



Town Manager's Report for August 24 - 30, 2015

Items to report on this week include the following:

Planning/ Building/ Engineering Update:

The City **Engineer's Report** is attached. Items in red text note changes in project status from last week. A copy of the **West Bay** Sanitary District O&M Report for LAH July 2015 is attached.

The **Planning Commission** will be having a Study Session on *Tuesday, September 15* to present proposed changes to **Conditional Development regulations** and to received public input. No action will be taken at the study session. A public hearing will be scheduled at a later date where the Commission will develop a recommendation to the City Council.

The following project was approved at the August 25 **Fast Track** hearing:

- A new residence on an undeveloped property at **12830 Deer Creek Lane**.

Public Safety Update:

The Sheriff's **weekly and July monthly report** is attached.

City Engineer Richard Chiu and I attended the Silicon Valley Bike Summit on Wednesday of this week. The County of Santa Clara Public Health Department presented its [2015 Report on Bicycle Transportation & Safety](#) in Santa Clara County.

Administrative Services Update:

This week, the Administrative Services Department continued efforts in completing the following:

- Year-End: Completed Accounts Payable and Receivable process for FY 2014-15. Began reviewing the Town's Capital Assets and other financial schedules for audit. Final fieldwork is scheduled for September 29, 2015.
- Budget Finalization: Completed three of the six sections.
- Permitting System and Finance System Update: The Finance System is scheduled for update the week of September 8 through September 11. Need assessment is in process and software demo has been requested of Tyler Technology EnerGov. Next steps include scheduling more demos from other permitting systems, contacting neighboring agencies and get live-demo, and completing a cost analysis of the various options.

Additionally, attached you will find a summary on Town's Financial Health and Financing Options for a **potential multi-purpose facility**, with uses including an Emergency Operation Center and a space for classes, public meetings, and Town events. This memo included a brief background on this suggestions by the Heritage Preserve Subcommittee and was presented to Councilmember J.Radford on the July 24, 2015 meeting. Additional analysis and financing scenarios will be completed in the next few weeks.

Parks and Recreation Update:

The 2015 Annual **Volunteer Dinner** was held on Friday, August 21st at 5:30pm at the Los Altos History Museum. 126 guests attended with 20 no shows (without cancellation). Last year there were a total of 137 attendees. Thank you to our volunteers!

Los Altos Hills Hoedown is scheduled for Saturday, September 12th from 3:00-8:00pm.
http://www.losaltoshills.ca.gov/documents/announcements/2015_hoedown.pdf

Vines and Wines being held Sunday, October 25th 2:00-5:00pm at Town Hall registrations this week doubled with a total of 49 guests registered. This event will be limited to 200. Register today: <http://www.losaltoshills.ca.gov/announcements/621-vines-wines-sunday-october-25>

The **Fall/Winter Activity Guide** is now available online and was mailed this week.
<http://www.losaltoshills.ca.gov/activity-guide>

The September newsletter, **Our Town** has been mailed and is available online.
<http://www.losaltoshills.ca.gov/city-government/town-newsletter>

If you have any questions or comments feel free to e-mail or call.

Carl

Last Updated on 8/28/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
1	I-280/Page Mill Interchange	<p>(1-9-15) County and Town staff to meet end of January to continue discussions. (1-16-15) County working on recommendations for Park n Ride, East side of I-280 and West side of I-280. (1-23-15) Staff met with County to discuss progress. County preparing to complete their proposal for the interchange and Page Mill/Oregon expressway. County staff to provide update to Council at the February meeting. (1-28-15) Staff provided update to Traffic Safety Committee on the roundabout plan that County is refining and notified the committee that the County will present an update at the February Council meeting. (2-6-15) Staff attended meeting with County and Caltrans staff to discuss roundabout concept. Caltrans is concerned about timing of project. Caltrans is looking to see if there are any other interim measures that they can consider to address their safety concerns. Caltrans also provided comments on the traffic modeling done by the County's consultant. Consultant will review traffic model as requested by Caltrans staff. (2-13-15) County staff provided update at the February City Council meeting date. County staff to return in March to present proposed final concept plan. (2-27-15) Staff working with County staff on March presentation to City Council. (3-5-15) County presentation may be postponed to the April Council meeting. (3-20-15) County staff will present the updated plan of the Page Mill/I-280 interchange at the April Council meeting. County proposing traffic signal at Page Mill and Coyote Hill. (4-10-15) Town staff meeting with County staff to discuss upcoming Council presentation. (4-17-15) Town staff met with County staff and County requested to move their presentation to the June meeting as they need more time to address comments raised by the Town and members of the public. (5-8-15) County staff looking at the feasibility of switching the Caltrans maintenance yard with the Park n Ride facility. (6-5-15) Staff reviewing administrative draft from county. (6-12-15) County submitted Page Mill Road Expressway Corridor Study report. Staff reviewing. County to provide presentation at the June 18th Council meeting. (6-19-15) County staff presented the Page Mill Road Expressway Corridor Study report to council. Council requested County to discuss Park n Ride lot issues with Caltrans and Stanford, move forward with the process of widening Page Mill to six lanes and move forward with the interim measures to improve bicycle safety with new pavement markings. Comments from the public are due to the County by August 7, 2015. (8-28-15) The Expressway Plan will be discussed at the 8-31-15 County Policy Advisory Board.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
2	El Monte Road Rehabilitation Project	<p>(8-29-14) Consultant working on design and CalTrans paperwork. Field review scheduled with CalTrans for September 19, 2014. (9-4-14) Staff and consultant working on environmental documents for CalTrans staff. (9-11-14) Field Review package sent to Caltrans for review. (9-19-14) Field review by CalTrans staff was conducted. Staff and consultant working on Caltrans paperwork. (11-6-14) E-76 package has been submitted to Caltrans. Documents being reviewed by Caltrans staff. (11-21-14) Caltrans has new requirement for a Quality Assurance Plan (QAP). Consultants working on revising the QAP. (12-5-14) Consultants working on additional technical memos required by Caltrans. (12-12-14) Caltrans reviewing documents. (12-19-14) Town received Caltrans NEPA-Categorical Exemption approval on 12-18-14. (1-9-15) Caltrans reviewing encroachment permit application. (1-16-15) Staff is clarifying some deadlines and escalating the encroachment permit issue to the Caltrans Encroachment Permit Office Chief. (1-23-15) Caltrans had comments on the E76 paperwork and Town consultants made revisions and resubmitted. (1-28-15) Caltrans local assistance forwarded the E76 request to Caltrans headquarters for approval. (2-6-15) Caltrans has more comments on paperwork. Town staff and consultant made necessary revisions and resubmitted to Caltrans for review. (2-13-15) E76 approval has been received from Caltrans. Project to be advertised end of February. Funds will need to be requested at the mid-year budget adjustment. (2-27-15) Project bid opening is scheduled for March 31. (3-5-15) Project has been advertised. (3-20-15) Project to be presented to Council at the March 31 meeting for award of contract. (4-3-15) Council authorized the award of construction contract. Staff confirming paperwork needed per Caltrans requirements. (4-10-15) Pre-construction meeting scheduled for 4/13. Staff reviewing bonds and insurance information from contractor. (4-17-15) Contractor working on project schedule for Town to review. (4-24-15) Contractor waiting for encroachment permit approval from Caltrans. Paving work may be done on the weekend. (5-8-15) Town staff trying to help the contractor secure approval of the Caltrans permit. (5-15-15) Caltrans permit for contractor has been obtained. Contractor to provide schedule for work. (5-22-15) Construction in progress. Work scheduled to be complete by early July. (5-29-15) Contractors working on curb ramps. (6-5-15) Some field adjustment being discussed for ADA requirements. (6-12-15) Contractor will be grinding pavement on 6/13/15. (6-19-15) Loop detector repair work in progress. Contractor will be paving on 6/20/15. (7-10-15) Paving work completed. Striping work in progress and push button modifications are required. (7-17-15) Contractors working on electrical push button work under force account since proposal could not be agreed upon. (7-23-15) Staff preparing punchlist with inspector. (7-31-15) A faulty ped pushbutton was repaired. Still need to install a School Xing pavement marking and completion of punchlist items. (8-14-15) Construction work has been completed. Payment and reimbursement paperwork still in progress.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
3	Miranda Road Path	<p>(12-19-14) Residents on Miranda Road are organizing to propose that a continuous path be built on the east side of Miranda. Staff met with residents to discuss options and to walk the road to layout possible path route. Staff reviewing estimate for budgeting purposes. (1-16-15) Staff provided feedback to the resident on Miranda. They will be presenting to Pathway Committee. (1-23-15) Staff provided information to Pathway Committee chair. (1-28-15) Staff to contact neighbors to discuss proposal and obtain quotes for contract document preparation. (2-6-15) Staff working on getting proposals from consultants to prepare contract bid documents. (2-27-15) Staff received two proposals and will request award of contact at the March City Council meeting. (3-5-15) Neighborhood representative has been notified of the upcoming request to Council for contract award to prepare bid documents. (3-20-15) Staff working on agreement language with proposed consultant. (3-27-15) Staff preparing revised agreement for consultant to sign. Authorization to award contract to be presented to Council at the March 30, 2015 meeting. (4-3-15) Council authorized the award of design contract. Staff sent revised agreement to consultant for signature. (4-10-15) Staff in process of obtaining signatures on the agreement. (4-17-15) Staff scheduling kick off meeting with consultants. (4-24-15) Staff, neighborhood coordinator and designers met at the site to discuss project. Designers will schedule the surveying work. (5-1-15) Design in progress. Staff had arborist look at an oak tree and based on poor form and location under power lines, design will proposed to remove the tree for the new path. (5-15-15) Pathway design in progress, draft pathway plans scheduled to be submitted to the Town week of 5-18-15 for review. (5-22-15) Draft plans have been received and sent to the neighborhood representative and pathway committee chair for comments. (5-29-15) Staff met with neighborhood representative to discuss comments on draft plans. Pathway committee to provide any comments they may have. (6-5-15) Staff to finalize review and provided comments to designer week of 6-8-15. (6-12-15) Pathway committee did not provide any comments on the preliminary design. Staff and neighborhood representative comments provided to designers. (6-19-15) Designers working on addressing comments provided by the Town. (7-10-15) Designers resubmitted revised plans. Staff sent to neighborhood representative and Pathway committee chair for comment. (7-17-15) Comments received from neighborhood representative, but still waiting for comments from pathway committee. Staff to provide comments to designer week of 7-20-15. (7-23-15) No comments provided by pathway committee. Staff comments provided to designers. Final documents to be submitted first week of August. (8-14-15) Final plans received from designers, staff to send to pathway committee and neighbor representative. Staff received approval of TDA article 3 grant funds in the amount of about \$15,000 for this project. (8-21-15) Final plans sent to pathway committee and neighborhood representative. Pathway committee to review and discuss priority to make recommendation to council. (8-28-15) Pathway committee recommends moving forward with the Miranda Path. Item to be presented to Council for approval.</p>
4	O'Keefe Lane and Vista Serena Drainage (Creek Clearing)	<p>(5-17-13) Project awaiting funds. (11-21-14) Creek Clearing will required permits from Department of Fish and Game, Regional Water Quality Control Board, Army Corp. of Engineers, and perhaps other agencies. Staff continues to monitor and perform temporary mitigation.</p>

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Tasks	Project Name	Latest Status
5	Townwide Pathway and Roadway safety inspection program	<p>(10-4-13) For the month of September 2013, staff performed corrective action on 20 potential liability issues identified by routine inspections. (11-15-13) For the month of October 2013, staff performed corrective action on 40 potential liability issues identified by routine inspections.(1-3-14) For the month of December 2013, staff performed corrective action on 18 potential liability issues identified by routine inspections. (2-28-14) For the month of January 2014, staff performed corrective action on 13 potential liability issues identified by routine inspections. (3-7-14) For the month of February 2014, staff performed corrective action on 5 potential liability issues identified by routine inspections. (6-6-14) For the months of April and May 2014 staff performed corrective action on 27 potential liability issues identified by routine inspections. (8-29-14) For the month of June staff performed corrective action on 11 potential liability issues identified by routine inspections. (9-19-14) For the month of July and August staff performed corrective action on 44 potential liability issues identified by routine inspections. (10-24-14) For the month of September staff performed corrective action on 8 potential liability issues identified by routine inspections. (1-9-15) For the months of October to December staff performed corrective action on 8 potential liability issues identified by routine inspections.(2-13-15) For the month of January staff performed corrective action on 9 potential liability issues identified by routine inspections. (7-17-15) Staff training intern to perform inspections. (7-23-15) Intern doing inspections and working with field crew to address. (7-31-15) Town staff looking for dead pine trees and sending notices out as appropriate. (8-21-15) Tree notices being sent to property owners.</p>
6	Robleda Road Pathway (Fremont to Beatrice) (Project #4)	<p>(8-10-12) Permits have been received from various regulatory agencies. Waiting for funding. (11-21-14) Estimated project cost is over \$600,000. Staff had previously provided some additional signage and shifted the roadway slightly to increase the pathway width. Staff continues to look for possible grant funds. (1-23-15) Staff provided information to Pathway Committee chair. (3-5-17) Committee chair requested hard copies of the drawings for their use to discuss possible grant funding. Staff provided drawings.</p>
7	Sewer Operations	<p>(6-12-15) Amendment to West Bay's agreement to increase scope of work and provide a three year extension to be presented to Council at their June meeting. (6-19-15) Council approved a three years extension to West Bay's contract. (7-10-15) Amendment to extend West Bay's contract has been sent for West Bay's review. The April 2015 summary of O&M activities is attached. (7-17-15) West Bay has approved the three year contract extension. Signatures being obtained. The May 2015 summary of O&M activities is attached. (8-14-15) Staff received and is reviewing the June invoice for O&M. West Bay's May report for LAH to their board is attached. (8-21-15) The June 2015 summary of O&M activities is attached. West Bay discovered a major offset at a drop manhole during routine maintenance. Staff performing emergency repair work. (8-28-15) Staff setting up meeting with West Bay to discuss planning of upcoming activities. West Bay's July report to their board for LAH activities is attached</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
8	Wet weather flow monitoring	(12-19-14) Due to the amount of wet weather we had recently, there is an opportunity to obtain good wet season sewer flow data. Staff will propose to obtain approval for the City Manger to authorize flow meter installation prior to a storm event. (1-9-15) Staff will be requesting Council approval at the January meeting. (1-16-15) Council authorized City Manager to execute necessary agreements for flow meter installation.
9	Erosion on Page Mill Road near Baleri Ranch Rd	(10-17-14) Consultants are working on preliminary environmental work and expect to be completed by the end of October. After that, consultants will start taking a look at the initial project description and preliminary engineering studies. (11-14-14) Consultants completed the preliminary environmental work and is working on the preliminary design. Should have preliminary design completed by early December. (12-12-14) Consultants are a little behind schedule. Will try to catch up in the next few weeks. (12-19-14) Consultant provided preliminary design proposal and project description. Staff reviewing. (1-9-15) Staff provided comments and will set up conference call to discuss. (1-16-15) Staff discussed comments with consultant. Consultant will do some analysis and get back to staff. (2-6-15) Consultant submitted modified preliminary design for staff to review. (2-13-15) Staff provided comments to consultant. (2-27-15) Consultant prepared a Biological Assessment and the Wetlands Delineation Report. They are working on documents for permit applications to outside agencies. (3-5-15) Planning reviewing format for environmental document. (3-20-15) Format for environmental document is acceptable. Consultant will begin working on the CEQA documents. (3-27-15) Hydraulic analysis, Biological Assessment and the Wetlands Delineation Report have been completed. Consultants working on documents for permit application to regulatory agencies. (4-3-15) Consultant submitted project description for environmental document. Staff to review. (4-24-15) Consultant prepared permit applications for submittal. Staff reviewing permit applications for outside regulatory agencies. (5-1-15) Staff provided comments on applications. Consultant finalizing application for Town signature. (5-8-15) Applications to regulatory agencies have been submitted for review. (5-22-15) Comments from Regional Water Quality Control Board received. Consultants working on addressing comments and continuing to work on CEQA documents. (5-29-15) Still waiting for comments from other agencies. (7-23-15) Consultant prepared revised vegetation plan to address RWQCB comments for incorporation into CEQA document. (8-14-15) Draft CEQA document has been submitted. Staff reviewing.
10	Inspection for dead pine trees	(7-31-15) Consulting Town arborist performing Townwide inspection for dead/dying pine trees. (8-14-15) Staff and consulting arborist performed Townwide survey for dead trees. Staff sent out approximately 100 notices to property owners requesting that they remove dead trees on or abutting their property. (8-21-15) Consulting arborist verifying several locations at the request of the Town. Staff working with property owners on the removal schedule. (8-28-15) Staff met with fire district and they are working with property owners to schedule removal of many of the dead trees identified on the Town's list. Fire district is prioritizing trees for scheduling.

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
11	VTA Bicycle Expenditure Plan applications	(12-14-12) Staff to work on application to add Nicholson Path Extension and Fremont Road Bike path phase 2 to the Bicycle Expenditure Plan. Applications due 1-31-13. (2-1-13) Applications have been submitted and received by VTA. (3-22-13) Staff provided supplemental information to VTA regarding Hale Creek Path in an effort to secure additional points to qualify to be in the BEP. (4-3-13) All submitted projects were approved to be added to the new BEP. (4-11-13) Hale Creek path and Fremont Road Safe Route to School phase 2 are now on the BEP.
12	Annual Tree Inspection	(12-5-14) Staff met with fire district regarding dead pine trees and other at risk trees. Fire district requested Town staff to send letters out to property owners. Staff working on sending out additional letters. (12-12-14) Letters for dead pine trees have been sent with copies to the Fire District. (12-19-14) Tree removal letters have been received. Per discussion with residents, Fire district is providing assistance with the removals, however the district's contractor needs additional time to do the work. (1-9-15) Staff continuing to work with Fire District to verify which trees they can provide assistance. (4-24-15) Staff working on agreement with arborist for the 2015 Townwide tree survey. (5-1-15) Agreement sent to consultant for signature. (5-15-15) Agreement has been executed. Staff to authorized consultant to begin. (5-22-15) Consultant scheduling work. (6-19-15) Work in progress. Draft report should be received in July. (7-31-15) Staff checking on the status of the report. (8-21-15) Report received. Staff reviewing and preparing additional letters to be sent to property owners. (8-28-15) Staff reviewing report. Fire district requesting a meeting prior to the Town sending out additional letters on the list.
13	El Monte/I-280 interchange	Traffic Safety Committee had some concerns about the stop sign and alignment of the northbound El Monte/I-280 off-ramp. Staff contact CalTrans to discuss. The Stop sign was requested by the Town in 2003, however, there is still a high number of accidents. Town staff worked with CalTrans to improve the safety concern. CalTrans requested funds under their SHOPP program and \$1.2 million was approved to realign the off-ramp so that it comes in more perpendicular to El Monte. TSC supports the proposed realignment. (3-1-13) Tentative schedule is to do the design in 2015 and construct in 2016/2017. (8-22-14) Project study report has been provided by CalTrans. Staff reviewing. (8-29-14) Staff to provide update at an upcoming City Council meeting. (9-19-14) Staff to provided an update to council. Any proposed construction would not likely begin until 2017. (9-26-14) Staff provided update to Traffic Safety Committee. (10-17-14) Staff provided an update to City Council at the 10-16-2014 meeting. (3-27-15) Caltrans has this project scheduled for construction in 2017. Staff trying to get more details from Caltrans. (4-3-15) Caltrans working on paperwork to begin design work. Per Caltrans, construction is still scheduled for 2017.

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
14	Townwide Traffic Signs	<p>(3-5-15) Revised report has been submitted. Consultant to present the report at the March 31st Council meeting. (4-3-15) Presentation provided to council at the March meeting. Council requested staff to develop a sign removal plan that includes obtaining neighborhood input and return to council for consideration. (4-10-15) Staff will provide verbal update to council at the April meeting. (4-17-15) Assistance will be needed from the Engineering intern. (4-24-15) Per Council direction, staff will proceed with the removal of No Parking signs per the Nelson Nygarrd report except for the area of Moody Road. Not Through Road/Dead End signs will not be removed per Council direction. Staff will also work on a plan to reduce the number of warning signs. (5-1-15) Additional signs have been removed, staff continuing to work with crew to remove signs as directed by Council. (5-8-15) Councilmember Waldeck provided a map showing additional signs for removal. Staff reviewing. (5-15-15) Staff removed an additional 23 signs. Staff to drive roads to verify additional sign removal/modification. (5-29-15) Staff performing site review of signs in the north-east section of Town. (6-12-15) Staff working with the Town crew to remove some additional signs. (7-31-15) For the months of June and July Town staff removed approximately 20 signs. (8-14-15) An additional 5 signs have been removed. As of April 2015 to date approximately 70 signs have been removed.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
15	Anacapa/La Cresta Utility Undergrounding	(1-16-15) Council approved agreement. Staff to execute agreement with consultant. (1-23-15) Agreement has been executed. Consultant working on a schedule. (1-28-15) Staff to set up kick off meeting with consultant and neighborhood representative. (2-6-15) Meeting with consultant and neighbors scheduled for 2/9/15. Consultants walked some areas with neighborhood representatives and are now working on developing the district boundary. (3-5-15) Neighborhood group provided update to the entire neighborhood. Staff provided electronic files to consultant for their use. (3-27-15) Consultants preparing drawing showing preliminary trench layout and the proposed substructures to replace the overhead facilities. (4-10-15) Consultant submitted preliminary estimate and trench layout plans. Staff sent to neighborhood representative for review. (4-17-15) Staff to meet with neighborhood representative on 4-24-15 to discuss information received from consultants. (4-24-15) Staff met with neighborhood representative and they requested staff to clarify information from the consultants and also reach out to the previous contractor that did the Purissima undergrounding project to obtain trenching cost. (5-15-15) Per request from neighborhood representative, staff provided rough cost information from previous contractor. Staff trying to get PG&E to review and provide comments on the preliminary trench layout. (5-22-15) Staff in contact with PG&E to schedule a meeting. (6-5-15) Meeting with PG&E and design consultant scheduled for 6/22. (7-10-15) PG&E agreed to provide some input and review comments at the 6/22 meeting. PG&E will begin tapping into the \$5,000 rule 20a allocation that the council approved about a year ago. (7-17-15) Designers working with PG&E staff to clarify comments. (7-23-15) PG&E providing feedback to designers. (7-31-15) Designers scheduled to provide revised map and estimates in the first week of August. (8-14-15) Updated map and estimate has been submitted and provided to neighborhood representative. Staff to set up meeting to discuss. (8-21-15) Meeting scheduled for August 25th. (8-28-15) Consultant and neighbor representatives discussed engineering and assessment district formation. Staff working on getting register voter and election information.
16	2015 Road Rehabilitation Project	(7-10-15) Staff preparing contract documents for the 2015 Road Rehabilitation Project. (7-17-15) Project has been advertised. Bid opening scheduled for August 5, 2015. Staff plans to present bid results to Council at the August council meeting. (8-14-15) Award of project to be presented at the August council meeting. (8-21-15) Council approved the award of contract. Staff preparing award documents. (8-28-15) Award documents sent to contractor. Staff waiting for bonds and insurance paperwork.
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18	Emergency communication antenna	(7-19-13) Staff met with Jim Abraham to discuss requirements for emergency antenna. Height needs to be 100 feet above ground. Staff to research antenna poles/towers and cost for installation. (8-9-13) Staff meet with antenna tower contractor to obtain budgetary cost information. (8-16-13) Rough cost estimate provided to Jim Abraham.
19	Long Range Trash Management Plan	(1-31-14) Staff prepared and submitted the Town's Long Term Trash Management Plan for submittal to the water board. (2-6-14) Plan has been submitted and is on the Boards website.

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
20	Open Space Stewardship	(3-20-15) Agreement for year two with Acterra to be presented to council at the April meeting. (3-27-15) Staff working on agreement with Acterra for grant writing to SCVWD. (4-3-15) Agreements for year 2 stewardship and grant writing assistance have been sent to Acterra. (4-10-15) Agreement for grant writing in process of being executed. Staff to present second year stewardship agreement with Acterra at the April meeting for Council consideration. (4-17-15) Acterra waiting for SCVWD call for project to submit request for grants. (4-24-15) Council approved a contract with Acterra for a second year. Agreement being executed. (5-8-15) Staff working with Acterra on mowing schedule. (5-15-15) Mowing was performed at Byrne Preserve in coordination with Acterra and the Town's mowing contractor. (5-29-15) Staff to coordinate another round of mowing in June. (6-5-15) Mowing in Byrne Preserve and O'Keefe scheduled for week of 6-15-15. (6-12-15) Area for mowing at Byrne Preserve has been marked. Town's mowing contractor will be mowing Byrne Preserve and O'Keefe week of 6-15-15. (6-19-15) A section of Byrne Preserve and O'Keefe was mowed for yellow star thistle. Town's mowing contractor to return in two weeks to mow again. (7-10-15) Staff working with Acterra to set up quarterly meeting in July. Mowing of Byrne Preserve and O'Keefe scheduled for week of 7-13-15. (7-17-15) Acterra quarterly meeting scheduled for 7-20-15. (7-23-15) Quarterly meeting was held with Acterra and members of the Open Space Committee (OSC). Acterra submitted a draft grant proposal for comments. Staff forwarded to members of OSC for comment. Grant request due August 10, 2015. (7-31-15) Comments on grant application provided to Acterra. (8-14-15) Staff obtaining final version of grant application. Staff reviewing proposal for grazing consultant to assess Byrne Preserve. (8-21-15) Staff contacting references for proposed grazing consultant. (8-28-15) Agreement with grazing consultant executed. Consultant to schedule site visit.
21	Drainage improvement at Newbridge	(8-28-15) Staff identified a drainage problem on Newbridge. Staff working on getting quotes to prepare a design.
22	Drainage improvement at O'Keefe Lane and Vista Serena	(4-24-15) Excess underground water is surfacing onto the roadway and negatively impacting the subgrade. CalWater has confirmed that they do not have a leak. Staff is working on getting a subdrain line installed. (5-8-15) Subdrain line has been installed. (5-15-15) Project completed.

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
23	P-TAP Round 15 grant funds	(1-17-14) Staff applied for and received approval for \$18,600 in grant funds to update the Town's Pavement Management Program. (3-13-14) MTC to assign consultant to work on LAH project. (4-11-14) Staff meeting with consultant on 4-11-14 to begin project. (4-18-14) Staff reviewing work plan from consultant. (4-25-14) Work Plan budget approved. (5-2-14) Consultant working on project schedule. (5-16-14) Waiting for MTC approval of work plan. (5-23-14) MTC has approved the project. Consultant to provide schedule. (6-6-14) Consultant to begin field work week of June 16, 2014. (6-20-14) Work underway. (8-22-14) Staff reviewed draft report and provided comments to consultant. Consultant working on finalizing the report. (10-10-14) Draft final report has been submitted to staff for review. (10-24-14) Project has been completed. Staff to post new report on Town's website. (10-31-14) Report has been posted on Town's website. (11-14-14) Town's pavement management certification has been renewed with MTC. (6-5-15) Staff working with consultant to correct typo in the report. (6-12-15) Staff reviewing modifications from the consultants. (6-19-15) Staff provided comments to consultant. (7-23-15) Consultant working on final revised report.
24	Town Cupola Restoration	(2-13-15) Restoration work in progress. (2-27-15) Restoration work completed. Cupola to be bolted in place. Staff working with History committee member on a time capsule. (3-5-15) Staff met with contractor to discuss minor items to complete. (3-20-15) Project completed. History committee members working on a time capsule that would be placed inside the cupola. (5-22-15) Council approved the wording for a plaque at the May 21, 2015 Council meeting. (8-14-15) Plaque received. (8-21-15) Staff working on getting a stand to mount the plaque.
25	I-280 Repaving	(12-13-13) Staff contacting CalTrans again to see if they have an update on when I-280 within Los Altos Hills will be scheduled to be repaved. (12-20-13) E-mail received from Jeremy Dennis discussing the CalTrans process. By fall of 2014 Caltrans will decide which projects will be included in the 2016 SHOP program for bidding in 2018-19. Not sure if a section of I-280 within LAH will be selected. (7-18-14) Mayor will be sending a letter to CalTrans to request expediting the paving schedule for I-280 within Los Altos Hills. (9-19-14) Letter was sent to Caltrans. (10-17-14) Caltrans staff indicated that per the program schedule, the soonest the paving work would occur is in 2018/2019 and the latest it would occur is in 2019/2020. Staff still trying to contact the District Director. (11-21-14) Senator Jerry Hill's office is getting involved. (1-9-15) Caltrans district director to meet with Town Mayor and councilmember to discuss project. Assemblyman Rich Gordon's office is involved. (1-16-15) On-line petition being developed. (1-28-15) Caltrans working on project initiation document (PID) for pavement improvement and expects to submit in June as a candidate for funding in the 2016 SHOPP. (4-17-15) Caltrans has some questions regarding the noise measurements provided to them. Staff forwarded responses to Caltrans. (5-29-15) Supervisor Joe Simitian sent letter to Caltrans requesting that they program the I-280 repaving project in the next programming cycle. (7-31-15) Caltrans completed and approved a Project Initiation Document to resurface I-280 from Foothill Boulevard to 0.5 mile north of Sand Hill Road. Project to be submitted for the 2016 SHOPP program to compete for funds. (8-14-15) Per discussion with Caltrans staff, project is approved under the 2016 SHOPP program. Construction should occur around 2018.

Last Updated on 8/28/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
26	El Monte Segment 4	El Monte will remain on the list for future BEP funds. (9-14-12) Based on the revised OBAG grant program the scope of work will need to be increased to qualify for the discretionary program. (2-21-13) Staff submitted a new application for the BEP list as all project will be re-evaluated. (4-3-13) Project was approved to be on the new BEP list.
27	Barron Creek Drainage Channel Maintenance (26170 W. Fremont Road)	Town will need to do a project to restore the flow line of the channel. Funds will need to be allocated for design with construction funds to follow. (11-30-12) Staff met with SCVWD to discuss how the district may be able to help. Town and District staff to discuss further. (1-11-13) Staff meeting with SCVWD staff on 1-17-13 to discuss how the district may be able to help. (1-18-13) Staff met with SCVWD and there is no assistance they can provide for this project. (1-25-13) Project needs to be budgeted. (11-15-13) Staff will be working on flushing out the pipe segment upstream of the open channel. (11-22-13) Staff completed flushing of the upstream storm drain pipe. (5-9-14) Staff working on budget for this project. (6-12-14) Budget not approved. (11-21-14) Staff will consider in future budgets based on priority and staffing. (12/12/14) Staff inspected the channel during the rains on 12/11 and the channel has sufficient capacity to prevent overtopping. (3-27-15) Adjacent property owner may be interested in assisting with the project. (4-3-15) Staff in communication with adjacent property owner regarding scope of work for a possible joint project. (4-10-15) Adjacent property owner is interested in a joint project with the Town to improve the aesthetics of the channel work. Staff will proposed funding in the upcoming budget cycle. (4-17-15) Property owner contacting consultants to work on the project. Staff will propose budget in the upcoming budget cycle. (4-24-15) Property owner contacting potential consultants to work on the project. Staff had discussion with consultant to provide additional information. (5-1-15) Staff to discuss project with adjacent property owner's representative week of May 4th. (5-8-15) Staff requesting funds in the budget for this joint project with the adjacent property owner. (6-19-15) Consultant working on proposal for property owner. (7-10-15) Property owner provided proposal to Town for review. Staff reviewing. (7-17-15) Staff to discuss proposal with property owners representative. (7-23-15) Staff discussed agreement comments and consultant proposal with property owners representative. (7-31-15) Property owner working on drafting a formal agreement and a maintenance agreement. (8-28-15) Property owner's representative is preparing to engage an attorney to draft the necessary agreements for Town to review.

Last Updated on 8/28/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
28	VTA TAC Meetings	<p>(9-27-13) Town will receive approximately \$47,000 in vehicle registration fee to be used for the Town's road rehabilitation projects. (10-11-13) Staff attended the 10-10-13 TAC meeting. No announcements of any grant opportunity. Committee will be working on selecting a new chair and vice chair.(5-9-14) Staff attended the 5-8-14 TAC meeting. Committee voted to recommend board approval for FY 2014-15 Countywide Transportation Development Act Article 3 program. (10-10-14) Selection of new chair and vice-chair is in process. No agency in Santa Clara County received the State ATP grant and only one in Santa Clara County got approval for the regional ATP grant. (1-16-15) MTC reported that the deadline for the housing element certification has been extended to 5/31/2015 and the deadline for circulation element adoption (to meet Complete Street Act of 2008) to 1/31/2016. VTA is also preparing to start the Light Rail Enhancement Program that will analyze a number of light rail projects that focus on increase the speed of the entire system. The rail lines to be studied are in downtown San Jose, connections to the future BART Milpitas Station, and Downtown Mountain View. Caltrans is preparing to launch a Caltrans Encroachment Permit Workshop to assist the local agencies to better understand the permitting process. The tentative date of this workshop is 3/19/2015. (2-6-15) Next VTA TAC meeting scheduled for 2-12-15. (4-17-15) Staff attended the April 9th TAC meeting. VTA staff reminded the committee that local Housing Element needed to be approved by May 31, 2015 to be eligible for grant funds. (8-28-15) Staff attended the 8-13-15 TAC meeting. Information was provided on the One Bay Area Cycle 2 program development.</p>
29	2015 Sewer rehabilitation project	<p>(3-20-15) Bids were received from 2 contractors. Award of contract to be presented at the March 30 Council meeting. (4-3-15) Council approved the award of construction contract at the March council meeting. Council requested staff to get input from Town's sewer consultant regarding the bids received and reasonableness of the Town moving forward with the award of the contract to the low bidder. Staff provided information to the Town's sewer consultant for review. (4-10-15) Staff to issue award letter to contractor. (4-17-15) Award letter has been issued. Staff waiting for bonds and insurance. (4-24-15) Staff scheduling preconstruction meeting for week of April 26, 2015. (5-1-15) Pre-construction meeting was held on 4-29-15. Contractor sending notices out to affected residents. (5-8-15) Project underway. Staff working with consultant to review and modify work as needed. (5-15-15) Contractor performing repair work. Staff and consultant are reviewing pre-construction video and adjusting scope of work as required. (5-29-15) Preliminary adjustments to work based on video and site specific location are one less point repair, two additional pipe bursting and one additional pipe reaming. Changes due to unforeseen conditions and additional information will further modify work activities. (6-19-15) Contractor not working in Town due to emergency project in another city. Construction activity will resume end of June. Project is approximately 70% complete. (7-10-15) Contractor continuing work in Town. Staff had contractor perform emergency repair on a collapsed pipe segment on Murietta Lane. (7-17-15) Staff to add two additional segments based on recent video information. (7-23-15) Contractor plans to complete the project in early to mid August. (7-31-15) Three locations remain to be completed. (8-14-15) Contractor completing miscellaneous work and testing activities. Staff to develop punchlist. (8-21-15) Work completed. Paperwork still in progress. (8-28-15) Staff still waiting for some post construction video.</p>

Last Updated on 8/28/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
30	ATP Grant	(5-29-15) Staff working with consultant to complete grant application for Fremont Road Safe Route to School phase 2. (6-5-15) Application submitted. (6-19-15) Results should be available in October and November 2015.
31	Gardner Bullis Crosswalk study	(7-25-14) Staff working with school parents and traffic consultant to study the existing crosswalk on Fremont Road near the school. (8-7-14) Crosswalk study to be presented at the August City Council meeting. (8-22-14) Council approved the relocation of the crosswalk and the installation of push button operated lighted signs. Staff to obtain quotes to perform the work. (9-11-14) Staff preparing agreement for crosswalk relocation, still waiting for flashing sign proposals. (9-19-14) Curb ramp installation underway. (9-26-14) Curb ramps installation completed. Need custom application for lighted signs to be visible from Fremont Pines Lane. Funding authorization to be requested at the October council meeting. (10-17-14) Council approved the funding to install the lighted crosswalk signs. (11-6-14) Agreement being executed with contractor. (12-19-14) Work is scheduled to be completed by the end of February. (2-13-15) Contractor waiting for material delivery. Foundation work has been completed. (2-27-15) The signs are in transit and expected to arrive mid next week. Staff is working with the contractor to see if they can intercept the delivery earlier in order to install ASAP. (3-5-15) Installation has been completed. Staff and contractor verifying delivered components. Some further adjustments may be needed. (3-20-15) Staff reviewing options to slow students on bicycles down prior to entering the crosswalk. (3-27-15) Signs are operational after replacement of controller. (4-10-15) Staff working on sketch for reconfiguration of the pathway to slow bikes down prior to entering the crosswalk. Staff ordered "Walk Your Bike" signs for the crosswalk. (4-24-15) "Walk Your Bike" signs have arrived, staff to schedule installation. (5-1-15) "Walk Your Bike" signs have been installed. (5-8-15) Staff sent recommendation for a revised school sidewalk layout to school district for consideration. (5-15-15) Staff working on crosswalk sign adjustment for increased visibility. (5-22-15) Staff coordinating further sign adjustment with contractor.

Last Updated on 8/28/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
32	2014-2 Road Rehabilitation Project	(8-29-14) Staff working on second road rehabilitation project. Design being done in-house. (11-21-14) Staff reviewing Pavement Management report for roads to be included. Updated pavement manager report includes new public roads previously thought to be private. (12-19-14) Tentative schedule is to advertise the project in February 2015 with construction to begin in April/May. (1-9-15) Staff working on design of project and putting bid package together. (1-16-15) Project to be advertised end of January. (1-28-15) Staff working on an amendment for issuance. (2-6-15) Bid opening scheduled for March 3, 2015. (2-27-15) Item to be presented to Council at their March meeting for award of contract. (3-5-15) Bids were received from 7 contractors. Staff reviewing bids and will present to Council at the March meeting. (3-20-15) Award of contract to be presented at the March 30 Council meeting. (4-3-15) Council approved the award of construction contract at the March council meeting. (4-10-15) Staff waiting for bonds and insurance from contractor. (4-17-15) Staff to set up pre-construction meeting. (4-24-15) Pre-construction meeting scheduled for week of April 26, 2015. (5-1-15) Pre-construction meeting was held on 4-28-15. Work scheduled to begin on May 8th. (5-8-15) Contractors began lowering utility boxes. Pavement grinding to begin week of May 11th. (5-15-15) Contractor scheduled to complete the paving work on 5-15-15. (5-22-15) Paving work completed. (5-29-15) Punchlist being prepared and worked on. (6-19-15) Council accepted the project at the June council meeting. (7-31-15) Staff verifying settlement of damaged private landscaping light prior to release of retention. (8-28-15) Project completed.
33	La Cresta Sewer Project	(10-31-14) The proposed project includes about 316 feet of 8" pipe and three manholes with depths ranging from 7 feet to 18 feet. (11-21-14) Permits have been issued. Construction to begin soon. (3-5-15) Staff coordinating with inspector to begin work on this project. (3-20-15) Construction in progress. (5-1-15) Construction about 90% complete. (5-15-15) Project 95% complete. (5-22-15) Construction work completed. Final restoration and testing needed. (6-5-15) Construction complete. Staff waiting for as-built drawings. (7-17-15) As-builts submitted. Staff reviewing. (8-28-15) Project completed.
34	Ginny Lane	(10-31-14) The City Council approved this project and approved the future users that would be subject to a reimbursement agreement on 11/5/2013. The proposed project is between 26432 Ginny Lane and 26481 Purissima Road. The proposed sewer sleeve is a 631 linear feet of 12" PVC pipe with nine 1.5-inch pressure lines to be installed. This project was on hold for some time as applicant was not ready to start. (11-6-14) Applicant to pull permit and pay fees. (1-16-15) Staff issued an encroachment permit on 1-15-2015. Construction is tentatively to start in two weeks. (1-23-15) Pre-construction meeting held, project to begin week of January 26th. (1-28-15) Project in construction. (2-27-15) Project substantially complete. (4-3-15) Construction is complete. As-built documents need to be submitted to Town for review and approval. (7-10-15) As-built plans submitted to Town. Staff reviewing. (8-28-15) Project completed.
35	Review of non-residential sewer units	(6-19-15) Sewer consultant to visit Town properties week of 6-22-15. Consultant will visit and meet with all non-residential users to inspect facility and discuss usage. (7-10-15) Consultant coordinating with non-residential facilities to set up appointments to visit and inspect. (7-23-15) Site visits to non-residential facilities in progress.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6D**

To: Board of Directors

From: Sergio Ramirez, Maintenance Superintendent

Subject: Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – July 2015

Month Temp Help	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBS D CCTV Insp.	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
	Miles	Miles	Miles	Miles	Qty.	Qty.	Cat. 1	Cat. 2&3 s	Call Outs
January	2.0	0.0	1.0	1.0	4	0	0	0	0
February	1.6	0.0	0.8	0.8	4	0	0	1	0
March	1.5	0.0	1.1	0.0	4	0	0	0	0
April	1.4	0.0	0.3	2.2	4	0	0	0	0
May	0.0	0.2	0.6	1.5	4	0	0	0	0
June	0.0	0.0	0.2	0.6	5	1	0	1	0
July	0.0	0.0	0.4	0.6	4	0	0	1	0
August *	0.0	0.0	0.9	1.6	4	0	0	0	0
Sept.	2.2	0.0	0.9	1.3	4	0	0	1	0
Oct.	2.9	0.0	0.2	0.9	4	0	0	1	1
Nov.	2.0	0.0	0.9	1.0	4	1	1	1	0
Dec	2.6	0.0	0.5	0.7	5	0	0	0	0
Yr to date	16.2	0.2	7.8	12.2	50	2	1	6	1

FY14/15Goals	24	tbd	n/a	11	52	n/a	tbd	tbd	n/a
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* Agreement commenced: FY Aug 1 through July 31.

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Santa Clara County Office of the Sheriff
Weekly Activity Summary
8/17/2015 – 8/23/2015
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
8/17	L3	Vandalism, Mail Theft	Between 9:30 PM on 8/15 and 10:00 AM on 8/16, unknown suspect(s) pried open the locked mailbox of a residence in the 10000 block of Blandor Way. Unknown suspect(s) stole the mail and damaged the mailbox. The total amount of damage was about \$10.
8/17	L3	Non-Injury Collision	Occurred at 5:57 PM at Elena Road and Taaffe Road.
8/18	L4	Theft by Credit Card	On 8/5, the victim business received notification that unknown suspect(s) used a credit card without the credit card owner's permission to purchase merchandise from the victim business, an online merchandise distributor working out of a residence in the 12000 block of Zapattini Court, for a total loss of \$900.
8/22	L4	Injury Collision	Occurred at 10:52 AM at Altamont Road and Corbetta Lane.

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
DISTURBANCES					
8/23/2015 9:40	L1	15-235-0123	415E	BURKE RD @ DEERFIELD DR	NO REPORT
8/23/2015 10:38	L1	15-235-0139	415E	DEERFIELD DR @ W FREMONT RD	NO REPORT
8/23/2015 0:46	L2	15-235-0021	415P	SUMMERHILL AV @ MAGDALENA AV	NO REPORT

TRESPASSING

8/17/2015 8:53	L3	15-229-0095	602	DEZAHARA WY @ TAAFFE RD	CIVIL ISSUE
8/21/2015 8:32	L3	15-233-0074	602	DEZAHARA WY @ TAAFFE RD	CIVIL ISSUE

**PHONE THE
OFFICE**

8/17/2015 3:11	L1	15-229-0033	1021	81L1	INFORMATION GIVEN
8/17/2015 11:43	L1	15-229-0176	1021	71L1	INFORMATION GIVEN
8/17/2015 13:01	L1	15-229-0218	1021	71L1	INFORMATION GIVEN
8/18/2015 16:36	L1	15-230-0322	1021	81L1	INFORMATION GIVEN
8/19/2015 8:01	L3	15-231-0076	1021	DEZAHARA WY @ TAAFFE RD	INFORMATION GIVEN
8/19/2015 18:45	L1	15-231-0419	1021	81L1	INFORMATION GIVEN
8/19/2015 20:54	L1	15-231-0452	1021	81W1	INFORMATION GIVEN
8/20/2015 17:09	L1	15-232-0384	1021	81L1	INFORMATION GIVEN
8/20/2015 22:21	L1	15-232-0507	1021	81L1	INFORMATION GIVEN
8/20/2015 23:06	L1	15-232-0524	1021	81L1	INFORMATION GIVEN
8/23/2015 10:56	L1	15-235-0150	1021	71L1	INFORMATION GIVEN

ALARM CALLS

8/17/2015 9:41	L3	15-229-0119	1033A	ROBLE ALTO CT @ ROBLE ALTO	FALSE ALARM
8/17/2015 12:06	L4	15-229-0187	1033A	LA LOMA DR @ SUMMIT WOOD RD	FALSE ALARM
8/17/2015 16:19	L3	15-229-0309	1033A	MIR MIROU DR @ PASEO DEL ROBLE	FALSE ALARM
8/18/2015 5:38	L3	15-230-0041	1033A	TAAFFE RD @ DEZAHARA WY	FALSE ALARM

8/18/2015 14:53	L3	15-230-0257	1033A	ELENA RD @ KRISTE LN	SUSPICIOUS CIRCUMSTANCE
8/21/2015 10:00	L3	15-233-0112	1033A	LUCERO LN @ NATOMA RD	FALSE ALARM
8/21/2015 23:40	L1	15-233-0471	1033A	W FREMONT RD @ BURKE RD	FALSE ALARM
8/22/2015 10:20	L4	15-234-0101	1033A	LA LOMA DR @ SUMMIT WOOD RD	FALSE ALARM
8/22/2015 14:31	L3	15-234-0199	1033A	LUPINE RD @ PAGE MILL RD	FALSE ALARM
8/22/2015 15:44	L5	15-234-0232	1033A	TOYONITA RD @ RAVENSBURY AV	FALSE ALARM
MEET WITH CITIZEN					
8/19/2015 17:18	L3	15-231-0373	1062	DEZAHARA WY @ TAAFFE RD	INFORMATION GIVEN
SUSPICIOUS PERSONS					
8/19/2015 9:35	L3	15-231-0129	1066	LA BARRANCA RD @ ELENA RD	FIELD INTERVIEW
ANIMAL COMPLAINTS					
8/22/2015 1:17	L3	15-234-0019	1091B	EDGERTON RD @ BLACK MOUNTAIN RD	NOISY ANIMAL
8/19/2015 1:27	L1	15-231-0031	1091C	CONCEPCION RD @ LAUREL LN	INJURED ANIMAL
ABANDONED VEHICLE					
8/23/2015 0:31	L3	15-235-0011	1124	SADDLE MOUNTAIN DR @ SADDLE CT	INVESTIGATED

**TRAFFIC
HAZARDS**

8/18/2015 10:28	L2	15-230-0129	1125	FY 280 @ MAGDALENA RD	INFORMATION ONLY
8/18/2015 15:44	L2	15-230-0286	1125	HILLTOP DR @ HILLVIEW RD	NO REPORT
8/19/2015 18:09	L3	15-231-0397	1125	FY 280 @ PAGE MILL RD	INFORMATION ONLY

**SUSPICIOUS
VEHICLES**

8/18/2015 23:20	L5	15-230-0490	1154	OLIVE TREE LN @ BLANDOR WY	INFORMATION ONLY
8/19/2015 9:13	L5	15-231-0117	1154	MAGDALENA RD @ STONEBROOK DR	INVESTIGATED
8/19/2015 9:49	L3	15-231-0139	1154	LA BARRANCA RD @ ELENA RD	INVESTIGATED
8/23/2015 2:32	L3	15-235-0059	1154	ARASTRADERO RD @ PAGE MILL RD	CITATION ISSUED
8/22/2015 23:25	L3	15-234-0439	1154OC	ARASTRADERO RD @ PAGE MILL RD	INVESTIGATED

**TRAFFIC
COLLISIONS**

8/17/2015 17:58	L3	15-229-0367	1182	ELENA RD @ FOOTHILL LN	INVESTIGATED
8/22/2015 1:53	L1	15-234-0028	1183	SEVEN ACRES LN @ W FREMONT RD	INVESTIGATED

**TRAFFIC
CONTROL**

8/21/2015 15:51	L4	15-233-0267	1184	MOODY RD @ ALTAMONT RD	CITATION ISSUED
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VEHICLE STOPS

8/17/2015 6:26	L2	15-229-0050	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
8/17/2015 6:47	L4	15-229-0055	1195	MOODY RD @ ALTAMONT RD	CITATION ISSUED

8/17/2015 6:56	L4	15-229-0058	1195	MOODY RD @ ALTAMONT RD	CITATION ISSUED
8/17/2015 8:04	L3	15-229-0082	1195	ARASTRADERO RD @ FY 280	CITATION ISSUED
8/17/2015 9:16	L2	15-229-0104	1195	FY 280 @ MAGDALENA RD	WARNING ISSUED
8/18/2015 16:27	L1	15-230-0311	1195	W FREMONT RD @ DONELSON PL	CITATION ISSUED
8/19/2015 16:14	L4	15-231-0333	1195	MOODY RD @ ELENA RD	CITATION ISSUED
8/19/2015 16:45	L3	15-231-0350	1195	ELENA RD @ ROBLEDA RD	CITATION ISSUED
8/19/2015 17:11	L3	15-231-0371	1195	ELENA RD @ ROBLEDA RD	CITATION ISSUED
8/19/2015 17:51	L4	15-231-0386	1195	MOODY RD @ ELENA RD	CITATION ISSUED
8/19/2015 18:21	L4	15-231-0408	1195	MOODY RD @ ELENA RD	CITATION ISSUED
8/20/2015 10:33	L2	15-232-0173	1195	MAGDALENA AV @ SUMMERHILL AV	WARNING ISSUED
8/20/2015 16:08	L3	15-232-0338	1195	ELENA RD @ VINEDO LN	CITATION ISSUED
8/20/2015 16:12	L2	15-232-0342	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
8/20/2015 16:25	L1	15-232-0353	1195	FOOTHILL EX @ MAIN ST	CITATION ISSUED
8/20/2015 16:31	L4	15-232-0358	1195	BLEDSON CT @ MOODY RD	CITATION ISSUED
8/20/2015 16:40	L1	15-232-0366	1195	UNIVERSITY AV @ S EL MONTE AV	WARNING ISSUED
8/20/2015 16:52	L4	15-232-0370	1195	ELENA RD @ MOODY RD	CITATION ISSUED
8/20/2015 17:04	L1	15-232-0377	1195	FOOTHILL EX @ S EL MONTE AV	CITATION ISSUED
8/20/2015 17:12	L3	15-232-0386	1195	ELENA RD @ ROBLEDA RD	CITATION ISSUED
8/20/2015 17:57	L1	15-232-0407	1195	W FREMONT RD @ MIRANDA RD	CITATION ISSUED
8/20/2015 17:58	L3	15-232-0408	1195	ELENA RD @ ROBLEDA RD	CITATION ISSUED
8/21/2015 11:25	L2	15-233-0149	1195	S EL MONTE AV @ SUMMERHILL AV	FIELD INTERVIEW
8/21/2015 16:19	L4	15-233-0286	1195	MOODY RD @ ALTAMONT RD	CITATION ISSUED
8/22/2015 10:27	L1	15-234-0105	1195	FOOTHILL EX @ ARASTRADERO RD	CITATION ISSUED
8/23/2015 1:32	L2	15-235-0041	1195	MAGDALENA RD @ SUMMERHILL AV	CITATION ISSUED

**PARKING
VIOLATIONS**

8/19/2015 11:16	L3	15-231-0182	22500	DEZAHARA WY @ TAAFFE RD	WARNING ISSUED
8/20/2015 17:09	L1	15-232-0385	22500	MANUELLA RD @ RANCHO MANUELLA LN	CITATION ISSUED

**9-1-1
ABANDONED
CALLS**

8/18/2015 16:53	L1	15-230-0332	911CEL	PURISSIMA RD @ LA PALOMA RD	NO REPORT
8/17/2015 11:56	L2	15-229-0184	911UNK	BARLEY HILL RD @ HILLTOP DR	NO REPORT

**PUBLIC SAFETY
ASSISTANCE**

8/20/2015 13:24	L2	15-232-0254	AID	FY 280 @ MAGDALENA RD	AID TO CHP
8/21/2015 16:47	L1	15-233-0299	AID	VOORHEES DR @ EL MONTE RD	AID TO LOS ALTOS PD
8/22/2015 21:57	L1	15-234-0390	AID	ARASTRADERO RD @ HILLVIEW AV	AID TO PALO ALTO PD

**CITIZEN FLAG
DOWN**

8/19/2015 17:30	L4	15-231-0378	CITFLG	MOODY RD @ RHUS RIDGE RD	NO REPORT
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**INFORMATION
ONLY**

8/17/2015 16:43	L1	15-229-0326	INFO	FY 280 @ EL MONTE RD	INFORMATION GIVEN
8/17/2015 19:31	L3	15-229-0395	INFO	ALTAMONT RD @ BRIONES WY	INFORMATION GIVEN

8/18/2015 7:16	L4	15-230-0054	INFO	LA LOMA DR @ LA LOMA CT	INFORMATION GIVEN
8/18/2015 19:39	L1	15-230-0417	INFO	W FREMONT RD @ PALO HILLS DR	INFORMATION GIVEN
8/19/2015 18:11	L1	15-231-0399	INFO	FY 280 @ EL MONTE RD	INFORMATION GIVEN
8/22/2015 22:58	L1	15-234-0428	INFO	PASA ROBLES AV @ MERCEDES AV	INFO TO LOS ALTO PD

PATROL CHECKS

8/17/2015 0:00	L6	15-229-0001	PATCK	W LOYOLA DR @ ROLLY RD	COMPLETE
8/22/2015 10:15	L1	15-234-0100	PATCK	PAGE MILL RD @ OLD PAGE MILL RD	COMPLETE
8/22/2015 22:12	L6	15-234-0401	PATCK	ROLLY RD @ KENBAR RD	COMPLETE
8/23/2015 0:22	L3	15-235-0008	PATCK	STIRRUP WY @ SADDLE MOUNTAIN DR	COMPLETE
8/23/2015 19:55	L3	15-235-0350	PATCK	ARASTRADERO RD @ PAGE MILL RD	COMPLETE
8/18/2015 23:59	L1	15-230-0503	PTCHK	PALO ALTO CALTRAIN/ UNIVERSITY AV @ THE CIRCLE	COMPLETE

SPECIAL ASSIGNMENTS

8/19/2015 15:46	L4	15-231-0316	SA	MOODY RD @ ALTAMONT RD	COMPLETE
8/20/2015 15:47	L4	15-232-0328	SA	MOODY RD @ ALTAMONT RD	COMPLETE

SUSPICIOUS CIRCUMSTANCES

8/17/2015 20:54	L1	15-229-0437	SUSCIR	SHOLES CT @ ALEXANDER PL	INVESTIGATED
8/18/2015 8:06	L1	15-230-0065	SUSCIR	ALPINE RD @ CREEK PARK DR	INVESTIGATED
8/22/2015 5:37	L5	15-234-0044	SUSCIR	KATE DR @ TERESA WY	INVESTIGATED
8/22/2015 13:45	L4	15-234-0178	SUSCIR	EL MONTE RD @ MOODY RD	INVESTIGATED

INJURED CITIZEN

8/22/2015 10:53 L4 15-234-0117 TRAUMA ALTAMONT RD @ CORBETTA LN AID TO FIRE

WELFARE CHECK

8/23/2015 8:19 L3 15-235-0102 WELCK BRIONES WY @ BRIONES CT COMPLETE

Town of Los Altos Hills



July 2015
Statistical Data and
Public Safety Report

Office of the Sheriff
County of Santa Clara

Response Times for Los Altos Hills 2013 - 2015

Los Altos Hills 2013																																							
Priority	January			February			March			April			May			June			July			August			September			October			November			December			Avg Time	Total Calls	Avg %
	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%						
1		0		9.03	2	100%		0	0%		0	0%	11.10	1	81%		0	0%	12.07	1	75%	17.28	1	52%	12.36	3	73%		0	0%	9.58	1	94%	5.32	1	169%	10.96	10	82%
2	11.34	69	123%	10.92	57	128%	11.70	75	120%	12.32	93	114%	11.50	93	122%	11.05	72	127%	11.74	94	119%	10.75	96	130%	10.89	78	129%	11.79	84	119%	12.02	84	116%	13.33	101	105%	11.61	996	121%
3	13.28	55	188%	15.92	39	157%	14.62	44	171%	19.30	49	130%	16.76	56	149%	21.72	73	115%	19.54	77	128%	16.32	77	153%	15.91	80	157%	14.83	67	169%	19.57	54	128%	19.44	84	129%	17.27	755	145%

Los Altos Hills 2014																																							
Priority	January			February			March			April			May			June			July			August			September			October			November			December			Avg Time	Total Calls	Avg %
	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%			
1	10.60	1	85%		0	0%	4.57	1	197%	7.20	2	125%	10.63	1	85%		0					3.53	1	255%	6.30	2	143%	14.57	2	62%	9.32	1	97%	5.29	2	170%	8.00	13	112%
2	10.87	92	129%	11.21	79	125%	12.41	70	113%	12.07	89	116%	13.17	96	106%	13.85	89	101%	13.93	93	101%	13.07	105	107%	10.71	105	131%	12.18	111	115%	13.14	77	107%	11.55	120	121%	12.35	1126	113%
3	16.08	69	155%	12.83	53	109%	13.17	63	190%	18.21	59	137%	19.19	82	130%	16.18	57	155%	16.74	89	149%	16.75	101	149%	13.22	85	189%	16.69	94	150%	22.22	51	113%	14.45	46	173%	16.31	849	153%

Los Altos Hills 2015																																							
Priority	January			February			March			April			May			June			July			August			September			October			November			December			Avg Time	Total Calls	Avg %
	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%	Time	Calls	%			
1		0		8.34	1	108%	6.97	1	129%		0		7.51	3	120%	4.91	2	183%		0																6.93	7	130%	
2	12.23	88	114%	12.43	116	113%	11.59	101	121%	11.04	87	127%	12.17	89	115%	11.99	102	117%	13.39	112	105%																12.12	695	115%
3	13.98	53	179%	18.18	44	138%	16.88	78	148%	17.96	63	139%	17.15	71	146%	14.02	62	178%	18.44	85	136%																16.66	456	150%

**Town of Los Altos Hills
Public Safety Report
Selected Crimes**

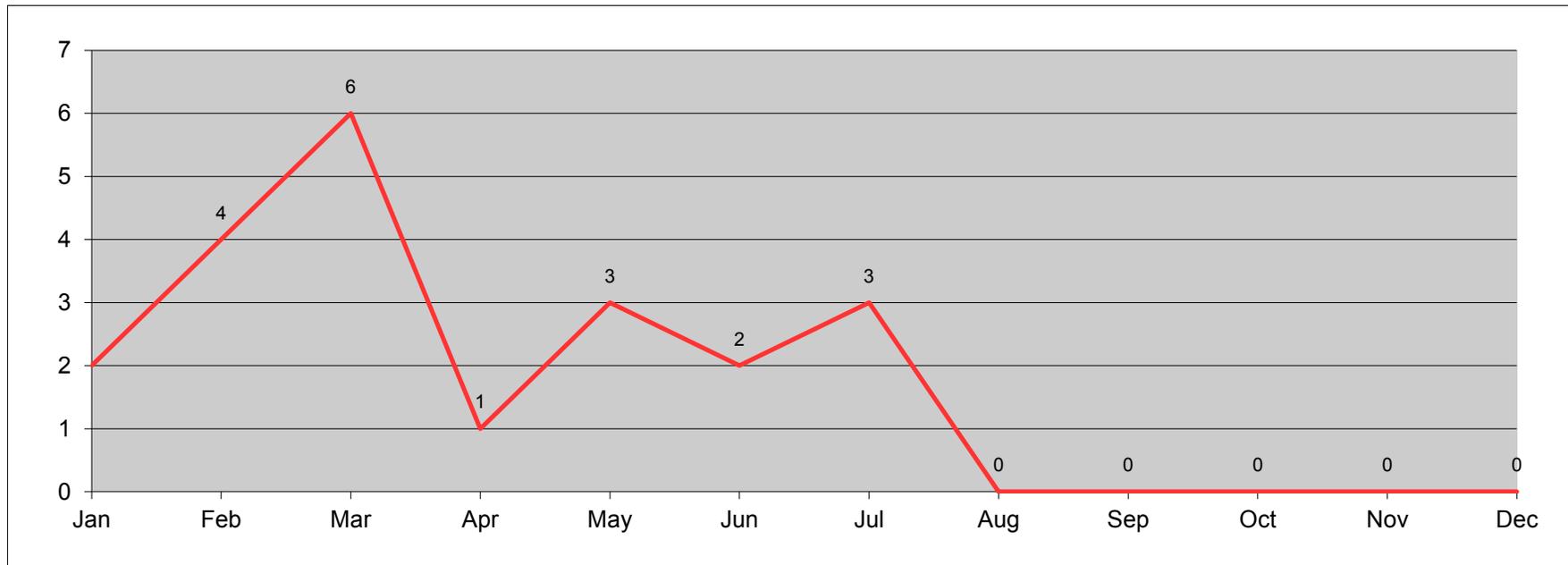
Code	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
	Robbery	2110 2115	2013	0	0	0	0	0	0	0	0	0	0	0	0
		2014	0	0	0	0	0	0	0	0	0	0	0	0	0
		2015	0	0	0	0	1	0	0					1	
Burglary, Residential	4590	2013	3	1	1	1	0	5	3	6	0	3	6	11	40
		2014	1	0	3	7	5	2	8	8	4	2	1	5	46
		2015	1	1	0	2	2	1	1					8	
Burglary, Commercial	4591 4592	2013	0	0	1	0	0	0	0	0	0	0	0	1	2
		2014	0	0	0	0	0	0	1	0	0	0	0	1	2
		2015	0	0	0	0	1	0	1					2	
Burglary, Vehicle	4593	2013	0	0	1	0	0	0	0	0	0	1	0	2	
		2014	0	0	1	0	0	1	0	1	0	0	0	3	
		2015	0	1	0	0	0	2	3					6	
Grand Theft	4870	2013	0	0	1	2	3	1	0	2	0	0	1	2	12
		2014	0	0	1	0	1	2	2	0	0	2	0	8	
		2015	0	1	1	1	1	0	0					4	
Auto Theft	4703	2013	0	0	0	0	1	0	0	0	0	0	0	1	2
		2014	0	0	0	0	0	0	0	0	0	0	0	0	0
		2015	0	0	0	0	0	0	1					1	
Vandalism	5940 5941	2013	0	0	1	1	0	0	0	1	0	1	1	0	5
		2014	0	0	0	0	0	0	1	0	0	0	0	0	1
		2015	0	0	0	0	1	0	1					2	
Identity Theft Forgery Fraud	4700 4702	2013	2	1	3	2	5	3	4	0	3	4	1	4	32
		2014	0	2	3	2	0	4	3	1	0	3	0	0	18
		2015	6	3	7	6	3	2	3					30	
Domestic Violence	2430 2730	2013	0	0	0	0	0	1	0	0	0	0	0	0	1
		2014	1	1	1	1	0	0	1	0	0	0	0	5	
		2015	1	0	0	0	0	0	0					1	
Simple & Aggravated Assaults	2400 2401 2402 2403 2404 2405	2013	0	0	0	0	0	0	0	0	0	0	0	0	0
		2014	0	0	0	0	0	0	1	0	0	0	0	1	
		2015	0	1	0	0	0	0	0					1	
Sex Crimes	2610 2615 2880 2885 2890 2895	2013	1	0	0	0	0	0	1	0	0	0	0	0	2
		2014	0	0	0	0	0	0	0	1	0	0	0	1	
		2015	0	0	0	0	0	0	0					0	

**Town of Los Altos Hills
Public Safety Report
Traffic Related Activity**

	<u>Code</u>	<u>Year</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>TOTAL</u>
Moving Violations	8300	2013	28	40	52	52	72	34	33	22	26	38	35	10	442
		2014	44	29	23	26	13	18	26	16	28	27	53	41	344
		2015	27	30	25	24	31	29	43						209
		Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Speeding Citations	8305	2013	3	2	9	20	29	7	8	7	8	7	7	2	109
		2014	9	3	14	8	5	7	8	2	15	6	9	9	95
		2015	5	19	7	10	10	7	13						71
		Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Other Citations	8310 8315 8320 8325 8330 8335	2013	35	33	30	45	46	32	36	43	53	34	46	11	444
		2014	59	20	24	22	24	16	21	18	44	30	24	25	327
		2015	34	16	19	23	25	12	23						152
		Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
DUIs	8500 8505 8510	2013	0	1	0	0	2	0	3	0	2	1	0	0	9
		2014	0	0	1	0	0	0	0	0	0	3	0	0	4
		2015	0	1	0	0	0	0	1						2
		Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Accidents, Injury	8000 8005 8030 8035	2013	2	1	0	2	5	1	0	0	2	0	0	1	14
		2014	0	1	1	4	1	0	0	1	0	3	1	0	12
		2015	1	4	3	1	2	0	0						11
		Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Accidents, Property Damage	8010 8015 8020 8025 8040 8045	2013	1	5	2	0	6	2	7	3	0	2	0	2	30
		2014	2	3	2	0	0	2	3	2	3	4	1	3	25
		2015	1	0	3	0	1	2	3						10
		Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Accidents, DUI	8050 8055 8060	2013	0	0	0	0	1	0	1	0	0	0	0	0	2
		2014	0	0	0	0	0	0	0	0	1	0	0	0	1
		2015	0	0	0	0	0	0	0						0
		Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL

West Valley Patrol Accidents Los Altos Hills July 2015

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Injury (8000, 8005)	1	4	3	1	2	0	0						11
Property Damage (8010)	1	0	2	0	1	2	2						8
Accident, No Details (8015)	0	0	0	0	0	0	0						0
Bike / Pedestrian (8020, 8025)	0	0	0	0	0	0	0						0
Hit & Run - Injury (8030, 8035)	0	0	0	0	0	0	0						0
Hit & Run - Property Damage (8040)	0	0	1	0	0	0	1						2
Hit & Run - No Details (8045)	0	0	0	0	0	0	0						0
DUI - Injury (8050, 8055)	0	0	0	0	0	0	0						0
DUI - Property Damage (8060)	0	0	0	0	0	0	0						0
TOTAL ACCIDENTS	2	4	6	1	3	2	3	0	0	0	0	0	21
Average per Month, YTD													3.0



Town of Los Altos Hills
 Financial Projection for Multi-Purpose Facilities

	Escalation	2015-16	2016-17	2017-18	2018-19	2019-20
General Fund Undesignated		4,300,000	5,116,424	5,879,324	6,592,424	7,251,724
Property taxes	3.0%	4,672,500	4,812,675	4,957,055	5,105,767	5,258,940
Taxes other than property	1.0%	541,200	546,612	552,078	557,599	563,175
Franchise fees	2.0%	484,300	493,986	503,866	513,943	524,222
Licenses and permits	2.0%	1,032,950	1,053,609	1,074,681	1,096,175	1,118,099
Use of money and property	1.0%	202,200	204,222	206,264	208,327	210,410
Intergovernmental	0.0%	31,200	31,200	31,200	31,200	31,200
Charges for services	1.0%	971,100	980,811	990,619	1,000,525	1,010,530
Miscellaneous	0.0%	159,900	159,900	159,900	159,900	159,900
Internal Allocations	3.0%	1,707,126	1,758,340	1,811,090	1,865,423	1,921,386
General Fund Revenues		9,802,476	10,041,355	10,286,753	10,538,859	10,797,862
General Fund Expenditures		6,989,448	7,238,200	7,496,500	7,764,500	8,042,800
Operating Transfers to SRF	3.0%	1,025,875	1,056,651	1,088,351	1,121,002	1,154,632
Operating Transfers to Debt		84,124				
General CIP	3.0%	50,000	51,500	53,045	54,636	56,275
Westwind Barn CIP		-	-	-	-	-
Drainage CIP	0.0%	614,500	50,000	300,000	50,000	300,000
Pathways CIP	0.0%	100,480	100,480	100,480	100,480	100,480
Streets CIP	5.0%	811,000	851,550	894,128	938,834	985,776
Total Transfers		2,685,979	2,110,181	2,436,004	2,264,952	2,597,163
Total Output		9,675,426	9,348,381	9,932,504	10,029,452	10,639,963
Net Income		127,050	692,974	354,249	509,407	157,899
Certificate of Participation Options:						
\$1,000,000 COP @ 5% for 15 years		95,555	95,555	95,555	95,555	95,555
\$2,000,000 COP @ 5% for 15 years		191,111	191,111	191,111	191,111	191,111

TOWN OF LOS ALTOS HILLS
MEMORANDUM

DATE: July 24, 2015

SUBJECT: Town's Financial Health and Financing Options

On July 16, 2015, the Heritage Preserve Subcommittee suggested to the City Council to use the land north of the Heritage House for a multi-purpose facility, with uses including an Emergency Operating Center and a space for classes, public meetings, and Town events. During the meeting, the Council had expressed interest in understanding financing options for this project.

Currently, the Town does not have specially designated funds for the design and construction a multi-purpose facility, such as special tax revenues, special in-lieu fees, and special donations. The Town does have a healthy General Fund reserve balance that can be used for this purpose. Base on the recently adopted 2015-16 budget, the Town is estimated to have \$6.3 million in General Fund balance at June 30, 2016. The \$2.1 million of the General Fund reserves are designated for the following:

- Operating Contingency \$ 350,000
 - Roughly 5% of total 2015-16 budgeted expenditure of \$6.99 million
- Disaster Contingency \$ 1,250,000
- Pension Liability Reserve \$ 500,000
 - Roughly 25% of total unfunded liability of \$2.02 million per the June 30, 2013 CalPERS Annual Valuation Reports. CalPERS actuarial reports are two years behind and the Town's latest actuarial report dated October 2014 was the June 30, 2013 Annual Valuation Report.
- Technology Equipment Replacement Reserve \$ 15,000

The remaining \$4.3 million of General Fund balance is undesignated. The City Council may choose to keep the balance undesignated or designated a portion of it towards special programs/reserves, such as the following options:

- payoff current outstanding unfunded pension liability;
- make additional investment in Town's infrastructure;
- increase Operating Contingency to 25% of budgeted expenditure; and
- fund the design and construction of a multi-purpose facility, entirely or in part.

Debt issuance is another financing options available to the Town. Debt issuances include municipal notes, bonds, or capital lease (Certificates of Participation). In 2004, the Town entered into a \$2.0 million lease agreement with Municipal Finance Corporation for the construction of the New Town Hall. The total project cost was \$4.8 million and the remaining \$2.8 million was paid by undesignated General Fund balance and donations.

If the Town chooses to issue bonds or municipal notes, voter approval may be required. Additional information will be provided on municipal notes and bond issuances if this is the preferred option.

For the design and construction of the multi-purpose facility, Staff recommends using a combination of general fund reserves and capital lease financing. Based on preliminary projection of the Town's finance for the next five years, the Town should be able to afford a \$200,000 annual debt payment. Additionally, public donations could potentially offset some of the facility improvement costs, including facility amenities.

