



Town Manager's Report for August 6 -10, 2018

Items to report on from this week include the following:

Planning/ Building/ Engineering Update:

The **Interim Public Works Director's Report** is attached. Also attached are the Grassroots Ecology Quarterly and Year-End reports for their open space stewardship and restoration work on the Town's public open space lands.

The following projects were approved at the August 7 **Site Development** hearing:

- A pool, spa and landscape improvements on property at **26209 Dori Lane**. There were no neighbors in attendance and no project issues.
- A permit modification for grading and retaining walls including a grading policy exception for fill up to 6 feet on property at **24555 Voorhees Drive**. No neighbors were in attendance and one neighbor provided a letter of support prior to the hearing.

Public Safety Update:

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

Administrative Services Update:

Meetings have been scheduled with Matrix Consulting and all department directors to begin information collection for the cost allocation plan and comprehensive user fee study. These meetings will occur the week of August 20-24, 2018.

Staff is preparing for the upcoming annual audit fieldwork which is scheduled to be completed in early September.

The ASD is currently preparing the FY 2019 budget document.

Finance staff has been reviewing our [OpenGov](#) subscription to determine its current status, capabilities of the system, and actual contribution to better citizen engagement. Staff expects to conclude its research by the end of September.

Staff has been researching and training with Tyler Technologies, the Town's financial accounting software provider. The ASD director will be attending an in-depth two-day training with Tyler Technology in the upcoming months. This training will ensure that the Town can utilize the Tyler system to its greatest capabilities.

Kelly met with PFM Asset Management, the Town's investment management firm, on Friday to become better acquainted with the Town's asset management advisors and discuss the upcoming presentation to the Finance & Investment Committee in September.

Staff coordinated with Planning & Building, Public Works, and the City Manager's office to discuss the current status of the TrakIt software implementation and final steps to be achieved in this process.

Parks & Recreation Update:

The **Fall/Winter Activity Guide** was finalized this week and has been sent to the printer.

Monthly Senior Walk was held at Westwind Community Barn on Tuesday.

Staff met with the Chairs of the **Youth Commission** to go over expectations, goals and calendar.

The Giants ran a week-long baseball camp at **Purissima Park**. The Town collected \$4,200 for the rental.

2nd Annual Family Campout is happening tonight at Purissima Park. Currently there are 145 campers registered with 48 of them being residents.

Sarah Robustelli, passed the **Notary Exam**.

This week **Victoria Dye Equestrian** finished the final week of camp. Please see their highest grossing summer camp numbers to-date. Staff will have a comparative chart in next week's report. Congratulations Torie!

VDE Session Summer Camp	Gross	Town 25%	Total register for 2018
Beginner A Session 1	\$5,232.00	\$1,308.00	11
Beginner A Session 2	\$9,011.50	\$2,252.87	18
Beginner B Session 3	\$8,595.00	\$2,148.75	18
Beginner A Session 4	\$8,970.00	\$2,242.50	18
Beginner B Session 5	\$9,260.50	\$2,315.12	18
Mini Beginner A Session 6	\$6,700.00	\$1,675.00	18
Intermediate Session 1	\$9,345.00	\$2,336.25	19
Intermediate Session 2	\$4,415.00	\$1,103.75	9
Advanced	\$7,210.00	\$1,802.50	18
Total	\$68,739.00	\$17,184.74	147

Feel free to call or email me if you have any questions.
Thanks.

Carl

Tasks	Project Name	Project Manager	Latest Status
1	<p>Page Mill Interchange /I-280 Safety Bicycle Improvement (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 109)</p>	PW	<p>(4-8-16) Staff attended a working group meeting on 4-7-16 to discuss options for presentation. (4-22-16) Community meeting was held on 4-20-16 with good attendance. County will review input received from the public. (5-27-16) Staff meeting with County and other stakeholders at the site to look at site distance issues. (6-10-16) County working on revised concept plan based on site visit. (6-23-16) County prepared draft layout for the interim improvements for review. County scheduling another meeting with stakeholders. (7-22-16) County prepared concept plan for the interim bicycle improvement project and expects to construct the project this year. City attorney reviewing draft funding agreement with County and Palo Alto. Concept plan is attached. (8-19-16) City attorney has completed their review. County preparing final funding agreement and will send to Palo Alto and Town for approval. (9-9-16) City Attorney reviewed and approved edits made by the County. Item to be presented to Council at their October meeting. (10-21-16) The City Council approved the cost sharing agreement with the County and City of Palo Alto. The Town's share of the project is \$20,000. (12-9-2016) The Town has issued \$20,000 shared payment to the County. (1-27-2017) Caltrans is reviewing the encroachment permit application from the County. County indicated it is expected to obtain the permit from Caltrans in February and then advertising with the tentative award date in early April. (5-12-27) County put project to bid with bid opening of May 18, 2017. County is still waiting for Caltrans to provide encroachment permit in time or forced to issue an addendum to delay the bid opening. (6-23-17) Santa Clara County notified the Town this project will be put on hold pending further maintenance agreement between Caltrans and County. County indicated that Caltrans required strict maintenance agreement requirements which were not approved by the Board of Supervisors. (8-11-17) Santa Clara County Road and Airport Department Director will give a presentation at 8/17/17 Council meeting to update the status (8-18-17) City Council directed staff to provide assistance to the County and Caltrans if applicable for the maintenance agreement between the two parties. (9-1-17) Staff has contacted the County Road and Air Port Department to offer assistance (5-4-18) An email response from the SCC Road ad and Airport 4/30/18: Project has need designed and is ready for advertisement. Caltrans added conditions to SCC's encroachment permit and the conditions are not acceptable to the County. Caltrans part of project has been advertised and is expected to award soon.</p>
2	<p>Town-Wide Creek Maintenance Permit</p>	PW/JC/JK	<p>(2-24-2017) A concerned resident contacted staff about the bridge culvert and immediate upstream maintenance issue for Matadero Creek at Page Mill Road. Staff is evaluating the site condition. (3-17-2017) Staff is working with consultant to evaluate the bridge culvert and maintenance issue. (3-31-2017) Staff met with the consultant to study the feasibility of obtaining a permit to maintain the creek. (5-5-17) Consultant study recommends to obtain a town-wide creek maintenance permit. Staff will request for approval under 2017-18 budget. (6-16-17) The City Council approved the town-wide/10-year maintenance permit budget request on 06-15-2017 City Council Meeting. (12-22-17) Staff has started the RFP preparation (01-26-18) Staff received three proposals and will evaluate the consultants (2-23-18) Staff is finalizing the selection of consultant. (3-9-18) Staff finalized the consultant selection process and will recommend the City Council in March 22 meeting to award the contract. (3-23-18) Staff report was removed from 3/22/18 consent agenda for further evaluation. (4-13-18) Staff revised the report and will bring back to April Council meeting for acceptance. (4-27-18) City Council approved the Creek Maintenance Permit Contract at 4/19/18 Council meeting (6-1-18) Consultant has started to contact permitting agencies for project meetings. (6-8-18) Project is on US Army Corps of Engineers 6/14/18 Interagency Meeting agenda and staff and consultant will attend this meeting (6-15-18) Staff met with US Army Corps of Engineers, Water Board, US Dept. of Fish and Wildlife, and CA Dept. of Fish and Wildlife on 6/14/18 to introduce and discuss the permit application</p>
3	<p>I-280 Repaving</p>	PW	<p>(2-24-2017) Repaving work is scheduled for 2018/19 Program year as shown in approved 2016 SHOPP program (http://www.dot.ca.gov/hq/transprog/shopp.htm) (12-22-17) Latest SHOPP indicates I-280 repaving begins 10/8/2019</p>

Tasks	Project Name	Project Manager	Latest Status
4	Page Mill/Moon Lane Pedestrian Bridge (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 110)	JC/PW	<p>(7-21-17) City Council approved the design contract with ENGEO at 7/20/17 City Council meeting. (8-4-17) Kick off Meeting scheduled on 8/4/17 (9-8-17) Consultant started topographic survey and soil testing (10-06-17) Consultant submitted preliminary design plan for review (10-20-17) Consultant submitted Notification of Streambed alteration to CA Fish and Game (12-1-17) CA Fish and Game has received the application will notify the Town within 60 days (by end of January 2018) (1-19-18) Town is submitting CEQA document (SCC recording) and to the Department of Fish and Wildlife. The agreement with Fish and Wildlife should be completed soon after. (2-16-18) Staff submitted agreement to CA Wildlife. (3-2-18) Staff is working with the consultant fo prepare for the bid package (3-16-18) project is advertised, Bid Open 4/4/2018 (4-13-18) Low bid is \$122,000 with two received bids. Staff will recommend for bid acceptance at April City Council meeting and request for additional funding \$56,000 for construction cost. (4-20-18) City Council approved the award of contract to the low bidder and amended the project budget for additional \$56,000 at 4/19/2018 Council meeting (4-27-18) Contractor ordered the pedestrian bridge which requires 60 working days to manufacture. (5-25-18) Pre-construction meeting tentatively set on 6/12/18 (6-15-18) Pre-Construction meeting postponed to 6/19/18 (6-22-18) Staff discussed the project with contractor and consultant, tentative scheduled bridge foundation construction in early August. (7-20-18) Staff finalized the selection of construction Inspection and biology survey consultant (8-10-18) Town issued Notice to Proceed to O'Grady Paving with an anticipated completion 30 working days after 8-16-2018.</p>
5	Matadero Creek Erosion - Erosion on Page Mill Road near Baleri Ranch Rd (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 106)	PW	<p>(1-28-16) Council approved the Initial Study and Mitigated Negative Declaration at the January meeting. Consultant to contact Regional Water Quality Control Board to discuss permitting. (2-12-16) Consultant submitted a letter to RWQCB regarding some of their comments. RWQCB staff to review and respond. (2-25-16) RQWCB staff indicated that the revised plans look much better. Consultant scheduled to discuss project with RWQCB staff week of 2-29-16. (3-11-16) Consultant working with Army Corp of Engineers to clarify scope of project. (3-18-16) RWQCB is requesting additional mitigation measures to be included in the project. (3-25-16) Staff met with consultant on-site to discuss possible mitigation proposal to the RWQCB and strategy for moving the project forward in the permitting process. (4-14-16) Additional information provided to US Army Corp of Engineers for their review. (4-29-16) US Army Corp. is requesting informal consultation with US Fish and Wildlife Service. (5-13-16) Consultant trying to contact Army Corp. for status update. (6-3-16) US Fist and Wildlife Service has assigned a staff member and is reviewing the project. (6-23-16) US Fish and Wildlife Service has approved the project. Waiting for US Army Corp to approve. (8-19-16) Consultant continues to follow up with US Army Corp for their approval. Staff also reached out to US Army Corp for an update. (8-26-16) Army Corp staff indicated that he should be able to get to our project soon. (9-16-16) Army Corp staff indicated that they were pulled away to work on other projects that have become higher priority and that they should be able to review our project soon. (1-20-2017) Army Corps staff has completed 80% of their authorization letter. A mitigation proposal for the Matadero Creek Bank Stabilization project was submitted to the Regional Water Quality Control Board. Staff is working with the consultant to respond to questions-comments from the Board. (1-27-2017) A revised proposal is resubmitted to the Water Quality Control Board for comments.(2-10-2017) US Army Corps of Engineers issued Nationwide Permit 13 for the project. San Francisco Bay Regional Water Quality Control Board (RWQCB) is in the final stage of their review. Consultant will proceed to obtain streambed alteration agreement from the CA Department of Fish and Wildlife Services. (3-17-17) Staff contacted Water Board via voice mail and email to request for status update (4-28-17) Water Board has responded and will issue the permit, currently the consultant is applying permit with California Department of Fish and wildlife (9-15-17) The Regional Water Quality Control Board has additional concerns of some missing information in application. The RWQCB is also require written documentation from the land owners SCVWD and Caltrans to agree to off-site mitigation plantings. Town consultant is addressing both concerns. (10-6-2017) Consultant is preparing the project design for Caltrans encroachment permit. (1-12-18) Consultant will finish the design in two weeks and submit to Caltrans. They expect Caltrans to finish in two months. RWQCB indicated they will issue a permit pending on Caltrans approves of plans. Concurrently, consultant will work on the USACE permit renewal. (2-16-18) Consultant submitted 60% plan to staff for review before submitting to Caltrans (3-2-18) Staff completed the plan review for consultant to submit to Caltrans. (3-9-18) Consultant submitted plan for Caltrans review. (3-30-18) Caltrans provided comments for revisions. (4/13/18) Consultant submitted revised plans to Caltrans on 4/10/18 (5-4-18) Caltrans sent additional comments and consultant has revised the submittal to Caltrans on 5-4-18. US Army Corp Engineers is in the process of re-issuing the expired permit. (5-25-18) US US Army Corp Engineers re-issued the Nationwide Permit (NWP) 13 will remain valid until March 18, 2022 (6-1-18) Caltrans returns with another round (#4) of comments on the submitted plan (6-8-18) Consultant responded with revised plan to Caltrans (6-15-18) Caltrans has finished the plan review and has issued an encroachment permit. (6-22-18) Consultant started to contact the Water Board to continue the permit process. (7-13-18) Consultant resubmitted package to RWOCB for final permits</p>

Tasks	Project Name	Project Manager	Latest Status
6	Open Space Vegetation Management (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 108)	PW	<p>(4-8-16) Council approved 2 month extension to Acterra's contract to align with the fiscal cycle. Contract renewal will be discussed with the budget. (4-14-16) Staff working with Acterra and Open Space Committee for proposed longer term contract. (4-22-16) Acterra 2 month extension has been executed. Proposed longer term contract will be discussed with the upcoming budget. (4-29-16) Open Space Committee and Acterra to present project for funding at the joint Council-FIC meeting on May 31. (5-13-16) Open Space Committee discussed Acterra's three year contract proposal for restoration activity and the committee is in support of the proposed contract. (5-20-16) Acterra's quarterly report for January to April 2016 is attached. (5-27-16) Acterra completed their second year of stewardship services. Acterra's final report for May 2015 to April 2016 is attached. (6-3-16) A three year restoration program and a one year maintenance and education service agreement will be presented to Council at their June meeting. (6-23-16) Contract with Acterra has been approved. Contract being executed. (7-22-16) Contract has been executed. Acterra progress report for the months of May and June is attached. (7-29-16) Mowing of O'Keefe and Byrne Preserve for yellow star thistle was performed. (10-14-16) As of July 1, 2016 the Acterra Stewardship Program became Grassroots Ecology. Grassroots Ecology is a fiscally sponsored project of Acterra. Grassroots Ecology quarterly report for July to September 2016 is attached. (1-13-17) Grassroots Ecology quarterly report (2016 Oct-Dec) is attached. (2-3-17) Working with Open Space Committee, the Town has received \$1,000 cost sharing from Grassroots Ecology for the request of building a 250' fence on Byrne Preserve to protect vegetation. (2-24-17) Construction of the 250' fence is tentatively scheduled for the week of 2-27-2016 (3-3-17) 250' fence at Byrne Preserve is constructed. Nearby Drainage is upgraded from 12" to 24". (5-5-17) Grassroots Ecology's quarterly report (2017 January-March) is attached. (7-21-17) Grassroots Ecology's quarterly (2017-Apr-Jun) and 2016-17 Annual Report are attached. (11-9-17) Grassroots Ecology's quarterly progress report 2017 July-September attached (12-08-17) Open Space Committee and Grassroots Ecology are preparing for another SCVWD grant application. (1-12-18) Grassroots Ecology drafted the grant application and submitted 1/12/2018 (3-2-18) Grassroots Ecology's quarterly progress report 2017 October-December attached (5-11-18) Grassroots Ecology's quarterly progress report 2018 January-March attached, Town staff has mowed invasive vegetation spots at Byrne Preserve identified by Grassroots Ecology (8-10-18) Grassroots Ecology's quarterly progress report 2018 April-Jun and year-end Report are attached.</p>
7	Annual Road Rehabilitation Project - 2018	JC	<p>(05-11-18) Staff has been working on the 2018 Road Rehab budget and finalized the CIP list and will bring the specifications for Council approval at at the May Council Meeting. (5-18-18) Council approved Bid Specifications and authorized staff to advertise 2018 Annual Road Rehab Project. (6-8-18) Project has been advertised on 6/6/18, bid open on 6/27/18 (6-22-18) City Council approved the budget for this project at 6/21/18 Council meeting (7-13-18) Town received three bids. Staff will recommend the Council to accept the low bid in July Council meeting (7-20-18) City Council adopted the resolution accepting the low bid. Staff will proceed to award the contract. (7-27-18) Staff sent letter to O'Grady to award contract and set up pre-construction meeting on August 9. (8-10-18) Pre-construction meeting held 8-9-18 and O'Grady provided start date of 8-24-18 and tentative completion (paving and striping) in mid-October.</p>
8	VTA TAC Meetings and CIP-WG Meeting	PW	<p>(1-5-18) Next VTA TAC meeting is scheduled for 1-10-18 (1-19-18) Next CIP-WG Meeting on 1-23-18 (1-26-18) Staff attended 1-23-18 CIP WG Meeting (2-9-18) Staff attended 2/7/18 VTA TAC meeting (3-2-18) Staff attended 2/27/18 VTA CIP-WG meeting (3-9-18) Staff attended 3/7/18 VTA TAC meeting (4-13-18) Staff attended 4/11/18 VTA TAC meeting (4-24-18) Staff attended 4/24/18 CIP-WG meeting, currently Measure B fund is still being frozen due to a law suit. (5-11-18) Staff attended VTA TAC meeting on 5/9/19 (5-25-18) Staff attended VTA CIP-WG May 2018 meeitng</p>
9	Green Infrastructure	JK	<p>(8-18-17) City Council approved Green Infrastructure (GI) Framework at the 8/17/17 Council meeting. GI Plan deadline September 30, 2019 (10-20-17) Staff begins to reach out to consultant for the Green Infrastructure Plan (11-3-17) Staff met with the consultant to solicit for proposal (4/13/18) Green Infrastructure Plan Consultant Budget will be presented in the FY2018-19 budget (6-22-18) City Council approved the budget for the green infrastructure plan consulting service at 6/21/18 Council meeting. (8-3-18) Staff will prepare staff report and resolution to award consultant contract for the development of the Green Infrastructure Plan.</p>

Tasks	Project Name	Project Manager	Latest Status
10	Gardner Bullis Pathway Project	PW	(10-6-2017) Staff met with LASD Maintenance Department Director on site to discuss about building a pathway at the existing landscaping area next to the AC Dike. LASD has expressed that they are supportive for this idea. (10-27-17) Staff sent the draft agreement to LASD for review (1-12-18) LASD has sent a revised agreement currently under review by the City Attorney Office and staff. (1-19-18) City Attorney Office has made additional edits on the agreement now is back to LASD for 2nd review. (2-23-18) LASD made the second edits of agreement and sent to the Town on 2/22/18 (3-2-18) LASD and LAH has generally agreed on a License Agreement to Construct the Pathway (3-9-18) Staff will recommend the City Council to accept this license agreement with LASD at the March 22, 2018 City Council meeting. (3-23-18) City Council approved the license agreement at 3/22/19 Council meeting. LASD will need to approve this agreement at their next board meeting. (3-30-18) LASD Board will discuss to approve the License Agreement at April 2018 Board meeting. (4-20-18) City manager and City engineer will attend LASD 4/23 Board Meeting to support and advocate. (4-27-18) LASD has approved and signed the pathway license Agreement at its 4/23 board meeting, staff will budget this project into FY2018-19 pathway CIP (6-15-18) Staff has met with the 3 members of Pathways Committee to discuss the potential alternate design and notified LASD. (6-22-18) LASD has not provided feedback. The City Council approved \$40,000 budget for constructing the path at the 6/21/18 Council meeting (7-13-18) Staff met with LASD and Town Pathways Committee and discussed the project scope. Obtained quotes for tree removal and irrigation work in preparation of the pathway project (7-20-18) Contractor to remove the Eucalyptus (Red Ironbark) tree and re-work on the irrigation within the 10' area on 7/23 and 7/24. (7-27-18) Contractor removed the Eucalyptus (Red Ironbark) tree and staff will confirm if the re-work on the irrigation has been completed. (8-3-18) Staff is working with the Los Altos School District to relocate and/or remove existing irrigation within the proposed pathway location. (8-10-18) Staff met with the LASD Irrigation Specialist on 8-9-18 to confirm irrigation control valves. Contractor to complete irrigation removal/relocation work week of 8-13-18.
11	Summerhill Ave Pathway Project	PW	(11-17-17) Staff completed the neighborhood outreach with the most impacted 5 residents on Summerhill Ave. All 5 residents are in supportive of the pathway project but would require some mitigations to reduce the impact. Staff and Pathway Committee will send out letters to the rest of residents on Summerhill Ave to notify residents about the project and soliciting for feedback. (12-08-17) Staff made status report at the Nov/Dec Pathways Committee meeting. (12-15-17) Staff sent out letters to the remaining property owners on Summerhill Ave to solicit for support and input (4-27-18) Pathways Committee has identified this to be one of the priority projects, staff will budget for design in FY 2018-19 (6-22-18) City Council approved the budget for this project (design) at 6/21/18 Council meeting
12	Westwind Barn Improvement - Paddock and Landscape Projects (supporting Parks & Recreation)	JC/PW	(2-2-2018) As directed, Public Works staff to assist Parks and Recreation capital improvement project. Initial meeting set on 1-11-2018 with WWB manager and P&R Supervisor. Staff is waiting for WWB manager and P&R supervisor to pass on project specific information. (2-16-18) WWB landscape contract began this week to install railroad tie retaining wall. Staff is finalizing the plan and spec for the Paddock replacement project. (2-23-18) Landscape improvement is completed, Paddocks improvement will be advertised and bid open on March 28, 2018 (3-16-18) Staff administrated a landscape contractor to plant vegetation within the newly installed landscape area (3-30-18) One bid submitted, staff is evaluating the bid. (4/13/18) Staff will recommend to reject the received one bid at April 2018 Council meeting due to high cost. Staff will evaluate the alternative solution after the bid rejection. (4-20-18) City Council rejected the one bid received at 4/19/18 Council meeting. Staff will evaluate the alternative solution (6-22-18) City Council approved the budget for this project at 6/21/18 Council meeting, PW staff will assist to administer the project bidding and construction (7-13-18) Project is out for advertisement. Bid open on 8/1/2018. (8-3-18) Three bids were received and a staff report will be prepared based on staff recommendation.
13	Pathway Impact Fee Study	PW	(3-16-18) Staff received direction to initiate Pathway Impact Fee study. (4/13/18) RFP issued. Due date is 4/20/18 (4-27-18) RFP due date extended to 4/30/18 (5-4-18) Staff received two proposals and will finalize the consultant selection next week. (5-18-18) Consultant's been selected. Staff had a Kick off meeting with the consultant (6-22-18) Staff has provided feedback to the consultant for the draft study (7-13-18) Staff has reviewed the 2nd draft report and provided feedback
14	Maintenance Work of the Week	PW	(7-20-18) Maintenance crew started annual road crack sealing for four straight weeks. (8-3-18) The maintenance crew is anticipating completion of crack sealing by 8/24.



Grassroots Ecology Progress Report to the Town of Los Altos Hills

April-June 2018

Community Engagement and Education

- This quarter Grassroots Ecology hosted a total of 12 volunteer workdays and 4 educational events at Byrne Preserve including 11 Monday morning “Byrne Brigade” workdays that are open for anyone in the community to participate in.
- In addition to Byrne Brigade we hosted Pinewood School and Palo Alto High School for service projects at Byrne Preserve. Both groups helped with invasive plant management and native plant care.
- In May fourth graders from Bullis Charter School came for their springtime field trips to Byrne Preserve. Most of these students helped plant native grasses and forbs this past January. For the spring portion of this partnership, students participated in a nature hike that incorporated environmental science-based games and activities. Students cared for our newest planting zone in the floodplain by clipping invasive black mustard stalks. This was the fourth successful year of partnering with Bullis Charter School and we look forward to working together for years to come.
- See the chart below for year to date progress on community engagement and education:



Deliverable	Annual Target	YTD Progress	% Annual Target Reached
<i>Workdays</i>	24	47	196%
<i>Volunteers</i>	350	443	127%
<i>Volunteer Hours</i>	1,000	1323	132%
<i>Educational Events</i>	10	10	100%
<i>Ed. Event Attendees</i>	150	325	217%



Site Assessment and Planning

- The annual vegetation management plan for LAH Open Space Preserves was updated this spring. We have changed the format to include more comprehensive maps of our 12 target invasive species as well as revegetation areas.
- Grassroots Ecology Native Plant Nursery Manager, Nikki Hanson, came to Byrne Preserve this spring for a site visit and to create the planting palette for this upcoming winter. Starting in late fall we will be expanding two existing planting zones plus adding a new planting area at Westwind Community Barn.
- In May Kristen Williams and Junko Bryant from Grassroots Ecology met with Allen Chen to go over project progress and discuss contract logistics.
- Regular summer watering of the native planting areas has begun. We typically water newly installed plants for the first summer or two to help establish roots so that plants can be self sufficient and healthy as they mature.



Invasive Plant Management

This quarter, volunteers focused on removal of purple starthistle, yellow starthistle, milk thistle, Italian thistle, teasel, poison hemlock, and black mustard. In addition to hand removal with volunteers, Grassroots Ecology staff mowed target species using a weed whip and also provided mowing recommendations to the Town. Please refer to the chart below for progress by species.

Target species	# of workdays* (April-June '18)	Progress
Purple starthistle	2	Hand removed purple starthistle rosettes as well as second year plants that have begun to bolt along the trails within the grassland area of Byrne.
Yellow starthistle	2	Pulled yellow starthistle from the grassland where populations are too small for mowing.
Milk thistle	3	Removed milk thistle by hand within the grassland at Byrne.
Italian thistle	1	Removed Italian thistle by hand from the floodplain area to make access easier for volunteers. Grassroots Ecology staff weed whipped and scythed select larger populations.
Teasel	4	Volunteers clipped teasel seed heads. This reduces seed

		production and makes it easier to remove the mature plants during the summer.
Poison hemlock	3	Removed young poison hemlock from the Moody Creek tributary and floodplain. Our efforts to protect narrowleaf milkweed from encroaching poison hemlock is working! Each year we are seeing less poison hemlock and more milkweed.
Black mustard	7	Clipped small population of black mustard at the base, larger populations were weed whipped.

*Partial or full workdays dedicated to each species.

Mowing at LAH Open Space Preserves

This spring Grassroots Ecology made a mowing recommendation for Italian thistle and black mustard at Byrne Preserve. Additionally, mowing was recommended for yellow starthistle control at both Byrne and O’Keefe preserves in late June. Timed mowing has been an extremely effective strategy within LAH Open Space Preserves for areas of invasive plants that are too large for volunteers to tackle. This was our first year doing all mowing for invasive plant control in-house rather than hiring a contractor. This first year of coordinating mowing in-house worked well and we look forward to streamlining the process next spring.

Other

- We are excited to be awarded another grant from the Santa Clara Valley Water District for work in Los Altos Hills. This grant will support a pollution prevention project through habitat restoration in the lower portion of the Westwind Community Barn property. This will be a three year project starting this summer.
- The theme of Grassroots Ecology’s June e-newsletter was invasive plant removal success stories. One of the feature articles was about restoration at Byrne Preserve, in particular about the progress we’ve made removing Fuller’s teasel in the Moody creek tributary and floodplain. Follow this [link](#) to read the story!





Grassroots Ecology Year End Report to Town of Los Altos Hills

For Contract Period July 2017 - June 2018

Background

Grassroots Ecology is an environmental non-profit organization based in Palo Alto with a mission to engage and educate the public to restore local ecosystems. We have over 40 years of experience working with the community across Silicon Valley to improve our parks, creeks, and open spaces. In 2014, Grassroots Ecology was selected to conduct stewardship and educational activities at Los Altos Hills (LAH) Open Space Preserves. In 2016, after two successful years, LAH Town Council approved a three year capital improvement partnership, and a maintenance/education contract to be renewed annually to continue stewardship of LAH Open Space Preserves. This report summarizes the progress and achievements from fiscal year 2017-18 (July-June).

Annual contract deliverables include a vegetation management plan for Byrne, Juan Prado Mesa, and O'Keefe Preserves; 24 community workdays; 10 educational events; 350 volunteers engaged; 1,000 volunteer hours; as well as documentation and photomonitoring of progress.

Project Highlights

- All annual project deliverables were met or exceeded.
- 443 volunteers participated in 47 workdays providing 1323 hours of volunteer service.
- The value of the volunteer labor is estimated at \$38,486 for the past year.
- We hosted 10 educational events this year including interpretive hikes led by Grassroots Ecology staff, and winter and spring field trips with Bullis Charter School 4th grade classes.
- Completed the second year of a three year \$136,000 grant that Grassroots Ecology was awarded from the Santa Clara Valley Water District (SCVWD) to expand riparian habitat restoration along the Moody Creek tributary, which runs within the Byrne Preserve grassland.
- Expanded and infilled the upland planting zone within the Byrne Preserve grassland with 443 watershed specific plants from our Native Plant Nursery.
- Began installation of a new revegetation zone with 180 native plants as part of the SCVWD grant; an additional 800+ plants will be added to this area this upcoming winter.
- Installed live willow cuttings along the Moody Creek tributary. Sections of installed willow are now growing over six feet tall and are creating a much needed web of roots that help combat riparian erosion.
- Invasive plant management, with both manual removal by volunteers and mechanical removal from mowing recommendations, continues to be very successful with visible progress.
- Grassroots Ecology was awarded a second grant from SCVWD to do a pollution prevention project through native plant restoration in the low lying wet area of Westwind Community Barn.

Community Engagement

Deliverables

- ✓ 350 or more volunteers engaged
- ✓ 150 or more participants engaged through education events
- ✓ 24 or more volunteer workdays
- ✓ 10 or more educational events
- ✓ 1,000 or more hours of volunteer service
- ✓ 1 creek/watershed sign installed along Moody Creek

Deliverable	Annual Target	Annual Progress	% Annual Target Reached
<i>Workdays</i>	24	47	196%
<i>Volunteers</i>	350	443	127%
<i>Volunteer Hours</i>	1,000	1323	132%
<i>Educational Events</i>	10	10	100%
<i>Ed. Event Attendees</i>	150	325	217%

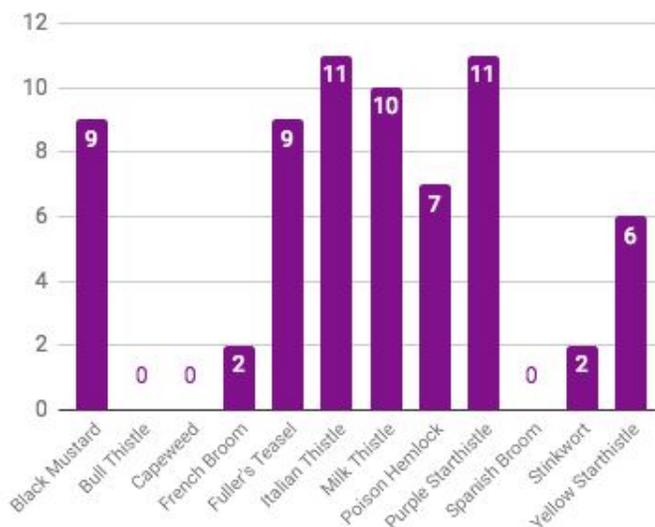
Participants by the numbers

- 768 total participants
- 65% of all participants were youth
- 337 participants (44%) were residents of Los Altos/Los Altos Hills

Invasive Plant Removal

We targeted 12 invasive species across the three open space preserves to be manually removed by volunteers and Grassroots Ecology staff.

Additionally, we provided mowing recommendations for management of yellow starthistle, black mustard, and Italian thistle at Byrne and O’Keefe Preserves. See graph to the right for number of volunteer workdays by target species. Species with zero workdays were targeted by Grassroots Ecology staff but not volunteers.



Deliverables

- ✓ Updated vegetation management plan
- ✓ Mowing recommendations to Town
- ✓ 12 or more species targeted
- ✓ 2 meetings with town maintenance crew

Progress by Species

Target species	Preserve(s) where targeted	Vegetation Management Progress
Black mustard	Byrne	Patches of black mustard were strategically mowed and/or weed whipped. Additionally, volunteers clipped mustard stalks at the base in areas where mowing did not make sense. Significant decline in the mustard population at Byrne has increased forage and biodiversity including native grasses and forbs.
Bull thistle	Byrne	Manually removed bull thistle from floodplain zone of Byrne Preserve.
Capeweed	Byrne	Manually removed capeweed near Byrne Park Lane.
French broom	Byrne, JPM	Manually removed 90% of mature French broom from Byrne and Juan Prado Mesa Preserves. The remaining 10% is challenging for volunteers to remove due to proximity to poison oak.
Fuller's teasel	Byrne	Manually removed 100% of mature plants from Byrne Preserve during summer. Although this species has an average seed bank of seven years, we are seeing a significant decline in the population. We are also seeing impressive stands of native species returning to areas where Fuller's teasel has been removed.
Italian thistle	Byrne, JPM	Manually removed Italian thistle from both the grassland and woodland areas of Byrne Preserve as well as along the trail at Juan Prado Mesa. Additionally, Grassroots Ecology staff weed whipped Italian thistle along the Moody Creek tributary.
Milk thistle	Byrne	Manually removed milk thistle from the Byrne Preserve grassland where it has begun to encroach in areas that were once black mustard as well as the hill below Westwind Community Barn.
Poison hemlock	Byrne	Removed 95% of mature plants from Moody Creek banks along Westwind Barn fence. We look forward to tackling the population on the Westwind Barn property next spring.
Purple starthistle	Byrne	Removed flowering purple starthistle in summer and rosettes in winter and spring, focusing on large patches in the grassland and along trails. While germination of previously dormant seeds will continue for years, we are seeing a huge reduction in the purple starthistle population, especially along the trails.
Spanish broom	Byrne	Grassroots Ecology staff chopped down this invasive plant along Byrne trails, preventing plants from flowering and seeding. Removal by volunteers is not appropriate due to its location in poison oak and its relatively small population.
Stinkwort	Byrne, O'Keefe	Removed 100% of stinkwort at Byrne and O'Keefe before seed set in fall of 2017. We have begun to monitor the 2018 population and expect to again remove 100% of mature plants.
Yellow starthistle	Byrne, O'Keefe	Provided mowing recommendation for Byrne and O'Keefe Preserves; conducted follow-up workdays to pull re-sprouts at both preserves. Additionally, volunteers hand removed populations too small for mowing.

Progress by Area

Please see maps below for number of volunteer workdays (partial or full) by target zones



O'Keefe Preserve

Juan Prado Mesa Preserve



Native Plant Revegetation

Volunteers helped plant, weed, and water our three planting areas (woodland, grassland, riparian). This year we infilled and expanded our grassland planting zone with 443 native plants including habitat critical species such as narrowleaf milkweed. We also began planting in the Moody Creek floodplain as part of the SCVWD grant with 180 shrubs and grasses. We did not reach our target of 700 plants installed this year, however we will be installing extra plants next year to make up for the deficit. In addition to container planting we also staked along 600 linear feet of the Moody Creek tributary with locally sourced native willow as part of the SCVWD grant to help combat erosion and eventually provide shade to this riparian corridor.

Deliverables

- ✓ 600 linear feet of creek staked with willow to infill and replace die-back
- ✓ 623 of 700 native plants installed
- ✓ 200 linear feet of creekside plantings maintained
- ✓ 2,500 square feet of woodland planting area maintained

Monitoring and Documentation

Deliverables

- ✓ Annual Work Plan
- ✓ Quarterly photomonitoring
- ✓ Quarterly reports to LAH and OSC Subcommittee
- ✓ Quarterly reports and invoices to SCVWD
- ✓ Year-end report to LAH and OSC



Santa Clara County Office of the Sheriff
Weekly Activity Summary
7/30/2018 –8/5/2018
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
7/30	L1	Theft by Access Card	Between 7/22 and 7/25, unknown suspect(s) used the victim's debit card information to make multiple fraudulent purchases for a total loss of about \$5,744. The victim lives in Los Altos Hills.
8/4	L3	Non-Injury Collision	Occurred at 9:46 AM at Elena Road and Natoma Road.
8/5	L2	Petty Theft ARREST	At 1:57 PM, the suspect jumped a fence, entered the backyard of the victim's residence in the 12000 block of Casa Mia Way, and took the victim's pool cover for an unknown total loss. The suspect was cited and released and admonished for trespassing.

DATE/TIME	BEAT	EVENT	TYPE	LOCATION	INFORMATION
DISTURBANCE					
8/4/2018 23:52	L4	18-216-0479	415P	ALTAMONT RD @ BRIONES WY	INVESTIGATED
THEFTS					
7/31/2018 19:03	L1	18-212-0381	487	RHODA DR @ PURISSIMA RD	INVESTIGATED
8/5/2018 13:57	L2	18-217-0230	488	CASA MIA WY @ SUMMERHILL AV	INVESTIGATED
TRESPASSING					
7/31/2018 16:17	L5	18-212-0315	602	KATE DR @ TERESA WY	INVESTIGATED

8/3/2018 11:08	L1	18-215-0167	602	WILDCREST DR @ WILDFLOWER LN	INVESTIGATED
8/5/2018 14:01	L2	18-217-0234	602	CASA MIA WY @ SUMMERHILL AV	INVESTIGATED

PHONE THE OFFICE

7/30/2018 14:06	L1	18-211-0240	1021	71L1	COMPLETE
7/31/2018 20:49	L2	18-212-0424	1021	81L1	COMPLETE
8/1/2018 6:24	L1	18-213-0069	1021	61L1	COMPLETE
8/1/2018 11:16	L1	18-213-0215	1021	74L4	COMPLETE
8/2/2018 23:58	L1	18-214-0522	1021	81W1	COMPLETE
8/4/2018 9:18	L1	18-216-0079	1021	71L1	COMPLETE
8/4/2018 14:04	L4	18-216-0199	1021	74L4	COMPLETE

SUSPICIOUS PERSONS

7/31/2018 11:24	L3	18-212-0169	1066	SADDLE MOUNTAIN DR @ SADDLE CT	INVESTIGATED
8/5/2018 21:58	L1	18-217-0408	1066	PURISSIMA RD @ GINNY LN	INVESTIGATED

SUSPICIOUS VEHICLES

7/30/2018 16:06	L3	18-211-0293	1154	PAGE MILL RD @ ARASTRADERO RD	INVESTIGATED
7/30/2018 20:32	L2	18-211-0366	1154	I-280 @ MAGDALENA RD	INVESTIGATED
7/30/2018 21:11	L3	18-211-0386	1154	EL MONTE RD @ STONEBROOK DR	INVESTIGATED
8/1/2018 14:28	L5	18-213-0313	1154	OAK KNOLL CL @ STONEBROOK DR	INVESTIGATED
8/2/2018 12:16	L5	18-214-0207	1154	EL MONTE RD @ STONEBROOK DR	INVESTIGATED
8/2/2018 17:39	L4	18-214-0377	1154	ALTAMONT RD @ HIDDEN SPRINGS CT	INVESTIGATED
8/4/2018 13:36	L3	18-216-0186	1154	ELENA RD @ TAAFFE RD	INVESTIGATED
8/1/2018 1:22	L1	18-213-0030	1154OC	EL MONTE RD @ VOORHEES DR	INVESTIGATED

TRAFFIC COLLISION

8/4/2018 9:46	L3	18-216-0089	1182	ELENA RD @ NATOMA RD	INVESTIGATED
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VEHICLE STOPS

7/30/2018 22:13	L1	18-211-0416	1195	O'KEEFE LN @ EL MONTE RD	CITATION ISSUED
7/31/2018 18:44	L3	18-212-0372	1195	ELENA RD @ ROBLEDA RD	CITATION ISSUED
8/1/2018 10:44	L3	18-213-0193	1195	PAGE MILL RD @ I-280	CITATION ISSUED
8/1/2018 10:50	L2	18-213-0198	1195	EL MONTE RD @ SUMMERHILL AV	CITATION ISSUED
8/1/2018 23:44	L5	18-213-0583	1195	RAVENSBURY AV @ CRESTRIDGE DR	WARNING ISSUED
8/2/2018 0:24	L1	18-214-0014	1195	EL MONTE RD @ I-280	CITATION ISSUED
8/2/2018 10:47	L4	18-214-0168	1195	ELENA RD @ MOODY RD	CITATION ISSUED
8/2/2018 14:01	L1	18-214-0263	1195	EL MONTE RD @ VOORHEES DR	WARNING ISSUED
8/2/2018 14:15	L1	18-214-0283	1195	EL MONTE RD @ VOORHEES DR	WARNING ISSUED
8/2/2018 14:22	L1	18-214-0286	1195	I-280 @ EL MONTE RD	CITATION ISSUED
8/2/2018 14:30	L2	18-214-0291	1195	I-280 @ MAGDALENA RD	CITATION ISSUED
8/3/2018 22:37	L3	18-215-0515	1195	I-280 @ PAGE MILL RD	WARNING ISSUED
8/4/2018 13:31	L3	18-216-0182	1195	JOSEFA LN @ ELENA RD	CITATION ISSUED
8/5/2018 19:49	L1	18-217-0365	1195	I-280 @ EL MONTE RD	WARNING ISSUED

PARKING VIOLATIONS

8/2/2018 14:01	L3	18-214-0264	22500	ELENA RD @ CRESCENT LN	CITATION ISSUED
8/2/2018 21:02	L4	18-214-0465	22500	LA LOMA DR @ LA LOMA CT	INVESTIGATED
8/3/2018 2:06	L4	18-215-0033	22500	ADOBE LN @ TEPA WY	CITATION ISSUED
8/4/2018 9:55	L1	18-216-0092	22500	LA PALOMA RD @ WESTWIND WY	CITATION ISSUED
8/5/2018 10:43	L4	18-217-0145	22500	TEPA WY @ ADOBE LN	CITATIONS ISSUED

ALARM CALLS

7/30/2018 13:32	L5	18-211-0225	1033	DAWSON DR @ REBECCA LN	FALSE ALARM
8/2/2018 18:46	L1	18-214-0408	1033A	DE BELL RD @ MANUELLA RD	FALSE ALARM
8/2/2018 21:37	L1	18-214-0479	1033A	OLD TRACE LN @ FREMONT RD	FALSE ALARM

8/3/2018 11:26	L3	18-215-0171	1033A	STORY HILL LN @ PAGE MILL RD	FALSE ALARM
8/3/2018 18:18	L4	18-215-0382	1033A	JULIETTA LN @ ALTAMONT RD	FALSE ALARM
8/5/2018 3:02	L6	18-217-0055	1033A	W LOYOLA DR @ SUNHILLS DR	FALSE ALARM
8/3/2018 5:38	L3	18-215-0059	1033C	EL MONTE RD @ STONEBROOK DR	FALSE ALARM

ANIMAL COMPLAINTS

8/2/2018 10:16	L1	18-214-0150	1091A	ESTACADA DR @ SALTAMONTES WY	INVESTIGATED
7/31/2018 1:34	L5	18-212-0021	1091B	STONEBROOK DR @ PRISCILLA LN	INVESTIGATED

VEHICLE TOWS

8/4/2018 9:41	L4	18-216-0085	22651D	RHUS RIDGE RD @ PECK LN	TOWED
8/1/2018 20:54	L3	18-213-0524	22651K	PAGE MILL RD @ ARASTRADERO RD	TOWED

9-1-1

ABANDONED CALLS

7/30/2018 12:52	L1	18-211-0203	911ABN	SNELL CT @ SNELL LN	INVESTIGATED
7/31/2018 13:51	L1	18-212-0243	911CEL	LA PALOMA RD @ WESTWIND WY	INVESTIGATED
8/1/2018 10:46	L1	18-213-0196	911CEL	LA CRESTA DR @ VISCAINO RD	INVESTIGATED
8/2/2018 21:01	L3	18-214-0464	911CEL	VOGUE CT @ BLACK MOUNTAIN RD	INVESTIGATED
8/3/2018 9:37	L1	18-215-0117	911CEL	LA CRESTA DR @ VISCAINO RD	INVESTIGATED
8/5/2018 21:54	L1	18-217-0406	911CEL	WESTWIND WY @ LA PALOMA RD	INVESTIGATED
7/31/2018 12:31	L1	18-212-0206	911UNK	CONEJO CT @ ASCENSION DR	INVESTIGATED
8/1/2018 9:00	L1	18-213-0114	911UNK	PURISSIMA RD @ CALLE DEL SOL	INVESTIGATED

ATTEMPT TO CONTACT

8/2/2018 14:06	L1	18-214-0268	ATC	E SUNSET DR @ BURKE RD	COMPLETE
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CITATIONS

7/30/2018 15:53	L3	18-211-0285	CITE	PAGE MILL RD @ PASEO DEL ROBLE	CITATION ISSUED
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8/1/2018 20:28	L3	18-213-0503	CITE	PAGE MILL RD @ ARASTRADERO RD	CITATION ISSUED
FOUND PROPERTY					
8/4/2018 11:05	L1	18-216-0126	FNDPRP	BEATRICE LN @ ROBLEDA RD	INVESTIGATED
8/5/2018 10:27	L3	18-217-0139	FNDPRP	CORBETTA LN @ ALTAMONT RD	INVESTIGATED
FOLLOW-UP					
7/30/2018 14:26	L3	18-211-0252	FU	DUVAL WY @ ROBLEDA RD	COMPLETE
INFORMATION ONLY					
7/30/2018 1:25	L3	18-211-0024	BTINFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN
7/30/2018 10:42	L2	18-211-0136	BTINFO	CASA MIA WY @ SUMMERHILL AV	INFORMATION GIVEN
7/30/2018 17:06	L4	18-211-0313	INFO	CENTRAL DR @ RED ROCK RD	INFORMATION GIVEN
7/31/2018 20:24	L3	18-212-0411	INFO	ALTAMONT RD @ HIDDEN SPRINGS CT	INFORMATION GIVEN
8/1/2018 10:44	L2	18-213-0192	INFO	I-280 @ MAGDALENA RD	INFORMATION GIVEN
8/2/2018 11:49	L1	18-214-0193	INFO	LA RENA LN @ DIANNE DR	INFORMATION GIVEN
8/2/2018 16:29	L3	18-214-0341	INFO	EL MONTE RD @ STONEBROOK DR	INFORMATION GIVEN
8/3/2018 13:46	L3	18-215-0234	INFO	COUNTRY WY @ THREE FORKS LN	INFORMATION GIVEN
8/3/2018 15:50	L1	18-215-0303	INFO	BEATRICE LN @ ROBLEDA RD	INFORMATION GIVEN
8/3/2018 21:59	L3	18-215-0497	INFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN
8/4/2018 13:14	L4	18-216-0181	INFO	LA LOMA DR @ SUMMIT WOOD RD	INFORMATION GIVEN
8/4/2018 15:56	L4	18-216-0256	INFO	MOODY RD @ MOODY CT	INFORMATION GIVEN
MUNICIPAL CODE VIOLATION					
8/5/2018 11:45	L1	18-217-0173	MUNI	FREMONT RD @ WESTON DR	INVESTIGATED
PATROL CHECKS					
7/30/2018 7:53	L1	18-211-0079	PATCK	LA CRESTA CT @ LA CRESTA DR	COMPLETE

7/30/2018 15:37	L3	18-211-0277	PATCK	DEZAHARA WY @ TAAFFE RD	COMPLETE
8/1/2018 19:47	L5	18-213-0489	PATCK	RAVENSBURY AV @ HILLPARK LN	COMPLETE
8/1/2018 20:41	L3	18-213-0512	PATCK	PAGE MILL RD @ ARASTRADERO RD	COMPLETE
8/2/2018 0:01	L5	18-214-0002	PATCK	ALBERTSWORTH LN @ MAGDALENA RD	COMPLETE
8/2/2018 18:01	L5	18-214-0387	PATCK	CRESTRIDGE DR @ RAVENSBURY AV	COMPLETE
8/3/2018 0:44	L5	18-215-0009	PATCK	MAGDALENA AV @ EASTBROOK AV	COMPLETE
8/3/2018 17:10	L5	18-215-0349	PATCK	CRESTRIDGE DR @ RAVENSBURY AV	COMPLETE

**SUSPICIOUS
CIRCUMSTANCES**

7/30/2018 23:09	L1	18-211-0438	SUSCIR	SNELL CT @ SNELL LN	INVESTIGATED
7/31/2018 10:17	L3	18-212-0126	SUSCIR	ROBLE BLANCO @ PASEO DEL ROBLE	INVESTIGATED
7/31/2018 13:59	L1	18-212-0246	SUSCIR	PURISSIMA RD @ LA PALOMA RD	INVESTIGATED
7/31/2018 16:39	L2	18-212-0326	SUSCIR	MAGDALENA AV @ DAWN RIDGE DR	INVESTIGATED

WELFARE CHECKS

7/30/2018 11:49	L1	18-211-0171	WELCK	TODD LN @ LA PALOMA RD	COMPLETE
7/31/2018 9:50	L1	18-212-0112	WELCK	LA CRESTA DR @ VISCAINO RD	COMPLETE
8/4/2018 6:53	L1	18-216-0047	WELCK	BEATRICE LN @ ROBLEDA RD	COMPLETE
8/4/2018 12:17	L1	18-216-0155	WELCK	PURISSIMA RD @ CALLE DEL SOL	COMPLETE
8/4/2018 18:57	L1	18-216-0331	WELCK	BEATRICE LN @ ROBLEDA RD	COMPLETE

**TRAFFIC
ENFORCEMENT OPERATION**

8/1/2018 2:19	L5	18-213-0041	CITWRT	ALBERTSWORTH LN @ MAGDALENA RD	CITATIONS ISSUED
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