



## Town Manager's Report for February 25 – March 1

Items to report on from last week include the following:

### Planning/ Building/ Engineering Update:

The **City Engineer's** Report is attached. Items with red text indicate status updates from the previous Engineer's report. Congratulations to Maintenance Worker III Hector Huerta who passed his Grade 1 Collection System Maintenance Certification exam. The certification demonstrates knowledge in waste water collection system maintenance practices. While the Town contracts for much of its sewer maintenance, the Public Works crew provides initial response for certain types of sewer calls and emergencies

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

The February Building and Planning **permit activity report** is attached.

The **Planning Commission** will be considering the following projects at its March 7th meeting:

- Hardscape modifications and a variance to allow parking in the setback on property at **14780 Manuella Road**
- Addition and remodel of an existing residence and a variance to allow parking within the setback and a reduction in required parking on property at **12175 Edgecliff Place**
- Remodel of an existing residence and a variance to allow parking within a setback, a new carport with a reduced side setback and a reduction in required parking on property at **12698 La Cresta Drive**
- A Conditional Development Permit for a new residence with basement and a Grading Policy exception for an undeveloped property at **10842 West Loyola Drive**

### Public Safety Update:

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

### Administrative Services Update:

The following tasks were completed this week:

- Inputted Payroll changes and complete Payroll for Pay Day 03/01/2019.
- Completed the FY2019-2020 Budget Operating and Capital Preparation Instructions.
- Reviewed job applications for the Accountant I/II position.

David "Dave" Sherwood, CPA is scheduled to start employment with the Town on April 1<sup>st</sup> as Administrative Services Director. Reference check and background check are complete. Dave currently serves as Controller for [Transportation Corridor Agencies](#) in Orange County.

### Parks & Recreation Update:

**Spring/Summer Activity Guides** arrived on Monday and were delivered to Town Hall, Westwind Community Barn, Los Altos Chamber of Commerce, Los Altos Senior Center, Los Altos Library, and the Town Crier.

The 8<sup>th</sup> Annual [Youth Leadership Conference](#) was held in the Council Chambers on Saturday March 2<sup>nd</sup>. This year's conference topic of Civic Engagement included speeches from Mayor Spreen, Council Member Kavita Tankha, Tech Expert, Linda Li, Senator Jerry Hill as well as an instructor from the MVLA School District.

Recreation's **Monthly Walk** will be held on Tuesday, March 3<sup>rd</sup> 10:00am starting at the Parks and Recreation Building.

**Teaching Seniors Technology** returns next Thursday, March 7<sup>th</sup>. 4:00-5:00 pm in the Parks and Recreation Building.

The Town maintained its #4 position on Bloomberg's list of [wealthiest Towns](#) in the US for 2019.

Thank you.

Carl

Tasks	Project Name	Project Manager	Latest Status
1	<p><b>Page Mill Interchange /I-280 Safety Bicycle Improvement (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 109)</b></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 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. (11-30-18) Caltrans has informed the Town that all work is currently on-hold due to a procurement delay. Caltrans will inform the Town once they are ready to proceed.</p>
2	<p><b>Town-Wide Creek Maintenance Permit</b></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. (8-24-18) Consultant is finalizing report and will submit for town review by 8-31-18. (9-7-18) Consultant to submit report for town review 9-7-18. (9-21-18) Consultant submitted report and staff is reviewing the document. (1-11-19) Staff is re-evaluating the town-wide creek permit and is working with the consultant on obtaining maintenance permits for two specific sites. (1-18-19) Staff is reviewing the revised scope and fee for the two site-specific permits and will be discussing next steps with the consultant.</p>
3	<p><b>I-280 Repaving</b></p>	PW	<p>(2-24-2017) Repaving work is scheduled for 2018/19 Program year as shown in approved 2016 SHOPP program (<a href="http://www.dot.ca.gov/hq/transprog/shopp.htm">http://www.dot.ca.gov/hq/transprog/shopp.htm</a>) (12-22-17) Latest SHOPP indicates I-280 repaving begins 10/8/2019. (1-11-19) Caltrans will be submitting final PS&amp;E plans for town's review in spring 2019 and the project is tentatively scheduled to begin Fall 2019.</p>

Tasks	Project Name	Project Manager	Latest Status
4	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>(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 RWQCB for final permits. (8-24-18) Staff re-submitted the responses and attachment to the SFRWQCB to finalize the water quality certification. (8-31-2018) Consultant will follow-up with the SFRWQCB on the status of the water quality certification submittal. (11-30-18) Staff and town consultant have reached out to SFRWQCB staff regarding the status of the water quality certification. Staff will follow up the week of 12-2-18. (12-7-18) SFRWQCB has requested additional covenants as part of the water quality certification review. Staff and consultant will work with Caltrans on both the extension of the encroachment permit and potential restrictive covenant/s. (12-21-18) Consultant has initiated discussion with Caltrans regarding the restrictive agreement that the SWRCB is requesting. (1-11-19) Staff has been working with the consultant on coordinating the Restrictive Agreement required by the SWRCB. The Water Board has suggested finding a mitigation site on City-Owned property or acquiring fee title to the property.</p>

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5	Open Space Vegetation Management (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 108)	PW	(4-8-16) Council approved 2 month extension to Acterra's contract to align with the fiscal cycle. Contract renewal will be discussed with the budget. (4-14-16) Staff working with Acterra and Open Space Committee for proposed longer term contract. (4-22-16) Acterra 2 month extension has been executed. Proposed longer term contract will be discussed with the upcoming budget. (4-29-16) Open Space Committee and Acterra to present project for funding at the joint Council-FIC meeting on May 31. (5-13-16) Open Space Committee discussed Acterra's three year contract proposal for restoration activity and the committee is in support of the proposed contract. (5-20-16) Acterra's quarterly report for January to April 2016 is attached. (5-27-16) Acterra completed their second year of stewardship services. Acterra's final report for May 2015 to April 2016 is attached. (6-3-16) A three year restoration program and a one year maintenance and education service agreement will be presented to Council at their June meeting. (6-23-16) Contract with Acterra has been approved. Contract being executed. (7-22-16) Contract has been executed. Acterra progress report for the months of May and June is attached. (7-29-16) Mowing of O'Keeffe and Byrne Preserve for yellow star thistle was performed. (10-14-16) As of July 1, 2016 the Acterra Stewardship Program became Grassroots Ecology. Grassroots Ecology is a fiscally sponsored project of Acterra. Grassroots Ecology quarterly report for July to September 2016 is attached. (1-13-17) Grassroots Ecology quarterly report (2016 Oct-Dec) is attached. (2-3-17) Working with Open Space Committee, the Town has received \$1,000 cost sharing from Grassroots Ecology for the request of building a 250' fence on Byrne Preserve to protect vegetation. (2-24-17) Construction of the 250' fence is tentatively scheduled for the week of 2-27-2016 (3-3-17) 250' fence at Byrne Preserve is constructed. Nearby Drainage is upgraded from 12" to 24". (5-5-17) Grassroots Ecology's quarterly report (2017 January-March) is attached. (7-21-17) Grassroots Ecology's quarterly (2017-Apr-Jun) and 2016-17 Annual Report are attached. (11-9-17) Grassroots Ecology's quarterly progress report 2017 July-September attached (12-08-17) Open Space Committee and Grassroots Ecology are preparing for another SCVWD grant application. (1-12-18) Grassroots Ecology drafted the grant application and submitted 1/12/2018 (3-2-18) Grassroots Ecology's quarterly progress report 2017 October-December attached (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. (10-25-18) Town staff met with Grassroots Ecology to discuss the program and future plans. (2-22-19) Grassroots Ecology submitted the quarterly report and invoice and made a presentation to City Council on the overall program.
6	Annual Road Rehabilitation Project - 2019	JC	(01-11-19) Staff is developing the list of streets that will be considered for the 2019 Annual Road Rehabilitation Project. (1-18-19) The Town has been allocated P-TAP grant funding of approximately \$18,000. Staff will coordinate on the next steps. (1-31-19) Town has received formal notification of grant award. Staff will coordinate on payment of the town matching funds and next steps.
7	VTA TAC Meetings and CIP-WG Meeting	PW	(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 meeting
9	Green Infrastructure	JK	(8-18-17) City Council approved Green Infrastructure (GI) Framework at the 8/17/17 Council meeting. GI Plan deadline September 30, 2019 (10-20-17) Staff begins to reach out to consultant for the Green Infrastructure Plan (11-3-17) Staff met with the consultant to solicit for proposal (4/13/18) Green Infrastructure Plan Consultant Budget will be presented in the FY2018-19 budget (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. (8-17-18) Council approved the resolution to award consultant contract to EOA Inc. for the development of the Green Infrastructure Plan. Staff will prepare the consultant services agreement and will schedule a kickoff meeting with the consultant. (8-24-18) Staff and consultant are scheduled to meet to discuss the scope of work on 9-5-18. (9-7-18) Staff met with the consultant to discuss scope of contract. (12-21-18) Staff and consultant are gathering relevant information in preparation for the Green Infrastructure Plan.

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11	Summerhill Ave Pathway Project	PW	<p>(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. (9-7-18) Staff walked the limits of the Summerhill Avenue Pathway Project with pathway committee member Bob Elson. Staff will provide budget allocation information for the project. (11-15-18) Staff will evaluate design options and will prepare an RFP for design accordingly. (11-30-18) Staff will prepare an informal RFP for consultant services to provide Survey and Topographic mapping. (1-18-19) Staff will issue the informal RFP the week of 1-21-19. (1-25-19) Staff has issued an informal RFP for topographic mapping/survey services with proposals due 2-6-19. (2-22-19) The Town received only one proposal for topographic mapping RFP. Staff is reviewing the proposal and evaluating if the RFP will be re-issued. (3-1-19) Staff is reviewing the draft Summerhill conceptual plan and estimate prepared by Pathway Committee member Bob Elson.</p>
12	Westwind Barn Improvement Paddock and Landscape Projects (supporting Parks & Recreation)	JC/PW	<p>(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&amp;R Supervisor. Staff is waiting for WWB manager and P&amp;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. (8-17-18) Council rejected all bids received. Staff will re-evaluate the scope of the project and will present a recommendation for consideration. (10-19-18) Town received delivery of ECO Greengrids for paddock improvements and tentative schedule for installation is 10/29/2018. (10-25-18) Town crew completed rehabilitation of one horse paddock using the Green Ecogrid panels. (11-2-18) Town crews began installation of the second paddock (pilot project). (11-9-18) Town staff completed the installation of the second paddock.</p>
13	Pathway Impact Fee Study	PW	<p>(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. (10-19-18) Staff scheduled to meet with Matrix (Consultant) to discuss details of the report. (11-30-18) Staff is reviewing the draft report prepared by the consultant. (12-7-18) Staff has provided comments to the consultant and revisions will be submitted for review by 12/17. (2-22-19) Staff will introduce the draft Pathway Fee Study at the Pathway Committee meeting scheduled for 2-25-18. (3-1-19) Staff will coordinate with CAO and consultant to address questions regarding the draft Pathway Fee Study.</p>

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14	Maintenance Work of the Week	PW	<p>(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. (8-17-18) Staff is working will be soliciting quotes for herbicide spraying based on the OSC's stinkwort survey map of the town's roadway system. Staff will present quotes for consideration by 8/24. (8-24-18) Staff received a quote for the herbicide spraying and a tentative start date of 9-17-18. Staff will prepare and mail notification letters by 8-29-18. (9-14-18) Staff confirmed with contractor that stinkwort spraying will begin on 9-17-18. (9-21-18) Contractor completed spraying on 9-19-18. (12-7-18) Town crew removed and replaced asphalt at Tapa Way and Moody Road (bridge approaches) to rebuild the settled pavement. Excess asphalt was used to install curb along La Cresta Drive to address soil erosion as well as filled various potholes on various locations. (1-11-18) Town crew responded to several downed trees during the last storm event. The town received delivery of the newly purchased tractor mower. (1-18-19) Early in the week, DPW engineers conducted visual inspection of know hotspot areas in anticipation of the heavy rains predicted. Town crew cleared catch basins and swept known areas of ponding. Town crew members were onsite during the heavy rain storms on 1-16-19 and responded to several downed-tree calls and assisted in the Taafe Road closure due to a downed PG&amp;E line. Crew members followed up with cleaning and clearing roadways on 1-17-2019. (2-22-19) Town crew responded to a call from the sherriff department regarding a vehicle accident due to black ice at or near Page Mill Road and Moon Lane. Town crew salted the roadway and set up caution signs along Page Mill Road. Town crew and engineers continue to monitor roadway conditions.</p>

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<b>Sewer and Stormwater Report</b>			
<b>1</b>	<b>Sewer Operations</b>	PW	<p>(1-11-18) 2017 October O&amp;M summary is attached. (1-26-18) 2017 November O&amp;M summary is attached. (2/12/18) Three bids received for Page Mill emergency repairs. (2-16-18) 2017 August progress report is attached; City Council approved a sewer repair project at the 2/15/18 Council Meeting (3-2-18) The CC approved Emergency Repair project is completed. (4-13-18) 2017 December O&amp;M summary and 2018 January O&amp;M summary are attached. (5-4-18) 2017 September and October progress reports are attached. (5-11-18) Staff has started working with NBS on the Tax Roll Assessment that will be brought to City Council in June. (5-25-18) 2018 February and March O&amp;M summary are attached. (6-15-18) 2018 April O&amp;M summary is attached. (6-22-18) City Council adopted the resolution for collection of sewer service charges through the County Tax Roll Assessment. (7-20-18) City Council adopted the resolution authorizing the City Manager to accept the second amendment for WBSD Maintenance Services. (7-27-18) Staff is working with WBSD on the O&amp;M plan. WBSD will present the second amendment to the District Board on August 8. (8-3-18) May and June 2018 O&amp;M summaries are attached. (8-10-18) Town staff is scheduled to meet with WBSD staff on 8-13-18 to discuss the scope of the second amendment to the Maintenance Service Agreement. (8-17-18) Town received the signed second amendment to the Maintenance Service Agreement from WBSD and will return a fully executed agreement for their files. Staff met with WBSD staff to discuss the scope of work for the maintenance agreement. Staff certified "No-Spill" reports for the months of June and July. (8-24-18) Staff met with WBSD to discuss the short and long-term O&amp;M and CCTV inspection plan. (8-31-18) July 2018 O&amp;M summary is attached. (10-19-18) Staff is reviewing the draft Year-End Report prepared by VWHA. Staff is reviewing draft August and September WBSD invoices. Staff certified "No Spill" reports for August and September. (11-9-18) Staff met with WBSD to discuss potential manhole lid replacements, comments on the August invoice, importing root foam data on Lucity, current maintenance progress and reassignment of several HFC segments to the PM maintenance. (11-15-18) Staff received a quote for the manhole lid replacements and will evaluate the feasibility of implementation (i.e. appropriate sizing). (11-30-18) 2018 August O&amp;M summary is attached. (12-7-18) Staff is scheduled to meet with WBSD the week of 12/10 to discuss various O&amp;M items. (1-11-18) Staff is reviewing the revised August invoice provided by WBSD. Staff will begin review on September invoice once the August invoice is finalized. (1-18-19) Staff certified the December "No-Spill" report and updated the CIWQS Questionnaire. Pump No. 2 sent out failure alarms during the heavy rain storm on 1-16-19 and town crew coordinated with WBSD to get the pump back in service. (1-25-19) Town staff and contractor responded to a report of an SSO at 11545 Crestridge Drive. SSO occurred at a manhole that is not currently shown on maps and town has reached out to Los Altos and Santa Clara County for record maps and development maps. (1-31-19) Kaho Kong joined the Town to fill the Senior Engineer vacancy. Staff met with West Valley Sanitation District Staff to discuss the District's operation and maintenance program including the utilization of Lucity and GIS. Staff posted the updated August Progress Report from WBSD. Staff completed the SSO investigation and will be submitting the SSO report on CIWQS. (2-22-19) September 2018 O&amp;M summary is attached. Staff is scheduled to meet with WBSD the week of 2-25-19. (3-1-19) Staff met with WBSD to discuss the progress, timing, and accuracy of the monthly progress reports. WBSD stated that they would like the town to consider replacing large and heavy manholes lids at which point staff asked for an inventory and list of the proposed manhole lid replacements. Staff also discussed the overall Sewer Maintenance Program and Lucity Database with WBSD. Staff certified the Category 3 SSO report at 11625 Par Avenue.</p>

Tasks	Project Name	Project Manager	Latest Status
2	<b>Wet weather flow monitoring</b>	PW	<p>(12-19-14) Due to the amount of wet weather we had recently, there is an opportunity to obtain good wet season sewer flow data. Staff will propose to obtain approval for the City Manger to authorize flow meter installation prior to a storm event. (1-9-15) Staff will be requesting Council approval at the January meeting. (1-16-15) Council authorized City Manager to execute necessary agreements for flow meter installation. (1-15-16) Staff and consultant monitoring the weather for flow meter installation. (1-22-16) Flowmeters will be installed end of January but monitoring period will begin at the start of a significant rain event. (1-28-16) Meter installation in progress. (2-5-16) Meters have been installed. (2-12-16) Staff continues to monitor weather forecast. (3-11-16) Flow monitoring in progress. (4-8-16) Consultants removed the flowmeters and are downloading the data. (5-6-16) Staff should be receiving flow data for review within two weeks. (5-27-16) Staff following up with consultant to check on the status of the flow data. (6-3-16) Staff received draft flow data from the consultant for review. Consultant working on report. (6-16-16) Staff received draft report for review. (7-29-16) Consultant working on finalizing the report to incorporate Town comments. (8-5-16) Consultant is scheduled to submit the final report on 8-12. (8-12-16) Consultant submitted the final report on 8-8. (8-19-16) Final Flow Monitoring and Inflow-Infiltration report is attached. Data from the report will be used for the Sanitary Sewer Master Plan development. Staff also reviewing the report for average residential flow and analyzing inflow-infiltration issues to be addressed. (1-20-2017) VWHA completed their effort to estimate average daily flow using the 2016 flow monitoring data. Staff is reviewing the preliminary report prior to discussion with the Cities of Los Altos and Palo Alto. (2-3-2017) At the request of the vice-chair, the preliminary report was sent to Finance and Investment Committee for review. (6-16-17) Staff still has not received comments from the Cities. However, since water consumption data is going to be used as the primary data to calibrate the hydraulic model after meeting with the master plan team, VWHA is going amend the average flow calculation based on water consumption data. (8-4-2017) VWHA provided an updated draft average flow calculation technical memo. Staff provided the updated draft to Vice Chair of FIC. (12-1-2017) Staff had discussions with Los Altos and Palo Alto about the flow monitoring report and will resume discussions later. (4-6-2018) Staff instructed VWHA to update the flow monitoring report per discussions with LA and PA to include the water consumption data through 3/31/2018.</p>
3	<b>2018 Sanitary Sewer Repair and Replacement Project</b>	PW	<p>(2-2-18) Staff has began the review and work with consultants for CIP project list. (5-11/18) Staff has finalized the CIP list and will bring the specifications for Council approval at at the May Council Meeting. (5/18/2018) Council approved Bid Specifications and authorized staff to advertise 2018 Sewer Repair and Rehab Project. (6-1-18) Prebid Meeting was held on 6/1/18 (6/5/18) Four bids were received, staff will evaluate the bid result and bring it to June City Council meeting (6-22-18) Staff Requested to continue the bid Award to July 2018 Council meeting. (7-20-18) City Council adopted the resolution rejecting all bids and authorizing staff to advertise for bids. (8-10-18) Town received three (3) bids and will prepare staff report recommending award of contract. (8-17-18) Council approved staff's recommendation to award the contract to C2R Engineering. Staff will schedule a pre-construction meeting for the week of September 4. Staff will solicit bids for inspection services for this project. Staff will coordinate to ensure that there are no conflicts with the pavement rehabilitation project. (8-24-18) Staff transmitted the award of contract to C2R Engineering. Staff met internally to coordinate the construction schedules for the pavement and sewer CIP to avoid potential conflicts. (9-14-18) Staff has scheduled a pre-construction meeting for 9-20-18 with a tentative start date of 9-24-18. (9-21-18) C2R will begin sewer CIP on 9-24-18. Staff will update the locations shown on the town website based on the contractor's schedule. (10-19-18) Contractor completed CCTV validation of CIP segments. Town received the County encroachment permit for one of the repair segments. (10-26-18) The project is 63% complete. (11-9-18) Staff anticipates completion of the CIP project by 11-21-18. (11-30-18) Contractor has completed the base project and will be completing one additional segment (CCO) weather-permitting. (1-18-19) Contractor completed base project and CCOs on 12/13/18 and will be submitting post-construction CCTV inspection videos for staff review.</p>

## BUILDING PERMITS ISSUED

Permits Issued	2019 Feb	18-19 YTD	2018 Feb	17-18 YTD	2017 Feb	16-17 YTD
New Residence	0	13	1	2	0	20
Second Unit	0	2	1	1	0	5
Addition	0	4	2	8	1	19
Interior Remodel	2	28	4	26	10	47
Pool	0	13	0	7	0	9
EV charger	1	15	5	13	3	15
Solar	6	29	1	22	5	46
Water Heater	1	11	3	13	0	18
Re-Roof	0	22	4	19	0	41
Sewer related	3	11	0	0	0	1
Miscellaneous	5	117	26	119	16	142
<b>Total Permits Issued</b>	<b>18</b>	<b>262</b>	<b>47</b>	<b>230</b>	<b>35</b>	<b>363</b>
<b>Total Valuation</b>	<b>\$615,431</b>	<b>\$30,623,084</b>	<b>\$4,667,172</b>	<b>\$41,160,886</b>	<b>\$2,030,411</b>	<b>\$31,035,887</b>

## SITE DEVELOPMENT AND ZONING PERMITS APPROVED

Permits Issued	2019 Feb	18-19 YTD	2018 Feb	17-18 YTD	2017 Feb	16-17 YTD
New Residence	1	13	2	7	0	11
Second Unit	0	7	0	5	0	5
Addition	2	12	4	9	1	12
Fence/Gates	1	6	0	21	2	12
Landscape	3	10	0	20	1	18
Pool	1	12	1	5	0	10
Other	4	24	3	20	2	28
<b>Total Permits Issued</b>	<b>12</b>	<b>84</b>	<b>10</b>	<b>87</b>	<b>6</b>	<b>96</b>



**Santa Clara County Office of the Sheriff**  
**Weekly Activity Summary**  
**2/18/2019 – 2/24/2019**  
**LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
2/19	L3	Non-Injury Collision	Occurred at 6:31 AM at Page Mill Road and Moon Lane.
2/22	L3	Residential Burglary	Between 7:05 PM and 7:20 PM, unknown suspect(s) entered a residence in the 28000 block of Arastradero Road by breaking a rear sliding glass door. It is unknown if anything was taken from the residence.

DATE/TIME	BEAT	EVENT	PRIORITY LEVEL	RESPONSE TIME	TYPE	LOCATION	INFORMATION
<b>DISTURBANCES</b>							
2/20/2019 12:21	L3	19-051-0251	2	9m 53s	415	OLD PAGE MILL RD @ PAGE MILL RD	INVESTIGATED
2/20/2019 23:03	L1	19-051-0571	2	9m 22s	415F	BURKE RD @ CHAPIN RD	INVESTIGATED
<b>BURGLARIES</b>							
2/22/2019 19:41	L3	19-053-0434	3	13m 25s	459	ARASTRADERO RD @ LIDDICOAT DR	INVESTIGATED
2/22/2019 19:43	L3	19-053-0435			459	ARASTRADERO RD @ LIDDICOAT DR	INVESTIGATED
<b>PHONE THE OFFICE</b>							
2/18/2019 9:01	L2	19-049-0090			1021	71L1	COMPLETE
2/18/2019 9:52	L3	19-049-0115			1021	71L1	COMPLETE
2/20/2019 16:58	L1	19-051-0434			1021	81L1	COMPLETE
2/21/2019 12:31	L1	19-052-0250			1021	71L1	COMPLETE
2/21/2019 19:45	L1	19-052-0444			1021	81L1	COMPLETE

**SUSPICIOUS PERSONS**

2/20/2019 8:17	L3	19-051-0096			1066	PAGE MILL RD @ PASEO DEL ROBLE	INVESTIGATED
2/21/2019 14:22	L6	19-052-0313			1066	W LOYOLA DR @ EASTBROOK AV	INVESTIGATED
2/22/2019 21:28	L2	19-053-0469	2	11m 15s	1066	CASA MIA WY @ SUMMERHILL AV	INVESTIGATED
2/23/2019 16:59	L1	19-054-0295	3	8m 0s	1066	EUCALYPTUS LN @ MANUELLA RD	INVESTIGATED

**TRAFFIC HAZARD**

2/20/2019 8:45	L3	19-051-0112			1125	PAGE MILL RD @ ARASTRADERO RD	INVESTIGATED
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**SUSPICIOUS VEHICLES**

2/18/2019 15:13	L4	19-049-0239			1154	LA LOMA DR @ PROSPECT AV	INVESTIGATED
2/18/2019 16:44	L1	19-049-0282			1154	FREMONT RD @ FREMONT PINES LN	INVESTIGATED
2/21/2019 10:34	L2	19-052-0178	3	12m 23s	1154	MIRALOMA WY @ SUMMERHILL AV	INVESTIGATED
2/21/2019 22:20	L4	19-052-0486			1154	BRIONES WY @ ALTAMONT RD	INVESTIGATED
2/23/2019 16:45	L2	19-054-0289			1154	MAGDALENA RD @ I-280	INVESTIGATED
2/23/2019 20:28	L3	19-054-0371			1154	ELENA RD @ ROBLEDA RD	INVESTIGATED
2/23/2019 22:35	L5	19-054-0425			1154	STONEBROOK DR @ OAK KNOLL CL	INVESTIGATED
2/18/2019 21:48	L3	19-049-0419			1154OC	OLD PAGE MILL RD @ GERTH LN	INVESTIGATED
2/21/2019 19:01	L1	19-052-0429			1154OC	ANACAPA DR @ VISCAINO RD	INVESTIGATED

**TRAFFIC COLLISION**

2/19/2019 6:31	L3	19-050-0061			1182	PAGE MILL RD @ MOON LN	INVESTIGATED
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**VEHICLE STOPS**

2/18/2019 16:55	L1	19-049-0288			1195	FREMONT RD @ LA PALOMA RD	WARNING ISSUED
2/18/2019 20:56	L3	19-049-0391			1195	ARASTRADERO RD @ TWIN OAKS CT	WARNING ISSUED
2/18/2019 21:58	L3	19-049-0421			1195	PAGE MILL RD @ I-280	WARNING ISSUED
2/19/2019 16:57	L1	19-050-0407			1195	I-280 @ EL MONTE RD	CITATION ISSUED
2/20/2019 10:10	L3	19-051-0171			1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
2/20/2019 10:20	L1	19-051-0181			1195	RHODA DR @ PURISSIMA RD	CITATION ISSUED
2/20/2019 16:17	L3	19-051-0410			1195	I-280 @ PAGE MILL RD	CITATION ISSUED
2/20/2019 16:36	L3	19-051-0416			1195	I-280 @ PAGE MILL RD	CITATION ISSUED
2/21/2019 8:45	L2	19-052-0108			1195	MAGDALENA RD @ I-280	CITATION ISSUED

2/21/2019 8:49	L1	19-052-0110			1195	ARASTRADERO RD @ PURISSIMA RD	CITATION ISSUED
2/21/2019 9:00	L2	19-052-0116			1195	MAGDALENA RD @ I-280	CITATION ISSUED
2/21/2019 9:11	L3	19-052-0124			1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
2/21/2019 9:26	L1	19-052-0138			1195	ARASTRADERO RD @ PURISSIMA RD	CITATION ISSUED
2/21/2019 14:13	L2	19-052-0307			1195	I-280 @ MAGDALENA RD	CITATION ISSUED
2/21/2019 14:45	L2	19-052-0326			1195	MAGDALENA RD @ I-280	CITATION ISSUED
2/21/2019 15:12	L2	19-052-0337			1195	MAGDALENA RD @ I-280	CITATION ISSUED
2/21/2019 17:19	L1	19-052-0398			1195	FREMONT RD @ CONCEPCION RD	CITATION ISSUED
2/21/2019 22:38	L3	19-052-0489			1195	PAGE MILL RD @ ARASTRADERO RD	WARNING ISSUED
2/21/2019 23:43	L3	19-052-0502			1195	PAGE MILL RD @ I-280	WARNING ISSUED
2/22/2019 17:08	L5	19-053-0360			1195	STONEBROOK CT @ STONEBROOK DR	WARNING ISSUED
2/22/2019 18:19	L5	19-053-0395			1195	STONEBROOK DR @ EL MONTE RD	WARNING ISSUED
2/23/2019 9:37	L1	19-054-0107			1195	ROBLEDA RD @ CHAPIN RD	WARNING ISSUED
2/23/2019 12:52	L3	19-054-0205			1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
2/23/2019 13:05	L1	19-054-0209			1195	PURISSIMA RD @ ARASTRADERO RD	CITATION ISSUED
2/23/2019 16:55	L1	19-054-0291			1195	EL MONTE RD @ I-280	WARNING ISSUED
2/23/2019 22:59	L3	19-054-0436			1195	PAGE MILL RD @ ARASTRADERO RD	WARNING ISSUED
2/24/2019 14:05	L2	19-055-0248			1195	I-280 @ MAGDALENA RD	WARNING ISSUED
2/24/2019 15:08	L2	19-055-0275			1195	I-280 @ MAGDALENA RD	WARNING ISSUED
2/24/2019 20:20	L3	19-055-0366			1195	I-280 @ PAGE MILL RD	WARNING ISSUED

#### PARKING VIOLATIONS

2/18/2019 13:20	L4	19-049-0195	3	17m 14s	22500	FRANCEMONT DR @ MOODY RD	CITATION ISSUED
2/19/2019 12:24	L4	19-050-0247			22500	ALTAMONT RD @ NATOMA RD	INVESTIGATED

#### ALARM CALLS

2/22/2019 10:37	L3	19-053-0175			1033	ALMADEN CT @ ALTAMONT RD	CANCELLED
2/18/2019 16:33	L1	19-049-0278	2	14m 46s	1033A	FREMONT RD @ FREMONT PINES LN	FALSE ALARM
2/18/2019 19:43	L5	19-049-0351	2	20m 8s	1033A	OLIVE TREE LN @ BLANDOR WY	FALSE ALARM
2/18/2019 23:47	L1	19-049-0469	2	14m 51s	1033A	ESPERANZA DR @ CONCEPCION RD	FALSE ALARM
2/20/2019 10:26	L3	19-051-0185	2	8m 24s	1033A	TAAFFE RD @ DEZAHARA WY	FALSE ALARM
2/20/2019 16:03	L5	19-051-0400			1033A	OLIVE TREE LN @ BLANDOR WY	CANCELLED
2/21/2019 6:15	L1	19-052-0060	2	13m 29s	1033A	CATHARINE CT @ DONELSON PL	FALSE ALARM

2/21/2019 7:40	L5	19-052-0081	2	23m 21s	1033A	OLIVE TREE LN @ BLANDOR WY	FALSE ALARM
2/21/2019 11:27	L1	19-052-0209	2	13m 44s	1033A	ESTACADA DR @ MANUELLA RD	FALSE ALARM
2/21/2019 12:19	L1	19-052-0240	2	6m 5s	1033A	ALTO VERDE LN @ CONCEPCION RD	FALSE ALARM
2/21/2019 12:40	L1	19-052-0259			1033A	ALTO VERDE LN @ CONCEPCION RD	CANCELLED
2/22/2019 16:39	L3	19-053-0339			1033A	FAWN CREEK CT @ PAGE MILL RD	CANCELLED
2/23/2019 10:02	L2	19-054-0117	2	3m 10s	1033A	BELLA LADERA DR @ AMIGOS CT	FALSE ALARM
2/23/2019 14:26	L1	19-054-0247	2	5m 41s	1033A	MIRANDA RD @ ESTACADA DR	FALSE ALARM
2/24/2019 13:10	L2	19-055-0228	2	6m 27s	1033A	HILLTOP DR @ HILLVIEW RD	FALSE ALARM
2/24/2019 18:10	L1	19-055-0323	2	13m 0s	1033A	PALO HILLS DR @ FREMONT RD	FALSE ALARM
2/24/2019 22:32	L3	19-055-0417	3	5m 16s	1033A	GIGLI CT @ ELENA RD	FALSE ALARM
2/22/2019 17:24	L1	19-053-0369	2	15m 27s	1033C	FREMONT RD @ CONCEPCION RD	FALSE ALARM

**ANIMAL COMPLAINT**

2/24/2019 12:09	L5	19-055-0197	2	25m 46s	1091E	CAMINO HERMOSO @ EL CAMINITO RD	INVESTIGATED
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9-1-1

**ABANDONED CALLS**

2/21/2019 21:32	L3	19-052-0475			911ABN	COUNTRY WY @ THREE FORKS LN	INVESTIGATED
2/20/2019 11:02	L3	19-051-0205			911CEL	ARASTRADERO RD @ I-280	INVESTIGATED
2/20/2019 20:05	L3	19-051-0527			911UNK	DUVAL WY @ ROBLEDA RD	INVESTIGATED
2/21/2019 15:50	L3	19-052-0349	2	13m 9s	911UNK	COUNTRY WY @ THREE FORKS LN	INVESTIGATED
2/21/2019 18:30	L3	19-052-0418	2	9m 53s	911UNK	WINDSOR CT @ BLACK MOUNTAIN RD	INVESTIGATED

**ATTEMPT TO OVERTAKE**

2/24/2019 6:05	L1	19-055-0070			ATO	I-280 @ EL MONTE RD	COMPLETE
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COUNTY

**ORDINANCE VIOLATION**

2/18/2019 9:23	L1	19-049-0103	3	12m 28s	CO ORD	MIRANDA CT @ MIRANDA RD	INVESTIGATED
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**CIVIL STANDY BYS**

2/20/2019 23:29	L2	19-051-0576	3	14m 35s	CSB	CASA MIA WY @ SUMMERHILL AV	COMPLETE
2/22/2019 20:13	L2	19-053-0449	3	35m 41s	CSB	CASA MIA WY @ SUMMERHILL AV	COMPLETE

**FLAG DOWN**

2/21/2019 9:02	L3	19-052-0117			FD	STIRRUP WY @ ARASTRADERO RD	INVESTIGATED
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<b>FOUND PROPERTY</b>							
2/19/2019 12:55	L4	19-050-0266			FNDPRP	ALTAMONT RD @ NATOMA RD	INVESTIGATED
<b>FOLLOW UP</b>							
2/20/2019 8:48	L2	19-051-0116			FU	CASA MIA WY @ SUMMERHILL AV	COMPLETE
<b>INFORMATION ONLY</b>							
2/18/2019 2:02	L3	19-049-0021			INFO	VIA VENTANA @ PAGE MILL RD	INFORMATION GIVEN
2/18/2019 6:04	L5	19-049-0050			INFO	JABIL LN @ MAGDALENA RD	INFORMATION GIVEN
2/18/2019 16:21	L1	19-049-0274			INFO	GINNY LN @ PURISSIMA RD	INFORMATION GIVEN
2/18/2019 18:26	L2	19-049-0320			INFO	HILLTOP DR @ HILLVIEW RD	INFORMATION GIVEN
2/19/2019 12:07	L1	19-050-0232			INFO	ROBLEDA RD @ ATHERTON CT	INFORMATION GIVEN
2/20/2019 19:56	L5	19-051-0524			INFO	OAK KNOLL CL @ STONEBROOK DR	INFORMATION GIVEN
2/21/2019 13:40	L3	19-052-0292			INFO	EL MONTE RD @ STONEBROOK DR	INFORMATION GIVEN
2/22/2019 10:48	L1	19-053-0181			INFO	FREMONT RD @ BARTON CT	INFORMATION GIVEN
2/22/2019 11:00	L2	19-053-0186			INFO	MAGDALENA RD @ I-280	INFORMATION GIVEN
2/24/2019 9:20	L5	19-055-0116			INFO	EL MONTE RD @ MOODY RD	INFORMATION GIVEN
2/24/2019 21:33	L3	19-055-0399			INFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN
<b>MUNICIPAL CODE VIOLATION</b>							
2/23/2019 15:29	L1	19-054-0262	3	9m 20s	MUNI	WESTWIND WY @ CONCEPCION RD	INVESTIGATED
<b>PATROL CHECKS</b>							
2/23/2019 13:07	L4	19-054-0211			PATCHK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
2/19/2019 4:22	L5	19-050-0054			PATCK	MAGDALENA RD @ ALBERTSWORTH LN	CITATION ISSUED
2/21/2019 0:24	L1	19-052-0005			PATCK	PURISSIMA RD @ SAMUEL LN	COMPLETE
2/22/2019 1:24	L3	19-053-0019			PATCK	EL MONTE RD @ STONEBROOK DR	COMPLETE
2/23/2019 2:13	L3	19-054-0037			PATCK	PAGE MILL RD @ ARASTRADERO RD	CITATION ISSUED
2/23/2019 17:47	L1	19-054-0314			PATCK	FREMONT RD @ LA PALOMA RD	COMPLETE
2/24/2019 3:16	L5	19-055-0048			PATCK	EASTBROOK AV @ MAGDALENA AV	COMPLETE
2/24/2019 9:08	L1	19-055-0107			PATCK	PURISSIMA RD @ VISCAINO RD	COMPLETE
2/24/2019 10:29	L4	19-055-0141			PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
2/24/2019 15:16	L3	19-055-0278			PATCK	PAGE MILL RD @ ARASTRADERO RD	COMPLETE

						<b>SPECIAL ASSIGNMENT</b>		
2/21/2019 17:45	L1	19-052-0404			SA	FREMONT RD @ CONCEPCION RD		COMPLETE
						<b>STRANDED MOTORIST</b>		
2/23/2019 15:18	L1	19-054-0258			STRAND	I-280 @ EL MONTE RD		INVESTIGATED
						<b>SUSPICIOUS CIRCUMSTANCES</b>		
2/19/2019 17:11	L1	19-050-0414	3	12m 32s	SUSCIR	LA CRESTA DR @ NINA PL		INVESTIGATED
						<b>WELFARE CHECKS</b>		
2/20/2019 7:42	L3	19-051-0075	3	15m 38s	WELCK	PAGE MILL RD @ FAWN CREEK CT		COMPLETE
2/22/2019 16:41	L5	19-053-0341	3	21m 50s	WELCK	STONEBROOK CT @ STONEBROOK DR		COMPLETE

**Note:** The target response time for priority level 1 calls is 9 minutes, for priority level 2 calls it is 14 minutes, and for priority level 3 calls it is 25 minutes. Response times are only available for some calls for service and not for self-initiated activity.