



Town Manager's Report for August 18 - 22, 2014

Planning/ Building/ Engineering Update:

The City **Engineer's Report** is attached. Items in red text represent updates in project status.

One project was approved at the August 19 Fast Track hearing: **11778 Magdalena Road** – new residence (no neighbors were in attendance)

One project was approved at the August 19 Site Development hearing: **26020 Elena Road** – pool and hardscape (no neighbors were in attendance)

Public Safety Update:

The **Sheriff's Weekly Report** is attached.

Administrative Services Update:

Interim **financial audit** field work is now complete and staff is now working on the year-end journal entries, bank reconciliation, and accrual schedule for the FY2013-14.

The 6 month financial analysis of the concessionary contract with **VDE** for equestrian services at Westwind Barn is underway.

Staff is preparing for the Finance and Investment Committee (**FIC**) meeting scheduled for August 25, 2014. Topics on the agenda include discussions on potential changes to the Town's investment policy, review of WWB financials, and analysis of the Town's general liability and workers compensation insurance programs.

Report from the City Clerk- The City Clerk's Office had **Laserfiche** installed on Tuesday, August 19. The Council approved the purchase of the Laserfiche system at the May 15th City Council meeting. [Laserfiche](#) is an electronic document management system.

Once the training is completed in early September, staff will start scanning Town records into the system with the public being able to access past City Council Minutes, Resolutions and Ordinances by the end of this calendar year.

The Planning Director recruitment will start the beginning of September. Avery and Associates has been selected as the recruiter. The proposal is attached.

Parks and Recreation Update:

The **Fall/Winter Activity Guide** is at the printer and will be mailed Monday or Tuesday of next week. It has been loaded online and classes have been loaded as well for registration. We have schedule an ad to appear in the Town Crier for 4 weeks. The Guide can be found at the following link: <http://www.losaltoshills.ca.gov/parks-and-recreation/activity-guide>

Parks and Recreation intern Gabby Castillo completed a **Town Communication Preferences Questionnaire**. Please take a minute of your time to help improve the Town of Los Altos Hills' forms of communication. From the results of the survey, we can better understand which

communications resources are most useful. It's only five quick questions. Please answer the questions as best you can; there isn't any right or wrong answer!
<http://www.losaltoshills.ca.gov/announcements/568-communication-survey>

The Westwind Community Barn Hoedown will be held **Saturday, September 6th** from 3:00-8:00pm.

The **Youth Commission** held their first meeting back from summer Tuesday, August 19th from 7:00-8:00pm. They elected their new Co-Chairs: Vamsi and Sonia, Vice Chair: AJ and Treasurer Caroline. Staff will be meeting with the leadership team next Tuesday to cover expectations.

The **Parks and Recreation Committee** met Monday, August 18th from 9:00-10:45am.

If you have questions or comments please feel free to call or send an e-mail.

Thanks

Carl

Last Updated on 8/22/2014

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
1	I-280/Page Mill Interchange	<p>(4-10-14) Press release and news article regarding the County Expressway 2040 Plan has been posted on the Town website. LAH staff invited County staff to attend an upcoming City Council meeting to discuss long term plans for Page Mill/Oregon Expressway. (4-18-14) County staff will present the County Expressway 2040 Plan at the May City Council meeting. Staff will be meeting with the County on May 6th to discuss their presentation. (4-25-14) Confirmed with Caltrans and VTA that they will be attending the May 6th meeting. (5-8-14) Town staff met with County, Caltrans, and VTA staff to discuss upcoming County Expressway Plan 2040 presentation at the 5-15-14 City Council Meeting. County will convene a focused technical working group to develop a scope of work for a consultant to study the entire Page Mill/Oregon corridor so that proposals can be obtained. (5-16-14) County staff presented the County Expressway 2040 plan at the 5-15-14 city council meeting. A focused Technical Working Group will be formed for Page Mill/Oregon Expressway. (5-23-14) Per TSC recommendation, staff will have a consultant observe the bus problem at the Park n Ride lot for two days. Agreement has been executed and consultant is scheduling the work. (6-6-14) County staff working on scope of work for consultant to study the Page Mill corridor. Per TSC recommendation, a traffic consultant was hired to observe the bus operations at the Park n Ride facility. Report will be presented to the TSC at their next meeting. (6-12-14) Report on Park n Ride bus issue was discussed at TSC. Staff will provide report to county as additional information for the overall corridor study. (6-20-14) Park n Ride observation report sent to county. Staff following up with County for focused group meeting schedule. (6-27-14) County staff hired a consultant to do concept refinement, traffic analysis, etc., for the interchange area based on the planned corridor improvements. County staff also arranged for new traffic counts just before Stanford let out so the consultant would have the most up-to-date data. County staff will work on scheduling the various agency staff meeting next week. (7-11-14) County staff trying to set up meeting with staff from various agencies for end of July. (7-25-14) TSC requested staff to contact the companies indicated in the Park n Ride study that were using the large buses to see if they can use smaller vehicles. TSC also requested staff to see if there are any locations on Town owned and/or Town influenced land that could support a bus stop for the Park n Ride area. (8-7-14) Staff attended joint meeting at County to discuss consultant scope of work for the corridor study. Consultant to review various options for the Page Mill/I-280 interchange including the use of a roundabout.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
2	Purissima Park Landscape RFP	(5-16-14) Request for proposal for landscape maintenance services at Purissima Park has been released. Proposals are due June 11, 2014. (6-6-14) Staff will be meeting with a contractor to look at the facility on 6-6-14. (6-12-14) Two proposals were received. Staff to review and discuss with Little League. (6-27-14) Award of contract will be presented at the July Council meeting. (7-18-14) Council approve the award of contract. Staff in process of setting up meeting with Little League and contractor. Agreement in process of being executed. (7-25-14) Staff and Little League met with contractor to discuss new contract and expectations. Contractor will bring in a new team to maintain and manage our fields. Contractor reviewing report prepared by SCVWD contractor that reviewed the irrigation system. (8-22-14) New contractor has started.
3	Drainage improvement on Fremont Road	(8-30-13) Staff in the process of executing an agreement with a contractor to install drainage improvements on Fremont Road near Concepcion to minimize runoff on the pathway. Staff secured TDA Article 3 funds to perform this work. (9-6-13) Staff working with contractor to schedule the work. (9-27-13) Contractor decided to withdrawal from the project. Staff to get additional proposals. (12-5-13) Staff received one proposal, working on getting one more. (12-13-13) Additional proposals received, staff working on executing an agreement. (12-20-13) Contractor working on schedule for drainage installation. (1-3-14) Work in progress. (1-10-14) Work scheduled to be complete 1-10-14. (1-17-14) Project has been completed. (1-31-14) Staff to submit for reimbursement of TDA article 3 funds. (2-28-14) Reimbursement request will be submitted with Hale Creek Path work expenses. (8-7-14) Staff submitted request for reimbursement of TDA Article 3 funds.
4	O'Keefe Lane and Vista Serena Drainage (Creek Clearing)	(5-17-13) Project awaiting funds.
5	Townwide Pathway and Roadway safety inspection program	(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.
6	Robleda Road Pathway (Fremont to Beatrice) (Project #4)	(8-10-12) Permits have been received from various regulatory agencies. Waiting for funding.

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
7	Sewer Operations	<p>Veolia is performing maintenance and responding to sewer overflows. (1-31-14) Contractor performing CCTV work on various line segments. CCTV work expected to be completed by March of 2014. Another meeting to be scheduled in April to provide update of asset management and overall system. (2-6-14) Contractor continuing to perform video work. (3-7-14) Staff working on new RFP for sewer O&M. (3-21-14) Draft RFP has been prepared and is being reviewed. Staff scheduling meetings with other agencies/consultants to discuss options for sewer system management. (3-28-14) Staff met with Mark Thomas and they are interested in reviewing our sewer RFP when it is released. (4-4-14) Staff to meet with West Bay week of April 7th to review asset management data. RFP to be completed week of April 7th. (4-11-14) RFP for O&M scheduled to be released week of April 14th. Data for asset management being reviewed by West Bay. (4-18-14) Revised RFP being reviewed. RFP to be released April 21. Veolia's contract will terminate on April 30, 2014. (4-25-14) Proposals for O&M are due May 20th. (5-2-14) Staff doing outreach to possible proposers for our O&M RFP. (5-8-14) Staff working with various contractors to perform any needed cleaning and/or overflow response. (5-23-14) Sewer O&M proposals are due May 27th. (6-6-14) Staff received two proposals for the RFP. Staff will be presenting award of contract at the June 19, 2014 City Council meeting. (6-20-14) Council authorized the City Manager to execute agreement with West Bay Sanitary District. West Bay to obtain approval from their board. (6-27-14) Staff finalizing agreement language. (7-11-14) Agreement language has been finalized. Staff working on executing agreement. Staff to set up meeting to discuss data transfer. (7-18-14) Staff to meet with West Bay next week to provide historical data. (7-25-14) Staff met with West Bay and provided Town system data. West Bay in the process of uploading the data to their system. Contract scheduled to begin August 1, 2014. (8-7-14) West Bay started work in Town.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
8	Bob Stutz Path (Nicholson Path extension)	<p>(7-19-13) Staff received approval for TDA Article 3 grant funds of which approximately \$10,000 could be used for some improvements to Hale Creek Path. (8-30-13) Pathway committee updating pathway map in this area. (9-27-13) Pathway map update has been approved council. Staff to work with committee to develop scope of work. (11-8-13) Item to be discussed at the next pathway committee meeting. (11-22-13) Staff will attend the November Pathway Committee meeting for discussion on scope of work. (1-31-14) Staff to walk with members of pathway committee to develop scope of work for improvements that can be performed with about \$10,000. (2-6-14) Staff walked with members of the pathway committee to clarify scope of work for Hale Creek path. The consensus was to create a native path sufficient for walking. More formal type 2b path will be done at a later date by property owners or Town. (2-14-14) Staff in discussion with a property owner on the timing of their proposed project and how that may impact the proposed pathway work. (2-28-14) Property owner at corner of Stonebrook and El Monte to discuss project at next Pathway Committee meeting. (3-21-14) Path name changed to Bob Stutz path. Pathway committee to clarify scope for property at Stonebrook and El Monte at next committee meeting. (3-28-14) Pathway committee decided to recommend proceeding with the work necessary to make the pathway walkable for the segment all the way to Stonebrook/El Monte. (4-4-14) Staff to review project with contractor and do work in the summer. (5-9-14) Contractor working on proposal. (5-16-14) Staff working on notices to residents to inform them of the native path construction work in July 2014. (5-23-14) Agreement with contractor has been executed. Work to begin in early July. (6-6-14) Resident contacted staff about delaying work for a few months to provide time for them to install fencing. Staff has suggested doing the work in July as planned, and to see how soon the resident can complete his fencing work. Perhaps opening in September would be reasonable. (6-12-14) Resident is requesting that the path not be opened until October 31, 2014. Staff to discuss with resident and present to city council in July. (6-20-14) Staff met with neighbor and he will be clarifying his request for staff consideration. (7-3-14) Construction to begin week of July 14th. Residents request to delay path opening until November 1, 2014 will be presented to Council at their July meeting. (7-11-14) Construction work to begin the 15th or 16th of July. (7-18-14) Construction work for native path in progress. Council approved delaying the opening date until Nov. 1, 2014. (7-25-14) Construction 97% complete. Staff to prepare documents to claim reimbursement. Path to be open Nov. 1, 2014.</p>

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9	Erosion on Page Mill Road near Baleri Ranch Rd	<p>Phase 1 of the project to stabilize the roadway has been completed. A second phase will be needed to widen the shoulder and prevent the creek erosion from impacting the existing culvert crossing. Staff met with SCVWD to discuss how the district may be able to help. Based on the location and scope of work, SCVWD is unable to provide assistance with the project. Staff will have the consultant complete their preliminary analysis of possible repair options. (3-8-13) Draft report submitted to Town. Staff to review and comment. (5-17-13) Project awaiting funds. (5-24-13) Staff provided comments to the consultant on the draft report. Consultant to incorporate comments. (6-13-13) Revised report submitted. Staff to review. (9-27-13) Staff completed review, report being finalized. (11-22-13) Report from consultant has been finalized. Staff to obtain design proposals. (12-20-13) Consultants working on proposals. Town to review in early February 2014. (1-10-14) Staff met with consultants to discuss scope of work. (1-24-14) Proposals from consultants due 1-24-14. (1-31-14) Staff received one proposal and is reviewing. (2-6-14) Staff working on obtaining another proposal. (3-7-14) Staff requested another firm to submit their proposal by 3-21-14. (3-21-14) Another proposal has been received. Staff to review. (3-28-14) Staff to present approval of contact at the April City Council meeting. (4-18-14) Item did not get discussed at the April City Council meeting. To be continued to the May City Council meeting. (5-9-14) Item to be discussed at the May CC meeting. (5-16-14) City council approved the award of contract. Staff to prepare agreement with consultant. (6-6-14) Consultant has some proposed changes to our standard agreement. Staff reviewing proposed changes. (6-12-14) Proposed changes not acceptable to ABAG. Consultant to discuss directly with ABAG representative. (7-3-14) Agreement language has been finalized. Agreement in process of being executed.</p>
10	Sewer Agreement with LA	<p>(4-19-13) Draft amendment sent to Los Altos staff for review and comment. (5-17-13) Staff working to set up meeting with Los Altos to discuss proposed amendment. (5-24-13) Staff met with Los Altos Public Works director to discuss proposed amendment #1. Proposed revisions to follow. (7-5-13) Los Altos had a staff retire and they are not able to work on the proposed revision yet. (7-19-13) Los Altos in process of hiring consultant to help with their sewer system. (8-30-13) Los Altos finalizing agreement with consultant for staff augmentation. (9-13-13) Per discussion with Los Altos staff, the agreement has been approved. Staff is working on scheduling a meeting with Los Altos consultant. (9-27-13) Los Altos staff indicated that they will provided comments on the proposed amendment by October 4, 2013. (10-11-13) Item will be discussed at the joint city council meeting. Los Altos and Los Altos Hills staff discussing amount of repayment of funds paid by Los Altos Hills for flow meters. (10-25-13) Staff meeting with LA 10-29-13 to discuss flow meter repayment. (11-1-13) Staff met with Los Altos staff to discuss reimbursement of flow meter cost. Los Altos staff to contact their consultant and contractor to discuss possible credit back for the design and construction problems. LA City Manager to get back to LAH City Manager by the end of November with a proposal. (12-5-13) Los Altos has not come back with a proposal yet. Staff contacting Los Altos for status update. (1-10-14) With the holidays and some of LA staff being out sick, they have not been able to work on this. They have indicated that they will be getting back to the Town soon to set up another meeting with City Manager to discuss. (2-28-14) LA staff indicated that they will set this as their priority and get back to me next week. (4-4-14) Staff still waiting for response from LA staff.</p>

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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	(5-24-13) Town consulting arborist in process of performing Townwide tree inspections. (6-28-13) Approximately 70% complete. Overall inspections look good so far. (7-5-13) Draft report has been submitted. Staff to review. (7-26-13) Consultant finalizing report. (8-16-13) Consultant submitted finalized report. Staff reviewing. (8-30-13) Staff met with consultant to discuss comments. Consultant to revise and resubmit. (9-13-13) Consultant resubmitted revised reports. Staff reviewing. (9-19-13) Staff verifying addresses to send maintenance letters out to residents. (10-11-13) Letters in process of being sent. (10-18-13) Letters to residents requesting that they perform recommended tree work have been sent. (11-22-13) All priority 1 trees have been addressed except for 1 that will be evaluated by the end of the month. (12-13-13) Priority 1 trees have been addressed. Another assessment will be conducted in 2014. (5-23-14) Consultant working on proposal for 2014 annual tree survey. (6-6-14) Agreement being executed. (6-20-14) Work in progress. (7-3-14) Draft reports for Town facilities under review. (7-11-14) Street tree work in progress. Staff requested additional information from consultant for Town facilities. (7-18-14) Draft tree list has been provided to staff for review. Consultant working on finalizing the reports.
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.
14	Townwide Traffic Signs	(7-25-14) Staff working on obtaining proposals for consultant to drive all Town roads and evaluate warning signs for potential removal. (8-7-14) Proposals to be presented at the August City Council meeting. (8-22-14) Council directed staff to proceed with the sign study. Staff to work with consultant to execute agreement.

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
15	Anacapa/La Cresta Utility Undergrounding	<p>(5-31-13) Staff met with neighbors to discuss options. Staff set up three meetings for early June with consultants and neighbors to discuss next steps and obtain proposals for design and acting as assessment engineer. (6-7-13) Staff and committee members met with three consultants and discussed the project. Consultants working on proposals to submit to the Town. (6-28-13) Proposals received from consultants. Staff to review with neighbors. (7-12-13) Meeting with neighbors to discuss consultant proposals scheduled for week of 7-15-13. (7-19-13) Neighbors decided to have consultants proposal prepared in 2 phases. Staff notified consultants to revise their proposal and resubmit. (7-26-13) Revised proposals have been received from 2 firms. Staff and neighbors reviewing. (8-30-13) Prospective consultant meeting with staff and neighbors 8-30-13 to clarify scope of work. (9-6-13) Staff met with neighbor on 9-5-13 to discuss process. Neighbors to do outreach to neighborhood. (9-13-13) Another meeting with neighbors scheduled for 10-3-13. (10-4-13) Neighbors working on obtaining signatures for a petition to submit to the Town requesting the formation of a utility undergrounding district. (10-18-13) Another meeting has been scheduled for 10/22 with the neighbors. Neighbors preparing to meet with residents to sign petition. (11-22-13) Neighbors have decided to put the project on hold until January 2014. (1-3-14) Another meeting with the neighbors has been scheduled for January 16, 2014. (2-14-14) Staff met with neighbors on 2-14-14 to discuss neighborhood outreach. (2-20-14) Next meeting scheduled for 3-14-14. (2-28-14) Staff working with neighbors to clarify questions for bond counsel and underwriters. (3-7-14) Response to questions provided by bond counsel and underwriter. Neighbors working on presentation that they will use to do outreach. Next meeting scheduled for 3-14-14. (3-21-14) Neighbors to conduct pilot meetings with random neighbors to obtain input. Additional information provided by bond council to neighborhood group. (3-28-14) Neighborhood group to conduct a pilot focused group meeting on April 26th. Presentation material being prepared. (4-18-14) Neighbors scheduling a meeting during the week of April 21st to discuss the April 26th focused group meeting. (4-25-14) Staff met with neighbors to discuss presentation material for the April 26th focused group meeting. (5-2-14) Per the neighbors, the focused group meeting was successful. Staff to meet with neighborhood group on May 20th to discuss next steps. (5-23-14) The next neighborhood meeting is scheduled for June 7, 2014. (6-12-14) Second neighborhood meeting was not as successful as the initial focused group meeting. There was low attendance at the meeting, Neighborhood representative will be sending letters and/or e-mail. (6-27-14) Neighborhood group scheduled a meeting for July 8th to discuss progress and next steps. (7-11-14) Staff met with neighbors on 7-8-14 to discuss possible reconfiguration of the district boundaries. Staff to obtain clarification from bond attorney. Neighbors conducting more outreach to residents that they have not been able to contact. (7-18-14) Staff obtained answers to questions raised and provided to neighborhood group. (8-22-14) Neighborhood group trying to set us another meeting week of August 25th to discuss next steps.</p>
16	Engineering and Traffic Survey	<p>(7-25-14) Updated survey is required for continued use of radar enforcement on certain streets. Additional fund request to be presented to Council at the August 2014 meeting. (8-7-14) Staff working with consultant to clarify scope requirements. (8-22-14) Consultant working on completing the report.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
17	2013 Sanitary Sewer Rehabilitation Project	<p>(7-12-13) Design has been completed. Bid opening scheduled for July 29, 2013. (7-19-13) Mandatory prebid meeting scheduled for 7-19-13. (7-26-13) Six contractors attended the pre-bid meeting. Bid opening scheduled for July 29, 2013. (8-9-13) Staff is recommending the rejection of all bids and re-advertising of the project. Item to be presented at the August City Council meeting with a recommendation to authorize the City Manager to award the project. (8-16-13) Project scheduled to be re-advertised on August 21, 2013 with bid opening on September 4, 2013. (9-6-13) Town received two bids. Low bidder is Express Plumbing Service. The total bid price of \$445,400 is 7.57% higher than the previous low bid of \$414,065. The awarded amount is \$371,000. Award documents have been sent to the contractor and staff is waiting for bonds and insurance. (9-19-13) Bonds and insurance have been received. Staff to set up pre-construction meeting with contractor. (10-4-13) Pre-construction meeting scheduled for 10-7-13. (10-11-13) Contractor has provided submittals for review and is scheduled to be on-site 10-21-13. (10-18-13) Contractor scheduled to mobilize 10-21-13. (11-1-13) Work in progress. Due to unforeseen soil conditions, contractor had to use an alternative installation method. Pipe reaming as opposed to a pipe bursting method was needed due to soil conditions. Also during the video process additional segments were required to be repaired. Change orders are being prepared to address these issues. (11-15-13) Contractor continuing to work on easement areas. (12-13-13) Work scheduled to be complete in March 2014. (3-7-14) Staff reviewing video to confirm possible additional repair. Some delays due to weather. (3-21-14) Staff to meet with contractor to discuss resident complaint about damaged driveway and last few sections to complete the project. (3-28-14) A property owner indicated that the contractor damaged a sewer lateral. Staff had the contractor video the owners lateral. Video has been completed and staff to review video. (4-4-14) Much of the video needs to be redone. Contractor to perform remedial video work. (4-11-14) Contractor performing video work and reviewing remaining sections to complete. (5-2-14) Contractor finishing up another project and should be ready to work in LAH in a week. Meeting scheduled for May 7 to discuss completion of remaining segments.(5-9-14) Contractor still tied up on another project. Should be available end of May. (6-6-14) Contractor scheduled to resume work mid June. (6-12-14) Contractor resume work in Town. Work underway. (6-20-14) Work scheduled to be completed next week. (6-27-14) One last segment needs to be completed. Contractor reviewing accessibility to site. (7-11-14) Staff discussing construction method with contractor. (7-25-14) Staff reviewing contractors plan for last segment. (8-7-14) All work has been completed. Staff reviewing video and invoicing from contractor.</p>
18	Emergency communication antenna	<p>(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.</p>
19	Long Range Trash Management Plan	<p>(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.</p>

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20	Open Space Stewardship	<p>(3-13-14) Staff to schedule kick off meeting with Acterra after agreement is executed. (3-21-14) Contract has been executed. Kick off meeting to be scheduled. (3-28-14) Kick off meeting with Acterra and members of the Open Space Committee scheduled for April 9th. (4-4-14) Members of the Open Space Committee will be attending the meeting on April 9th. (4-11-14) Kick off meeting held on April 9th with members of the Open Space Committee. Acterra performing assessment and coordinating volunteer work days. (4-18-14) Acterra working on Vegetation Management Plan and webpage development. (5-2-14) Acterra setting up Nature Walk in Byrne Preserve for May 22. (5-16-14) Web link to Acterra site provided on Town's website. (5-23-14) Town working with Acterra to do some mowing in particular areas of Byrne Preserve. (6-6-14) Acterra held a community work day and pulled weeds. Quarterly meeting scheduled for 6-16-14. (6-20-14) Acterra has completed a draft Vegetation Management Plan and continues to hold community work days. Staff coordinating mowing contractor work with Acterra. (6-27-14) Additional mowing with the Town's contractor has been performed at Byrne Preserve and more will done at O'Keeffe Preserve. Acterra is continuing to hold work day events at Byrne Preserve. (7-11-14) Additional mowing was completed at O'Keeffe per coordination with Acterra. Community work days continuing at Byrne Preserve. Staff continue to work with Open Space Committee members on this contract. (7-18-14) Open Space Committee presented progress report at the July City Council meeting. (7-25-14) Staff working with Acterra to coordinate weed disposal and mowing. (8-7-14) Acterra holding community work days on Thursdays for Byrne Preserve and on August 22nd for O'Keefe Preserve.</p>
21	Impact Fee Studies	<p>(7-19-13) Staff working on amendment for consultant to perform impact fee study for Pathway, Park n Rec, and Storm Drain Fees. (9-6-13) Draft reports from consultant scheduled to be submitted mid September. (3-13-14) Staff working to schedule a meeting with the consultant. (3-21-14) Phone conference scheduled for March 25th. (3-28-14) Staff conducted phone conference with Wildan. Wildan to provide list of requested items for them to begin work in early April. (4-18-14) Staff to gather information for consultant.</p>
22	Edith Sidewalk in Los Altos	<p>(10-25-13) Staff to inspect sidewalk. (11-8-13) Staff obtained a proposal for about \$15,000 to remove and replace the asphalt sidewalk. Staff working on obtaining another proposal. (11-15-13) Staff received two proposals with the lower one at about \$15,000. LAH staff checking with LA staff to see if they are open to cost sharing. (11-22-13) Awaiting response from Los Altos staff. (12-5-13) LAH staff contacted LA staff and awaiting response. (12-13-13) LA staff indicated that they are open to cost sharing for this work. Staff working out details with LA staff. (1-10-14) Staff sent a request to Los Altos for a deposit to cover 50% of the cost to remove and replace new asphalt for the section of Edith between Cypress and Foothill Expressway. (2-28-14) LA staff indicated that they will process our deposit request. (4-4-14) Still waiting for LA staff to process payment.</p>

Last Updated on 8/22/2014

<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.
24	Stanford Perimeter Trail Parking	(1-24-14) As part of the Stanford Perimeter Trail project, they are proposing to provide some parking on Coyote Hill Road in unincorporated Santa Clara County. Item to be discussed at the 1-28-14 Traffic Safety Committee meeting. (1-31-14) The proposed parking issue was discussed at the Traffic Safety Committee and there was consensus that the committee does not support additional parking on Coyote Hill Road. The committee was concerned that the parking would add to the congestion on Page Mill Road. (2-6-14) Staff to contact Stanford to see if they have any traffic study for the parking on Coyote Hill. (3-13-14) Stanford did not provide a traffic study. (3-21-14) Coyote Hill parking is off the table for the time being. (4-18-14) Staff verifying with Stanford that Coyote Hill Parking is off the table at this time. (4-25-14) It appears that the Coyote Hill Parking will be in the plan proposed to the County in the next few weeks. Staff has inquired to see if Stanford is available to attend the May 6th meeting with the County and Caltrans. (5-9-14) Stanford is almost ready for an updated submittal to the County. (7-11-14) Stanford will propose parking spaces on Coyote Hill as part of their Perimeter Trail project. Item will be discussed at the July City Council meeting. (7-18-14) Staff researching appropriate County department to send letter to regarding new parking on Coyote Hill. (7-25-14) Staff contacted the County and determined that the letter should be sent to Supervisor Mike Wasserman with a cc to Michael Murdter, Director Roads & Airport. (8-7-14) Staff is reviewing drawings and traffic study obtained from County staff. (8-22-14) Staff to invite Stanford to attend September City Council meeting.
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.
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.

Last Updated on 8/22/2014

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
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.
28	VTA TAC Meetings	(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.
29	2014 Sanitary Sewer Root Foaming Project	(4-4-14) Staff has released a RFP for the 2014 Root Foaming Project. Staff will be requesting Council to authorize the City Manager to award the contract. LAH and other sewer agencies are experiencing increased sewer overflows due to roots being more aggressive from the lack of rain this year. Staff is recommending that root foaming be performed as soon as possible. Additional funds will need to be allocated for this project. (4-11-14) Item to be presented to the City Council for authorization of the City Manager to award the contract. (4-18-14) At the April City Council meeting, Council authorized the City Manager to award the contract. (4-25-14) Staff waiting for bonds and insurance paperwork from the contractor. (5-9-14) Bonds and insurance received and staff is checking. Contractor may start week of May 12th. (5-16-14) Root foaming to begin May 27th after Memorial day. (5-23-14) Pre-construction meeting held with contractor on 5-23-14. Work to begin week of 5-27-14. (6-6-14) Work in progress. (6-20-14) Approximately 35% of the work has been complete. Contractor progressing on schedule. (7-18-14) Approximately 50% of the work has been complete. (7-25-14) Project is about 60% complete. (8-7-14) Project is about 70% complete. (8-22-14) Project is about 80% complete. Work scheduled to be complete in September 2014.
30	New electric meter for Purissima Park	(4-4-14) Staff to work with PG&E and electrician to in separate electric meter at Purissima Park for EV charging stations. (4-18-14) Staff filed an application for a new meter. (4-25-14) Staff reviewing the proposal from contractor. (5-2-14) Agreement being prepared. (5-9-14) Staff, contractor, and PG&E scheduled to meet at Purissima Park on 5-12-14 to discuss new meter. (5-16-14) Meeting with PG&E was held, PG&E reviewing information from contractor. (6-20-14) PG&E rejected proposed work. Contractor to propose alternative. PG&E to provide rough estimate to run new supply wires. (6-27-14) Awaiting for additional information from PG&E. (7-3-14) Contractor reviewing response from PG&E. (7-25-14) Contractor and PG&E clarifying requirements that would be acceptable to PG&E.

Last Updated on 8/22/2014

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
31	Viscaino Sewer Main extension	(5-16-14) Permit has been issued. Construction about to get underway. (6-27-14) Waiting for property owner to begin project. (7-25-14) An existing gas line in close proximity to the proposed sewer line was not indicated on the approved plans. Staff requesting designer to revise plans and resubmit for review and approval. (8-22-14) Construction in progress.
32	Proposal for San Francisco Bay Water Quality Improvement Fund (FY2014 Funds)	(5-16-14) Application for grant funds was submitted for Matadero Creek repair project. (5-23-14) Should get results end of May early June. (6-6-14) Grant application requesting \$225,000 did not get approved.
33	ATP grant	(5-16-14) Town consultant working on grant application for Fremont Road Bike path project phase 2. Will be submitted week of 5-19-14. (5-23-14) Grant has been submitted. (6-6-14) Confirmation of grant submittal has been received. Requested grant amount is \$1.1 million with a \$150,000 matching fund. Supplemental regional ATP call for projects has been released and is due to MTC on July 24, 2014. Staff and consultant will be working on the regional ATP grant application. (6-12-14) Resolution of local support to be presented to council at the July meeting. (7-11-14) Consultant working on regional ATP application. (7-18-14) Council approved the resolution of support for the grant application. (7-25-14) Regional ATP grant application was submitted 7-24-14.
34	Coyote Signs at Byrne Preserve	(6-12-14) Signs have been installed at Byrne Preserve to indicate no dogs are allowed due to coyote threat. (6-27-14) Additional incidents have occurred with the coyotes. Staff has added and relocated signage.
35	2014 Road Rehabilitation Project	(7-3-14) Project has been released for bid. Bids are due July 8th. Award of contract to be presented to Council at the July meeting. (7-11-14) Staff received two bids for the project. Item to be presented at the July City Council meeting. (7-18-14) Council approved award of contract. Staff waiting for bonds and insurance.
36	Annual Sewer tax roll	(7-3-14) Approval of assessments for county tax roll to be presented to Council at the July meeting. (7-18-14) Council approved the resolution. Staff to finalized documents to send to County. (7-25-14) Documents sent to County.
37	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.



Santa Clara County Office of the Sheriff
Weekly Activity Summary
8/11/2014 – 8/17/2014
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
8/12	L3	Residential Burglary	Between 7:30 AM and 6:30 PM, unknown suspect(s) entered a residence in the 27000 block of Julietta Lane through an open window. The suspect(s) took assorted jewelry for an unknown total loss.
8/14	L1	Residential Burglary	Between 4:00 PM on 8/11 and 11:00 AM on 8/14, unknown suspect(s) entered a residence in the 13000 block of La Cresta Drive by breaking a window. The suspect(s) took unknown items for an unknown total loss.
8/16	L1	Possession of a Controlled Substance/ Parole Violation ARREST	At 9:44 AM, deputies made contact with a subject at a residence in the 14000 block of Mulberry Lane. Investigation revealed the subject was in possession of a controlled substance and in violation of parole. The suspect was arrested and booked into Main Jail.

DATE	TIME	BEAT	EVENT NUM.	TYPE DISTURBANCE	LOCATION	INFORMATION
TRESPASSING						
8/14/2014	21:37	L3	S142260466	602	MATADERO CREEK LN @ MATADERO CREEK	RESOLVED
PICK-UP						
8/12/2014	22:44	L3	S142240437	1016	FY 280 @ ARASTRADERO RD	COMPLETE
PHONE REQUEST						
8/15/2014	10:21	L3	S142270126	1021	GIGLI CT @ ELENA RD	COMPLETE
CITIZEN MEETING						
8/11/2014	8:27	L4	S142230073	1062	MOODY RD @ SHERLOCK RD	COMPLETE
SUSPICIOUS PERSON						
8/13/2014	11:43	L1	S142250206	1066	LA BARRANCA RD @ FY 280	FIELD INTERVIEW CARD
8/16/2014	11:24	L3	S142280147	1066	MIR MIROU DR @ PASEO DEL ROBLE	NO REPORT

DATE	TIME	BEAT	EVENT NUM.	TYPE DISTURBANCE	LOCATION	INFORMATION
				PEDESTRIAN STOP		
8/15/2014	12:41	L2	S142270180	1095	DAWNRIDGE DR @ MAGDALENA RD	COMPLETE
				TRAFFIC HAZARD		
8/17/2014	19:18	L1	S142290291	1125	O KEEFE LN @ EL MONTE RD	NO REPORT
				SUSPICIOUS VEHICLE		
8/13/2014	11:00	L1	S142250168	1154	LA CRESTA DR @ BEAVER LN	FIELD INTERVIEW CARD
8/13/2014	22:47	L1	S142250500	1154	ROBLEDA RD @ W FREMONT RD	NO REPORT
8/13/2014	14:15	L3	S142258113	1154	ELENA RD @ ESTRALITA PL	NO REPORT
8/13/2014	21:42	L4	S142250476	1154	DEER SPRINGS WY @ BYRNE PARK LN	DUPLICATE CALL
8/13/2014	21:15	L4	S142250462	1154	DEER SPRINGS WY @ BYRNE	NO REPORT
8/14/2014	8:37	L1	S142260092	1154	PURISSIMA RD @ SAMUEL LN	NO REPORT
8/15/2014	10:07	L1	S142270117	1154	BAKER LN @ PURISSIMA RD	NO REPORT
8/15/2014	16:12	L1	S142270271	1154	ST FRANCIS RD @ ALEJANDRO DR	NO REPORT
8/15/2014	20:08	L1	S142270389	1154	TORELLO LN @ MANUELLA RD	NO REPORT
8/15/2014	21:32	L4	S142270425	1154	DEER SPRINGS WY @ BYRNE PARK LN	NO REPORT
8/16/2014	9:41	L3	S142280101	1154	SADDLE MOUNTAIN DR @ STIRRUP WY	NO REPORT
8/17/2014	15:09	L1	S142290205	1154	ELENA RD @ PURISSIMA RD	FIELD INTERVIEW CARD
8/17/2014	22:11	L5	S142290363	1154	OAK KNOLL CL @ STONEBROOK DR	NO REPORT
				VEHICLE ACCIDENT		
8/15/2014	10:05	L3	S142270116	1182	PAGE MILL RD @ FY 280	INFO EXCHANGED
				VEHICLE STOP		
8/11/2014	14:36	L1	S142230222	1195	LA CRESTA CT @ LA CRESTA DR	WARNING ISSUED
8/11/2014	20:45	L2	S142230382	1195	FY 280 @ MAGDALENA RD	WARNING ISSUED
8/12/2014	17:03	L1	S142240309	1195	EL MONTE RD @ FY 280	WARNING ISSUED
8/12/2014	17:15	L1	S142240318	1195	EL MONTE RD @ FY 280	CITATION ISSUED
8/12/2014	9:55	L2	S142240110	1195	FY 280 @ MAGDALENA RD	WARNING ISSUED
8/13/2014	4:25	L3	S142250034	1195	FY 280 @ PAGE MILL RD	CITATION ISSUED
8/14/2014	23:19	L1	S142260503	1195	FOOTHILL EX @ EL MONTE RD	CITATION ISSUED
8/14/2014	23:12	L2	S142260497	1195	S EL MONTE AV @ SUMMERHILL AV	WARNING ISSUED
8/14/2014	6:17	L2	S142260045	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED

DATE	TIME	BEAT	EVENT NUM.	TYPE DISTURBANCE	LOCATION	INFORMATION
VEHICLE STOP (Cont)						
8/14/2014	6:37	L2	S142260051	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
8/14/2014	2:32	L3	S142260025	1195	FY 280 @ PAGE MILL RD	WARNING ISSUED
8/15/2014	11:14	L1	S142270145	1195	RAMOS WY @ PAGE MILL RD	CITATION ISSUED
8/15/2014	23:03	L2	S142270451	1195	MAGDALENA RD @ SUMMERHILL AV	CITATION ISSUED
8/15/2014	17:17	L3	S142270313	1195	ELENA RD @ VINEDO LN	WARNING ISSUED
8/15/2014	16:09	L3	S142270267	1195	ELENA RD @ CRESCENT LN	CITATION ISSUED
8/15/2014	16:43	L3	S142270284	1195	ELENA RD @ VINEDO LN	CITATION ISSUED
8/17/2014	15:42	L1	S142290214	1195	ARASTRADERO RD @ DEER CREEK RD	WARNING ISSUED
PARKING COMPLAINT						
8/14/2014	19:32	L4	S142260421	22500	FRANCEMONT AV @ MOODY RD	WARNING ISSUED
8/16/2014	9:16	L4	S142280093	22500	TEPA WY @ MOODY RD	WARNING ISSUED
RECKLESS DRIVER						
8/13/2014	15:50	L1	S142250310	23103	PURISSIMA RD @ CONCEPCION RD	INFO FROM CHP
8/15/2014	16:55	L1	S142270297	23103	DEER CREEK RD @ PAGE MILL RD	INFO FROM CHP
8/17/2014	17:18	L3	S142290253	23103	FY 280 @ PAGE MILL RD	INFO FROM CHP
ALARM CALLS						
8/11/2014	14:53	L1	S142230228	1033A	NEW BRIDGE DR @ LA PALOMA	FALSE ALARM
8/11/2014	20:22	L5	S142230373	1033A	DAWSON DR @ REBECCA LN	FALSE ALARM
8/12/2014	10:16	L1	S142240133	1033A	OHLONE LN @ W FREMONT RD	FALSE ALARM
8/12/2014	17:42	L3	S142240334	1033A	EDGERTON RD @ BLACK MOUNTAIN RD	FALSE ALARM
8/12/2014	8:53	L3	S142240075	1033A	ALTAMONT CL @ PAGE MILL	FALSE ALARM
8/13/2014	20:11	L3	S142250440	1033A	COUNTRY WY @ THREE FORKS	FALSE ALARM
8/13/2014	11:59	L4	S142250215	1033A	TANGLEWOOD LN @ MOODY RD	FALSE ALARM
8/14/2014	11:45	L1	S142260179	1033A	PURISSIMA RD @ MINORCA CT	FALSE ALARM
8/14/2014	13:13	L1	S142260240	1033A	SCARFF WY @ MANUELLA RD	FALSE ALARM
8/14/2014	12:10	L1	S142260203	1033A	PURISSIMA RD @ MINORCA CT	FALSE ALARM
8/15/2014	7:18	L3	S142270059	1033A	ALMADEN CT @ ALTAMONT RD	FALSE ALARM
8/15/2014	13:38	L3	S142270204	1033A	STANFORD CT @ LIDDICOAT	FALSE ALARM
8/15/2014	20:24	L3	S142270398	1033A	MIR MIROU DR @ PASEO DEL ROBLE DR	FALSE ALARM
8/15/2014	21:09	L3	S142270419	1033A	EDGERTON RD @ BLACK MOUNTAIN RD	FALSE ALARM
8/15/2014	21:10	L3	S142270420	1033A	MAPLE LEAF CT @ ELENA RD	FALSE ALARM
8/15/2014	5:03	L4	S142270049	1033A	PAGE MILL RD @ MOODY RD	FALSE ALARM
8/17/2014	7:52	L3	S142290079	1033A	CUMBRA VISTA CT @ ELENA RD	FALSE ALARM
8/17/2014	8:45	L3	S142290090	1033A	MELODY LN @ BLACK MOUNTAIN RD	FALSE ALARM

DATE	TIME	BEAT	EVENT NUM.	TYPE DISTURBANCE	LOCATION	INFORMATION
ANIMAL COMPLAINT						
8/12/2014	14:45	L1	S142240258	1091C	ARASTRADERO RD @ ALPINE RD	INJURED ANIMAL
ABANDONED VEHICLE						
8/16/2014	18:00	L1	S142280277	22651D	ALICANTE LN @ MANUELLA RD	COMPLETE
DISTURBANCE						
8/12/2014	18:48	L1	S142240355	415J	WESTWIND WY @ LA PALOMA RD	JUVENILE PARTY
8/13/2014	7:27	L1	S142250054	415E	LA PALOMA RD @ NEW BRIDGE DR	EXCESSIVE NOISE
8/16/2014	14:45	L3	S142280213	415M	VISTA DEL VALLE CT	LOUD MUSIC
9-1-1 ABANDONED						
8/11/2014	14:31	L4	S142230218	911CEL	MOODY RD @ RHUS RIDGE RD	9-1-1 ABANDONED
8/12/2014	18:31	L5	S142240350	911ABN	OLIVE TREE CT @ OLIVE TR	9-1-1 ABANDONED
8/12/2014	8:22	L4	S142240069	911CEL	RHUS RIDGE RD @ MOODY RD	9-1-1 ABANDONED
8/13/2014	15:32	L2	S142250296	911CEL	CLAUSEN CT @ VOORHEES DR	9-1-1 ABANDONED
8/15/2014	7:31	L1	S142270061	911CEL	LA PRENDA RD @ CAMPBELL AV	9-1-1 ABANDONED
8/15/2014	22:02	L1	S142270438	911CEL	CONEJO CT @ ASCENSION DR	9-1-1 ABANDONED
8/16/2014	11:52	L1	S142280162	911CEL	MIRANDA RD @ LA LANNE CT	9-1-1 ABANDONED
8/16/2014	13:07	L1	S142280194	911CEL	MIRANDA RD @ LA LANNE CT	9-1-1 ABANDONED
8/16/2014	11:53	L1	S142280163	911UNK	MIRANDA RD @ LA LANNE CT	9-1-1 ABANDONED
8/17/2014	22:09	L1	S142290359	911CEL	W FREMONT RD @ CONCEPCION	9-1-1 ABANDONED
FIRE						
8/12/2014	20:27	L1	L142240012	ACO	OLD PAGE MILL RD @ PAGE MILL RD	ASSIST MEDICAL CALL
BEAT INFORMATION						
8/16/2014	22:27	L1	S142280386	BTINFO	PURISSIMA RD @ CONCEPCION	INFORMATION GIVEN
8/16/2014	11:21	L3	S142280145	BTINFO	MAPLE LEAF CT @ ELENA RD	INFORMATION GIVEN
8/17/2014	19:17	L5	S142290290	BTINFO	OAK KNOLL CL @ STONEBROOK DR	INFORMATION GIVEN
CITATION						
8/14/2014	14:51	L2	S142260288	CITE	SUMMERHILL AV @ S EL MONTE AV	CITATION ISSUED
8/14/2014	15:11	L2	S142260297	CITE	SUMMERHILL AV @ NICOLE LN	CITATION ISSUED
DOCUMENT SERVICE						
8/12/2014	12:15	L1	S142240183	DOCSVC	EL CAMINO REAL @ CUR	COMPLETE

DATE	TIME	BEAT	EVENT NUM.	TYPE DISTURBANCE	LOCATION	INFORMATION
FOOT PATROL						
8/15/2014	8:33	L4	S142270083	FTPAT	JULIETTA LN @ ALTAMONT R	COMPLETE
INFORMATION						
8/11/2014	3:17	L1	S142230035	INFO	ESPERANZA DR @ CONCEPCION	INFORMATION GIVEN
8/11/2014	18:21	L4	S142230323	INFO	SUMMIT WOOD CT @ TEPA WY	DUPLICATE CALL
8/11/2014	18:20	L4	S142230321	INFO	SUMMIT WOOD CT @ TEPA WY	INFORMATION GIVEN
8/12/2014	21:27	L1	S142240411	INFO	ST FRANCIS DR @ LA CRESTA	INFORMATION GIVEN
8/12/2014	23:44	L1	S142240452	INFO	EL MONTE RD @ FY 280	INFORMATION GIVEN
8/13/2014	18:25	L1	S142250387	INFO	ALPINE RD @ ARASTRADERO RD	INFORMATION GIVEN
8/13/2014	17:12	L5	S142250354	INFO	LAURA CT @ KATE DR	INFORMATION GIVEN
8/14/2014	1:09	L1	S142260010	INFO	ALTA TIERRA RD @ ALTA LA	INFORMATION GIVEN
8/14/2014	15:43	L1	S142260306	INFO	HY 280 @ EL MONTE RD	INFORMATION GIVEN
8/14/2014	22:30	L2	S142260488	INFO	FY 280 @ MAGDALENA RD	INFORMATION GIVEN
8/15/2014	11:09	L5	S142270142	INFO	OLIVE TREE CT @ OLIVE TR	INFORMATION GIVEN
8/16/2014	18:01	L2	S142280278	INFO	FY 280 @ MAGDALENA RD	INFORMATION GIVEN
8/17/2014	11:50	L5	S142290147	INFO	REBECCA LN @ DAWSON DR	NO REPORT
MUNICIPAL CODE VIOLATION						
8/17/2014	10:49	L2	S142290129	MUNI	BARLEY HILL RD @ HILLTOP	INFORMATION GIVEN
8/17/2014	12:32	L2	S142290161	MUNI	BARLEY HILL RD @ HILLTOP	RESOLVED
PATROL CHECK						
8/11/2014	20:09	L5	S142230365	PATCK	PRISCILLA LN @ STONEBROOK DR	COMPLETE
8/13/2014	10:03	L1	S142250132	PATCK	WILDCREST DR @ WILDFLOWER LN	COMPLETE
8/13/2014	8:57	L5	S142250102	PATCK	STONEBROOK DR @ PRISCILLA LN	COMPLETE
8/14/2014	7:15	L5	S142260063	PATCK	PRISCILLA LN @ STONEBROOK DR	COMPLETE
8/15/2014	0:54	L4	S142270017	PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
8/15/2014	14:18	L1	S142270214	PATCK	HORSESHOE CT @ HORSESHOE LN	COMPLETE
8/15/2014	12:45	L2	S142270183	PATCK	DAWNRIDGE DR @ MAGDALENA AV	COMPLETE
8/15/2014	12:57	L2	S142270187	PATCK	MAGDALENA AV @ DAWNRIKGE DR	COMPLETE
8/15/2014	12:56	L5	S142270186	PATCK	PRISCILLA LN @ STONEBROOK DR	COMPLETE
SUSPICIOUS CIRCUMSTANCE						
8/11/2014	18:54	L1	S142230336	SUSCIR	LA BARRANCA RD @ PURISSIMA	CHECKED CLEAR
8/12/2014	13:21	L3	S142240206	SUSCIR	SADDLE MOUNTAIN DR @ SADDLE CT	CHECKED CLEAR
8/13/2014	22:14	L1	S142250490	SUSCIR	ARASTRADERO RD @ EL CAMINO REAL	CHECKED CLEAR
8/15/2014	14:24	L1	S142270217	SUSCIR	VISCAINO RD @ ANACAPA DR	CHECKED CLEAR

DATE	TIME	BEAT	EVENT NUM.	TYPE DISTURBANCE	LOCATION	INFORMATION
SUSPICIOUS CIRCUMSTANCE						
8/15/2014	9:09	L3	S142270097	SUSCIR	ELENA RD @ DELSON CT	CHECKED CLEAR
8/17/2014	21:02	L1	S142290329	SUSCIR	PURISSIMA RD @ VISCAINO RD	CHECKED CLEAR
SERVICE REQUEST						
8/17/2014	19:18	L1	L142290015	SVC	O KEEFE LN @ EL MONTE RD	COMPLETE



July 23, 2014

Carl Cahill
Town of Los Altos Hills
26379 Fremont Road
Los Altos Hills, CA 94022

Dear Mr. Cahill:

Thank you for the opportunity to be considered for the recruitment of your new Planning Director for the Town of Los Altos Hills. We value our past working relationship with the Town and would look forward to working with you and the Town again in this assignment.

Our firm is well qualified to support you in this assignment based on our extensive public sector experience and relevant expertise in Planning and Community Development related recruitments. Currently, we are conducting searches for a Community Development Director for the City of Paso Robles, a Economic/Community Development Director and Chief Building Official for the City of South San Francisco. We also recently completed a Planning Director search for Calaveras County and an Assistant Community Development Director search for Camarillo. Additionally, during the past 18 months, we completed Community Development Director recruitments for the cities of Santa Clarita, West Hollywood and Stockton. In the past several years we also completed the following assignments: CDD for the cities of Redwood City (2011), San Mateo (2009), Oakland (Deputy Director of Community Development/Housing, 2009) and the Town of Los Gatos (2009). These collective assignments have provided us with an extensive and current database of candidates and statewide personnel, which would be of great benefit to your city in this assignment.

Following your review of this proposal, it is our hope that our recruitment expertise, our positive history with the Town, and our commitment to quality and service will provide the basis for positive consideration of our firm. Enclosed you will find the following information:

The enclosed proposal contains the following information:

- Company Profile
- Firm Qualifications
- Recruitment Team
- Recruitment Plan

William Avery & Associates, Inc.
Labor Relations/Executive Search

3-1/2 N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
408.399.4424
Fax: 408.399.4423
www.averyassoc.net

- Client References
- Consulting Fee
- Guarantees & Ethics
- Profiles on Principals of the Firm
- Recruitment Timeline

Once again, thank you for the opportunity to submit a proposal to assist with your recruitment. If you have any questions, please do not hesitate to call me at 408-399-4424.

Sincerely,

Paul Kimura

PK:jmc



PROPOSAL FOR THE TOWN OF LOS ALTOS HILLS FOR THE PLANNING DIRECTOR

William Avery & Associates, Inc. – Our Profile

William Avery & Associates, Inc. (Avery Associates) is a successful and service focused Management Consulting firm based in Los Gatos, California. Incorporated in 1982, the firm specializes in Executive Search, Labor Relations and Human Resources/Management Consulting.

The firm currently includes two Principals and several key consultants. Bill Avery, the founder of Avery Associates, heads the firm. He oversees the Labor Relations practice and also leads key searches. Paul Kimura is the Principal who oversees the Executive Search and Recruitment practice. Key staff members include Cris Piasecki, who supports the search practice and the firm's administrative staff includes Anne Matteini, the Finance/Contracts Administrator, and Jackie Collins and Jessica Towner. Temporary staff as needed augments the team.

Mr. Avery, having served in the past as a City Manager, provides the firm with direct experience and knowledge of city administration. Mr. Kimura's expertise in executive, technical and business recruitment, which he gained during his nineteen years of high technology experience, provides the basis for many of the recruitment strategies and tactics utilized by the firm. Collectively and combined, the firms Principals offer exceptional expertise in the area of public sector recruitment and consulting. Their professional profiles are enclosed as part of this proposal.

Firm Qualifications – What Differentiates Avery Associates

Exceptional service delivery and a very high quality work product provide excellent results for our clients. This begins with the initial client meetings, which lead to detailed timelines for deliverables followed by weekly recruitment status updates following initiation of the search. Our candidate outreach efforts are professionally and confidentially conducted. The evaluation materials we provide clients are routinely characterized as accurate, comprehensive and of very high quality. We believe more so than any other public sector recruitment firm. This is largely based on our interview system utilizing behavioral interview techniques. This leads to a quality product with excellent end results for our clients.

The service element is based on two factors: The first is the collective service philosophy from all of our organizational team members. They are each dedicated to providing service and support to clients. The second factor is based on the high level of engagement and participation from the firm Principals in every search assignment. This hands-on involvement includes client interface, identifying and developing the ideal candidate profile and position specification, development of the search strategy, candidate outreach, interviewing and assessment, completion



of reference interviews, candidate presentation, final interview facilitation and when desired, negotiation of employment terms with the successful candidate.

Recruitment Team for the Town of Los Altos Hills

Paul Kimura will serve as the Principal in charge of this project and will be support by Cris Piasecki. Mr. Kimura will be personally involved in client interface, development of search strategy, outreach, interview and assessment of candidates and will be available throughout the search process to provide other related consulting services.

Recruitment Plan and Services Provided

I. Position Profile and Organizational Assessment

The initial assessment phase is a critical component of the search process. Mr. Kimura will meet with the key decision makers to discuss the organizational needs and position requirements. Our goal for this aspect of the recruitment process is to:

- Understand the Town and departmental priorities for this position.
- Develop a clear understanding and consensus on the expertise, experience, education, performance attributes, interpersonal skills and operational style of the ideal candidate.
- Discuss the goals, objectives, deliverables, and challenges related to this position.
- Gain insight of the various organizational dynamics and departmental issues that exist within the organization.
- Identify the compelling aspects to this opportunity.

We would welcome the opportunity to have other discussions with various key staff as appropriate. Based on these discussions, a candidate profile and a final recruitment strategy will be presented for final approval. The ideal candidate profile would be incorporated into the formal position announcement. The candidate profile is also utilized in various other means as a marketing tool, an advertising copy, and for other announcements.

II. Development of the Search Strategy and Advertising

The search strategy is developed in conjunction with the organizational assessment. The final approach is based on your input and considerations during the assessment activity.

For this assignment, we feel it is critical to develop a high level of visibility with a comprehensive outreach program supplemented by a focused targeted recruitment approach. We would incorporate the following elements into this search:

- Development of a targeted candidate list based on our current and extensive contacts in the development services field from our recruitment database. This list will expand through the course of outreach through phone contacts, referrals and recommendations from key sources and other current and former planning and/or building personnel who have extensive contacts and networks in this area.
- Contacting current Chief Building Officials, Community Development Directors and Planning executives in comparable agencies that may be interested or aware of potential candidates. This effort will mainly be geared toward identifying individuals who meet the profile of the ideal candidate but are not actively seeking other employment.
- Internet job postings on state or national public sector employment bulletin boards including CALBO, APA, CALAPA and possibly Planning and Building associations in specific and/or selected western states. It will also be posted on our company website (www.averyassoc.net).
- Distribution of the comprehensive position announcement to various city, county, and state departments, as well as agencies throughout the state and country.
- Print advertising in Western City (if timing permits) and Jobs Available.

III. Candidate Assessment

Our assessment process involves several “tiers” of evaluation. All candidates responding to this position will initially, be evaluated based on their resume and if appropriate, an extensive phone “screening” by a firm Consultant. Candidates who pass the initial “qualifying” criteria are then scheduled for a formal interview with the Principal in charge of the project. These extended personal interviews typically take one hour and a thorough discussion of their experience, accomplishments, management philosophy and interpersonal style takes place.

In interviewing candidates, we utilize a methodology based on “behavioral” interview techniques. Fundamentally, this approach explores a candidate’s past accomplishments and experiences. The philosophy here is that the best indicator of future performance is assessing past behavior. This methodology allows the firm to “project” how a candidate would approach and address challenges in the new position.

Those individuals who best fit the position requirements will have a Candidate Assessment Report developed by the Principal who conducted the interview. Additionally, two initial reference interviews are performed on these candidates. The reference interviews provide our clients with additional insights on the candidate's "behavior" and style.

IV. Candidate Presentation

Upon completion of formal interviews and initial reference interviews, a selection of candidates for presentation is made. Typically, the number of final candidates requested by our clients range from five to seven. We feel our extensive screening, interview, and reference process; combined with the knowledge gained during our initial assessment period, enable our client to proceed with fewer rather than more finalists.

The final candidates are presented in our candidate presentation "book." Each finalist will have a file consisting of a candidate summary sheet, a resume, the Candidate Assessment Report (based on the formal interview), and candidate reference reports.

V. Selection Process

Once the final candidate interview group is identified, we will assist in the structuring of the interview process and coordinate the interview scheduling activity. Our firm will also provide candidates with guidance related to travel planning, hotel accommodations, as well as other interview planning issues.

Upon request, our firm will also arrange for summary background evaluations on the Town's final one or two candidates. A copy of these confidential reports can be provided for you.

VI Recruitment Closure and Follow-Up

Based on the firm's experience in human resource management and executive search, we are able to assist our clients in the formulation of appropriate compensation and other employment arrangements. We will be available throughout our retention to assist in this process.

As a matter of policy, Avery Associates monitors the transition and progress of any executive we place with a client. Within the first three to six months after the Town has hired the individual, we will speak with that individual to ensure that an effective transition has occurred. During the same period, we will also review the individual's status with your office.



References

- I. City of Culver City
Serena Wright, Personnel Director; 310.253.5640
- II. City of Santa Clarita
Ken Striplin, City Manager; 661.255.4905
- III. Town of Los Gatos
Joe Pirzynski, Council Member; 408.356.3024
Greg Larson, Town Manager; 408.354.6837
- IV. City of Redwood City
Bill Ekern, Assistant City Manager; 650.780.7380

Consulting Fee

Based on the services described in our proposal, the professional services consulting fee for this recruitment will be \$16,400. If awarded the search, we would request an initial retainer of \$6,400 at the outset of the search. A second invoice of \$5,000 would be submitted upon the Clients acceptance of a finalist candidate group. The final balance of \$5,000 would be invoiced upon acceptance of a job offer constituting completion of the search. Our invoicing models ensures the firm will remain totally committed to the Town throughout the duration of the search as the final invoice is not submitted until the Town has an accepted candidate. The consulting fee will be inclusive of all services defined within this proposal unless otherwise stated.

In addition to the Professional Services Fee, normal and direct out-of-pocket expenses associated with the search are charged back to the client. Expenses for this assignment would be a not-to-exceed amount of \$3,000 without the express consent of the Town. These expenses include: advertising, clerical time, supplies, printing, telephone, postage, summary background evaluations, and consultant travel for client discussions, meetings and local or out-of-area candidate interviews. All expense items will be detailed and billed on a monthly basis.

Guarantees and Ethics

Whenever William Avery & Associates, Inc. is retained; we make several guarantees and commitments to a client. Due to our experience, knowledge and success within the management consulting field, we assure a client that we will only present candidates who meet a substantial majority of the ideal qualifications that you have outlined. We are also committed to continue our search efforts until a successful candidate is employed.

It is also our practice to replace a candidate who may voluntarily resign during the first year of his/her employment. This same commitment applies if the client finds it necessary to terminate



or to request the resignation of the selected individual in the first year for any reason. In either case, we invoice a client only for out-of-pocket expenses incurred in identifying a replacement.



Avery Profile

William Avery

William Avery founded his successful management consulting firm in 1981. He has directed William Avery & Associates in service as a Labor Relations and Executive Search consultancy, serving personally as a chief negotiator, trainer, and representative in grievance and disciplinary matters.

A specialist and widely recognized expert in employer-employee relations, he has served as a City Manager (Los Gatos) and Assistant City Manager. While City Manager, he was President of the Santa Clara County City Manager's Association and Chair of the County Employee Relations Service.

Bill has lectured at De Anza College, San Jose State University, and Stanford University, and regularly makes presentations for the League of California Cities, CALPELRA, and other public sector organizations.

Building on his personal track record of success, he expanded the firm's focus to include increased emphasis on public and private sector search. He added proven industry professionals with expertise in these areas. The result has been to create an exceptionally strong management consulting firm, now known as Avery Associates, with the expertise to provide the full range of services required for successful public or private sector executive search.

A key measure of the firm's success has been the many long-term relationships that he and his staff have established with clients.

Bill holds B.A. in Political Science and an MPA from San Jose State University, where he was graduated with highest honors.



Avery Profile

Paul Kimura

Paul Kimura brings a unique combination of recruitment and business experience to Avery clients.

Paul is involved in leading Avery's public sector professional searches. He has been both a corporate recruitment director and HR director for a number of high technology companies, ranging from Fortune 500 firms such as Novell and National Semiconductor to a Silicon Valley start-up. His proven recruitment and HR generalist skills help him bring forward the best available candidates and properly assess their skills and "fit" with client organizations.

Indeed, many of the recruitment strategies and tactics incorporated into the Avery search process are a direct result of Paul's extensive recruitment experience in the high technology industry.

Paul has been a successful HR consultant, guiding clients through all aspects of Human Resources functions — compensation & benefits, employee and management training, performance management, and termination issues.

He is skilled in areas such as strategic planning, executive coaching, separation negotiation, and organizational assessment and design. It's another service that Avery Associates is able to offer its clients because of the unique background of its principals — and Paul's extended skill set in Human Resources underscores the fact that Avery professionals "have been there" and understand your needs from a personal perspective.

Paul holds a B.S. degree in Business Administration from San Jose State University. He is active in professional HR organizations and in the community, where he has worked with a number of education, youth service, civic, business, and cultural organizations.

"Just as Avery looks to form long-lasting relationships with its clients, I believe in making the same commitments within my community."



TOWN OF LOS ALTOS HILLS PLANNING DIRECTOR - RECRUITMENT TIMELINE

Description (Weeks)	1 2 3 4	5 6 7 8	9 10 11 12	13 14 15 16	17 18 19 20
Initial meeting(s)	<u>1</u>				
- Job announcement draft	<u>3</u>				
- Advertising and marketing in place.	<u>3 - 4</u>				
- Recruitment strategy finalized	<u>3 - 4</u>				
- Approve and print job announcement	<u>4 - 5</u>				
Recruitment period		<u>4 - 10</u>			
- Candidate screening		<u>6 - 10</u>			
Candidate Interviews			<u>11 - 12</u>		
- Complete references				<u>13</u>	
- Preparation of candidate book				<u>13</u>	
Presentation of candidates				<u>14</u>	
Final interviews				16	