



Town Manager's Report for June 1 - 5, 2015

Items to report on this week include the following:

Planning/ Building/ Engineering Update:

The City **Engineer's Report** is attached. Items in **red text** note changes in project status from last week. A photo exhibit is attached showing types of repairs being made to sewer lines as part of the current fiscal year sewer rehab project.

The following project was approved at the June 2 Fast Track hearing: A new residence for an undeveloped property at **21890 Blue Oaks Place** (off Chaparral Way). Four neighbors attended the hearing to **support** the project.

A special **Planning Commission** meeting will be held on Thursday, June 25.

The May Planning and Building permits report is attached.

Public Safety Update:

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

Administrative Services Update:

After the Joint Budget Study Session, the FIC chair requested that **Administrative Services Department** respond to some additional questions regarding the proposed Budget. The attached is a list of the questions and staff's responses. The Attached Excel File supplements the Word Document.

Two members of the Administrative Services Department staff also went to a one-day training on Human Resources Responsibilities and are looking forward to implementing some of the HR Tools in the coming fiscal year.

Parks and Recreation Update:

The 18th Annual Town Picnic is happening this Sunday, June 7th from 1:00-4:30pm at Purissima Park, 27400 Purissima Road. We have a total of 1914 residents and family members registered for Sunday's event. We are working with new and improved vendors who are supplying new amusements including golf darts, hoop shot, human hamster balls and a new adventure train. As a reminder, shuttles will be running from Town Hall to Purissima Park continuously from 12:30-5:00pm. Handicap parking will be available at the Park.

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

Carl

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

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Tasks	Project Name	<u>Latest Status</u>
2	El Monte Road Rehabilitation Project	<p>(8-29-14) Consultant working on design and CalTrans paperwork. Field review scheduled with CalTrans for September 19, 2014. (9-4-14) Staff and consultant working on environmental documents for CalTrans staff. (9-11-14) Field Review package sent to Caltrans for review. (9-19-14) Field review by CalTrans staff was conducted. Staff and consultant working on Caltrans paperwork. (11-6-14) E-76 package has been submitted to Caltrans. Documents being reviewed by Caltrans staff. (11-21-14) Caltrans has new requirement for a Quality Assurance Plan (QAP). Consultants working on revising the QAP. (12-5-14) Consultants working on additional technical memos required by Caltrans. (12-12-14) Caltrans reviewing documents. (12-19-14) Town received Caltrans NEPA-Categorical Exemption approval on 12-18-14. (1-9-15) Caltrans reviewing encroachment permit application. (1-16-15) Staff is clarifying some deadlines and escalating the encroachment permit issue to the Caltrans Encroachment Permit Office Chief. (1-23-15) Caltrans had comments on the E76 paperwork and Town consultants made revisions and resubmitted. (1-28-15) Caltrans local assistance forwarded the E76 request to Caltrans headquarters for approval. (2-6-15) Caltrans has more comments on paperwork. Town staff and consultant made necessary revisions and resubmitted to Caltrans for review. (2-13-15) E76 approval has been received from Caltrans. Project to be advertised end of February. Funds will need to be requested at the mid-year budget adjustment. (2-27-15) Project bid opening is scheduled for March 31. (3-5-15) Project has been advertised. (3-20-15) Project to be presented to Council at the March 31 meeting for award of contract. (4-3-15) Council authorized the award of construction contract. Staff confirming paperwork needed per Caltrans requirements. (4-10-15) Pre-construction meeting scheduled for 4/13. Staff reviewing bonds and insurance information from contractor. (4-17-15) Contractor working on project schedule for Town to review. (4-24-15) Contractor waiting for encroachment permit approval from Caltrans. Paving work may be done on the weekend. (5-8-15) Town staff trying to help the contractor secure approval of the Caltrans permit. (5-15-15) Caltrans permit for contractor has been obtained. Contractor to provide schedule for work. (5-22-15) Construction in progress. Work scheduled to be complete by early July. (5-29-15) Contractors working on curb ramps. (6-5-15) Some field adjustment being discussed for ADA requirements.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
3	Miranda Road Path	<p>(12-19-14) Residents on Miranda Road are organizing to propose that a continuous path be built on the east side of Miranda. Staff met with residents to discuss options and to walk the road to layout possible path route. Staff reviewing estimate for budgeting purposes. (1-16-15) Staff provided feedback to the resident on Miranda. They will be presenting to Pathway Committee. (1-23-15) Staff provided information to Pathway Committee chair. (1-28-15) Staff to contact neighbors to discuss proposal and obtain quotes for contract document preparation. (2-6-15) Staff working on getting proposals from consultants to prepare contract bid documents. (2-27-15) Staff received two proposals and will request award of contact at the March City Council meeting. (3-5-15) Neighborhood representative has been notified of the upcoming request to Council for contract award to prepare bid documents. (3-20-15) Staff working on agreement language with proposed consultant. (3-27-15) Staff preparing revised agreement for consultant to sign. Authorization to award contract to be presented to Council at the March 30, 2015 meeting. (4-3-15) Council authorized the award of design contract. Staff sent revised agreement to consultant for signature. (4-10-15) Staff in process of obtaining signatures on the agreement. (4-17-15) Staff scheduling kick off meeting with consultants. (4-24-15) Staff, neighborhood coordinator and designers met at the site to discuss project. Designers will schedule the surveying work. (5-1-15) Design in progress. Staff had arborist look at an oak tree and based on poor form and location under power lines, design will proposed to remove the tree for the new path. (5-15-15) Pathway design in progress, draft pathway plans scheduled to be submitted to the Town week of 5-18-15 for review. (5-22-15) Draft plans have been received and sent to the neighborhood representative and pathway committee chair for comments. (5-29-15) Staff met with neighborhood representative to discuss comments on draft plans. Pathway committee to provide any comments they may have. (6-5-15) Staff to finalize review and provided comments to designer week of 6-8-15.</p>
4	O'Keefe Lane and Vista Serena Drainage (Creek Clearing)	<p>(5-17-13) Project awaiting funds. (11-21-14) Creek Clearing will required permits from Department of Fish and Game, Regional Water Quality Control Board, Army Corp. of Engineers, and perhaps other agencies. Staff continues to monitor and perform temporary mitigation.</p>

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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. (8-29-14) For the month of June staff performed corrective action on 11 potential liability issues identified by routine inspections. (9-19-14) For the month of July and August staff performed corrective action on 44 potential liability issues identified by routine inspections. (10-24-14) For the month of September staff performed corrective action on 8 potential liability issues identified by routine inspections. (1-9-15) For the months of October to December staff performed corrective action on 8 potential liability issues identified by routine inspections.(2-13-15) For the month of January staff performed corrective action on 9 potential liability issues identified by routine inspections.
6	Robleda Road Pathway (Fremont to Beatrice) (Project #4)	(8-10-12) Permits have been received from various regulatory agencies. Waiting for funding. (11-21-14) Estimated project cost is over \$600,000. Staff had previously provided some additional signage and shifted the roadway slightly to increase the pathway width. Staff continues to look for possible grant funds. (1-23-15) Staff provided information to Pathway Committee chair. (3-5-17) Committee chair requested hard copies of the drawings for their use to discuss possible grant funding. Staff provided drawings.

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7	Sewer Operations	<p>(7-25-14) Staff met with West Bay and provided Town system data. West Bay in the process of uploading the data to their system. Contract scheduled to begin August 1, 2014. (8-7-14) West Bay started work in Town. (9-11-14) Staff working on repair of pumps for dry-pit and emergency backup pumps. (10-17-14) Staff to meet with West Bay end of October to provide update on O&M. (11-21-14) West Bay performing cleaning and video work on problem areas based on historical data. Asset Management data from previous sewer contractor has been transferred to West Bay's asset management system. Draft report from consultant discussing sewer system being reviewed. (12-12-14) West Bay performing flushing and video work. They are concentrating on problem locations based on historical data and on lines that have not been cleaned for some time. West Bay has developed a hot spot list and will continue to adjust as more data is available. Staff still working out billing format, mapping, procedures, etc. with West Bay as is common with new contracts. Due to new permit requirement staff is working with a consultant through ABAG to update the Town's Overflow Emergency Response Plan (OERP) for the Sanitary Sewer Management Plan. Staff is reviewing the draft plan with West Bay and Regional Board staff to ensure compliance with new requirements. (12-19-14) West Bay provided minor comments on the draft OERP, staff working with consultant to finalize the document. (1-28-15) Staff discussing with West Bay a City Council update on sewer O&M status. (2-6-15) West Bay to provide update to Council at their March meeting. (2-19-15) The Town's OERP has been finalized. (3-20-15) Presentation of sewer Operation and Maintenance update will be made at the March 30 City Council meeting. (3-27-15) Staff working with West Bay to finalize their presentation to Council. (4-3-15) Presentation of O&M activities was provided at the March council meeting. December 2014 summary sheet is attached. January and February 2015 has not been approved. (4-10-15) Staff working with West Bay on O&M contract renewal. (4-24-15) Staff working with consultant and West Bay for contract renewal scope modifications. Staff proposing to present contract renewal to Council at their June meeting. The March 2015 summary of O&M activities is attached. (5-1-15) Staff and Town's consultant working with West Bay on a proposed three year agreement. The January and February 2015 summary of O&M activities is attached. (5-15-15) Staff continuing to work with West Bay and consultant on contract renewal. (6-5-15) Staff and Town's consultant discussing increased scope items to West Bay's contract.</p>
8	Wet weather flow monitoring	<p>(12-19-14) Due to the amount of wet weather we had recently, there is an opportunity to obtain good wet season sewer flow data. Staff will propose to obtain approval for the City Manger to authorize flow meter installation prior to a storm event. (1-9-15) Staff will be requesting Council approval at the January meeting. (1-16-15) Council authorized City Manager to execute necessary agreements for flow meter installation.</p>

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9	Erosion on Page Mill Road near Baleri Ranch Rd	<p>(10-17-14) Consultants are working on preliminary environmental work and expect to be completed by the end of October. After that, consultants will start taking a look at the initial project description and preliminary engineering studies. (11-14-14) Consultants completed the preliminary environmental work and is working on the preliminary design. Should have preliminary design completed by early December. (12-12-14) Consultants are a little behind schedule. Will try to catch up in the next few weeks. (12-19-14) Consultant provided preliminary design proposal and project description. Staff reviewing. (1-9-15) Staff provided comments and will set up conference call to discuss. (1-16-15) Staff discussed comments with consultant. Consultant will do some analysis and get back to staff. (2-6-15) Consultant submitted modified preliminary design for staff to review. (2-13-15) Staff provided comments to consultant. (2-27-15) Consultant prepared a Biological Assessment and the Wetlands Delineation Report. They are working on documents for permit applications to outside agencies. (3-5-15) Planning reviewing format for environmental document. (3-20-15) Format for environmental document is acceptable. Consultant will begin working on the CEQA documents. (3-27-15) Hydraulic analysis, Biological Assessment and the Wetlands Delineation Report have been completed. Consultants working on documents for permit application to regulatory agencies. (4-3-15) Consultant submitted project description for environmental document. Staff to review. (4-24-15) Consultant prepared permit applications for submittal. Staff reviewing permit applications for outside regulatory agencies. (5-1-15) Staff provided comments on applications. Consultant finalizing application for Town signature. (5-8-15) Applications to regulatory agencies have been submitted for review. (5-22-15) Comments from Regional Water Quality Control Board received. Consultants working on addressing comments and continuing to work on CEQA documents. (5-29-15) Still waiting for comments from other agencies.</p>

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Tasks	Project Name	<u>Latest Status</u>
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 provide 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. (9-11-14) Staff submitted letter to Los Altos in an attempt to get a response to complete the proposed amendment to the sewer agreement. (10-17-14) Los Altos staff is in discussion with Los Altos Hills staff. (11-14-14) Attorney reviewing proposed amendment language. (1-23-15) Revised proposed amendment sent to Los Altos Attorney for review. (1-28-15) Los Altos City attorney to get back to Town attorney. (2-13-15) Amendment to be presented for council approval in March or April. (3-20-15) Second amendment to be presented at the March 30 City Council for approval. (4-3-15) Second amendment was approved by Council at the March meeting. (5-8-15) Amendment in process of being signed by the Town and the City.</p>
11	VTA Bicycle Expenditure Plan applications	<p>(12-14-12) Staff to work on application to add Nicholson Path Extension and Fremont Road Bike path phase 2 to the Bicycle Expenditure Plan. Applications due 1-31-13. (2-1-13) Applications have been submitted and received by VTA. (3-22-13) Staff provided supplemental information to VTA regarding Hale Creek Path in an effort to secure additional points to qualify to be in the BEP. (4-3-13) All submitted projects were approved to be added to the new BEP. (4-11-13) Hale Creek path and Fremont Road Safe Route to School phase 2 are now on the BEP.</p>

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

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

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

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15	Anacapa/La Cresta Utility Undergrounding	<p>(1-16-15) Council approved agreement. Staff to execute agreement with consultant. (1-23-15) Agreement has been executed. Consultant working on a schedule. (1-28-15) Staff to set up kick off meeting with consultant and neighborhood representative. (2-6-15) Meeting with consultant and neighbors scheduled for 2/9/15. Consultants walked some areas with neighborhood representatives and are now working on developing the district boundary. (3-5-15) Neighborhood group provided update to the entire neighborhood. Staff provided electronic files to consultant for their use. (3-27-15) Consultants preparing drawing showing preliminary trench layout and the proposed substructures to replace the overhead facilities. (4-10-15) Consultant submitted preliminary estimate and trench layout plans. Staff sent to neighborhood representative for review. (4-17-15) Staff to meet with neighborhood representative on 4-24-15 to discuss information received from consultants. (4-24-15) Staff met with neighborhood representative and they requested staff to clarify information from the consultants and also reach out to the previous contractor that did the Purissima undergrounding project to obtain trenching cost. (5-15-15) Per request from neighborhood representative, staff provided rough cost information from previous contractor. Staff trying to get PG&E to review and provide comments on the preliminary trench layout. (5-22-15) Staff in contact with PG&E to schedule a meeting. (6-5-15) Meeting with PG&E and design consultant scheduled for 6/22.</p>
16	Engineering and Traffic Survey	<p>(7-25-14) Updated survey is required for continued use of radar enforcement on certain streets. Additional fund request to be presented to Council at the August 2014 meeting. (8-7-14) Staff working with consultant to clarify scope requirements. (8-22-14) Consultant working on completing the report. (8-29-14) Draft report being reviewed by Sheriff. (10-3-14) Sheriff provided comments on the draft report. Staff to work with consultant to address. (10-10-14) Consultant reviewing comments. (10-17-14) Staff working with consultants to finalize the report. (10-24-14) Consultant submitted revised draft final report. Staff to review draft final report. (11-14-14) New speed limits to be presented to Council for approval in January 2015. (1-16-15) Council approved traffic study setting speed limits. Staff to present to Traffic Safety Committee. (1-23-15) Staff to change speed limit signs and distribute approved report to Sheriff office. (1-28-15) Speed limit signs have been changed and finalized reports have been forwarded to the Sheriff office for their use. (2-6-15) Project completed.</p>

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17	Sewer Rate Study	<p>(2-6-15) Agreement executed to complete a sewer rate study. Staff obtaining information for consultant to begin work. (2-13-15) Consultant to present sewer rate model to FIC on March 2. (2-27-15) Report to be presented to City Council at the March meeting. (3-5-15) Consultant provided a presentation of the rate model to the FIC. (3-20-15) Item to be presented at the March 30 City Council meeting. (3-27-15) Staff working with consultant to finalize presentation. (4-3-15) Council approved the mailing of notices for the rate increase and setting the public hearing. Council directed staff to conduct a public information meeting to answer questions about the rate increase. Notices have been sent and the Public Hearing date is May 21, 2015. Information has also been put on the Town's website. (4-10-15) Public information meeting has been scheduled for April 30, 2015. Notices have been sent. (4-17-15) Staff working on additional information handout for meeting and website. (5-1-15) Public information meeting was conducted on April 30, 2015. Attendance was low. Additional information has been posted on the Town's website. (5-8-15) Public Hearing is set for May 21, 2015. (5-22-15) City Council approved the rate increases at the May 21, 2015 Council meeting. Staff to work on tax roll. (5-29-15) Staff working to get tax roll complete for the June council meeting. (6-5-15) Tax roll to be presented to council at the June meeting for approval. Staff having consultant provide final rate study report.</p>
18	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>
19	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	<u>Latest Status</u>
20	Open Space Stewardship	<p>(9-26-14) Second quarterly meeting went well. Acterra gearing up to begin revegetation of one area. (10-3-14) Staff provided vehicle access to Acterra for upcoming replanting work in Byrne Preserve. (10-10-14) Byrne Brigade volunteer workdays are starting up again in October. There is a free workshop on Sunday, October 19 on oak health and management of SOD (Sudden Oak Death). The workshop will take place at Foothills Park. Acterra is offering free educational field trips at Byrne Preserve for local school groups. (10-31-14) Staff meet with Acterra and Torie of Westwind Barn to discuss barn operations and preserve restoration. (11-6-14) Acterra will be holding a nature walk in Byrne Preserve on Sunday Nov. 16 from 9:30am to 11:30am. (11-14-14) Acterra will be holding a Fall Nature Hike - Sunday, November 16, 9:30-11:30 a.m. and Byrne Brigade - Thursday, November 13, 9:30 - noon. They will also be working on a small storage shed to be located in Byrne Preserve. (12-5-14) This month Acterra will be holding field trips with students from Gardner Bullis and Bullis Charter schools to Byrne Preserve and they will help with installing new native plants as well as doing some nature activities. (12-12-14) Next quarterly meeting with Acterra scheduled for week of January 5th. (12-19-14) Acterra working on revegetation area. (1-9-15) Quarterly meeting was held discussing progress made and upcoming work to be done. Acterra has completed approximately 75% of their scope of work. (1-23-15) Shed for hand tool storage has been installed for Acterra use. (2-6-15) Acterra and Open Space Committee to provide update to City Council at the February meeting. (2-19-15) Staff met with Rodger and Sue of Open Space Committee to discuss a new invasive plant (Bermuda Buttercup) found in the Town and how to make a budget request for a conservation grazing advisor. Staff provided feedbacks on the different ways to educate the residents to control the growth of this plant. Staff advised that the committee to solicit a few fee proposals, pick one that would provide the required services, and hire an advisor through the Town's Committees/Commissions Funds.(2-27-15) Staff working with committee chair on funding needs. (3-5-15) Staff working with Acterra on new proposal for another year. (3-20-15) Agreement for year two with Acterra to be presented to council at the April meeting. (3-27-15) Staff working on agreement with Acterra for grant writing to SCVWD. (4-3-15) Agreements for year 2 stewardship and grant writing assistance have been sent to Acterra. (4-10-15) Agreement for grant writing in process of being executed. Staff to present second year stewardship agreement with Acterra at the April meeting for Council consideration. (4-17-15) Acterra waiting for SCVWD call for project to submit request for grants. (4-24-15) Council approved a contract with Acterra for a second year. Agreement being executed. (5-8-15) Staff working with Acterra on mowing schedule. (5-15-15) Mowing was performed at Byrne Preserve in coordination with Acterra and the Town's mowing contractor. (5-29-15) Staff to coordinate another round of mowing in June. (6-5-15) Mowing in Byrne Preserve and O'Keeffe scheduled for week of 6-15-15.</p>
21	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 6/5/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
22	Drainage improvement at O'Keefe Lane and Vista Serena	(4-24-15) Excess underground water is surfacing onto the roadway and negatively impacting the subgrade. CalWater has confirmed that they do not have a leak. Staff is working on getting a subdrain line installed. (5-8-15) Subdrain line has been installed. (5-15-15) Project completed.
23	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. (8-22-14) Staff reviewed draft report and provided comments to consultant. Consultant working on finalizing the report. (10-10-14) Draft final report has been submitted to staff for review. (10-24-14) Project has been completed. Staff to post new report on Town's website. (10-31-14) Report has been posted on Town's website. (11-14-14) Town's pavement management certification has been renewed with MTC. (6-5-15) Staff working with consultant to correct typo in the report.
24	Town Cupola Restoration	(2-13-15) Restoration work in progress. (2-27-15) Restoration work completed. Cupola to be bolted in place. Staff working with History committee member on a time capsule. (3-5-15) Staff met with contractor to discuss minor items to complete. (3-20-15) Project completed. History committee members working on a time capsule that would be placed inside the cupola. (5-22-15) Council approved the wording for a plaque at the May 21, 2015 Council meeting.
25	I-280 Repaving	(12-13-13) Staff contacting CalTrans again to see if they have an update on when I-280 within Los Altos Hills will be scheduled to be repaved. (12-20-13) E-mail received from Jeremy Dennis discussing the CalTrans process. By fall of 2014 Caltrans will decide which projects will be included in the 2016 SHOP program for bidding in 2018-19. Not sure if a section of I-280 within LAH will be selected. (7-18-14) Mayor will be sending a letter to CalTrans to request expediting the paving schedule for I-280 within Los Altos Hills. (9-19-14) Letter was sent to Caltrans. (10-17-14) Caltrans staff indicated that per the program schedule, the soonest the paving work would occur is in 2018/2019 and the latest it would occur is in 2019/2020. Staff still trying to contact the District Director. (11-21-14) Senator Jerry Hill's office is getting involved. (1-9-15) Caltrans district director to meet with Town Mayor and councilmember to discuss project. Assemblyman Rich Gordon's office is involved. (1-16-15) On-line petition being developed. (1-28-15) Caltrans working on project initiation document (PID) for pavement improvement and expects to submit in June as a candidate for funding in the 2016 SHOPP. (4-17-15) Caltrans has some questions regarding the noise measurements provided to them. Staff forwarded responses to Caltrans. (5-29-15) Supervisor Joe Simitian sent letter to Caltrans requesting that they program the I-280 repaving project in the next programming cycle.

Last Updated on 6/5/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
26	El Monte Segment 4	El Monte will remain on the list for future BEP funds. (9-14-12) Based on the revised OBAG grant program the scope of work will need to be increased to qualify for the discretionary program. (2-21-13) Staff submitted a new application for the BEP list as all project will be re-evaluated. (4-3-13) Project was approved to be on the new BEP list.
27	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. (11-21-14) Staff will consider in future budgets based on priority and staffing. (12/12/14) Staff inspected the channel during the rains on 12/11 and the channel has sufficient capacity to prevent overtopping. (3-27-15) Adjacent property owner may be interested in assisting with the project. (4-3-15) Staff in communication with adjacent property owner regarding scope of work for a possible joint project. (4-10-15) Adjacent property owner is interested in a joint project with the Town to improve the aesthetics of the channel work. Staff will proposed funding in the upcoming budget cycle. (4-17-15) Property owner contacting consultants to work on the project. Staff will propose budget in the upcoming budget cycle. (4-24-15) Property owner contacting potential consultants to work on the project. Staff had discussion with consultant to provide additional information. (5-1-15) Staff to discuss project with adjacent property owner's representative week of May 4th. (5-8-15) Staff requesting funds in the budget for this joint project with the adjacent property owner.
28	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. (10-10-14) Selection of new chair and vice-chair is in process. No agency in Santa Clara County received the State ATP grant and only one in Santa Clara County got approval for the regional ATP grant. (1-16-15) MTC reported that the deadline for the housing element certification has been extended to 5/31/2015 and the deadline for circulation element adoption (to meet Complete Street Act of 2008) to 1/31/2016. VTA is also preparing to start the Light Rail Enhancement Program that will analyze a number of light rail projects that focus on increase the speed of the entire system. The rail lines to be studied are in downtown San Jose, connections to the future BART Milpitas Station, and Downtown Mountain View. Caltrans is preparing to launch a Caltrans Encroachment Permit Workshop to assist the local agencies to better understand the permitting process. The tentative date of this workshop is 3/19/2015. (2-6-15) Next VTA TAC meeting scheduled for 2-12-15. (4-17-15) Staff attended the April 9th TAC meeting. VTA staff reminded the committee that local Housing Element needed to be approved by May 31, 2015 to be eligible for grant funds.

Last Updated on 6/5/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
29	2015 Sewer rehabilitation project	(3-20-15) Bids were received from 2 contractors. Award of contract to be presented at the March 30 Council meeting. (4-3-15) Council approved the award of construction contract at the March council meeting. Council requested staff to get input from Town's sewer consultant regarding the bids received and reasonableness of the Town moving forward with the award of the contract to the low bidder. Staff provided information to the Town's sewer consultant for review. (4-10-15) Staff to issue award letter to contractor. (4-17-15) Award letter has been issued. Staff waiting for bonds and insurance. (4-24-15) Staff scheduling preconstruction meeting for week of April 26, 2015. (5-1-15) Pre-construction meeting was held on 4-29-15. Contractor sending notices out to affected residents. (5-8-15) Project underway. Staff working with consultant to review and modify work as needed. (5-15-15) Contractor performing repair work. Staff and consultant are reviewing pre-construction video and adjusting scope of work as required. (5-29-15) Preliminary adjustments to work based on video and site specific location are one less point repair, two additional pipe bursting and one additional pipe reaming. Changes due to unforeseen conditions and additional information will further modify work activities.
30	ATP Grant	(5-29-15) Staff working with consultant to complete grant application for Fremont Road Safe Route to School phase 2. (6-5-15) Application submitted.
31	Gardner Bullis Crosswalk study	(7-25-14) Staff working with school parents and traffic consultant to study the existing crosswalk on Fremont Road near the school. (8-7-14) Crosswalk study to be presented at the August City Council meeting. (8-22-14) Council approved the relocation of the crosswalk and the installation of push button operated lighted signs. Staff to obtain quotes to perform the work. (9-11-14) Staff preparing agreement for crosswalk relocation, still waiting for flashing sign proposals. (9-19-14) Curb ramp installation underway. (9-26-14) Curb ramps installation completed. Need custom application for lighted signs to be visible from Fremont Pines Lane. Funding authorization to be requested at the October council meeting. (10-17-14) Council approved the funding to install the lighted crosswalk signs. (11-6-14) Agreement being executed with contractor. (12-19-14) Work is scheduled to be completed by the end of February. (2-13-15) Contractor waiting for material delivery. Foundation work has been completed. (2-27-15) The signs are in transit and expected to arrive mid next week. Staff is working with the contractor to see if they can intercept the delivery earlier in order to install ASAP. (3-5-15) Installation has been completed. Staff and contractor verifying delivered components. Some further adjustments may be needed. (3-20-15) Staff reviewing options to slow students on bicycles down prior to entering the crosswalk. (3-27-15) Signs are operational after replacement of controller. (4-10-15) Staff working on sketch for reconfiguration of the pathway to slow bikes down prior to entering the crosswalk. Staff ordered "Walk Your Bike" signs for the crosswalk. (4-24-15) "Walk Your Bike" signs have arrived, staff to schedule installation. (5-1-15) "Walk Your Bike" signs have been installed. (5-8-15) Staff sent recommendation for a revised school sidewalk layout to school district for consideration. (5-15-15) Staff working on crosswalk sign adjustment for increased visibility. (5-22-15) Staff coordinating further sign adjustment with contractor.

Last Updated on 6/5/2015

Tasks	Project Name	<u>Latest Status</u>
32	2014-2 Road Rehabilitation Project	<p>(8-29-14) Staff working on second road rehabilitation project. Design being done in-house. (11-21-14) Staff reviewing Pavement Management report for roads to be included. Updated pavement manager report includes new public roads previously thought to be private. (12-19-14) Tentative schedule is to advertise the project in February 2015 with construction to begin in April/May. (1-9-15) Staff working on design of project and putting bid package together. (1-16-15) Project to be advertised end of January. (1-28-15) Staff working on an amendment for issuance. (2-6-15) Bid opening scheduled for March 3, 2015. (2-27-15) Item to be presented to Council at their March meeting for award of contract. (3-5-15) Bids were received from 7 contractors. Staff reviewing bids and will present to Council at the March meeting. (3-20-15) Award of contract to be presented at the March 30 Council meeting. (4-3-15) Council approved the award of construction contract at the March council meeting. (4-10-15) Staff waiting for bonds and insurance from contractor. (4-17-15) Staff to set up pre-construction meeting. (4-24-15) Pre-construction meeting scheduled for week of April 26, 2015. (5-1-15) Pre-construction meeting was held on 4-28-15. Work scheduled to begin on May 8th. (5-8-15) Contractors began lowering utility boxes. Pavement grinding to begin week of May 11th. (5-15-15) Contractor scheduled to complete the paving work on 5-15-15. (5-22-15) Paving work completed. (5-29-15) Punchlist being prepared and worked on.</p>
33	La Cresta Sewer Project	<p>(10-31-14) The proposed project includes about 316 feet of 8" pipe and three manholes with depths ranging from 7 feet to 18 feet. (11-21-14) Permits have been issued. Construction to begin soon. (3-5-15) Staff coordinating with inspector to begin work on this project. (3-20-15) Construction in progress. (5-1-15) Construction about 90% complete. (5-15-15) Project 95% complete. (5-22-15) Construction work completed. Final restoration and testing needed. (6-5-15) Construction complete. Staff waiting for as-built drawings.</p>
34	Ginny Lane	<p>(10-31-14) The City Council approved this project and approved the future users that would be subject to a reimbursement agreement on 11/5/2013. The proposed project is between 26432 Ginny Lane and 26481 Purissima Road. The proposed sewer sleeve is a 631 linear feet of 12" PVC pipe with nine 1.5-inch pressure lines to be installed. This project was on hold for some time as applicant was not ready to start. (11-6-14) Applicant to pull permit and pay fees. (1-16-15) Staff issued an encroachment permit on 1-15-2015. Construction is tentatively to start in two weeks. (1-23-15) Pre-construction meeting held, project to begin week of January 26th. (1-28-15) Project in construction. (2-27-15) Project substantially complete. (4-3-15) Construction is complete. As-built documents need to be submitted to Town for review and approval.</p>

Pipe Bursting Location 24 - Basset Lane



manhole connection repair for Location 7 - Viscaio Rd.



point repair & lateral reconnection



Location# 3 (Mandoli Drive)



Town of Los Altos Hills

FY14-15 / MAY 2015

BUILDING PERMITS ISSUED

Permits Issued	2015 May	2015 YTD	2014 May	2014YTD	2013 May	2013 YTD
New Residence	3	21	1	20	1	14
Secondary Dwelling	1	9	2	9	0	3
Addition	4	37	4	39	3	38
Interior Remodel	10	87	8	66	5	42
Pool	2	32	3	28	2	22
EV charger	2	19	3	15	6	32
Solar	9	76	9	75	7	54
Water Heater	0	15	2	28	1	9
Re-Roof	3	48	2	49	5	48
Sewer	2	12	3	11	0	11
Misc. (Electrical, Plum)	22	237	18	228	22	201
Total Permits Issued	58	593	55	568	52	474
Total Valuation	\$7,700,459	\$46,789,991	\$3,858,468	\$48,014,598	\$2,678,806	\$31,186,764

SITE DEVELOPMENT PERMITS ISSUED

Permits Issued	2015 May	2015 YTD	2014 May	2014YTD	2013 May	2013 YTD
New Residence	4	29	2	20	1	14
Addition	2	28	3	30	1	18
Fence	4	33	3	34	3	31
Landscape	0	23	1	13	2	19
Pool	2	12	1	10	1	8
Misc. (Hardscape, Gra	2	41	3	35	2	29
Total Permits Issued	14	166	13	142	10	119



**Santa Clara County Office of the Sheriff
Weekly Activity Summary
5/25/2015 – 5/31/2015
LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
5/31	L4	Residential Burglary	Between 6:00 PM on 5/30 and 11:15 AM on 5/31, unknown suspect(s) entered the storage container and shed of a residence under construction in the 25000 block of La Loma Drive by cutting a lock and breaking a glass door. The suspect(s) took a subwoofer for a total loss of about \$500.

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
DISTURBANCE					
5/27/2015 16:53	L2	15-147-0335	415N	VOORHEES DR @ CLAUSEN CT	NO REPORT
THEFT					
5/27/2015 17:18	L3	15-147-0351	484	VOGUE CT @ BLACK MOUNTAIN RD	INVESTIGATED
TRESPASSING					
5/26/2015 12:17	L1	15-146-0231	602	W FREMONT RD @ LENNOX WY	CIVIL ISSUE
REPORT ON CONDITIONS					
5/27/2015 11:42	L5	15-147-0174	952	MAGDALENA RD @ STONEBROOK DR	COMPLETE
PHONE THE OFFICE					
5/25/2015 12:46	L1	15-145-0172	1021	71L1	COMPLETE

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
ALARM CALLS					
5/26/2015 1:38	L4	15-146-0028	1033A	SHERLOCK RD @ MOODY CT	FALSE ALARM
5/26/2015 11:23	L1	15-146-0199	1033A	LEANDER DR @ PURISSIMA RD	FALSE ALARM
5/26/2015 16:11	L5	15-146-0365	1033A	WINTON WY @ CAMINO HERMOSO	FALSE ALARM
5/27/2015 8:55	L3	15-147-0085	1033A	LUPINE RD @ PAGE MILL RD	FALSE ALARM
5/27/2015 9:58	L3	15-147-0120	1033A	LUCERO LN @ NATOMA RD	FALSE ALARM
5/27/2015 16:33	L3	15-147-0323	1033A	BALERI RANCH RD @ PAGE MILL RD	FALSE ALARM
5/28/2015 14:49	L1	15-148-0241	1033A	SAMUEL LN @ PURISSIMA RD	FALSE ALARM
5/29/2015 7:04	L1	15-149-0065	1033A	OLD TRACE LN @ W FREMONT RD	FALSE ALARM
5/29/2015 10:55	L1	15-149-0185	1033A	LEANDER DR @ PURISSIMA RD	FALSE ALARM
5/29/2015 14:23	L3	15-149-0289	1033A	ROBLE BLANCO @ PASEO DEL ROBLE	FALSE ALARM
5/31/2015 14:29	L3	15-151-0221	1033A	LUCERO LN @ NATOMA RD	FALSE ALARM
5/31/2015 17:23	L3	15-151-0300	1033A	BALERI RANCH RD @ PAGE MILL RD	FALSE ALARM
SUSPICIOUS PERSONS					
5/27/2015 20:38	L3	15-147-0430	1066	VIA FELIZ @ PAGE MILL RD	NO REPORT
5/30/2015 5:53	L3	15-150-0074	1066	PASEO DEL ROBLE @ MIR MIROU DR	NO REPORT
ANIMAL COMPLAINT					
5/31/2015 9:56	L5	15-151-0103	1091	FINN LN @ PROSPECT AV	COMPLETE
PEDESTRIAN STOP					
5/29/2015 10:45	L4	15-149-0180	1095	MOODY RD @ SHERLOCK RD	CITATION ISSUED
ABANDONED VEHICLE					
5/26/2015 11:48	L3	15-146-0218	1124	LIDDICOAT DR @ RADCLIFFE LN	COMPLETE
SUSPICIOUS VEHICLES					
5/29/2015 8:31	L1	15-149-0099	1154	LA PALOMA RD @ MAURER LN	COMPLETE
5/29/2015 12:05	L1	15-149-0224	1154	PURISSIMA RD @ ARASTRADERO RD	COMPLETE
5/31/2015 0:06	L2	15-151-0002	1154	MAGDALENA RD @ DAWN RIDGE DR	COMPLETE

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
TRAFFIC COLLISIONS					
5/26/2015 16:43	L1	15-146-0386	1182	HY 280 @ EL MONTE RD	INFORMATION ONLY
5/29/2015 16:04	L3	15-149-0347	1182	FY 280 @ ROBLEDA RD	INFORMATION ONLY
5/31/2015 19:02	L4	15-151-0324	1181	ALTAMONT RD @ MOODY RD	INFORMATION ONLY
VEHICLE STOPS					
5/26/2015 17:01	L2	15-146-0395	1195	HY 280 @ MAGDALENA RD	WARNING ISSUED
5/26/2015 20:51	L3	15-146-0501	1195	FY 280 @ PAGE MILL RD	CITATION ISSUED
5/26/2015 21:45	L1	15-146-0515	1195	FY 280 @ EL MONTE RD	WARNING ISSUED
5/27/2015 8:54	L2	15-147-0084	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
5/27/2015 10:46	L3	15-147-0148	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
5/27/2015 14:28	L2	15-147-0269	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
5/28/2015 10:03	L3	15-148-0101	1195	PAGE MILL RD @ ARASTRADERO RD	CITATION ISSUED
5/28/2015 10:49	L1	15-148-0123	1195	HILLVIEW AV @ ARASTRADERO RD	CITATION ISSUED
5/28/2015 11:04	L1	15-148-0131	1195	HILLVIEW AV @ ARASTRADERO RD	CITATION ISSUED
5/28/2015 12:59	L1	15-148-0189	1195	TORELLO LN @ MANUELLA RD	CITATION ISSUED
5/28/2015 15:57	L1	15-148-0274	1195	FY 280 @ EL MONTE RD	WARNING ISSUED
5/28/2015 16:34	L4	15-148-0289	1195	ALTAMONT RD @ MOODY RD	CITATION ISSUED
5/28/2015 16:49	L2	15-148-0302	1195	MAGDALENA RD @ FY 280	WARNING ISSUED
5/28/2015 16:53	L4	15-148-0304	1195	ALTAMONT RD @ MOODY RD	CITATION ISSUED
5/28/2015 17:10	L4	15-148-0315	1195	MOODY RD @ ALTAMONT RD	CITATION ISSUED
5/28/2015 17:11	L1	15-148-0316	1195	ELENA RD @ PURISSIMA RD	CITATION ISSUED
5/28/2015 17:25	L1	15-148-0329	1195	PURISSIMA RD @ ELENA RD	CITATION ISSUED
5/28/2015 17:35	L1	15-148-0333	1195	PURISSIMA RD @ ELENA RD	CITATION ISSUED
5/28/2015 17:46	L4	15-148-0342	1195	ALTAMONT RD @ MOODY RD	CITATION ISSUED
5/28/2015 18:05	L4	15-148-0354	1195	MOODY RD @ ALTAMONT RD	CITATION ISSUED
5/28/2015 18:23	L4	15-148-0369	1195	MOODY RD @ ALTAMONT RD	CITATION ISSUED
5/29/2015 9:05	L1	15-149-0120	1195	W FREMONT RD @ LA PALOMA RD	CITATION ISSUED
5/29/2015 9:46	L1	15-149-0142	1195	W FREMONT RD @ LA PALOMA RD	CITATION ISSUED
5/29/2015 12:17	L3	15-149-0228	1195	SADDLE MOUNTAIN DR @ STIRRUP WY	CITATION ISSUED
5/29/2015 12:30	L3	15-149-0234	1195	ARASTRADERO RD @ STIRRUP WY	WARNING ISSUED
5/30/2015 15:06	L1	15-150-0275	1195	PAGE MILL RD @ DEER CREEK RD	WARNING ISSUED
5/30/2015 20:18	L5	15-150-0406	1195	DAWSON DR @ MAGDALENA RD	CITATION ISSUED

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
5/31/2015 9:48	L3	15-151-0099	1195	STIRRUP WY @ ARASTRADERO RD	CITATION ISSUED
5/31/2015 18:09	L2	15-151-0312	1195	FY 280 @ MAGDALENA RD	WARNING ISSUED
5/31/2015 20:31	L1	15-151-0358	1195	DEER CREEK RD @ ARASTRADERO RD	WARNING ISSUED
PARKING VIOLATIONS					
5/25/2015 13:16	L5	15-145-0184	22500	CAMINO HERMOSO @ WINTON WY	NO REPORT
5/26/2015 9:08	L2	15-146-0108	22500	HILLTOP DR @ BARLEY HILL RD	NO REPORT
5/30/2015 17:21	L1	15-150-0340	22500	W FREMONT RD @ TEMPLETON PL	NO REPORT
5/31/2015 10:19	L4	15-151-0111	22500	RHUS RIDGE RD @ MOODY RD	NO REPORT
5/31/2015 14:13	L4	15-151-0213	22500	FRANCEMONT AV @ MOODY RD	NO REPORT
RECKLESS DRIVING					
5/28/2015 9:03	L5	15-148-0087	23103	STONEBROOK DR @ EL MONTE RD	COMPLETE
MISDEMEANOR DUI					
5/31/2015 16:28	L1	15-151-0282	23152	FY 280 @ EL MONTE RD	INFO TO CHP
FELONY WARRANT					
5/26/2015 10:51	L1	15-146-0180	6FATC	PRATT LN @ CASHEL ST	NO REPORT
5/26/2015 11:05	L1	15-146-0189	6FATC	EMERSON ST @ COLORADO AV	NO REPORT
9-1-1 ABANDONED CALLS					
5/25/2015 16:56	L4	15-145-0245	911CEL	ALTAMONT RD @ BLACK MOUNTAIN RD	9-1-1 ABANDONED
5/27/2015 12:20	L1	15-147-0189	911CEL	S SAN ANTONIO RD @ FOOTHILL EX	9-1-1 ABANDONED
5/27/2015 17:51	L1	15-147-0369	911UNK	W FREMONT RD @ MANUELLA RD	9-1-1 ABANDONED
5/29/2015 14:38	L3	15-149-0296	911CEL	LA BARRANCA RD @ ELENA RD	9-1-1 ABANDONED
5/29/2015 15:03	L1	15-149-0308	911CEL	1ST ST @ STATE ST	9-1-1 ABANDONED
PUBLIC SAFETY ASSISTANCE					
5/28/2015 20:49	L3	15-148-0435	AID	FY 280 @ PAGE MILL RD	COMPLETE
5/29/2015 17:53	L1	15-149-0399	AID	FRANCEMONT RD @ FRANCEMONT AV	COMPLETE

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
BEAT INFORMATION ONLY					
5/27/2015 14:49	L2	15-147-0277	BTINFO	FY 280 @ MAGDALENA RD	COMPLETE
5/31/2015 20:10	L1	15-151-0350	BTINFO	FOOTHILL EX @ ARASTRADERO RD	COMPLETE
INFORMATION ONLY					
5/27/2015 16:44	L3	15-147-0330	INFO	PAGE MILL RD @ FY 280	INFORMATION GIVEN
5/28/2015 18:58	L3	15-148-0387	INFO	FY 280 @ PAGE MILL RD	INFORMATION GIVEN
5/29/2015 10:32	L1	15-149-0175	INFO	VISCAINO PL @ VISCAINO RD	INFORMATION GIVEN
5/29/2015 15:09	L3	15-149-0311	INFO	TAAFFE RD @ DEZAHARA WY	INFORMATION GIVEN
5/29/2015 18:38	L1	15-149-0417	INFO	FRANCEMONT RD @ FRANCEMONT AV	DUPLICATE CALL
5/29/2015 22:31	L5	15-149-0519	INFO	JABIL LN @ MAGDALENA RD	INFORMATION GIVEN
5/31/2015 17:24	L4	15-151-0301	INFO	ALTAMONT RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
5/31/2015 19:00	L4	15-151-0323	INFO	ALTAMONT RD @ MOODY RD	DUPLICATE CALL
5/31/2015 19:26	L5	15-151-0333	INFO	OAK KNOLL CL @ STONEBROOK DR	INFORMATION GIVEN
PATROL CHECKS					
5/28/2015 14:17	L3	15-148-0220	PATCK	RIDGEWOOD LN @ VINEDO LN	COMPLETE
5/28/2015 14:40	L1	15-148-0235	PATCK	PURISSIMA RD @ CONCEPCION RD	COMPLETE
5/28/2015 18:17	L3	15-148-0362	PATCK	ELENA RD @ NATOMA RD	COMPLETE
5/29/2015 20:58	L1	15-149-0477	PATCK	W SUNSET DR @ BURKE RD	INFORMATION ONLY
SPECIAL ASSIGNMENT					
5/29/2015 7:59	L4	15-149-0082	SA	BYRNE PRESERVE/ ALTAMONT RD	COMPLETE
STRANDED MOTORIST					
5/30/2015 14:39	L3	15-150-0257	STRAND	ARASTRADERO RD @ PAGE MILL RD	NO REPORT
SUSPICIOUS CIRCUMSTANCES					
5/29/2015 17:59	L5	15-149-0400	SUSCIR	FINN LN @ PROSPECT AV	NO REPORT
5/31/2015 0:11	L1	15-151-0007	SUSCIR	LA PALOMA RD @ W FREMONT RD	NO REPORT
FOUND PROPERTY					
5/25/2015 9:47	L2	15-145-0103	FOUND	MAGDALENA AV @ SUMMERHILL AV	UNABLE TO LOCATE

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
5/29/2015 15:48	L1	15-149-0335	WELFARE CHECK WELCK	FRANCEMONT RD @ FRANCEMONT AV	COMPLETE

Responses to Follow-up Questions Regarding the 2015-16 Proposed Budget.

Subsequent to the Joint Budget Study Session with the Council and the Finance & Investment Committee (FIC), the Chair of FIC provided follow-up questions. Below are a list of his questions with Staff response.

Q1. What are the outstanding balance, interest rates, and any prepayment penalties for the Solar Panel loans?

Loan No	Estimated Outstanding Balance At 6/30/15	Interest Rate	Prepayment Penalties
024-03-ECB (2005)	\$ 49,717.01	3.95%	
003-09-ECD (2011)	\$ 31,643.53	3.00%	No
Total	\$ 81,360.54		

Q2. What is the Town’s External Audit Partner’s recommendation in regards to budgeting for PERS Unfunded Pension Liability?

A teleconference has been scheduled to discuss this matter with the Town’s auditor.

Q3. What is the proposed Full Time Equivalent (FTE) headcount?

The proposed FTE headcount for 2015-16 is 20.2 which includes 1 additional Senior/Associate Engineer, as recommended by the Sewer Technical Memo.

Q4. Please provide budget changes in accordance with City Council direction during the Joint City Council and FIC Budget Study Session.

Staffs’ understanding of the changes are as followed:

City Manager Proposed Budget	City Council Direction	Increase/ (Decrease) Change in Fund Balance
<ul style="list-style-type: none"> Outsource Business License to improve customer service at a cost of \$12,000 annually for the Town. 	<ul style="list-style-type: none"> Business License Outsource service should be cost neutral. 	\$12,000
<ul style="list-style-type: none"> Community Services Grants budget was reduced from \$30,000 to \$25,000 and designated specific amounts to three organizations. 	<ul style="list-style-type: none"> Council’s direction is to return the budget to \$30,000 and remain undesignated at this time. 	(5,000)

City Manager Proposed Budget	City Council Direction	Increase/ (Decrease) Change in Fund Balance
Pathways CIP:		
<ul style="list-style-type: none"> Magdalena Road Pathway Connection was budgeted at \$142,000 Miranda Road Pathway Improvement was budgeted at \$240,000 With a remaining offset cost of \$99,520 	<ul style="list-style-type: none"> Appropriate \$200,000 for all Pathways CIP Improvements with the offsetting cost of \$99,520. (NOTE: The Pathways CIP included an "Other Pathway Capital Projects" of \$70,480 	\$182,000
<ul style="list-style-type: none"> Energy Debts budgeted at \$19,584 	<ul style="list-style-type: none"> Work with FIC to pay off the Energy Debts if there is no prepayment penalties 	(\$64,540)
<ul style="list-style-type: none"> General Fund Designated Fund Balance for Pension Liability Reserve was set at \$420,000 – annual increase of \$70,000 	<ul style="list-style-type: none"> Increase Pension Liability Reserve to \$500,000 (This increase of \$80,000 impacts designated and undesignated but does not impact the change in Fund Balance) 	--
Total impact on Change in Fund Balance		124,460
City Manager Proposed Budget		3,025
City Council Directed Proposed Budget		127,485

Q5. What is Staff's understanding in terms of Westwind Barn capital expenditure? Did the Council direct \$29,000 or \$69,000?

Staff kept the total Westwind Barn Improvement Budget at \$69,000 with \$29,000 for the Upper Arena improvements and the \$40,000 for unexpected improvements that may be required during the year.

Q6. Please provide the Excel file with comparatives to support Slide 10 and 11 of the PowerPoint Presentation. (Revised FY'15 Budget, FY'15 Est. Actual and FY'16 Budget Total).

Please see attached.

**Town of Los Altos Hills
2015-16 Proposed Budget
Expenditure Comparison**

	Other Governmental Funds		
	2014-15 Revised	2014-15 Est Actual	2015-16 Proposed
Personnel	400,285	351,556	400,302
Salary	268,385	259,227	267,693
Pension			45,464
Health & Welfare			33,843
Payroll Taxes and Other Insurance			7,268
OPEB & Workers Comp			46,034
Benefit Allocation	131,900	92,328	
Contract Services - Maintenance	186,380	190,797	181,408
Storm drain	5,150	7,326	8,000
Pathway	37,350	45,250	43,408
Street	58,880	72,721	64,000
Additional Law/Code Enforcement and Emergency	85,000	65,500	66,000
Profession Services - Engineering Consultants	117,450	38,650	84,350
Storm drain	67,100	-	25,000
Pathway	13,100	12,400	13,100
Street	26,250	26,250	46,250
Additional Law/Code Enforcement and Emergency	11,000	-	-
Operations	126,921	119,896	126,684
Supplies	50,224	54,000	54,800
Permit Cost	25,315	24,715	25,500
Energy Debt Payment	19,600	19,600	19,584
Utility	13,831	13,331	12,000
Professional Developments	768	1,850	500
Other General Expenses	17,183	6,400	14,300