



Town of Los Altos Hills, California

CITY COUNCIL MEETING RECAP

Thursday, October 20, 2022 – 6:00 P.M.

THE FOLLOWING INFORMATION IS A SUMMARY OF CITY COUNCIL ACTIONS FROM THE OCTOBER 20, 2022, REGULAR CITY COUNCIL MEETING. OFFICIAL MINUTES FROM THE MEETING WILL BE POSTED UPON ADOPTION BY THE CITY COUNCIL

CITY COUNCIL MEETING RECAP **THURSDAY, OCTOBER 20, 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.

2. PRESENTATIONS AND APPOINTMENTS

- A. Reappointment to the Los Altos Hills Parks and Recreation Committee – *Ying Liu was reappointed to the Los Altos Hills Parks and Recreation Committee for a second, four-year term.*
- B. Appointment to the Los Altos Hills Parks and Recreation Committee – *Sara Farr was appointed to the Los Altos Hills Parks and Recreation Committee for a four-year term.*
- C. Introduction of Santa Clara County Sheriff Captain Neil Valenzuela – *Captain Valenzuela introduced himself and expressed his interest in serving the Town. Mayor Tyson also thanked Captain Urena for his years of service to the Town.*

3. PRESENTATIONS FROM THE FLOOR

Carol Gottlieb, Los Altos Hills, invited the Council to attend the History Committee presentation on Sunday, October 23, 2022, at 2:30 p.m. entitled “Tales of Past Mayors.”

4. CONSENT CALENDAR

- A. Approval of Regular City Council Meeting Minutes – September 15, 2022 – **Vote 5-0**
- B. Approval of Special Joint City Council/Planning Commission Meeting Minutes – October 3, 2022
- C. Review of Disbursements: September 1-30, 2022 \$1,932,335.07 – **Vote 5-0**

- D. 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*
- E. **Resolution 86-22** of the City Council Authorizing December 27-30, 2022, Town Hall Closure (Staff: S. Revillar) – *Vote 5-0*
- F. Proclamation Designating Compassion Week as October 15-23, 2022 (Staff: D. Padovan) – *Vote 5-0*
- G. Proclamation Recognizing 50 Years of Los Altos Hills Horseman’s Association (Staff: D. Padovan) – *Vote 5-0*
- H. Proclamation Recognizing the Cultural Significance of Diwali (Staff: D. Padovan) – *Vote 5-0*
- I. Adoption of **Ordinance 603** (Second Reading) Amending Title 2, Chapter 6 of the Los Altos Hills Municipal Code Adding Conflict of Interest Designations (Staff: D. Padovan) **Motion to Waive Reading and Adopt the Ordinance - – Vote 5-0**
- J. Rejection of Claim of Jennifer Granath (Staff: D. Padovan) – *Vote 5-0*
- K. **Resolution 87-22** Approving a Six-Month Contract Extension with Alexander Atkins Design, Inc. for the Our Town Newsletter (Staff: D. Padovan) – *Vote 5-0*
- L. **Resolution 88-22** Increasing the Standing Purchase Order with CSG Consultant by \$96,000 and Authorizing the City Manager to Execute such Service Agreements with CSG Consultant for Fiscal Year 2022-23 in an amount not to exceed \$121,000 (Staff: S. Revillar) – *Vote 5-0*
- M. **Resolution 89-22** Approving the Change of a Motorcycle Deputy to a Patrol Vehicle (Staff: C. Einfalt) – *Vote 5-0*
- N. Amending the Standing Committee **Resolution 90-22** to Update Charter of the Emergency Preparedness and Response Committee (Staff: D. Padovan) – *Vote 5-0*
- O. **Resolution 91-22** Accepting the Corporation Yard Site Improvements Project (Staff: D. Liang) – *Vote 5-0*
- P. **Resolution 92-22** Accepting the 2021 Sanitary Sewer Repair and Replacement Project (Staff: D. Liang) – *Vote 5-0*
- Q. Receive and Record into the Public Record the Community Facility Needs Assessment from MIG (Staff: S. Robustelli) – *Vote 5-0*
- R. **Resolution 93-22** Authorizing the City Manager to Execute a Contract with CSG Consultants, Inc. To Complete Greenhouse Gas Emission Inventories for FY 2022-23;

Resolution 94-22 Authorizing the City Manager to Execute a Contract with QuitCarbon and Zero for Electrification Home Assessments in FY 2022-23; and **Resolution 95-22** Authorizing Rebates for 14 Homeowners who Replace a Fossil-Fueled Water Heater with an Electric Heat Pump Water Heater (Staff: S. Mangalam) – **Vote 5-0**

- S. **Resolution 96-22** Accepting a Grant of Pathway Easement to the Town at 13830 Page Mill Road; Lands of Altalune LLC; File #SD21-0098 (Staff: J. Loh) – **Vote 5-0**
- T. **Resolution 97-22** Accepting a Grant of public Sanitary Sewer Easement to the Town at 13830 Page Mill Road; Lands of Altalune LLC; File #SD21-0098 (Staff: J. Loh) – **Vote 5-0**
- U. **Resolution 98-22** Accepting an Agreement for an Open Space Easement at 13830 Page Mill Road; Lands of Altalune LLC; File #SD21-0098 (Staff: J. Loh) – **Vote 5-0**
- V. **Resolution 99-22** Accepting an Offer of Right-of-Way Dedication along Page Mill Road at 13830 Page Mill Road; Lands of Altalune LLC; File #SD21-0098 (Staff: J. Loh) – **Vote 5-0**
- W. **Resolution 100-22** Acknowledging an Irrevocable Offer of Right-of-Way Dedication along Moon Lane at 13830 Page Mill Road; Lands of Altalune LLC; File #SD21-0098 (Staff: J. Loh) – **Vote 5-0**
- X. Approval for the Mayor to Sign a Letter on Behalf of the City Council Regarding the Town’s Concerns on the Review of Stanford’s General Use Permit (Staff: C. Einfalt) – **Vote 5-0**

5. ONGOING BUSINESS

- A. Receive Recommendation from the Greenwaste Ad Hoc Committee and **Resolution 101-22** Authorizing the City Manager to Proceed with the Recommendation for Changes to the Solid Waste Franchise Agreement (Staff: C. Einfalt) – **Vote 5-0**

6. NEW BUSINESS

- A. **Resolution 102-22** Approving a Policy and Procedure for Ceremonial and Commemorative Flag Displays on Flag Poles in Town (Staff: S. Mattas) – **Vote 5-0**
- B. Rescheduling the January 2023 Regular City Council Meeting due to the League of California Cities New Mayor and Councilmembers Academy (Staff: D. Padovan) – **Vote 5-0**
- C. Consideration to Adopt the Amended Resolution Establishing Standing Committees and the Code of Conduct for Standing Committees (Staff: P. Pirnejad/S. Mattas) – *After a presentation by staff and comments by the public, the Council moved to direct staff to create a process to receive comments from committees on proposed revisions; staff will analyze the comments and return to the City Council to propose revised recommendations to the standing committee resolution and code of conduct.* – **Vote 5-0**

D. Review and Report on Building Permit Fees by Consultant (Staff: S. Mangalam) –
Motion to accept the following recommendations:

1. Complete during Calendar Year 2023 an audit of building permits issued since the adoption of the current fee schedule.
 2. Based on the results of the audit, issue refunds, as necessary, to completed new construction permits referenced above based on collection of full cost recovery.
 3. Recommend adjustments to fees on ago forward basis for calculating Town permit fees to be closer to full cost recoverable until a full cost allocation and fee study can be completed.
 4. Conduct a new Cost Allocation and User Fee study in the FY2023-24.
 5. Direct staff to update the Finance & Investment Committee (FIC) upon completion of the Draft Audit findings, Cost Allocation Plan and User Fee Study before returning to Council with recommended actions
- Vote 5-0**

7. **PUBLIC HEARINGS**

➤ City Council Ex Parte Contacts Policy Disclosure

- A. Introduction of an Ordinance (First Reading) of the Town of Los Altos Hills Amending Chapter 1.10 (Green Building Standards Code) of Title 8 (Building Regulations) of the Los Altos Hills Municipal Code and Adopt by Reference Regulations that Require the Electrification of New Residential Buildings Based on Special Local Conditions and Adopt Regulations to Require EV Ready Construction for New Residential Buildings and Establish Electric Vehicle Permit Streamlining Process and Timelines (Staff: S. Mangalam) – **Motion to Waive Reading and Introduce the Ordinance – Vote 5-0**
- B. Introduction of an Ordinance (First Reading) of the Town Of Los Altos Hills Amending Chapters 1 Through 1.11 Of Title VIII (Building Regulations) of the Los Altos Hills Municipal Code and Adopting by Reference the 2022 California Building Standards Code, Including but not Limited to Administrative, Building, Residential Building, Electrical, Mechanical, Plumbing, Energy, Historical Building, Existing Building, and Referenced Standards, Including Local Modifications and Amendments to the Codes (Staff: S. Mangalam) - **Motion to Waive Reading and Introduce the Ordinance – Vote 5-0**

8. **STAFF REPORTS**

- A. City Attorney – *No report.*
- B. City Clerk - *City Clerk Padovan reported that the November 17th City Council meeting is scheduled to be virtual; a vote center will be occupying the City Council Chambers starting October 29; and a ribbon cutting for the art sculpture is scheduled for November 9th at 5:00 p.m. in the Town parking lot roundabout.*
- C. Planning/Building Director – *Planning Director Mangalam reported that earlier in the meeting, we discussed Reach Codes and amendments to the Building Code. Staff has received*

amendments to the Fire Code from the County. The Town has partnered with a Fire and Emergency Management Consultant from the PyroAnalysis, his name is Shane Lauderdale. He is going to help Town staff navigate an update to the Fire Code to address concerns around road widths and access fire apparatus. We are trying to figure out if Town can help homeowners navigate development requirements as they relate to fire codes.

There is a virtual Joint City Council/Planning Commission meeting on October 26th, 2022, at 6 pm and after which we will be submitting our Draft to the State for review.

- D. Administrative Services Director – *No report.*
- E. Public Works Director – *Project Manager Brad Donohue introduced himself to the City Council. He updated the Council on the pathways projects for this year; the undergrounding project; and a leaf blower ordinance will be brought to the Council in November.*
- F. City Manager – *Provided the following report:*

Syserco Project

We are planning on starting construction on the concrete pad for batteries in the upcoming weeks

Committee and Commission Goals

Planning for the 2023 priority setting session has already begun. Each department is thinking of their goals for the upcoming year and The City Manager has presented at every standing committee to have them think of their goals.

*The Committee Goal Setting meeting with Council is scheduled for January 11, 2023
The Council Priority Setting Session is scheduled for January 25, 2023*

Art Sculpture Update

Construction has started in the town hall parking lot for the art sculpture. Delivery of the sculpture is tentatively scheduled for the first week of November and an unveiling ceremony is set for Nov. 9

Heritage House Remodel Plans

Staff has begun putting together potential floor plans to remodel the heritage house with the goal of increase its usability for town operations and community meetings. City Manager has already meet with the EDPC and intends to meet with the History Committee in advance of moving anything forward.

Emergency Drill

Town staff has been preparing for an emergency table-top drill which will take place next week on Tuesday, October 25th from 9-11am. All staff will participate in the drill, and Town Hall will be closed to the public during that time.

Alert SCC Reminder

A reminder to the public to sign up for Alert SCC to receive emergency notifications from the Town during event.

Town Hall Renovation

Town will start renovations starting November and should conclude the week of December 5th. This will be in time for our reorganization. In the meanwhile, we will service customers from the council chambers while some employees will be working from home.

Prop 68 Concession Stand Building

*Work starts Monday and will last 2-months
Once they are done, they will come back after we get the electrical panel for installation*

CCTV

*Contractor here tomorrow
Will take two days
They are just putting in conduit as well as install the ethernet cable into the conduit that goes to the Heritage House*

Town hall Repaving and addition of EV Chargers

We have completed the repaving and added a host of new EV Chargers

Community Services Department:

***Trick or Treat at Town Hall** will be held Friday, October 28 from 2-4 pm
Open to Trick or Treaters of all ages! This is an exciting opportunity for your child to dress up in their Halloween Costume and trick or treat at Town Hall offices. Trick or Treaters may run into our elected officials.*

Guess Giant Pumpkin's Weight

The tradition continues, we invite you to come to Town Hall and take your best guess on the weight of the giant pumpkin: losaltoshills.ca.gov/pumpkin. The pumpkin will be at Town Hall for the remainder of October.

Veterans Day Celebration

*This event is held by the Town of Los Altos Hills, City of Los Altos, Chamber of Commerce, Rotary and Los Altos Town Crier on Friday, November 11, 2 – 4 pm at the Los Altos Veterans Community Plaza.
There will be refreshments, music, and speakers as we salute our veterans. Donations of canned food and warm clothing (especially new socks, underwear, and warm coats) will be collected by Community Services Agency.*

TEDxLosAltosHills

The Town of Los Altos Hills is hosting our very first TEDx event on January 28, 2023 and has extended the speaker application form until the October 27, 2022. To purchase tickets, and for more information visit tedxlosaltoshills.com.

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) – *Nothing to report.*
- B. Report from the Council Ad Hoc Committee Focusing on Broadband (Councilmembers Mok and Tankha) – *Nothing to report.*
- C. Report from the Greenwaste Ad Hoc Committee and Consideration to Sunset the Ad Hoc Committee (Mayor Tyson and Vice Mayor Swan) **Vote 5-0 to sunset the committee.**
- D. Report from Ad Hoc on Our Town Newsletter Committee and Request to Form an Ad Hoc Our Town Editorial Board Committee (Councilmembers Mok and Schmidt) – *Motion to appoint Vice Mayor Swan and Councilmember Schmidt to an ad hoc editorial board to review the Our Town newsletter – Vote 5-0*
- E. Status Reports from All Councilmembers on Subcommittee and Outside Agencies Activities - *Mayor Tyson reported that CHAC is in the process is developing a plan to find a new executive director.*

Vice Mayor Swan said the Los Altos Hills Horseman’s association is celebrating their 50th anniversary this Saturday at 3 p.m. at the Town arena. They have supported equestrian activities in town and have always been in support of pathways in town. She also reported on the Joint Volunteer Awards Committee is accepting nominations.

Councilmember Mok said the Cities Association requires votes and he would like to have the authority to vote on behalf of the Town. The City Attorney advised the authority is there to vote, but if something that requires obligating the Town should be brought back to the Council.

Councilmember Schmidt reported on the North County Library Authority stating that there is a special tax that can be used to upgrade library services lost during the pandemic.

10. COUNCIL INITIATED

- A. Request by the Environmental Initiatives Committee for Staff to Submit an Application to Silicon Valley Clean Energy's Decarbonization Engagement Grant Opportunity (Councilmember Mok) – *Motion to allow the staff to submit an application to SVCE Decarbonization Engagement Grant - Vote 5-0*

11. ADJOURN

The meeting adjourned at 8:57 p.m.