

# Town of Los Altos Hills

## City Council Regular Meeting Minutes

Thursday, September 15, 2022

Council Chambers, 26379 Fremont Road, Los Altos Hills, California

This meeting was conducted virtually pursuant to the provisions of Assembly Bill 361 and Government Code Section 54953(e) related to conducting public meetings during the COVID-19 pandemic. **Mayor Tyson** called the City Council Regular Meeting to order at 6:08 p.m.

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

#### A. Roll Call

Present: Mayor George Tyson, Vice Mayor Linda Swan, Councilmember Stanley Q. Mok, Councilmember Lisa Schmidt, Councilmember Kavita Tankha

Absent: None

Staff: City Manager Peter Pirnejad, Assistant City Attorney Ali Wolf, Planning and Building Director Sofia Mangalam, Public Works Director Oscar Antillon, Administrative Services Director Sarina Revillar, Management Analyst II Cody Einfalt, City Clerk Deborah Padovan

#### B. Pledge of Allegiance

### 1. **AGENDA REVIEW**

There were no changes to the agenda. **Mayor Tyson** addressed the burglaries in Town and said steps have been taken in terms of additional deputies. There will be a neighborhood watch leader meeting to address the burglaries on October 4th. He also recognized that today begins National Hispanic Heritage Month.

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

#### A. Presentation by Jonathan Reichental, Ph.D on the Town's IT 3-5 Year Strategic Plan

**Dr. Jonathan Reinchenal** provided a summary of the work that was done on the town's IT 3-5 year strategic plan. Within the core infrastructure, he suggests a comprehensive disaster recovery plan for redundancy purposes. He also focused on cybersecurity capabilities to be developed in this current fiscal year. Additionally, he suggested redesigning and improving the town's website with input from committees and Councilmembers, improving back-office features, better navigation, better search capability, online forms and e-signatures. In FY 2023-24, he suggested improved planning and permitting tools. The report was received. No action was taken.

B. Presentation by Torie Dye on Westwind Community Barn

**Torie Dye, Concessionaire, Westwind Barn**, provided an overview of the happenings at Westwind Barn. She highlighted resident engagement and prioritization, including summer camps, boarding programs, capital improvement projects. The Council received the report. No action was taken.

C. Presentation by Adin Miller on Establishing a Legacy Giving Fund in Los Altos Hills with the Los Altos/Mountain View Community Foundation

**Adin Miller, Executive Director of the Los Altos/Mountain View Community Foundation**, said that the foundation was created in 1991 to create a more vibrant and equitable community for all. They accelerate civic participation, drive community connection and impact and partner for social good. They focus on donor support and engagement, managed programs and nonprofit growth and investments. They received the challenge of providing options for local residents to support Town priorities. They recommend restricting funds by purpose. Council asked questions of **Mr. Miller** and received his responses. No action was taken.

3. **PRESENTATIONS FROM THE FLOOR**

There were no public comment speakers.

4. **CONSENT CALENDAR**

**MOTION MADE AND SECONDED:** Councilmember **Tankha** moved to adopt the Consent Calendar. The motion was seconded by Councilmember **Mok**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha  
NOES: None  
ABSTAIN: None  
RECUSE: None  
ABSENT: None

A. Approval of Special City Council Meeting Minutes – August 18, 2022

B. Approval of Regular City Council Meeting Minutes – August 18, 2022

C. Approval of Special City Council Meeting Minutes – August 19, 2022

D. Review of Disbursements for August 1-31, 2022 \$1,236,576.38

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)

- F. Proclamation Declaring September as Emergency Preparedness Month (Staff: D. Padovan)
- G. Adoption of **Ordinance 602** (Second Reading) Authorizing an Amendment to the Contract Between the Town and the Board of Administration of the California Public Employees' Retirement System (Staff: S. Revillar) - Motion to Waive Reading and Adopt the Ordinance
- H. **Resolution 82-22** Awarding a Contract for the Town Hall Renovation Project to Replace the Existing Carpet, Paint Interior Walls, and Remodel new Finance Room (Staff: O. Antillon)
- I. **Resolution 83-22** Accepting Town Hall Addition – Phase 1 Project (Staff: O. Antillon)
- J. **Resolution 84-22** Accepting the East Sunset Road Widening Project (Staff: O. Antillon)

## 5. **PUBLIC HEARINGS**

### ► City Council Ex Parte Contacts Policy Disclosure

- A. **Resolution 85-22** Amending the Outdoor Lighting Policy to Include Temporary Construction Lighting and Revisions to Tree Lighting (Staff: S. Mangalam)

Ex Parte: None

**Mayor Tyson** opened the Public Hearing.

**Planning Director Sofia Mangalam** presented the staff report.

### Public Comment

**Rashi Sharma, Los Altos Hills**, said she is a local high school student and is promoting responsible lighting processes.

**Vijay Chawla, Los Altos Hills**, said she helped draft the outdoor lighting policy that was adopted earlier this year. She expressed concerns about lighting in construction sites.

**Mayor Tyson** closed the Public Hearing.

Council discussion ensued.

**MOTION MADE AND SECONDED:** Councilmember **Tankha** moved to adopt **Resolution 85-22** Amending the Outdoor Lighting Policy to Include Temporary Construction Lighting and Revisions to Tree Lighting. The motion was seconded by Vice Mayor **Swan**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha

NOES: None

ABSTAIN: None

RECUSE: None

ABSENT: None

**6. NEW BUSINESS**

- A. Introduction of **Ordinance 603** (First Reading) Amending Title 2, Chapter 6 of the Los Altos Hills Municipal Code Adding Conflict of Interest Designations (Staff: D. Padovan)

**City Clerk Deborah Padovan** presented the staff report.

Council discussion ensued.

**MOTION MADE AND SECONDED:** Councilmember **Schmidt** moved to waive reading and introduce (first reading) **Ordinance 603** Amending Title 2, Chapter 6 of the Los Altos Hills Municipal Code Adding Conflict of Interest Designations. The motion was seconded by Vice Mayor **Swan**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha

NOES: None

ABSTAIN: None

RECUSE: None

ABSENT: None

**7. STAFF REPORTS**

- A. City Attorney

No report.

- B. City Clerk

**City Clerk Padovan** reported: The Council Chambers will be used as a vote center from October 29 - November 8, 2022. Staff may request a virtual City Council meeting in November due to some reorganizing inside of Town Hall. An Art

Reception is planned for this Sunday, September 18th. She explained the process for being a voting delegate at the League of California Cities and that the resolution to be a voting delegate will be on the agenda next year prior to the conference. Finally, she explained that the delegates voted to refer a resolution to the League's Housing, Community and Economic Development, and Environmental Quality Policy Committees supporting a ballot measure to strengthen local planning authority for further study.

C. Planning Director

**Planning Director Mangalam** announced that a virtual special joint City Council/Planning Commission will be held on October 3, 2022, to discuss the housing element

D. Administrative Services Director

**Administrative Services Director Revillar** reported on the annual audit currently in progress. She also reported that Eaton and Associates provided their 100-day review at the Technology Committee on September 14<sup>th</sup>. She expressed that Eaton has been doing a great job and we are happy to partner with them.

E. Public Works Director

**Public Works Director Antillon** said that he submitted the application for the project at Matadero Creek to the Bay Regional Water Quality Control Board and hopefully will have a permit for next year. Staff completed another two sections of pathways. He announced that he is leaving the town as he accepted a position in the Seattle area. The Council acknowledged all his accomplishments and said he would be missed.

F. City Manager

**City Manager Pirnejad** advised as that we enter October, we are revising the town's employee handbook and replacing Columbus Day with Indigenous Peoples' Day.

A Broadband Listening Session will be held on October 5<sup>th</sup> at 6 pm.

Due to the rise in residential burglaries, a Neighborhood Watch Leader meeting is being held on Oct 4<sup>th</sup> at 6:00 pm. If anyone wants to form a neighborhood watch group in your community, please contact **Management Analyst II Cody Einfalt**.

The City Manager will be attending the ICMA Conference in Columbus, Ohio September 17<sup>th</sup>-21<sup>st</sup> to bring back the latest innovations in local government and network with other city leaders to see how we might learn and share from each other.

He will also be attending every committee meeting beginning in September and continuing through the month of October to prepare the committees for their 2023 goals by reviewing their 2022 goals and how they aligned to the Council goals. We will provide a status as well as share the process for setting their 2023 Goals.

Existing Town Hall renovation will require that staff move their offices in the coming months. We will attempt to reduce the impact to our residents and customers.

He expressed his thanks to **Public Works Director Antillon** for his hard work and excellent efforts and commitments.

**Mayor Tyson** explained the process for the City Manager's review. A facilitator has been hired to interview Council, staff, and stakeholders to come up with an overall response.

Council recess at 8:00 pm

Council reconvened to open session at 8:06 pm

**8. REPORTS FROM COMMITTEES, SUB-COMMITTEES, AND COUNCILMEMBERS ON OUTSIDE AGENCIES**

A. Report by the Undergrounding Subcommittee (Mayor Tyson)

**Mayor Tyson** had nothing to report from PG&E. The CPUC has a new representative and **Mayor Tyson** has made contact with him. No action was taken.

B. Report from the Council Ad Hoc Committee Focusing on Broadband (Councilmembers Mok and Tankha)

**Councilmember Mok** said that the consultants that the town has hired has been extraordinary. He feels comfortable with where we are with technology. He advised that there will be a listening session on October 5<sup>th</sup>. No action was taken.

C. Report from Legacy Giving Ad Hoc Committee on Next Steps Related to Legacy Giving (Councilmembers Mok and Tankha)

**Councilmember Tankha** said she and **Councilmember Mok** were an ad hoc committee tasked with identifying a mechanism for receiving funds from the residents of the either as a one-time gift or as part of legacy giving. They looked at forming a town 501c3 but determined that it was best to work with the Los Altos Community Foundation.

**MOTION MADE AND SECONDED:** Councilmember **Tankha** moved to sunset the Legacy Giving Ad Hoc Committee. The motion was seconded by Councilmember **Mok**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha

NOES: None

ABSTAIN: None

RECUSE: None

ABSENT: None

**DIRECTION:** Place the topic on the 2023 goal-setting session agenda to do further prioritization and get some feedback from the community.

D. Status Reports from All Councilmembers on Subcommittee and Outside Agencies Activities

**Councilmember Schmidt** said that the Emergency Preparedness and Response Committee voted to update the charter and that will be brought to the Council next month.

**Vice Mayor Swan** reported on the League of California Cities annual conference. She said the mayor from the Town of Paradise had a breakout session about lessons learned and rebuilding the town after the fires in 2018. She also said that the History Committee is putting on their annual presentation in October 2023 – “Tales of Former Mayors.”

**Mayor Tyson** said the executive director of CHAC has announced her retirement. They will be searching for a new director. Reporting on activities by SVCE, a warning went out and within one hour the usage dropped so they were able to avoid an outage during the heatwave last week.

9. **COUNCIL INITIATED ITEMS**

- A. Request by the Technology Committee that the Town Procure Speed Detection Devices to Collect Data Regarding the Average Speeds on Roads that are known to have Speeders on them (Councilmember Mok)

**Councilmember Mok** presented the topic.

Council discussion ensued.

There was consensus to have the Technology Committee potentially add this as one of their goals for 2023.

- B. Request by the Technology Committee that the Planning Department to Require that Residents Install an Earthquake Shutoff Valve and Incentivize Existing Residents to Install a Valve (Councilmember Mok)

**Councilmember Mok** presented the report. There was consensus to have the Technology Committee potentially add this as one of their goals for 2023.

- C. Request to Direct Staff to Appropriate Funding and Resources in the Implementation of GHG Inventory, Home Assessments, and Rebates for Electrification as Part of the Adopted Goals of the Climate Action Plan (Councilmember Mok)

**Councilmember Mok** presented the report. He requested that this item be placed on the City Council agenda for October to select a vendor for these assessments.

Public Comment

**Anand Ranganathan, Los Altos Hills**, reminded the council on what was agreed to in the climate action plan. He asked that all climate action plan actions be budgeted so that the items can go on consent. all climate action plan items should be a priority.

**Vrinda Bhandarkar, Los Altos Hills**, said lets do the minimum possible and approve these climate action plan items.

No action was taken. The item will be placed on the Consent Calendar in October.

- D. Request to Consider Proposed Energy Reach Code additions as part of the 2023 Green Building Code (Councilmember Mok)

**Councilmember Mok** presented the item and requested that the current ordinance be amended. The current reach codes expires in 2022. The intent is to renew the reach codes that we currently have and add three additional items.

Public Comment

**Anand Ranganathan, Los Altos Hills**, we are continuing to exempt the cooktop. The dryer and the oven may be electric. The EIC had a long discussion about remodels, and they do need to be put into the reach codes. They do ask that the Council put this as a priority next year.

**Vrinda Bhandarkar, Los Altos Hills**, the EIC was very conscious of the fact that there are not affordable options for outdoor electrification.

Staff will return in October with a first reading for adopting reach codes.

**10. ADJOURN**

The meeting adjourned at 9:18 p.m.



Respectfully submitted,

*Deborah L. Padovan*

Deborah Padovan  
City Clerk

The minutes of the September 15, 2022, regular City Council meeting were approved as presented at the October 20, 2022, regular City Council meeting.