



Town Manager's Report for July 20 - 24, 2015

Planning/ Building/ Engineering Update:

The City **Engineer's Report** is attached. Items in red text note changes in project status from last week.

The Town's Consulting geologist conducted a geotechnical recon and evaluation of **Sherlock Road** in response to Fire Department concerns that the road was unstable. According to the attached geologist letter, Sherlock Road is not in imminent danger of failure. However, implementation of a street maintenance plan is recommended to prevent road failure in the future. Sherlock Road is a privately owned and maintained road.

The June 2015 Acterra status report for the Byrne Preserve restoration and vegetation management plan is attached.

The following project was approved at the July 21 **Fast Track hearing**:

- A new residence with basement and a pool on property at **27470 Black Mountain Road** – no neighbors were in attendance

The following project was approved at the July 21 **Site Development** hearing:

- A pool and landscape screening plan for a new residence under construction at **14241 Miranda Road** – one neighbor was in attendance and expressed concern about the proximity of proposed planting to the common property line and potential obstruction of view. Written comments were received from another neighbor who expressed the same concerns. Following discussion, conditions were added restricting the height of vegetation to 10 feet at maturity and requiring planting to be a minimum of four feet (shrubs) and ten feet (trees) from the property lines.

The **Planning Commission** took the following actions at its July 23 special meeting:

- Approved Variances for setbacks and parking, and a Conditional Development Permit for an addition to an existing residence at **25531 Fremont Road**
- Approved a landscape screening plan for a new residence under construction at **26991 Taaffe Road**
- Approved a Variance for parking in the setback and a Conditional Development Permit for an addition to an existing residence at **25711 Deerfield Drive**

Two planning & building department customer service comment cards were received this week and are attached.

Public Safety Update:

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

Administrative Services Update:

Administrative Services Department will continue to focus on year-end closing and preparing for the final audit scheduled for September 29th.

Parks and Recreation Update:

Vines and Wines met Tuesday, July 21st at 10:00am in the kitchen. Staff drafted a letter reviewed by the Committee to mail/drop off at vineyards and/or winemakers in Los Altos Hills. These will be printed and mailed/pickup on Monday, July 27th.

Cantabile Youth Singer's Camp is finished their final third week of camp Friday. Updated photos from their concert can be viewed here:
<https://www.facebook.com/media/set/?set=a.10152586278417609.1073741885.114351562608&type=3>

Ohlone Camp will start Monday, July 27th and run until Friday, July 31st. The teepee will be setup in Byrne Preserve on Monday morning and be removed on Friday afternoon.

Staff met with **Acterra** to discuss the Santa Clara County Water District Grant and partnering with Acterra for rain barrel projects at Town Hall, Westwind Community Barn and/or Purissima Park.

The **Los Altos Hills Hoedown** is scheduled for Saturday, September 12th from 3:00-8:00pm. Attached please find the event flyer.

If you have any questions or comments feel free to e-mail or call.

Carl

Last Updated on 7/23/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
1	I-280/Page Mill Interchange	<p>(1-9-15) County and Town staff to meet end of January to continue discussions. (1-16-15) County working on recommendations for Park n Ride, East side of I-280 and West side of I-280. (1-23-15) Staff met with County to discuss progress. County preparing to complete their proposal for the interchange and Page Mill/Oregon expressway. County staff to provide update to Council at the February meeting. (1-28-15) Staff provided update to Traffic Safety Committee on the roundabout plan that County is refining and notified the committee that the County will present an update at the February Council meeting. (2-6-15) Staff attended meeting with County and Caltrans staff to discuss roundabout concept. Caltrans is concerned about timing of project. Caltrans is looking to see if there are any other interim measures that they can consider to address their safety concerns. Caltrans also provided comments on the traffic modeling done by the County's consultant. Consultant will review traffic model as requested by Caltrans staff. (2-13-15) County staff provided update at the February City Council meeting date. County staff to return in March to present proposed final concept plan. (2-27-15) Staff working with County staff on March presentation to City Council. (3-5-15) County presentation may be postponed to the April Council meeting. (3-20-15) County staff will present the updated plan of the Page Mill/I-280 interchange at the April Council meeting. County proposing traffic signal at Page Mill and Coyote Hill. (4-10-15) Town staff meeting with County staff to discuss upcoming Council presentation. (4-17-15) Town staff met with County staff and County requested to move their presentation to the June meeting as they need more time to address comments raised by the Town and members of the public. (5-8-15) County staff looking at the feasibility of switching the Caltrans maintenance yard with the Park n Ride facility. (6-5-15) Staff reviewing administrative draft from county. (6-12-15) County submitted Page Mill Road Expressway Corridor Study report. Staff reviewing. County to provide presentation at the June 18th Council meeting. (6-19-15) County staff presented the Page Mill Road Expressway Corridor Study report to council. Council requested County to discuss Park n Ride lot issues with Caltrans and Stanford, move forward with the process of widening Page Mill to six lanes and move forward with the interim measures to improve bicycle safety with new pavement markings. Comments from the public are due to the County by August 7, 2015.</p>

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Tasks	Project Name	Latest Status
2	El Monte Road Rehabilitation Project	<p>(8-29-14) Consultant working on design and CalTrans paperwork. Field review scheduled with CalTrans for September 19, 2014. (9-4-14) Staff and consultant working on environmental documents for CalTrans staff. (9-11-14) Field Review package sent to Caltrans for review. (9-19-14) Field review by CalTrans staff was conducted. Staff and consultant working on Caltrans paperwork. (11-6-14) E-76 package has been submitted to Caltrans. Documents being reviewed by Caltrans staff. (11-21-14) Caltrans has new requirement for a Quality Assurance Plan (QAP). Consultants working on revising the QAP. (12-5-14) Consultants working on additional technical memos required by Caltrans. (12-12-14) Caltrans reviewing documents. (12-19-14) Town received Caltrans NEPA-Categorical Exemption approval on 12-18-14. (1-9-15) Caltrans reviewing encroachment permit application. (1-16-15) Staff is clarifying some deadlines and escalating the encroachment permit issue to the Caltrans Encroachment Permit Office Chief. (1-23-15) Caltrans had comments on the E76 paperwork and Town consultants made revisions and resubmitted. (1-28-15) Caltrans local assistance forwarded the E76 request to Caltrans headquarters for approval. (2-6-15) Caltrans has more comments on paperwork. Town staff and consultant made necessary revisions and resubmitted to Caltrans for review. (2-13-15) E76 approval has been received from Caltrans. Project to be advertised end of February. Funds will need to be requested at the mid-year budget adjustment. (2-27-15) Project bid opening is scheduled for March 31. (3-5-15) Project has been advertised. (3-20-15) Project to be presented to Council at the March 31 meeting for award of contract. (4-3-15) Council authorized the award of construction contract. Staff confirming paperwork needed per Caltrans requirements. (4-10-15) Pre-construction meeting scheduled for 4/13. Staff reviewing bonds and insurance information from contractor. (4-17-15) Contractor working on project schedule for Town to review. (4-24-15) Contractor waiting for encroachment permit approval from Caltrans. Paving work may be done on the weekend. (5-8-15) Town staff trying to help the contractor secure approval of the Caltrans permit. (5-15-15) Caltrans permit for contractor has been obtained. Contractor to provide schedule for work. (5-22-15) Construction in progress. Work scheduled to be complete by early July. (5-29-15) Contractors working on curb ramps. (6-5-15) Some field adjustment being discussed for ADA requirements. (6-12-15) Contractor will be grinding pavement on 6/13/15. (6-19-15) Loop detector repair work in progress. Contractor will be paving on 6/20/15. (7-10-15) Paving work completed. Striping work in progress and push button modifications are required. (7-17-15) Contractors working on electrical push button work under force account since proposal could not be agreed upon. (7-23-15) Staff preparing punchlist with inspector.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
3	Miranda Road Path	<p>(12-19-14) Residents on Miranda Road are organizing to propose that a continuous path be built on the east side of Miranda. Staff met with residents to discuss options and to walk the road to layout possible path route. Staff reviewing estimate for budgeting purposes. (1-16-15) Staff provided feedback to the resident on Miranda. They will be presenting to Pathway Committee. (1-23-15) Staff provided information to Pathway Committee chair. (1-28-15) Staff to contact neighbors to discuss proposal and obtain quotes for contract document preparation. (2-6-15) Staff working on getting proposals from consultants to prepare contract bid documents. (2-27-15) Staff received two proposals and will request award of contact at the March City Council meeting. (3-5-15) Neighborhood representative has been notified of the upcoming request to Council for contract award to prepare bid documents. (3-20-15) Staff working on agreement language with proposed consultant. (3-27-15) Staff preparing revised agreement for consultant to sign. Authorization to award contract to be presented to Council at the March 30, 2015 meeting. (4-3-15) Council authorized the award of design contract. Staff sent revised agreement to consultant for signature. (4-10-15) Staff in process of obtaining signatures on the agreement. (4-17-15) Staff scheduling kick off meeting with consultants. (4-24-15) Staff, neighborhood coordinator and designers met at the site to discuss project. Designers will schedule the surveying work. (5-1-15) Design in progress. Staff had arborist look at an oak tree and based on poor form and location under power lines, design will proposed to remove the tree for the new path. (5-15-15) Pathway design in progress, draft pathway plans scheduled to be submitted to the Town week of 5-18-15 for review. (5-22-15) Draft plans have been received and sent to the neighborhood representative and pathway committee chair for comments. (5-29-15) Staff met with neighborhood representative to discuss comments on draft plans. Pathway committee to provide any comments they may have. (6-5-15) Staff to finalize review and provided comments to designer week of 6-8-15. (6-12-15) Pathway committee did not provide any comments on the preliminary design. Staff and neighborhood representative comments provided to designers. (6-19-15) Designers working on addressing comments provided by the Town. (7-10-15) Designers resubmitted revised plans. Staff sent to neighborhood representative and Pathway committee chair for comment. (7-17-15) Comments received from neighborhood representative, but still waiting for comments from pathway committee. Staff to provide comments to designer week of 7-20-15. (7-23-15) No comments provided by pathway committee. Staff comments provided to designers. Final documents to be submitted first week of August.</p>
4	O'Keefe Lane and Vista Serena Drainage (Creek Clearing)	<p>(5-17-13) Project awaiting funds. (11-21-14) Creek Clearing will required permits from Department of Fish and Game, Regional Water Quality Control Board, Army Corp. of Engineers, and perhaps other agencies. Staff continues to monitor and perform temporary mitigation.</p>

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Tasks	Project Name	Latest Status
5	Townwide Pathway and Roadway safety inspection program	<p>(10-4-13) For the month of September 2013, staff performed corrective action on 20 potential liability issues identified by routine inspections. (11-15-13) For the month of October 2013, staff performed corrective action on 40 potential liability issues identified by routine inspections.(1-3-14) For the month of December 2013, staff performed corrective action on 18 potential liability issues identified by routine inspections. (2-28-14) For the month of January 2014, staff performed corrective action on 13 potential liability issues identified by routine inspections. (3-7-14) For the month of February 2014, staff performed corrective action on 5 potential liability issues identified by routine inspections. (6-6-14) For the months of April and May 2014 staff performed corrective action on 27 potential liability issues identified by routine inspections. (8-29-14) For the month of June staff performed corrective action on 11 potential liability issues identified by routine inspections. (9-19-14) For the month of July and August staff performed corrective action on 44 potential liability issues identified by routine inspections. (10-24-14) For the month of September staff performed corrective action on 8 potential liability issues identified by routine inspections. (1-9-15) For the months of October to December staff performed corrective action on 8 potential liability issues identified by routine inspections.(2-13-15) For the month of January staff performed corrective action on 9 potential liability issues identified by routine inspections. (7-17-15) Staff training intern to perform inspections. (7-23-15) Intern doing inspections and working with field crew to address.</p>
6	Robleda Road Pathway (Fremont to Beatrice) (Project #4)	<p>(8-10-12) Permits have been received from various regulatory agencies. Waiting for funding. (11-21-14) Estimated project cost is over \$600,000. Staff had previously provided some additional signage and shifted the roadway slightly to increase the pathway width. Staff continues to look for possible grant funds. (1-23-15) Staff provided information to Pathway Committee chair. (3-5-17) Committee chair requested hard copies of the drawings for their use to discuss possible grant funding. Staff provided drawings.</p>

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Tasks	Project Name	Latest Status
7	Sewer Operations	<p>(7-25-14) Staff met with West Bay and provided Town system data. West Bay in the process of uploading the data to their system. Contract scheduled to begin August 1, 2014. (8-7-14) West Bay started work in Town. (9-11-14) Staff working on repair of pumps for dry-pit and emergency backup pumps. (10-17-14) Staff to meet with West Bay end of October to provide update on O&M. (11-21-14) West Bay performing cleaning and video work on problem areas based on historical data. Asset Management data from previous sewer contractor has been transferred to West Bay's asset management system. Draft report from consultant discussing sewer system being reviewed. (12-12-14) West Bay performing flushing and video work. They are concentrating on problem locations based on historical data and on lines that have not been cleaned for some time. West Bay has developed a hot spot list and will continue to adjust as more data is available. Staff still working out billing format, mapping, procedures, etc. with West Bay as is common with new contracts. Due to new permit requirement staff is working with a consultant through ABAG to update the Town's Overflow Emergency Response Plan (OERP) for the Sanitary Sewer Management Plan. Staff is reviewing the draft plan with West Bay and Regional Board staff to ensure compliance with new requirements. (12-19-14) West Bay provided minor comments on the draft OERP, staff working with consultant to finalize the document. (1-28-15) Staff discussing with West Bay a City Council update on sewer O&M status. (2-6-15) West Bay to provide update to Council at their March meeting. (2-19-15) The Town's OERP has been finalized. (3-20-15) Presentation of sewer Operation and Maintenance update will be made at the March 30 City Council meeting. (3-27-15) Staff working with West Bay to finalize their presentation to Council. (4-3-15) Presentation of O&M activities was provided at the March council meeting. December 2014 summary sheet is attached. January and February 2015 has not been approved. (4-10-15) Staff working with West Bay on O&M contract renewal. (4-24-15) Staff working with consultant and West Bay for contract renewal scope modifications. Staff proposing to present contract renewal to Council at their June meeting. The March 2015 summary of O&M activities is attached. (5-1-15) Staff and Town's consultant working with West Bay on a proposed three year agreement. The January and February 2015 summary of O&M activities is attached. (5-15-15) Staff continuing to work with West Bay and consultant on contract renewal. (6-5-15) Staff and Town's consultant discussing increased scope items to West Bay's contract. (6-12-15) Amendment to West Bay's agreement to increase scope of work and provide a three year extension to be presented to Council at their June meeting. (6-19-15) Council approved a three years extension to West Bay's contract. (7-10-15) Amendment to extend West Bay's contract has been sent for West Bay's review. The April 2015 summary of O&M activities is attached. (7-17-15) West Bay has approved the three year contract extension. Signatures being obtained. The May 2015 summary of O&M activities is attached.</p>
8	Wet weather flow monitoring	<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.</p>

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Tasks	Project Name	Latest Status
9	Erosion on Page Mill Road near Baleri Ranch Rd	<p>(10-17-14) Consultants are working on preliminary environmental work and expect to be completed by the end of October. After that, consultants will start taking a look at the initial project description and preliminary engineering studies. (11-14-14) Consultants completed the preliminary environmental work and is working on the preliminary design. Should have preliminary design completed by early December. (12-12-14) Consultants are a little behind schedule. Will try to catch up in the next few weeks. (12-19-14) Consultant provided preliminary design proposal and project description. Staff reviewing. (1-9-15) Staff provided comments and will set up conference call to discuss. (1-16-15) Staff discussed comments with consultant. Consultant will do some analysis and get back to staff. (2-6-15) Consultant submitted modified preliminary design for staff to review. (2-13-15) Staff provided comments to consultant. (2-27-15) Consultant prepared a Biological Assessment and the Wetlands Delineation Report. They are working on documents for permit applications to outside agencies. (3-5-15) Planning reviewing format for environmental document. (3-20-15) Format for environmental document is acceptable. Consultant will begin working on the CEQA documents. (3-27-15) Hydraulic analysis, Biological Assessment and the Wetlands Delineation Report have been completed. Consultants working on documents for permit application to regulatory agencies. (4-3-15) Consultant submitted project description for environmental document. Staff to review. (4-24-15) Consultant prepared permit applications for submittal. Staff reviewing permit applications for outside regulatory agencies. (5-1-15) Staff provided comments on applications. Consultant finalizing application for Town signature. (5-8-15) Applications to regulatory agencies have been submitted for review. (5-22-15) Comments from Regional Water Quality Control Board received. Consultants working on addressing comments and continuing to work on CEQA documents. (5-29-15) Still waiting for comments from other agencies. (7-23-15) Consultant prepared revised vegetation plan to address RWQCB comments for incorporation into CEQA document.</p>
10		
11	VTA Bicycle Expenditure Plan applications	<p>(12-14-12) Staff to work on application to add Nicholson Path Extension and Fremont Road Bike path phase 2 to the Bicycle Expenditure Plan. Applications due 1-31-13. (2-1-13) Applications have been submitted and received by VTA. (3-22-13) Staff provided supplemental information to VTA regarding Hale Creek Path in an effort to secure additional points to qualify to be in the BEP. (4-3-13) All submitted projects were approved to be added to the new BEP. (4-11-13) Hale Creek path and Fremont Road Safe Route to School phase 2 are now on the BEP.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
12	Annual Tree Inspection	<p>(5-24-13) Town consulting arborist in process of performing Townwide tree inspections. (6-28-13) Approximately 70% complete. Overall inspections look good so far. (7-5-13) Draft report has been submitted. Staff to review. (7-26-13) Consultant finalizing report. (8-16-13) Consultant submitted finalized report. Staff reviewing. (8-30-13) Staff met with consultant to discuss comments. Consultant to revise and resubmit. (9-13-13) Consultant resubmitted revised reports. Staff reviewing. (9-19-13) Staff verifying addresses to send maintenance letters out to residents. (10-11-13) Letters in process of being sent. (10-18-13) Letters to residents requesting that they perform recommended tree work have been sent. (11-22-13) All priority 1 trees have been addressed except for 1 that will be evaluated by the end of the month. (12-13-13) Priority 1 trees have been addressed. Another assessment will be conducted in 2014. (5-23-14) Consultant working on proposal for 2014 annual tree survey. (6-6-14) Agreement being executed. (6-20-14) Work in progress. (7-3-14) Draft reports for Town facilities under review. (7-11-14) Street tree work in progress. Staff requested additional information from consultant for Town facilities. (7-18-14) Draft tree list has been provided to staff for review. Consultant working on finalizing the reports. (9-4-14) Report has been finalized. Staff sending letters to property owner and getting proposals for work on Town properties. (9-26-14) Letters have been sent to property owners. Staff working with property owners to clarify requirements and locate trees. (10-31-14) Property owners have been cooperative in performing tree work. Many are getting assistance from the Fire District program. (11-14-14) Staff working on sending out a second round of notices to property owners with copy to fire district. (12-5-14) Staff met with fire district regarding dead pine trees and other at risk trees. Fire district requested Town staff to send letters out to property owners. Staff working on sending out additional letters. (12-12-14) Letters for dead pine trees have been sent with copies to the Fire District. (12-19-14) Tree removal letters have been received. Per discussion with residents, Fire district is providing assistance with the removals, however the district's contractor needs additional time to do the work. (1-9-15) Staff continuing to work with Fire District to verify which trees they can provide assistance. (4-24-15) Staff working on agreement with arborist for the 2015 Townwide tree survey. (5-1-15) Agreement sent to consultant for signature. (5-15-15) Agreement has been executed. Staff to authorized consultant to begin. (5-22-15) Consultant scheduling work. (6-19-15) Work in progress. Draft report should be received in July.</p>

Last Updated on 7/23/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
13	El Monte/I-280 interchange	Traffic Safety Committee had some concerns about the stop sign and alignment of the northbound El Monte/I-280 off-ramp. Staff contact CalTrans to discuss. The Stop sign was requested by the Town in 2003, however, there is still a high number of accidents. Town staff worked with CalTrans to improve the safety concern. CalTrans requested funds under their SHOPP program and \$1.2 million was approved to realign the off-ramp so that it comes in more perpendicular to El Monte. TSC supports the proposed realignment. (3-1-13) Tentative schedule is to do the design in 2015 and construct in 2016/2017. (8-22-14) Project study report has been provided by CalTrans. Staff reviewing. (8-29-14) Staff to provide update at an upcoming City Council meeting. (9-19-14) Staff to provided an update to council. Any proposed construction would not likely begin until 2017. (9-26-14) Staff provided update to Traffic Safety Committee. (10-17-14) Staff provided an update to City Council at the 10-16-2014 meeting. (3-27-15) Caltrans has this project scheduled for construction in 2017. Staff trying to get more details from Caltrans. (4-3-15) Caltrans working on paperwork to begin design work. Per Caltrans, construction is still scheduled for 2017.

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Tasks	Project Name	Latest Status
14	Townwide Traffic Signs	<p>(7-25-14) Staff working on obtaining proposals for consultant to drive all Town roads and evaluate warning signs for potential removal. (8-7-14) Proposals to be presented at the August City Council meeting. (8-22-14) Council directed staff to proceed with the sign study. Staff to work with consultant to execute agreement. (8-29-14) Revised proposal received from consultant. Agreement to be signed. (9-4-14) Consultant proposed changes to the Town agreement, staff reviewing changes. (9-19-14) Revised agreement sent to consultant for signature. (10-3-14) Agreement has been executed, consultant working on schedule. (10-10-14) Staff working on getting requested information to consultant. (10-17-14) Kick off phone conference scheduled for week of Oct. 20th. Consultants reviewing existing Town documents. (10-24-14) Consultants will be collecting data in early November. (10-31-14) Data collection scheduled to begin on November 6, 2014. (11-6-14) Consultants have begun driving around town to collect data on existing signs. (11-14-14) Consultants completed the data collection of the existing signs in Town. Consultants working on creating the signage inventory and developing recommendations. (11-21-14) Consultant scheduled to submit draft report in December. (12-12-14) Conference call with consultant scheduled for week of 12/15 to discuss inventory and report format. (12-19-14) Staff reviewed sign inventory with consultant and discussed report format. Consultant working on report. (1-9-15) Draft report has been received. Staff setting up conference call with consultant to discuss comments. (1-16-15) Staff provided comments to consultant. Consultant to redo draft report with more details and specific recommendations and resubmit to Town. (1-23-15) Revised draft report scheduled to be submitted on February 2. (2-6-15) Revised draft report has been submitted. Staff reviewing. (2-13-15) Staff scheduling phone conference with consultant to discuss comments and timing of Council presentation. (2-19-15) Staff provided additional comments to consultant. Consultant to submit an updated copy in a week. Tentatively, consultant is to present their findings to the Council at their March meeting. (3-5-15) Revised report has been submitted. Consultant to present the report at the March 31st Council meeting. (4-3-15) Presentation provided to council at the March meeting. Council requested staff to develop a sign removal plan that includes obtaining neighborhood input and return to council for consideration. (4-10-15) Staff will provide verbal update to council at the April meeting. (4-17-15) Assistance will be needed from the Engineering intern. (4-24-15) Per Council direction, staff will proceed with the removal of No Parking signs per the Nelson Nygarrrd report except for the area of Moody Road. Not Through Road/Dead End signs will not be removed per Council direction. Staff will also work on a plan to reduce the number of warning signs. (5-1-15) Additional signs have been removed, staff continuing to work with crew to remove signs as directed by Council. (5-8-15) Councilmember Waldeck provided a map showing additional signs for removal. Staff reviewing. (5-15-15) Staff removed an additional 23 signs. Staff to drive roads to verify additional sign removal/modification. (5-29-15) Staff performing site review of signs in the north-east section of Town. (6-12-15) Staff working with the Town crew to remove some additional signs.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
15	Anacapa/La Cresta Utility Undergrounding	(1-16-15) Council approved agreement. Staff to execute agreement with consultant. (1-23-15) Agreement has been executed. Consultant working on a schedule. (1-28-15) Staff to set up kick off meeting with consultant and neighborhood representative. (2-6-15) Meeting with consultant and neighbors scheduled for 2/9/15. Consultants walked some areas with neighborhood representatives and are now working on developing the district boundary. (3-5-15) Neighborhood group provided update to the entire neighborhood. Staff provided electronic files to consultant for their use. (3-27-15) Consultants preparing drawing showing preliminary trench layout and the proposed substructures to replace the overhead facilities. (4-10-15) Consultant submitted preliminary estimate and trench layout plans. Staff sent to neighborhood representative for review. (4-17-15) Staff to meet with neighborhood representative on 4-24-15 to discuss information received from consultants. (4-24-15) Staff met with neighborhood representative and they requested staff to clarify information from the consultants and also reach out to the previous contractor that did the Purissima undergrounding project to obtain trenching cost. (5-15-15) Per request from neighborhood representative, staff provided rough cost information from previous contractor. Staff trying to get PG&E to review and provide comments on the preliminary trench layout. (5-22-15) Staff in contact with PG&E to schedule a meeting. (6-5-15) Meeting with PG&E and design consultant scheduled for 6/22. (7-10-15) PG&E agreed to provide some input and review comments at the 6/22 meeting. PG&E will begin tapping into the \$5,000 rule 20a allocation that the council approved about a year ago. (7-17-15) Designers working with PG&E staff to clarify comments. (7-23-15) PG&E providing feedback to designers.
16	2015 Road Rehabilitation Project	(7-10-15) Staff preparing contract documents for the 2015 Road Rehabilitation Project. (7-17-15) Project has been advertised. Bid opening scheduled for August 5, 2015. Staff plans to present bid results to Council at the August council meeting.
17		
18	Emergency communication antenna	(7-19-13) Staff met with Jim Abraham to discuss requirements for emergency antenna. Height needs to be 100 feet above ground. Staff to research antenna poles/towers and cost for installation. (8-9-13) Staff meet with antenna tower contractor to obtain budgetary cost information. (8-16-13) Rough cost estimate provided to Jim Abraham.
19	Long Range Trash Management Plan	(1-31-14) Staff prepared and submitted the Town's Long Term Trash Management Plan for submittal to the water board. (2-6-14) Plan has been submitted and is on the Boards website.

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Tasks	Project Name	Latest Status
20	Open Space Stewardship	<p>(3-20-15) Agreement for year two with Acterra to be presented to council at the April meeting. (3-27-15) Staff working on agreement with Acterra for grant writing to SCVWD. (4-3-15) Agreements for year 2 stewardship and grant writing assistance have been sent to Acterra. (4-10-15) Agreement for grant writing in process of being executed. Staff to present second year stewardship agreement with Acterra at the April meeting for Council consideration. (4-17-15) Acterra waiting for SCVWD call for project to submit request for grants. (4-24-15) Council approved a contract with Acterra for a second year. Agreement being executed. (5-8-15) Staff working with Acterra on mowing schedule. (5-15-15) Mowing was performed at Byrne Preserve in coordination with Acterra and the Town's mowing contractor. (5-29-15) Staff to coordinate another round of mowing in June. (6-5-15) Mowing in Byrne Preserve and O'Keefe scheduled for week of 6-15-15. (6-12-15) Area for mowing at Byrne Preserve has been marked. Town's mowing contractor will be mowing Byrne Preserve and O'Keefe week of 6-15-15. (6-19-15) A section of Byrne Preserve and O'Keefe was mowed for yellow star thistle. Town's mowing contractor to return in two weeks to mow again. (7-10-15) Staff working with Acterra to set up quarterly meeting in July. Mowing of Byrne Preserve and O'Keefe scheduled for week of 7-13-15. (7-17-15) Acterra quarterly meeting scheduled for 7-20-15. (7-23-15) Quarterly meeting was held with Acterra and members of the Open Space Committee (OSC). Acterra submitted a draft grant proposal for comments. Staff forwarded to members of OSC for comment. Grant request due August 10, 2015.</p>
21		
22	Drainage improvement at O'Keefe Lane and Vista Serena	<p>(4-24-15) Excess underground water is surfacing onto the roadway and negatively impacting the subgrade. CalWater has confirmed that they do not have a leak. Staff is working on getting a subdrain line installed. (5-8-15) Subdrain line has been installed. (5-15-15) Project completed.</p>
23	P-TAP Round 15 grant funds	<p>(1-17-14) Staff applied for and received approval for \$18,600 in grant funds to update the Town's Pavement Management Program. (3-13-14) MTC to assign consultant to work on LAH project. (4-11-14) Staff meeting with consultant on 4-11-14 to begin project. (4-18-14) Staff reviewing work plan from consultant. (4-25-14) Work Plan budget approved. (5-2-14) Consultant working on project schedule. (5-16-14) Waiting for MTC approval of work plan. (5-23-14) MTC has approved the project. Consultant to provide schedule. (6-6-14) Consultant to begin field work week of June 16, 2014. (6-20-14) Work underway. (8-22-14) Staff reviewed draft report and provided comments to consultant. Consultant working on finalizing the report. (10-10-14) Draft final report has been submitted to staff for review. (10-24-14) Project has been completed. Staff to post new report on Town's website. (10-31-14) Report has been posted on Town's website. (11-14-14) Town's pavement management certification has been renewed with MTC. (6-5-15) Staff working with consultant to correct typo in the report. (6-12-15) Staff reviewing modifications from the consultants. (6-19-15) Staff provided comments to consultant. (7-23-15) Consultant working on final revised report.</p>

Last Updated on 7/23/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
24	Town Cupola Restoration	(2-13-15) Restoration work in progress. (2-27-15) Restoration work completed. Cupola to be bolted in place. Staff working with History committee member on a time capsule. (3-5-15) Staff met with contractor to discuss minor items to complete. (3-20-15) Project completed. History committee members working on a time capsule that would be placed inside the cupola. (5-22-15) Council approved the wording for a plaque at the May 21, 2015 Council meeting.
25	I-280 Repaving	(12-13-13) Staff contacting CalTrans again to see if they have an update on when I-280 within Los Altos Hills will be scheduled to be repaved. (12-20-13) E-mail received from Jeremy Dennis discussing the CalTrans process. By fall of 2014 Caltrans will decide which projects will be included in the 2016 SHOP program for bidding in 2018-19. Not sure if a section of I-280 within LAH will be selected. (7-18-14) Mayor will be sending a letter to CalTrans to request expediting the paving schedule for I-280 within Los Altos Hills. (9-19-14) Letter was sent to Caltrans. (10-17-14) Caltrans staff indicated that per the program schedule, the soonest the paving work would occur is in 2018/2019 and the latest it would occur is in 2019/2020. Staff still trying to contact the District Director. (11-21-14) Senator Jerry Hill's office is getting involved. (1-9-15) Caltrans district director to meet with Town Mayor and councilmember to discuss project. Assemblyman Rich Gordon's office is involved. (1-16-15) On-line petition being developed. (1-28-15) Caltrans working on project initiation document (PID) for pavement improvement and expects to submit in June as a candidate for funding in the 2016 SHOPP. (4-17-15) Caltrans has some questions regarding the noise measurements provided to them. Staff forwarded responses to Caltrans. (5-29-15) Supervisor Joe Simitian sent letter to Caltrans requesting that they program the I-280 repaving project in the next programming cycle.
26	El Monte Segment 4	El Monte will remain on the list for future BEP funds. (9-14-12) Based on the revised OBAG grant program the scope of work will need to be increased to qualify for the discretionary program. (2-21-13) Staff submitted a new application for the BEP list as all project will be re-evaluated. (4-3-13) Project was approved to be on the new BEP list.

Last Updated on 7/23/2015

Tasks	Project Name	Latest Status
27	Barron Creek Drainage Channel Maintenance (26170 W. Fremont Road)	<p>Town will need to do a project to restore the flow line of the channel. Funds will need to be allocated for design with construction funds to follow. (11-30-12) Staff met with SCVWD to discuss how the district may be able to help. Town and District staff to discuss further. (1-11-13) Staff meeting with SCVWD staff on 1-17-13 to discuss how the district may be able to help. (1-18-13) Staff met with SCVWD and there is no assistance they can provide for this project. (1-25-13) Project needs to be budgeted. (11-15-13) Staff will be working on flushing out the pipe segment upstream of the open channel. (11-22-13) Staff completed flushing of the upstream storm drain pipe. (5-9-14) Staff working on budget for this project. (6-12-14) Budget not approved. (11-21-14) Staff will consider in future budgets based on priority and staffing. (12/12/14) Staff inspected the channel during the rains on 12/11 and the channel has sufficient capacity to prevent overtopping. (3-27-15) Adjacent property owner may be interested in assisting with the project. (4-3-15) Staff in communication with adjacent property owner regarding scope of work for a possible joint project. (4-10-15) Adjacent property owner is interested in a joint project with the Town to improve the aesthetics of the channel work. Staff will proposed funding in the upcoming budget cycle. (4-17-15) Property owner contacting consultants to work on the project. Staff will propose budget in the upcoming budget cycle. (4-24-15) Property owner contacting potential consultants to work on the project. Staff had discussion with consultant to provide additional information. (5-1-15) Staff to discuss project with adjacent property owner's representative week of May 4th. (5-8-15) Staff requesting funds in the budget for this joint project with the adjacent property owner. (6-19-15) Consultant working on proposal for property owner. (7-10-15) Property owner provided proposal to Town for review. Staff reviewing. (7-17-15) Staff to discuss proposal with property owners representative. (7-23-15) Staff discussed agreement comments and consultant proposal with property owners representative.</p>
28	VTA TAC Meetings	<p>(9-27-13) Town will receive approximately \$47,000 in vehicle registration fee to be used for the Town's road rehabilitation projects. (10-11-13) Staff attended the 10-10-13 TAC meeting. No announcements of any grant opportunity. Committee will be working on selecting a new chair and vice chair.(5-9-14) Staff attended the 5-8-14 TAC meeting. Committee voted to recommend board approval for FY 2014-15 Countywide Transportation Development Act Article 3 program. (10-10-14) Selection of new chair and vice-chair is in process. No agency in Santa Clara County received the State ATP grant and only one in Santa Clara County got approval for the regional ATP grant. (1-16-15) MTC reported that the deadline for the housing element certification has been extended to 5/31/2015 and the deadline for circulation element adoption (to meet Complete Street Act of 2008) to 1/31/2016. VTA is also preparing to start the Light Rail Enhancement Program that will analyze a number of light rail projects that focus on increase the speed of the entire system. The rail lines to be studied are in downtown San Jose, connections to the future BART Milpitas Station, and Downtown Mountain View. Caltrans is preparing to launch a Caltrans Encroachment Permit Workshop to assist the local agencies to better understand the permitting process. The tentative date of this workshop is 3/19/2015. (2-6-15) Next VTA TAC meeting scheduled for 2-12-15. (4-17-15) Staff attended the April 9th TAC meeting. VTA staff reminded the committee that local Housing Element needed to be approved by May 31, 2015 to be eligible for grant funds.</p>

Last Updated on 7/23/2015

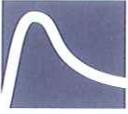
<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
29	2015 Sewer rehabilitation project	<p>(3-20-15) Bids were received from 2 contractors. Award of contract to be presented at the March 30 Council meeting. (4-3-15) Council approved the award of construction contract at the March council meeting. Council requested staff to get input from Town's sewer consultant regarding the bids received and reasonableness of the Town moving forward with the award of the contract to the low bidder. Staff provided information to the Town's sewer consultant for review. (4-10-15) Staff to issue award letter to contractor. (4-17-15) Award letter has been issued. Staff waiting for bonds and insurance. (4-24-15) Staff scheduling preconstruction meeting for week of April 26, 2015. (5-1-15) Pre-construction meeting was held on 4-29-15. Contractor sending notices out to affected residents. (5-8-15) Project underway. Staff working with consultant to review and modify work as needed. (5-15-15) Contractor performing repair work. Staff and consultant are reviewing pre-construction video and adjusting scope of work as required. (5-29-15) Preliminary adjustments to work based on video and site specific location are one less point repair, two additional pipe bursting and one additional pipe reaming. Changes due to unforeseen conditions and additional information will further modify work activities. (6-19-15) Contractor not working in Town due to emergency project in another city. Construction activity will resume end of June. Project is approximately 70% complete. (7-10-15) Contractor continuing work in Town. Staff had contractor perform emergency repair on a collapsed pipe segment on Murietta Lane. (7-17-15) Staff to add two additional segments based on recent video information. (7-23-15) Contractor plans to complete the project in early to mid August.</p>
30	ATP Grant	<p>(5-29-15) Staff working with consultant to complete grant application for Fremont Road Safe Route to School phase 2. (6-5-15) Application submitted. (6-19-15) Results should be available in October and November 2015.</p>

Last Updated on 7/23/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
31	Gardner Bullis Crosswalk study	<p>(7-25-14) Staff working with school parents and traffic consultant to study the existing crosswalk on Fremont Road near the school. (8-7-14) Crosswalk study to be presented at the August City Council meeting. (8-22-14) Council approved the relocation of the crosswalk and the installation of push button operated lighted signs. Staff to obtain quotes to perform the work. (9-11-14) Staff preparing agreement for crosswalk relocation, still waiting for flashing sign proposals. (9-19-14) Curb ramp installation underway. (9-26-14) Curb ramps installation completed. Need custom application for lighted signs to be visible from Fremont Pines Lane. Funding authorization to be requested at the October council meeting. (10-17-14) Council approved the funding to install the lighted crosswalk signs. (11-6-14) Agreement being executed with contractor. (12-19-14) Work is scheduled to be completed by the end of February. (2-13-15) Contractor waiting for material delivery. Foundation work has been completed. (2-27-15) The signs are in transit and expected to arrive mid next week. Staff is working with the contractor to see if they can intercept the delivery earlier in order to install ASAP. (3-5-15) Installation has been completed. Staff and contractor verifying delivered components. Some further adjustments may be needed. (3-20-15) Staff reviewing options to slow students on bicycles down prior to entering the crosswalk. (3-27-15) Signs are operational after replacement of controller. (4-10-15) Staff working on sketch for reconfiguration of the pathway to slow bikes down prior to entering the crosswalk. Staff ordered "Walk Your Bike" signs for the crosswalk. (4-24-15) "Walk Your Bike" signs have arrived, staff to schedule installation. (5-1-15) "Walk Your Bike" signs have been installed. (5-8-15) Staff sent recommendation for a revised school sidewalk layout to school district for consideration. (5-15-15) Staff working on crosswalk sign adjustment for increased visibility. (5-22-15) Staff coordinating further sign adjustment with contractor.</p>
32	2014-2 Road Rehabilitation Project	<p>(8-29-14) Staff working on second road rehabilitation project. Design being done in-house. (11-21-14) Staff reviewing Pavement Management report for roads to be included. Updated pavement manager report includes new public roads previously thought to be private. (12-19-14) Tentative schedule is to advertise the project in February 2015 with construction to begin in April/May. (1-9-15) Staff working on design of project and putting bid package together. (1-16-15) Project to be advertised end of January. (1-28-15) Staff working on an amendment for issuance. (2-6-15) Bid opening scheduled for March 3, 2015. (2-27-15) Item to be presented to Council at their March meeting for award of contract. (3-5-15) Bids were received from 7 contractors. Staff reviewing bids and will present to Council at the March meeting. (3-20-15) Award of contract to be presented at the March 30 Council meeting. (4-3-15) Council approved the award of construction contract at the March council meeting. (4-10-15) Staff waiting for bonds and insurance from contractor. (4-17-15) Staff to set up pre-construction meeting. (4-24-15) Pre-construction meeting scheduled for week of April 26, 2015. (5-1-15) Pre-construction meeting was held on 4-28-15. Work scheduled to begin on May 8th. (5-8-15) Contractors began lowering utility boxes. Pavement grinding to begin week of May 11th. (5-15-15) Contractor scheduled to complete the paving work on 5-15-15. (5-22-15) Paving work completed. (5-29-15) Punchlist being prepared and worked on. (6-19-15) Council accepted the project at the June council meeting.</p>

Last Updated on 7/23/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
33	La Cresta Sewer Project	(10-31-14) The proposed project includes about 316 feet of 8" pipe and three manholes with depths ranging from 7 feet to 18 feet. (11-21-14) Permits have been issued. Construction to begin soon. (3-5-15) Staff coordinating with inspector to begin work on this project. (3-20-15) Construction in progress. (5-1-15) Construction about 90% complete. (5-15-15) Project 95% complete. (5-22-15) Construction work completed. Final restoration and testing needed. (6-5-15) Construction complete. Staff waiting for as-built drawings. (7-17-15) As-builts submitted. Staff reviewing.
34	Ginny Lane	(10-31-14) The City Council approved this project and approved the future users that would be subject to a reimbursement agreement on 11/5/2013. The proposed project is between 26432 Ginny Lane and 26481 Purissima Road. The proposed sewer sleeve is a 631 linear feet of 12" PVC pipe with nine 1.5-inch pressure lines to be installed. This project was on hold for some time as applicant was not ready to start. (11-6-14) Applicant to pull permit and pay fees. (1-16-15) Staff issued an encroachment permit on 1-15-2015. Construction is tentatively to start in two weeks. (1-23-15) Pre-construction meeting held, project to begin week of January 26th. (1-28-15) Project in construction. (2-27-15) Project substantially complete. (4-3-15) Construction is complete. As-built documents need to be submitted to Town for review and approval. (7-10-15) As-built plans submitted to Town. Staff reviewing.
35	Review of non-residential sewer units	(6-19-15) Sewer consultant to visit Town properties week of 6-22-15. Consultant will visit and meet with all non-residential users to inspect facility and discuss usage. (7-10-15) Consultant coordinating with non-residential facilities to set up appointments to visit and inspect. (7-23-15) Site visits to non-residential facilities in progress.



July 20, 2015
L5225

TO: Richard Chiu
Town Engineer
TOWN OF LOS ALTOS HILLS
26379 Fremont Road
Los Altos Hills, California 94022

SUBJECT: **Geotechnical Reconnaissance and Evaluation**
Sherlock Road Distress

At your request, we have completed a geotechnical reconnaissance and evaluation of distress along Sherlock Road. We have also considered findings of the following:

- Preliminary Geotechnical Evaluation Sherlock Road - Private Road Distress (report) prepared by Alan Kropp & Associates, Inc., dated May 14, 2015.

DISCUSSION

We understand that the Santa Clara County Fire Department has expressed concerns about the significant pavement distress along Sherlock Road, the apparent fragile state of the roadway, and the potential risk of a major roadway failure. We understand that having adequate access for emergency response is imperative to local residents and the fire department.

SITE CONDITIONS

On June 14, 2015, Cotton, Shires and Associates, Inc. (CSA), performed a geotechnical reconnaissance and observed pavement conditions along the length of Sherlock Road and Sherlock Court with Town staff. Significant pavement distress was noted in the lower and middle portions of this private road. The road in this area has been graded across moderate to very steep slopes. Rutting of the pavement along wheel

tracks was most evident along the lower portion of Sherlock Road with concentrated pavement cracking and vertical deflections along wheel tracks often in the range of 2 to 3 inches.

The middle portion of Sherlock Road crosses very steep slopes, and fill material placed along the downslope side of the road has been gradually displaced by soil creep. Pavement cracks above the portion of the roadway supported by fill are extensive and indicate a long history of gradual slope creep processes. We did not observe signs of recent arcuate cracking or linked open cracks that might suggest active landslide process. The Town Geologic Map also does not depict landslides beneath Sherlock Road.

In general, the upper portion of Sherlock Road and Sherlock Court cross more gently inclined ridge crest areas with shallow bedrock conditions. Observed pavement distress was significantly less in these areas with shallow bedrock support.

CONCLUSIONS AND RECOMMENDED ACTION

Based on our site reconnaissance, observed pavement distress along Sherlock Road appears to have resulted from gradual processes that have progressively acted over decades. We anticipate that gradual creep of natural soils and fill materials will continue to slowly impact the roadway. We understand that Alan Kropp & Associates has reached similar conclusions, and recommends that lower Sherlock Road pavement should be removed and pavement be reconstructed with a full new pavement section. For the middle portion of Sherlock Road, the Consultant has recommended consideration of a 2 to 3 inch pavement overlay combined with placement of reinforcing fabric. The Consultant has noted that construction of retaining walls along the downslope side of the road could arrest lateral creep movement but would be very expensive.

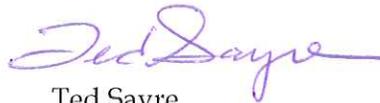
With the currently planned pavement improvements (to be installed this August), we anticipate that the potential for surface water to saturate subgrade materials should be mitigated and consequently the rate of crack development and distress to pavement along Sherlock Road will be reduced. We have not observed current slope or roadway conditions suggesting a significant risk for near term catastrophic road failure. The long term performance of the middle portion of Sherlock Road could be improved if strategically placed retaining walls were constructed along the downslope side of the road. Alternatively, an ongoing maintenance program should be considered including annual sealing of pavement cracks.

LIMITATIONS

This geotechnical reconnaissance and evaluation has been performed to provide technical advice to assist the Town with its discretionary permit decisions. Our services have been limited to review of the documents previously identified, and a visual review of the property. Our opinions and conclusions are made in accordance with generally accepted principles and practices of the geotechnical profession. This warranty is in lieu of all other warranties, either expressed or implied.

Respectfully submitted,

COTTON, SHIRES AND ASSOCIATES, INC.
TOWN GEOTECHNICAL CONSULTANT



Ted Sayre
Principal Engineering Geologist
CEG 1795

TS:kc



Acterra
Action for a Healthy Planet
3921 East Bayshore Road
Palo Alto ca 94303-4303

tel 650.962.9876
fax 650.962.8234
www.Acterra.org
info@Acterra.org

Acterra Progress Report to the Town of Los Altos Hills Quarter 1: May - June 2015

Project Promotion and Outreach

- This quarter we participated in two tabling events, the LAH Earth Day Celebration at Westwind Community Barn, and the LAH Pathways Run/Walk. Both events were very successful and got new audiences curious about the project, with many expressing a particular interest in the relationship between land stewardship and water conservation.
- We provided monthly email blasts to our LAH email list to highlight LAH events and volunteer opportunities. Our LAH email list has grown to 88 recipients. Along with the email blasts, LAH events continue to be included in Acterra's agency-wide EcoHappenings e-newsletter and on our website.
- Byrne Preserve will be highlighted in the upcoming Acterra annual report. The article on LAH open space will be showcased to represent the success of the Acterra Stewardship Program and its wildland restoration projects.



Site Assessment and Planning

- We completed Year 2 of the vegetation management plan which includes site reassessments and updated maps, target zones, and plant lists for all three LAH Open Space Preserves.
- Paul Heiple, our Staff Botanist, helped with the site reassessments as well as updating the target invasive species list and advised on best management strategies for removal efforts of invasive species.
- Deanna Giuliano, our Native Plant Nursery Manager, also made a site visit to Byrne Preserve to assess and advise on the optimal expansion of revegetation efforts along the Moody Creek tributary. She also advised on the plant selection for Year 2 revegetation and is currently working on seed collection and propagation back at the Acterra Native Plant Nursery.
- Sue Welch has organized a site visit with conservation grazing expert Sheila Barry in July that Acterra staff will attend.

Community Engagement and Education

- In May, Kristen Williams and Acterra Senior Ecologist, Claire Elliott, led four educational field trips with the fourth grade classes of Bullis Charter School in Los Altos. These were the same students that came out to Byrne Preserve this past winter to help plant native grasses. The follow-up field trips gave the students an opportunity to visit their plants as well as review and expand upon the educational content from the first trip. During the spring field trips, students learned about ecosystems and stewardship through games, art, and a nature walk. Along with an interpretive portion, students helped remove black mustard—a target species at Byrne Preserve.
- We held two interpretive hikes this spring. One was a family nature walk geared toward families with children under the age of 10 where we talked about native plants and their ethnobotanical purposes. The second, led by Claire Elliott, was for the neighbors of Byrne and LAH residents. Claire educated local residents about the native and non-native plants commonly found in LAH and how as a homeowner one can best manage unwanted non-natives in their own yard. Kit Gordon kindly helped organize and advertise the event to neighbors.
- Beyond educational events, this quarter we also held six sessions of Byrne Brigade with community volunteers, as well as a workday with the Mormon Church. Starting in June, Byrne Brigade was moved from Thursday mornings to Monday mornings to better accommodate our regular volunteers. Byrne Brigade will continue to be held weekly through July.
- See the chart below for year to date progress on project deliverables. We are right on track to achieve our annual goals for workdays, volunteers served, and volunteer hours; and we are ahead of schedule on educational events and attendees. We decided to concentrate our educational events in the spring months to take advantage of the cooler weather and beautiful spring blooms, as well as to leverage other community events such as Earth Day.



Deliverable	YTD Progress (May-June)	Annual Target	% Annual Target Reached
<i>Workdays</i>	8	24	30%
<i>Volunteers</i>	73	350	20%
<i>Volunteer Hours</i>	195	1,000	20%
<i>Educational Events</i>	8	10	80%
<i>Ed. Event Attendees</i>	145	100	145%

Invasive Plant Management

This quarter volunteers focused on removal of Fuller's teasel, purple starthistle, poison hemlock, black mustard, stinkwort, and bull thistle. Please refer to the chart below for progress by species.

Target species	# of workdays (May-June 2015)	Progress
Fuller's teasel	5	Manually removed 100% second-year plants in the "mother patch" and are currently working on removal in the lower floodplain and along the Moody Creek tributary. We are also clipping seed heads before they can produce viable seed.
Purple starthistle	1	Removed second-year plants that are beginning to bolt along the lower trail and in the grassland area.
Stinkwort	2	Removed stinkwort along the lower trail just before entering the woodland area at Byrne. We will continue to see new growth of this species through the summer, so continual monitoring of the stinkwort target zones is crucial.
Bull thistle	1	Removed dense patches that are growing among the stinkwort along the lower trail. This is a new target species identified in the vegetation management plan for Year 2.
Poison hemlock	2	Poison hemlock was removed along the lower Moody Creek tributary and floodplain. While a significant portion was removed, there is a large population on the Westwind Barn property that will continue to seed into Byrne Preserve if it is not removed by Westwind Barn staff/volunteers.
Black mustard	5	Strategic mowing of mustard was completed in May. Additionally, volunteers manually removed populations that were not accessible to the mowing equipment.



Mowing

- We identified, mapped, and marked recommended mow areas for black mustard within Byrne Preserve, and yellow starthistle within Byrne and O’Keefe Preserves. All of the recommended mowing was successfully completed.
- A lesson learned from this past spring is that it is best to meet with the mowing contractor to go over the mow areas in addition to physically marking the spaces. This should not be an issue for future mowing coordination.
- The Town conducted mowing along the trails at Byrne Preserve in late April/early May. Despite plants being located five feet from the trail, flagged, and marked with a “restoration in progress” sign, part of the Acterra woodland native plant area was mowed.

Other

- With the help of Sue Welch, we identified and marked fixed photomonitoring locations within the Byrne Preserve grassland. These will supplement before and after photos of work sites and will be beneficial in understanding long-term vegetation trends and management accomplishments within the grassland.





Poison hemlock removed near the lower Moody Creek tributary



Narrow leaf milkweed, the host plant for monarch butterflies, is beginning to grow more prolifically as we remove invasive species such as poison hemlock and Fuller's teasel from the lower Moody Creek tributary and floodplain.

**“Mother Patch” of
Fuller’s teasel in the
Byrne Preserve grassland**



April 2015

Teasel beginning to bolt (above)



Mature teasel at beginning
of workday (right)



June 2015

Removed teasel at
end of workday (left)

OUR JOB IS TO SERVE YOU

Here at the Planning, Building and Engineering Departments, our goal is to provide residents and customers with the best possible service, within available resources. We want to meet your needs and let you know that your opinion counts. Since we are always looking for ways to improve our service to you, your input is very valuable to us.

The purpose of this evaluation is to get your suggestions and comments regarding the quality of service you received from the Los Altos Hills Planning, Building and Engineering Departments.

Please take a few moments to complete this form. When you are finished, you can drop it off at the Town Hall or mail it in— please use the pre-paid envelope provided to send your comments.

TODAY'S DATE: 7/20/15

ARE YOU THE:

- Property Owner
- Architect/Engineer
- Contractor/Builder
- Other: _____

TYPE OF SERVICE:

- Planning
- Building
- Engineering

PURPOSE OF CONTACT WAS TO:

- Meet with staff to discuss your project
- Apply for a permit
- Obtain information or make appointment
- Other: _____

WAS OUR STAFF COURTEOUS & KNOWLEDGEABLE?

- Yes No

Comments: Jamie did a great job for me

WAS OUR RESPONSE TIME REASONABLE?

- Yes No

Comments: _____

WAS THE TELEPHONE AND FRONT DESK SERVICE SATISFACTORY?

- Yes No

Comments: _____

WERE THE PRINTED MATERIALS AND HANDOUTS SATISFACTORY?

- Yes No

Comments: _____

WERE TOWN REQUIREMENTS CLEARLY PRESENTED BY THE STAFF?

- Yes No

Comments: _____

OVERALL, HOW WOULD YOU RATE OUR SERVICE?

- Excellent Above average
- Acceptable Improvement needed

COMMENTS ABOUT OUR SERVICE:

HOW CAN WE IMPROVE?

Jamie is super - Keep her!

OPTIONAL:

- I would like someone from the Town of Los Altos Hills to contact me regarding a problem or suggestion that I have.

John K. Tereshian
NAME

ADDRESS
Los Altos Hills CA 94024
CITY STATE ZIP

DAYTIME PHONE: _____

THANK YOU

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TODAY'S DATE: 7/21/15

ARE YOU THE:

- Property Owner
- Architect/Engineer
- Contractor/Builder
- Other: _____

TYPE OF SERVICE:

- Planning
- Building
- Engineering

PURPOSE OF CONTACT WAS TO:

- Meet with staff to discuss your project
- Apply for a permit
- Obtain information or make appointment
- Other: _____

WAS OUR STAFF COURTEOUS & KNOWLEDGEABLE?

- Yes No
- Comments: _____

WAS OUR RESPONSE TIME REASONABLE?

- Yes No
- Comments: _____

WAS THE TELEPHONE AND FRONT DESK SERVICE SATISFACTORY?

- Yes No
- Comments: She is excellent!
Jamie

WERE THE PRINTED MATERIALS AND HANDOUTS SATISFACTORY?

- Yes No
- Comments: _____

WERE TOWN REQUIREMENTS CLEARLY PRESENTED BY THE STAFF?

- Yes No
- Comments: _____

OVERALL, HOW WOULD YOU RATE OUR SERVICE?

- Excellent Above average
- Acceptable Improvement needed

COMMENTS ABOUT OUR SERVICE:

Austin is excellent!
Personable, knowledgeable,
collaborative, uses
humor appropriately too.

HOW CAN WE IMPROVE?

Fix printer system
Allow us to email
docs to ourselves

OPTIONAL:

- I would like someone from the Town of Los Altos Hills to contact me regarding a problem or suggestion that I have.

Carol Smith
NAME

ADDRESS
LAH 94022
CITY STATE ZIP

DAYTIME PHONE

THANK YOU



Santa Clara County Office of the Sheriff
Weekly Activity Summary
7/13/2015 – 7/19/2015
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
7/13	L1	Non-Injury Hit and Run Collision	Occurred at 12:42 PM in the 25000 block of Okeefe Lane.
7/15	L3	Mail Theft	Between 8:00 AM on 7/6 and 7:45 AM on 7/15, unknown suspect(s) took mail from the mailboxes of four residences in the 27000 block of Arastradero Road. The unknown suspect(s) also damaged the locked mailboxes for two other residences on the same block. The total amount of loss and damage is unknown.
7/15	L1	Mail Theft	Between 7:30 PM on 7/14 and 9:45 AM on 7/15, unknown suspect(s) took mail from the mailbox of a residence in the 27000 block of Baker Lane for an unknown total loss.
7/15	L1	Mail Theft	Between 8:30 PM on 7/14 and 6:45 AM on 7/15, unknown suspect(s) took mail from the mailbox of a residence in the 27000 block of Fremont Road for an unknown total loss.
7/18	L2	Mail Theft	Between 12:00 PM on 7/17 and 3:00 PM on 7/18, unknown suspect(s) took mail from the mailbox of a residence in the 24000 block of Hillview Road for an unknown total loss.
7/18	L5	Mail Theft, Identity Theft, Theft by Credit Card	Between 6:00 PM on 7/17 and 7:00 AM on 7/18, unknown suspect(s) took mail from the mailbox of a residence in the 23000 block of Jabil Lane and used the victim's personal and credit card information contained in the stolen mail to make purchases at various retailers for a total loss of about \$317.
7/18	L3	Non-Injury Collision	Occurred at 7:15 PM at Page Mill Road and Alexis Drive.

PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
7/19	L5	Residential Burglary, Stolen Vehicle, Hit and Run ARREST	Between 8:00 AM on 7/11 and 8:05 PM on 7/19, two suspects entered a residence in the 25000 block of Fernhill Drive through a second floor window and took a vehicle from the residence. The two suspects returned the vehicle to the residence a week later and collided with the side of the garage when parking the vehicle. The total amount of loss and damage is unknown. Both suspects were cited and released.

DATE / TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
DISTURBANCES					
7/15/2015 14:03	L3	15-196-0258	415UNK	FOOTHILL LN @ ELENA RD	NO REPORT
7/15/2015 18:15	L1	15-196-0368	415J	WESTWIND WY @ LA PALOMA RD	NO REPORT
7/16/2015 23:28	L1	15-197-0515	415P	DEERFIELD DR @ W FREMONT RD	NO REPORT
7/18/2015 20:42	L3	15-199-0355	415	PAGE MILL RD @ MOON LN	NO REPORT
THEFT					
7/17/2015 16:05	L5	15-198-0331	484	OLD RANCH RD @ OLD RANCH LN	NO REPORT
7/17/2015 17:42	L2	15-198-0378	484	AMIGOS CT @ BELLA LADERA DR	NO REPORT
7/17/2015 18:18	L2	15-198-0397	484	HILLVIEW RD @ MAGDALENA RD	NO REPORT
7/17/2015 20:09	L5	15-198-0446	484	MAGDALENA RD @ BLANDOR WY	NO REPORT
7/17/2015 20:38	L2	15-198-0461	484	HILLVIEW RD @ HILLTOP DR	NO REPORT
MALICIOUS MISCHIEF					
7/18/2015 9:15	L6	15-199-0079	594	W LOYOLA DR @ ROLLY RD	NO REPORT

			FIRE EVENT		
7/19/2015 13:44	L1	15-200-0191	904	FY 280 @ EL MONTE RD	INFORMATION ONLY

			PHONE THE OFFICE		
7/15/2015 9:47	L1	15-196-0123	1021	71L1	COMPLETE
7/15/2015 12:38	L3	15-196-0215	1021	71L1	COMPLETE
7/16/2015 15:34	L1	15-197-0304	1021	71L1	COMPLETE
7/17/2015 13:48	L1	15-198-0263	1021	71L1	COMPLETE
7/17/2015 19:06	L5	15-198-0413	1021	81L1	COMPLETE
7/17/2015 22:45	L1	15-198-0510	1021	81L1	COMPLETE
7/18/2015 9:35	L1	15-199-0089	1021	71L1	COMPLETE
7/18/2015 17:30	L1	15-199-0288	1021	71L1	COMPLETE
7/19/2015 0:56	L1	15-200-0017	1021	81L1	COMPLETE
7/19/2015 13:16	L1	15-200-0177	1021	71L1	COMPLETE

			ALARM CALLS		
7/14/2015 1:26	L3	15-195-0017	1033A	HARVARD CT @ LIDDICOAT CL	FALSE ALARM
7/14/2015 4:28	L3	15-195-0050	1033A	HARVARD CT @ LIDDICOAT CL	FALSE ALARM
7/14/2015 9:45	L1	15-195-0117	1033A	HORSESHOE CT @ HORSESHOE LN	FALSE ALARM
7/14/2015 19:35	L3	15-195-0405	1033A	ELENA RD @ AVILA CT	FALSE ALARM
7/15/2015 19:05	L1	15-196-0398	1033A	DE BELL RD @ ESTACADA DR	FALSE ALARM
7/17/2015 20:44	L5	15-198-0464	1033A	OAK PARK CT @ OAK KNOLL CL	FALSE ALARM
7/18/2015 12:10	L4	15-199-0138	1033A	FRANCEMONT DR @ MOODY RD	FALSE ALARM
7/18/2015 13:07	L4	15-199-0165	1033A	FRANCEMONT DR @ MOODY RD	FALSE ALARM
7/18/2015 18:53	L1	15-199-0313	1033A	NORMANDY LN @ O KEEFE LN	FALSE ALARM
7/19/2015 14:38	L3	15-200-0213	1033A	ALTAMONT CL @ PAGE MILL RD	FALSE ALARM
7/19/2015 21:12	L1	15-200-0347	1033A	W FREMONT RD @ MANUELLA RD	FALSE ALARM

7/19/2015 21:50	L3	15-200-0368	1033A	ELENA RD @ CUMBRA VISTA CT	FALSE ALARM
7/19/2015 22:22	L3	15-200-0384	1033A	ELENA RD @ ADONNA CT	FALSE ALARM
7/15/2015 12:10	L3	15-196-0203	1033A	ELENA RD @ GIGLI CT	FALSE ALARM

**SUSPICIOUS
PERSON**

7/16/2015 19:42	L5	15-197-0408	1066	PROSPECT AV @ STONEBROOK DR	NO REPORT
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**ANIMAL
COMPLAINTS**

7/15/2015 14:41	L5	15-196-0272	1091D	REBECCA LN @ DAWSON DR	INFO TO PALO ALTO PD
7/18/2015 20:59	L5	15-199-0366	1091C	RAVENSBURY AV @ ARROYO OAKS	DEER LEFT

**ABANDONED
VEHICLE**

7/13/2015 12:00	L3	15-194-0177	1124	FY 280 @ PAGE MILL RD	VEHICLE MRKD
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TRAFFIC HAZARDS

7/14/2015 18:48	L3	15-195-0388	1125	OLD PAGE MILL RD @ GERTH LN	MARKED FOR TOW
7/16/2015 12:24	L3	15-197-0201	1125	EDGERTON RD @ BLACK MOUNTAIN RD	NO REPORT
7/18/2015 9:33	L4	15-199-0088	1125	ALTAMONT RD @ NATOMA RD	AID TO FIRE

**SUSPICIOUS
VEHICLES**

7/13/2015 22:35	L3	15-194-0453	1154OC	ARASTRADERO RD @ PAGE MILL RD	NO REPORT
7/15/2015 7:03	L1	15-196-0050	1154	HY 35 @ PAGE MILL RD	AID TO SAN MATEO CO
7/15/2015 18:32	L1	15-196-0381	1154	CONCEPCION RD @ WESTWIND WY	CITATION ISSUED
7/16/2015 7:50	L3	15-197-0083	1154	PAGE MILL RD @ HY 280	INFORMATION ONLY
7/19/2015 15:37	L3	15-200-0229	1154	STIRRUP WY @ ARASTRADERO RD	NO REPORT

VEHICLE STOPS

7/13/2015 5:34	L1	15-194-0053	1195	FY 280 @ EL MONTE RD	WARNING ISSUED
7/13/2015 5:46	L1	15-194-0055	1195	FY 280 @ EL MONTE RD	CITATION ISSUED
7/13/2015 22:09	L1	15-194-0444	1195	FY 280 @ EL MONTE RD	WARNING ISSUED
7/14/2015 14:35	L2	15-195-0279	1195	MAGDALENA AV @ SUMMERHILL AV	CITATION ISSUED
7/14/2015 15:22	L2	15-195-0299	1195	MAGDALENA AV @ SUMMERHILL AV	CITATION ISSUED
7/16/2015 6:09	L2	15-197-0061	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
7/18/2015 10:42	L5	15-199-0114	1195	MAGDALENA RD @ JABIL LN	WARNING ISSUED
7/19/2015 1:53	L1	15-200-0033	1195	FY 280 @ EL MONTE RD	WARNING ISSUED
7/19/2015 16:00	L3	15-200-0236	1195	STIRRUP WY @ ARASTRADERO RD	CITATION ISSUED

**PARKING
VIOLATIONS**

7/16/2015 10:59	L2	15-197-0162	22500	SUMMERHILL AV @ HILLTOP DR	CITATION ISSUED
7/17/2015 15:50	L3	15-198-0323	22500	PAGE MILL RD @ FY 280	WARNING ISSUED
7/18/2015 9:33	L4	15-199-0087	22500	TEPA WY @ MOODY RD	WARNING ISSUED

RECKLESS DRIVING

7/17/2015 16:34	L1	15-198-0350	23103	LA PALOMA RD @ WESTWIND WY	INFORMATION ONLY
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**MISDEMEANOR
DUI**

7/13/2015 17:56	L1	15-194-0337	23152	W EDITH AV @ W FREMONT RD	INFORMATION ONLY
7/17/2015 4:46	L3	15-198-0059	23152	FY 280 @ PAGE MILL RD	INFORMATION ONLY

**9-1-1 ABANDONED
CALLS**

7/14/2015 22:13	L1	15-195-0467	911CEL	W FREMONT RD @ CONCEPCION RD	9-1-1 ABANDONED
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7/15/2015 3:03	L4	15-196-0036	911ABN	PROSPECT AV @ FINN LN	9-1-1 ABANDONED
7/15/2015 14:48	L2	15-196-0275	911CEL	HILLTOP DR @ HILLVIEW RD	9-1-1 ABANDONED
7/16/2015 18:51	L4	15-197-0392	911ABN	MOODY RD @ ADOBE CREEK LODGE RD	9-1-1 ABANDONED
7/18/2015 1:53	L4	15-199-0031	911ABN	PROSPECT AV @ FINN LN	9-1-1 ABANDONED
7/19/2015 22:30	L1	15-200-0390	7UNK	SEVEN ACRES LN @ W FREMONT RD	9-1-1 ABANDONED

**PUBLIC SAFETY
ASSISTANCE**

7/15/2015 10:31	L3	15-196-0141	AID	ELENA RD @ GIGLI CT	COMPLETE
7/17/2015 13:12	L6	15-198-0244	AID	ROLLY RD @ KENBAR RD	COMPLETE
7/18/2015 14:48	L3	15-199-0207	AID	FAWN CREEK CT @ PAGE MILL RD	AID TO FIRE/EMS
7/18/2015 15:04	L5	15-199-0220	AID	OAK KNOLL CL @ STONEBROOK DR	INFORMATION ONLY

**INFORMATION
ONLY**

7/13/2015 9:45	L3	15-194-0115	INFO	ALTAMONT RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
7/15/2015 9:48	L5	15-196-0124	INFO	MAGDALENA RD @ HOOPER LN	NO REPORT
7/15/2015 23:04	L6	15-196-0489	INFO	ROLLY RD @ KENBAR RD	INFORMATION GIVEN
7/16/2015 15:09	L5	15-197-0292	INFO	OAK KNOLL CL @ STONEBROOK DR	INFORMATION GIVEN
7/16/2015 15:20	L4	15-197-0296	INFO	PAGE MILL RD @ MOODY RD	INFORMATION GIVEN
7/19/2015 21:29	L5	15-200-0356	INFO	OLIVE TREE LN @ BLANDOR WY	INFORMATION GIVEN

PATROL CHECKS

7/15/2015 2:56	L3	15-196-0035	PATCK	ARASTRADERO RD @ PAGE MILL RD	CIATATION ISSUED
7/17/2015 12:37	L5	15-198-0225	PATCK	DAWSON DR @ REBECCA LN	INFORMATION ONLY

**SUSPICIOUS
CIRCUMSTANCES**

7/16/2015 12:01	L1	15-197-0191	SUSCIR	SNELL CT @ SNELL LN	NO REPORT
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WELFARE CHECKS

7/14/2015 16:31	L5	15-195-0330	WELCK	MAGDALENA RD @ HOOPER LN	COMPLETE
7/16/2015 20:38	L3	15-197-0430	WELCK	TAAFFE RD @ VISTA DEL VALLE CT	COMPLETE
7/17/2015 17:55	L3	15-198-0385	WELCK	SADDLE MOUNTAIN DR @ SADDLE CT	COMPLETE



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