



Town Manager's Report for April 9 - 13, 2018

Items to report on from last week include the following:

Planning/ Building/ Engineering Update:

The **City Engineer's Report** is attached. Changes in project status from the previous City Engineer's Report are shown in **red text**. The West Bay Sanitary Sewer O&M Reports for December 2017 and January 2018 are attached.

There were no Site Development or Fast Track hearings this week.

Public Safety Update:

The **Sheriff's** weekly report is attached.

Captain Rich Urena and I met this week with Palo Alto Police Chief Robert Jonsen and members of his staff to discuss better inter-agency communications. This meeting came as part of follow-up to a [sexual assault](#) that occurred on the Arastradero trail March 28 very near the Town's border.

Administrative Services Update:

Consulting Project Manager Jim Steele is working on the Budget. The recruitment period for the Administrative Services Director position closes next week.

Parks & Recreation Update:

On Sunday April 8th Parks and Recreation Committee hosted [Hike in the Hills](#).

Victoria Dye Equestrian held **Spring Break Riding Camp** with 16 campers.

On Wednesday April 11th, **Pam's Yoga Fitness** began a new class session with 13 registered.

This week the **Pathways Run/Walk** [Main Street](#) banner was installed.

On Saturday April 14th, **Safesitter Babysitter Training** will be held at Santa Clara County Firefighter headquarters, which is a program that pulls from all areas of service. Los Altos Hills has 3 registrations.

Earth Day Celebration was held at Westwind Community Barn on Sunday, April 15th and there was good attendance.

Feel free to call or email if you have questions.

Thanks.
Carl

Tasks	Project Name	Project Manager	Latest Status
1	Page Mill Interchange /I-280 Safety Bicycle Improvement (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 109)	AC	<p>(4-8-16) Staff attended a working group meeting on 4-7-16 to discuss options for presentation. (4-22-16) Community meeting was held on 4-20-16 with good attendance. County will review input received from the public. (5-27-16) Staff meeting with County and other stakeholders at the site to look at site distance issues. (6-10-16) County working on revised concept plan based on site visit. (6-23-16) County prepared draft layout for the interim improvements for review. County scheduling another meeting with stakeholders. (7-22-16) County prepared concept plan for the interim bicycle improvement project and expects to construct the project this year. City attorney reviewing draft funding agreement with County and Palo Alto. Concept plan is attached. (8-19-16) City attorney has completed their review. County preparing final funding agreement and will send to Palo Alto and Town for approval. (9-9-16) City Attorney reviewed and approved edits made by the County. Item to be presented to Council at their October meeting. (10-21-16) The City Council approved the cost sharing agreement with the County and City of Palo Alto. The Town's share of the project is \$20,000. (12-9-2016) The Town has issued \$20,000 shared payment to the County. (1-27-2017) Caltrans is reviewing the encroachment permit application from the County. County indicated it is expected to obtain the permit from Caltrans in February and then advertising with the tentative award date in early April. (5-12-27) County put project to bid with bid opening of May 18, 2017. County is still waiting for Caltrans to provide encroachment permit in time or forced to issue an addendum to delay the bid opening. (6-23-17) Santa Clara County notified the Town this project will be put on hold pending further maintenance agreement between Caltrans and County. County indicated that Caltrans required strict maintenance agreement requirements which were not approved by the Board of Supervisors. (8-11-17) Santa Clara County Road and Airport Department Director will give a presentation at 8/17/17 Council meeting to update the status (8-18-17) City Council directed staff to provide assistance to the County and Caltrans if applicable for the maintenance agreement between the two parties. (9-1-17) Staff has contacted the County Road and Air Port Department to offer assistance</p>
2	Sewer Operations	C	<p>(6-3-16) The Town's Sanitary Sewer Management Plan has been posted on the Town's website. The February 2016 status update of sewer activities is attached. (6-10-16) The April 2016 summary of O&M activities is attached. Root foaming has been completed. (6-23-16) Pipe patch work for 12 locations currently underway. (7-15-16) The March and April 2016 status update of sewer activities is attached. An update of the sewer system will be presented to Council at the July meeting. (7-22-16) Sewer system update was presented to Council at the July Council meeting. (7-29-16) The May 2016 summary of O&M activities is attached. (8-12-16) The May 2016 status update of sewer activities is attached. (8-26-16) The June 2016 summary of O&M activities is attached. (9-30-16) The June 2016 status update of sewer activities and the July 2016 summary of O&M activities are attached. (11-10-16) The August 2016 summary of O&M activities is attached. An update of the sewer system will be presented to the City Council at the November meeting. (11-18-16) The July 2016 status update of sewer activities. An update of the sewer system has been postponed to the January 2017 City Council meeting. (12-2-16) The September 2016 summary of O&M activities is attached. (12-16-16) The August 2016 status update of sewer activities is attached. (1-13-2017) The October 2016 summary of O&M activities is attached. The September 2016 status update of sewer activities is attached. (1-20-2017) An update of the sewer system will be presented to the City Council at the January meeting. (2-3-2017) Sewer system operation was updated to the City Council on 1-25-2017 Council meeting. (2-10-2017) The November 2016 summary of O&M activities and the October 2016 status update of sewer activities are attached. (3-3-2017) The November 2016 status update of the sewer activities are attached. (3-10-2017) The December 2016 summary of O&M activities is attached. (3-17-2017) The January 2017 summary of O&M activities is attached. (4-14-2017) The December 2016 status update of sewer activities and the February 2017 summary of O&M activities are attached. (5-5-2017) The January 2017 status update of sewer activities and the March 2017 summary of O&M activities are attached. (6-2-2017) The February 2017 status update of sewer activities and the April 2017 summary of O&M activities are attached. (6-30-2017) West Bay's Board report for activities in LAH in the month of March and April are attached. (8-18-2017) The April 2017 status update of sewer activities is attached. (9-15-2017) The April/May 2017 status update of sewer activities and the June 2017 summary of O&M activities are attached. (9-29-2017) Town staff met with WBSD to discuss the remaining cleaning and CCTV status and the upcoming cleaning, CCTV, and root foaming maintenance program. (11-3-17) 2017 August O&M summary and 2017 June progress report are attached. (1-4-18) 2017 September O&M summary and 2017 July progress report are attached. August progress report is scheduled to be sent to Town week of 8 JAN. (1-11-18) 2017 October O&M summary is attached. (1-26-18) 2017 Novemebr O&M summary is attached. (2/12/18) Three bids received for Page Mill emergency repairs. (2-16-18) 2017 August progress report is attached; City Council approved a sewer repair project at the 2/15/18 Council Meeting (3-2-18) The CC approved Emergency Repair project is completed. (4-13-18) 2017 December O&M summary and 2018 January O&M summary are attached.</p>

Tasks	Project Name	Project Manager	Latest Status																																																																																																																				
3	Sanitary Sewer Master Plan Update (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 114)	C	<p>(11-18-2016) The City Council approved the contract in the November Council meeting. (12-2-16) Staff to have the kick-off meeting with Woodard and Curran, Inc (12-22-16) Kick-off meeting was held on 12-14-2016. (1-20-2017) Consultant is in the process of gathering data to form the basis of the hydraulic model. Data includes GIS information, manhole survey, flow monitoring and rainfall data, population, parcel, water consumption, and etc. The initial hydraulic model network development effort will take approximately 2 months. Development of existing model loads will follow after the completion of the network. (3-10-2017) Staff received water usage data from Purissima Water District and Cal Water. (3-31-2017) One of the data the master plan consultant needs prior to loading the network is data for the manholes along the selected trunk line. To date, 225 out of 286 manholes have been surveyed. The manhole survey effort has been much more difficult than anticipated due to most of manholes survey have been under heavy tree shades which prevent GPS satellites reading. Staff is facilitating this effort by locating the remaining manholes in advance of the survey work. (6-16-17) Staff had a milestone meeting with the master plan team. In short, the dry weather flow was been calibrated and the wet weather flow calibration is in progress. The team discussed some anomalies found during the model calibration, steps taken to address them, and information needed to further refine the model, which is based on water consumption data. (8-11-17) Dry weather calibration has been completed. Consultant is reviewing and confirming wet weather calibration. (8-18-2017) Consultant finalized the wet weather calibration. Consultant is completing the existing scenario analysis and is nearly ready to run the future scenario of the hydraulic model. (9-15-2017) Consultant and Town staff reviewed the preliminary capacity analysis results for three scenarios (existing flows; flows with all properties within 200 ft of existing main connected; and a full septic conversion scenario). Consultant is reviewing capacity deficiencies in more detail, and developing capacity projects to address those deficiencies. Consultant and Town staff to meet on September 25 to review the capacity projects. (9-29-2017) Consultant and Town staff reviewed the revised capacity analysis results for three scenarios (existing flows; flows with all properties within 200 ft of existing main connected; and a full septic conversion scenario). Consultant and Town staff reviewed the draft capacity projects to address identified deficiencies and will request additional invert and pipe size information from Palo Alto and WBSD. (12-1-2017) Waiting for additional information from Palo Alto to finalize the draft report. (1-5-2018) Pipe size and depth information for the Page Mill Road sewer has been received from Palo Alto and forwarded to Woodard & Curran. (1-26-18) WBSD has confirmed pipe sizes on Edith Avenue, data forwarded to Woodard & Curran. (2-9-18) WBSD has confirmed pipe sizes on Adobe Lane, data forwarded to Woodard & Curran. (3-9-2018) Town completed review and Woodard & Curran to finalize the report by Mid-March. (4-13-2018) Woodard & Curran completed the final report and will be sending hard-copy to the Town. Staff will agendize the Master Plan for the May City Council Meeting.</p> <table border="1"> <caption>Current Schedule</caption> <thead> <tr> <th rowspan="2">Task</th> <th colspan="12">2017</th> </tr> <tr> <th>JAN</th> <th>FEB</th> <th>MAR</th> <th>APR</th> <th>MAY</th> <th>JUN</th> <th>JUL</th> <th>AUG</th> <th>SEPT</th> <th>OCT</th> <th>NOV</th> <th>DEC</th> </tr> </thead> <tbody> <tr> <td>Data Collection & Review</td> <td>█</td> <td></td> </tr> <tr> <td>Hydraulic Model Development & Calibration</td> <td></td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>System Evaluation</td> <td></td> <td></td> <td></td> <td></td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Capacity CIP Development</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>█</td> <td>█</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Draft Master Plan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>█</td> <td>█</td> <td>█</td> </tr> <tr> <td>Final Master Plan</td> <td></td> <td>█</td> </tr> <tr> <td>City Council Adoption (TBD)</td> <td></td> <td>█</td> </tr> </tbody> </table>	Task	2017												JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Data Collection & Review	█												Hydraulic Model Development & Calibration		█	█	█	█	█							System Evaluation					█	█	█	█					Capacity CIP Development								█	█				Draft Master Plan										█	█	█	Final Master Plan												█	City Council Adoption (TBD)												█
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4	2018 Sanitary Sewer Repair and Replacement Project	C	(2-2-18) Staff has began the review and wotk with consultants for CIP project list.																																																																																																																				
5	Town-Wide Creek Maintenance Permit	JC/JK	<p>(2-24-2017) A concerned resident contacted staff about the bridge culvert and immediate upstream maintenance issue for Matadero Creek at Page Mill Road. Staff is evaluating the site condition. (3-17-2017) Staff is working with consultant to evaluate the bridge culvert and maintenance issue. (3-31-2017) Staff met with the consultant to study the feasibility of obtaining a permit to maintain the creek. (5-5-17) Consultant study recommends to obtain a town-wide creek maintenance permit. Staff will request for approval under 2017-18 budget. (6-16-17) The City Council approved the town-wide/10-year maintenance permit budget request on 06-15-2017 City Council Meeting. (12-22-17) Staff has started the RFP preparation (01-26-18) Staff received three proposals and will evaluate the consultants (2-23-18) Staff is finalizing the selection of consultant. (3-9-18) Staff finalized the consultant selection process and will recommend the City Council in March 22 meeting to award the contract. (3-23-18) Staff report was removed from 3/22/18 consent agenda for further evaluation. (4-13-2018) Staff revised the report and will bring back to April Council meeting for acceptance.</p>																																																																																																																				

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6	Wet weather flow monitoring	C	<p>(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. (1-15-16) Staff and consultant monitoring the weather for flow meter installation. (1-22-16) Flowmeters will be installed end of January but monitoring period will begin at the start of a significant rain event. (1-28-16) Meter installation in progress. (2-5-16) Meters have been installed. (2-12-16) Staff continues to monitor weather forecast. (3-11-16) Flow monitoring in progress. (4-8-16) Consultants removed the flowmeters and are downloading the data. (5-6-16) Staff should be receiving flow data for review within two weeks. (5-27-16) Staff following up with consultant to check on the status of the flow data. (6-3-16) Staff received draft flow data from the consultant for review. Consultant working on report. (6-16-16) Staff received draft report for review. (7-29-16) Consultant working on finalizing the report to incorporate Town comments. (8-5-16) Consultant is scheduled to submit the final report on 8-12. (8-12-16) Consultant submitted the final report on 8-8. (8-19-16) Final Flow Monitoring and Inflow-Infiltration report is attached. Data from the report will be used for the Sanitary Sewer Master Plan development. Staff also reviewing the report for average residential flow and analyzing inflow-infiltration issues to be addressed. (1-20-2017) VWHA completed their effort to estimate average daily flow using the 2016 flow monitoring data. Staff is reviewing the preliminary report prior to discussion with the Cities of Los Altos and Palo Alto. (2-3-2017) At the request of the vice-chair, the preliminary report was sent to Finance and Investment Committee for review. (6-16-17) Staff still has not received comments from the Cities. However, since water consumption data is going to be used as the primary data to calibrate the hydraulic model after meeting with the master plan team, VWHA is going amend the average flow calculation based on water consumption data. (8-4-2017) VWHA provided an updated draft average flow calculation technical memo. Staff provided the updated draft to Vice Chair of FIC. (12-1-2017) Staff had discussions with Los Altos and Palo Alto about the flow monitoring report and will resume discussions later. (4-6-2018) Staff instructed VWHA to update the flow monitoring report per discussions with LA and PA to include the water consumption data through 3/31/2018.</p>
7	Matadero Creek Erosion - Erosion on Page Mill Road near Baleri Ranch Rd (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 106)	AC	<p>(1-28-16) Council approved the Initial Study and Mitigated Negative Declaration at the January meeting. Consultant to contact Regional Water Quality Control Board to discuss permitting. (2-12-16) Consultant submitted a letter to RWQCB regarding some of their comments. RWQCB staff to review and respond. (2-25-16) RQWCB staff indicated that the revised plans look much better. Consultant scheduled to discuss project with RWQCB staff week of 2-29-16. (3-11-16) Consultant working with Army Corp of Engineers to clarify scope of project. (3-18-16) RWQCB is requesting additional mitigation measures to be included in the project. (3-25-16) Staff met with consultant on-site to discuss possible mitigation proposal to the RWQCB and strategy for moving the project forward in the permitting process. (4-14-16) Additional information provided to US Army Corp of Engineers for their review. (4-29-16) US Army Corp. is requesting informal consultation with US Fish and Wildlife Service. (5-13-16) Consultant trying to contact Army Corp. for status update. (6-3-16) US Fist and Wildlife Service has assigned a staff member and is reviewing the project. (6-23-16) US Fish and Wildlife Service has approved the project. Waiting for US Army Corp to approve. (8-19-16) Consultant continues to follow up with US Army Corp for their approval. Staff also reached out to US Army Corp for an update. (8-26-16) Army Corp staff indicated that he should be able to get to our project soon. (9-16-16) Army Corp staff indicated that they were pulled away to work on other projects that have become higher priority and that they should be able to review our project soon. (1-20-2017) Army Corps staff has completed 80% of their authorization letter. A mitigation proposal for the Matadero Creek Bank Stabilization project was submitted to the Regional Water Quality Control Board. Staff is working with the consultant to respond to questions-comments from the Board. (1-27-2017) A revised proposal is resubmitted to the Water Quality Control Board for comments.(2-10-2017) US Army Corps of Engineers issued Nationwide Permit 13 for the project. San Francisco Bay Regional Water Quality Control Board (RWQCB) is in the final stage of their review. Consultant will proceed to obtain streambed alteration agreement from the CA Department of Fish and Wildlife Services. (3-17-17) Staff contacted Water Board via voice mail and email to request for status update (4-28-17) Water Board has responded and will issue the permit, currently the consultant is applying permit with California Department of Fish and wildlife (9-15-17) The Regional Water Quality Control Board has additional concerns of some missing information in application. The RWQCB is also require written documentation from the land owners SCVWD and Caltrans to agree to off-site mitigation plantings. Town consultant is addressing both concerns. (10-6-2017) Consultant is preparing the project design for Caltrans encroachment permit. (1-12-18) Consultant will finish the design in two weeks and submit to Caltrans. They expect Caltrans to finish in two months. RWQCB indicated they will issue a permit pending on Caltrans approves of plans. Concurrently, consultant will to get the USACE permitting redone. (2-16-18) Consultant submitted 60% plan to staff for review before submitting to Caltrans (3-2-18) Staff completed the plan review for consultant to submit to Caltrans. (3-9-18) Consultant submitted plan for Caltrans review. (3-30-18) Caltrans provided comments for revisions. (4/13/18) Consultant submitted revised plans to Caltrans on 4/10/18</p>

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8	Magdalena/Bob Stutz Connector (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 105)	JC	(6-10-16) Staff to complete and file environmental document with County Recorder's office.(6-23-16) Environmental document has been filed with County Recorder's office. (7-15-16) Staff working on resubmittal to Caltrans. (7-29-16) Staff resubmitted additional information to Caltrans for review and approval. (8-19-16) Caltrans provided some additional comments on our application. Staff working on comments. (9-9-16) Staff resubmitted the requested additional information to Caltrans for review and approval. (9-30-16) At Caltrans request, staff is preparing additional certification forms to be signed by the project designer. (Oct- 2016) Staff has resubmitted all documentation required by Caltrans early October. (1-20-2017) Awaiting for Caltrans' approval or additional comments for encroachment permit request. (1-27-2017) Staff contacted Caltrans and is invited to a meeting with Caltrans at District 4 Oakland office on 1-30-2017 to discuss this encroachment permit. (2-3-2017) Staff met with Caltrans at District 4 Oakland Office. Caltrans requested additional document and staff quickly provided to Caltrans this week. Caltrans indicated in the meeting the permit process could complete soon but did not give a specific date. (2-17-2017) Caltrans sent additional feedback to the Town to respond. Staff will address them accordingly. (2-24-2017) Staff has addressed and responded to Caltrans' latest feedback (3-10-2017) Staff has contacted Caltrans for the permit status but told still under review. (3-17-2017) Staff contacted Caltrans for status - the application is in circulation for approval. (4-21-17) Staff reached out to Caltrans for permit status again, but have not heard back. (6-9-2017) Staff has began to prepare for the bid package for this project. Still no answers from Caltrans about the permit. (6-16-2017) Staff is working with the design consultant updating the plans and specifications. (7-7-17) Staff prepared Bid package (Spec and Drawing) for advertisement. (7-21-17) Bid Open 7/27/17 (7-28-17) There was no bidder submit bids. Staff is evaluating the timing for re-bid. (8-4-17) Tentatively the re-bid will be scheduled to early spring 2018 for potentially more participants. (8-11-17) Town received Caltrans permit which is valid through August 1 2018. (12-22-17) Project is targeted to be advertised in January, 2018 (1-12-18) Project was advertised on January 11, 2018. (2-2-18) Bid open on 1/31/2017 with 5 bids. Staff is reviewing the bid results and intend to bring to the February 2018 Council Meeting for approval. (2-9-18) Staff ask Pathways Committee to review and vote on this project at it's February meeting. Staff will re-evaluate and make recommendations at the March 2018 City Council Meeting. (3-2-18) At 2/26/18 Pathway Committee meeting, the Committee has voted the recommendation to reject the bid result and to construct native path instead. (3-9-18) Staff will recommend the City Council to reject this project at March 22, 2018 City Council meeting. (3-23-18) City Council Rejected all bids at 3/22/18 Council Meeting (3-30-18) Project will be constructed by Town staff later this summer as a native pathway. (4-13-18) A native path is constructed. Staff will finalize the punch list items and also work with Caltrans on the permitted section.
9	I-280 Repaving	AC	(2-24-2017) Repaving work is scheduled for 2018/19 Program year as shown in approved 2016 SHOPP program (http://www.dot.ca.gov/hq/transprog/shopp.htm) (12-22-17) Latest SHOPP indicates I-280 repaving begins 10/8/2019
10	Page Mill/Moon Lane Pedestrian Bridge (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 110)	JC/AC	(3-10-2017) Staff has started the design phase by preparing documentation and contacting consultants. (3-17-17) RFP sent out to consultants. (4-28-17) Three proposals received and staff has met with Pathway Committee for project update. (6-30-17) Staff has selected consultant for the design project. (7-14-17) Agreement for design project will be presented to 7/20 Council meeting for approval at not to exceed \$20,000 (7-21-17) City Council approved the design contract with ENGEO at 7/20/17 City Council meeting. (8-4-17) Kick off Meeting scheduled on 8/4/17 (9-8-17) Consultant started topographic survey and soil testing (10-06-17) Consultant submitted preliminary design plan for review (10-20-17) Consultant submitted Notification of Streambed alteration to CA Fish and Game (12-1-17) CA Fish and Game has received the application will notify the Town within 60 days (by end of January 2018) (1-19-18) Town is submitting CEQA document (SCC recording) and to the Department of Fish and Wildlife. The agreement with Fish and Wildlife should be completed soon after. (2-16-18) Staff submitted agreement to CA Wildlife. (3-2-18) Staff is working with the consultant fo prepare for the bid package (3-16-18) project is advertised, Bid Open 4/4/2018 (4-13-18) Low bid is \$122,000 with two received bids. Staff will recommend for bid acceptance at April City Council meeinging and request for additional funding \$56,000 for construction cost.

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11	Open Space Vegetation Management (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 108)	AC	(1-15-16) Draft grazing recommendation memo has been received from the consultant. Staff and committee reviewing. (1-28-16) Staff met with Open Space Committee and Acterra to get an update on activities and to discuss contract extension. Acterra to submit proposal to Town. (2-5-16) Acterra submitted a three year proposal for staff to review. (2-12-16) Open Space Committee also reviewing proposal and will provide recommendation. (3-11-16) Staff discussed schedule with members of the OSC. (3-25-16) OSC supports the proposal from Acterra and will be presenting the project to Council at the April meeting. (4-8-16) Council approved 2 month extension to Acterra's contract to align with the fiscal cycle. Contract renewal will be discussed with the budget. (4-14-16) Staff working with Acterra and Open Space Committee for proposed longer term contract. (4-22-16) Acterra 2 month extension has been executed. Proposed longer term contract will be discussed with the upcoming budget. (4-29-16) Open Space Committee and Acterra to present project for funding at the joint Council-FIC meeting on May 31. (5-13-16) Open Space Committee discussed Acterra's three year contract proposal for restoration activity and the committee is in support of the proposed contract. (5-20-16) Acterra's quarterly report for January to April 2016 is attached. (5-27-16) Acterra completed their second year of stewardship services. Acterra's final report for May 2015 to April 2016 is attached. (6-3-16) A three year restoration program and a one year maintenance and education service agreement will be presented to Council at their June meeting. (6-23-16) Contract with Acterra has been approved. Contract being executed. (7-22-16) Contract has been executed. Acterra progress report for the months of May and June is attached. (7-29-16) Mowing of O'Keeffe and Byrne Preserve for yellow star thistle was performed. (10-14-16) As of July 1, 2016 the Acterra Stewardship Program became Grassroots Ecology. Grassroots Ecology is a fiscally sponsored project of Acterra. Grassroots Ecology quarterly report for July to September 2016 is attached. (1-13-17) Grassroots Ecology quarterly report (2016 Oct-Dec) is attached. (2-3-17) Working with Open Space Committee, the Town has received \$1,000 cost sharing from Grassroots Ecology for the request of building a 250' fence on Byrne Preserve to protect vegetation. (2-24-17) Construction of the 250' fence is tentatively scheduled for the week of 2-27-2016 (3-3-17) 250' fence at Byrne Preserve is constructed. Nearby Drainage is upgraded from 12" to 24". (5-5-17) Grassroots Ecology's quarterly report (2017 January-March) is attached. (7-21-17) Grassroots Ecology's quarterly (2017-Apr-Jun) and 2016-17 Annual Report are attached. (11-9-17) Grassroots Ecology's quarterly progress report 2017 July-September attached (12-08-17) Open Space Committee and Grassroots Ecology are preparing for another SCVWD grant application. (1-12-18) Grassroots Ecology drafted the grant application and submitted 1/12/2018 (3-2-18) Grassroots Ecology's quarterly progress report 2017 October-December attached
12	VTA TAC Meetings and CIP-WG Meeting	AC	(1-5-18) Next VTA TAC meeting is scheduled for 1-10-18 (1-19-18) Next CIP-WG Meeting on 1-23-18 (1-26-18) Staff attended 1-23-18 CIP WG Meeting (2-9-18) Staff attended 2/7/18 VTA TAC meeting (3-2-18) Staff attended 2/27/18 VTA CIP-WG meeting (3-9-18) Staff attended 3/7/18 VTA TAC meeting (4/13/18) Staff attended 4/11/18 VTA TAC meeting
13	Green Infrastructure	JK	(8-18-17) City Council approved Green Infrastructure (GI) Framework at the 8/17/17 Council meeting. GI Plan deadline September 30, 2019. (10-20-17) Staff begins to reach out to consultant for the Green Infrastructure Plan. (11-3-17) Staff met with the consultant to solicit for proposal (4/13/18) Green Infrastructure Plan Consultant Budget will be presented in the FY2018-19 budget.
14	Gardner Bullis Pathway Project	AC	(10-6-2017) Staff met with LASD Maintenance Department Director on site to discuss about building a pathway at the existing landscaping area next to the AC Dike. LASD has expressed that they are supportive for this idea. (10-27-17) Staff sent the draft agreement to LASD for review (1-12-18) LASD has sent a revised agreement currently under review by the City Attorney Office and staff. (1-19-18) City Attorney Office has made additional edits on the agreement now is back to LASD for 2nd review. (2-23-18) LASD made the second edits of agreement and sent to the Town on 2/22/18 (3-2-18) LASD and LAH has generally agreed on a License Agreement to Construct the Pathway (3-9-18) Staff will recommend the City Council to accept this license agreement with LASD at the March 22, 2018 City Council meeting. (3-23-18) City Council approved the license agreement at 3/22/19 Council meeting. LASD will need to approve this agreement at their next board meeting. (3-30-18) LASD Board will discuss to approve the License Agreement at April 2018 Board meeting.
15	Summerhill Ave Pathway Project	AC	(11-17-17) Staff completed the neighborhood outreach with the most impacted 5 residents on Summerhill Ave. All 5 residents are in supportive of the pathway project but would require some mitigations to reduce the impact. Staff and Pathway Committee will send out letters to the rest of residents on Summerhill Ave to notify residents about the project and soliciting for feedback. (12-08-17) Staff made status report at the Nov/Dec Pathways Committee meeting. (12-15-17) Staff sent out letters to the remaining property owners on Summerhill Ave to solicit for support and input

Los Altos Hills Maintenance DEC 2017 (Prepared by West Bay Sanitary District)

Task	Monthly Summary	Unit Cost	Quantity	12-Month Cost	Actual Unit Per Month	Cost Per Month	Year to Date Cost	Year to Date Quantity	Quantity Remaining	Remaining Budget
Bid Item No. 1. Pump Station Maintenance	PURISSIMA Station: Routine - weekly inspections, ATS and Generator testing were performed. No unscheduled Repairs. O'Keefe Court Station: Routine - weekly inspections and testing were performed. No unscheduled Repair (See Tab 1.)	\$ 1,824.75	12	\$ 21,897	1	\$1,824.75	\$9,123.75	5	7	\$12,773.25
Bid Item No. 2. Cleaning and Flushing in Right of Way	Work Performed: Cleaned 4721 feet of pipe within the public right-of-way. Results were noted in the CMMS. Recommendation: Uncover some manholes to allow West Bay access so we may finish the last of the cleaning. (See Tab 2.)	\$ 1.11	99,000	\$ 110,028	4,721	\$5,240.31	\$21,925.83	19,753	79,247	\$88,102.17
Bid Item No. 3. Cleaning and Flushing in Easements	Work Performed: Cleaned 2856 feet of pipelines in easements. Results were noted in the CMMS. Recommendation: Uncover some manholes to allow West Bay access so we may finish the last of the cleaning. (See Tab 3.)	\$ 1.54	36,000	\$ 55,352	2,856	\$4,398.24	\$29,283.10	19,015	16,985	\$26,068.90
Bid Item No. 4. CCTV Inspection within Right of Way	Work Performed: CCTV inspected 1685 feet of pipelines that are Right of Way. NASSCO PACP standards were used and Structural and O&M condition ratings and defect codes were used and entered into the CMMS system. Recommendation: 5 Pipe Patch repairs and 1 Open Trench Repair. (See Tab 4.)	\$ 1.54	33,775	\$ 52,014	1,685	\$2,594.90	\$31,480.68	20,442	13,333	\$20,533.32
Bid Item No. 5. CCTV Inspection within Easements	Work Performed: CCTV inspected 3748 feet of pipelines in easements. NASSCO PACP standards were used and Structural and O&M condition ratings and defect codes were used and entered into the CMMS system. Recommendation: 7 Pipe Patch and 4 Open trench repairs, 2 Full line replacements and 8 Manholes to locate or uncover.(See Tab 5.)	\$ 1.97	12,480	\$ 24,586	3,748	\$7,383.56	\$23,202.66	11,778	702	\$1,383.34
Bid Item No. 6. Response to SSOs with access from Right of Way	West Bay responded to Sanitary Sewer Overflows for the Town this month within right of way on Laurel Lane on December 24, 2017	\$ 1,591.33	6	\$ 9,548	-	\$0.00	\$0.00	-	6	\$9,548.00
Bid Item No. 7. Response to SSOs with access from Easements only	West Bay did not respond to Sanitary Sewer Overflows for the Town this month within an easement.	\$ 1,782.33	6	\$ 10,694	-	\$0.00	\$1,782.33	1	5	\$8,911.67
Bid Item No. 8. GIS Mapping Maintenance and Updates (By the Hour)	Updated GIS Mapping and Maintenance Data Updates.	\$ 136.86	120	\$ 16,423	5	\$684.30	\$3,147.78	23	97	\$13,275.22
Bid Item No. 9. Monthly Management Reports	Developed the monthly summary report and follow up work for the Town.	\$ 383.00	12	\$ 4,596	1	\$383.00	\$1,915.00	5	7	\$2,681.00
Bid Item No. 10. Sanitary Sewer Overflow Response for Private Laterals	West Bay did not respond to an SSOs related to private laterals.	\$ 338.50	6	\$ 2,031	-	\$0.00	\$0.00	-	6	\$2,031.00
Subtotal Bid Item 1 through 10				\$ 307,169		\$22,509.06	\$121,861.13			\$185,307.87
Option 11. Root Foaming	No Root Control was performed this month.	\$ 1.10	50,000	\$ 55,167	-	\$0.00	\$0.00	-	50,000	\$55,167.00
Option 12 Collect Location Information	No Manholes surveys	\$ 61.00	400	\$ 24,401	-	\$0.00	\$0.00	-	400	\$24,401.00

Reviewed by: Jen Chen
Approved by: Allen Chen



Los Altos Hills Maintenance Jan 2018 (Prepared by West Bay Sanitary District)

Task	Monthly Summary	Unit Cost	Quantity	12-Month Cost	Actual Unit Per Month	Cost Per Month	Year to Date Cost	Year to Date Quantity	Quantity Remaining	Remaining Budget
Bid Item No. 1. Pump Station Maintenance	PURISSIMA Station: Routine - weekly inspections, ATS and Generator testing were performed. PUMP #2 Fail Alarm O'Keefe Court Station: Routine - weekly inspections and testing were performed. No unscheduled Repair (See Tab 1.)	\$ 1,824.75	12	\$ 21,897	1	\$1,824.75	\$10,948.50	6	6	\$10,948.50
Bid Item No. 2. Cleaning and Flushing in Right of Way	Work Performed: Cleaned 3272 feet of pipe within the public right-of-way. Results were noted in the CMMS. Recommendation: Uncover some manholes to allow West Bay access so we may finish the last of the cleaning. (See Tab 2.)	\$ 1.11	99,000	\$ 110,028	3,272	\$3,631.92	\$25,557.75	23,025	75,975	\$84,470.25
Bid Item No. 3. Cleaning and Flushing in Easements	Work Performed: Cleaned 6019 feet of pipelines in easements. Results were noted in the CMMS. Recommendation: Uncover some manholes to allow West Bay access so we may finish the last of the cleaning. (See Tab 3.)	\$ 1.54	36,000	\$ 55,352	6,019	\$9,269.26	\$38,552.36	25,034	10,966	\$16,799.64
Bid Item No. 4. CCTV Inspection within Right of Way	Work Performed: CCTV inspected 6614 feet of pipelines that are Right of Way. NASSCO PACP standards were used and Structural and O&M condition ratings and defect codes were used and entered into the CMMS system. Recommendation: 1 Pipe Patch repair and 1 Open Trench. (See Tab 4.)	\$ 1.54	33,775	\$ 52,014	6,701	\$10,319.54	\$41,800.22	27,143	6,632	\$10,213.78
Bid Item No. 5. CCTV Inspection within Easements	Work Performed: CCTV inspected 1327 feet of pipelines in easements. NASSCO PACP standards were used and Structural and O&M condition ratings and defect codes were used and entered into the CMMS system. Recommendation: 1 Pipe Patch and 1 Open Trench(See Tab 5.)	\$ 1.97	12,480	\$ 24,586	1,326	\$2,612.22	\$25,814.88	13,104	(624)	(\$1,228.88)
Bid Item No. 6. Response to SSOs with access from Right of Way	West Bay did not respond to Sanitary Sewer Overflows for the Town this month within right of way.	\$ 1,591.33	6	\$ 9,548	-	\$0.00	\$0.00	-	6	\$9,548.00
Bid Item No. 7. Response to SSOs with access from Easements only	West Bay did not respond to Sanitary Sewer Overflows for the Town this month within an easement	\$ 1,782.33	6	\$ 10,694	-	\$0.00	\$1,782.33	1	5	\$8,911.67
Bid Item No. 8. GIS Mapping Maintenance and Updates (By the Hour)	Updated GIS Mapping and Maintenance Data Updates.	\$ 136.86	120	\$ 16,423	4	\$547.44	\$3,695.22	27	93	\$12,727.78
Bid Item No. 9. Monthly Management Reports	Developed the monthly summary report and follow up work for the Town.	\$ 383.00	12	\$ 4,596	1	\$383.00	\$2,298.00	6	6	\$2,298.00
Bid Item No. 10. Sanitary Sewer Overflow Response for Private Laterals	West Bay did not respond to an SSOs related to private laterals.	\$ 338.50	6	\$ 2,031	-	\$0.00	\$0.00	-	6	\$2,031.00
Subtotal Bid Item 1 through 10				\$ 307,169		\$28,588.13	\$150,449.26			\$156,719.74
	No Root Control was performed this month.	\$ 1.10	50,000	\$ 55,167		\$0.00	\$0.00	-	50,000	\$55,167.00
Option 12 Collect Location Information	No Surveyed manholes	\$ 61.00	400	\$ 24,401	-	\$0.00	\$0.00	-	400	\$24,401.00
Total				\$ 386,737		\$28,588.13	\$150,449.26			\$236,287.74

Reviewed by: Jen Chen
Approved by: Allen Chen





Santa Clara County Office of the Sheriff
Weekly Activity Summary
4/2/2018 –4/8/2018
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
4/7	L3	Dog Off Leash	At 11:34 AM, deputies responded to an animal complaint in the 14000 block of Liddicoat Circle. An investigation revealed the suspect's dog was off leash, ran into the victim's yard and attacked the victim's dogs. No dogs were injured and the complaint will be forwarded to the City Attorney's Office for review.
4/7	L1	Petty Theft, Theft by Credit Card	Between 4:15 PM and 4:45 PM, unknown suspect(s) entered an unlocked vehicle parked at Purissima Park on Purissima Road and took a purse containing cash and credit cards. The suspect(s) used the credit cards at various retail stores for a total loss of about \$2,984.

DATE/TIME	BEAT	EVENT	TYPE	LOCATION	INFORMATION
THEFT					
4/7/2018 19:39	L1	18-097-0323	484B	ROBLEDA RD @ CICERONI LN	INVESTIGATED
PHONE THE OFFICE					
4/2/2018 12:25	L4	18-092-0165	1021	71L1	COMPLETE
4/3/2018 11:38	L1	18-093-0196	1021	7W10	COMPLETE
MEET THE CITIZEN					
4/2/2018 11:55	L1	18-092-0150	1062	VISCAINO RD @ CAMINO MEDIO LN	COMPLETE

**SUSPICIOUS
PERSONS**

4/5/2018 11:15	L3	18-095-0199	1066	VIA FELIZ @ PAGE MILL RD	INVESTIGATED
4/7/2018 21:54	L3	18-097-0374	1066	LUPINE RD @ PAGE MILL RD	INVESTIGATED
4/5/2018 20:57	L1	18-095-0478	1066X	TODD LN @ LA PALOMA RD	INVESTIGATED

TRAFFIC HAZARD

4/3/2018 18:41	L1	18-093-0409	1125	ARASTRADERO RD @ PURISSIMA RD	INVESTIGATED
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**SUSPICIOUS
VEHICLES**

4/3/2018 4:34	L3	18-093-0036	1154	PAGE MILL RD @ ARASTRADERO RD	INVESTIGATED
4/3/2018 19:15	L3	18-093-0424	1154	ELENA RD @ FOOTHILL LN	INVESTIGATED
4/4/2018 7:32	L1	18-094-0071	1154	ESPERANZA DR @ CONCEPCION RD	INVESTIGATED
4/4/2018 21:08	L1	18-094-0451	1154	SPRINGHILL RD @ MANUELLA RD	INVESTIGATED
4/5/2018 8:43	L2	18-095-0097	1154	HILLTOP DR @ HILLVIEW RD	INVESTIGATED
4/6/2018 19:45	L1	18-096-0411	1154	MIRANDA RD @ WILD PLUM LN	INVESTIGATED
4/6/2018 20:08	L4	18-096-0421	1154	ALTAMONT RD @ HIDDEN SPRINGS CT	INVESTIGATED

TRAFFIC COLLISIONS

4/4/2018 20:03	L1	18-094-0436	1182	CONCEPCION RD @ VISCAINO RD	INVESTIGATED
4/4/2018 20:04	L1	18-094-0437	1183	VISCAINO RD @ CONCEPCION RD	INVESTIGATED

VEHICLE STOPS

4/3/2018 7:35	L1	18-093-0056	1195	I-280 @ EL MONTE RD	CITATION ISSUED
4/3/2018 17:06	L2	18-093-0360	1195	I-280 @ MAGDALENA RD	WARNING ISSUED
4/3/2018 23:37	L4	18-093-0513	1195	ELENA RD @ MOODY RD	CITATION ISSUED
4/4/2018 13:47	L2	18-094-0251	1195	I-280 @ MAGDALENA RD	CITATION ISSUED
4/5/2018 16:52	L2	18-095-0376	1195	MAGDALENA RD @ I-280	CITATION ISSUED

DUI

4/2/2018 12:14	L3	18-092-0158	23152	I-280 @ PAGE MILL RD	INVESTIGATED
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ALARM CALLS

4/3/2018 5:42	L3	18-093-0042	1033A	EL MONTE RD @ STONEBROOK DR	FALSE ALARM
4/3/2018 7:45	L3	18-093-0060	1033A	CHRISTOPHERS LN @ PAGE MILL RD	FALSE ALARM
4/3/2018 8:22	L1	18-093-0078	1033A	ESPERANZA DR @ CONCEPCION RD	FALSE ALARM
4/3/2018 12:27	L1	18-093-0220	1033A	BEATRICE LN @ ROBLEDA RD	FALSE ALARM
4/3/2018 12:53	L1	18-093-0230	1033A	BEATRICE LN @ ROBLEDA RD	FALSE ALARM
4/3/2018 17:10	L1	18-093-0362	1033A	WESTON DR @ FREMONT RD	FALSE ALARM
4/3/2018 17:18	L1	18-093-0365	1033A	WESTON DR @ FREMONT RD	FALSE ALARM
4/3/2018 17:54	L2	18-093-0384	1033A	SUMMERHILL AV @ YOUNG CT	FALSE ALARM
4/3/2018 18:03	L1	18-093-0388	1033A	WESTON DR @ FREMONT RD	FALSE ALARM
4/3/2018 20:47	L1	18-093-0459	1033A	WESTON DR @ FREMONT RD	FALSE ALARM
4/6/2018 13:35	L4	18-096-0234	1033A	BYRNE PARK LN @ DEER SPRINGS WY	FALSE ALARM
4/6/2018 16:39	L1	18-096-0319	1033A	SNELL LN @ FREMONT RD	FALSE ALARM
4/6/2018 21:03	L1	18-096-0441	1033A	FREMONT RD @ SHADY OAKS CT	FALSE ALARM
4/7/2018 0:54	L1	18-097-0010	1033A	BURKE LN @ BURKE RD	FALSE ALARM
4/7/2018 10:17	L1	18-097-0106	1033A	MIRANDA RD @ LA LANNE CT	FALSE ALARM
4/7/2018 22:04	L1	18-097-0379	1033A	N ALTA LN @ S ALTA LN	FALSE ALARM
4/7/2018 22:10	L3	18-097-0381	1033A	GERTH LN @ OLD PAGE MILL RD	FALSE ALARM
4/8/2018 16:24	L1	18-098-0242	1033A	MIRANDA CT @ MIRANDA RD	FALSE ALARM

ANIMAL COMPLAINT

4/8/2018 15:14	L4	18-098-0230	1091B	LA LOMA DR @ SUMMIT WOOD RD	INVESTIGATED
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**9-1-1
ABANDONED CALLS**

4/6/2018 10:59	L1	18-096-0160	911ABN	MIRANDA RD @ WILD PLUM LN	INVESTIGATED
4/8/2018 8:27	L2	18-098-0078	911ABN	MAGDALENA AV @ DAWN RIDGE DR	INVESTIGATED
4/3/2018 19:24	L1	18-093-0429	911CEL	FREMONT RD @ CONCEPCION RD	INVESTIGATED
4/5/2018 13:40	L3	18-095-0276	911CEL	I-280 @ LA BARRANCA RD	INVESTIGATED
4/6/2018 20:31	L1	18-096-0429	911CEL	CONCEPCION RD @ ALTO VERDE LN	INVESTIGATED
4/7/2018 15:40	L1	18-097-0252	911CEL	LA CRESTA DR @ ST FRANCIS DR	INVESTIGATED
4/8/2018 22:44	L4	18-098-0380	911CEL	ADOBE LN @ TEPA WY	INVESTIGATED
4/2/2018 8:26	L5	18-092-0066	911UNK	KATE DR @ LAURA CT	INVESTIGATED
4/5/2018 4:04	L3	18-095-0042	911UNK	OLD PAGE MILL RD @ PAGE MILL RD	INVESTIGATED

FLAG DOWN

4/8/2018 13:35	L1	18-098-0183	FD	PURISSIMA RD @ ELENA RD	INVESTIGATED
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FOOT PATROL

4/8/2018 11:42	L4	18-098-0146	FOOT	ALTAMONT RD @ ALMADEN CT	COMPLETE
4/8/2018 12:55	L4	18-098-0168	FOOT	CENTRAL DR @ RED ROCK RD	COMPLETE
4/2/2018 16:33	L1	18-092-0274	FTPAT	PURISSIMA RD @ CONCEPCION RD	COMPLETE

INFORMATION ONLY

4/3/2018 11:06	L1	18-093-0174	INFO	I-280 @ EL MONTE RD	INFORMATION GIVEN
4/5/2018 10:37	L5	18-095-0167	INFO	HILLPARK LN @ RAVENSBURY AV	INFORMATION GIVEN
4/6/2018 11:25	L1	18-096-0174	INFO	ARASTRADERO RD @ THENDARA LN	INFORMATION GIVEN
4/6/2018 14:30	L1	18-096-0251	INFO	FREMONT RD @ FREMONT PINES LN	INFORMATION GIVEN
4/6/2018 19:17	L5	18-096-0402	INFO	RAVENSBURY AV @ ARROYO OAKS	INFORMATION GIVEN
4/7/2018 1:12	L3	18-097-0016	INFO	I-280 @ ARASTRADERO RD	INFORMATION GIVEN
4/7/2018 1:21	L3	18-097-0017	INFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN

4/7/2018 17:26	L3	18-097-0287	INFO MUNICIPAL CODE VIOLATIONS	BLACK MOUNTAIN RD @ VOGUE CT	INFORMATION GIVEN
4/3/2018 17:48	L3	18-093-0380	MUNI	TAAFFE RD @ DEZAHARA WY	INVESTIGATED
4/7/2018 11:34	L3	18-097-0144	MUNI	LIDDICOAT CL @ STANFORD CT	INVESTIGATED
			PATROL CHECK		
4/8/2018 11:24	L4	18-098-0133	PATCK STRANDED MOTORIST	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
4/2/2018 14:52	L3	18-092-0234	STRAND SUSPICIOUS CIRCUMSTANCES	PAGE MILL RD @ CHRISTOPHERS LN	INVESTIGATED
4/4/2018 11:06	L5	18-094-0174	SUSCIR WELFARE CHECK	OAK KNOLL CL @ OAK PARK CT	INVESTIGATED
4/8/2018 10:57	L3	18-098-0121	WELCK	ELENA RD @ I-280	COMPLETE