



Town Manager's Report for February 16 - 20, 2015

Items to report on from this week include the following:

Planning/ Building/ Engineering Update:

The City **Engineer's Report** is attached. Items in **red text** represent updates in project status. City Engineer Richard Chiu is out of the office this week.

Plans for a new residence with basement and a swimming pool at **26815 Ortega Drive** were approved at the February 17 Fast Track hearing. No neighbors were in attendance.

Construction materials for a project at **11778 Magdalena Avenue** have been relocated away from Hale Creek, and a silt-fence was installed along the top of the creek bank. Once the framing of the house is complete, staging will be contained within the area that is currently enclosed with a temporary construction fence.

The **O'Keefe Preserve Purissima Creek restoration** work is expected to be completed by the end of February. A ribbon cutting ceremony will be scheduled in March.

Public Safety Update:

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

Administrative Services Update:

Administrative Services Director Yulia Carter reports that the Town has for the first time ever received the **Distinguished Budget Presentation Award** for the current FY 2014-15 Budget document from the Government Finance Officers Association (GFOA). The GFOA Distinguished Budget Presentation award is the only national awards program, and is the highest form of recognition in governmental budgeting. Congratulations to Yulia and her staff for this outstanding achievement and honor. A scanned copy of the award is attached.

Staff continues working on preparation of the mid-year budget review and analysis, which is scheduled to go to the FIC at the next meeting on March 2, 2015 and to City Council on March 30, 2015.

Parks and Recreation Update:

Staff met with **Victoria Dye Equestrian**. Attached please find the February Report, Profit and Loss for January and a draft Financial Analysis twelve months performance spreadsheet.

The Los Altos Hills Youth Commission is collaborating with the Los Altos Youth Commission on a **Dodgeball Tournament** for middle school students (6th-8th). It will be held on Friday, March 27th from 3:30-6:00 pm at the Egan gym. A subcommittee meeting was held this week to divide workload and clarify details.

The **Spring/Summer Activity Guide** has been completed and is in the process of getting printed. Residents should be receiving their copies next week. Staff is working diligently to finish uploading all classes for online registration. The attached ad will be included in next week's Town Crier and will run for four weeks.

This week Parks and Recreation staff did a **meet and greet** lunch with the new Los Altos Recreation and Community Services Director, Manny Hernandez. We are looking forward to fostering our continued partnerships.

Carl

Last Updated on 2/19/2015

| <u>Tasks</u> | <u>Project Name</u> | <u>Latest Status</u> |
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| 1 | I-280/Page Mill Interchange | <p>(10-3-14) Staff attended Palo Alto Planning & Transportation Commission meeting on 10-1-14. County staff presented update to Palo Alto commission on Expressway Plan 2040 with focus on Page Mill/Oregon Expressway and Foothill Expressway. (10-10-14) County presentation to Palo Alto has been put on the Town's website. Notice of community meeting on Oct. 21 for County Expressway Plan 2040 - Foothill Expressway has also been put on the Town's website. (10-17-14) County consultant working on three concepts for the interchange and collecting current traffic data for use in modeling. Public outreach process will be conducted by the County. (10-31-14) There will be a community meeting on December 2, 2014 in Los Altos Hills to discuss Page Mill/Oregon Expressway. (11-6-14) Staff met with technical working group 11/6/2014 to discuss three concepts are being developed. Concepts will be provided to the public for comments and input. Three public meetings have been set up by the County. Nov. 17 at SAP office in Palo Alto, Nov. 19 at Terman Middle School in Palo Alto, and Dec. 2 at Los Altos Hills Council Chambers. Flyers for public meetings are on the Town website. (11-21-14) The County of Santa Clara will be hosting a public meeting in Los Altos Hill on December 2, 2014. (12-5-14) Public meeting was conducted by the County on December 2 in the council chambers. Three overall concepts were modeled with the assumption that Page Mill Road from I-280 to Foothill is widened to 3 lanes in each direction. (12-12-14) Staff to attend another technical working group meeting week of 12/15. (12-19-14) County will be refining the roundabout concept to verify feasibility. Caltrans is also looking into the history of the Park n Ride to help determine what options may be available to address the capacity and bus problems. (1-9-15) County and Town staff to meet end of January to continue discussions. (1-16-15) County working on recommendations for Park n Ride, East side of I-280 and West side of I-280. (1-23-15) Staff met with County to discuss progress. County preparing to complete their proposal for the interchange and Page Mill/Oregon expressway. County staff to provide update to Council at the February meeting. (1-28-15) Staff provided update to Traffic Safety Committee on the roundabout plan that County is refining and notified the committee that the County will present an update at the February Council meeting. (2-6-15) Staff attended meeting with County and Caltrans staff to discuss roundabout concept. Caltrans is concerned about timing of project. Caltrans is looking to see if there are any other interim measures that they can consider to address their safety concerns. Caltrans also provided comments on the traffic modeling done by the County's consultant. Consultant will review traffic model as requested by Caltrans staff. (2-13-15) County staff provided update at the February City Council meeting date. County staff to return in March to present proposed final concept plan.</p> |
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| <u>Tasks</u> | <u>Project Name</u> | <u>Latest Status</u> |
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| 2 | El Monte Road Rehabilitation Project | <p>(8-29-14) Consultant working on design and CalTrans paperwork. Field review scheduled with CalTrans for September 19, 2014. (9-4-14) Staff and consultant working on environmental documents for CalTrans staff. (9-11-14) Field Review package sent to Caltrans for review. (9-19-14) Field review by CalTrans staff was conducted. Staff and consultant working on Caltrans paperwork. (11-6-14) E-76 package has been submitted to Caltrans. Documents being reviewed by Caltrans staff. (11-21-14) Caltrans has new requirement for a Quality Assurance Plan (QAP). Consultants working on revising the QAP. (12-5-14) Consultants working on additional technical memos required by Caltrans. (12-12-14) Caltrans reviewing documents. (12-19-14) Town received Caltrans NEPA-Categorical Exemption approval on 12-18-14. (1-9-15) Caltrans reviewing encroachment permit application. (1-16-15) Staff is clarifying some deadlines and escalating the encroachment permit issue to the Caltrans Encroachment Permit Office Chief. (1-23-15) Caltrans had comments on the E76 paperwork and Town consultants made revisions and resubmitted. (1-28-15) Caltrans local assistance forwarded the E76 request to Caltrans headquarters for approval. (2-6-15) Caltrans has more comments on paperwork. Town staff and consultant made necessary revisions and resubmitted to Caltrans for review. (2-13-15) E76 approval has been received from Caltrans. Project to be advertised end of February. Funds will need to be requested at the mid-year budget adjustment.</p> |
| 3 | Miranda Road Path | <p>(12-19-14) Residents on Miranda Road are organizing to propose that a continuous path be built on the east side of Miranda. Staff met with residents to discuss options and to walk the road to layout possible path route. Staff reviewing estimate for budgeting purposes. (1-16-15) Staff provided feedback to the resident on Miranda. They will be presenting to Pathway Committee. (1-23-15) Staff provided information to Pathway Committee chair. (1-28-15) Staff to contact neighbors to discuss proposal and obtain quotes for contract document preparation. (2-6-15) Staff working on getting proposals from consultants to prepare contract bid documents.</p> |
| 4 | O'Keefe Lane and Vista Serena Drainage (Creek Clearing) | <p>(5-17-13) Project awaiting funds. (11-21-14) Creek Clearing will required permits from Department of Fish and Game, Regional Water Quality Control Board, Army Corp. of Engineers, and perhaps other agencies. Staff continues to monitor and perform temporary mitigation.</p> |

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| <u>Tasks</u> | <u>Project Name</u> | <u>Latest Status</u> |
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| 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. (9-19-14) For the month of July and August staff performed corrective action on 44 potential liability issues identified by routine inspections. (10-24-14) For the month of September staff performed corrective action on 8 potential liability issues identified by routine inspections. (1-9-15) For the months of October to December staff performed corrective action on 8 potential liability issues identified by routine inspections. (2-13-15) For the month of January staff performed corrective action on 9 potential liability issues identified by routine inspections. |
| 6 | Robleda Road Pathway (Fremont to Beatrice) (Project #4) | (8-10-12) Permits have been received from various regulatory agencies. Waiting for funding. (11-21-14) Estimated project cost is over \$600,000. Staff had previously provided some additional signage and shifted the roadway slightly to increase the pathway width. Staff continues to look for possible grant funds. (1-23-15) Staff provided information to Pathway Committee chair. |
| 7 | Sewer Operations | (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. (9-11-14) Staff working on repair of pumps for dry-pit and emergency backup pumps. (10-17-14) Staff to meet with West Bay end of October to provide update on O&M. (11-21-14) West Bay performing cleaning and video work on problem areas based on historical data. Asset Management data from previous sewer contractor has been transferred to West Bay's asset management system. Draft report from consultant discussing sewer system being reviewed. (12-12-14) West Bay performing flushing and video work. They are concentrating on problem locations based on historical data and on lines that have not been cleaned for some time. West Bay has developed a hot spot list and will continue to adjust as more data is available. Staff still working out billing format, mapping, procedures, etc. with West Bay as is common with new contracts. Due to new permit requirement staff is working with a consultant through ABAG to update the Town's Overflow Emergency Response Plan (OERP) for the Sanitary Sewer Management Plan. Staff is reviewing the draft plan with West Bay and Regional Board staff to ensure compliance with new requirements. (12-19-14) West Bay provided minor comments on the draft OERP, staff working with consultant to finalize the document. (1-28-15) Staff discussing with West Bay a City Council update on sewer O&M status. (2-6-15) West Bay to provide update to Council at their March meeting. (2-19-15) The Town's OERP has been finalized. |

Last Updated on 2/19/2015

| <u>Tasks</u> | <u>Project Name</u> | <u>Latest Status</u> |
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| 8 | Wet weather flow monitoring | (12-19-14) Due to the amount of wet weather we had recently, there is an opportunity to obtain good wet season sewer flow data. Staff will propose to obtain approval for the City Manger to authorize flow meter installation prior to a storm event. (1-9-15) Staff will be requesting Council approval at the January meeting. (1-16-15) Council authorized City Manager to execute necessary agreements for flow meter installation. |
| 9 | Erosion on Page Mill Road near Baleri Ranch Rd | 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. (9-4-14) Staff meeting with consultant week of Sep. 8th. (9-11-14) Staff getting additional information to consultant for review. Consultant working on proposed project schedule. (9-26-14) Requested information from phase one sent to consultant. (10-10-14) Staff reviewing consultant's schedule. (10-17-14) Consultants are working on preliminary environmental work and expect to be completed by the end of October. After that, consultants will start taking a look at the initial project description and preliminary engineering studies. (11-14-14) Consultants completed the preliminary environmental work and is working on the preliminary design. Should have preliminary design completed by early December. (12-12-14) Consultants are a little behind schedule. Will try to catch up in the next few weeks. (12-19-14) Consultant provided preliminary design proposal and project description. Staff reviewing. (1-9-15) Staff provided comments and will set up conference call to discuss. (1-16-15) Staff discussed comments with consultant. Consultant will do some analysis and get back to staff. (2-6-15) Consultant submitted modified preliminary design for staff to review. (2-13-15) Staff provided comments to consultant. |

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| Tasks | Project Name | Latest Status |
|--------------|---|---|
| 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 provide 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. (9-11-14) Staff submitted letter to Los Altos in an attempt to get a response to complete the proposed amendment to the sewer agreement. (10-17-14) Los Altos staff is in discussion with Los Altos Hills staff. (11-14-14) Attorney reviewing proposed amendment language. (1-23-15) Revised proposed amendment sent to Los Altos Attorney for review. (1-28-15) Los Altos City attorney to get back to Town attorney. (2-13-15) Amendment to be presented for council approval in March or April.</p> |
| 11 | VTA Bicycle Expenditure Plan applications | <p>(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.</p> |

Last Updated on 2/19/2015

| Tasks | Project Name | Latest Status |
|--------------|----------------------------|--|
| 12 | Annual Tree Inspection | <p>(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. (9-4-14) Report has been finalized. Staff sending letters to property owner and getting proposals for work on Town properties. (9-26-14) Letters have been sent to property owners. Staff working with property owners to clarify requirements and locate trees. (10-31-14) Property owners have been cooperative in performing tree work. Many are getting assistance from the Fire District program. (11-14-14) Staff working on sending out a second round of notices to property owners with copy to fire district. (12-5-14) Staff met with fire district regarding dead pine trees and other at risk trees. Fire district requested Town staff to send letters out to property owners. Staff working on sending out additional letters. (12-12-14) Letters for dead pine trees have been sent with copies to the Fire District. (12-19-14) Tree removal letters have been received. Per discussion with residents, Fire district is providing assistance with the removals, however the district's contractor needs additional time to do the work. (1-9-15) Staff continuing to work with Fire District to verify which trees they can provide assistance.</p> |
| 13 | El Monte/I-280 interchange | <p>Traffic Safety Committee had some concerns about the stop sign and alignment of the northbound El Monte/I-280 off-ramp. Staff contact CalTrans to discuss. The Stop sign was requested by the Town in 2003, however, there is still a high number of accidents. Town staff worked with CalTrans to improve the safety concern. CalTrans requested funds under their SHOPP program and \$1.2 million was approved to realign the off-ramp so that it comes in more perpendicular to El Monte. TSC supports the proposed realignment. (3-1-13) Tentative schedule is to do the design in 2015 and construct in 2016/2017. (8-22-14) Project study report has been provided by CalTrans. Staff reviewing. (8-29-14) Staff to provide update at an upcoming City Council meeting. (9-19-14) Staff to provided an update to council. Any proposed construction would not likely begin until 2017. (9-26-14) Staff provided update to Traffic Safety Committee. (10-17-14) Staff provided an update to City Council at the 10-16-2014 meeting.</p> |

Last Updated on 2/19/2015

| <u>Tasks</u> | <u>Project Name</u> | <u>Latest Status</u> |
|---------------------|----------------------------|---|
| 14 | Townwide Traffic Signs | <p>(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. (9-4-14) Consultant proposed changes to the Town agreement, staff reviewing changes. (9-19-14) Revised agreement sent to consultant for signature. (10-3-14) Agreement has been executed, consultant working on schedule. (10-10-14) Staff working on getting requested information to consultant. (10-17-14) Kick off phone conference scheduled for week of Oct. 20th. Consultants reviewing existing Town documents. (10-24-14) Consultants will be collecting data in early November. (10-31-14) Data collection scheduled to begin on November 6, 2014. (11-6-14) Consultants have begun driving around town to collect data on existing signs. (11-14-14) Consultants completed the data collection of the existing signs in Town. Consultants working on creating the signage inventory and developing recommendations. (11-21-14) Consultant scheduled to submit draft report in December. (12-12-14) Conference call with consultant scheduled for week of 12/15 to discuss inventory and report format. (12-19-14) Staff reviewed sign inventory with consultant and discussed report format. Consultant working on report. (1-9-15) Draft report has been received. Staff setting up conference call with consultant to discuss comments. (1-16-15) Staff provided comments to consultant. Consultant to redo draft report with more details and specific recommendations and resubmit to Town. (1-23-15) Revised draft report scheduled to be submitted on February 2. (2-6-15) Revised draft report has been submitted. Staff reviewing. (2-13-15) Staff scheduling phone conference with consultant to discuss comments and timing of Council presentation. (2-19-15) Staff provided additional comments to consultant. Consultant to submit an updated copy in a week. Tentatively, consultant is to present their findings to the Council at their March meeting.</p> |
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| <u>Tasks</u> | <u>Project Name</u> | <u>Latest Status</u> |
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| 15 | Anacapa/La Cresta Utility Undergrounding | <p>(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. (9-4-14) Consultant working on revised proposal. (9-11-14) Revised proposal sent to neighbors for review. (9-26-14) Neighborhood group working on setting up another meeting for October 1. (10-3-14) Neighbors will try to talk to a few more residents to see if they can make up the cost to begin phase 1 with the consultants. (10-24-14) Neighborhood group to provide remaining deposit to Town so that Phase one can be awarded. (11-6-14) Neighbors deposited some additional funds. Staff reviewing the available funds to confirm that there are enough funds to hire the consultant to do preliminary design. (11-14-14) Staff working on agreement for consultant to begin phase 1. (11-21-14) Proposed project is proposed to be done via an assessment district. Scope for phase 1 consist of preliminary design, cost estimate, assessment district formation documents, development of assessment formula, etc. Upon completion of phase 1, neighbors would request council to approve the formation of the assessment district. Staff is working with the residents at no charge. If the formation of the assessment district if successful, Council will decide if staff time needs to be charged against the project. (12-5-14) Agreement sent to consultant for signature. (12-12-14) Consultant has comments on the Town's agreement. Town attorney's office to review. (12-19-14) Agreement language has been worked out with consultant. Agreement being signed. (1-9-15) Approval of agreement to be presented to council at the January meeting. (1-16-15) Council approved agreement. Staff to execute agreement with consultant. (1-23-15) Agreement has been executed. Consultant working on a schedule. (1-28-15) Staff to set up kick off meeting with consultant and neighborhood representative. (2-6-15) Meeting with consultant and neighbors scheduled for 2/9/15. Consultants walked some areas with neighborhood representatives and are now working on developing the district boundary.</p> |

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| <u>Tasks</u> | <u>Project Name</u> | <u>Latest Status</u> |
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| 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. (10-3-14) Sheriff provided comments on the draft report. Staff to work with consultant to address. (10-10-14) Consultant reviewing comments. (10-17-14) Staff working with consultants to finalize the report. (10-24-14) Consultant submitted revised draft final report. Staff to review draft final report. (11-14-14) New speed limits to be presented to Council for approval in January 2015. (1-16-15) Council approved traffic study setting speed limits. Staff to present to Traffic Safety Committee. (1-23-15) Staff to change speed limit signs and distribute approved report to Sheriff office. (1-28-15) Speed limit signs have been changed and finalized reports have been forwarded to the Sheriff office for their use. (2-6-15) Project completed. |
| 17 | Sewer Rate Study | (2-6-15) Agreement executed to complete a sewer rate study. Staff obtaining information for consultant to begin work. (2-13-15) Consultant to present sewer rate model to FIC on March 2. |
| 18 | Emergency communication antenna | (7-19-13) Staff met with Jim Abraham to discuss requirements for emergency antenna. Height needs to be 100 feet above ground. Staff to research antenna poles/towers and cost for installation. (8-9-13) Staff meet with antenna tower contractor to obtain budgetary cost information. (8-16-13) Rough cost estimate provided to Jim Abraham. |
| 19 | Long Range Trash Management Plan | (1-31-14) Staff prepared and submitted the Town's Long Term Trash Management Plan for submittal to the water board. (2-6-14) Plan has been submitted and is on the Boards website. |

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| Tasks | Project Name | <u>Latest Status</u> |
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| 20 | Open Space Stewardship | <p>(9-26-14) Second quarterly meeting went well. Acterra gearing up to begin revegetation of one area. (10-3-14) Staff provided vehicle access to Acterra for upcoming replanting work in Byrne Preserve. (10-10-14) Byrne Brigade volunteer workdays are starting up again in October. There is a free workshop on Sunday, October 19 on oak health and management of SOD (Sudden Oak Death). The workshop will take place at Foothills Park. Acterra is offering free educational field trips at Byrne Preserve for local school groups. (10-31-14) Staff meet with Acterra and Torie of Westwind Barn to discuss barn operations and preserve restoration. (11-6-14) Acterra will be holding a nature walk in Byrne Preserve on Sunday Nov. 16 from 9:30am to 11:30am. (11-14-14) Acterra will be holding a Fall Nature Hike - Sunday, November 16, 9:30-11:30 a.m. and Byrne Brigade - Thursday, November 13, 9:30 - noon. They will also be working on a small storage shed to be located in Byrne Preserve. (12-5-14) This month Acterra will be holding field trips with students from Gardner Bullis and Bullis Charter schools to Byrne Preserve and they will help with installing new native plants as well as doing some nature activities. (12-12-14) Next quarterly meeting with Acterra scheduled for week of January 5th. (12-19-14) Acterra working on revegetation area. (1-9-15) Quarterly meeting was held discussing progress made and upcoming work to be done. Acterra has completed approximately 75% of their scope of work. (1-23-15) Shed for hand tool storage has been installed for Acterra use. (2-6-15) Acterra and Open Space Committee to provide update to City Council at the February meeting. (2-19-15) Staff met with Rodger and Sue of Open Space Committee to discuss a new invasive plant (Bermuda Buttercup) found in the Town and how to make a budget request for a conservation grazing advisor. Staff provided feedbacks on the different ways to educate the residents to control the growth of this plant. Staff advised that the committee to solicit a few fee proposals, pick one that would provide the required services, and hire an advisor through the Town's Committees/Commissions Funds.</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 2/19/2015

| <u>Tasks</u> | <u>Project Name</u> | <u>Latest Status</u> |
|---------------------|----------------------------|---|
| 23 | P-TAP Round 15 grant funds | (1-17-14) Staff applied for and received approval for \$18,600 in grant funds to update the Town's Pavement Management Program. (3-13-14) MTC to assign consultant to work on LAH project. (4-11-14) Staff meeting with consultant on 4-11-14 to begin project. (4-18-14) Staff reviewing work plan from consultant. (4-25-14) Work Plan budget approved. (5-2-14) Consultant working on project schedule. (5-16-14) Waiting for MTC approval of work plan. (5-23-14) MTC has approved the project. Consultant to provide schedule. (6-6-14) Consultant to begin field work week of June 16, 2014. (6-20-14) Work underway. (8-22-14) Staff reviewed draft report and provided comments to consultant. Consultant working on finalizing the report. (10-10-14) Draft final report has been submitted to staff for review. (10-24-14) Project has been completed. Staff to post new report on Town's website. (10-31-14) Report has been posted on Town's website. (11-14-14) Town's pavement management certification has been renewed with MTC. |
| 24 | Town Cupola Restoration | (2-13-15) Restoration work in progress. |
| 25 | I-280 Repaving | (12-13-13) Staff contacting CalTrans again to see if they have an update on when I-280 within Los Altos Hills will be scheduled to be repaved. (12-20-13) E-mail received from Jeremy Dennis discussing the CalTrans process. By fall of 2014 Caltrans will decide which projects will be included in the 2016 SHOP program for bidding in 2018-19. Not sure if a section of I-280 within LAH will be selected. (7-18-14) Mayor will be sending a letter to CalTrans to request expediting the paving schedule for I-280 within Los Altos Hills. (9-19-14) Letter was sent to Caltrans. (10-17-14) Caltrans staff indicated that per the program schedule, the soonest the paving work would occur is in 2018/2019 and the latest it would occur is in 2019/2020. Staff still trying to contact the District Director. (11-21-14) Senator Jerry Hill's office is getting involved. (1-9-15) Caltrans district director to meet with Town Mayor and councilmember to discuss project. Assemblyman Rich Gordon's office is involved. (1-16-15) On-line petition being developed. (1-28-15) Caltrans working on project initiation document (PID) for pavement improvement and expects to submit in June as a candidate for funding in the 2016 SHOPP. |
| 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 2/19/2015

| Tasks | Project Name | <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. (11-21-14) Staff will consider in future budgets based on priority and staffing. (12/12/14) Staff inspected the channel during the rains on 12/11 and the channel has sufficient capacity to prevent overtopping. |
| 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. (10-10-14) Selection of new chair and vice-chair is in process. No agency in Santa Clara County received the State ATP grant and only one in Santa Clara County got approval for the regional ATP grant. (1-16-15) MTC reported that the deadline for the housing element certification has been extended to 5/31/2015 and the deadline for circulation element adoption (to meet Complete Street Act of 2008) to 1/31/2016. VTA is also preparing to start the Light Rail Enhancement Program that will analyze a number of light rail projects that focus on increase the speed of the entire system. The rail lines to be studied are in downtown San Jose, connections to the future BART Milpitas Station, and Downtown Mountain View. Caltrans is preparing to launch a Caltrans Encroachment Permit Workshop to assist the local agencies to better understand the permitting process. The tentative date of this workshop is 3/19/2015. (2-6-15) Next VTA TAC meeting scheduled for 2-12-15. |
| 29 | | |
| 30 | | |
| | | |

Last Updated on 2/19/2015

| <u>Tasks</u> | <u>Project Name</u> | <u>Latest Status</u> |
|---------------------|------------------------------------|--|
| 31 | Gardner Bullis Crosswalk study | (7-25-14) Staff working with school parents and traffic consultant to study the existing crosswalk on Fremont Road near the school. (8-7-14) Crosswalk study to be presented at the August City Council meeting. (8-22-14) Council approved the relocation of the crosswalk and the installation of push button operated lighted signs. Staff to obtain quotes to perform the work. (9-11-14) Staff preparing agreement for crosswalk relocation, still waiting for flashing sign proposals. (9-19-14) Curb ramp installation underway. (9-26-14) Curb ramps installation completed. Need custom application for lighted signs to be visible from Fremont Pines Lane. Funding authorization to be requested at the October council meeting. (10-17-14) Council approved the funding to install the lighted crosswalk signs. (11-6-14) Agreement being executed with contractor. (12-19-14) Work is scheduled to be completed by the end of February. (2-13-15) Contractor waiting for material delivery. Foundation work has been completed. |
| 32 | 2014-2 Road Rehabilitation Project | (8-29-14) Staff working on second road rehabilitation project. Design being done in-house. (11-21-14) Staff reviewing Pavement Management report for roads to be included. Updated pavement manager report includes new public roads previously thought to be private. (12-19-14) Tentative schedule is to advertise the project in February 2015 with construction to begin in April/May. (1-9-15) Staff working on design of project and putting bid package together. (1-16-15) Project to be advertised end of January. (1-28-15) Staff working on an amendment for issuance. (2-6-15) Bid opening scheduled for March 3, 2015. |
| 33 | La Cresta Sewer Project | (10-31-14) The proposed project includes about 316 feet of 8" pipe and three manholes with depths ranging from 7 feet to 18 feet. (11-21-14) Permits have been issued. Construction to begin soon. |
| 34 | Ginny Lane | (10-31-14) The City Council approved this project and approved the future users that would be subject to a reimbursement agreement on 11/5/2013. The proposed project is between 26432 Ginny Lane and 26481 Purissima Road. The proposed sewer sleeve is a 631 linear feet of 12" PVC pipe with nine 1.5-inch pressure lines to be installed. This project was on hold for some time as applicant was not ready to start. (11-6-14) Applicant to pull permit and pay fees. (1-16-15) Staff issued an encroachment permit on 1-15-2015. Construction is tentatively to start in two weeks. (1-23-15) Pre-construction meeting held, project to begin week of January 26th. (1-28-15) Project in construction. |



Santa Clara County Office of the Sheriff
Weekly Activity Summary
2/9/2015 – 2/15/2015
LOS ALTOS HILLS



| PATROL ACTIVITY SUMMARY | | | |
|-------------------------|------|------------------|---|
| DATE | BEAT | ACTIVITY | COMMENTS |
| 2/13 | L2 | Vehicle Burglary | At 3:33 AM, unknown suspect(s) broke through the rear driver's side window of a vehicle parked in the 24000 block of Dawnridge Drive. It is unknown if the suspect(s) took anything from the vehicle. |
| 2/15 | L2 | DUI ARREST | At 4:59 AM, deputies stopped a motorist on Interstate 280 at Magdalena Avenue for a traffic violation. An investigation resulted in the arrest of the driver for driving under the influence of alcohol. The suspect was booked into Main Jail. |
| 2/15 | L4 | Injury Collision | Occurred at 10:05 PM at Moody Road and Murietta Lane. |

| DATE/TIME | BEAT | EVENT NUMBER | TYPE | LOCATION | INFORMATION |
|-------------------------|------|--------------|-------|------------------------------|-------------|
| PHONE THE OFFICE | | | | | |
| 2/10/2015 9:12 | L1 | 15-041-0079 | 1021 | 71L1 | COMPLETE |
| 2/13/2015 14:03 | L1 | 15-044-0269 | 1021 | 71L1 | COMPLETE |
| 2/13/2015 14:48 | L1 | 15-044-0297 | 1021 | 71L1 | COMPLETE |
| 2/14/2015 15:24 | L1 | 15-045-0233 | 1021 | 71L1 | COMPLETE |
| 2/15/2015 11:25 | L1 | 15-046-0124 | 1021 | 71L1 | COMPLETE |
| 2/15/2015 22:27 | L1 | 15-046-0386 | 1021 | 81L1 | COMPLETE |
| ALARM CALLS | | | | | |
| 2/15/2015 19:13 | L2 | 15-046-0304 | 1033 | HILLTOP DR @ BARLEY HILL RD | FALSE ALARM |
| 2/10/2015 10:43 | L1 | 15-041-0147 | 1033A | LA BARRANCA RD @ FY 280 | FALSE ALARM |
| 2/10/2015 16:48 | L1 | 15-041-0331 | 1033A | ORCHARD HILL LN @ ROBLEDA RD | FALSE ALARM |

| DATE/TIME | BEAT | EVENT NUMBER | TYPE | LOCATION | INFORMATION |
|---------------------------|------|--------------|-------|--------------------------------|-----------------|
| 2/10/2015 17:46 | L3 | 15-041-0373 | 1033A | FOOTHILL LN @ ELENA RD | FALSE ALARM |
| 2/10/2015 19:57 | L1 | 15-041-0418 | 1033A | NEW BRIDGE DR @ LA PALOMA RD | FALSE ALARM |
| 2/10/2015 20:40 | L3 | 15-041-0438 | 1033A | TAAFFE RD @ VISTA DEL VALLE CT | FALSE ALARM |
| 2/11/2015 8:38 | L3 | 15-042-0122 | 1033A | AMHERST CT @ LIDDICOAT DR | FALSE ALARM |
| 2/11/2015 19:12 | L1 | 15-042-0455 | 1033A | W FREMONT RD @ MANUELLA RD | FALSE ALARM |
| 2/11/2015 19:20 | L3 | 15-042-0457 | 1033A | HARVARD CT @ LIDDICOAT CL | FALSE ALARM |
| 2/12/2015 7:14 | L3 | 15-043-0054 | 1033A | AMHERST CT @ LIDDICOAT DR | FALSE ALARM |
| 2/12/2015 7:59 | L1 | 15-043-0066 | 1033A | GINNY LN @ PURISSIMA RD | FALSE ALARM |
| 2/12/2015 8:10 | L1 | 15-043-0073 | 1033A | ESTACADA DR @ SALTAMONTES WY | FALSE ALARM |
| 2/12/2015 14:18 | L1 | 15-043-0277 | 1033A | NEW BRIDGE DR @ LA PALOMA RD | FALSE ALARM |
| 2/12/2015 14:52 | L1 | 15-043-0297 | 1033A | NEW BRIDGE DR @ LA PALOMA RD | FALSE ALARM |
| 2/14/2015 9:41 | L6 | 15-045-0102 | 1033A | W LOYOLA DR @ EASTBROOK AV | FALSE ALARM |
| 2/14/2015 11:01 | L1 | 15-045-0136 | 1033A | W SUNSET DR @ BURKE RD | FALSE ALARM |
| 2/14/2015 17:09 | L3 | 15-045-0272 | 1033A | DUVAL WY @ ROBLEDA RD | FALSE ALARM |
| 2/15/2015 15:20 | L3 | 15-046-0212 | 1033A | SADDLE MOUNTAIN DR @ SADDLE CT | FALSE ALARM |
| 2/15/2015 20:57 | L3 | 15-046-0352 | 1033A | TAAFFE RD @ DEZAHARA WY | FALSE ALARM |
| MEET WITH CITIZEN | | | | | |
| 2/9/2015 7:51 | L1 | 15-040-0070 | 1062 | PURISSIMA RD @ CALLE DEL SOL | COMPLETE |
| MISSING PERSON | | | | | |
| 2/9/2015 17:43 | L4 | 15-040-0355 | 1065 | PROSPECT AV @ FINN LN | UNFOUNDED |
| SUSPICIOUS PERSONS | | | | | |
| 2/12/2015 13:27 | L1 | 15-043-0244 | 1066 | FY 280 @ EL MONTE RD | NO REPORT |
| 2/15/2015 0:18 | L5 | 15-046-0006 | 1066 | PRISCILLA LN @ STONEBROOK DR | NO REPORT |
| 2/9/2015 19:03 | L1 | 15-040-0375 | 1066 | VOORHEES DR @ EL MONTE RD | NO REPORT |
| PEDESTRIAN STOP | | | | | |
| 2/13/2015 10:06 | L1 | 15-044-0131 | 1095 | W FREMONT RD @ CONCEPCION RD | CITATION ISSUED |

| DATE/TIME | BEAT | EVENT NUMBER | TYPE | LOCATION | INFORMATION |
|----------------------------|------|--------------|--------|--------------------------------------|------------------|
| ABANDONED VEHICLE | | | | | |
| 2/12/2015 16:22 | L1 | 15-043-0351 | 1124 | CAMINO MEDIO LN @ VISCAINO RD | NO REPORT |
| TRAFFIC HAZARD | | | | | |
| 2/9/2015 23:34 | L3 | 15-040-0463 | 1125 | PAGE MILL RD @ FY 280 | COMPLETED |
| 2/12/2015 8:24 | L2 | 15-043-0080 | 1125 | FY 280 @ MAGDALENA RD | NO REPORT |
| 2/15/2015 13:06 | L2 | 15-046-0168 | 1125 | FY 280 @ MAGDALENA RD | INFORMATION ONLY |
| SUSPICIOUS VEHICLES | | | | | |
| 2/10/2015 21:30 | L1 | 15-041-0458 | 1154 | DE BELL RD @ MANUELLA RD | NO REPORT |
| 2/12/2015 21:45 | L4 | 15-043-0509 | 1154 | ALTAMONT RD @ ALMADEN CT | NO REPORT |
| 2/15/2015 9:10 | L3 | 15-046-0086 | 1154 | PASEO DEL ROBLE @ PASEO DEL ROBLE CT | CITATION ISSUED |
| 2/15/2015 14:58 | L1 | 15-046-0206 | 1154 | DEER CREEK LN @ PURISSIMA RD | CITATION ISSUED |
| 2/14/2015 15:13 | L1 | 15-045-0230 | 1154OC | DEER CREEK LN @ PURISSIMA RD | NO REPORT |
| TRAFFIC COLLISIONS | | | | | |
| 2/11/2015 13:51 | L1 | 15-042-0283 | 1182 | VOORHEES DR @ EL MONTE RD | AID TO CHP |
| 2/12/2015 11:38 | L1 | 15-043-0173 | 1182 | EL MONTE RD @ VOORHEES DR | INFO EXCHANGE |
| VEHICLE STOPS | | | | | |
| 2/9/2015 13:39 | L3 | 15-040-0242 | 1195 | SB 280 @ PAGE MILL RD | WARNING ISSUED |
| 2/9/2015 14:07 | L1 | 15-040-0254 | 1195 | PAGE MILL RD @ HANOVER ST | CITATION ISSUED |
| 2/10/2015 5:42 | L1 | 15-041-0016 | 1195 | FOOTHILL EX @ MAIN ST | WARNING ISSUED |
| 2/10/2015 14:12 | L3 | 15-041-0256 | 1195 | ARASTRADERO RD @ STIRRUP WY | CITATION ISSUED |
| 2/10/2015 14:25 | L3 | 15-041-0261 | 1195 | ARASTRADERO RD @ STIRRUP WY | CITATION ISSUED |
| 2/10/2015 16:34 | L3 | 15-041-0318 | 1195 | ELENA RD @ JOSEFA LN | CITATION ISSUED |
| 2/10/2015 16:45 | L3 | 15-041-0327 | 1195 | ELENA RD @ FOOTHILL LN | WARNING ISSUED |
| 2/10/2015 19:21 | L1 | 15-041-0412 | 1195 | W FREMONT RD @ WESTON DR | CITATION ISSUED |
| 2/10/2015 19:51 | L1 | 15-041-0417 | 1195 | DEER CREEK RD @ ARASTRADERO RD | WARNING ISSUED |

| DATE/TIME | BEAT | EVENT NUMBER | TYPE | LOCATION | INFORMATION |
|--------------------------|------|--------------|-------|---------------------------------|-----------------|
| 2/10/2015 21:25 | L2 | 15-041-0456 | 1195 | MAGDALENA RD @ HILLVIEW DR | WARNING ISSUED |
| 2/11/2015 6:24 | L3 | 15-042-0058 | 1195 | FY 280 @ PAGE MILL RD | CITATION ISSUED |
| 2/11/2015 11:24 | L3 | 15-042-0205 | 1195 | ARASTRADERO RD @ STIRRUP WY | CITATION ISSUED |
| 2/11/2015 12:41 | L2 | 15-042-0253 | 1195 | MAGDALENA RD @ FY 280 | CITATION ISSUED |
| 2/11/2015 13:10 | L2 | 15-042-0262 | 1195 | MAGDALENA RD @ HILLVIEW DR | CITATION ISSUED |
| 2/12/2015 14:19 | L1 | 15-043-0280 | 1195 | FREMONT PINES LN @ W FREMONT RD | CITATION ISSUED |
| 2/12/2015 15:04 | L1 | 15-043-0303 | 1195 | W FREMONT RD @ FREMONT PINES LN | CITATION ISSUED |
| 2/12/2015 17:20 | L1 | 15-043-0391 | 1195 | ELENA RD @ PURISSIMA RD | CITATION ISSUED |
| 2/12/2015 17:29 | L1 | 15-043-0394 | 1195 | PURISSIMA RD @ ELENA RD | CITATION ISSUED |
| 2/12/2015 17:46 | L1 | 15-043-0405 | 1195 | PURISSIMA RD @ ELENA RD | CITATION ISSUED |
| 2/12/2015 18:13 | L1 | 15-043-0422 | 1195 | ROBLEDA RD @ PURISSIMA RD | CITATION ISSUED |
| 2/12/2015 18:59 | L3 | 15-043-0449 | 1195 | ELENA RD @ GREEN HILLS CT | WARNING ISSUED |
| 2/12/2015 19:14 | L4 | 15-043-0452 | 1195 | EL MONTE RD @ MOODY RD | WARNING ISSUED |
| 2/12/2015 19:28 | L3 | 15-043-0459 | 1195 | ELENA RD @ JOSEFA LN | CITATION ISSUED |
| 2/13/2015 3:43 | L2 | 15-044-0043 | 1195 | FY 280 @ MAGDALENA RD | CITATION ISSUED |
| 2/13/2015 9:51 | L1 | 15-044-0119 | 1195 | W FREMONT RD @ CONCEPCION RD | CITATION ISSUED |
| 2/13/2015 12:15 | L2 | 15-044-0209 | 1195 | QUINNHILL AV @ SUMMERHILL AV | CITATION ISSUED |
| 2/13/2015 12:45 | L1 | 15-044-0234 | 1195 | EL MONTE RD @ O KEEFE LN | CITATION ISSUED |
| 2/14/2015 0:34 | L2 | 15-045-0007 | 1195 | MAGDALENA RD @ FY 280 | CITATION ISSUED |
| 2/14/2015 15:53 | L5 | 15-045-0243 | 1195 | EL MONTE RD @ STONEBROOK DR | CITATION ISSUED |
| 2/14/2015 21:18 | L2 | 15-045-0379 | 1195 | FY 280 @ MAGDALENA RD | WARNING ISSUED |
| 2/15/2015 4:37 | L3 | 15-046-0058 | 1195 | FY 280 @ PAGE MILL RD | WARNING ISSUED |
| PARKING VIOLATION | | | | | |
| 2/10/2015 11:56 | L2 | 15-041-0195 | 22500 | HILLTOP DR @ HILLVIEW RD | WARNING ISSUED |
| 2/11/2015 11:24 | L4 | 15-042-0204 | 22500 | MURIETTA LN @ MOODY RD | NO REPORT |
| MISDEMEANOR DUI | | | | | |
| 2/10/2015 6:07 | L2 | 15-041-0019 | 23152 | FY 280 @ MAGDALENA RD | INFO TO CHP |

| DATE/TIME | BEAT | EVENT NUMBER | TYPE | LOCATION | INFORMATION |
|---------------------------------|------|--------------|---------|-------------------------------------|-------------------|
| DISTURBANCES | | | | | |
| 2/13/2015 23:16 | L2 | 15-044-0520 | 415E | DAWNRIDGE DR @ MAGDALENA RD | NO REPORT |
| 9-1-1 ABANDONED CALLS | | | | | |
| 2/9/2015 12:36 | L3 | 15-040-0202 | 911CEL | DUVAL WY @ ROBLEDA RD | 9-1-1 ABANDONED |
| 2/11/2015 15:04 | L1 | 15-042-0333 | 911CEL | SALTAMONTES WY @ ESTACADA DR | 9-1-1 ABANDONED |
| 2/11/2015 15:09 | L1 | 15-042-0335 | 911CEL | SHOLES CT @ ALEXANDER PL | 9-1-1 ABANDONED |
| 2/13/2015 7:23 | L1 | 15-044-0056 | 911CEL | LA CRESTA DR @ VISCAINO RD | 9-1-1 ABANDONED |
| 2/13/2015 10:30 | L1 | 15-044-0144 | 911CEL | PURISSIMA RD @ LA PALOMA RD | 9-1-1 ABANDONED |
| 2/15/2015 15:56 | L1 | 15-046-0232 | 911CEL | FY 280 @ EL MONTE RD | INFO TO CHP |
| 2/14/2015 12:39 | L3 | 15-045-0172 | 911UNK | ELENA RD @ FOOTHILL LN | 9-1-1 ABANDONED |
| ASSIST MEDICAL CALLS | | | | | |
| 2/10/2015 14:39 | L3 | 15-041-0267 | MEDICAL | BLACK MOUNTAIN RD @ SUNRISE FARM RD | COMPLETE |
| 2/13/2015 23:31 | L1 | 15-044-0526 | MEDICAL | W FREMONT RD @ OLD TRACE LN | COMPLETE |
| PUBLIC SAFETY ASSISTANCE | | | | | |
| 2/11/2015 16:41 | L1 | 15-042-0380 | AID | LA PALOMA RD @ MAURER LN | COMPLETED |
| 2/14/2015 16:58 | L3 | 15-045-0269 | AID | PAGE MILL RD @ FY 280 | AID TO CHP |
| 2/14/2015 17:41 | L1 | 15-045-0282 | AID | ANACAPA DR @ ANACAPA CT | AID TO FIRE |
| FOLLOW UP | | | | | |
| 2/11/2015 21:52 | L1 | 15-042-0530 | FU | 3RD ST @ PLAZA SOUTH | COMPLETE |
| INFORMATION ONLY | | | | | |
| 2/11/2015 10:49 | L5 | 15-042-0173 | INFO | OLD RANCH RD @ OLD RANCH LN | INFORMATION GIVEN |
| 2/11/2015 16:14 | L1 | 15-042-0362 | INFO | LA PALOMA RD @ MAURER LN | INFORMATION GIVEN |
| 2/12/2015 11:07 | L1 | 15-043-0156 | INFO | MANUELLA RD @ MANUELA WY | INFORMATION GIVEN |
| 2/12/2015 13:30 | L3 | 15-043-0248 | INFO | SADDLE MOUNTAIN DR @ SADDLE CT | INFORMATION GIVEN |
| 2/13/2015 9:40 | L1 | 15-044-0113 | INFO | ARASTRADERO RD @ THENDARA LN | INFORMATION GIVEN |

| DATE/TIME | BEAT | EVENT NUMBER | TYPE | LOCATION | INFORMATION |
|---------------------------------|------|--------------|--------|---------------------------------|-------------------|
| 2/14/2015 9:34 | L1 | 15-045-0100 | INFO | FY 280 @ EL MONTE RD | INFORMATION GIVEN |
| 2/14/2015 19:47 | L4 | 15-045-0336 | INFO | ALTAMONT RD @ BLACK MOUNTAIN RD | INFORMATION GIVEN |
| 2/14/2015 23:20 | L4 | 15-045-0421 | INFO | LA LOMA DR @ SUMMIT WOOD RD | INFORMATION GIVEN |
| PARTROL CHECK | | | | | |
| 2/10/2015 22:31 | L1 | 15-041-0485 | PATCK | HY 35 @ PAGE MILL RD | COMPLETE |
| SUSPICIOUS CIRCUMSTANCES | | | | | |
| 2/11/2015 19:19 | L1 | 15-042-0456 | SUSCIR | ALICANTE LN @ MANUELLA RD | NO REPORT |
| 2/15/2015 3:54 | L1 | 15-046-0054 | SUSCIR | DE BELL RD @ ESTACADA DR | NO REPORT |
| 2/15/2015 9:03 | L5 | 15-046-0084 | SUSCIR | BLANDOR WY @ MAGDALENA RD | NO REPORT |
| WELFARE CHECK | | | | | |
| 2/10/2015 23:04 | L3 | 15-041-0491 | WELCK | BRIONES WY @ WESTRIDGE CT | COMPLETE |



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January 7, 2015

Yulia Carter
Administrative Services Director
Town of Los Altos Hills
26379 Fremont Road
Los Altos Hills, CA 94022

Dear Ms. Carter:

I am pleased to notify you that Town of Los Altos Hills, California has received the Distinguished Budget Presentation Award for the current budget from the Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant achievement by your organization.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to:

Administrative Services Department

We hope you will arrange for a formal public presentation of the award, and that appropriate publicity will be given to this notable achievement. A press release is enclosed for your use.

We appreciate your participation in GFOA's Budget Awards Program. Through your example, we hope that other entities will be encouraged to achieve excellence in budgeting.

Sincerely,

Stephen J. Gauthier, Director
Technical Services Center

Enclosure



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

January 7, 2015

PRESS RELEASE

For Further Information Contact
Stephen J. Gauthier (312) 977-9700

Chicago--The Government Finance Officers Association of the United States and Canada (GFOA) is pleased to announce that **Town of Los Altos Hills, California** has received the GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to **Administrative Services Department**

For budgets beginning in 2013, 1,424 participants received the Award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

The Government Finance Officers Association is a major professional association servicing the needs of more than 18,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington D.C. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Los Altos Hills
California**

For the Fiscal Year Beginning

July 1, 2014

Executive Director



**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Administrative Services Department
Town of Los Altos Hills, California**



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Date

January 07, 2015

Westwind Community Barn Monthly Report February 2015

Horse Summary

| Occupancy | Barn | Paddock | Pasture | Total Boarding | Total inc 4-H and School horses |
|-----------|--------|----------------------|---------|----------------|------------------------------------|
| February | 11 | 2 | 10 | 23 | 23+7+10=40 |
| March | 10-Dec | 3 | 11 | 24 | 24+7+10=41 |
| April | 11 | 5 | 13 | 29 | 29+6+10=45 |
| May | 11 | 6 | 14 | 31 | 31+7+11=49 |
| June | 13 | 6 | 15 | 34 | 34+7+11=52 |
| July | 12 | 6 | 15 | 33 | 33+6+11=51 |
| August | 12 | 6 | 16 | 34 | 34+7+12=53 |
| September | 16 | 6 | 16 | 38 | 38+6+12=56 |
| October | 17(14) | 6 | 16 | 39(36) | 39+6+14=59 36+6+14=55 |
| November | 15 | 4 (2 in shared) 6 | 14 | 35 | 35+6+14=55 |
| December | 16(14) | 3 (2 in shared) 5 | 15 | 36 (34) | 36 + 7 + 14 = 57 |
| Jan 2015 | 16 | 6 | 14 | 36 | 36+13+7 =56 |
| Feb 2015 | 15 | 5 (2 in shared) | 15 | 37 | 37+13+7 = 57 |

New/ lost Boarders

Lost/Leaving

Hanna Merk moved Twiggy to the horse park

Saila Kariat moved Sundance to pasture

Torie Dye moved Forte to a paddock

VDE Simon left to Sterling View Farms for rehabilitation

Slew will be leaving at the end of the month to move to a sale barn

Stall

New

Stall

Lexi Wilson bought Shirin – will be used in VDE program

Delani Franklin – lease Lenny will be ridden with Heather Franco

Paddock

Pasture

Current Trainers

Heather Franco

Sharon Wormhoudt

Kristin Zurek

Hillary Martin

Jenny Whitworth

Kelly Pugh

Leaving Trainers –

Activities –this month

ABOL rodent control

Improved paddocks with pads and mats to allow horse a place to eat out of the mud – very successful the horses love them!

Dental and Vaccine clinic

Horse show at Menlo Circus Club at the end of the month

VDE will present at council meeting at the end of the month

Adopted barn cat, Shadbelly

Activities planned for next month

Ad-Hoc Committee meeting

Saddle fitting clinic

Chiropractic clinic

More improvements to paddocks

Issues-**Disputes-****Injuries-**

Tony was turned out in feeding pasture and was kicked by Tally Ho. He required stiches and is now going to remain in a stall. Owner was understanding that this is a risk one takes putting a horse in pasture.

Repairs made –

Improvements made to paddocks (4 of them)

Bought new thicker wood for round pen because the old wood panels were starting to rot and expose the nuts a bolts holding them to the metal frame in a way that proved dangerous for horses using round pen.

Capital Repairs –

Three paddocks are currently unusable due to underground spring. Working with town staff to discuss options. One option is to dig a drainage ditch at high point and redirect water over to grass area below Wowies paddock or towards drains on hill. Currently working with town staff to resolve.

Victoria Dye Equestrian, LLC
Profit & Loss-By Class

January 2015

| | <u>Boarding</u> | <u>School</u> | <u>TOTAL</u> |
|--------------------------------|------------------|------------------|------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Camps - Town Sold | | 1,800.00 | 1,800.00 |
| Promotional Products | | 733.00 | 733.00 |
| Reimbursements | | | |
| Bedding Reimbursement | 90.00 | | 90.00 |
| Feed Reimbursements | 1,566.00 | | 1,566.00 |
| Total Reimbursements | <u>1,656.00</u> | | <u>1,656.00</u> |
| Services | | | |
| Boarding | 25,268.50 | | 25,268.50 |
| Lessons | | 21,880.00 | 21,880.00 |
| Total Services | <u>25,268.50</u> | <u>21,880.00</u> | <u>47,148.50</u> |
| Total Income | <u>26,924.50</u> | <u>24,413.00</u> | <u>51,337.50</u> |
| Gross Profit | 26,924.50 | 24,413.00 | 51,337.50 |
| Expense | | | |
| Advertising and Promotion | | 558.13 | 558.13 |
| Bank Service Charges | (12.00) | 11.93 | (0.07) |
| Bedding | | 90.00 | 90.00 |
| Boarding Expense | | 1,330.00 | 1,330.00 |
| Contributions | | 250.00 | 250.00 |
| Feed, Grain and Hay | 832.26 | 1,762.44 | 2,594.70 |
| Insurance | | | |
| Umbrella Policy | 813.00 | | 813.00 |
| Total Insurance | <u>813.00</u> | | <u>813.00</u> |
| IPN Fees | 6.50 | | 6.50 |
| Office Supplies | 205.48 | | 205.48 |
| Payroll Expenses | | | |
| Health Insurance | 413.60 | | 413.60 |
| Officer Salary | 4,000.00 | | 4,000.00 |
| Processing Fee | 6.40 | 3.20 | 9.60 |
| Taxes | 1,437.34 | 272.71 | 1,710.05 |
| Wages | 8,232.50 | 2,321.00 | 10,553.50 |
| Total Payroll Expenses | <u>14,089.84</u> | <u>2,596.91</u> | <u>16,686.75</u> |
| Pest Control | 440.00 | | 440.00 |
| Postage and Delivery | 63.29 | | 63.29 |
| Professional Fees | | | |
| Accounting | 940.00 | | 940.00 |
| Total Professional Fees | <u>940.00</u> | | <u>940.00</u> |
| Shoeing | | 625.00 | 625.00 |

Victoria Dye Equestrian, LLC
Profit & Loss-By Class

January 2015

| | <u>Boarding</u> | <u>School</u> | <u>TOTAL</u> |
|------------------------------|------------------------|-------------------------|-------------------------|
| Supplies | 132.75 | 1,518.31 | 1,651.06 |
| Telephone & Communications | 328.99 | 97.94 | 426.93 |
| Tractor Expense | | | |
| Rental | 50.00 | | 50.00 |
| Total Tractor Expense | <u>50.00</u> | | <u>50.00</u> |
| Utilities | | | |
| Gas and Electric and Propane | 288.16 | | 288.16 |
| Water | 240.12 | | 240.12 |
| Total Utilities | <u>528.28</u> | | <u>528.28</u> |
| Vet | | 160.00 | 160.00 |
| Total Expense | <u>18,418.39</u> | <u>9,000.66</u> | <u>27,419.05</u> |
| Net Ordinary Income | <u>8,506.11</u> | <u>15,412.34</u> | <u>23,918.45</u> |
| Net Income | <u><u>8,506.11</u></u> | <u><u>15,412.34</u></u> | <u><u>23,918.45</u></u> |

DRAFT Twelve Month Review WWB Concessionaire Results (unaudited)

2/17/2015

| Category (Notes below) | TOWN (FY12-13) | VDE ^(a) Full Year Proj | VDE Twelve month unaudited |
|--|-------------------|--------------------------------------|----------------------------------|
| Boarding Revenue | | | |
| Boarding Revenue (1) | \$206,414 | \$223,824 | \$265,043 |
| Other Boarding Revenue (2) | 19,738 | 18,758 | 13,293 |
| Total Boarding Revenue | 226,152 | 242,582 | 278,336 |
| Boarding Expense | | | |
| Management Salaries and Fringe (3) | 122,249 | 46,800 | 48,948 |
| Barn Salaries and Fringe (4) | 138,530 | 102,752 | 99,673 |
| Feed and Bedding (5) | 80,503 | 84,420 | 82,651 |
| Other Costs (telephone, electricity, water, pest, etc.) | 8,461 | 36,428 | 54,280 |
| Total Boarding Expense | 349,743 | 270,400 | 285,552 |
| Boarding subtotal (revenue minus expense) | (123,591) | (27,818) | (7,216) |
| Lesson and Camp Program (YRRP) Revenue and Payments to Town | | | |
| YRRP Program Revenue (6) | \$100,500 | 172,500 | \$214,689 |
| 25% of YRRP Program Revenue paid Town (7) | 3,038 | 43,125 | 46,845 |
| Concessionaire's Contribution (Boarding Subtotal + Town's 25% share of YRRP) | -120,553 | 15,307 | 39,629 |

(a) Projection provided at Council Meeting January 14, 2014

(1) Stall, Paddock, Pasture, WRI and Trailer

(2) Misc. extras, trainer, and reimbursements by VDE and Town

(3) Barn manager's salary, benefits and employer tax

(4) Barn hand salary, benefits, workmen's comp and employer

(5) Hay, grain and bedding

(6) Total revenue received for VDE provided lessons and camp

(7) Commission paid to or withheld by Town for Lessons and C

| Category (Notes below) | TOWN (FY12-13) | VDE (b) Full Year Proj | VDE (c) Twelve month unaudited |
|---|-------------------|---------------------------|--------------------------------------|
| Total Operating Expenses paid by Town | | | |
| Boarding Subtotal | \$123,591 | \$27,818 | |
| Subsidy | | | \$51,000 |
| Payments from VDE for lessons, camps and rent | (3,038) | (43,125) | (46,845) |
| Water (Town pays 50% per contract) | 4,882 | 2,441 | 3,369 |
| Security System & Fire | 3,811 | 3,811 | 4,000 |
| Landscape Maintenance | 5,272 | 5,272 | 5,500 |
| Miscellaneous Repairs over \$500 | 21,865 | 21,865 | 20,000 |
| Contracted Oversight (new expense) | | 20,000 | 0 |
| Total Town Operating Expense (excl. capital and allocations) | 156,383 | 38,082 | 37,024 |

b) projections were based on FY 12-13 actual

THE TOWN OF LOS ALTOS HILLS
SPRING-SUMMER 2015

ACTIVITY GUIDE



LOS ALTOS HILLS



CALIFORNIA

AVAILABLE NOW

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