of Los Altos. We are pleased to offer you an hourly rate of \$110.00 with an effective date of Tuesday, April 2, 2024.

On your first day, you will be welcomed by Human Resources and scheduled for a new employee orientation at 11:00 am. In preparation for your orientation, please come prepared with a voided check for your paycheck direct deposit and I-9 Documents. As required by federal law, please bring documents that verify your identity and employment eligibility. You may review the acceptable documents by visiting <http://www.uscis.gov/i-9-central/acceptable-documents>. Please bring either one document from List A or one document from List B and one document from List C to your on-boarding.

Please note, you have been identified as a CalPERS retiree, who has the experience and specialized skills to perform the work of Financial Director while the City actively recruits for the permanent position. This appointment will conclude upon a successful recruitment to fill the permanent position or the fulfillment of the City of Los Altos budget adoption for fiscal year 2024-2025. You are limited to working 960 hours in a fiscal year.

We are very excited about you joining our organization. If you have any questions or need additional information, please do not hesitate to contact Human Resources at HR@losaltosca.gov or 650-947-2607.

Sincerely,


Gabriel Engeland (Apr 2, 2024 12:31 PDT)

Gabriel Engeland
City Manager

cc. Jon Maginot, Assistant City Manager