



Town Manager's Report for June 8 - 12, 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.

Landscape screening plan for a new residence under construction at **13761 La Paloma Road**. Two neighbors attended and did not express any concerns after reviewing the plans.

- Driveway modification for property at **27772 Lupine Road**. One neighbor was in attendance and one neighbor submitted written comments in advance of the meeting. The applicant will repair or replace the mailbox for the property directly across the street if it is damaged during construction.

The following applications were approved at the June 9 Fast Track hearing:

- Second story addition for property at **13410 La Cresta Drive**. No neighbors were in attendance. One neighbor expressed a concern about their view and requested a change to the roof design in advance of the hearing. The applicant agreed to modify the roof and a condition of approval was added requiring the change. Existing dead trees will be removed from the project site as part of the project.
- New residence for property at **13350 Burke Road**. No neighbors were in attendance.

The **Planning Commission Ad-hoc Committee** met on June 11 to discuss possible amendments to the Conditional Development Permit regulations. The Committee will be developing more detailed alternatives relative to lot size, setbacks and building height for discussion at a July meeting, and staff will be revising the list of small lots and mapping those properties on a Town base map.

Public Safety Update:

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

Administrative Services Update:

All staff members in the Administrative Services Department focused on publishing and delivering the 2015-16 Proposed Budget.

A **second round** of staff responses to FIC chair comments on the Budget is attached.

TEA Update Given the June 15th constitutional deadline for the Legislature to pass a budget, we have heard the Legislature will convene Monday afternoon to pass the main budget bill. They will continue to work next week on the budget trailer bills, including the **Local Government trailer bill** which includes a provision to fix the TEA inequity problem that effect Los Altos Hills, Cupertino, Saratoga and Monte Sereno. The Assembly Democratic Caucus met yesterday to discuss multiple budget items and many voiced their concerns regarding the harmful RDA provisions in the Local Government trailer bill. We are waiting to hear what the

next steps in the negotiation will be. The Mayor has reached out to our Assembly and Senate reps on this item and has requested their support.

I attended the **North County and West Valley** Transportation meeting held today in Mountain View City Hall. The meeting included a discussion by elected and appointed officials on draft guiding principles for a long range transportation vision for the region that will eventually be brought back to City Councils for consideration.

Parks and Recreation Update:

The **18th Annual Los Altos Hills Town Picnic** happened Sunday, June 7th. The total ticket counts are the most in the history of the Picnic. This event is slated to be under budget by roughly \$1,000. Staff is collecting reimbursement requests from the Community Relations Committee. Photos can be found on the following link:
<https://www.facebook.com/media/set/?set=a.10152521676097609.1073741882.114351562608&type=3> It was a great team effort and Community Services Supervisor Sarah Gualtieri did an awesome job in managing an event with a lot of moving parts.

Year	Ticket Count
2015	1933
2014	1883
2013	1905

Victoria Dye Equestrian **Summer Riding Camp** begins next week with a full 15 campers.

Milk Pail has partnered for this year's **4th of July Parade** and will provide half of the watermelon for the event. Coffee cart, staffing and a meeting with CERTs have been scheduled. Attached please find the event flyer.

This week Krystel Malimban started her internship with the **Parks and Recreation Department**. She is a recent graduate from USF and will be assisting part-time as part of the Regional Summer Internship Program.

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

Carl

Last Updated on 6/12/2015

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

Last Updated on 6/12/2015

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. (6-12-15) Contractor will be grinding pavement on 6/13/15.</p>

Last Updated on 6/12/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
3	Miranda Road Path	<p>(12-19-14) Residents on Miranda Road are organizing to propose that a continuous path be built on the east side of Miranda. Staff met with residents to discuss options and to walk the road to layout possible path route. Staff reviewing estimate for budgeting purposes. (1-16-15) Staff provided feedback to the resident on Miranda. They will be presenting to Pathway Committee. (1-23-15) Staff provided information to Pathway Committee chair. (1-28-15) Staff to contact neighbors to discuss proposal and obtain quotes for contract document preparation. (2-6-15) Staff working on getting proposals from consultants to prepare contract bid documents. (2-27-15) Staff received two proposals and will request award of contact at the March City Council meeting. (3-5-15) Neighborhood representative has been notified of the upcoming request to Council for contract award to prepare bid documents. (3-20-15) Staff working on agreement language with proposed consultant. (3-27-15) Staff preparing revised agreement for consultant to sign. Authorization to award contract to be presented to Council at the March 30, 2015 meeting. (4-3-15) Council authorized the award of design contract. Staff sent revised agreement to consultant for signature. (4-10-15) Staff in process of obtaining signatures on the agreement. (4-17-15) Staff scheduling kick off meeting with consultants. (4-24-15) Staff, neighborhood coordinator and designers met at the site to discuss project. Designers will schedule the surveying work. (5-1-15) Design in progress. Staff had arborist look at an oak tree and based on poor form and location under power lines, design will proposed to remove the tree for the new path. (5-15-15) Pathway design in progress, draft pathway plans scheduled to be submitted to the Town week of 5-18-15 for review. (5-22-15) Draft plans have been received and sent to the neighborhood representative and pathway committee chair for comments. (5-29-15) Staff met with neighborhood representative to discuss comments on draft plans. Pathway committee to provide any comments they may have. (6-5-15) Staff to finalize review and provided comments to designer week of 6-8-15. (6-12-15) Pathway committee did not provide any comments on the preliminary design. Staff and neighborhood representative comments provided to designers.</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>

Last Updated on 6/12/2015

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

Last Updated on 6/12/2015

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

Last Updated on 6/12/2015

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

Last Updated on 6/12/2015

Tasks	Project Name	Latest Status
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>

Last Updated on 6/12/2015

<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>

Last Updated on 6/12/2015

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

Last Updated on 6/12/2015

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

Last Updated on 6/12/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
15	Anacapa/La Cresta Utility Undergrounding	(1-16-15) Council approved agreement. Staff to execute agreement with consultant. (1-23-15) Agreement has been executed. Consultant working on a schedule. (1-28-15) Staff to set up kick off meeting with consultant and neighborhood representative. (2-6-15) Meeting with consultant and neighbors scheduled for 2/9/15. Consultants walked some areas with neighborhood representatives and are now working on developing the district boundary. (3-5-15) Neighborhood group provided update to the entire neighborhood. Staff provided electronic files to consultant for their use. (3-27-15) Consultants preparing drawing showing preliminary trench layout and the proposed substructures to replace the overhead facilities. (4-10-15) Consultant submitted preliminary estimate and trench layout plans. Staff sent to neighborhood representative for review. (4-17-15) Staff to meet with neighborhood representative on 4-24-15 to discuss information received from consultants. (4-24-15) Staff met with neighborhood representative and they requested staff to clarify information from the consultants and also reach out to the previous contractor that did the Purissima undergrounding project to obtain trenching cost. (5-15-15) Per request from neighborhood representative, staff provided rough cost information from previous contractor. Staff trying to get PG&E to review and provide comments on the preliminary trench layout. (5-22-15) Staff in contact with PG&E to schedule a meeting. (6-5-15) Meeting with PG&E and design consultant scheduled for 6/22.
16	Engineering and Traffic Survey	(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.

Last Updated on 6/12/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
17	Sewer Rate Study	(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. (6-12-15) Project completed.
18	Emergency communication antenna	(7-19-13) Staff met with Jim Abraham to discuss requirements for emergency antenna. Height needs to be 100 feet above ground. Staff to research antenna poles/towers and cost for installation. (8-9-13) Staff meet with antenna tower contractor to obtain budgetary cost information. (8-16-13) Rough cost estimate provided to Jim Abraham.
19	Long Range Trash Management Plan	(1-31-14) Staff prepared and submitted the Town's Long Term Trash Management Plan for submittal to the water board. (2-6-14) Plan has been submitted and is on the Boards website.

Last Updated on 6/12/2015

Tasks	Project Name	Latest Status
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. (6-12-15) Area for mowing at Byrne Preserve has been marked. Town's mowing contractor will be mowing Byrne Preserve and O'Keeffe 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 6/12/2015

<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. (6-12-15) Staff reviewing modifications from the consultants.
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 6/12/2015

<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 6/12/2015

<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 6/12/2015

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>



Santa Clara County Office of the Sheriff
Weekly Activity Summary
6/1/2015 – 6/7/2015
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY

DATE	BEAT	ACTIVITY	COMMENTS
6/3	L1	Identity Theft	At 8:04 AM, unknown suspect(s) sent the victim a phishing e-mail stating the victim's information on a pre-existing service account was incorrect and asking the victim to provide personal information, which the victim did, for an unknown total loss. The victim lives in Los Altos Hills.
6/3	L1	Injury Collision	Occurred at 3:13 PM at Robleda Road and Beatrice Lane.
6/5	L1	Vehicle Burglary	Between 6:30 AM and 8:30 AM, unknown suspect(s) broke through the windows of two vehicles parked at the Caltrans Park and Ride parking lot on Arastradero Road and took miscellaneous items for an unknown total loss.

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
DISTURBANCES					
6/1/2015 10:37	L3	15-152-0144	415	LUPINE RD @ PAGE MILL RD	NO REPORT
6/4/2015 17:20	L3	15-155-0405	415M	VISTA DEL VALLE CT @ TAAFFE RD	NO REPORT
6/6/2015 23:09	L1	15-157-0452	415P	FREMONT AV @ ECHO DR	NO REPORT
6/7/2015 18:26	L1	15-158-0302	415E	W SUNSET DR @ BURKE RD	NO REPORT
PHONE THE OFFICE					
6/1/2015 12:17	L1	15-152-0183	1021	71L1	COMPLETE
6/3/2015 9:28	L1	15-154-0117	1021	71W2	COMPLETE
6/3/2015 16:38	L3	15-154-0324	1021	ELENA RD @ VINEDO LN	COMPLETE
6/4/2015 12:11	L1	15-155-0204	1021	71L1	COMPLETE
6/6/2015 11:25	L1	15-157-0149	1021	71L1	COMPLETE

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
ALARM CALLS					
6/2/2015 12:09	L2	15-153-0208	1033A	DAWNRIDGE DR @ MAGDALENA RD	FALSE ALARM
6/2/2015 13:52	L3	15-153-0276	1033A	ALMADEN CT @ ALTAMONT RD	FALSE ALARM
6/3/2015 7:58	L1	15-154-0073	1033A	LEANDER DR @ PURISSIMA RD	FALSE ALARM
6/3/2015 11:11	L3	15-154-0165	1033A	PASEO DEL ROBLE @ PASEO DEL ROBLE CT	FALSE ALARM
6/3/2015 11:32	L3	15-154-0176	1033A	LA BARRANCA RD @ ELENA RD	FALSE ALARM
6/3/2015 11:32	L3	15-154-0177	1033A	LA BARRANCA RD @ ELENA RD	DUPLICATE EVENT
6/3/2015 17:50	L3	15-154-0362	1033A	MIR MIROU DR @ PASEO DEL ROBLE	FALSE ALARM
6/5/2015 8:45	L3	15-156-0098	1033A	EDGERTON RD @ BLACK MOUNTAIN RD	FALSE ALARM
6/5/2015 20:03	L4	15-156-0448	1033C	ESHNER CT @ ALTAMONT RD	FALSE ALARM
6/6/2015 5:25	L4	15-157-0037	1033A	SUMMIT WOOD CT @ TEPA WY	FALSE ALARM
6/6/2015 13:07	L3	15-157-0194	1033A	GREEN HILLS CT @ ELENA RD	FALSE ALARM
6/6/2015 19:22	L1	15-157-0336	1033A	FREMONT PINES LN @ W FREMONT RD	FALSE ALARM
6/7/2015 19:36	L1	15-158-0318	1033A	CORTE MADERA LN @ CONCEPCION RD	FALSE ALARM
MEET WITH CITIZEN					
6/2/2015 9:16	L1	15-153-0109	1062	LA LANNE CT @ MIRANDA RD	COMPLETE
MISSING PERSON					
6/4/2015 16:54	L5	15-155-0392	1065	OLIVE TREE LN @ OLIVE TREE CT	INVESTIGATED
SUSPICIOUS PERSONS					
6/1/2015 21:09	L1	15-152-0404	1066	SHADY OAKS CT @ W FREMONT RD	INVESTIGATED
6/4/2015 14:05	L5	15-155-0272	1066	JESSICA LN @ DAWSON DR	INVESTIGATED
PEDESTRIAN STOPS					
6/2/2015 23:02	L1	15-153-0511	1095	ARASTRADERO RD @ DEER CREEK RD	WARNING ISSUED
6/4/2015 10:59	L5	15-155-0159	1095	STONEBROOK DR @ ONEONTA DR	CITATION ISSUED
6/4/2015 13:07	L3	15-155-0237	1095	NATOMA RD @ BLACK MOUNTAIN RD	CITATION ISSUED
ABANDONED VEHICLE					
6/6/2015 9:25	L1	15-157-0089	1124	OLD PAGE MILL RD @ PAGE MILL RD	INFORMATION ONLY

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
SUSPICIOUS VEHICLES					
6/2/2015 8:42	L6	15-153-0097	1154	W LOYOLA DR @ BERKSHIRE DR	NO REPORT
6/2/2015 19:29	L3	15-153-0446	1154	FOOTHILL LN @ ELENA RD	NO REPORT
6/4/2015 21:33	L5	15-155-0522	1154	REBECCA LN @ DAWSON DR	NO REPORT
6/6/2015 12:45	L5	15-157-0185	1154	RAVENSBURY AV @ W LOYOLA DR	NO REPORT
6/6/2015 13:08	L5	15-157-0195	1154	RAVENSBURY AV @ MAGDALENA AV	NO REPORT
6/7/2015 14:20	L1	15-158-0222	1154	CAMINO MEDIO LN @ VISCAINO RD	NO REPORT
TRAFFIC COLLISIONS					
6/3/2015 14:52	L3	15-154-0274	1180	ARASTRADERO RD @ PAGE MILL RD	INFO EXCHANGED
6/3/2015 14:57	L3	15-154-0276	1180	ARASTRADERO RD @ PAGE MILL RD	DUPLICATE EVENT
6/4/2015 23:17	L2	15-155-0558	1183	MAGDALENA AV @ SUMMERHILL AV	UNABLE TO LOCATE
6/5/2015 14:22	L3	15-156-0267	1180	ARASTRADERO RD @ PAGE MILL RD	AID TO PALO ALTO PD
6/5/2015 15:57	L1	15-156-0316	1182	HY 280 @ EL MONTE RD	INFO TO CHP
6/5/2015 16:44	L3	15-156-0346	1183	FY 280 @ PAGE MILL RD	INFO TO CHP
VEHICLE STOPS					
6/1/2015 14:28	L1	15-152-0246	1195	VISCAINO RD @ ANACAPA DR	CITATION ISSUED
6/2/2015 8:17	L2	15-153-0079	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
6/2/2015 13:37	L1	15-153-0265	1195	O KEEFE LN @ EL MONTE RD	CITATION ISSUED
6/2/2015 14:07	L1	15-153-0288	1195	S EL MONTE AV @ UNIVERSITY AV	CITATION ISSUED
6/2/2015 14:25	L1	15-153-0295	1195	EL MONTE RD @ VOORHEES DR	CITATION ISSUED
6/2/2015 17:14	L1	15-153-0388	1195	PURISSIMA RD @ LA PALOMA RD	WARNING ISSUED
6/3/2015 8:18	L2	15-154-0082	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
6/3/2015 12:59	L3	15-154-0217	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
6/4/2015 7:58	L1	15-155-0061	1195	DEER CREEK RD @ PAGE MILL RD	CITATION ISSUED
6/4/2015 8:22	L1	15-155-0070	1195	PAGE MILL RD @ PORTER DR	CITATION ISSUED
6/4/2015 9:47	L2	15-155-0114	1195	MAGDALENA AV @ SUMMERHILL AV	CITATION ISSUED
6/4/2015 10:12	L2	15-155-0132	1195	SUMMERHILL AV @ YOUNG CT	CITATION ISSUED
6/4/2015 10:42	L5	15-155-0151	1195	STONEBROOK DR @ ONEONTA DR	CITATION ISSUED
6/4/2015 11:26	L4	15-155-0177	1195	ALTAMONT RD @ MOODY RD	CITATION ISSUED
6/4/2015 11:45	L4	15-155-0187	1195	MOODY RD @ ALTAMONT RD	CITATION ISSUED
6/4/2015 15:27	L2	15-155-0332	1195	MAGDALENA RD @ FY 280	CITATION ISSUED
6/4/2015 20:21	L1	15-155-0484	1195	ARASTRADERO RD @ FOOTHILL EX	CITATION ISSUED
6/5/2015 8:48	L3	15-156-0100	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
6/5/2015 10:47	L3	15-156-0169	1195	PAGE MILL RD @ BERRY HILL LN	CITATION ISSUED
6/5/2015 14:11	L5	15-156-0261	1195	STONEBROOK DR @ ONEONTA DR	CITATION ISSUED
6/6/2015 13:31	L3	15-157-0199	1195	ARASTRADERO RD @ PAGE MILL RD	WARNING ISSUED
6/7/2015 14:08	L1	15-158-0216	1195	PURISSIMA RD @ ARASTRADERO RD	WARNING ISSUED
6/7/2015 20:40	L1	15-158-0344	1195	DEER CREEK RD @ ARASTRADERO RD	WARNING ISSUED
TAMPERING WITH A VEHICLE					
6/7/2015 14:42	L6	15-158-0231	10852	CHARDONNAY LN @ W LOYOLA DR	INVESTIGATED
PARKING VIOLATION					
6/2/2015 13:21	L1	15-153-0255	22500	PURISSIMA RD @ CONCEPCION RD	NO REPORT
6/5/2015 14:46	L2	15-156-0285	22500	ST NICHOLAS SCHOOL/ EL MONTE RD @ O KEEFE LN	NO REPORT
6/6/2015 17:16	L3	15-157-0295	22500	SADDLE MOUNTAIN DR @ SADDLE CT	NO REPORT
SPEED CONTEST					
6/5/2015 9:09	L1	15-156-0107	23109	FOOTHILL EX @ S EL MONTE AV	INFORMATION GIVEN
FELONY WARRANTS, ATTEMPTS TO CONTACT					
6/4/2015 13:04	L1	15-155-0234	6FATC	ROSEWOOD DR @ ROSS RD	NO REPORT
6/5/2015 11:09	L1	15-156-0182	6FATC	WILDWOOD LN @ CHANNING AV	NO REPORT
6/5/2015 11:35	L1	15-156-0192	6FATC	ROSEWOOD DR @ ROSS RD	NO REPORT
9-1-1 ABANDONED CALLS					
6/4/2015 17:43	L2	15-155-0417	911ABN	HILLTOP DR @ COLINA DR	9-1-1 ABANDONED
6/4/2015 11:42	L2	15-155-0185	911CEL	HILLTOP DR @ HILLVIEW RD	9-1-1 ABANDONED
PUBLIC SAFETY ASSISTANCE					
6/1/2015 13:33	L1	15-152-0215	AID	LA PALOMA RD @ LYNNDALE WY	COMPLETE
6/3/2015 8:33	L2	15-154-0090	AID	FY 280 @ MAGDALENA RD	AID TO CHP
6/6/2015 18:13	L5	15-157-0313	AID	STONEBROOK DR @ EL MONTE RD	AID TO CHP
BEAT INFORMATION					
6/4/2015 11:47	L2	15-155-0190	BTINFO	FY 280 @ MAGDALENA RD	INFORMATION GIVEN
6/6/2015 8:12	L3	15-157-0062	BTINFO	ELENA RD @ FOOTHILL LN	INFORMATION GIVEN

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
FOLLOW UP					
6/4/2015 12:09	L3	15-155-0201	FU	BLACK MOUNTAIN RD @ VOGUE CT	COMPLETE
INFORMATION ONLY					
6/1/2015 21:23	L1	15-152-0410	INFO	TODD LN @ LA PALOMA RD	AID TO FIRE
6/2/2015 16:01	L1	15-153-0347	INFO	ALL WEST SIDE UNITS	INFORMATION GIVEN
6/3/2015 10:00	L3	15-154-0132	INFO	BRIONES WY @ VIA CERRO GORDO	INFORMATION GIVEN
6/3/2015 15:07	L1	15-154-0277	INFO	ROBLEDA RD @ BEATRICE LN	INFORMATION GIVEN
6/4/2015 19:21	L5	15-155-0456	INFO	RAVENSBURY AV @ W LOYOLA DR	NO REPORT
6/5/2015 16:42	L1	15-156-0342	INFO	FY 280 @ EL MONTE RD	INFORMATION GIVEN
6/5/2015 16:44	L3	15-156-0345	INFO	FY 280 @ PAGE MILL RD	INFORMATION GIVEN
6/6/2015 19:10	L1	15-157-0332	INFO	MIRANDA WY @ MIRANDA RD	INFORMATION GIVEN
6/7/2015 13:46	L3	15-158-0205	INFO	FY 280 @ PAGE MILL RD	INFORMATION GIVEN
6/7/2015 15:11	L1	15-158-0245	INFO	PURISSIMA RD @ VISCAINO RD	INFORMATION GIVEN
PATROL CHECK					
6/1/2015 11:49	L1	15-152-0174	PATCK	PINEWOOD HIGH/ W FREMONT RD @ WESTON DR	COMPLETE
SPECIAL ASSIGNMENTS					
6/3/2015 9:04	L1	15-154-0109	SA	LOS ALTOS HILLS TOWN HALL/ W FREMONT RD @ CON	COMPLETE
6/6/2015 10:06	L4	15-157-0110	SA	BYRNE PRESERVE/ ALTAMONT RD @ BLACK MOUNTAIN	COMPLETE
6/7/2015 13:27	L1	15-158-0196	SA	PURISSIMA PARK/ PURISSIMA RD @ SAMUEL LN	COMPLETE
SUSPICIOUS CIRCUMSTANCES					
6/1/2015 16:57	L5	15-152-0300	SUSCIR	JESSICA LN @ DAWSON DR	NO REPORT
6/3/2015 1:46	L2	15-154-0022	SUSCIR	HILLTOP DR @ HILLVIEW RD	NO REPORT
6/3/2015 8:55	L4	15-154-0103	SUSCIR	MOODY RD @ CANYON RD	NO REPORT
6/4/2015 23:40	L2	15-155-0571	SUSCIR	DAWNRIDGE DR @ MAGDALENA RD	NO REPORT
6/5/2015 9:07	L6	15-156-0106	SUSCIR	ELOISE CL @ W LOYOLA DR	NO REPORT

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		

Q1.1 Loan No. 024-03-ECB (2005). Report does not show whether this loan has a prepayment penalty. Is there a penalty?

The 024-03-ECB prepayment penalty is blank because at this point, I only have a scanned copy of the loan amortization schedule. The original agreement has been archived in error but we can contact CEC to verify after the adoption of the budget. I am assuming that the terms of the agreement for both loans should be the same.

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.

Q2.1 When is the conference with the auditor? Will the discussion take place prior to the June Council Meeting and the results included in the Budget to be adopted at the meeting? I believe the unfunded pension liability should be reflected on the Town's balance sheet shown in the budget.

I had a phone conversation with our auditor and confirmed that GASB 68 is a reporting requirement and it has no requirement on the Town to pay off or establish reserve/trust to offset unfunded pension liabilities. In addition, our auditors mentioned that GASB 68 will require CalPERS and Agencies to report the unfunded liabilities on Fair Market Value. Currently the actuarial reports have been prepared using CalPERS discount rate. As a result, the unfunded liabilities will change. The report will be available near the end of June and if we wish to pursue paying off the unfunded liabilities, we will need to talk to CalPERS to make sure that our prepayment will only benefit the Town and not the entire pool. I would recommend that we do more research once the GASB 68 Report is published by CalPERS and then contact CalPERS to find out more information before we modify the budget. There would not be any change to the 2015-16 Budget and the \$500,000 reserve for Pension Liability per City Council direction during the joint meeting is sufficient until more information is gathered. I would not want the Town to pay for this unfunded liability to find out that there are more liabilities to pay because

CalPERS decided to change their discount rate or other assumptions resulting in additional liabilities.

Here's the link to the white paper on GASB 68:

<http://blogs.calcpa.org/buzz/files/2015/05/GASB-68-White-Paper.pdf>

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.

Q3.1 Staff has stated that there are no plans to hire the Senior Engineer for the Sewer Program. Why include the salary or headcount in the plan?

The hiring of the Senior Engineer is to comply with City Council's comment during the April 20, 2015 Council Meeting where he would like to see an additional 1.0 engineer to manage the sewer program. In terms of budgeting procedure, in order for me to add one in the personnel allocation table, I need to add one to the budgeted personnel number as well. I believe the question really is why then are we also budgeting for additional consulting services in the Sewer Fund. The answer is, these consulting services are specialized services that are often above and beyond the skill set of a Senior Engineer. These include GIS database management, CMMS database modification, and other specialized skills. Per confirmation with Richard Chiu, regardless of whether we fill the additional Senior Engineer position with an employee or a contractor, we will still need to budget additional consulting services to address specific skills.

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)
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

Q4.1 Thank you. Excellent summary.

Thank you.

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.

Q5.1 The purpose of a budget is to evaluate requirements and to allocate funds to meet those requirements. Providing for reasonable contingencies is appropriate. However, a \$40,000 reserve when there are no known requirements is excessive and unwarranted. Allocating the \$29,000 from the \$40,000+ Cell Tower revenue will leave over \$11,000 in contingent funds. The Council can always revise the budget should some unknown requirement exceed that amount. As I recommended at the meeting, I plan to advise the Council that (only!) \$40,000 be budgeted for WCB capital.

Thanks for the heads-up. The reason I am proposing to reserve \$40,000 is to address any possible emergencies that need action, possibly prior to receiving City Council action. For example, during the big storm, the Westwind Barn storm drain needed emergency repair which was taken out of the Storm drain Fund when it really should be a Westwind Barn expenditure. Also, the cameras were paid out of Recreation's budget because the paddock improvement changed from 2 to 3, I believe. Although these may not be in violation of any accounting rules but it isn't something we should do. Our books would be clean and accurate and the added \$40,000 "contingency" will allow Staff to make these improvements and repairs. Also, any unused appropriation will stay within the fund and used for future CIP needs.

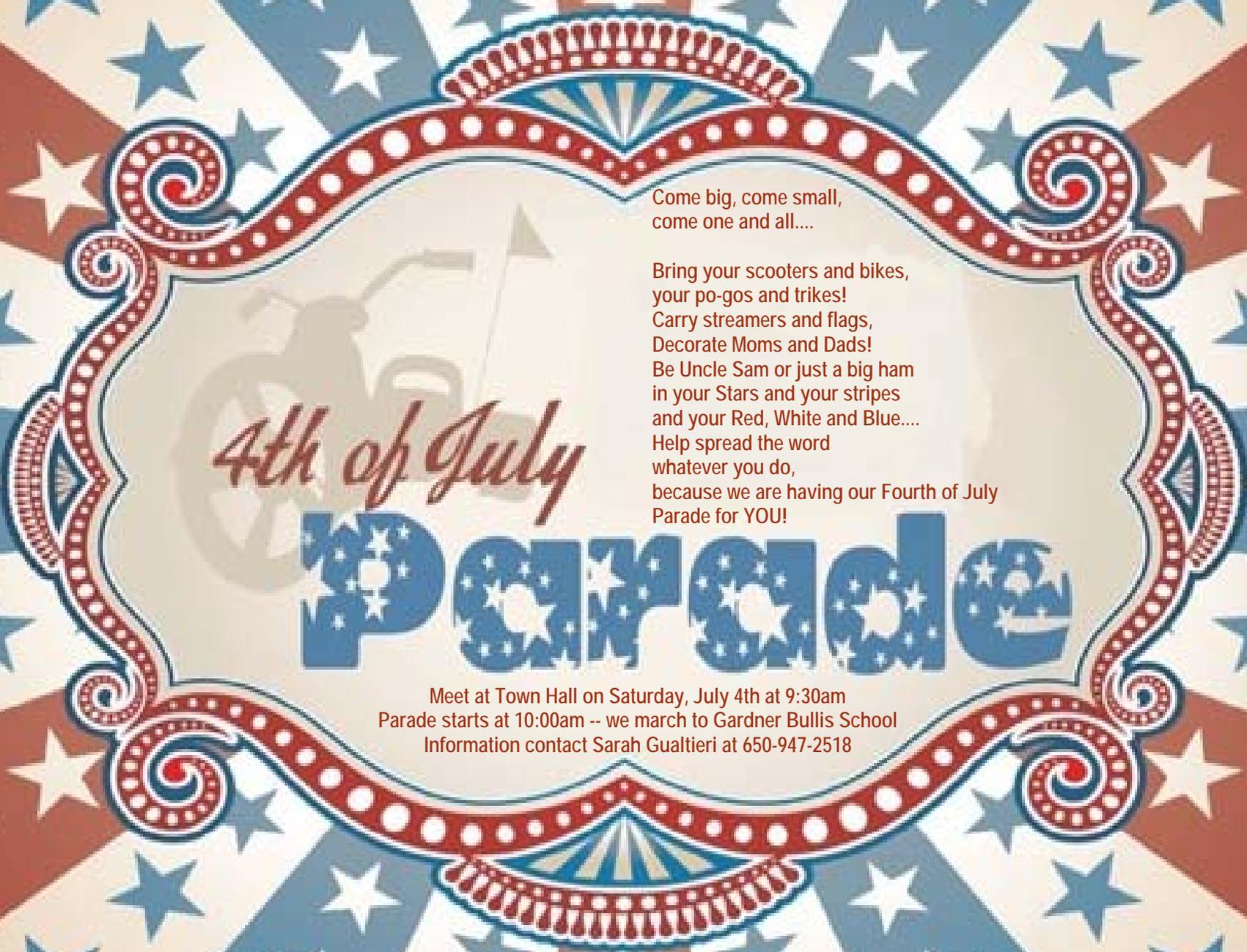
Q6. Please provide the Excel file with comparatives to support Slide 10 and 11 of the PowerPoint Presentation. (Revised FY'15 Budget, FY'15 Est. Actual and FY'16 Budget Total).

Please see attached.

Q6.1 Thank you for the attachment showing the information for the Other Governmental Funds shown on slide 11. The question asked for this information for both slide 10 and slide 11. Please provide the information for the General Fund shown on slide 10 as well.

Here is a screen shot of Slide 10. It was excluded from the last weekly report in error.

Town of Los Altos Hills				
2015-16 Proposed Budget				
Expenditure Comparison				
	General Fund			
	2014-15 Revised	2014-15 Est Actual	2015-16 CM Proposed	2015-16 Budget with CC Directions
Personnel	2,383,369	1,911,269	2,326,920	2,326,920
Salary	1,573,782	1,372,745	1,498,201	1,498,201
Pension			213,476	213,476
Health & Welfare	42,237	35,534	320,218	320,218
Payroll Taxes and Other Insurance			34,875	34,875
OPEB & Workers Comp			248,150	248,150
Benefit Allocation	755,850	490,991		
Wellness Program	11,500	12,000	12,000	12,000
Contract Services	1,807,677	1,864,050	1,912,542	1,912,542
Sheriff	1,023,000	1,050,924	1,107,832	1,107,832
Animal Control	50,600	50,600	53,130	53,130
Planning & Building Consultants	380,852	398,360	359,730	359,730
Public Works Consultants	66,435	71,601	78,800	78,800
Parks & Recreation & Barn	203,200	200,395	215,750	215,750
Other	83,590	92,170	97,300	97,300
Professional Services	436,161	330,231	515,850	515,850
Legal	210,000	130,000	200,000	200,000
Financial Audit	52,500	52,500	55,000	55,000
Professional Planner	81,250	81,250	160,000	160,000
Website Development	-	-	30,000	30,000
Advertising/Publishing	13,441	14,661	13,450	13,450
Other Project Consultants	78,970	51,820	57,400	57,400
Operations	704,086	551,210	585,325	590,325
Insurance and Claim Settlement	160,520	107,043	125,500	125,500
Community Services Grants	30,000	30,000	25,000	30,000
Town Special Events	100,328	98,328	102,200	102,200
City Manager Contingency	61,200	61,200	61,200	61,200
Bank Fee	28,300	30,306	42,000	42,000
Professional Developments	72,509	59,496	63,557	63,557
Printing	42,630	38,220	42,820	42,820
Supplies	40,339	28,266	31,950	31,950
Other General Expenses	168,260	98,352	91,098	91,098



4th of July

Parade

Meet at Town Hall on Saturday, July 4th at 9:30am
Parade starts at 10:00am -- we march to Gardner Bullis School
Information contact Sarah Gualtieri at 650-947-2518

Come big, come small,
come one and all...

Bring your scooters and bikes,
your po-gos and trikes!
Carry streamers and flags,
Decorate Moms and Dads!
Be Uncle Sam or just a big ham
in your Stars and your stripes
and your Red, White and Blue....
Help spread the word
whatever you do,
because we are having our Fourth of July
Parade for YOU!