



# *Town of Los Altos Hills, California*

## CITY COUNCIL MEETING RECAP

Thursday, August 18, 2022 – 6:00 P.M.

**THE FOLLOWING INFORMATION IS A SUMMARY OF CITY COUNCIL ACTIONS FROM THE AUGUST 18, 2022 REGULAR CITY COUNCIL MEETING. OFFICIAL MINUTES FROM THE MEETING WILL BE POSTED UPON ADOPTION BY THE CITY COUNCIL**

### **CITY COUNCIL MEETING RECAP** **THURSDAY, AUGUST 18, 2022**

#### **CALL TO ORDER (6:00 P.M.) OPEN SESSION**

- A. Roll Call – *All present.*
- B. Pledge of Allegiance

#### **1. AGENDA REVIEW**

*There were no changes to the agenda. Mayor Tyson also stated that there was no reportable action resulting from the closed session.*

#### **2. PRESENTATIONS AND APPOINTMENTS**

- A. Reappointment to the Los Altos Hills Environmental Design and Protection Committee - *the Council reappointed Vijay Chawla to the Los Altos Hills Environmental Protection and Design Committee for a four-year term.*
- B. Appointment to the Los Altos Hills History Committee - *the Council appointed Bernardo Ferrari to the Los Altos Hills History Committee for a four-year term.*
- C. Appointment to the Los Altos Hills Pathways Committee - *the Council appointed Joe Mitchell to the Los Altos Hills Pathways Committee for a four-year term.*
- D. Mid-Year Status Update on 2022 Council Strategic Goals - *City Manager Peter Pirnejad presented a review of the 2022 work plan and provided a status update on the items that were listed on the plan. He also provided a progress report on Council projects not on the 2022 priority workplan. The report was received, and no action was taken.*
- E. Planning Commission's Ad Hoc Committee's Presentation on SCCFD Driveway Requirements Relating to ADU and Lot-Split Development by Planning Commission Chair Jim Waschura - *Planning Commission Chair Jim Waschura presented the subcommittee's report on the fire department requirements for new construction. The subcommittee had the following recommendations:*
  - *Ask SCCFD to have a fast-track process for urgent changes that is separate from the normal 2-year revision cycle.*

- *Ask SCCFD to make available online updated documents with objective criteria.*
- *Ask SCCFD to have a fast-track process for urgent changes that is separate from the normal 2-year revision cycle.*
- *Ask Staff to communicate the requirements for SCCFD plan approval during the pre-application stage to avoid surprises.*
- *Ensure SCCFD approval happens before site development approval. This will avoid creating conflicts between LAH and SCCFD approvals.*
- *For Ministerial projects that don't have a site-development phase, route plans to SCCFD upon receipt, and don't grant building permits until SCCFD approval is completed.*
- *Ask SCCFD to be proactive in responding to SB9 legislation. Work with other municipalities with similar concerns to raise the priority of this issue with SCCFD.*

*Members of the Santa Clara County Fire Department were in attendance. Discussion ensued. No action was taken.*

F. Presentation by the Santa Clara County Office of the Sheriff on the Differences Between a Motorcycle and a Patrol Vehicle - *Sheriff Captain Rich Urena provided information on the difference between a motor unit deputy and a motorcycle unit deputy. He provided some options:*

1. *Continue to fund a motor deputy and focus on traffic matters and complaints*
2. *Continue to have a traffic deputy, but instead of a motorcycle, use a motor vehicle.*
3. *Discontinue the use of a traffic deputy and replace it with a patrol deputy.*

*The Council Voted 5-0 to adopt Option 2 – continue to have traffic deputy, but instead of a motorcycle, a motor vehicle would be used.*

### **3. PRESENTATIONS FROM THE FLOOR**

*Rajiv Bhateja, Los Altos Hills, provided the Council with an update on the activities of the Technology Committee.*

*Dru Anderson, Los Altos Hills, reported that the Saddle Mountain neighborhood received the Firewise certification. The Firewise program is a grassroot neighborhood wildfire preparedness program developed by the NFPA National Fire Protection Association*

*J. Logan, General Manager of Los Altos Hills County Fire District, congratulated Dru and her team members for being the first neighborhood in Los Altos Hills to be certified as Firewise.*

*Allan Epstein, Los Altos Hills, reported on a recent motion of the Finance and Investment Committee.*

#### 4. CONSENT CALENDAR

- A. Approval of Regular City Council Meeting Minutes – June 16, 2022 – *Vote 5-0*
- B. Approval of Joint City Council/Planning Commission Special Meeting – June 20, 2022 – *Vote 5-0*
- C. Approval of Special City Council Meeting Minutes – July 18, 2022 – *Vote 5-0*
- D. Review of Disbursements for July 1-31, 2022           \$1,679,756.87 2022 – *Vote 5-0*
- E. Motion to Re-Authorize Remote Teleconference Meetings of the Town of Los Altos Hills, Including the Planning Commission and Committees, due to the Imminent Risks to the Health and Safety of Attendees and Making Related Findings Pursuant to AB 361 (Staff: S. Mattas) – *Vote 5-0*
- F. Request by the Los Altos Hills History Committee for approval to hold the Committee’s Fall Annual Presentation the “Tales of Former Mayors” and to Advertise the Presentation (History Committee) – *Vote 5-0*
- G. Receive Quarterly Investment Portfolio Report Quarter Ending June 30, 2022 (Staff: S. Revillar) – *Vote 5-0*
- H. **Resolution 70-22** Authorizing the City Manager to Execute Standing Purchase Orders for Fiscal Year 2022-23 in an amount not to exceed \$6,949,991 (Staff: S. Revillar) – *Vote 5-0*
- I. **Resolution 71-22** Approving Changes to Job Description for Management Analyst II, Creating a Job Description for an Assistant to the City Manager, Reclass the Senior Community Services Supervisor to Community Services Manager, Create a Job Description for Deputy Building Official/Plan Examiner and **Resolution 72-22** Approving Amending the Employee Classification and the Salary Schedule (Staff: S. Revillar) – *Vote 5-0*
- J. **Resolution 73-22** of the Town to Abide by the California Disaster and Civil Defense Master Mutual Aid Agreement, and **Resolution 74-22** Clarifying Workers' Compensation Benefits for Registered Disaster Service Worker Volunteers (Staff: C. Einfalt) – *Vote 5-0*
- K. **Resolution 75-22** Awarding a Contract for the 2022 Pavement Rehabilitation and Drainage Improvement Project (Staff: O. Antillon) – *Vote 5-0*
- L. **Resolution 76-22** Awarding a Contract for Design and Permitting Services for the Summerhill Pathway Project (Staff: O. Antillon) – *Vote 5-0*
- M. **Resolution 77-22** Approving the Designation of System Low Carbon Fuel Standard (LCFS) Credits to Power Flex (Staff: O. Antillon) – *Vote 5-0*

N. **Resolution 78-22** Awarding a Contract for the Corporation Yard Site Improvements Project (Staff: O. Antillon) – **Vote 5-0**

O. Notification of Fast Track Approval; 26880 Ortega Drive – File #SD22-0006 – Lands of Rajwar Family Trust - Site Development Permit for a 1,866 square-foot addition, which includes a new 789 square-foot lower floor, to an existing single-story residence and new patios and walkways. CEQA review: Categorical Exemption per Section 15303(e) (Staff: J. Loh) (Appeal Deadline: Tuesday, August 23, 2022 at 5:00 p.m.) – Vote 5-0

## 5. ONGOING BUSINESS

A. Receive a Report on the Findings for the Community Facilities Needs Assessment and Provide Direction on Town Hall Addition/Community Space (Staff: S. Robustelli) *After presentations by staff, MIG and FlashVote, the Council moved to request that staff return and look at projections for the next 10 years in terms of need and any additional space needs that would be used for staffing and return to Council with their findings. Councilmembers Tankha and Mok also requested a tour of the Town Hall offices and would like to view the office plans for the proposed Town Hall Office reconfiguration plans. Vote 4-1 (Schmidt, no)*

B. **Resolution 79-22** to Authorize the City Manager to Submit Payment to the Santa Clara County Office of the Sheriff for Additional Law Enforcement Services Received during FY 21-22 totaling \$32,197 (Staff: C. Einfalt) – **Vote 5-0**

C. Update to Council Appointments to Committees and Outside Agencies 2022 (Staff: D. Padovan) – **Vote 5-0**

## 6. PUBLIC HEARINGS

A. Approval of a Tentative Map to create a two-lot subdivision of an existing 2.20 gross acre parcel (APN 182-028-026). Proposed new Parcel A would be 1.010 acres and the proposed new Parcel B would be 1.073 acres (Staff: S. Mangalam) – *The Council moved to deny the subdivision application without prejudice and allow the applicant to refile; direct the applicant to refile the application with a Traffic Safety Study prepared, for Planning Commission review; any application fees for refiling will be waived for the applicant. Vote 4-0-1 (Schmidt Abstain)*

## 7. NEW BUSINESS

A. Introduction of a **Ordinance 602** (First Reading) of the City Council of the Town of Los Altos Hills Authorizing an Amendment to the Contract Between the Town and the Board of Administration of the California Public Employees' Retirement System and **Resolution 80-22** of Intention to Approve an Amendment to Contract Between the Board of Administration California Public Employees' Retirement System and the City Council of the Town of Los Altos Hills (Staff: S. Revillar) – **Vote 5-0**

## 8. STAFF REPORTS

A. City Attorney – No Report.

B. City Clerk

*Reported on the volunteer dinner scheduled for September 7; a special City Council meeting is scheduled for Friday, August 19<sup>th</sup> to discuss the outcome of the election; staff is working with a consultant to come up with streamline guidelines for agenda, minutes, and training; also planning to bring a proposal back to the City Council in quarter 4 to determine how to preserve the records that are stored at the corp yard.*

C. Planning/Building Director

- *The State mandated Public Review Draft of the 6th Cycle Housing Plan 2023 – 2031 Housing Element (draft) for the Town of Los Altos Hills is available online for public review and comment. We have sent emails via listserv, social media messaging, and advertising in the Town Crier and Daily Post.*

*The community can provide comments via email, online feedback form, or in person during counter hours. Staff will also be available on August 22 and 29\* between 5 pm and 7 pm to assist residents with reviewing the draft and providing comments. So far, we have received three public comments via email.*

- *Keeping in mind the water supply challenges due to the drought, a condition of approval including that “all required plantings shown on the plans shall be installed during the winter months between October and March” has been added to recently approved Site Development Permits for landscape screening. In addition, staff will send request letters to homeowners who recently got their landscaping projects approved to defer the planting of trees and shrubs to the winter months.*
- *Dan Edds, consultant for the building permit fee study, will be presenting his findings to the City Council in the October meeting. He also made a presentation to the FIC on August 8th.*

D. Administrative Services Director

*Staff created an internship program this summer. Three interns were hired in the areas of City Manager, Administrative Services, and Community Services. Some of the following projects included:*

1. *Research and recommendation of an EOC*
2. *Research and draft financial policy*
3. *Research and draft tabling policy*
4. *Learned about the sewer system and shadowed the Engineering staff.*

*Jonathan Reichental will present the IT Master Plan at the September CC meeting*

E. Public Works Director

### ***Pathways update***

*Public Works continues to define the list for the next ten segments. There are lots of opportunities to improve many paths in which the town already has the easements, but the path has not been improved due to lack of resources.*

### ***Matadero Creek***

*On August 10th the San Francisco Bay Regional Water Quality Control board (Water Board) responded to our letter from July 19. In the latter the Executive Officer said that the quality certification for the Project will be issued once the Town completed and submitted the mitigation and monitoring plan for the project. We expect a draft to be completed by the end of August.*

### ***Personnel***

*We expect the newest member of our maintenance team, Walter Fiallos to start work on Monday, August 22, 2022. We have selected our new assistant engineer, currently going through the pre-hiring process.*

### ***Prop 68 and Town Hall***

*Both projects are waiting for building permits.*

### ***East Sunset***

*Complete and great job by John managing a difficult contract, but the project was completed on schedule and on budget.*

### ***4 Additional EV Chargers.***

*Thanks to Daniel and Melissa for their efforts working on the project and coordinating with the EIC to procure the new chargers. Once the chargers are installed, we welcome the community to take advantage of that.*

### ***Procurement Process update***

*We follow our procurement procedures, basically construction projects under \$200,000 can be done with informal bid procedures, as part of that the town needs the list of contractors we use.*

## **F. City Manager**

### ***Drought Planning***

- ***Water Conservation Meeting***

*Staff hosted a meeting with Cal Water Service and Purissima Water District to discuss ways in which the Town can help residents conserve water*

- ***QWEL Program***

*Staff is working with the Bay Area Water Supply & Conservation Agency (BAWSCA) and the California Water Efficiency Partnership (CalWEP) to put together a proposal on bringing the Qualified Water Efficient Landscaper (QWEL) program to Los Altos Hills.*

### ***Emergency Management***

- ***Disaster Council Meeting***

*The Los Altos Hills Disaster Council held its first meeting since the pandemic. Attendees included the Director of Emergency Services, Peter Pirnejad; City Manager, Mayor of Los Altos Hills: George Tyson, Management Analyst: Cody Einfalt, and Emergency Management Consultant: Ann Hepenstal. At*

*least one annual meeting of the Disaster Council is required to remain in compliance with state regulations.*

- *Santa Clara County Emergency Preparedness Fair*  
*Mark your calendar for Saturday, September 10 and visit the County's Emergency Preparedness Fair in San Martin from 9:00 am to 1:00 pm.*
- *Emergency Communication Meeting with the Fire Department*  
*In response to the few fire incidents that have happened over the past few weeks, Town management staff help a meeting with the Fire Department (Brian Glass) to understand how they can establish better communication during these events. Town staff has assembled an efficient Public Information Officer (PIO) team that oversees outgoing messages from the Town. Please continue to use Watch Duty and Pulse Point to get the latest updates on town emergencies.*

### ***GreenWaste***

#### *July 23, 2022 GreenWaste Neighborhood Clean-up event*

*GreenWaste hosted the Neighborhood Clean-Up Event at Foothill College. A total of 612 cars utilized the drop-off service totaling 68.34 tons collected.*

### ***LAFCO Fire Service Review Meeting***

*Santa Clara LAFCO resumed their Technical Advisory Committee and held a meeting on the [Countywide Fire Service Review](#). A replacement consultant has been chosen to pick up the work that has already been started, and an updated timeline is available on LAFCO's website.*

### ***Community Services***

*The Fall/Winter Activity Guide is at the printer and will be mailed by the end of the month. In the Guide you will find community events, activities, and resources.*

### ***Upcoming Events:***

*On Saturday, August 20 will mark the 4th Adult Softball Game taking place from 1-3 pm at Purisisma Park. Come out and cheer for your home team and watch LAH take home the trophy!*

*Mark your calendar for the Los Altos Hills Hoedown Saturday, September 10<sup>th</sup> from 4-7 pm at Westwind Community Barn. The event will include Equestrian Expo, Live Music, Line Dance Caller, Capelo's BBQ, and arts and crafts. See you there!*

*Want to stay informed? Sign up on the Town's website for the City Manager's Weekly Report.*

## **9. REPORTS FROM COUNCIL LIAISONS ON STANDING COMMITTEES, AD HOC COMMITTEES, AND COUNCIL MEMBERS ON OUTSIDE AGENCIES**

- A. Report by the Undergrounding Subcommittee (Mayor Tyson) - *Mayor Tyson reported that PG&E has provided a contact person and Oscar has been in touch with them. No action was taken.*
- B. Report from the Council Ad Hoc Committee on Community Surveys (Mayor Tyson/Councilmember Schmidt) - *Councilmember Schmidt said the committee's work has concluded.*
- C. Report from the Council Town Hall Ad Hoc Committee (Mayor Tyson/Councilmember Schmidt) - *Councilmember Schmidt said the committee's work has concluded.*
- D. Report from the Council Ad Hoc Committee Focusing on Broadband (Councilmembers Mok and Tankha) – *Councilmember Mok said they have met twice; once with comcast and AT&T. They hope to have an update at the next City Council meeting.*
- E. Status Reports from All Councilmembers on Subcommittee and Outside Agencies Activities – *Vice Mayor Swan reported that the TEDx committee set a date for January 28, 2022. The title of the program is the power of creativity and innovation in Silicon Valley. Guest list is limited to 100, so sign up right away when the invitations are sent.*

*Mayor Tyson encouraged council liaisons to talk to their committees work through the liaison for presenting at Council meetings. Additionally, for Council Initiated items are generally new ideas that are not in work plan. He encouraged Councilmembers to discuss topics with the City manager in advance to see what type of background work needs to be done*

## **10. COUNCIL INITIATED**

- A. Request by the Environmental Initiatives Committee for Consideration to Direct Staff to Prepare Leaf Blower Regulations (Councilmember Mok) – *the Council moved to direct staff to prepare leaf blower regulations for noise and hours operation and not use the sheriff for enforcement, but a compliance officer; the first offense would be a warning, the second warning would be a set fine and third would be an infraction – **Vote 5-0***
- B. Request for Consideration to Offering a Lifetime Volunteer Award to Qualified Individuals (Vice Mayor Swan) – *the Council moved to create an Ad Hoc Committee comprised of Vice Mayor Swan and Councilmember Tankha to work on a lifetime volunteer award for Los Altos Hills volunteers. – **Vote 5-0***
- C. Request to Participate in a new Community-Based Network to Sample the Chemical Composition of Natural Gas Delivered to Los Altos Hills Homes (Councilmember Schmidt) – *the Council moved to participate in a study to sample the chemical composition of natural gas delivered to Los Altos Hills homes. - **Vote 5-0***

## **11. ADJOURN**

*The meeting adjourned at 11:16 p.m.*