



## Town Manager's Report for July 14 - 18, 2014

### Planning/ Building/ Engineering Update:

The **City Engineer's Report** is attached. Items in red text represent updates in project status. Attached are photos showing the construction of the **Bob Stutz** off-road path.

Last December, a fire severely damaged the house at **13661 La Paloma** (see photos). The owner of the fire damaged home has secured a demolition contractor and demolition work is expected to start in about two weeks.

The **Fremont Hills Country Club** tennis court light project is scheduled for City Council review on August 21. A project web page containing details of the proposal and relevant reports can be found [here](#). A Townwide postcard notice for the hearing will also be sent the week of August 4.

### Public Safety Update:

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

The Town received a refund check for \$44,984 from the County for unused **Law Enforcement** hours for 2014. This is a little surprising in light of the fact that the Sheriff's office spent a lot of time working on the burglary cases. I will be following up with Captain Ken Binder just to better understand.

### Administrative Services Update:

ASD staff continues working on the year-end journal entries and compiling a list of certain documents (see attached PBC letter) in preparation for the interim audit scheduled for August 4-8, 2014.

New **Finance Manager** Pak Lin started her service with the Town on July 16, 2014.

The Administrative Services Director attended the Santa Clara County HR Directors meeting hosted by the City of Los Altos. The meeting included presentation from Doug McKeever of the Health Policy Research Division of CalPERS who is conducting a series of needs assessment meetings among California public agencies to gather feedback pertinent to CalPERS health offerings.

### Parks and Recreation Update:

Attached [is](#) a photo from the Friday, July 11<sup>th</sup> **Volunteer Dinner** at the Los Altos History Museum. This event, intended to honor [Town Committee Volunteers](#), was the best attended in history with 147 people.

Attached is a photo from Friday's **Summer Riding Camp Intermediate Session 1** which had 16 kids in camp. Next week there are 13 registered for **Summer Riding Camp Intermediate Session 2**.

Attached please find **Victoria Dye Equestrian's** July Monthly Report. Staff met with VDE on Tuesday to review finances.

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

Thanks

Carl

**Last Updated on 7/18/2014**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
1	I-280/Page Mill Interchange	<p>(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. (7-11-14) County staff trying to set up meeting with staff from various agencies for end of July.</p>
2	Purissima Park Landscape RFP	<p>(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. (7-18-14) Council approve the award of contract. Staff in process of setting up meeting with Little League and contractor. Agreement in process of being executed.</p>

**Last Updated on 7/18/2014**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
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.

**Last Updated on 7/18/2014**

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7	Sewer Operations	<p>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&amp;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&amp;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&amp;M are due May 20th. (5-2-14) Staff doing outreach to possible proposers for our O&amp;M RFP. (5-8-14) Staff working with various contractors to perform any needed cleaning and/or overflow response. (5-23-14) Sewer O&amp;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. (7-11-14) Agreement language has been finalized. Staff working on executing agreement. Staff to set up meeting to discuss data transfer. (7-18-14) Staff to meet with West Bay next week to provide historical data.</p>

**Last Updated on 7/18/2014**

<b>Tasks</b>	<b>Project Name</b>	<b><u>Latest Status</u></b>
8	Bob Stutz Path (Nicholson Path extension)	<p>(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 begin 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. (7-11-14) Construction work to begin the 15th or 16th of July. <b>(7-18-14) Construction work for native path in progress. Council approved delaying the opening date until Nov. 1, 2014.</b></p>

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9	Erosion on Page Mill Road near Baleri Ranch Rd	<p>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.</p>
10	Sewer Agreement with LA	<p>(4-19-13) Draft amendment sent to Los Altos staff for review and comment. (5-17-13) Staff working to set up meeting with Los Altos to discuss proposed amendment. (5-24-13) Staff met with Los Altos Public Works director to discuss proposed amendment #1. Proposed revisions to follow. (7-5-13) Los Altos had a staff retire and they are not able to work on the proposed revision yet. (7-19-13) Los Altos in process of hiring consultant to help with their sewer system. (8-30-13) Los Altos finalizing agreement with consultant for staff augmentation. (9-13-13) Per discussion with Los Altos staff, the agreement has been approved. Staff is working on scheduling a meeting with Los Altos consultant. (9-27-13) Los Altos staff indicated that they will 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.</p>

**Last Updated on 7/18/2014**

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
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. (7-11-14) Street tree work in progress. Staff requested additional information from consultant for Town facilities. <b>(7-18-14) Draft tree list has been provided to staff for review. Consultant working on finalizing the reports.</b>
13	EI Monte/I-280 interchange	Traffic Safety Committee had some concerns about the stop sign and alignment of the northbound EI 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 EI 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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<b>Tasks</b>	<b>Project Name</b>	<b><u>Latest Status</u></b>
14	Stonebrook Sewer extension	<p>(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.</p>
15	Associate/Senior Engineer Recruitment	<p>(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. <b>(7-18-14) Senior engineer Tina Tseng was introduced to Council at their July meeting.</b></p>

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16	Anacapa/La Cresta Utility Undergrounding	<p>(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. (7-11-14) Staff met with neighbors on 7-8-14 to discuss possible reconfiguration of the district boundaries. Staff to obtain clarification from bond attorney. Neighbors conducting more outreach to residents that they have not been able to contact. (7-18-14) Staff obtained answers to questions raised and provided to neighborhood group.</p>
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**Last Updated on 7/18/2014**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
18	2013 Sanitary Sewer Rehabilitation Project	<p>(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 complete 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 contractor 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. (7-11-14) Staff discussing construction method with contractor.</p>
19	Emergency communication antenna	<p>(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.</p>
20	Long Range Trash Management Plan	<p>(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.</p>

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Tasks	Project Name	Latest Status
21	Open Space Stewardship	<p>(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. (7-11-14) Additional mowing was completed at O'Keeffe per coordination with Acterra. Community work days continuing at Byrne Preserve. Staff continue to work with Open Space Committee members on this contract. (7-18-14) <b>Open Space Committee presented progress report at the July City Council meeting.</b></p>
22	Impact Fee Studies	<p>(7-19-13) Staff working on amendment for consultant to perform impact fee study for Pathway, Park n Rec, and Storm Drain Fees. (9-6-13) Draft reports from consultant scheduled to be submitted mid September. (3-13-14) Staff working to schedule a meeting with the consultant. (3-21-14) Phone conference scheduled for March 25th. (3-28-14) Staff conducted phone conference with Wildan. Wildan to provide list of requested items for them to begin work in early April. (4-18-14) Staff to gather information for consultant.</p>

**Last Updated on 7/18/2014**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
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. (7-11-14) Stanford will propose parking spaces on Coyote Hill as part of their Perimeter Trail project. Item will be discussed at the July City Council meeting. (7-18-14) Staff researching appropriate County department to send letter to regarding new parking on Coyote Hill.
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. (7-18-14) Mayor will be sending a letter to CalTrans to request expediting the paving schedule for I-280 within Los Altos Hills.

**Last Updated on 7/18/2014**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
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.
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. (7-18-14) <b>Approximately 50% of the work has been complete.</b>
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.

**Last Updated on 7/18/2014**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
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.
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. (7-11-14) Consultant working on regional ATP application. <b>(7-18-14) Council approved the resolution of support for the grant application.</b>
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. (7-11-14) Staff received two bids for the project. Item to be presented at the July City Council meeting. <b>(7-18-14) Council approved award of contract. Staff waiting for bonds and insurance.</b>
37	Annual Sewer tax roll	(7-3-14) Approval of assessments for county tax roll to be presented to Council at the July meeting. <b>(7-18-14) Council approved the resolution. Staff to finalized documents to send to County.</b>





13661 La Paloma Road

Lands of McFarland





# UNSAFE

DO NOT ENTER OR OCCURRY  
(THIS PLACARD IS NOT A DEMOLITION ORDER)

This structure has been inspected, found to be seriously damaged and found to be unsafe for occupancy.  
*[Signature]*  
This structure has been inspected, found to be seriously damaged and found to be unsafe for occupancy.  
*[Signature]*

DO NOT REMOVE, ALTER OR COVER THIS PLACARD WHILE AUTHORIZED BY THE DEMOLITION CONTRACTOR  
Attachment Code: D00001-1-1-0-000











**Santa Clara County Office of the Sheriff**  
**Weekly Activity Summary**  
**7/7/2014 – 7/13/2014**  
**LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
7/9	L3	Recovered Stolen Vehicle	At 5:25 PM, deputies recovered a vehicle previously stolen from Sunnyvale in the 27000 block of Via Cerro Gordo. The suspect(s) is at large.
7/10	L3	Non-Injury Collision	Occurred at 12:20 PM in the 13000 block of Page Mill Road.
7/13	L5	Grand Theft/ Theft by Credit Card	Between 1:00 AM and 5:15 AM, unknown suspect(s) entered an unlocked vehicle parked at a residence in the 10000 block of Alberstworth Lane. The suspect(s) took a purse, a wallet and cash for a total loss of about \$3300. The suspect(s) then used the credit cards at a gas station for an unknown total loss.

DATE	TIME	BEAT	EVENT NUM.	TYPE	LOCATION	INFORMATION
<b>THEFT</b>						
7/10/2014	11:09	L3	S141910183	484	LIDDICOAT CL @ YALE CT	Unfounded
7/12/2014	14:15	L3	S141930201	484	ALMADEN CT @ ALTAMONT RD	No Report
<b>FIRE</b>						
7/7/2014	18:08	L1	S141880322	904	W FREMONT RD @ SNELL LN	Aid to Fire
<b>FIREARMS DISCHARGE</b>						
7/10/2014	20:44	L3	S141910431	1057	LUPINE RD @ PAGE MILL RD	Unfounded
<b>GARBAGE COMPLAINT</b>						
7/8/2014	15:05	L1	S141890274	1058	OLD PAGE MILL RD @ PAGE MILL	No Report
<b>SUSPICIOUS PERSON</b>						
7/8/2014	17:13	L3	S141890340	1066	SADDLE CT @ SADDLE MOUNTAIN	Field Interview Card
7/8/2014	22:42	L3	S141890452	1066	ELENA RD @ FOOTHILL LN	Gone on Arrival
<b>ABANDONED VEHICLE</b>						
7/10/2014	10:29	L3	S141910150	1124	LIDDICOAT DR @ AMHERST CT	Marked for Tow

DATE	TIME	BEAT	EVENT NUM.	TYPE	LOCATION	INFORMATION
<b>TRAFFIC HAZARD</b>						
7/9/2014	12:02	L3	S141900178	1125	HY 280 @ PAGE MILL RD	No Report
7/8/2014	8:27	L3	S141890082	1125	ELENA RD @ VINEDO LN	No Report
<b>SUSPICIOUS VEHICLE</b>						
7/8/2014	23:15	L1	S141890461	1154	PURISSIMA RD @ SAMUEL LN	No Report
7/10/2014	17:18	L1	S141910357	1154	O KEEFE LN @ EL MONTE RD	No Report
7/9/2014	23:45	L2	S141900507	1154	MAGDALENA RD @ HY 280	Citation Issued
7/8/2014	17:29	L3	S141890347	1154	STIRRUP WY @ SADDLE MOUNTAIN DR	No Report
7/7/2014	18:29	L5	S141880335	1154	EL MONTE RD @ STONEBROOK DR	No Report
7/12/2014	21:59	L5	S141930396	1154	PRISCILLA LN @ STONEBROOK	No Report
7/12/2014	3:54	L6	S141930040	1154	W LOYOLA DR @ EASTBROOK	No Report
<b>TRAFFIC ACCIDENT</b>						
7/7/2014	9:14	L2	S141880096	1182	HILLTOP DR @ BARLEY HILL	Information Exchange
7/8/2014	17:51	L3	S141890354	1182	FY 280 @ PAGE MILL RD	No Report
<b>TRAFFIC CONTROL</b>						
7/7/2014	13:06	L2	S141880195	1184	HILLTOP DR @ BARLEY HILL RD	Completed
<b>TRAFFIC ENFORCEMENT</b>						
7/10/2014	0:48	L1	S141910014	1195	W FREMONT RD @ ARASTRADERO RD	Citation Issued
7/12/2014	0:40	L1	S141930007	1195	FY 280 @ EL MONTE RD	Warning Issued
7/12/2014	4:22	L1	S141930042	1195	FY 280 @ EL MONTE RD	Warning Issued
7/10/2014	23:01	L1	S141910483	1195	THENDARA LN @ ARASTRADERO RD	Citation Issued
7/9/2014	16:39	L2	S141900329	1195	SUMMERHILL AV @ ROCKPOINT LN	Warning Issued
7/9/2014	23:35	L2	S141900505	1195	HY 280 @ MAGDALENA RD	Warning Issued
7/13/2014	9:29	L2	S141940103	1195	HY 280 @ MAGDALENA RD	Warning Issued
7/10/2014	11:12	L2	S141910186	1195	FY 280 @ MAGDALENA RD	Citation Issued
7/12/2014	4:13	L3	S141930041	1195	FY 280 @ PAGE MILL RD	Warning Issued
7/9/2014	14:30	L3	S141900247	1195	ARASTRADERO RD @ STIRRUP WY	Citation Issued
7/9/2014	15:09	L3	S141900272	1195	ARASTRADERO RD @ STIRRUP WY	Citation Issued
7/10/2014	12:16	L3	S141910210	1195	ARASTRADERO RD @ STIRRUP WY	Citation Issued
7/11/2014	14:52	L3	S141920237	1195	ARASTRADERO RD @ STIRRUP WY	Citation Issued
7/12/2014	10:08	L4	S141930101	1195	MOODY RD @ ALTAMONT RD	Warning Issued
7/7/2014	11:35	L4	S141880167	1195	MOODY RD @ ALTAMONT RD	Citation Issued
7/10/2014	19:06	L5	S141910389	1195	MAGDALENA AV @ EASTBROOK AV	Citation Issued
7/11/2014	11:25	L5	S141920143	1195	EASTBROOK AV @ MAGDALENA AV	Citation Issued
7/12/2014	0:54	L5	S141930013	1195	MAGDALENA RD @ ELISE CT	Citation Issued

DATE	TIME	BEAT	EVENT NUM.	TYPE	LOCATION	INFORMATION
<b>HIT AND RUN ACCIDENT</b>						
7/7/2014	18:03	L1	S141880321	20002	W FREMONT RD @ OLD TRACE LN	No Report
<b>ANIMAL COMPLAINT</b>						
7/13/2014	10:06	L1	S141940113	22500	RHUS RIDGE RD @ BASSETT LN	No Report
7/13/2014	9:19	L4	S141940098	22500	RHUS RIDGE RD @ MOODY RD	No Report
7/12/2014	14:06	L4	S141930197	22500	TEPA WY @ MOODY RD	No Report
<b>RECKLESS DRIVER</b>						
7/13/2014	19:52	L1	S141940308	23103	EL MONTE RD @ FY 280	Information Only
7/13/2014	19:30	L4	S141940299	23103	MOODY RD @ CANYON RD	No Report
<b>ALARM CALLS</b>						
7/7/2014	17:51	L1	S141880316	1033A	CORTE MADERA LN @ CORTE MADERA	False Alarm
7/11/2014	11:46	L1	S141920150	1033A	WILDFLOWER LN @ WILDCRES	False Alarm
7/12/2014	16:09	L1	S141930258	1033A	WILDFLOWER LN @ WILDCRES	False Alarm
7/12/2014	17:41	L1	S141930297	1033A	TORELLO LN @ MANUELLA RD	False Alarm
7/7/2014	11:00	L1	S141880153	1033A	BAKER LN @ PURISSIMA RD	False Alarm
7/7/2014	15:37	L1	S141880252	1033A	ST FRANCIS DR @ ASCENSION	False Alarm
7/7/2014	15:42	L1	S141880256	1033A	ST FRANCIS DR @ ASCENSION	False Alarm
7/9/2014	12:02	L3	S141900177	1033A	VIA CORITA @ NATOMA RD	False Alarm
7/9/2014	17:52	L3	S141900360	1033A	ALTAMONT CL @ PAGE MILL	False Alarm
7/11/2014	15:46	L3	S141920261	1033A	FOOTHILL LN @ ELENA	False Alarm
7/12/2014	15:15	L4	S141930223	1033A	MURIETTA LN @ MOODY RD	False Alarm
7/8/2014	4:32	L5	S141890032	1033A	CAMINO HERMOSO @ RAVENSBURY	False Alarm
7/7/2014	15:47	L1	S141880262	1033	ST FRANCIS DR @ ASCENSION	False Alarm
7/7/2014	15:25	L1	S141880249	1033	ST FRANCIS DR @ ASCENSION	False Alarm
<b>ANIMAL COMPLAINT</b>						
7/13/2014	20:48	L1	S141940327	1091B	CANTATA WY @ O KEEFE LN	Warning Issued
7/10/2014	22:31	L3	S141910474	1091B	ELENA RD @ VINEDO LN	Warning Issued
7/12/2014	9:26	L3	S141930084	1091B	VIA CERRO GORDO @ BRIONE	Warning Issued
7/13/2014	11:21	L1	S141940137	1091C	RESERVOIR RD @ JUNIPER	Injured Animal
7/11/2014	7:46	L4	S141920067	1091	FRANCEMONT AV @ MOODY RD	No Report
<b>DISTURBANCE</b>						
7/13/2014	10:18	L2	S141940115	415E	CASA MIA WY @ SUMMERHILL AV	Construction Noise
7/10/2014	23:35	L5	S141910496	415E	LAURA CT @ KATE DR	Noise

DATE	TIME	BEAT	EVENT NUM.	TYPE	LOCATION	INFORMATION
<b>9-1-1 ADANDONED</b>						
7/13/2014	2:55	L1	S141940046	911CEL	PARMA WY @ COVINGTON RD	9-1-1 Abandoned
7/8/2014	12:06	L3	S141890183	911CEL	EL MONTE RD @ STONEBROOK	9-1-1 Abandoned
7/10/2014	16:58	L3	S141910344	911CEL	DUVAL WY @ ROBLEDA RD	9-1-1 Abandoned
7/12/2014	13:36	L3	S141930186	911CEL	PAGE MILL RD @ CHRIS	9-1-1 Abandoned
7/12/2014	21:04	L3	S141930373	911CEL	EL MONTE RD @ STONEBROOK	9-1-1 Abandoned
7/9/2014	3:42	L3	S141900035	911UNK	ELENA RD @ TAAFFE RD	9-1-1 Abandoned
7/11/2014	11:56	L5	S141920159	911UNK	OLD RANCH RD @ RAVENSBURY	9-1-1 Abandoned
<b>AID CALL</b>						
7/10/2014	8:40	L1	S141910103	AID	ALTADENA DR @ MANUELLA RD	No Report
7/8/2014	11:48	L3	S141890174	AID	ARASTRADERO RD @ STIRRUP	Citation Issued
7/11/2014	17:50	L5	S141920320	AID	OLIVE TREE LN @ BLANDOR	No Report
<b>FOUND PROPERTY</b>						
7/10/2014	8:35	L1	L141910004	FNDPRP	ALTADENA DR @ MANUELLA RD	No Report
<b>FOLLOW UP</b>						
7/13/2014	9:01	L1	S141940094	FU	ALBERTSWORTH LN @ MAGDALENA	Completed
7/13/2014	20:09	L5	S141940317	FU	ALBERTSWORTH LN @ MAGDALENA	Completed
<b>BEAT INFORMATION</b>						
7/7/2014	17:58	L1	S141880319	INFO	ARASTRADERO RD @ THENDAR	Beat Information
7/8/2014	17:54	L1	S141890356	INFO	LOS ALTOS AV @ YERBA SANTA	Beat Information
7/8/2014	19:30	L1	S141890396	INFO	TODD LN @ LA PALOMA RD	Beat Information
7/9/2014	7:47	L1	S141900064	INFO	PURISSIMA RD @ LA PALOMA	Beat Information
7/9/2014	12:28	L1	S141900189	INFO	RHODA DR @ PURISSIMA RD	Beat Information
7/7/2014	7:27	L1	S141880065	INFO	FOOTHILL EX @ S EL MONTE AV	Beat Information
7/9/2014	19:56	L5	S141900420	INFO	JABIL LN @ MAGDALENA RD	Beat Information
<b>PATROL CHECK</b>						
7/9/2014	21:27	L1	S141900459	PATCK	ROBLEDA RD @ QUAIL LN	Completed
<b>STRANDED MOTORIST</b>						
7/11/2014	0:37	L1	S141920015	STRAND	S EL MONTE AV @ UNIVERSITY AV	No Report
<b>UNKNOWN CIRCUMSTANCE</b>						
7/12/2014	19:00	L3	S141930323	UNKCIR	PASEO DEL ROBLE @ PAGE MILL	No Report

<b>DATE</b>	<b>TIME</b>	<b>BEAT</b>	<b>EVENT NUM.</b>	<b>TYPE</b>	<b>LOCATION</b>	<b>INFORMATION</b>
				<b>WELFARE CHECK</b>		
7/9/2014	9:43	L1	S141900110	WELCK	WILD PLUM LN @ MIRANDA RD	No Report
7/11/2014	18:44	L1	S141920339	WELCK	ALEJANDRO DR @ ST FRANCIS	No Report
7/13/2014	13:12	L1	S141940176	WELCK	LAPALOMA @ W FREMONT RD	No Report

**TOWN OF LOS ALTOS HILLS**  
**Interim Audit Listing**  
**June 30, 2014**

The following is a list of certain documents we will need for the interim audit. We have detailed this list into two sections:

- Copies we will need from the Town
- Documents/reports made available to us and no copies are required

Additional information may be requested during the field work. If any of the files, documents, schedules or forms that we will need are available in electronic format, please provide us with those files (electronic formats include Excel, Word, Portable Document Format - PDF, Text and, DAT files, or any other Windows files).

To allow for the most efficient audit please see that all items are completed prior to our arrival. If you have any questions, please call (925-734-6600 ext 2208)/email ([gsmith@vtdcpa.com](mailto:gsmith@vtdcpa.com)).

**Copies we will need from the Town**

**A – General**

1. Current Organization chart.
2. Listing of all bank and investment accounts with their authorized signers.
3. If applicable, authorization of any accounts opened and/or closed during the year. Please provide copies of Town minutes for authorization of each new/closed account.
4. List of all attorneys and insurance brokers used by the Town.
5. List of all investment brokers used by the Town if any.
6. List of all cash and investment custodians used by the Town.
7. List of all sites/locations where cash is collected.
8. Most recent internal financial reports (i.e. budget to actual or other reports used for analytical purposes YTD).
9. If applicable, any reports, financial statements, and/or findings issued by other governmental and/or regulatory agency
10. If applicable, a copy of arbitrage calculation of all bonds issues over three years old.
11. A copy of disaster recovery plan if change from last year.
12. A schedule of insurance policies with support, which includes name of the carrier, deductible and coverage.

**B – State Compliance**

13. Gann Appropriation Limit Calculation
14. If applicable, the Annual AB1600 developer fee and SB 1760 connection fee reports (prior year)
15. If applicable, a summary of all developer agreements.
16. A conflict of interest code meeting the requirements established by the Fair Political Practices Commission.

**Please have the followings available, no copies are required**

**C – General**

1. Policies and/or regulation manuals regarding the Financing Department.
2. Employment contracts with top management.
3. All grant documents for Federal, State, and local grants (i.e. award letters, reimbursement claims, and financial reports) filed during the year.
4. Schedule of all current year budget amendments and supporting approvals.
5. Copies of all official statements/agreements for all new debt instruments including bonds, COPS and capital leases, note payable.
6. If applicable, cost allocation plans for 2013-14.
7. If applicable, the approved indirect costs plan.
8. Current status of all prior year management letter comments.

**D – Grants**

1. Preliminary schedule of federal expenditures for 2013-14 (please list the individual programs, CFDA number, pass-through number if applicable, and the expenditure for each program)
2. A detailed schedule of financial activity for federal, state, and local grants reconciled to the general ledger. (Please show revenue, expenditures, receivables, payables, deferred revenue by grant.)
3. Copies of grant agreements for Federal and State programs (ie. Award letter, reimbursement claims, and financial reports filed with the Federal and/or State agencies during the year).
4. Copies of any program audits conducted by the State or Cognizant Agency (or management reviews contracted by grantors).
5. A schedule of sub-recipients, if applicable and the amount paid to each

**E – Internal Control Transactional Testing**

Please note that we will also be performing transactional testing in all transaction cycles (i.e. cash receipt, cash disbursement, and payroll, and etc.

- We will be pulling samples from all of these areas and for each system that is decentralized (where we will ask you to pull the supporting documents for review).
- We will also be inquiring as to the policies and procedures for internal controls in these areas. Therefore we will need an individual or individuals that are familiar with these areas to assist us.

Cash Receipts
<ul style="list-style-type: none"><li>• Pre-numbered books/cash receipts listing for all departments/locations which have cash collections</li><li>• Bank statements and reconciliations for March and May 2014</li></ul>
Building Permits
<ul style="list-style-type: none"><li>• Current listing of fees schedule</li><li>• Listing of issued permits in March and May 2014 (all permits)</li></ul>
Cash Disbursements
<ul style="list-style-type: none"><li>• Check registers</li></ul>

<ul style="list-style-type: none"> <li>• Cash disbursements backup (i.e. cancelled checks, invoice, PO and so forth)</li> </ul>
<ul style="list-style-type: none"> <li>• Listing of all construction contracts sent out to bid during the year, and bid schedules as well as advertisements</li> <li>• A listing of Town's independent contractors</li> </ul>
Payroll Listing for the month of February 2014 including:
<ul style="list-style-type: none"> <li>• Payroll register</li> </ul>
<ul style="list-style-type: none"> <li>• A listing of terminated Employees during the year</li> <li>• Salary schedules in effect for the year</li> </ul>
<ul style="list-style-type: none"> <li>• Contracts with any unions or employee for 2013-14.</li> </ul>
Journal Entry Listing
Listing of all journal entries for the year. (Testing will be expanded on site to include testing throughout the year from the source documents back to the GL System.)
Copy of G/L Transactions Posting/ Journal Entry Policy (if any)





# Westwind Community Barn Monthly Report July 2014

## Summary

### July

Occupancy	Barn	Paddock	Pasture	Total Boarding	Total inc 4-H and School horses
February	11	2	10	23	23+7+10=40
March	12/10	3	11	24	24+7+10=41
April	11	5	13	29	29+6+10=45
May	11	6	14	31	31+7+11=49
June	13	6	15	34	34+7+11=52
July	12	6	15	33	33+6+11=51

Board raised successfully – no issues

CPI adjustment for WRI – make sure to notify. Current rate \$1929. Proposed Rate \$1983 (2.8% increase based on April to April CPI Change). (Have not done)

#### New Rate/Old Rate

Stall –\$745/\$705

Paddock –\$675/\$605

Pasture - \$375/\$355

#### New/ lost Boarders

##### Lost/Leaving

Lynn Radkowski – too inconvenient to have horse in many places

Cindy Kuhn – Sold horse

Karen Horn – Horse went back to owner

**New**

Stall

NaJung Kim – Horse Asa – trail rider

Tamara and Lauren Malik – Horse Millie – joined Heather’s program

**Paddock**

Same

**Pasture**

same

**Current Trainers**

Heather Franco

Sharon Wormhoudt

Kristin Zurek

**Leaving Trainers** – too far for them to travel, passing clients to Hillary Martin

JM Durr

Marissa Nielsen

New Trainers

Hillary Martin – coming in to take JM and Marissa’s clients

**Activities –this month**

ABOL rodent control scheduled for the 17<sup>th</sup>

Fly predators placed around property

Meeting with Tony to make master plan for WW

Meeting with contractor Jim Nelson about new paddocks

Purchased 2 truck and trailer loads of grass hay

**Activities planned for next month**

Ad-Hoc Committee meeting

Get shelter to make lower pen more functional

Build new paddocks

Plan to purchase dressage court from JM and Marissa

**Issues- none**

**Disputes- none**

**Injuries-**

Edie (pasture horse) was kicked and required stitches.

**Repairs made –**

Tony Robinson came down and worked on arena with Manny, Worked on pulling sand off sides of arena to improve drainage and relieve pressure on drainage mesh.

Fixed handle to open both gates on lower arena

**Capital Repairs –**

**Collection Problems- none**

**Riding Program-  
Camp Enrollment**

Beg 1 – 15

Beg 2 – 15

Beg 3 – 17

Int 1- 16 in week 1, 15 in week 2