LOS ALTOS HILLS
CALIFORNIA

Town Manager's Report for July 1-4, 2014

Planning/ Building/ Engineering Update:

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

The Planning and Building development activity report for June is attached.

Public Safety Update:

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

Administrative Services Update:

The staff is working on a draft financial procedures policy that will be presented to the FIC on Monday for comment. Attached is a copy of the draft policy.

Parks and Recreation Update:

The **4th of July Independence Day Parade** held yesterday was a definite community building success. The mood was festive and comfortable and the crowd seemed happy to linger. The Mayor and Vice Mayor were on hand to lead the parade down Fremont Road. There was also excellent participation by CERT members who helped maintain the road closure. Much credit goes to Community Services Supervisor Sarah Gualtierri for coordinating and running the event. County Sheriff and Fire Department personnel and vehicles participated in the parade. Town Hall was represented by the City Manager and City Engineer Richard Chiu.

The **Westwind Community Barn** has been **buzzing with youthful activity** this summer and this week was the end of the three weeks of the beginner camp at Westwind Community Barn. Next week and the week after from Tuesday-Friday **Summer Riding Camp** Intermediate Session 1 will be held. This camp is full with a maximum of 16 participants. Attached please find photos from beginner camp.

Bullis Charter School has requested the **field rentals at Purissima Park** for the Grade Level Summer Parties. Rentals are as follows on field 2 August 5-7 and 11-14 from 5:00-8:00pm. A resident as also requested Saturday, October 11th from 11:00am-4:00pm on field 3 and Little League will accommodate. Staff has coordinated the rentals with Little League and the requests will be accommodated.

The Town has secured a new food vendor for the annual **Hoedown – Absolute Barbecue Company**. Attached please find the menu they will be serving out of their "food truck/bus" they will also be serving corn on the cob. The Hoedown is scheduled for **Saturday, September 6th from 3:00-8:00pm** at Westwind Barn.

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

Thanks

Carl

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Tasks	Project Name	Latest Status
1	I-280/Page Mill Interchange	(4-10-14) Press release and news article regarding the County Expressway 2040 Plan has been posted on the Town website. LAH staff invited County staff to attend an upcoming City Council meeting to discuss long term plans for Page Mill/Oregon Expressway. (4-18-14) County staff will present the County Expressway 2040 Plan at the May City Council meeting. Staff will be meeting with the County on May 6th to discuss their presentation. (4-25-14) Confirmed with Caltrans and VTA that they will be attending the May 6th meeting. (5-8-14) Town staff met with County, Caltrans, and VTA staff to discuss upcoming County Expressway Plan 2040 presentation at the 5-15-14 City Council Meeting. County will convene a focused technical working group to develop a scope of work for a consultant to study the entire Page Mill/Oregon corridor so that proposals can be obtained. (5-16-14) County staff presented the County Expressway 2040 plan at the 5-15-14 city council meeting. A focused Technical Working Group will be formed for Page Mill/Oregon Expressway. (5-23-14) Per TSC recommendation, staff will have a consultant observe the bus problem at the Park n Ride lot for two days. Agreement has been executed and consultant is scheduling the work. (6-6-14) County staff working on scope of work for consultant to study the Page Mill corridor. Per TSC recommendation, a traffic consultant was hired to observe the bus operations at the Park n Ride facility. Report will be presented to the TSC at their next meeting. (6-12-14) Report on Park n Ride bus issue was discussed at TSC. Staff will provide report to county as additional information for the overall corridor study. (6-20-14) Park n Ride observation report sent to county. Staff following up with County for focused group meeting schedule. (6-27-14) County staff hired a consultant to do concept refinement, traffic analysis, etc., for the interchange area based on the planned corridor improvements. County staff also arranged for new traffic counts just before Stanford let out so the consultant would have the most up-to-date data. County staff will work on scheduling the various agency staff meeting next week.
2	Purissima Park Landscape RFP	(5-16-14) Request for proposal for landscape maintenance services at Purissima Park has been released. Proposals are due June 11, 2014. (6-6-14) Staff will be meeting with a contractor to look at the facility on 6-6-14. (6-12-14) Two proposals were received. Staff to review and discuss with Little League. (6-27-14) Award of contract will be presented at the July Council meeting.

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Tasks	Project Name	Latest Status
3	Drainage improvement on Fremont Road	(8-30-13) Staff in the process of executing an agreement with a contractor to install drainage improvements on Fremont Road near Concepcion to minimize runoff on the pathway. Staff secured TDA Article 3 funds to perform this work. (9-6-13) Staff working with contractor to schedule the work. (9-27-13) Contractor decided to withdrawal from the project. Staff to get additional proposals. (12-5-13) Staff received one proposal, working on getting one more. (12-13-13) Additional proposals received, staff working on executing an agreement. (12-20-13) Contractor working on schedule for drainage installation. (1-3-14) Work in progress. (1-10-14) Work scheduled to be complete 1-10-14. (1-17-14) Project has been completed. (1-31-14) Staff to submit for reimbursement of TDA article 3 funds. (2-28-14) Reimbursement request will be submitted with Hale Creek Path work expenses.
4	O'Keefe Lane and Vista Serena Drainage (Creek Clearing)	(5-17-13) Project awaiting funds.
5	Townwide Pathway and Roadway safety inspection program	(10-4-13) For the month of September 2013, staff performed corrective action on 20 potential liability issues identified by routine inspections. (11-15-13) For the month of October 2013, staff performed corrective action on 40 potential liability issues identified by routine inspections.(1-3-14) For the month of December 2013, staff performed corrective action on 18 potential liability issues identified by routine inspections. (2-28-14) For the month of January 2014, staff performed corrective action on 13 potential liability issues identified by routine inspections. (3-7-14) For the month of February 2014, staff performed corrective action on 5 potential liability issues identified by routine inspections. (6-6-14) For the months of April and May 2014 staff performed corrective action on 27 potential liability issues identified by routine inspections.
6	Robleda Road Pathway (Fremont to Beatrice) (Project #4)	(8-10-12) Permits have been received from various regulatory agencies. Waiting for funding.

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7	Sewer Operations	Veolia is performing maintenance and responding to sewer overflows. (1-31-14) Contractor performing CCTV work on various line segments. CCTV work expected to be completed by March of 2014. Another meeting to be scheduled in April to provide update of asset management and overall system. (2-6-14) Contractor continuing to perform video work. (3-7-14) Staff working on new RFP for sewer O&M. (3-21-14) Draft RFP has been prepared and is being reviewed. Staff scheduling meetings with other agencies/consultants to discuss options for sewer system management. (3-28-14) Staff met with Mark Thomas and they are interested in reviewing our sewer RFP when it is released. (4-4-14) Staff to meet with West Bay week of April 7th to review asset management data. RFP to be completed week of April 7th. (4-11-14) RFP for O&M scheduled to be released week of April 14th. Data for asset management being reviewed by West Bay. (4-18-14) Revised RFP being reviewed. RFP to be released April 21. Veolia's contract will terminate on April 30, 2014. (4-25-14) Proposals for O&M are due May 20th. (5-2-14) Staff doing outreach to possible proposers for our O&M RFP. (5-8-14) Staff working with various contractors to perform any needed cleaning and/or overflow response. (5-23-14) Sewer O&M proposals are due May 27th. (6-6-14) Staff received two proposals for the RFP. Staff will be presenting award of contract at the June 19, 2014 City Council meeting. (6-20-14) Council authorized the City Manager to execute agreement with West Bay Sanitary District. West Bay to obtain approval from their board. (6-27-14) Staff finalizing agreement language.

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Tasks	Project Name	Latest Status
8	Bob Stutz Path (Nicholson Path extension)	(7-19-13) Staff received approval for TDA Article 3 grant funds of which approximately $10,000 could be used for some improvements to Hale Creek Path. (8-30-13) Pathway committee updating pathway map in this area. (9-27-13) Pathway map update has been approved council. Staff to work with committee to develop scope of work. (11-8-13) Item to be discussed at the next pathway committee meeting. (11-22-13) Staff will attend the November Pathway Committee meeting for discussion on scope of work. (1-31-14) Staff to walk with members of pathway committee to develop scope of work for improvements that can be performed with about $10,000. (2-6-14) Staff walked with members of the pathway committee to clarify scope of work for Hale Creek path. The consensus was to create a native path sufficient for walking. More formal type 2b path will be done at a later date by property owners or Town. (2-14-14) Staff in discussion with a property owner on the timing of their proposed project and how that may impact the proposed pathway work. (2-28-14) Property owner at corner of Stonebrook and El Monte to discuss project at next Pathway Committee meeting. (3-21-14) Path name changed to Bob Stutz path. Pathway committee to clarify scope for property at Stonebrook and El Monte at next committee meeting. (3-28-14) Pathway committee decided to recommend proceeding with the work necessary to make the pathway walkable for the segment all the way to Stonebrook/El Monte. (4-4-14) Staff to review project with contractor and do work in the summer. (5-9-14) Contractor working on proposal. (5-16-14) Staff working on notices to residents to inform them of the native path construction work in July 2014. (5-23-14) Agreement with contractor has been executed. Work to being in early July. (6-6-14) Resident contacted staff about delaying work for a few months to provide time for them to install fencing. Staff has suggested doing the work in July as planned, and to see how soon the resident can complete his fencing work. Perhaps opening in September would be reasonable. (6-12-14) Resident is requesting that the path not be opened until October 31, 2014. Staff to discuss with resident and present to city council in July. (6-20-14) Staff met with neighbor and he will be clarifying his request for staff consideration. (7-3-14) Construction to begin week of July 14th. Residents request to delay path opening until November 1, 2014 will be presented to Council at their July meeting.

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Tasks	Project Name	Latest Status
9	Erosion on Page Mill Road near Baleri Ranch Rd	Phase 1 of the project to stabilize the roadway has been completed. A second phase will be needed to widen the shoulder and prevent the creek erosion from impacting the existing culvert crossing. Staff met with SCVWD to discuss how the district may be able to help. Based on the location and scope of work, SCVWD is unable to provide assistance with the project. Staff will have the consultant complete their preliminary analysis of possible repair options. (3-8-13) Draft report submitted to Town. Staff to review and comment. (5-17-13) Project awaiting funds. (5-24-13) Staff provided comments to the consultant on the draft report. Consultant to incorporate comments. (6-13-13) Revised report submitted. Staff to review. (9-27-13) Staff completed review, report being finalized. (11-22-13) Report from consultant has been finalized. Staff to obtain design proposals. (12-20-13) Consultants working on proposals. Town to review in early February 2014. (1-10-14) Staff met with consultants to discuss scope of work. (1-24-14) Proposals from consultants due 1-24-14. (1-31-14) Staff received one proposal and is reviewing. (2-6-14) Staff working on obtaining another proposal. (3-7-14) Staff requested another firm to submit their proposal by 3-21-14. (3-21-14) Another proposal has been received. Staff to review. (3-28-14) Staff to present approval of contact at the April City Council meeting. (4-18-14) Item did not get discussed at the April City Council meeting. To be continued to the May City Council meeting. (5-9-14) Item to be discussed at the May CC meeting. (5-16-14) City council approved the award of contract. Staff to prepare agreement with consultant. (6-6-14) Consultant has some proposed changes to our standard agreement. Staff reviewing proposed changes. (6-12-14) Proposed changes not acceptable to ABAG. Consultant to discuss directly with ABAG representative. (7-3-14) Agreement language has been finalized. Agreement in process of being executed.
10	Sewer Agreement with LA	(4-19-13) Draft amendment sent to Los Altos staff for review and comment. (5-17-13) Staff working to set up meeting with Los Altos to discuss proposed amendment. (5-24-13) Staff met with Los Altos Public Works director to discuss proposed amendment #1. Proposed revisions to follow. (7-5-13) Los Altos had a staff retire and they are not able to work on the proposed revision yet. (7-19-13) Los Altos in process of hiring consultant to help with their sewer system. (8-30-13) Los Altos finalizing agreement with consultant for staff augmentation. (9-13-13) Per discussion with Los Altos staff, the agreement has been approved. Staff is working on scheduling a meeting with Los Altos consultant. (9-27-13) Los Altos staff indicated that they will provided comments on the proposed amendment by October 4, 2013. (10-11-13) Item will be discussed at the joint city council meeting. Los Altos and Los Altos Hills staff discussing amount of repayment of funds paid by Los Altos Hills for flow meters. (10-25-13) Staff meeting with LA 10-29-13 to discuss flow meter repayment. (11-1-13) Staff met with Los Altos staff to discuss reimbursement of flow meter cost. Los Altos staff to contact their consultant and contractor to discuss possible credit back for the design and construction problems. LA City Manager to get back to LAH City Manager by the end of November with a proposal. (12-5-13) Los Altos has not come back with a proposal yet. Staff contacting Los Altos for status update. (1-10-14) With the holidays and some of LA staff being out sick, they have not been able to work on this. They have indicated that they will be getting back to the Town soon to set up another meeting with City Manager to discuss. (2-28-14) LA staff indicated that they will set this as their priority and get back to me next week. (4-4-14) Staff still waiting for response from LA staff.

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Tasks	Project Name	Latest Status
11	VTA Bicycle Expenditure Plan applications	(12-14-12) Staff to work on application to add Nicholson Path Extension and Fremont Road Bike path phase 2 to the Bicycle Expenditure Plan. Applications due 1-31-13. (2-1-13) Applications have been submitted and received by VTA. (3-22-13) Staff provided supplemental information to VTA regarding Hale Creek Path in an effort to secure additional points to qualify to be in the BEP. (4-3-13) All submitted projects were approved to be added to the new BEP. (4-11-13) Hale Creek path and Fremont Road Safe Route to School phase 2 are now on the BEP.
12	Annual Tree Inspection	(5-24-13) Town consulting arborist in process of performing Townwide tree inspections. (6-28-13) Approximately 70% complete. Overall inspections look good so far. (7-5-13) Draft report has been submitted. Staff to review. (7-26-13) Consultant finalizing report. (8-16-13) Consultant submitted finalized report. Staff reviewing. (8-30-13) Staff met with consultant to discuss comments. Consultant to revise and resubmit. (9-13-13) Consultant resubmitted revised reports. Staff reviewing. (9-19-13) Staff verifying addresses to send maintenance letters out to residents. (10-11-13) Letters in process of being sent. (10-18-13) Letters to residents requesting that they perform recommended tree work have been sent. (11-22-13) All priority 1 trees have been addressed except for 1 that will be evaluated by the end of the month. (12-13-13) Priority 1 trees have been addressed. Another assessment will be conducted in 2014. (5-23-14) Consultant working on proposal for 2014 annual tree survey. (6-6-14) Agreement being executed. (6-20-14) Work in progress. (7-3-14) Draft reports for Town facilities under review.
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.

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14	Stonebrook Sewer extension	(5-24-13) Property owner proposed to construction 877 feet of 8 inch sewer main with 4 manholes on Stonebrook. Owner will be requesting a sewer reimbursement agreement for this project. (5-31-13) Staff met with applicant to review comments. Applicant indicated that they will be resubmitting plans first week of June. (6-7-13) Applicant resubmitted plans. Staff to review. (6-13-13) Staff comments provided to applicant. (7-5-13) Revised plans have been submitted for review. (7-12-13) Staff working with applicant to clarify comments. (7-26-13) Project will be presented to Council at their next meeting. (8-9-13) Applicant working with designer to modify the sewer line routing. (8-16-13) Staff meeting with applicant and applicant's new engineer discuss possible options. (9-13-13) Applicant working on redesign to connect to Magdalena side. (12-20-13) Staff meeting with applicant to review R-O-W and utility easement locations. (1-3-14) Staff reviewing revised design for sewer line. (1-10-14) Applicant proposed to construction sewer line on quarry side of the road. (1-17-14) Staff provided some plan check comments to the applicant for them to address. (1-24-14) Applicant decided to install a private pressure line. Applicant working on revised drawings. (1-31-14) Applicant hired another engineer to work on the design of the sewer line. (2-20-14) Applicant submitted a new set of plans for review and approval. Staff to review. (2-28-14) Plan check comments provided engineer. Applicant to resubmit. (3-7-14) Staff working with engineer to clarify comments. (3-13-14) Applicant resubmitted plans for staff to review. (3-21-14) Plans have been reviewed and are acceptable. Applicant to pay fees and bonds for the permit. (3-28-14) Staff clarifying bond requirements with applicant. (5-2-14) Applicant's contractor appears to have difficulty getting worker's comp insurance and bonds. (5-9-14) Permit has been issued and construction is underway.
15	Associate/Senior Engineer Recruitment	(4-18-14) Ads for recruitment were placed starting April 9th. Applications are due May 7th. (5-9-14) Staff reviewing applications received. (6-12-14) Staff interviewed four candidates. (6-20-14) Staff in selection process. (6-27-14) An offer has been made and accepted. New senior engineer will start on July 16.

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Tasks	Project Name	Latest Status
16	Anacapa/La Cresta Utility Undergrounding	(5-31-13) Staff met with neighbors to discuss options. Staff set up three meetings for early June with consultants and neighbors to discuss next steps and obtain proposals for design and acting as assessment engineer. (6-7-13) Staff and committee members met with three consultants and discussed the project. Consultants working on proposals to submit to the Town. (6-28-13) Proposals received from consultants. Staff to review with neighbors. (7-12-13) Meeting with neighbors to discuss consultant proposals scheduled for week of 7-15-13. (7-19-13) Neighbors decided to have consultants proposal prepared in 2 phases. Staff notified consultants to revise their proposal and resubmit. (7-26-13) Revised proposals have been received from 2 firms. Staff and neighbors reviewing. (8-30-13) Prospective consultant meeting with staff and neighbors 8-30-13 to clarify scope of work. (9-6-13) Staff met with neighbor on 9-5-13 to discuss process. Neighbors to do outreach to neighborhood. (9-13-13) Another meeting with neighbors scheduled for 10-3-13. (10-4-13) Neighbors working on obtaining signatures for a petition to submit to the Town requesting the formation of a utility undergrounding district. (10-18-13) Another meeting has been scheduled for 10/22 with the neighbors. Neighbors preparing to meet with residents to sign petition. (11-22-13) Neighbors have decided to put the project on hold until January 2014. (1-3-14) Another meeting with the neighbors has been scheduled for January 16, 2014. (2-14-14) Staff met with neighbors on 2-14-14 to discuss neighborhood outreach. (2-20-14) Next meeting scheduled for 3-14-14. (2-28-14) Staff working with neighbors to clarify questions for bond counsel and underwriters. (3-7-14) Response to questions provided by bond counsel and underwriter. Neighbors working on presentation that they will use to do outreach. Next meeting scheduled for 3-14-14. (3-21-14) Neighbors to conduct pilot meetings with random neighbors to obtain input. Additional information provided by bond council to neighborhood group. (3-28-14) Neighborhood group to conduct a pilot focused group meeting on April 26th. Presentation material being prepared. (4-18-14) Neighbors scheduling a meeting during the week of April 21st to discuss the April 26th focused group meeting. (4-25-14) Staff met with neighbors to discuss presentation material for the April 26th focused group meeting. (5-2-14) Per the neighbors, the focused group meeting was successful. Staff to meet with neighborhood group on May 20th to discuss next steps. (5-23-14) The next neighborhood meeting is scheduled for June 7, 2014. (6-12-14) Second neighborhood meeting was not as successful as the initial focused group meeting. There was low attendance at the meeting, Neighborhood representative will be sending letters and/or e-mail. (6-27-14) Neighborhood group scheduled a meeting for July 8th to discuss progress and next steps.
17	Dog Park	(5-23-14) Staff to look at site for proposed dog park on Purissima. (6-6-14) Park n Rec committee to present proposal to City Council. (6-20-14) Council approved staff time and effort to obtain cost estimates for dog park.

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Tasks	Project Name	Latest Status
18	2013 Sanitary Sewer Rehabilitation Project	(7-12-13) Design has been completed. Bid opening scheduled for July 29, 2013. (7-19-13) Mandatory prebid meeting scheduled for 7-19-13. (7-26-13) Six contractors attended the pre-bid meeting. Bid opening scheduled for July 29, 2013. (8-9-13) Staff is recommending the rejection of all bids and re-advertising of the project. Item to be presented at the August City Council meeting with a recommendation to authorize the City Manager to award the project. (8-16-13) Project scheduled to be re-advertised on August 21, 2013 with bid opening on September 4, 2013. (9-6-13) Town received two bids. Low bidder is Express Plumbing Service. The total bid price of $445,400 is 7.57% higher than the previous low bid of $414,065. The awarded amount is $371,000. Award documents have been sent to the contractor and staff is waiting for bonds and insurance. (9-19-13) Bonds and insurance have been received. Staff to set up pre-construction meeting with contractor. (10-4-13) Pre-construction meeting scheduled for 10-7-13. (10-11-13) Contractor has provided submittals for review and is scheduled to be on-site 10-21-13. (10-18-13) Contractor scheduled to mobilize 10-21-13. (11-1-13) Work in progress. Due to unforeseen soil conditions, contractor had to use an alternative installation method. Pipe reaming as opposed to a pipe bursting method was needed due to soil conditions. Also during the video process additional segments were required to be repaired. Change orders are being prepared to address these issues. (11-15-13) Contractor continuing to work on easement areas. (12-13-13) Work scheduled to be compete in March 2014. (3-7-14) Staff reviewing video to confirm possible additional repair. Some delays due to weather. (3-21-14) Staff to meet with contractor to discuss resident complaint about damaged driveway and last few sections to complete the project. (3-28-14) A property owner indicated that the contactor damaged a sewer lateral. Staff had the contractor video the owners lateral. Video has been completed and staff to review video. (4-4-14) Much of the video needs to be redone. Contractor to perform remedial video work. (4-11-14) Contractor performing video work and reviewing remaining sections to complete. (5-2-14) Contractor finishing up another project and should be ready to work in LAH in a week. Meeting scheduled for May 7 to discuss completion of remaining segments.(5-9-14) Contractor still tied up on another project. Should be available end of May. (6-6-14) Contractor scheduled to resume work mid June. (6-12-14) Contractor resume work in Town. Work underway. (6-20-14) Work scheduled to be completed next week. (6-27-14) One last segment needs to be completed. Contractor reviewing accessibility to site.
19	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.
20	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
21	Open Space Stewardship	(7-19-13) Staff working with Open Space committee to consider implementing a pilot study. (7-26-13) Open Space Committee to meet with staff week of July 29th to discuss request for proposal. (8-9-13) Staff met with OSC to discuss scope of work. Committee to review what scope can be reasonably accomplished based on the available funds. (9-19-13) OSC discussing scope of work that they want to accomplish. (9-27-13) staff working with OSC to develop scope of work for contractors. (11-1-13) Staff to meet with members of the OSC on 11-4-13 to discuss proposal request. (11-8-13) Staff met with OSC members to discuss proposal request. OSC to finalize proposal request at their next meeting and send to Town staff. (11-15-13) OSC working on finalizing the proposal request. (12-5-13) Staff in the process of finalizing the RFP. (12-20-13) RFP has been finalized and will be released 12-20-13. (1-3-14) RFP has been released. Consultants working on proposal. (1-10-14) A mandatory pre-bid meeting occurred on 1-7-14 and four contractors attended. A site visit was conducted with all the contractors. (1-17-14) Staff to work on response to one question received on the RFP. (1-24-14) Staff distributed Clarification #1. Proposals due 1-28-14. (1-31-14) Staff received two proposals and is in the process of reviewing. Proposals were also shared with members of the open space committee for review and discussion. (2-6-14) Members of the open space committee reviewing the possible formation of an ad hoc committee for this project. (2-14-14) Staff to present award of contract to City Council at the February meeting. (2-28-14) Staff working with Town Attorney to clarify some of the questions that were raised at the City Council meeting. (3-7-14) Staff sent agreement to Acterra for signature. (3-13-14) Staff to schedule kick off meeting with Acterra after agreement is executed. (3-21-14) Contract has been executed. Kick off meeting to be scheduled. (3-28-14) Kick off meeting with Acterra and members of the Open Space Committee scheduled for April 9th. (4-4-14) Members of the Open Space Committee will be attending the meeting on April 9th. (4-11-14) Kick off meeting held on April 9th with members of the Open Space Committee. Acterra performing assessment and coordinating volunteer work days. (4-18-14) Acterra working on Vegetation Management Plan and webpage development. (5-2-14) Acterra setting up Nature Walk in Byrne Preserve for May 22. (5-16-14) Web link to Acterra site provided on Town's website. (5-23-14) Town working with Acterra to do some mowing in particular areas of Byrne Preserve. (6-6-14) Acterra held a community work day and pulled weeds. Quarterly meeting scheduled for 6-16-14. (6-20-14) Acterra has completed a draft Vegetation Management Plan and continues to hold community work days. Staff coordinating mowing contractor work with Acterra. (6-27-14) Additional mowing with the Town's contractor has been performed at Byrne Preserve and more will done at O'Keeffe Preserve. Acterra is continuing to hold work day events at Byrne Preserve.
22	Impact Fee Studies	(7-19-13) Staff working on amendment for consultant to perform impact fee study for Pathway, Park n Rec, and Storm Drain Fees. (9-6-13) Draft reports from consultant scheduled to be submitted mid September. (3-13-14) Staff working to schedule a meeting with the consultant. (3-21-14) Phone conference scheduled for March 25th. (3-28-14) Staff conducted phone conference with Wildan. Wildan to provide list of requested items for them to begin work in early April. (4-18-14) Staff to gather information for consultant.

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23	Edith Sidewalk in Los Altos	(10-25-13) Staff to inspect sidewalk. (11-8-13) Staff obtained a proposal for about $15,000 to remove and replace the asphalt sidewalk. Staff working on obtaining another proposal. (11-15-13) Staff received two proposals with the lower one at about $15,000. LAH staff checking with LA staff to see if they are open to cost sharing. (11-22-13) Awaiting response from Los Altos staff. (12-5-13) LAH staff contacted LA staff and awaiting response. (12-13-13) LA staff indicated that they are open to cost sharing for this work. Staff working out details with LA staff. (1-10-14) Staff sent a request to Los Altos for a deposit to cover 50% of the cost to remove and replace new asphalt for the section of Edith between Cypress and Foothill Expressway. (2-28-14) LA staff indicated that they will process our deposit request. (4-4-14) Still waiting for LA staff to process payment.
24	P-TAP Round 15 grant funds	(1-17-14) Staff applied for and received approval for $18,600 in grant funds to update the Town's Pavement Management Program. (3-13-14) MTC to assign consultant to work on LAH project. (4-11-14) Staff meeting with consultant on 4-11-14 to begin project. (4-18-14) Staff reviewing work plan from consultant. (4-25-14) Work Plan budget approved. (5-2-14) Consultant working on project schedule. (5-16-14) Waiting for MTC approval of work plan. (5-23-14) MTC has approved the project. Consultant to provide schedule. (6-6-14) Consultant to begin field work week of June 16, 2014. (6-20-14) Work underway.
25	Stanford Perimeter Trail Parking	(1-24-14) As part of the Stanford Perimeter Trail project, they are proposing to provide some parking on Coyote Hill Road in unincorporated Santa Clara County. Item to be discussed at the 1-28-14 Traffic Safety Committee meeting. (1-31-14) The proposed parking issue was discussed at the Traffic Safety Committee and there was consensus that the committee does not support additional parking on Coyote Hill Road. The committee was concerned that the parking would add to the congestion on Page Mill Road. (2-6-14) Staff to contact Stanford to see if they have any traffic study for the parking on Coyote Hill. (3-13-14) Stanford did not provide a traffic study. (3-21-14) Coyote Hill parking is off the table for the time being. (4-18-14) Staff verifying with Stanford that Coyote Hill Parking is off the table at this time. (4-25-14) It appears that the Coyote Hill Parking will be in the plan proposed to the County in the next few weeks. Staff has inquired to see if Stanford is available to attend the May 6th meeting with the County and Caltrans. (5-9-14) Stanford is almost ready for an updated submittal to the County.
26	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.
27	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 7/3/2014

Tasks	Project Name	Latest Status
28	Barron Creek Drainage Channel Maintenance (26170 W. Fremont Road)	Town will need to do a project to restore the flow line of the channel. Funds will need to be allocated for design with construction funds to follow. (11-30-12) Staff met with SCVWD to discuss how the district may be able to help. Town and District staff to discuss further. (1-11-13) Staff meeting with SCVWD staff on 1-17-13 to discuss how the district may be able to help. (1-18-13) Staff met with SCVWD and there is no assistance they can provide for this project. (1-25-13) Project needs to be budgeted. (11-15-13) Staff will be working on flushing out the pipe segment upstream of the open channel. (11-22-13) Staff completed flushing of the upstream storm drain pipe. (5-9-14) Staff working on budget for this project. (6-12-14) Budget not approved.
29	VTA TAC Meetings	(9-27-13) Town will receive approximately $47,000 in vehicle registration fee to be used for the Town's road rehabilitation projects. (10-11-13) Staff attended the 10-10-13 TAC meeting. No announcements of any grant opportunity. Committee will be working on selecting a new chair and vice chair.(5-9-14) Staff attended the 5-8-14 TAC meeting. Committee voted to recommend board approval for FY 2014-15 Countywide Transportation Development Act Article 3 program.
30	2014 Sanitary Sewer Root Foaming Project	(4-4-14) Staff has released a RFP for the 2014 Root Foaming Project. Staff will be requesting Council to authorize the City Manager to award the contract. LAH and other sewer agencies are experiencing increased sewer overflows due to roots being more aggressive from the lack of rain this year. Staff is recommending that root foaming be performed as soon as possible. Additional funds will need to be allocated for this project. (4-11-14) Item to be presented to the City Council for authorization of the City Manager to award the contract. (4-18-14) At the April City Council meeting, Council authorized the City Manager to award the contract. (4-25-14) Staff waiting for bonds and insurance paperwork from the contractor. (5-9-14) Bonds and insurance received and staff is checking. Contractor may start week of May 12th. (5-16-14) Root foaming to begin May 27th after Memorial day. (5-23-14) Pre-construction meeting held with contractor on 5-23-14. Work to begin week of 5-27-14. (6-6-14) Work in progress. (6-20-14) Approximately 35% of the work has been complete. Contractor progressing on schedule.
31	New electric meter for Purissima Park	(4-4-14) Staff to work with PG&E and electrician to in separate electric meter at Purissima Park for EV charging stations. (4-18-14) Staff filed an application for a new meter. (4-25-14) Staff reviewing the proposal from contractor. (5-2-14) Agreement being prepared. (5-9-14) Staff, contractor, and PG&E scheduled to meet at Purissima Park on 5-12-14 to discuss new meter. (5-16-14) Meeting with PG&E was held, PG&E reviewing information from contractor. (6-20-14) PG&E rejected proposed work. Contractor to propose alternative. PG&E to provide rough estimate to run new supply wires. (6-27-14) Awaiting for additional information from PG&E. (7-3-14) Contractor reviewing response from PG&E.
32	Viscaino Sewer Main extension	(5-16-14) Permit has been issued. Construction about to get underway. (6-27-14) Waiting for property owner to begin project.

Last Updated on 7/3/2014

Tasks	Project Name	Latest Status
33	Proposal for San Francisco Bay Water Quality Improvement Fund (FY2014 Funds)	(5-16-14) Application for grant funds was submitted for Matadero Creek repair project. (5-23-14) Should get results end of May early June. (6-6-14) Grant application requesting $225,000 did not get approved.
34	ATP grant	(5-16-14) Town consultant working on grant application for Fremont Road Bike path project phase 2. Will be submitted week of 5-19-14. (5-23-14) Grant has been submitted. (6-6-14) Confirmation of grant submittal has been received. Requested grant amount is $1.1 million with a $150,000 matching fund. Supplemental regional ATP call for projects has been released and is due to MTC on July 24, 2014. Staff and consultant will be working on the regional ATP grant application. (6-12-14) Resolution of local support to be presented to council at the July meeting.
35	Coyote Signs at Byrne Preserve	(6-12-14) Signs have been installed at Byrne Preserve to indicate no dogs are allowed due to coyote threat. (6-27-14) Additional incidents have occurred with the coyotes. Staff has added and relocated signage.
36	2014 Road Rehabilitation Project	(7-3-14) Project has been released for bid. Bids are due July 8th. Award of contract to be presented to Council at the July meeting.
37	Annual Sewer tax roll	(7-3-14) Approval of assessments for county tax roll to be presented to Council at the July meeting.

Town of Los Altos Hills

FY JUNE 2014

BUILDING PERMITS ISSUED

Permits Issued	2014 June	2014YTD	2013 June	2013 YTD	2012 June	2012 YTD
New Residence	2	22	5	19	1	17
Secondary Dwelling	2	11	2	4	2	7
Addition	3	42	2	40	0	37
Interior Remodel	7	73	6	48	5	68
Pool	4	32	2	24	3	23
EV charger	1	16	2	34	6	24
Solar	7	82	5	59	2	51
Water Heater	4	32	5	14	1	18
Re-Roof	8	58	4	53	6	68
Sewer	1	12	0	11	0	14
Misc. (Electrical, Plumbing	27	255	20	221	15	197
Total Permits Issued	66	635	53	527	41	524
Total Valuation	$5,316,337	$53,330,935	$2,678,806	$39,273,899	$3,743,271	$33,968,832

SITE DEVELOPMENT PERMITS ISSUED

Permits Issued	2014 June	2014YTD	2013 June	2013 YTD	2012 June	2012 YTD
New Residence	1	21	3	17	2	13
Addition	3	33	4	22	5	29
Fence	7	41	5	36	2	35
Landscape	1	14	1	20	4	23
Pool	0	10	0	8	0	3
Misc. (Hardscape, Grading	8	43	4	33	1	44
Total Permits Issued	20	162	17	136	14	147

Santa Clara County Office of the Sheriff
Weekly Activity Summary
6/23/2014 – 6/29/2014
LOS ALTOS HILLS

PATROL ACTIVITY SUMMARY

DATE	BEAT	ACTIVITY	COMMENTS
6/23	L4	Grand Theft	At 5:30 PM on 5/18, unknown suspect(s) advertised a designer purse for sale online. The victim wired money for the item but never received the purse for a total loss of about $11,200. The victim lives in Los Altos Hills.
6/25	L3	Identity Theft	Between 5/10 and 6/25, unknown suspect(s) used the victim's personal information to make credit card purchases in Orlando, Florida for a total loss of about $1734. The victim lives in Los Altos Hills.
6/25	L1	Identity Theft	Between 6/17 and 6/25, unknown suspect(s) used the victim's personal information to access a frequent flyer account and make purchases for a total loss of about $1200. The victim lives in Los Altos Hills.
6/26	L5	Identity Theft	Between 6/3 and 6/26, unknown suspect(s) used the victim's personal information to make purchases at Smart and Final for a total loss of about $423. The victim lives in Los Altos Hills.
6/26	L1	Petty Theft	Between 10:00 PM on 6/25 and 8:00 AM on 6/26, unknown suspect(s) entered an unlocked vehicle parked at a residence in the 14000 block of Miranda Road. The suspect(s) took two wallets for a total loss of about $40.
6/26	L3	Residential Burglary	Between 3:15 PM and 4:30 PM, unknown suspect(s) entered a residence in the 13000 block of Avila Court through an open window. The suspect(s) took unknown items for an unknown total loss.

DATE	TIME	DB	EVENT NUM	TYPE	LOCATION	DETAILS
				BURGLARY		
6/26/2014	16:59	L3	S141770315	459	AVILA CT @ ELENA RD	Report Taken
				THEFT		
6/23/2014	15:51	L4	S141740325	487	WILLOW POND LN @ TEPA WY	Report Taken
				IDENTITY THEFT		
6/25/2014	17:51	L1	S141760406	530.5	LA CRESTA DR @ NINA PL	Report Taken
6/25/2014	12:02	L3	S141760197	530.5	ALMADEN CT @ ALTAMONT RD	Report Taken
6/26/2014	12:38	L5	S141770211	503.5	1ST ST @ W EDITH AV	Report Taken
				VANDALISM		
6/26/2014	10:24	L1	S141770138	594	BEATRICE LN @ ROBLEDA RD	Unfounded
				PHONE CONTACT		
6/25/2014	7:58	L3	S141760073	1021	ALTAMONT RD @ BLACK MTN	Completed
6/24/2014	14:57	L5	S141750294	1021	RAVENSBURY AV @ OLD RANCH	Completed
				VEHICLE	**IN ROADWAY**	
6/24/2014	19:09	L3	S141750433	1124	ADONNA CT @ ELENA RD	Citation Issued

6/23/2014	20:34	L1	S141740433	1154	DE BELL RD @ ESTACADA DR	No Report
6/23/2014	10:42	L5	S141740141	1154	OAK KNOLL CL @ OAK PARK	No Report
6/28/2014	0:29	L3	S141790019	1154OC	STIRRUP WY @ SADDLE MTN	No Report
				TRAFFIC CONTROL		
6/26/2014	7:52	L1	S141770056	1184	OREGON EX @ MIDDLEFIELD RD	Completed
6/26/2014	9:50	L5	S141770119	1184	STONEBROOK DR @ EL MONTE RD	Cancelled
6/29/2014	16:26	L2	S141800219	1185	MAGDALENA RD @ FY 280	Completed
				TRAFFIC ENFORCEMENT		
6/23/2014	11:48	L1	S141740174	1195	SAN ANTONIO RD @ LYELL ST	Warning
6/23/2014	11:58	L1	S141740176	1195	W EDITH AV @ 1ST ST	Warning
6/27/2014	18:03	L1	S141780350	1195	BURKE RD (D2) @ W FREMONT RD	Warning
6/25/2014	15:37	L2	S141760325	1195	MAGDALENA RD @ HILLVIEW DR	Citation Issued
6/25/2014	16:50	L2	S141760367	1195	S EL MONTE AV @ SUMMERHILL AV	Citation Issued
6/26/2014	23:11	L2	S141770449	1195	FY 280 @ MAGDALENA RD	Citation Issued
6/27/2014	8:36	L2	S141780087	1195	FY 280 @ MAGDALENA RD	Citation Issued
6/27/2014	8:52	L2	S141780097	1195	FY 280 @ MAGDALENA RD	Citation Issued
6/28/2014	3:20	L3	S141790063	1195	PAGE MILL RD (D1) @ STORY HILL	Warning
6/29/2014	11:41	L3	S141800134	1195	ELENA RD @ GREEN HILLS CT	Warning
6/23/2014	5:38	L3	S141740040	1195	FY 280 @ PAGE MILL RD	Citation Issued
6/25/2014	14:48	L3	S141760299	1195	ARASTRADERO RD @ STIRRUP WY	Citation Issued
6/25/2014	22:56	L3	S141760531	1195	ARASTRADERO RD @ 14000BL PAGE	Citation Issued
6/26/2014	16:28	L3	S141770297	1195	ELENA RD @ GREEN HILLS CT	Citation Issued
6/27/2014	12:17	L3	S141780193	1195	PAGE MILL RD (D1) ARASTRADERO	Citation Issued
6/28/2014	0:15	L3	S141790007	1195	PAGE MILL RD (D1) VIA VENTANA	Citation Issued
6/27/2014	23:59	L4	S141780514	1195	PAGE MILL RD (D1) MOODY RD	Warning
6/29/2014	12:10	L4	S141800141	1195	ALTAMONT RD @ TAAFFE RD	Warning
6/24/2014	19:28	L4	S141750441	1195	MOODY RD @ ELENA RD	Citation Issued
6/24/2014	17:46	L5	S141750397	1195	MAGDALENA AV @ EASTBROOK AV	Citation Issued
6/25/2014	14:28	L5	S141760285	1195	MAGDALENA AV @ EASTBROOK AV	Citation Issued
				VEHICLE ACCIDENT		
6/23/2014	17:14	L1	S141740368	EXINFO	FREMONT HILLS COUNTRY CLUB	Information Exchanged
				RECKLESS DRIVER		
6/23/2014	8:30	L1	S141740075	23103	FY 280 @ EL MONTE RD	Beat Information
				DUI DRIVER		
6/23/2014	19:22	L3	S141740409	23152	PAGE MILL RD @ ARASTRADERO	Gone on Arrival
				RESIDENTIAL ALARM CALLS		
6/23/2014	7:15	L1	S141740057	1033A	NEW BRIDGE DR @ LA PALOMA	False Alarm
6/27/2014	13:41	L1	S141780221	1033A	DIANNE DR (D2) @ LA RENA	False Alarm
6/27/2014	13:57	L1	S141780226	1033A	NEW BRIDGE DR @ LA PALOMA	False Alarm
6/25/2014	20:42	L1	S141760487	1033A	LA LANNE CT @ MIRANDA RD	False Alarm
6/28/2014	15:36	L1	S141790270	1033A	LA CRESTA DR @ ARASTRADE	False Alarm
6/23/2014	17:53	L3	S141740381	1033A	BYRD LN @ NATOMA RD	False Alarm
6/27/2014	14:24	L3	S141780240	1033A	MATADERO CREEK LN @ MATADERO	False Alarm
6/29/2014	16:13	L3	S141800213	1033A	BERRY HILL CT @ BERRY HILL	False Alarm

6/27/2014	10:35	L5	S141780151	1033A	OAK PARK CT @ OAK KNOLL	False Alarm
6/29/2014	9:55	L5	S141800105	1033A	OAK PARK CT @ OAK KNOLL	False Alarm
6/29/2014	9:37	L6	S141800100	1033A	BERKSHIRE DR @ ELOISE CIRCLE	False Alarm
				ANIMAL COMPLAINT		
6/24/2014	1:06	L1	S141750008	1091B	HORSESHOE LN @ HORSESHOE CT	Barking Dog
				DISTURBANCE		
6/27/2014	21:56	L1	S141780466	415P	DIANNE DR @ LA RENA LANE	Disturbance- Party
6/28/2014	22:53	L1	S141790452	415P	CANTATA WY @ O KEEFE LN	Disturbance- Party
6/24/2014	12:05	L1	S141750214	415	E SUNSET DR @ BURKE RD	Disturbance
				THEFT		
6/26/2014	9:44	L1	S141770116	484	ORCHARD HILL LN @ ROBLEDA	Vehicle
6/26/2014	17:16	L1	S141770323	484	MIRANDA RD @ WILD PLUM LANE	Report taken
6/28/2014	18:33	L3	S141790353	459VEH	GERTH LN @ OLD PAGE MILL	Prior report taken
				9-1-1 CALLS		
6/28/2014	22:59	L3	S141790455	911ABN	STORY HILL LN @ PAGE MILL	Call cancelled
6/27/2014	10:48	L1	S141780156	911CEL	JUNIPERO SERRA BL @ STANFORD	Call cancelled
6/27/2014	14:07	L1	S141780235	911CEL	PALO HILLS DR @ W FREMON	Call cancelled
6/26/2014	18:57	L3	S141770368	911CEL	FY 280 @ LA BARRANCA RD	Call cancelled
6/24/2014	6:56	L4	S141750041	911CEL	RHUS RIDGE RD @ MOODY RD	No report
6/24/2014	17:38	L1	S141750391	911UNK	PURISSIMA RD @ LA PALOMA	No report
				AID/ASSIST		
6/23/2014	7:35	L3	S141740063	AID	TAAFFE RD @ ALTAMONT RD	Medical Call
6/29/2014	23:23	L4	S141800364	AID	LA LOMA DR @ SUMMIT WOOD	Prior head injury
				BEAT INFORMATION		
6/23/2014	13:38	L1	S141740229	BTINFO	LA CRESTA DR @ VISCAINO	Beat Information
6/25/2014	14:39	L1	S141760292	BTINFO	FY 280 @ EL MONTE RD	Beat Information
6/28/2014	15:34	L3	S141790269	BTINFO	MAPLE LEAF CT (D2) @ ELE	Beat Information
6/28/2014	15:12	L4	S141790255	BTINFO	BLEDSOE CT @ MOODY RD	Beat Information
6/28/2014	15:24	L4	S141790265	BTINFO	BLEDSOE CT @ MOODY RD	Beat Information
6/23/2014	23:34	L1	S141740502	INFO	FOOTHILL EX @ ARASTRADERO RD	Beat Information
6/29/2014	16:04	L1	S141800208	INFO	PINEWOOD HIGH/26800 W FREMONT	Beat Information
6/24/2014	12:09	L1	S141750215	INFO	LA LANNE CT @ MIRANDA RD	Beat Information
6/28/2014	9:48	L2	S141790133	INFO	BARLEY HILL RD @ HILLTOP	Beat Information
6/28/2014	13:58	L3	S141790219	INFO	ELENA RD @ AVILA CT	Beat Information
6/27/2014	10:50	L4	S141780158	INFO	BLEDSOE CT @ MOODY RD	Beat Information
6/29/2014	23:21	L4	S141800363	INFO	LA LOMA DR @ SUMMIT WOOD	Beat Information
6/25/2014	10:13	L5	S141760133	INFO	OAK KNOLL CL @ OAK PARK	Beat Information
6/28/2014	15:05	L5	S141790248	INFO	ONEONTA DR @ STONEBROOK	Beat Information
				MARIJUANA ERADICATION		
6/27/2014	7:14	L1	S141780061	11358	PAGE MILL RD (D1) @ MONTEBELLO	Marijuana Eradication

				STRANDED MOTORIST		
6/25/2014	0:42	L3	S141760019	STRAND	FY 280 @ PAGE MILL RD	Assist Completed
				SUSPICIOUS CIRCUMSTANCES		
6/28/2014	1:05	L1	S141790035	SUSCIR	CAMPO VISTA LN @ W FREMONT RD	Gone on Arrival
				FOLLOW UP		
6/27/2014	16:35	L3	S141780302	FU	AVILA CT @ ELENA RD	Completed

TOWN OF LOS ALTOS HILLS
INTERNAL FINANCIAL PROCEDURES AND APPLICABLE POLICIES

PROCUREMENT

The Town's procurement system is centralized to provide efficient control over public resources. The purpose of this document is to provide management and administrative guidance to Town personnel. The City Manager may suspend or amend this policy, in writing, when necessary to ensure efficient delivery of Town operations.

Procurement Authority
The City Council has authorized the City Manager to procure goods and services up to $15,000, without prior City Council approval, if adequate appropriations are available in the City Council Adopted Budget. For efficiency, the City Manager delegates procurement authority to the following personnel:

Position	Limit of Authority (up to)
Administrative Services Director	$5,000
Community Development Director	$5,000
Public Works Director	$5,000

No purchase on an article, service or thing shall be made by any department head independently of the City Manager.

City Council Authorization
Advance City Council authorization is required for procurement of goods and services in excess of $15,000, in part or in aggregate. The City Council shall be provided with a contract, signed in advance by the vendor, and a fiscal impact detailing the impact of the transaction on fund balances. The City Council shall authorize the City Manager to execute contracts by a resolution.

Contracts
A contract, as prescribed by the City Attorney's Office, is required for the procurement of goods and services in an amount of $15,000 or more. The City Manager is authorized to award informal contracts, up to fifteen thousand dollars ($15,000.00). A copy of the contract and any related documents shall be filed with the City Clerk and attached to the first payment on the contract.

Purchase Orders
Purchase orders are only issued upon request of the vendor.

Bids
At the City Manger's discretion, procurement of goods or services under $15,000, in part or in aggregate, may be made on the open market, with or without informal bid pursuant to Ordinance Number 505 and Chapter 4 Purchasing System, Section 2-4.03 Bidding procedures of the Municipal Code.

Amount	Bidding Requirement
$1 - $14,999	Open market based on at least three (3) competitive bids. The City Manager shall keep a record of all open market orders and bids open to public inspection
$15,000 - $124,999	Informal competitive bid based on soliciting at least three (3) competitive bids by issuing a notice inviting bids to all contractors for the category of work to be bid

DRAFT

$125,000 or greater	Formal competitive bid based on specifications approved by the City Council and advertised upon authority of the City Council. The bids submitted shall be received by the City Clerk, to be opened by the City Manager at the time designated.

Per Municipal code Section 2-4.05 Bids – Exception, the City Council may dispense with the bidding procedure if it determines that the property sought to be purchased can be obtained from only one vendor.

Public Projects
All public projects shall be in compliance with the California Uniform Public Construction Cost Accounting Act.

Independent Contractors
The Town frequently utilizes independent contractors who are authorized by agreement to provide services to the Town. Agreements typically dictate insurance requirements for individual contractors. Any modifications to the insurance language must be approved by the Risk Manager and/or City Attorney. New contractors are required to certify all licenses held are valid.

PAYMENT FOR GOODS AND SERVICES PROCURED

The Administrative Services Department issues checks for payment on the Town's various accounts (accounts payable or A/P) and is responsible for enforcing the Town's procedures relating to procurement of goods and/or services. The purpose of this section of the document is to provide operational direction to staff members tasked with A/P. The Administrative Services Director may modify or otherwise amend this document, in writing, as required to maintain efficient operations. Expense reimbursements are governed by a City Council adopted policy and are set forth in section 3-2.02 of the Municipal Code.

Incoming invoices
The department's Office Specialist is responsible for opening and routing invoices to the appropriate department head for approval. If the invoice is a routine purchase, the invoice will be logged on an A/P worksheet which contains appropriate signature blocks for each particular vendor. If the invoice is unfamiliar to the Office Specialist, the invoice is forwarded to the Finance Manager who will further analyze the invoice. If additional documentation is available, such as packing slips or receipts, the Office Specialist will attach that documentation to the invoice.

Initial Review of A/P Worksheets
The Office Specialist reviews worksheets for correctness in budgetary account number(s) and necessary documentation. If the invoice exceeds $15,000, the Office Specialist confirms that a valid contract is on file with the Finance Department and that appropriations are available to ensure compliance with the Town's Municipal Code requirements.

Departmental Review
Upon satisfactory review of the A/P worksheets, the Office Specialist will forward the worksheet to the appropriate Department Head for review and approval. The Department Head is required to confirm the appropriateness of the charge, certify receipt of goods/services, confirm the allocation to appropriate budgets, and authorize release of funds to the vendor for the invoice amount or an adjusted amount with a specified reason.

Input into the Financial Database
Invoices are input into the financial database by the Office Specialist once all approvals are received. Once input into the database, the invoice is included in an A/P packet that will be reviewed prior to issuance of checks.

Final Review
The Finance Manager performs the secondary review of all A/P packets. The purpose of this review is to ensure use of the appropriate account code and back-up approval as prescribed in the procurement procedures, and flag any capital purchases for additional processing. The Administrative Services Director performs a final overall review of each accounts payable packet and approves them in the financial system.

Check Issuance and Distribution
The Finance Manager will issue checks once all matters relating to the A/P batch have been resolved. A copy of the unsigned checks is made and attached to the documentation that initiated the check payment. All checks are then provided to the Administrative Services Director and City Manager for review and signature. The City Council and City Clerk is also authorized to sign checks in the event that either the City Manager or Administrative Services Director are unavailable. At least one signature must be the City Manager or the Administrative Services Director. Signed checks are given to the Office Specialist who is responsible for reviewing that the vendors and amounts match the file backup. Checks that match are sealed in an envelope and placed in the outgoing mailbox. Checks that do not match the backup are brought to the attention of the Finance Manager for additional investigation.

Credit Card Payment for Goods and Services
Credit cards are an authorized form of payment for procurement of goods and services when deemed the most efficient method of payment by the cardholder. Credit Cards are issued to personnel at the discretion of the City Manager with an aggregate City Council authorized credit limit not to exceed $15,000. As of July 1, 2014, the Town has issued the following cards:

Employee	Credit limit
City Manager	$8,500
City Clerk	6,000

The credit card is the responsibility of the cardholder and may only be used for authorized Town expenses, i.e., expenses that would otherwise be paid by check and withstand the scrutiny of the accounts payable process but, for convenience purposes, are best paid by credit card.

At the end of each statement cycle, the cardholder is required to provide all receipts to the Administrative Services Department which will reconcile all charges to actual receipts. Missing receipts will be reported to the City Manager and may result in disciplinary action.

Cash Receipts

Town operations generate receipts from user fees (planning, building and recreation), sale of copies, maps, and other documents, taxes, and miscellaneous agreement fees. Cash receipts are separated into individual processing packets by payment method; cash, check and credit card to facilitate ease of bank reconciliation.

As of July 1, 2014, the Town's credit card processing service provider is ETS and the average cost to the Town for credit card transactions is 2.35%. Credit card transactions are automatically transmitted at the end of the business day, and reconciled with each cash receipt packet.

Checks are scanned using a USB-connected check scanner and transmitted for deposit on-line through Bank of America, which provides archival copies of the scanned checks and streamlines the deposit process, making funds available in a shorter time frame than manual deposit.

Petty cash is reconciled with each cash receipt packet with cash as the payment method. Cash deposits are prepared on a semi-monthly basis, or when the receipts reach a threshold over $500, whichever comes first.

Receipts
Incoming cash, checks, credit cards, and electronic fund transfers are entered to the general ledger through a cash receipting batch, processed through the Town's financial database. The database generates a unique numbered receipt for each transaction. If the customer is present, they are provided with a copy of the receipt and an additional copy is printed for the Town's records.

Safekeeping
Cash and check receipts are placed in a locked box and secured in the finance vault on a nightly basis. The deposit is reviewed for accuracy and completeness by the Finance Manager. An approved deposit is then put into a tamper proof deposit bag and delivered to the bank by the Finance Manager, Administrative Services Director, or the Office Specialist.

Reconciliation
At the end of each month, upon receipt of the bank statement, the Finance Manager prepares a reconciliation of the Town's cash accounts.

Accounts
The Town maintains an operations checking account to which all deposit are made and from which all checks are drawn. The City Council, City Manager, Administrative Services Director and City Clerk are authorized officers of the Town and their signatures and identification are provided to the depository bank.

The Town maintains an account with the Local Agency Investment Fund (LAIF) which serves as the short-term interest bearing account. As cash flow dictates, electronic funds transfers are made between the Town's LAIF and operations checking accounts. The City Manager and Administrative Services Director are registered with LAIF as authorized officers of the Town.

Long-term investments are deposited with the Town's pooled investment fund California Asset Management Program (CAMP) which invests funds in accordance with the Town's Investment Policy approved by the City Council.

Petty Cash
Certain unplanned, minor purchases are most efficiently paid for by cash, particularly those less than $100. The Town maintains a total petty cash fund of $1000. Of this amount, the front counter drawer maintains an amount of $100. The Finance Manager maintains a petty cash fund of $900. Each petty cash reimbursement must be approved by department director or supervisor, must be less than $100, and accompanied by a Petty Cash Reimbursement Form (which requires employee and supervisor signature) and receipt to qualify for reimbursement. No other funds are to be mingled with the Petty Cash or other funds. Petty cash funds must be reconciled and verified daily.

Credit Card Acceptance
The Town accepts Visa and Mastercard for the payment of all user fees and certain taxes, e.g. business tax. On a daily basis, the day's credit card transactions are automatically posted by the credit card processor, ETS. The Finance Manager reconciles each cash receipt packet with credit card as the payment method to the posted credit card transactions.

To ensure Town records are consistent with those of our credit card processor, ETS, refunds for all transactions that were originally paid by credit card must be refunded directly to the original card used in the transaction. For customer initiated refunds, the Town collects a 7% administrative fee to recover the Town's cost of the refund and cost of staff resources and then refunds the net amount.

Development Deposits
The Town collects performance deposits and pass-through deposits for development related services. Deposit amounts and time required to be held by the Town vary based on the type of development, and restrictions on the development imposed by the Planning Commission or City Council. It is the Town's policy not to pay interest earnings to the depositor; however, the depositor may deposit the funds in a certificate of deposit for the prescribed time provided the Town is a co-owner on the certificate of deposit.

Performance deposits are held until the developer fulfills specifications required by either the Municipal Code and/or conditions of approval from the Planning Commission or City Council. Once Town staff signs off on the performance deposit, the Department Head is required to submit a payment request to the Administrative Services Department to return the appropriate balance of the deposit to the developer. Performance deposits may be encumbered by the Department Head should a developer fail to meet the performance conditions. The Town will then utilize those funds to contract the work necessary to meet the performance conditions.

Pass-through deposits are paid by developers to reimburse the Town the full cost of providing development specific services such a specialized geo-technical consulting or expedited plan review. Staff members are provided with a deposit account number to which all staff hours and contracted services are charged. On a quarterly basis, the Town will review the status of pass-through deposit accounts and send requests for replenishment to developers who are approaching or have completely drawn down their deposit. Refund of this deposit is at the discretion of the developer and is processed once staff is confident all of the contract invoices have been paid.

Payroll

The Town has an authorized full-time work force of 19.2 employees (FY 2014-15 Adopted Budget) to provide development services, parks and recreation, core administration, and public safety coordination. All salaries and benefits are prescribed in the City Council adopted Personnel Rules and Regulations and Classification and Compensation Plan. The purpose of this section is to provide management and operations guidance on the topic of payroll. The City Manager and Administrative Services Director may, in writing, amend or suspend these procedures as required to maintain operations.

Salary Schedule
Salaries paid to employees are determined as part of the City Council adopted budget and vary between a bottom and top annual and/or hourly range to compensate employees according to their performance and experience. Advancement within a salary range may occur of at intervals of one year in length effective with each satisfactory performance review. Modifications to the salary range or structure must be made by action of the City Council.

Benefit Schedule
Benefits provided to employees are authorized by the City Council on an annual basis in the Classification and Compensation Plan. The Administrative Services Director is responsible for administering the Town's benefits program. Modifications to the benefit plan or structure must be made by action of the City Council.

Personnel Rules and Regulations

The City Council adopted Personnel Rules and Regulations which governs all aspects of the Town's employer – employee relations. The Administrative Services Director is responsible for administering and ensuring compliance with the Personnel Rules and Regulations.

Personnel Action Form
All changes to the payroll database (including but not limited to new employees, salary adjustments, benefits changes, etc.) shall be documented on a personnel action form (PAF). The PAF must be approved by the Department Head, Administrative Services Director, and the City Manager. The Administrative Services Director is responsible for ensuring that all PAFs are in compliance with City Council approved policies and documents.

Expense and Reimbursement Policy – Adopted January 26, 2006

Policy Statement
The Town of Los Altos Hills takes its stewardship over the use of its limited public resources seriously. Public resources should only be used when there is a substantial benefit to the Town, such as:

- The opportunity to discuss the community's concerns with state and federal officials
- Participating in regional, state and national organizations whose activities affect the Town
- Attending educational seminars designed to improve officials' skill and information levels
- Promoting public service and morale by recognizing such service

This policy provides guidance to elected and appointed officials on the use and expenditure of Town resources, as well as the standards against which those expenditures will be measured. This policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources and also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws. This policy also applies to any charges made to a Town credit card or cash advances.

Authorized Expenses
Town funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized Town business. The following types of expenses generally constitute authorized expenses, as long as the other requirements of this policy are met:

- Communicating with representatives of regional, state and national government on Town-adopted policy positions
- Attending educational seminars designed to improve officials' skill and information levels
- Participating in regional, state and national organizations whose activities affect the Town's interests
- Recognizing services to the Town, for example thanking a volunteer, retiring elected official or long-time employee with a gift or celebration of nominal value and cost
- Attending Town events

All other expenses require approval by the City Council.

Examples of personal expenses that the Town will not reimburse include, but are not limited to:

- The personal portion of any trip
- Political or charitable contributions or events
- Family (partner, children, pets) expenses when accompanying official on Town-related business
- Entertainment expenses, including theater, movies (either in-room or at a theater), sporting events (including gym, massage and/or golf-related events)
- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline
- Personal losses incurred while on Town business

Any questions regarding the propriety of a particular type of expense should be resolved by the City Manager before the expense is incurred.

Stipends
The stipend for City Councilmembers is $250 per month. The stipend for Planning Commissioners is $100 per month. Such stipends will be in addition to any reimbursement for meals, lodging, travel and expenses consistent with this policy.
Cost Control
To conserve Town resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines.

Transportation
The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. In the event that a more expensive form or route is used, the cost borne by the Town will be limited to the cost of the most economical, direct, efficient and reasonable transportation form.

Automobile mileage is reimbursable at the Internal Revenue Service rates presently in effect. These rates are designed to compensate the driver for gasoline, insurance, maintenance and other expenses associated with operating the vehicle. The amount does not include bridge and road tolls, which are also reimbursable.

Lodging
Lodging costs will be reimbursed or paid for when travel on official Town business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging costs should not exceed the group rate published by the conference sponsor for the meeting in question. For overnight stays in other contexts, lodging costs will be reimbursements or payments will be limited to the per diem rate for lodging published by the Internal Revenue Service.

Meals
Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area.

Telephone/Fax/Cellular Phones
Officials will be reimbursed for actual telephone and fax expenses incurred on Town business.

Airport Parking
Long-term parking should be used for travel exceeding 24 hours.

Credit Card Use Policy
The ability to pay for the purchase of some goods or services such as conference registrations or lodging with a credit card provides an efficient means of payment. On October 2, 2003, the City Council approved the application for and use of a corporate credit card. The credit limit for the account is $14,500. Purchases by credit card are subject to the same advance and subsequent approval processes as purchases made by check. The Town's credit card may not be used for personal expenses, even if the official subsequently reimburses the Town.

Expense Report Content and Submission Deadline
Expense reports must document that the expense in question met the requirements of this policy. Officials must submit their expense reports within thirty days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Receipts for gratuities and tolls under $5.00 are not required. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

Audits of Expense Reports
All expenses are subject to verification of compliance with this policy.

Compliance with Laws
Town officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act.

Violations of this Policy
Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- Loss of reimbursement privileges
- A demand for restitution to the Town
- The Town's reporting the expenses as income to the elected official to state and federal tax authorities
- Prosecution for misuse of public resources

CAPITALIZATION POLICY

The Town's operations require the purchase and construction of certain assets that are used over a long-term period to provide services to the community. These assets are classified as "capital assets" on the Town's financial statements and include any tangible good with an acquisition cost of $15,000 or more and a useful life greater than three years. To facilitate the proper recordation of these assets, the department has established the following procedure.

Acquisition
The acquisition of capital assets is programmed in the Town's budget on an annual basis. Public projects are budgeted in lump sum based on recommendation from the City Manager. The City Manager oversees the various components of the public project to ensure overall budget compliance. The Public Works Director has latitude to deviate from the original engineers estimate provided the project will not exceed budget. The acquisition of all other capital assets is managed by the Administrative Services Director.

Accounting
Public projects are budgeted in distinct capital project funds and account numbers. All costs required to acquire a public project are recorded to the respective account number. It is the department's policy to record staff time, supplies, services, and applicable overhead to the public project. All other capital assets are posted to a distinct object code to facilitate the year end process.

Tracking
The Finance Manager maintains a register of capital assets that is in conformance with generally accepted accounting principles and this policy. The register records the asset's identification (e.g., name, vehicle identification, etc.), year of acquisition, acquisition cost, useful life. The Finance Manager performs an annual audit of capital assets that are not fixed. The register shall also serve as the basis for preparation of Town financial statements.

Depreciation Schedule
Capital assets are categorized into one of several categories, each with estimated useful lives. The Administrative Services Director determines useful life of each item based on historical practice and input from the appropriate department head where necessary. The following is the Town's estimated useful lives:

Infrastructure	20 to 50 years
Structures and improvements	10 to 30 years
Vehicles	5 to 10 years
Equipment	3 to 10 years

Disposal of Capital Assets

At the discretion of the City Manager, a capital asset may be disposed of at any time. The Administrative Services Director is responsible to ensure disposal of the asset is in accordance with Municipal Code Section 2-4.06.

Journal Entries

The purpose of the policy is to document the Administrative Services Department's procedures pertaining to journal entry preparation, approval and posting.

Preparation

Journal entries are prepared and entered by the Finance Manager and Office Specialist. Journal entries prepared by the Office Specialist are reviewed by the Finance Manager, and posted to the General Ledger by the Administrative Services Director. In the Director's absence, the Finance Manager may post journal entries to the General Ledger. Journal entries prepared by the Finance Manager are reviewed and posted by the Administrative Services Director.

FRAUD IN THE WORKPLACE POLICY – Adopted October 11, 2007

Purpose

To establish policy to ensure that employees are aware of what acts are considered to be fraudulent, what the procedures are for reporting suspected fraudulent acts, and what steps are to be taken when fraud or other related dishonest activities are suspected.

The City Manager has determined the need for a written policy addressing this issue.

It has become a standard audit recommendation that public agencies have written policies on fraud.

General

A. The Town of Los Altos Hills is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the Town to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the Town and, when appropriate, to pursue legal remedies available under the law.

B. DEFINITIONS

1. Fraud – Fraud and other similar irregularities include, but are not limited to:

   a. Claim for reimbursement of expenses that are not job-related or authorized by the current Town Reimbursement Policies.

   b. Forgery or unauthorized alteration of documents (checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.).

   c. Misappropriation of Town assets (funds, securities, supplies, furniture, equipment, etc.).

   d. Improprieties in the handling or reporting of money transactions.

   e. Authorizing or receiving payment for goods not received or services not performed.

   f. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Town-owned software.

   g. Misrepresentation of information on documents.

h. Any apparent violation of Federal, State, or local laws related to dishonest activities or fraud.

i. Seeking or accepting anything of material value from those doing business with the Town including residents, vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is determined by the Town's Conflict of Interest Code which incorporates the Political Reform act of 1974, Regulations of the Fair Political Practices Commission (2 Cal.Admin.Code Sections 18100 et seq.), and any amendments to the Act or regulations.

2. Employee – In this context, employee refers to any individual or group of individuals who receive compensation, either full- or part-time, from the Town. The term also includes any volunteer who provides services to the Town through an official arrangement with the Town or a Town organization.

3. Manager or Management – In this context, manager or management refers to any administrator, manager, director, supervisor, or other individual who manages or supervises funds or other resources, including human resources.

C. It is the Town's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, length of service, or relationship with the Town of any party who might be involved in or becomes the subject of such investigation.

D. Each department of the Town is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.

E. Employees will be granted whistle-blower protection when acting in accordance with this policy.

1. When informed of a suspected impropriety, neither the Town nor any person acting on behalf of the Town shall:

a. dismiss or threaten to dismiss the employee reporting the impropriety;

b. discipline, suspend, or threaten to discipline or suspend that employee;

c. impose any penalty upon that employee; or

d. intimidate or coerce that employee for that employee's role in reporting the suspected impropriety.

This section is intended to protect employees from retaliation for reporting suspected improprieties. It shall not be construed as absolving an employee of responsibility for his or her own fraudulent activity; any such fraudulent activity shall be subject to disciplinary action.

2. Violations of the whistle-blower protection will result in discipline up to and including dismissal.

F. Upon conclusion of the investigation, the results will be reported to the City Manager.

G. The City Manager, following review of investigation results, will take appropriate action regarding employee misconduct. Disciplinary action may include referral of the case to the District Attorney's Office for possible prosecution.

H. The Town will pursue every reasonable effort, including court ordered restitution, to obtain recovery of Town losses from the offender, or other appropriate sources.

PROCEDURES

A. City Council and Committee/Commission Appointee Responsibilities

1. If a City Councilmember or an Appointee has reason to suspect that a fraud has occurred, he or she shall immediately contact the City Manager.

2. The City Councilmember or Appointee member shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the City Manager.

3. The alleged fraud or audit investigation shall not be discussed with the media by any person other than through the City Manager in consultation with the City Attorney and the Administrative Services Director.

B. Employee Responsibilities

1. A suspected fraudulent incident or practice observed by, or made known to, an employee shall be reported to the employee's supervisor. If the employee believes that the supervisor may be involved in the inappropriate activity, or if there is any other reason the employee believes it would not be appropriate to report to the supervisor, the employee shall make the report directly to the next higher level of management and/or to the City Manager.

2. The reporting employee shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the City Manager, City Attorney or law enforcement personnel.

C. Management Responsibilities

1. Managers are responsible for being alert to, and reporting, fraudulent or related dishonest activities in their areas of responsibility.

2. Each manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his or her area.

3. When an improper activity is detected or suspected, or when a manager receives a report of suspected activity from an employee, the manager shall inform his or her immediate supervisor and/or the Department Head.

4. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.

5. Management should support the Town's responsibilities and cooperate fully with other involved departments and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.

6. Management must give full and unrestricted access to all necessary records and personnel. All Town furniture and contents, including desks and computers, are open to inspection at any time. There is no assumption of privacy.

7. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should avoid the following:

    a. Incorrect accusations.

    b. Alerting suspected individuals that an investigation is underway.

    c. Treating employees unfairly.

    d. Making statements that could lead to claims of false accusations or other offenses.

8. In handling dishonest or fraudulent activities, management has the responsibility to:

    a. Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.

    b. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the Town, unless specifically directed to do so by the City Attorney.

    c. Avoid discussing the case with anyone inside the Town other than employees who have a need to know such as the City Manager, City Attorney, or law enforcement personnel.

    d. Direct all inquiries from the suspected individual, or his or her representative, to the City Manager or City Attorney. All inquiries by an attorney of the suspected individual should be directed to the City Attorney. All inquiries from the media should be directed to the City Manager.

    e. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the Administrative Services Director, in conformance with the Town's Personnel Policy Manual.

D. Investigation and Action

1. The Department Head shall inform the City Manager and the Administrative Services Director of suspected activity involving fraud or related dishonest activity.

2. The Department Head, Administrative Services Director, and City Manager will determine how best to investigate the suspected activity; typically either the Department Head or the Administrative Services Director, or a designated representative, will be assigned to conduct the investigation.

3. At the conclusion of the investigation, the investigator will report to the Department Head, City Manager, and Administrative Services Director.

4. If evidence is uncovered showing possible dishonest or fraudulent activities, the investigator will proceed as follows:

a. Advise management, if the case involves staff members, to meet with the Finance Administrative Services Director to determine if disciplinary actions should be taken.

b. Report to the Administrative Services Director such activities in order to assess the effect of the illegal activity on the Town's financial statements.

c. Coordinate with the Town's Risk Manager regarding notification to insurers and filing of insurance claims.

d. Take immediate action, in consultation with the City Attorney, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:

    1) Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.

    2) Preventing the individual suspected of committing the fraud from having access to the records.

5. If employees are contacted by the news media regarding an alleged fraud or audit investigation, the employee will consult with the City Manager, and the City Attorney as appropriate, before responding to a media request for information or interview.

6. Unless exceptional circumstances exist, a person under investigation for fraud is to be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom allegations are being made may submit a written explanation to the Administrative Services Director no later than seven calendar days after notice is received.

7. The Administrative Services Director will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.

EXCEPTIONS

There will be no exceptions to this policy unless provided and approved in writing by the City Manager and the City Attorney.

If the City Manager is suspected of fraud, that claim shall be addressed directly to the City Attorney. The City Attorney shall enforce the spirit of this policy and report to the City Council as appropriate.

Accounting During a Disaster – Under Review

Purpose

The Administrative Services Department is responsible for the City's participation in disaster assistance funding. All reimbursement is based on disaster related expenses incurred by each department. Therefore, it is imperative that each department keep thorough, accurate and complete records regarding all expenses that are incurred as a result of a declared disaster. Without proper documentation requests for reimbursement will be denied.

Department Procedures

1. **Each department should take pictures of all disaster sites worked on.** These pictures will be part of the city's documentation and will be used as proof for reimbursement of expenses.

2. **Begin preparation of a "Disaster Summary Report Forms" as soon as a project number is assigned.** The Administrative Services Department will keep the Disaster Summary Report Forms to help each department organize its disaster information. Directions on how to complete the Disaster Summary Report Forms are on page 3.

3. **Use the project number on all expense requests (i.e., purchase orders and timesheets).** As soon as a disaster has been officially declared the Administrative Services Department will create a project number for that particular disaster. Use of the project number will allow for easy tracking of disaster expenses. Regular and overtime hours spent on the project should be charged to the project through time-card entry.

4. **Maintain detailed records on all expenses.** Use of the Disaster Summary Report forms will help. Expenses are broken into three main areas: *Labor, Equipment and Materials.*

   Labor (Employee) - Daily work schedules must be maintained showing location where each employee worked and the number of hours worked. Timesheets must designate Regular and Overtime Hours that are disaster-related. Use of the project number on timesheets is required. Individual departments do not need to make copies of the timesheets for the Disaster Summary Report forms since the timesheets will be obtained from the Payroll Department by the Administrative Services Department.

   Labor (Contract) - A copy of the contract and any invoices, the contract advertisement, the list of bidders, and proof that work went to lowest bidder must be maintained.

   Equipment (City owned) - Equipment logs must be maintained that show type of equipment (description, tonnage and number of axles), location where equipment was used and the amount of time in use. Idle time is not allowed. Equipment use must reconcile to timesheets.

   Equipment (Rented) - Equipment logs must be maintained that show type of equipment (description, tonnage and number of axles), location where equipment was used and the amount of time in use. Rental contract and invoices are to be retained.

   Materials (Supplies) - Recording of what material, location where material is used and the date or dates used. List purchase order numbers that are assigned to pay for materials used at each job.

It is important to record expenses as they are incurred to help prevent any errors. Expenses in the three areas must tie out to each other. Records should not show that Materials or Equipment were used on a date when no Labor was incurred.

6. **Send the Disaster Summary Report Forms to the Administrative Services Department by the deadline.** Information gathered on the Disaster Summary Report Forms is used by the Finance Department to complete the required forms for disaster assistance funding. The Federal Emergency Management Agency (FEMA) and California's Office of Emergency Services (OES) have deadlines for the receipt of their forms so it is imperative that each department complete the Disaster Summary Report Forms and turn them into the Finance department by the deadline designated by the Finance department. Include with each Disaster Summary Report Form a map designating the disaster site, and all pictures taken of the site.

   If specific jobs are not completed before the deadline, send a copy of the Disaster Summary Report Form that is current, to the extent of work completed. Also give an estimated completion date for each job.

Notify the Administrative Services Department of any changes, additions, or discrepancies concerning the jobs, the Disaster Summary Report forms or documentation. FEMA/OES provides for the potentiality of changes as long as the changes are noted following established guidelines.

Disaster Summary Report Form Directions

There are two types of FEMA/OES Disaster Summary Report Forms:

Emergency (Categories A and B)
These categories are for immediate emergency protective measures such as sandbagging, removal of debris from roads and clearing creeks and drains that are overflowing their perimeters. Disaster repair such as street repair is not to be included in categories A and B.

Damage Repair (Categories C through G)
These categories are for disaster repair jobs such as streets, bridges, levees, and public buildings. Depending on the extent of the damage, completion of category C through G repairs may take weeks or even months. It is important to complete disaster repairs in a timely manner. Reimbursement funds for a specific job may be lost if an inordinate amount of time is taken to make the repair.

Exhibit C is an example of completed Disaster Summary Report forms. It is better to have too much documentation than not enough. Only expenses incurred during the officially declared disaster period will be eligible for reimbursement.

Attach a copy of a Town of Los Altos Hills map highlighting the location of the site detailed on the Disaster Summary Report form. Include all pictures taken of the site.

If a department supplied labor, equipment or materials to another department, or provided Mutual Aid, during the disaster period a Disaster Summary Report form is still required. Note on the form that all expenses were incurred working with another department or providing Mutual Aid.

The Administrative Services Department will notify all departments of the deadline for turning in the Disaster Summary Report forms.

If there are any questions regarding the forms contact the Administrative Services Department. The Administrative Services Department must be kept informed on all jobs that are disaster related.

CARDHOLDER AGREEMENT

Please review the terms stated below and sign:

I agree to use this card **only for actual and necessary business expenses incurred by me and only by me** as cardholder in accordance with the "Town of Los Altos Hills Credit Card Procedures." I understand and acknowledge that use of the card may not be delegated to anyone other than myself as cardholder.

I agree to abide by the "Town of Los Altos Hills Credit Card Procedures." I acknowledge that use of this card for any purpose other than Town of Los Altos Hills approved business expense is prohibited and is grounds for disciplinary action, up to and including termination. In addition, I must reimburse the Town of Los Altos Hills for such charges.

I agree to surrender the card immediately upon retirement, termination, or upon request of the Administrative Services Director of the Town of Los Altos Hills. I understand that use of the card after privileges are withdrawn is prohibited.

If the card is lost or stolen, I will immediately notify the issuing bank (Bank of America) by telephone. I will confirm the telephone notification by mail to the issuing bank with a copy to the Administrative Services Director. I understand that failure to promptly notify the issuing bank of the theft, loss, or misplacement of the VISA card could make me responsible for any fraudulent use of the card.

The use of this card is to be limited to $1,000 or less per transaction. Any purchases above this amount have to be authorized by the City Manager in writing prior to the transaction.

Bank Contact

Bank of America
P.O. Box 15796
Wilmington, DE 19886-5796
Customer Service: (800) 673-1044

City Contact

Yulia Carter, Administrative Services Director
26379 Fremont Road
Los Altos Hills, CA 94022
(650) 947-2515

Cardholder:

Signature_____

Date_____

Approving Official: Carl Cahill

Signature_____

Date_____

CREDIT CARD PROCEDURES

THE CREDIT CARD

Bank of America has provided the Town of Los Altos Hills with VISA credit cards. The bank has no individual cardholder information other than the cardholder's work address. No credit records, social security numbers, etc. are maintained.

The credit card should be used whenever possible in lieu of petty cash, emergency purchase orders, manual checks, or purchase requisitions. Each single purchase may be comprised of multiple items, but the total including tax cannot exceed the credit limit on your credit card.

TRANSACTION PROCEDURES

As of July 1, 2014, the Town has two credit cards available for use in the name of the City Manager and the City Clerk. A staff member is required to fill out a credit card authorization form prior to use of the Town credit card. The form requires the signature of the staff member's supervisor and of the cardholder. In addition, the form requires the name of the vendor, amount (or estimate if the exact amount is unknown prior to procurement) and description of the purchase.

STATEMENT PROCEDURES

At the end of a billing cycle the card company will send a statement showing all transactions made during the billing cycle. The Office Specialist will reconcile all credit card transactions with the statement, and notify appropriate personnel of any transactions without a receipt.

LOST OR STOLEN PROCUREMENT CARDS

Should any cardholder lose or have their credit card stolen, it is their responsibility to contact the credit card company immediately. Also, the employee must notify the Administrative Services Director within one (1) working day after discovery.

Call the Bank of America's Customer Service at **1-800-673-1044**.

B

NOTICE

Wood Fired Pizza

A whole new twist on pizza delivery.
Individual Artisan Pizza baked in our wood burning brick oven.

BBQ Chicken Pizza — $12.00
our signature BBQ sauce topped with smoky mozzarella, red onion and cilantro.

Pulled Pork Pizza — $12.00
our signature BBQ sauce, smoky mozzarella, fresh pineapple, red onion, jalapeño, honey and cilantro.

Margherita Pizza — $10.00
topped with San Marzano tomatoes D.O.P., mozzarella fior di latte, fresh basil and extra virgin olive oil.

Traditional Cheese Pizza — $10.00

Add mushrooms, olives, cherry tomatos, broccoli rabe, caramelized onions or grilled peppers $.50 each.

BBQ Pork Ribs

Smoked Pork Spare Ribs — $12.00
with your choice of two sides

We use only the finest meats, rubbed with our "Texas Dust", slow smoked over hickory logs and finished with our signature BBQ sauce.

The Big Salad

Mixed greens, roasted corn, cucumbers, cherry tomatoes, gorgonzola cheese, avocado, black beans and a deviled egg your choice of ranch or vinaigrette dressing. Olive oil and balsamic for gluten free option. — $9.00

Add chicken or tri tip: — $3.00

Sandwiches

Tri-Tip Sandwich — $8.25
with gorgonzola cheese spread, grilled onions, grilled wild mushrooms & arugula on a toasted steak roll.

BBQ Chicken Sandwich — $8.25
with our signature BBQ sauce, broccoli rabe, grilled peppers, pepper jack cheese on a toasted steak roll.

Pulled Pork Sandwich — $8.25
slow smoked with sriracha slaw on a grilled bun.

Want more?

Loaded French Fries — $7.00

Loaded Mac & Cheese — $7.00

both with pulled pork, shredded cheese, caramelized onions, thinly sliced jalapeño peppers, & house made siracha sauce.

French Fries — $5.00
Macaroni & Cheese — $5.00
Sriracha Slaw — $5.00

Drinks

Sodas — $2.00
Bottled Water — $2.00

All employees are CA licensed food handlers. Alert your server if you have special special dietary requirements. Absolute BBQ Express. Licensed to Grill.
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