



## City Council Agenda Report

**Meeting Date:** March 11, 2025

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**Approved By:** Gabriel Engeland

### Subject: Designation of Enforcement Officers

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#### **COUNCIL PRIORITY AREA**

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

#### **RECOMMENDATION**

Adopt a Resolution of the City Council of the City of Los Altos Designating Certain Employees or Agents as Enforcement Officers.

#### **FISCAL IMPACT**

Not Applicable.

#### **ENVIRONMENTAL REVIEW**

The adoption of the resolution does not constitute a project under CEQA. The subsequent action of inspections of enforcement officers are exempt from the requirements of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15309.

#### **PREVIOUS COUNCIL CONSIDERATION**

Not Applicable.

#### **BACKGROUND**

Pursuant to Chapter 1.30 of the Los Altos Municipal Code, the City Council must designate enforcement officers of the City to enforce Administrative Citations and Orders. The resolution before the City Council is to simply update and reflect today's designations for City Staff.

#### **ANALYSIS**

Whenever an enforcement officer charged with the enforcement of the city code determines that a violation of a provision of the city code has occurred, the enforcement officer shall have the authority to issue an administrative citation to any person responsible for the violation of the city code.

Pursuant to Section 1.30.015 of the Los Altos Municipal Code, an Enforcement Officer is defined as follows:

*"Enforcement officer" means any city employee or agent of the city with the authority to enforce any provision of the city code, including, but not limited to, the city manager, or his or her designee, as set forth in a resolution adopted by the city council.*

Pursuant to Section 1.30.015 of the Los Altos Municipal Code, an Enforcement Officer is defined as follows:

Each administrative citation shall contain the following information:

1. The date of the violation of the city code;
2. The address or a definite description of the location where the violation of the city code occurred;
3. The section of the city code violated and a description of the violation;
4. The amount of the penalty for the city code violation;
5. A description of the penalty payment process, including a description of the time within which and the place to which the penalty shall be paid;
6. An order prohibiting the continuation or repeated occurrence of the city code violation described in the administrative citation;
7. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained; and
8. The name and signature of the citing enforcement officer.

Prior to the issuance of an administrative citation for a violation of a provision of the city code which pertains to building, plumbing, electrical, or similar structural or zoning matters that do not create an immediate danger to health or safety, the enforcement officer shall provide a reasonable period of time not less than ten (10) business days to correct or otherwise remedy the violation of the city code.

## **DISCUSSION**

The Analysis provided above references the adopted Los Altos Municipal Code for Administrative Citations and Orders and the prescribed method for its application. The resolution attached to this Agenda Item reflects the city's current practice of existing enforcement officers for the various provisions of the Los Altos Municipal Code.

## **ATTACHMENTS**

1. **Resolution No. 2025-xxx**