



Town Manager's Report for August 25 - 29, 2014

Planning/ Building/ Engineering Update:

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

The Subdivision Committee meeting for the **Stirling Subdivision, 28030 Natoma Road**, was held on Tuesday, August 26. In addition to staff there were 18 people in attendance (project engineer, Commission and Committee members and neighbors). Representatives of the Pathways, Open Space and Environmental Design & Protection Committees provided comments from their respective committees, and staff presented comments from Planning, Engineering, Geotechnical Consultant, Santa Clara County Environmental Health, and Purissima Hills Water District. Fire Department comments were received on Thursday and will be included with the comment letter. The next step is for the applicant to revise the plans to address the comments and submit revised plans. An email list has been established to keep residents informed of the progress of the Tentative Map application.

The following new planning applications were submitted this week:

- 2 new residences
- 3 second units (2 in conjunction with other projects)
- 4 addition/remodels
- 3 heritage oak tree removals

(A total of 23 planning applications were submitted in August)

Public Safety Update:

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

Administrative Services Update:

The staff continues to work on the year-end journal entries, bank reconciliation and accrual schedule in preparation for the final financial audit scheduled for the week of October 6, 2014. The year-end activities include operating transfers, internal service fund allocation, compensated absences, conversion entries, capital assets and long-term liabilities.

Staff is working with GreenWaste and Cascadia Consulting Group on preparation of the Town's 2013-14 Annual report for the Department of Resources Recycling and Recovery (CalRecycle).

The Town submitted an application and received a Risk Management Grant from ABAG in the amount of **\$4,752**.

Attached is the report on the 8/25 **FIC** meeting.

Parks and Recreation Update:

The **Fall/Winter Activity Guides** were mailed this week. By the end of day, Guides will be delivered to the following places: Los Altos Library, Town Crier, Westwind Community Barn, Los Altos Chamber of Commerce, Deer Hallow Farm and LA Senior Center. The Guide can also be

viewed online at the following link: <http://www.losaltoshills.ca.gov/parks-and-recreation/activity-guide>

The **Los Altos Hills Hoedown** is next Saturday, September 6th from 3:00-8:00pm at Westwind Community Barn. Staff has scheduled a walk-through with new meal vendor, Absolute BBQ Express for Friday, September 5th. The menu with the addition of corn on the cob can be found at the following link <http://bbqexpressbus.com/absolute-bbq-express-menu.html>. Victoria Dye Equestrian (VDE) has made arrangements for a horseshow from 4:30-5:00pm.

The week the Los Altos Hills Parks and Recreation Facebook page reached our summer goal of **1,000 likes**.

Staff met with the **Youth Commission leadership team** to set expectations. Their next meeting will be September 2nd from 7:00-8:00pm.

VDE lesson program is going strong after summer riding camp. Attached please find a photo from one of this week's small group lesson.

Per the recommendation from the **Coyote Project**, **signage** in Byrne Preserve has been removed.

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

Thanks

Carl

Last Updated on 8/29/2014

<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. (8-29-14) Traffic Safety Committee voted to endorse an example of one possible plan for non-motorized access through the interchange with some clarification information. Staff to work with committee member to add clarification information.</p>
2	El Monte Road Rehabilitation Project	<p>(8-29-14) Consultant working on design and CalTrans paperwork. Field review scheduled with CalTrans for September 19, 2014.</p>

Last Updated on 8/29/2014

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
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. (8-29-14) Grant funds received.
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. (8-29-14) For the month of June staff performed corrective action on 11 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.

Last Updated on 8/29/2014

<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>

Last Updated on 8/29/2014

<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>

Last Updated on 8/29/2014

Tasks	Project Name	<u>Latest Status</u>
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. (8-29-14) Agreement has been executed. Staff to set up kick off meeting with consultants.</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>

Last Updated on 8/29/2014

<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. (8-29-14) Staff to provide update at an upcoming City Council meeting.
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. (8-29-14) Revised proposal received from consultant. Agreement to be signed.

Last Updated on 8/29/2014

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
15	Anacapa/La Cresta Utility Undergrounding	(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. (8-29-14) Neighborhood group revised the approximate district boundary for a smaller number of properties. Consultant to submit revised proposal for smaller district.
16	Engineering and Traffic Survey	(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. (8-29-14) Draft report being reviewed by Sheriff.

Last Updated on 8/29/2014

<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>

Last Updated on 8/29/2014

Tasks	Project Name	<u>Latest Status</u>
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. (8-29-14) Second quarterly meeting with Acterra to be scheduled.</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 8/29/2014

<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 8/29/2014

<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 8/29/2014

<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. (8-29-14) Work scheduled to be complete in September 2014.
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. (8-29-14) Construction in progress.
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.
38	2014-2 Road Rehabilitation Project	(8-29-14) Staff working on second road rehabilitation project. Design being done in-house.



Santa Clara County Office of the Sheriff
Weekly Activity Summary
8/18/2014 – 8/24/2014
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
8/19	L1	Petty Theft	At about 9:15 AM, the unknown suspect called the victim demanding the victim pay a fine for failing to answer a court summons. The victim gave the suspect payment information over the phone for a total loss of about \$497. The victim lives in Los Altos Hills.
8/20	L4	Residential Burglary	Between 12:00 PM and 3:00 PM, unknown suspect(s) entered a residence in the 24000 block of Prospect Avenue by breaking a window. The suspect(s) did not take anything.
8/20	L3	Attempted Robbery	At 3:00 PM, two suspects entered a residence in the 27000 block of Stirrup Way through an unlocked sliding glass door. The suspects chased the victim and attempted to grab him. The victim fought back and the suspects fled the residence. The suspects did not have any weapons.
8/21	L5	Mail Theft	Between 8:00 AM and 5:45 PM on 8/20, unknown suspect(s) took mail from the mailboxes of residences in the area of Dawson Drive and Magdalena Road for an unknown total loss. The mail was recovered in San Jose.
8/21	L3	Possession of Burglary Tools/Warrant ARREST	At 11:14 AM, deputies stopped a motorist at Stirrup Way and Arastradero Road for a traffic violation. Investigation revealed one of the passengers was in possession of a burglary tool and had an arrest warrant. The suspect was arrested and booked into Main Jail. Deputies believe he was in the area to commit a burglary.

DATE	TIME	BEAT	EVENT NUM.	TYPE DISTURBANCE	LOCATION	INFORMATION
				FIRE		
8/23/2014	3:17	L6	S142350036	904	ELOISE CL @ W LOYOLA DR	AID PROVIDED
8/23/2014	3:40	L5	S142350037	904	ELISE CT @ MAGDALENA RD	UNFOUNDED
				PHONE REQUEST		
8/21/2014	10:52	L1	S142330190	1021	MC CLELLAN RD @ FELTON WY	COMPLETE
				LOUD NOISE		
8/21/2014	8:06	L1	S142330091	NOISE	ROBLEDA RD @ BEATRICE LN	NO REPORT

DATE	TIME	BEAT	EVENT NUM.	TYPE	DISTURBANCE	LOCATION	INFORMATION
SUSPICIOUS PERSON							
8/20/2014	18:32	L5	S142320432		1066	OAK PARK CT @ OAK KNOLL CIR	NO REPORT
8/21/2014	16:07	L3	S142330358		1066	PAGE MILL RD @ LUPINE RD	NO REPORT
8/21/2014	19:10	L3	S142330440		1066	JOSEFA LN @ ELENA RD	NO REPORT
8/23/2014	9:00	L3	S142350087		1066	STIRRUP WY @ SADDLE MOUNTAIN DR	NO REPORT
8/24/2014	15:51	L4	S142360251		1066	SUMMIT WOOD RD @ TEPA WY	NO REPORT
ANIMAL COMPLAINT							
8/24/2014	14:04	L1	S142360211		1091	MIRANDA RD @ LA LANNE CT	DOG AT LARGE
PEDESTRIAN STOP							
8/19/2014	12:54	L4	S142310212		1095	ADOBE CREEK LODGE RD @ MOODY RD	WARNING ISSUED
8/21/2014	9:53	L2	S142330153		1095	HILLVIEW RD @ HILLTOP DR	WARNING ISSUED
8/21/2014	14:35	L3	S142330311		1095	PAGE MILL RD @ ALEXIS DR	WARNING ISSUED
TRAFFIC HAZARD							
8/21/2014	20:34	L1	S142330464		1125	EL MONTE RD @ FY 280	COMPLETED
SUSPICIOUS VEHICLE							
8/18/2014	1:25	L1	S142300024		1154	PAGE MILL RD @ DEER CREEK RD	NO REPORT
8/18/2014	21:39	L3	S142300455		1154	PAGE MILL RD @ ARASTRADERO RD	FIELD INTERVIEW CARD
8/18/2014	21:34	L3	S142300453		1154	PAGE MILL RD @ ARASTRADERO RD	NO REPORT
8/19/2014	4:04	L1	S142310036		1154	WILDCREST DR @ WILDFLOWER LN	NO REPORT
8/19/2014	12:09	L1	S142310191		1154	ALTO VERDE LN @ CONCEPCION RD	NO REPORT
8/19/2014	4:28	L3	S142310038		1154	PAGE MILL RD @ ARASTRADERO RD	FIELD INTERVIEW CARD
8/20/2014	20:23	L5	S142320494		1154	LAURA CT @ KATE DR	FIELD INTERVIEW CARD
8/20/2014	3:48	L3	S142320039		1154OC	PAGE MILL RD @ ARASTRADERO RD	NO REPORT
8/21/2014	14:27	L1	S142330305		1154	W FREMONT RD @ BURKE RD	NO REPORT
8/21/2014	10:56	L3	S142330194		1154	SADDLE CT @ SADDLE MOUNTAIN DR	NO REPORT
8/21/2014	17:31	L3	S142330403		1154	SADDLE MOUNTAIN DR @ SADDLE CT	NO REPORT
8/22/2014	21:28	L1	S142340461		1154	O KEEFE LN @ VISTA SERENA	FIELD INTERVIEW CARD
8/22/2014	12:12	L3	S142340173		1154	ELENA RD @ GREEN HILLS CT	NO REPORT
8/22/2014	13:31	L3	S142340214		UTL	STIRRUP WY @ ARASTRADERO RD	NO REPORT
8/22/2014	14:47	L3	S142340250		1154	JOSEFA LN @ ELENA RD	NO REPORT
8/22/2014	16:07	L3	S142340289		1154	SADDLE MOUNTAIN DR @ SADDLE CT	NO REPORT
8/22/2014	20:36	L3	S142340432		1154	SADDLE MOUNTAIN DR @ STIRRUP WY	NO REPORT
8/23/2014	11:26	L1	S142350163		1154	WESTON DR @ W FREMONT RD	NO REPORT
8/23/2014	21:12	L3	S142350410		1154	SADDLE CT @ SADDLE MOUNTAIN DR	NO REPORT
8/23/2014	3:01	L3	S142350029		1154OC	PAGE MILL RD @ ARASTRADERO RD	NO REPORT

DATE	TIME	BEAT	EVENT NUM.	TYPE DISTURBANCE	LOCATION	INFORMATION
8/24/2014	0:20	L3	S142360008	1154	ARASTRADERO RD @ 14000BL PAGE	NO REPORT
8/24/2014	20:38	L5	S142360378	1154	EL MONTE RD @ STONEBROOK DR	NO REPORT
8/24/2014	21:55	L5	S142360416	1154	OAK KNOLL CL @ STONEBROOK DR	NO REPORT
VEHICLE ACCIDENT						
8/20/2014	16:23	L1	S142320362	1180	HY 280 @ EL MONTE RD	DUPLICATE CALL
8/20/2014	16:22	L1	S142320360	1180	HY 280 @ EL MONTE RD	INFO EXCHANGED
8/21/2014	15:59	L2	S142330354	1182	FY 280 @ MAGDALENA RD	INFO EXCHANGED
TRAFFIC CONTROL						
8/24/2014	18:33	L4	S142360323	1184	MOODY RD @ FRANCEMONT AV	COMPLETE
VEHICLE STOP						
8/18/2014	12:42	L1	S142300220	1195	MAIN ST @ 1ST ST	WARNING ISSUED
8/18/2014	0:52	L2	S142300017	1195	FY 280 @ MAGDALENA RD	WARNING ISSUED
8/18/2014	20:57	L2	S142300442	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
8/18/2014	13:24	L3	S142300248	1195	CRESCENT LN @ ELENA RD	WARNING ISSUED
8/18/2014	11:38	L4	S142300187	1195	ALTAMONT RD @ HIDDEN SPRINGS CT	WARNING ISSUED
8/18/2014	20:41	L5	S142300438	1195	CAMINO HERMOSO @ 23900BL RAVEN	CITATION ISSUED
8/19/2014	12:24	L1	S142310197	1195	VISCAINO RD @ CANARIO WY	FIELD INTERVIEW CARD
8/19/2014	9:50	L1	S142310114	1195	VISCAINO RD @ CAMINO MEDIO LN	CITATION ISSUED
8/20/2014	11:49	L1	S142320201	1195	PAGE MILL RD @ FOOTHILL EXPY	CITATION ISSUED
8/20/2014	3:13	L2	S142320034	1195	FY 280 @ MAGDALENA RD	WARNING ISSUED
8/20/2014	0:10	L2	S142320004	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
8/20/2014	10:12	L3	S142320154	1195	PAGE MILL RD @ FY 280	CITATION ISSUED
8/20/2014	0:21	L5	S142320010	1195	EL MONTE RD @ STONEBROOK DR	WARNING ISSUED
8/21/2014	18:54	L1	S142330432	1195	EL MONTE RD @ FY 280	WARNING ISSUED
8/21/2014	2:40	L1	S142330035	1195	PAGE MILL RD @ DEER CREEK	CITATION ISSUED
8/21/2014	22:55	L2	S142330512	1195	FY 280 @ MAGDALENA RD	WARNING ISSUED
8/21/2014	16:44	L3	S142330372	1195	ELENA RD @ VINEDO LN	CITATION ISSUED
8/21/2014	16:07	L4	S142330357	1195	ALTAMONT RD @ NATOMA RD	WARNING ISSUED
8/22/2014	17:25	L3	S142340337	1195	ELENA RD @ VINEDO LN	WARNING ISSUED
8/22/2014	17:08	L3	S142340330	1195	ELENA RD @ VINEDO LN	CITATION ISSUED
HIT AND RUN						
8/21/2014	12:53	L1	S142330248	20002	ROBLEDA RD @ CHAPIN RD	INFORMATION ONLY
8/22/2014	16:16	L1	S142340293	20002	TODD LN @ LA PALOMA RD	NO REPORT REQUESTED

DATE	TIME	BEAT	EVENT NUM.	TYPE DISTURBANCE	LOCATION	INFORMATION
PARKING COMPLAINT						
8/24/2014	19:54	L3	S142360354	22500	ELENA RD @ LA BARRANCA RD	WARNING ISSUED
ALARM CALLS						
8/19/2014	10:31	L3	S142310134	1033A	FOOTHILL LN @ ELENA RD	FALSE ALARM
8/19/2014	10:40	L5	S142310140	1033A	DAWSON DR @ REBECCA LN	FALSE ALARM
8/20/2014	15:40	L1	S142320337	1033A	O KEEFE LN @ DOVER CT	FALSE ALARM
8/21/2014	14:08	L1	S142330295	1033A	FREMONT PINES LN @ W FREMONT RD	FALSE ALARM
8/21/2014	13:44	L3	S142330278	1033A	COUNTRY WY @ THREE FORKS	FALSE ALARM
8/22/2014	15:19	L2	S142340268	1033A	DAWRIDGE DR @ MAGDALENA AVE	FALSE ALARM
8/22/2014	15:12	L2	S142340264	1033A	DAWRIDGE DR @ MAGDALENA AVE	FALSE ALARM
8/22/2014	14:49	L3	S142340252	1033A	BLACK MOUNTAIN RD @ URSULA LN	FALSE ALARM
8/22/2014	13:22	L4	S142340207	1033A	LA LOMA DR @ SUMMIT WOOD	FALSE ALARM
8/23/2014	7:27	L1	S142350063	1033A	WESTWIND WY @ LA PALOMA	FALSE ALARM
8/23/2014	23:46	L1	S142350479	1033A	HORSESHOE CT @ HORSESHOE LN	FALSE ALARM
DISTURBANCE						
8/18/2014	20:09	L5	S142300427	415M	FERNHILL DR @ LOMITA LINDA CT	LOUD MUSIC
8/23/2014	22:05	L1	S142350426	415P	NORMANDY LN @ O KEEFE LN	PARTY
8/23/2014	22:13	L1	S142350432	415P	CANTATA WY @ O KEEFE LN	PARTY
9-1-1 ABANDONED						
8/18/2014	16:24	L1	S142300342	911CEL	MIRANDA RD @ LA LANNE CT	9-1-1 ABANDONED
8/18/2014	14:37	L3	S142300290	911CEL	EL MONTE RD @ STONEBROOK DR	9-1-1 ABANDONED
8/18/2014	12:13	L3	S142300204	911UNK	OLD PAGE MILL RD @ OLD PAGE MILL	9-1-1 ABANDONED
8/19/2014	16:10	L3	S142310305	911ABN	FOOTHILL LN @ ELENA RD	9-1-1 ABANDONED
8/19/2014	21:26	L1	S142310462	911CEL	ESTACADA DR @ SALTAMONTES WY	9-1-1 ABANDONED
8/19/2014	13:56	L1	S142310239	911CEL	ROBLEDA RD @ BRENDEL DR	9-1-1 ABANDONED
8/19/2014	17:13	L3	S142310344	911UNK	VOGUE CT @ BLACK MOUNTAIN RD	9-1-1 ABANDONED
8/19/2014	20:23	L4	S142310433	911UNK	ALTAMONT RD @ BLACK MOUNTAIN RD	9-1-1 ABANDONED
8/20/2014	14:59	L4	S142320310	911UNK	DEER SPRINGS WY @ BYRNE PARK LN	9-1-1 ABANDONED
8/20/2014	19:43	L4	S142320470	911UNK	ALTAMONT RD @ CORBETTA LN	9-1-1 ABANDONED
8/21/2014	7:52	L3	S142330085	911ABN	LA VIDA REAL @ NATOMA RD	9-1-1 ABANDONED
8/21/2014	16:55	L4	S142330381	911ABN	DEER SPRINGS WY @ BYRNE PARK LN	9-1-1 ABANDONED
8/21/2014	11:48	L1	S142330225	911UNK	EUCALYPTUS LN @ MANUELLA RD	9-1-1 ABANDONED
8/21/2014	11:26	L4	S142330217	911UNK	PADRE CT @ ALTAMONT RD	9-1-1 ABANDONED
8/22/2014	10:15	L3	S142340128	911CEL	ELENA RD @ ROBLEDA RD	9-1-1 ABANDONED
8/22/2014	10:09	L3	S142340123	911CEL	ELENA RD @ ROBLEDA RD	9-1-1 ABANDONED

DATE	TIME	BEAT	EVENT NUM.	TYPE DISTURBANCE	LOCATION	INFORMATION
				SMOKE DETECTOR		
8/18/2014	13:52	L1	S142300270	ALARM	BURKE LN @ BURKE RD	FALSE ALARM
				ATTEMPT TO CONTACT		
8/21/2014	15:06	L5	S142330324	ATC	DAWSON DR @ REBECCA LN	NO REPORT
				BEAT INFORMATION		
8/23/2014	15:50	L3	S142350281	BTINFO	LUPINE RD @ PAGE MILL RD	INFORMATION GIVEN
8/23/2014	16:45	L1	S142350301	BTINFO	O KEEFE LN @ DIANNE DR	INFORMATION GIVEN
8/24/2014	11:34	L3	S142360160	BTINFO	SADDLE CT @ SADDLE MOUNTAIN DR	INFORMATION GIVEN
				FLAG DOWN		
8/20/2014	11:35	L4	S142320191	FD	JULIETTA LN @ ALTAMONT RD	NO REPORT
8/21/2014	8:53	L1	S142330112	FD	LA PALOMA RD @ NEWBRIDGE DR	NO REPORT
				FOUND PROPERTY		
8/19/2014	10:13	L1	S142310123	FNDPRP	EL MONTE RD @ VOORHEES DR	NO REPORT
				FOLLOW UP		
8/21/2014	10:02	L3	S142330158	FU	STIRRUP WY @ SADDLE MOUNTAIN DR	COMPLETE
				INFORMATION		
8/18/2014	13:49	L1	S142300265	INFO	BURKE LN @ BURKE RD	INFORMATION GIVEN
8/18/2014	11:34	L3	S142300184	INFO	VINEDO LN @ RIDGEWOOD LN	NO REPORT
8/18/2014	2:49	L5	S142300039	INFO	OLIVE TREE LN @ BLANDOR WAY	INFORMATION GIVEN
8/19/2014	8:02	L1	S142310079	INFO	HY 280 @ EL MONTE RD	INFORMATION GIVEN
8/19/2014	17:15	L1	S142310345	INFO	W FREMONT RD @ CONCEPCION RD	INFORMATION GIVEN
8/20/2014	16:23	L1	S142320361	INFO	FY 280 @ EL MONTE RD	DUPLICATE CALL
8/21/2014	12:07	L1	S142330234	AID	MANUELLA RD @ ESTACADA DR	COMPLETE
8/22/2014	17:28	L1	S142340341	INFO	FY 280 @ EL MONTE RD	INFORMATION GIVEN
8/22/2014	18:49	L1	S142340392	INFO	ROBLEDA RD @ QUAIL LN	INFORMATION GIVEN
8/22/2014	17:49	L2	S142340356	INFO	DAWNRIDGE DR @ MAGDALENA AVE	INFORMATION GIVEN
8/22/2014	17:00	L3	S142340326	INFO	FY 280 @ PAGE MILL RD	DUPLICATE CALL
8/22/2014	6:56	L3	S142340061	INFO	DEZAHARA WY @ TAAFFE RD	INFORMATION GIVEN
8/22/2014	17:00	L3	S142340325	INFO	FY 280 @ PAGE MILL RD	INFORMATION GIVEN
8/24/2014	12:50	L3	S142360183	INFO	ARASTRADERO RD @ 14000BL PAGE	INFORMATION GIVEN
8/24/2014	13:12	L3	S142360192	INFO	FY 280 @ PAGE MILL RD	INFORMATION GIVEN
8/24/2014	5:20	L5	S142360090	INFO	JABIL LN @ MAGDALENA RD	INFORMATION GIVEN

DATE	TIME	BEAT	EVENT NUM.	TYPE DISTURBANCE	LOCATION	INFORMATION
PATROL CHECK						
8/18/2014	0:56	L5	S142300018	PATCHK	PRISCILLA LN @ STONEBROOK DR	COMPLETE
8/18/2014	23:05	L1	S142300478	PATCK	LOS TRANCOS RD @ ALPINE RD	COMPLETE
8/19/2014	7:57	L5	S142310074	PATCHK	STONEBROOK DR @ PRISCILLA LN	COMPLETE
8/19/2014	8:46	L3	S142310090	PATCK	SADDLE MOUNTAIN DR @ SADDLE CT	COMPLETE
8/21/2014	12:03	L3	S142330231	PTRLCK	STIRRUP WY @ SADDLE MOUNTAIN DR	COMPLETE
8/21/2014	15:48	L3	S142330348	PTRLCK	ARASTRADERO RD @ STIRRUP WY	COMPLETE
8/22/2014	11:30	L1	S142340159	PATCK	PURISSIMA RD @ SAMUEL LN	COMPLETE
8/22/2014	17:55	L3	S142340362	PATCK	STIRRUP WY @ SADDLE MOUNTAIN DR	COMPLETE
8/22/2014	21:12	L3	S142340452	PATCK	SADDLE MOUNTAIN DR @ STIRRUP WY	COMPLETE
8/23/2014	10:42	L3	S142350147	PATCK	TRACY CT @ ARASTRADERO RD	COMPLETE
SUSPICIOUS CIRCUMSTANCE						
8/19/2014	20:46	L4	S142310443	SUSCIR	BYRNE PARK LN @ ALTAMONT RD	DUPLICATE CALL
8/19/2014	20:25	L4	S142310436	SUSCIR	JULIETTA LN @ ALTAMONT RD	NO REPORT
8/20/2014	19:24	L3	S142320461	SUSCIR	SADDLE MTN DR @ SADDLE MTN DR	NO REPORT
8/20/2014	22:10	L4	S142320525	SUSCIR	SHERLOCK RD @ MOODY CT	NO REPORT
8/20/2014	23:39	L4	S142320550	SUSCIR	LA LOMA DR @ SUMMIT WOOD RD	NO REPORT
8/21/2014	8:28	L1	S142330103	SUSCIR	VISCAINO RD @ LA CRESTA DR	FALSE ALARM
8/22/2014	15:31	L2	S142340272	SUSCIR	FY 280 @ MAGDALENA RD	INFORMATION GIVEN
8/24/2014	10:28	L1	S142360146	SUSCIR	LA LANNE CT @ MIRANDA RD	NO REPORT
SERVICE REQUEST						
8/24/2014	18:12	L4	L142360009	SVC	MOODY RD @ FRANCEMONT AV	COMPLETE
WELFARE CHECK						
8/22/2014	10:11	L1	S142340125	WELCK	ROBLEDA RD @ W FREMONT RD	COMPLETE

**Town of Los Altos Hills
FIC Key Project Report
August 29, 2014**

Recurring Items		
Project	Date	Status / Description
Annual Budget	2/20/2014	Staff completed the Town's Mid-Year Budget Review and presented to Council at the February 20, 2014 Council Meeting. Council approved a resolution authorizing to adjust FY 2013-14 General Fund and Non-General Fund budgets by \$474,059 or 4.2% to a total of \$10,930,764. General Fund operating expenditures were amended at \$6,138,029 which is \$231,330 lower than the Adopted FY 2014 budget. Non-General Funds expenditures were adjusted down by \$247,729.
	3/3/2014	Preliminary FY 2014-15 Budget Calendar was presented to the FIC Committee. Staff requests that the FIC and Council hold a joint budget study session the week of May 26th.
	3/31/2014	Administrative Services Director distributed written instructions for the FY 2014-15 Budget, as well as Base Budget Transfer; Expense and Revenue Amendment forms to all departments to use to submit their prioritized budget requests. Once the forms are submitted and reviewed by Finance, they will be presented to the City Manager, who will rank department requests and set priorities for the upcoming budget. While departments are preparing their budget requests, ASD staff is working on closing the 3rd quarter (March 31, 2014) and developing the base budget assumptions for the upcoming FY 2014-15 budget. Staff requests that the Council hold the <u>Joint FIC-Council Budget Study session on Monday, June 2, 2014 at 4pm.</u>
	4/7/2014	A brief update on the FY 2014-15 Budget process was given at the FIC meeting on Monday, April 7th. Staff will be bringing the preliminary FY2014-15 base budget including assumptions and revenue projections for the FIC discussion at the next meeting on May 5, 2014.
	5/5/2014	A brief update on the FY 2014-15 Budget process was given at the FIC meeting on Monday, May 5th. Staff also presented preliminary FY2014-15 base budget revenues and expenditures assumptions used in developing base budget.
	6/19/2014	City Council adopted FY 2014-15 Operating and Capital Budget of \$12,814,875.
	8/25/2014	No active work is done at this time. Staff will start working on a Mid-Year Budget Review in January, 2015
	Financial Audit/ CAFR	3/3/2014
8/25/2014		Staff reported that the interim financial audit field work was completed on August 8, 2014 without any issues. Staff now continues working on the year-end activities including journal entries, bank reconciliation and accruals for FY 2013-14 in preparation for the Final Audit field work scheduled for October 6-10, 2014.
Investments Review	3/3/2014	No active work is done at this time. Next review of the Town's investments is tentatively scheduled for July, 2014. Staff will be providing Council with the Town's investments performance report upon closure of this Fiscal Year.
	7/7/2014	Mr. Oblites from PMF presented updates on the current portfolio with yield to maturity and estimated FY 2015 monthly interest totaling \$52,000 (based on the assumption that \$9.7 million will be available for investment during this period and investments would be held to maturity). Mr. Oblites will propose amendments to the Town's investment policy to align certain maximum diversification limits more closely with the State of California Code, e.g. A rated Corporate Bond investments are allowed up to 30% of the total portfolio under California Code, but the Town policy is at 20%. Mr. Oblites will prepare a comparative analysis of investment results for agencies following this policy. The Committee will review proposed investment policy changes at its next meeting to consider proposing a policy change to City Council. [See http://www.treasurer.ca.gov/cdiac/LAIG/guideline.pdf page 12]
	8/25/2014	As requested at the previous meeting, Mr. Oblites from PMF proposed and presented changes to the Town's Investment Policy to comply with "best practices" as defined by the "Association of Public Treasurers". The proposed changes in investment strategy related to permitted investments, maximum allocations, maturity and concentration per issuer would not necessarily result in changes to the Town's investment strategy, but would bring the Town's policy to be more consistent with the California Government Code and provide additional investment opportunities that could increase yields and improve diversification. The Committee discussed this proposal and provided suggestions all of which will be incorporated into a new draft to be presented at the next FIC meeting in October. A number of the committee members suggested that the new draft language will not provide for investments in commercial paper. Once the Committee completes its review, any recommendations for changes to the Investment Policy will be forwarded to the City Council for consideration.

**Town of Los Altos Hills
FIC Key Project Report
August 29, 2014**

GASB 45 - OPEB Actuarial Valuation	3/3/2014	The Town engaged in a consulting services agreement with Bartel & Associates, LLC for preparation of the GASB 45 -Other Post Employment Benefits (OPEB) Actuarial Valuation Study. Bartel & Associates prepared the Town's June 30, 2011 actuarial valuation for the 2011/12 and 2012/13 fiscal years. The Town is currently funding the full Annual Required Contribution (ARC) with the irrevocable trust CERBT, requiring to the Town have valuations prepared biennially. The June 30, 2013 actuarial valuation will provide 2013/14 and 2014/15 fiscal year information. The preliminary results of the study are scheduled to be presented to the FIC at the next meeting in April.
	4/7/2014	Mr. Pryor from Bartel & Associates presented the Town's June 30, 2013 GASB 45 Actuarial Valuation Report at the FIC meeting on April 7th. Actuarial Value of Assets increased from \$0.7m to \$1.2m primarily due to earnings and additional trust contributions above the annual required contribution (ARC) which is projected to decrease to \$118,000 in FY2014-15. The Town's Actuarial Accrued Actuarial Liability (AAL) decreased by from \$2.6m to \$2.2m mostly due to increasing effect of the second tier implementation for retiree medical (10/11/2007), as well as lower assumptions on premium increases. Additional highlights of the study are presented in the attached FIC minutes.
	5/5/2014	FIC discussed policy options for OPEB funding for the upcoming FY 2014-15 Budget. As part of the FY2014-15 Base Budget, staff proposed limiting funding to 100% of the ARC inclusive of the pay-as-you-go portion of payment obligations to retirees. The FIC favored additional contribution to the CERBT Trust and agreed to bring this item up for the Council's discussion at the Budget Study Session on June 2, 2014.
	6/19/2014	At the Budget Study Session Council approved an additional funding of \$98,000 above the Annual Required Contribution (ARC) to a total OPEB Budget of \$216,000. The FY2014-15 Adopted Budget now assumes the full investment of ARC in the OPEB Trust Fund (CERBT) in addition to a separate line-item budget for direct payments to retirees.
	8/25/2014	Mr. Pryor from Bartel & Associates made corresponding changes to the Town's GASB 45 OPEB Actuarial Valuation report to reflect the Council's action on June 19, 2014 for FY2014-15 budget funding for OPEB as described above and will be submitting a final report to the Town in the next couple of weeks.
Pension Review	3/3/2014	Item will be placed on the future FIC agenda upon receipt of the next CalPERS valuation report.
Active Projects		
User Fee Study	3/3/2014	On February 28, 2013, the Council awarded a contract to Willdan Financial Services for an overhead Cost Allocation Review and a Comprehensive Fee and Rate Study. The scope of the study included a comprehensive analysis of the total cost of providing services, including all applicable direct, indirect, and overhead costs associated with individual development-related services (planning, building, public works, and administration). Impact fee, sewer charges, roadway, and capital related fee were excluded the scope of the study. The results of the study were discussed at the FIC three times and are now being finalized. The FIC Subcommittee completed review and reported findings to FIC at the March 3, 2014 meeting. Upon review FIC found the methodology and results of the study fair and recommended to bring it to the March 20, 2014 Council Meeting. The staff report and presentation is currently in development. Subcommittee will meet one more time with staff and consultant to go over the highlights of the presentation format.
	3/20/2014	Council adopted resolution authorizing amendments to fee schedule for certain Town general services with all Town fees set at 100% recovery rate, except for the building fees in Section II - Building Process: Plan Reviews Permits, and Inspections of the Town's Schedule of Fees, that were set at 90% recovery level.
	4/7/2014	After the Council meeting on 3/20/14, staff received a number of public comments addressed to City Council requesting an appeal of the user fee amendment procedure and methodology. Following an advice received from the City Attorney, staff is bringing this item back to the next Council meeting on 4/17/14 to satisfy a public hearing requirement listed in the Government Code Section 66016.
	4/17/2014	Council held a public hearing and adopted a resolution authorizing amendments to fee schedule for certain Town general services with all Town fees set at 100% recovery rate, except for the building fees in Section II - Building Process: Plan Reviews Permits, and Inspections of the Schedule of Fees, that were set at 90% recovery level.
	5/15/2014	Staff presented another report to Council on May 15th which will list all user fee that increased more than 100% or decreased more than 40%.
	6/16/2014	Revised Schedule of Fees, Deposits, Charges for Services and Other Assessments went into effect on June 16, 2014.
Review of General Liability and Workers comp Insurance	7/7/2014	Item will be scheduled on the next FIC agenda.
	8/25/2014	Mr. Sloss presented his review of the Town's General Liability and Workers Compensation Insurance. Mr. Sloss noted that the ratio of workcomp claims paid to premium was in the low double digit range over the past 12 years and the Town might benefit from looking into other options for a self insured third party administered workers compensation program where the entity's costs would more closely reflect the past experience. Mayor Radford asked staff to further investigate this issue and report back at the next FIC meeting. Other discussions included forming an ad hoc sub-committee including Ms. Carter, Vice Mayor Corrigan, Mr. Karlsson and Mr. Sloss to further review ABAG PLAN's financial position, alternative options for general liability insurance; availability and limit for earthquake property coverage; study of insurer grant awards, etc.

**Town of Los Altos Hills
FIC Key Project Report
August 29, 2014**

Additional Revenue Opportunity	3/7/2014	Appointed committee held the first meeting on March 7, 2014 and discussed potential options for the Town to raise its revenues, including adjustment of user fees, formation of a charter city, special and/or general tax ballot.
Private/Public Roads	3/3/2014	Public Works Director, Richard Chiu made presentation at the FIC meeting on the projected cost estimate for upgrading 18 public roads to the Town standards of minimum PCI of 77. Staff projects the total cost of improvements to be around \$2.8 million pending results of the upcoming pavement management review, which may increase this figure. Staff and FIC will continue working together to develop funding strategies at future meetings.
	6/16/2014	The grant-funded Pavement Management Program is being updated by an MTC consultant, who begun field work to include the newly recognized public roads. This work is estimated to be completed by October, 2014.
WWB Six Month Review	3/3/2014	FIC will be reviewing accounting data reports and subsidy level in September, 2014.
	8/25/2014	A presentation on the the Westwind Barn Six Month Financial Review was distributed to the Committee, but due to lack of time this item was moved to the next FIC meeting in October
Sewer Rate Study	3/3/2014	Town engaged in agreement with Municipal Financial Services to prepare a Sewer Rate Study. Project framework was completed in 2013, but the study was placed on hold pending information from Palo Alto on PARWQP upgrade.
	6/19/2014	The FY2014-15 Adopted Budget includes funds to resume a sewer rate study project.
Financial Policies & Procedures	3/7/2014	Item will be scheduled for review on the future FIC agenda, tentatively in July, 2014.
	7/7/2014	Staff presented a draft Internal Financial Procedures and Applicable Policies document that documented the Town's practices and procedures related to procurement, payments, capitalization, cash receipts, payroll, journal entries, and included previously approved policies for Expense & Reimbursement and Fraud in the Workplace. Discussion included suggestions to review similar documents maintained by other agencies and recommendations to update the Fraud in the Workplace policy language (adopted on October 11, 2007) to reflect current best practices and provide for reporting to higher management levels. The item will be scheduled for further discussion on future FIC agenda.



Los Altos Hills

Hoedown

SAT. SEPT 6 ★ 3-8 PM

Westwind Community Barn
27210 Altamont Road

www.losaltoshills.ca.gov

- ★ **Live Music, Wine Tasting**
- ★ **Old-Fashioned Crafts, Games and Prizes**
- ★ **Equestrian Exhibitions**
- ★ **Farmers Market**
- ★ **Fun Filled Event for Entire Family**
- ★ **Free Admission, Food Available for Purchase**