



## Town Manager's Report for October 7-11, 2019

Items to report on from this week include the following:

### Planning/ Building/ Engineering Update:

The City Engineer-Public Works Director's Report is attached. Items in **red text** reflect recent changes in project status. The June Sewer O&M Report prepared by West Bay Sanitary Sewer District. The Road rehab project is underway and some photos of the paving work are attached.

### Changes in State Law this week that will effect Los Altos

**Hills:** <https://amp.sacbee.com/news/politics-government/capitol-alert/article235955617.html>

Gov. Gavin Newsom signed several laws Wednesday aimed at increasing housing density by limiting cities' ability to regulate new accessory dwelling unit construction.

### Stanford GUP Update

The Santa Clara County Board of Supervisors met on October 8, 2019 to hold a public hearing on the Stanford General Use Permit Application. The hearing was functionally more of a study session for the Board following their previous meeting on September 24, 2019, where the Board directed staff to further refine the conditions of approval. The Board's deliberation at this meeting was centered around a perceived "lack of transparency" on the part of staff and an ad-hoc subcommittee that was formed to negotiate a development agreement with Stanford. In October of 2018, a subcommittee of two supervisors was formed to negotiate a development agreement with Stanford. The committee was supposed to report back to the Board and staff was to create monthly reports, but the development agreement negotiations were suspended without first discussing with the full Board. The item was continued to October 22, 2019 at 6:00 p.m. in the Palo Alto City Council Chambers.

### Past Week Meeting Summary

- Oct. 8, 2019 – Site Development Meeting
  - 12835 Deer Creek Dr – The Landscape Screening Plan was approved. Two members of the public spoke on this project.
  - 25383 La Rena Ln – The Landscape Screening Plan was approved. No public comments.

### Building Permit Activity

Over the past week, Building staff took in 14 building permit applications and completed 55 inspections.

### Planning Application Activity

Over the past week, Planning staff took in three applications (a new house, subdivision pre-application review, and a new fence/gate).

### Public Safety Update:

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

### Administrative Services Update:

The FY19-20 Adopted Budget is posted to the Town website in budget book form: <https://www.losaltoshills.ca.gov/DocumentCenter/View/3155/19-20-Adopted-Budget>

The FIC Meeting was cancelled for October 7 and rescheduled to October 31 so staff can present and discuss the Cost Allocation Plan and User Fee Study.

The FIC provided the FIC chair with comments on the draft Investment Policy update certain of which were then incorporated into the Policy with some minor changes. The policy will be on the City Council Agenda for October 17.

### **Parks & Recreation Update:**

**Train for your next Turkey Trot** class began on Tuesday, October 8<sup>th</sup> at Byrne Preserve.

**The First 50 Years – History Committee Presentation** was held on Thursday, October 10<sup>th</sup> in the Council Chambers. See attached photo.

Staff attended **D4 Contracts Group Meeting** on Friday, October 11<sup>th</sup> at Saratoga Community Center.

**Kundalini Yoga** was held Saturday, from 8:30 – 10:00am in the Parks and Recreation Building.

### **Upcoming Activities:**

Free Seminar **Mindful Eating – Digestion and the Gut** will be held on Wednesday, October 16<sup>th</sup> in the Parks and Recreation Building. The seminar has received 7 RSVPS so far.

The third annual **Trick or Treat and Tour Town Hall** will be held Friday, October 25<sup>th</sup> at Town Hall beginning at 2pm. Participants are to RSVP at [losaltoshills.ca.gov/halloweenevent](https://www.losaltoshills.ca.gov/halloweenevent). The event is gaining a lot of attention on social media! Facebook has recorded 611 Interested & 29 going. Currently, 26 trick or treaters have completed the registration form.

The Los Altos Hills Youth Commission's **Halloween Lock-In** will be held Friday, October 25<sup>th</sup> at Town Hall beginning at 6:30pm. There will be games, music, a costume contest, movies, snacks, and Halloween themed fun geared for Los Altos Hills area Middle Schoolers

### **Upcoming Events:**

A free demo of **Kundalini Yoga** will be held this Saturday, from 8:30 – 10:00am in the Parks and Recreation Building.

The third annual **Trick or Treat and Tour Town Hall** will be held Friday, October 25<sup>th</sup> at Town Hall beginning at 2pm. Participants are to RSVP at [losaltoshills.ca.gov/halloweenevent](https://www.losaltoshills.ca.gov/halloweenevent). The event is gaining a lot of attention on social media! Facebook has recorded 504 Interested & 22 going. Currently, 37 trick or treaters have completed the registration form.

The Los Altos Hills Youth Commission will host the **Halloween Lock-In** on Friday, October 25<sup>th</sup> at Town Hall from 6:30-9:00 pm.

Feel free to call, text or email if you have any questions.

Thank you.

Carl

Tasks	Project Name	Project Manager	Latest Status
1	<b>Page Mill Interchange /I-280 Safety Bicycle Improvement (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 109)</b>	PW	(1-27-2017) Caltrans is reviewing the encroachment permit application from the County. County indicated it is expected to obtain the permit from Caltrans in February and then advertising with the tentative award date in early April. (5-12-27) County put project to bid with bid opening of May 18, 2017. County is still waiting for Caltrans to provide encroachment permit in time or forced to issue an addendum to delay the bid opening. (6-23-17) Santa Clara County notified the Town this project will be put on hold pending further maintenance agreement between Caltrans and County. County indicated that Caltrans required strict maintenance agreement requirements which were not approved by the Board of Supervisors. (8-11-17) Santa Clara County Road and Airport Department Director will give a presentation at 8/17/17 Council meeting to update the status (8-18-17) City Council directed staff to provide assistance to the County and Caltrans if applicable for the maintenance agreement between the two parties. (9-1-17) Staff has contacted the County Road and Air Port Department to offer assistance (5-4-18) An email response from the SCC Road and Airport 4/30/18: Project has need designed and is ready for advertisement. Caltrans added conditions to SCC's encroachment permit and the conditions are not acceptable to the County. Caltrans part of project has been advertised and is expected to award soon. (11-30-18) Caltrans has informed the Town that all work is currently on-hold due to a procurement delay. Caltrans will inform the Town once they are ready to proceed. (3-22-19) Caltrans has informed the Town that work will resume at the ramps of the interchange, weather permitting. There will be intermittent traffic delays due to the work and they anticipate to be done with the work within the month.
2	<b>Town-Wide Creek Maintenance Permit</b>	PW/KK	(8-24-18) Consultant is finalizing report and will submit for town review by 8-31-18. (9-7-18) Consultant to submit report for town review 9-7-18. (9-21-18) Consultant submitted report and staff is reviewing the document. (1-11-19) Staff is re-evaluating the town-wide creek permit and is working with the consultant on obtaining maintenance permits for two specific sites. (1-18-19) Staff is reviewing the revised scope and fee for the two site-specific permits and will be discussing next steps with the consultant. (3/8/19) Staff received the revised project descriptions for the two sites, Matadero Creek and Deer Creek. Staff is also reviewing the draft Los Altos Hills Wetland Delineation prepared by the biologist. (4-5-19) Staff discussed next steps with the consultant and will evaluate CEQA requirements as part of the permit application process. (5-10-19) Staff is working with the OSC and Valley Water District in removal of Arundo at Matadero Creek and Deer Creek. (5-17-19) Valley Water District has agreed to remove Arundo at Deer Creek. Town staff and consultant are working on the Categorical Exemption CEQA and RWQCB maintenance permit application for the work on Matadero Creek. (5-31-19) SCVWD will remove the arundo at Deer Creek under their blanket permit due to the invasive nature of the arundo. Town staff has recorded the CEQA documents with the County and staff is working with the consultant to prepare the instream maintenance application with the Water Board. (6-28-19) The instream maintenance application has been submitted to the Water Board. Staff will be sending out right-of entry permission letters to all residents affected by the Arundo removal at Deer Creek. (7-19-19) Staff received comments from the SWRCB regarding the instream maintenance permit application for Matadero Creek. Staff and consultant are working on addressing the comments received. (8-2-19) Valley Water is submitting for biological clearance on Deer Creek and it will take their biologist a few weeks to complete. The Arundo removal may be delayed to early summer next year. (8-23-19) Valley Water conducted a door-to-door notification of Arundo removal within private properties. (9-6-19) Town Staff and Consultant resubmitted the CDFW application for further review. (9-13-19) Town received permit notification from CDFW for the instream maintenance permit. (9-27-19) Town received the authorization letter from the Army Corps of Engineers and have forwarded their concurrence to the SWRCB for consideration of the permit issuance. (10-11-19) <b>Town staff and consultant met at the project site and had a subsequent follow-up call with the SWRCB on the next steps.</b>
3	<b>I-280 Repaving</b>	PW	(2-24-2017) Repaving work is scheduled for 2018/19 Program year as shown in approved 2016 SHOPP program ( <a href="http://www.dot.ca.gov/hq/transprog/shopp.htm">http://www.dot.ca.gov/hq/transprog/shopp.htm</a> ) (12-22-17) Latest SHOPP indicates I-280 repaving begins 10/8/2019. (1-11-19) Caltrans will be submitting final PS&E plans for town's review in spring 2019 and the project is tentatively scheduled to begin Fall 2019. (5-10-19) Staff received the 95% PS&E plans from Caltrans and will provide review comments by 5-17-19. (5-17-19) Staff has reviewed the plans submitted by Caltrans and have provided them Town's review comments.

Tasks	Project Name	Project Manager	Latest Status
4	<p><b>Matadero Creek Erosion - Erosion on Page Mill Road near Baleri Ranch Rd (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 106)</b></p>	PW	<p>(7-13-18) Consultant resubmitted package to RWQCB for final permits. (8-24-18) Staff re-submitted the responses and attachment to the SFRWQCB to finalize the water quality certification. (8-31-2018) Consultant will follow-up with the SFRWQCB on the status of the water quality certification submittal. (11-30-18) Staff and town consultant have reached out to SFRWQCB staff regarding the status of the water quality certification. Staff will follow up the week of 12-2-18. (12-7-18) SFRWQCB has requested additional covenants as part of the water quality certification review. Staff and consultant will work with Caltrans on both the extension of the encroachment permit and potential restrictive covenant/s. (12-21-18) Consultant has initiated discussion with Caltrans regarding the restrictive agreement that the SWRCB is requesting. (1-11-19) Staff has been working with the consultant on coordinating the Restrictive Agreement required by the SWRCB. The Water Board has suggested finding a mitigation site on City-Owned property or acquiring fee title to the property. (4-5-19) Staff is anticipating a response from Caltrans and/or the SFRWQCB by the end of April. (6-28-19) Staff has sent letter to the Water Board and Caltrans requesting a meeting to discuss the restrictive covenant for the mitigation of the project. (8-9-19) Town staff provided Caltrans the Draft Initial Study and Mitigated Negative Declaration for the project. (9-20-19) Town is scheduled to meet with Caltrans to discuss the restrictive covenant for the mitigation of the project received from the SF-RWQCB. (9-27-19) Town consultant met with Caltrans to discuss restrictive covenant for mitigation of project. Follow up meeting will be scheduled to determine agreeable solution. (10-4-19) Town staff met with the consultant at the project location site to determine the next steps. <b>(10-11-19) Town staff and consultant met at the project site and had a subsequent follow-up call with the SWRCB on the next steps.</b></p>
5	<p><b>Open Space Vegetation Management (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 108)</b></p>	PW	<p>(5-11-18) Grassroots Ecology's quarterly progress report 2018 January-March attached, Town staff has mowed invasive vegetation spots at Byrne Preserve identified by Grassroots Ecology (8-10-18) Grassroots Ecology's quarterly progress report 2018 April-Jun and year-end Report are attached. (10-25-18) Town staff met with Grassroots Ecology to discuss the program and future plans. (2-22-19) Grassroots Ecology submitted the quarterly report and invoice and made a presentation to City Council on the overall program. (3-8-19) Staff met with Open Space Committee member Sue Welch to discuss the renewal of the Grassroots Ecology Agreement. (3-22-19) Staff is reviewing the detailed scope of work that was provided by Grassroots Ecology. (4-5-19) Staff is coordinating with the barn manager and the fire district in utilization of goat herds for fuel management in the town-owned preserve. (5-10-19) Goats and goat herder are scheduled to arrive on 5-12-19. Town crew has coordinate mowing efforts with Grassroots Ecology. (7-19-19) OSC recommended spraying to eradicate dittrichia and staff will work with OSC on the implementation. (8-2-19) OSC will survey and delineate on map areas recommended for spraying. Town staff will obtain service quotes once the map is available. (8-16-19) Grassroot Ecology's quarterly progress report for April to June 2019, year-end report, and July thru Sept workplan are attached. OSC has provided PW staff with the mapped stinkwort infestation and list of locations. Staff will solicit bids for stinkwort spraying. (8-23-19) City Council approved the renewal of the 3-year contract with Grassroots Ecology. (9-27-19) Stinkwort spraying notification letters were printed and mailed the week of 9/23/19. Contractor tentative start date is the week of 10/7/19. <b>(10-11-19) Stinkwort spraying was completed on 10/9/19.</b></p>
6	<p><b>Annual Road Rehabilitation Project - 2019</b></p>	JC	<p>(01-11-19) Staff is developing the list of streets that will be considered for the 2019 Annual Road Rehabilitation Project. (1-18-19) The Town has been allocated P-TAP grant funding of approximately \$18,000. Staff will coordinate on the next steps. (1-31-19) Town has received formal notification of grant award. Staff wil coordinate on payment of the town matching funds and next steps. (4-5-19) Staff is preparing the proposed Annual Road Rehabilitation street list. The Pavement CIP staff report will be included for City Council discussion in the May meeting. (5-17-19) Staff will advertise the 2019 Annual Pavement Rehabilitation and Repair project on 5-17-19 as approved by City Council at the 5-16-19 City Council meeting. (6-28-19) City Council approved staff recommendation to award the 2019 Annual Pavement Rehabilitation to G. Bartolotto &amp; Company. (9-27-19) Staff is reviewing schedule and traffic control plans submitted by the contractor. Paving work tentatively scheduled to begin the week of 10/7/19. <b>(10-11-19) Pavement CIP work started on 10-7-19 (see photos attached).</b></p>
7	<p><b>VTA TAC Meetings and CIP-WG Meeting</b></p>	PW	<p>(1-5-18) Next VTA TAC meeting is scheduled for 1-10-18 (1-19-18) Next CIP-WG Meeting on 1-23-18 (1-26-18) Staff attended 1-23-18 CIP WG Meeting (2-9-18) Staff attended 2/7/18 VTA TAC meeting (3-2-18) Staff attended 2/27/18 VTA CIP-WG meeting (3-9-18) Staff attended 3/7/18 VTA TAC meeting (4-13-18) Staff attended 4/11/18 VTA TAC meeting (4-24-18) Staff attended 4/24/18 CIP-WG meeting, currently Measure B fund is still being frozen due to a law suit. (5-11-18) Staff attended VTA TAC meeting on 5/9/19 (5-25-18) Staff attended VTA CIP-WG May 2018 meetint</p>

Tasks	Project Name	Project Manager	Latest Status
8	<b>Summerhill Ave Pathway Project</b>	PW	<p>(11-17-17) Staff completed the neighborhood outreach with the most impacted 5 residents on Summerhill Ave. All 5 residents are in supportive of the pathway project but would require some mitigations to reduce the impact. Staff and Pathway Committee will send out letters to the rest of residents on Summerhill Ave to notify residents about the project and soliciting for feedback. (12-08-17) Staff made status report at the Nov/Dec Pathways Committee meeting. (12-15-17) Staff sent out letters to the remaining property owners on Summerhill Ave to solicit for support and input (4-27-18) Pathways Committee has identified this to be one of the priority projects, staff will budget for design in FY 2018-19 (6-22-18) City Council approved the budget for this project (design) at 6/21/18 Council meeting. (9-7-18) Staff walked the limits of the Summerhill Avenue Pathway Project with pathway committee member Bob Elson. Staff will provide budget allocation information for the project. (11-15-18) Staff will evaluate design options and will prepare an RFP for design accordingly. (11-30-18) Staff will prepare an informal RFP for consultant services to provide Survey and Topographic mapping. (1-18-19) Staff will issue the informal RFP the week of 1-21-19. (1-25-19) Staff has issued an informal RFP for topographic mapping/survey services with proposals due 2-6-19. (2-22-19) The Town received only one proposal for topographic mapping RFP. Staff is reviewing the proposal and evaluating if the RFP will be re-issued. (3-1-19) Staff is reviewing the draft Summerhill conceptual plan and estimate prepared by Pathway Committee member Bob Elson. (6-28-19) Staff will re-issue an informal RFP for topographic mapping/survey services by 7-12-19. (9-27-19) Staff is validating easements and will work with Town crew.</p>
9	<b>Westwind Barn Improvement - Paddock and Landscape Projects</b> (supporting Parks & Recreation)	JC/PW	<p>(2-2-2018) As directed, Public Works staff to assist Parks and Recreation capital improvement project. Initial meeting set on 1-11-2018 with WWB manager and P&amp;R Supervisor. Staff is waiting for WWB manager and P&amp;R supervisor to pass on project specific information. (2-16-18) WWB landscape contract began this week to install railroad tie retaining wall. Staff is finalizing the plan and spec for the Paddock replacement project. (2-23-18) Landscape improvement is completed, Paddocks improvement will be advertised and bid open on March 28, 2018 (3-16-18) Staff administrated a landscape contractor to plant vegetation within the newly installed landscape area (3-30-18) One bid submitted, staff is evaluating the bid. (4/13/18) Staff will recommend to reject the received one bid at April 2018 Council meeting due to high cost. Staff will evaluate the alternative solution after the bid rejection. (4-20-18) City Council rejected the one bid received at 4/19/18 Council meeting. Staff will evaluate the alternative solution (6-22-18) City Council approved the budget for this project at 6/21/18 Council meeting, PW staff will assist to administer the project bidding and construction (7-13-18) Project is out for advertisement. Bid open on 8/1/2018. (8-3-18) Three bids were received and a staff report will be prepared based on staff recommendation. (8-17-18) Council rejected all bids received. Staff will re-evaluate the scope of the project and will present a recommendation for consideration. (10-19-18) Town received delivery of ECO Greengrids for paddock improvements and tentative schedule for installation is 10/29/2018. (10-25-18) Town crew completed rehabilitation of one horse paddock using the Green Ecogrid panels. (11-2-18) Town crews began installation of the second paddock (pilot project). (11-9-18) Town staff completed the installation of the second paddock. (7-19-19) Staff is working with the ecogrid panel manufacturer for installation at additional paddocks. (8-16-19) Town crews began rehabilitation of the paddocks using the Ecogrid panels. (8-30-19) Town crews completed 9 horse paddocks (See Attached Diagram). (9-27-19) Town staff performed a walkthrough and created a punch list for the Town crew to finalize and closeout the project.</p>

Tasks	Project Name	Project Manager	Latest Status
10	Pathway Impact Fee Study	PW	<p>(3-16-18) Staff received direction to initiate Pathway Impact Fee study. (4/13/18) RFP issued. Due date is 4/20/18 (4-27-18) RFP due date extended to 4/30/18 (5-4-18) Staff received two proposals and will finalize the consultant selection next week. (5-18-18) Consultant's been selected. Staff had a Kick off meeting with the consultant (6-22-18) Staff has provided feedback to the consultant for the draft study (7-13-18) Staff has reviewed the 2nd draft report and provided feedback. (10-19-18) Staff scheduled to meet with Matrix (Consultant) to discuss details of the report. (11-30-18) Staff is reviewing the draft report prepared by the consultant. (12-7-18) Staff has provided comments to the consultant and revisions will be submitted for review by 12/17. (2-22-19) Staff will introduce the draft Pathway Fee Study at the Pathway Committee meeting scheduled for 2-25-18. (3-1-19) Staff will coordinate with CAO and consultant to address questions regarding the draft Pathway Fee Study. (3-8-19) Staff had a conference call with the CAO and the consultant to discuss comments on the draft Pathway Fee Study. Consultant will make revisions and re-submit to Staff and CAO for review. (4-5-19) Consultant has resubmitted the final draft Pathway Fee Study report that incorporates staff and CAO comments. (4-19-19) Staff and CAO provided additional comments and consultant will incorporate in the Final Pathway Fee Study. This item will be introduced at the May City Council Meeting. (5-17-19) Staff received direction from the City Council at the 5-16-19 meeting to take steps to prepare the Development Impact Fee for Pathways. (6-28-19) Staff will present Municipal Code Amendments for Pathway Development Impact Fee and the Amendment to the Pathways Element of the General Plan for Planning Commission consideration at the August Planning Commission Meeting. (8-2-19) Staff presented Municipal Code Amendments for Pathway Development Impact Fee and the Amendment to the Pathways Element of the General Plan for Planning Commission consideration at the August Planning Commission Meeting. (9-20-19) Staff presented Municipal Code Amendments for Pathway Development Impact Fee and the Amendment to the Pathways Element of the General Plan for Planning Commission consideration and was approved at the City Council Meeting. (9-27-19) Pathway Committee will agendaize the discussion of Policy 1.1 of the Pathway Element of the General Plan for the October meeting.</p>
11	Maintenance Work of the Week	PW	<p>(12-7-18) Town crew removed and replaced asphalt at Tapa Way and Moody Road (bridge approaches) to rebuild the settled pavement. Excess asphalt was used to install curb along La Cresta Drive to address soil erosion as well as filled various potholes on various locations. (1-11-18) Town crew responded to several downed trees during the last storm event. The town received delivery of the newly purchased tractor mower. (1-18-19) Early in the week, DPW engineers conducted visual inspection of know hotspot areas in anticipation of the heavy rains predicted. Town crew cleared catch basins and swept known areas of ponding. Town crew members were onsite during the heavy rain storms on 1-16-19 and responded to several downed-tree calls and assisted in the Taafe Road closure due to a downed PG&amp;E line. Crew members followed up with cleaning and clearing roadways on 1-17-2019. (2-22-19) Town crew responded to a call from the sherriff department regarding a vehicle accident due to black ice at or near Page Mill Road and Moon Lane. Town crew salted the roadway and set up caution signs along Page Mill Road. Town crew and engineers continue to monitor roadway conditions. (3-22-19) The Town has purchased the Mean Green Mower for the maintenance of the Purissima Hills Ball Fields/Park. The anticipated delivery date is 3-22-19. (4-5-19) Town crew repaired a water line break at Purissima Hills Park. Town crew also resolved the building alarm communication issue. (5-10-19) Town crews continue to mow along roadway and offsite paths as well as Town lands. (6-28-19) Town crews completed mowing of public roadways and pathways. Town crews will begin preparations for the Annual Crack Sealing project. (8-2-19) Town crews completed the 2019 Crack Sealing program. (9-13-19) Town crew completed the Natoma (Poor Claire's), Estacada, and Westwind Barn to Central Drive pathways.</p>

Tasks	Project Name	Project Manager	Latest Status
	<b>Sewer and Stormwater Report</b>		
1	<b>Sewer Operations</b>	PW	(1-31-19) Kaho Kong joined the Town to fill the Senior Engineer vacancy. Staff met with West Valley Sanitation District Staff to discuss the District's operation and maintenance program including the utilization of Lucity and GIS. Staff posted the updated August Progress Report from WBSD. Staff completed the SSO investigation and will be submitting the SSO report on CIWQS. (2-22-19) September 2018 O&M summary is attached. Staff is scheduled to meet with WBSD the week of 2-25-19. (3-1-19) Staff met with WBSD to discuss the progress, timing, and accuracy of the monthly progress reports. WBSD stated that they would like the town to consider replacing large and heavy manholes lids at which point staff asked for an inventory and list of the proposed manhole lid replacements. Staff also discussed the overall Sewer Maintenance Program and Lucity Database with WBSD. Staff certified the Category 3 SSO report at 11625 Par Avenue. (3-22-19) October 2018 O&M Summary is attached. Staff is reviewing the manhole inventory list provided by WBSD as part of their request for the Town to consider manhole lid replacements due to weight and configuration. (3-29-19) Town staff met with WBSD to discuss monthly progress, manhole replacement proposal from WBSD, and past-due invoices. (4-5-19) Staff certified the "No Spill" reports for the months of February and March. (5-10-19) Staff certified the "No Spill" report for the month of April. Staff posted the O&M reports for the months of November, December, January. (7-19-19) Staff certified the "No Spill" report for the month of June. Staff completed the review of WBSD invoice for February and March 2019 (attached). (9-6-19) Staff certified the "No Spill" report for the month of July. Staff completed the review of WBSD invoice for April and May 2019 (attached). (9-20-19) Staff met with WBSD to discuss the manhole lid replacement program, possible root foaming program, CCTV inspection of HFC pipes, and invoices. <b>(10-11-19) Staff completed the review of WBSD invoice for June 2019 (attached).</b>
2	<b>2019 Sanitary Sewer Repair and Replacement Project</b>	PW	(4-5-19) Staff is preparing the proposed Sewer Rehabilitation and Replacement list. The Sewer CIP staff report will be included for City Council discussion in the May meeting. (5-17-19) City Council accepted the 2018 Sanitary Sewer Repair and Replacement project as complete. Staff will advertise the 2019 Annual Sanitary Sewer CIP project on 5-17-19 as approved by City Council at the 5-16-19 City Council meeting. (6-28-19) Council approved staff's recommendation to award the contract to C2R Engineering. Staff will schedule a pre-construction meeting by mid-July. (8-2-19) Notice to Proceed will be issued on 8/5/2019. Staff posted schedule for point-repair work on the Town website. (8-9-19) Construction is in progress. Three of twelve point repairs completed. Staff met with Fire Station on Wednesday to discuss traffic control for repair work near the station. (9-12-19) The project is 90% complete. Contractor is anticipating completion of work and de-mobilization by the end of September. (9-20-19) The project is complete and staff will be preparing a staff report for final acceptance at the October City Council meeting. <b>(10-11-19) Staff has not received final invoices and will recommend acceptance of the Sewer CIP at the November City Council meeting.</b>

**Los Altos Hills Maintenance JUNE 2019** (Prepared by West Bay Sanitary District)

Task	Monthly Summary	Unit Cost	Quantity	12-Month Cost	Actual Unit Per Month	Cost Per Month	Year to Date Cost	Year to Date Quantity	Quantity Remaining	Remaining Budget
1	<b>PURISSIMA Station: Routine</b> - weekly inspections, ATS and Generator testing were performed. No unscheduled repairs. <b>O'Keefe Court Station: Routine</b> - weekly inspections and testing were performed. No unscheduled repair (See Tab 1.)	\$ 1,879.50	12	\$ 22,554	1	\$1,879.50	\$20,674.50	11	1	\$ 1,880
2	<b>Preventative Maintenance Cleaning.</b> West Bay will clean up to 69,023 feet of mainline pipe every year for three years. This does not include the feet of mainline pipe cleaned in the High Frequency Schedule. 8,140' were cleaned as preventative maintenance this month.	\$ 1.33	69,023	\$ 91,801	8,140	\$10,826.20	\$94,358.18	70,946	(1,923)	(\$2,557.18)
3	<b>High Frequency PM Cleaning.</b> West Bay will clean up to 89,000 feet of mainline pipe. This is in addition to the regular Preventative Maintenance Cleaning performed each year. 1,987' were cleaned in high frequency PM cleaning.	\$ 1.33	89,000	\$ 118,370	1,987	\$2,642.71	\$64,102.01	48,197	40,803	\$54,267.99
4	<b>CCTV Pipeline Inspection.</b> West Bay did not perform CCTV inspection using NASSCO PACP standards. Defects and other collection information will be included in the CMMS if any. West Bay CCTV inspected primarily under Option 3 see below.	\$ 1.75	49,345	\$ 86,354	-	\$0.00	\$7,488.25	4,279	45,066	\$78,865.75
5	<b>Response to Category 2 and 3 Sanitary Sewer Overflows.</b> West Bay did not respond to a Category 2 or 3 SSO this month.	\$ 1,639.00	3	\$ 4,917	-	\$0.00	\$1,639.00	1	2	\$3,278.00
6	<b>Response to Category 1 SSOs.</b> West Bay will provide SSO response to Category 1 SSOs. The Town did not experience any Category 1 SSO's this month.	\$ 2,616.00	2	\$ 5,232	-	\$0.00	\$0.00	-	2	\$5,232.00
7	<b>SSO Response for Private Laterals.</b> West Bay did not respond to an SSOs related to a private lateral.	\$ 349.00	5	\$ 1,745	-	\$0.00	\$349.00	1	4	\$1,396.00
8	<b>CCTV Inspection Quality Control</b> - West Bay did not randomly selected two line segments this month. Crews were not assigned to this task this month. Quality Control will resume in July.	\$ 537.00	24	\$ 12,888	-	\$0.00	\$6,444.00	12	12	\$6,444.00
9	<b>GIS and CMMS Updates.</b> West Bay continued to update the Town's GIS and CMMS files. The Town will continue to have limited online access to the database. This work is anticipated to include approximately 10 hours per month and no more than 120 hours per year unless authorized by the Town.	\$ 141.00	120	\$ 16,920	10	\$1,410.00	\$15,510.00	110	10	\$1,410.00
10	<b>Monthly Management Report.</b> West Bay will continue to provide monthly O&M reports to the Town in the format that is currently in use.	\$ 532.00	12	\$ 6,384	1	\$532.00	\$5,852.00	11	1	\$532.00
<b>Subtotal Bid Item 1 through 10</b>										
				<b>\$ 367,165</b>		<b>\$17,290.41</b>	<b>\$216,416.94</b>			<b>\$150,748.06</b>
Optional 1	<b>Pump Station Unscheduled Repairs.</b> West Bay will perform unscheduled repairs to pump stations as needed. Time and Material will be charged for this service. Pump Supervisor \$106 per hour/ \$136 per hour at overtime rate. Pump Station Mechanic \$81 per hour/ \$104 per hour at overtime rate. (Estimated price based on one 4 hour call using Pump Supervisor and Pump Mechanic at regular labor rate only excluding material/parts.) Tasks lasting more than 4 hours in duration will require approval by Town representative.	\$ 748.00	ec.			\$0.00	\$ 840.00	-		
Optional 2	<b>Unscheduled Cleaning.</b> Clean up to 7,200 feet of mainline pipe. This is in addition to the regular Preventative Maintenance and High Frequency Cleaning. Unscheduled Cleaning is line cleaning required for proper CCTV inspection or upon the Town's request. This charge will not apply to CCTV if the line segment has been cleaned within 6 months.	\$ 1.33	lf.					-		
Optional 3	<b>High Frequency PM CCTV Assessment: West Bay will CCTV inspect up to 22,250 feet of pipe in order to reassess their preventative maintenance frequency. This CCTV includes a cleaning if necessary.</b> West Bay completed 2,313 feet of High Frequency PM CCTV Assessments. 9 pipe segments were inspected, 4 were removed, and 2 were cleaned from the High Freq. List. 5 pipe segments will remain on a 12 month cycle. No required repair were recommended. (see Tap Option 3).	\$ 2.42	lf.		2,313	\$5,597.46	<b>\$144,132.78</b>	59,559		

Optional 4	<b>High Frequency PM CCTV Assessment OVERTIME (O.T.):</b> West Bay will CCTV inspect up to 22,250 feet of pipe in order to reassess their preventative maintenance frequency using Overtime. Once the CCTV inspections are performed and reassessed, it is anticipated that we will be able to reduce the amount of lines designated to the High Frequency list. This CCTV includes a cleaning if necessary.	\$ 2.60	lf.						-		
Optional 5	<b>Pass-through contract with Duke's for root foaming.</b> Assumes half of the pipes within 1/3 of service area require treatment annually.	\$ 1.04	lf.						-		
Optional 6	<b>Pipe Patch Repairs.</b> West Bay will perform up to 12 PipePatch repairs as requested by the Town.	\$ 1,538.00	each						-		
Optional 7	<b>Additional Work Rates:</b> RCC \$123 Hr. / \$158 O.T., PS Super \$106 hr. / 136 O.T., PS Mech. \$81 hr. / \$104 O.T., Field Supervisor \$91 hr. / \$117 O.T., Maintenance Tech \$81 hr. / \$104 O.T., Maintenance Worker \$71 hr. / \$91 O.T.										
Optional 8	<b>Audits:</b> West Bay will perform a 2 year Audit of the effectiveness of the SSMP and recommend revisions, if needed, in year 2020 = \$1,800. West Bay will secure consultant for an independent 5-year Audit as required by GWDR 2006-003 in year 2019 at cost plus 10% (estimated at \$15,000 for 5-year audit).										

**Total = \$22,887.87 \$361,389.72**

Reviewed by: Jen Chen

Approved by: Nichol Bowersox



GRAHAM  
CONTRACTORS

ROAD  
CLOSED

FRESH  
OIL

GRAHAM  
CONTRACTORS





**Santa Clara County Office of the Sheriff  
Weekly Activity Summary  
9/23/2019 – 9/29/2019  
LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
9/23	L1	Non-Injury Collision	Occurred at 10:48 AM at Page Mill and Arastradero Roads.
9/25	L1	False Registration Tabs, Suspended DL ARREST	At 12:12 AM, deputies stopped a motorist at Fremont and Miranda Roads for a traffic violation. An investigation revealed the suspect driver was driving with a suspended driver's license in a vehicle with fraudulent registration tabs affixed to it. The suspect was cited and released.
9/27	L1	Non-Injury Collision	Occurred at 9:45 AM at Weston Drive and Fremont Road.
9/27	L5	Public Intoxication, Brandishing as a Weapon, Resisting Arrest ARREST	At 6:57 PM, deputies made contact with a pedestrian in the area of Stonebrook and Oneonta Drives on suspicion of being drunk in public. Upon making contact, the suspect raised an alcohol bottle in a threatening manner and ran from deputies, resisting arrest. The suspect was ultimately detained and an investigation revealed the suspect was unable to care for himself due to being under the influence of alcohol. The suspect was arrested and booked into Main Jail.
9/29	L4	Vehicle Burglary	At 3:50 PM, an unknown suspect broke through a window of a vehicle parked at the Westwind Community Barn on Altamont Road and took a purse for a total loss of about \$100.

DATE/TIME	BEAT	EVENT	PRIORITY LEVEL	RESPONSE TIME	TYPE	LOCATION	INFORMATION
<b>DISTURBANCES</b>							
9/25/2019 17:12	L1	19-268-0363	2	12m 35s	415	SHOLES CT @ ALEXANDER PL	INVESTIGATED
9/26/2019 20:07	L3	19-269-0463	3	17m 50s	415E	GIGLI CT @ ELENA RD	INVESTIGATED

**VEHICLE BURGLARY**

9/29/2019 15:54	L4	19-272-0239	2	16m 36s	459VEH	ALTAMONT RD @ BLACK MOUNTAIN RD	INVESTIGATED
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**PUBLIC INTOXICATION**

9/27/2019 18:57	L5	19-270-0343			647F	STONEBROOK DR @ ONEONTA DR	INVESTIGATED
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**PHONE THE OFFICE**

9/23/2019 12:24	L1	19-266-0191			1021	71L1	COMPLETE
9/28/2019 12:50	L2	19-271-0184			1021	74L4	COMPLETE
9/28/2019 13:09	L4	19-271-0196			1021	74L4	COMPLETE
9/28/2019 18:29	L5	19-271-0314			1021	81L1	COMPLETE
9/29/2019 13:57	L1	19-272-0193			1021	71L1	COMPLETE

**SUSPICIOUS PERSONS**

9/25/2019 9:58	L3	19-268-0129	3	14m 16s	1066	VIA FELIZ @ PAGE MILL RD	INVESTIGATED
9/29/2019 19:54	L4	19-272-0315	2	4m 22s	1066	LA LOMA DR @ LA LOMA CT	INVESTIGATED

**ABANDONED VEHICLES**

9/24/2019 13:38	L4	19-267-0255			1124	BYRNE PARK LN @ DEER SPRINGS WY	MARKED FOR TOW
9/28/2019 10:21	L2	19-271-0120			1124	HILLTOP DR @ HILLVIEW RD	MARKED FOR TOW

**SUSPICIOUS VEHICLES**

9/24/2019 16:13	L2	19-267-0341			1154	I-280 @ MAGDALENA RD	INVESTIGATED
9/25/2019 19:43	L1	19-268-0433			1154	ANACAPA DR @ VISCAINO RD	INVESTIGATED
9/26/2019 11:02	L5	19-269-0210	3	12m 23s	1154	OAK KNOLL CL @ OAK PARK CT	INVESTIGATED

**TRAFFIC COLLISIONS**

9/23/2019 10:48	L3	19-266-0154	3	5m 24s	1182	PAGE MILL RD @ ARASTRADERO RD	INVESTIGATED
9/27/2019 9:45	L1	19-270-0127	3	10m 17s	1182	WESTON DR @ FREMONT RD	INVESTIGATED

**VEHICLE STOPS**

9/25/2019 0:12	L1	19-268-0003			1195	FREMONT RD @ MIRANDA RD	CITATION ISSUED
9/24/2019 13:17	L2	19-267-0246			1195	MAGDALENA AV @ PRINCESS ELLEENA CT	CITATION ISSUED
9/24/2019 15:02	L1	19-267-0299			1195	FREMONT RD @ LA PALOMA RD	CITATION ISSUED
9/24/2019 16:03	L2	19-267-0337			1195	I-280 @ MAGDALENA RD	WARNING ISSUED
9/24/2019 22:44	L3	19-267-0474			1195	I-280 @ PAGE MILL RD	WARNING ISSUED
9/25/2019 17:49	L3	19-268-0380			1195	TWIN OAKS CT @ ARASTRADERO RD	CITATION ISSUED
9/25/2019 18:58	L1	19-268-0407			1195	ANACAPA DR @ VISCAINO RD	WARNING ISSUED
9/25/2019 20:46	L2	19-268-0463			1195	I-280 @ MAGDALENA RD	CITATION ISSUED
9/26/2019 9:17	L5	19-269-0148			1195	EL MONTE RD @ STONEBROOK DR	CITATION ISSUED
9/26/2019 9:42	L1	19-269-0160			1195	I-280 @ EL MONTE RD	CITATION ISSUED
9/26/2019 13:24	L5	19-269-0281			1195	MAGDALENA AV @ EASTBROOK AV	CITATION ISSUED
9/26/2019 13:42	L5	19-269-0293			1195	MAGDALENA AV @ EASTBROOK AV	CITATION ISSUED
9/26/2019 15:24	L1	19-269-0346			1195	CAMPO VISTA LN @ FREMONT RD	CITATION ISSUED
9/26/2019 17:49	L3	19-269-0405			1195	PAGE MILL RD @ ARASTRADERO RD	CITATION ISSUED
9/27/2019 8:55	L5	19-270-0099			1195	EL MONTE RD @ STONEBROOK DR	CITATION ISSUED
9/27/2019 15:17	L5	19-270-0251			1195	MAGDALENA AV @ EASTBROOK AV	CITATION ISSUED
9/28/2019 10:49	L2	19-271-0130			1195	S EL MONTE AV @ SUMMERHILL AV	CITATION ISSUED
9/28/2019 11:00	L1	19-271-0135			1195	EL MONTE RD @ O'KEEFE LN	WARNING ISSUED
9/28/2019 11:07	L1	19-271-0142			1195	EL MONTE RD @ VOORHEES DR	CITATION ISSUED
9/29/2019 19:26	L2	19-272-0310			1195	I-280 @ MAGDALENA RD	CITATION ISSUED

**RECKLESS DRIVING**

9/29/2019 2:20	L3	19-272-0030	3	16m 24s	23103	EL MONTE RD @ STONEBROOK DR	INVESTIGATED
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**ALARM CALLS**

9/23/2019 0:58	L3	19-266-0014	2	12m 21s	1033A	BRIONES WY @ WESTRIDGE CT	FALSE ALARM
9/25/2019 16:22	L3	19-268-0345	2	5m 50s	1033A	ALMADEN CT @ ALTAMONT RD	FALSE ALARM
9/26/2019 19:01	L4	19-269-0440	2	19m 36s	1033A	ADOBE CREEK LODGE RD @ MOODY RD	FALSE ALARM
9/26/2019 22:11	L5	19-269-0494	2	9m 15s	1033A	FERNHILL DR @ LOMITA LINDA CT	FALSE ALARM

9/27/2019 6:34	L3	19-270-0059	2	9m 55s	1033A	BLACK MOUNTAIN RD @ EDGERTON RD	FALSE ALARM
9/28/2019 11:14	L4	19-271-0150	2	5m 46s	1033A	CHAPARRAL WY @ MOODY RD	FALSE ALARM
9/28/2019 14:11	L3	19-271-0221	2	8m 40s	1033A	FOOTHILL LN @ ELENA RD	FALSE ALARM
9/28/2019 14:19	L1	19-271-0223	2	27m 22s	1033A	ROBLEDA RD @ QUAIL LN	FALSE ALARM
9/28/2019 15:16	L1	19-271-0248	2	19m 1s	1033A	MULBERRY LN @ MANUELLA RD	FALSE ALARM
9/28/2019 15:45	L3	19-271-0258	2	8m 49s	1033A	ADONNA CT @ ELENA RD	FALSE ALARM
9/28/2019 16:40	L1	19-271-0273	2	13m 54s	1033A	MULBERRY LN @ MANUELLA RD	FALSE ALARM
9/29/2019 0:23	L1	19-272-0008	2	10m 7s	1033A	ST FRANCIS DR @ ASCENSION DR	FALSE ALARM
9/29/2019 21:07	L5	19-272-0343	2	4m 29s	1033A	MAGDALENA RD @ STONEBROOK DR	FALSE ALARM
9/29/2019 23:00	L1	19-272-0379	2	13m 9s	1033S	FREMONT RD @ WESTON DR	FALSE ALARM

**BLOCKING TRAFFIC**

9/28/2019 21:58	L5	19-271-0387			22651B	DAWSON DR @ MAGDALENA RD	VEHICLE TOWED
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**EXPIRED  
REGISTRATION**

9/28/2019 20:47	L5	19-271-0362			226510	MAGDALENA RD @ DAWSON DR	VEHICLE TOWED
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**9-1-1  
ABANDONED CALLS**

9/23/2019 11:58	L1	19-266-0179			911CEL	ORTEGA DR @ ST FRANCIS DR	INVESTIGATED
9/25/2019 17:27	L1	19-268-0373			911CEL	FREMONT RD @ CONCEPCION RD	INVESTIGATED
9/26/2019 7:53	L3	19-269-0081			911CEL	I-280 @ LA BARRANCA RD	INVESTIGATED
9/26/2019 8:43	L4	19-269-0128			911CEL	WILLOW POND LN @ TEPA WY	INVESTIGATED
9/26/2019 15:54	L3	19-269-0360			911CEL	EL MONTE RD @ STONEBROOK DR	INVESTIGATED
9/27/2019 18:31	L1	19-270-0328			911CEL	ASCENSION DR @ CONEJO CT	INVESTIGATED
9/27/2019 20:17	L3	19-270-0374			911CEL	MELODY LN @ BLACK MOUNTAIN RD	INVESTIGATED
9/28/2019 14:30	L1	19-271-0230			911CEL	LA PALOMA RD @ LYNNDAL WY	INVESTIGATED
9/28/2019 21:32	L1	19-271-0377			911CEL	FREMONT RD @ CONCEPCION RD	INVESTIGATED
9/29/2019 0:37	L5	19-272-0012			911CEL	PRISCILLA LN @ STONEBROOK DR	INVESTIGATED

**PUBLIC  
SAFETY ASSISTANCE**

9/29/2019 20:02	L6	19-272-0319	2	8m 44s	AID	W LOYOLA DR @ EASTBROOK AV	COMPLETE
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**FOLLOW-UP**

9/28/2019 13:18	L2	19-271-0201	FU	HILLTOP DR @ HILLVIEW RD	COMPLETE
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**INFORMATION ONLY**

9/29/2019 21:53	L3	19-272-0355	BTINFO	LUPINE RD @ PAGE MILL RD	INFORMATION GIVEN
9/23/2019 13:14	L2	19-266-0218	INFO	I-280 @ MAGDALENA RD	INFORMATION GIVEN
9/23/2019 14:11	L1	19-266-0246	INFO	WILD PLUM LN @ MIRANDA RD	INFORMATION GIVEN
9/23/2019 14:11	L1	19-266-0247	INFO	WILD PLUM LN @ MIRANDA RD	INFORMATION GIVEN
9/23/2019 15:36	L3	19-266-0289	INFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN
9/23/2019 15:37	L3	19-266-0290	INFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN
9/23/2019 19:02	L2	19-266-0378	INFO	I-280 @ MAGDALENA RD	INFORMATION GIVEN
9/24/2019 9:50	L3	19-267-0125	INFO	EL MONTE RD @ STONEBROOK DR	INFORMATION GIVEN
9/24/2019 14:07	L3	19-267-0272	INFO	EL MONTE RD @ STONEBROOK DR	INFORMATION GIVEN
9/25/2019 0:12	L3	19-268-0002	INFO	EL MONTE RD @ STONEBROOK DR	INFORMATION GIVEN
9/25/2019 12:13	L1	19-268-0196	INFO	PURISSIMA RD @ VISCAINO RD	INFORMATION GIVEN
9/26/2019 4:01	L1	19-269-0029	INFO	ROBLEDA RD @ ATHERTON CT	INFORMATION GIVEN
9/26/2019 8:12	L4	19-269-0104	INFO	MOODY RD @ ALTAMONT RD	INFORMATION GIVEN
9/26/2019 8:47	L5	19-269-0132	INFO	STONEBROOK DR @ EL MONTE RD	INFORMATION GIVEN
9/28/2019 0:04	L6	19-271-0003	INFO	BERKSHIRE DR @ W LOYOLA DR	INFORMATION GIVEN
9/28/2019 22:05	L5	19-271-0393	INFO	ALBERTSWORTH LN @ MAGDALENA RD	INFORMATION GIVEN
9/29/2019 12:25	L3	19-272-0157	INFO	MELODY LN @ BLACK MOUNTAIN RD	INFORMATION GIVEN

**PATROL CHECKS**

9/27/2019 17:54	L4	19-270-0312	PATCHK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
9/23/2019 10:23	L5	19-266-0143	PATCK	KATE DR @ LAURA CT	COMPLETE
9/25/2019 18:44	L1	19-268-0399	PATCK	ARASTRADERO RD @ THENDARA WY	COMPLETE
9/27/2019 4:35	L3	19-270-0040	PATCK	PAGE MILL RD @ ARASTRADERO RD	COMPLETE

**SUSPICIOUS CIRCUMSTANCES**

9/25/2019 12:21	L4	19-268-0202	3	15m 36s	SUSCIR	RED ROCK RD @ CENTRAL DR	INVESTIGATED
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**TRAFFIC MONITORING**

9/23/2019 14:04	L1	19-266-0242			TRAFFI	FREMONT RD @ FREMONT PINES LN	COMPLETE
9/24/2019 14:35	L1	19-267-0284			TRAFIC	FREMONT RD @ FREMONT PINES LN	COMPLETE

**WELFARE CHECKS**

9/24/2019 0:48	L1	19-267-0016	3	13m 58s	WELCK	W SUNSET DR @ BURKE RD	COMPLETE
9/24/2019 16:51	L1	19-267-0360	3	11m 34s	WELCK	ROBLEDA RD @ FREMONT RD	COMPLETE

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

