



Town Manager's Report for February 8 - 12, 2016

Items to report on this week include the following:

Planning/ Building/ Engineering Update:

The City **Engineer's Report** is attached. Items in **red text** mark status changes from the previous report.

Planning Director Suzanne Avilla was out of the office for the week of February 8 - 12. A comment card from a building permit services customer is attached.

Public Safety Update:

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

Administrative Services Update:

The development of the fiscal year 2016-17 Budget began this week with Finance staff updating the revenue and expenditure estimates for fiscal year 2015-16, as well as developing the revenue forecast for 2016-17. Staff plans to meet with departments to kick-off the budget development process during the week of February 22 - 26, 2016.

Business License application and renewal is now available online. The link to <https://losaltoshills.hdlgov.com> is available on the Town's homepage. Town Staff will work with HdL to fine tune the web module.

Attached are the minutes from the February 1, 2016 FIC meeting.

Parks and Recreation Update:

The Youth Commission held their most successful **Movie Night** Friday, February 5th watching Maze Runner from 7:00-9:00pm in the Council Chambers, Noosa Yogurt sponsored the event with 45 teens in attendance.

The Los Altos Hills **Spring/Summer Activity Guide** was completed this week. It is currently at the printer and scheduled to be mailed at the end of next week.

Event season is right around the corner mark your calendars for the upcoming events: [Leadership Conference](#) 3/6, Hoppin' Hounds 3/26, Easter Egg Hunt 3/26, [Earth Day Celebration](#) 4/17, [Pathways Run/Walk](#) 5/7 and the Town Picnic 6/5.

This week Pak was the **Toastermaster** and ran the meeting. Sarah received the best evaluator award from the group.

Feel free to call or e-mail with any questions.

Thanks.

Carl

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Tasks	Project Name	Latest Status
1	I-280/Page Mill Interchange	<p>(11-20-15) Staff met with County, Caltrans, VTA, and Palo Alto to discuss implementing the interim plan that the County had prepared to improve bicycle travel through the interchange. Caltrans stated that they would need 2.5 to 3 years before anything can be implemented, which everyone agreed was too long, County indicated that they do not have any funds, VTA and Palo Alto indicated that they would check to see if there are funds that can be used. Town staff indicated that if other agencies are contributing to the cost of the project, we would recommend that LAH also provide some financial support. (11-25-15) Mayor sent letter to County Board of Supervisors requesting that they make it a high priority to implement improvements on Page Mill Road to facilitate safer bicycle travel through the interchange. (12-11-15) Staff checking with County to see if VTA and/or Palo Alto has provided any update on possible funding for implementing an interim plan on Page Mill Road. (12-18-15) County indicated that VTA may be able to provide \$250k for the project. County is estimating the cost may be about \$450k and is looking for possible grant funds. Staff also met with Palo Alto staff and they are reviewing the County's concept interim plan and will likely be providing comments. (1-8-16) VTA has identified \$250K in leftover Measure B funding and is going to the VTA committees in January to start the process of allocating this funding to the County's interim plan. County staff will also apply for \$150K in TFCA grant funding. With an estimated cost of \$480k for design and construction, County is about \$80k short. County may be reaching out to Los Altos Hills and Palo Alto for cost sharing. (1-15-16) The staff attended the VTA TAC meeting and supported the allocation of \$250,000 of measure B fund for the County's interim plan. The committee voted unanimously to approve the allocation of funds. (1-22-16) County to set up meeting to discuss design of interim plan. (1-28-16) Stakeholders meeting scheduled for week of February 8th to discuss design of interim plan. (2-12-16) Stakeholders met to discuss ideas for the interim plan. County will be hiring design consultant to develop the draft plans for the public input process. County will also be working with VTA to apply for grant funding.</p>
2	El Monte Road Rehabilitation Project	<p>(10-30-15) Reimbursement check received for about 80% of grant amount. Final reimbursement request documentation will need to be prepared after project closeout and final retention payment has been made. (11-5-15) Project to be presented to Council at the November meeting for acceptance and release of retention. (11-20-15) Council approved the acceptance of the project at the November meeting. Staff to record notice of completion. (11-25-15) Notice of completion recorded. (12-4-15) Retention payment to be made after completion of 30 day recording period. Final reimbursement paperwork to be processed after payment of retention. (1-8-16) Staff submitted reimbursement paperwork to Caltrans for review. Caltrans staff provided comments and staff resubmitted documents. Caltrans staff reviewing reimbursement request.</p>

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Tasks	Project Name	<u>Latest Status</u>
3	Miranda Road Path	<p>(8-21-15) Final plans sent to pathway committee and neighborhood representative. Pathway committee to review and discuss priority to make recommendation to council. (8-28-15) Pathway committee recommends moving forward with the Miranda Path. Item to be presented to Council for approval. (9-4-15) Staff notified neighbor representative of status. Item to be discussed at the September Council meeting. (9-11-15) Staff will be requesting authorization to solicit construction bids for the project at the September 17 Council meeting. (9-18-15) Council approved the project to be advertised for bids. (10-9-15) Project scheduled to be advertised on 10-14-15. Bid opening scheduled for November 18, 2015. (10-25-15) project has been advertised. (11-20-15) Bids were opened on November 18, 2015. Apparent low bid amount is \$155,633.50. (12-4-15) Project will be presented to Council at their December meeting for authorization to award project. (12-18-15) Council continued the project to the January council meeting. Council wanted staff to reach out to the property owners to make them aware of the potential impact from the pathway installation and they also wanted to get input from the pathway committee. (1-8-16) Staff met with neighborhood representative and provided update on council action. Per council direction, authorization to award for construction will be brought back to council at the January meeting. (1-15-16) Staff sent letter to all the residents on the west side of Miranda Road notifying them that parking would not be allowed on the path if constructed and that certain properties may be subject to a pathway in-lieu fee in the future. (1-22-16) Pathway committee will be discussing their priority for Miranda Path at their 1-25-16 meeting. Item will be discussed at the 1-27-16 Council meeting. (1-28-16) Council authorized award of the construction contract at the January council meeting. Staff sent award letter to contractor. Contractor to provide bonds and insurance paperwork for Town staff to review. (2-5-16) Contractor submitted bonds and insurance paperwork. Staff reviewing. Contract being executed. (2-12-16) Staff to set up pre-construction meeting with contractor.</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. (9-25-15) Staff will inspect and prepare for upcoming rains.</p>

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Tasks	Project Name	Latest Status
5	Townwide Pathway and Roadway safety inspection program	<p>(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. (7-17-15) Staff training intern to perform inspections. (7-23-15) Intern doing inspections and working with field crew to address. (7-31-15) Town staff looking for dead pine trees and sending notices out as appropriate. (8-21-15) Tree notices being sent to property owners. (9-4-15) Staff completed sending dead tree notices identified by arborist. Staff also met with Fire district regarding the dead trees. (9-18-15) Town staff working with the Fire District and the district's consultant has just about completed a large project of removing several large hazardous trees near Purissima Park. Work involved large cranes, traffic control, closing parking lots, coordinating with park users, and working with property owner. (9-25-15) For the months of February to September staff performed corrective action on 43 potential liability issues identified by routine inspections. (1-8-16) For the months of October to December staff performed corrective action on 12 potential liability issues identified by routine inspections.</p>
6	Robleda Road Pathway (Fremont to Beatrice) (Project #4)	<p>(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. (3-5-15) Committee chair requested hard copies of the drawings for their use to discuss possible grant funding. Staff provided drawings.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
7	Sewer Operations	<p>(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. (6-19-15) Council approved a three years extension to West Bay's contract. (7-10-15) Amendment to extend West Bay's contract has been sent for West Bay's review. The April 2015 summary of O&M activities is attached. (7-17-15) West Bay has approved the three year contract extension. Signatures being obtained. The May 2015 summary of O&M activities is attached. (8-14-15) Staff received and is reviewing the June invoice for O&M. West Bay's May report for LAH to their board is attached. (8-21-15) The June 2015 summary of O&M activities is attached. West Bay discovered a major offset at a drop manhole during routine maintenance. Staff performing emergency repair work. (8-28-15) Staff setting up meeting with West Bay to discuss planning of upcoming activities. West Bay's July report to their board for LAH activities is attached. (9-4-15) Meeting with West Bay scheduled for mid September. The July 2015 summary of O&M activities is attached. (9-18-15) West Bay's August report to their board for LAH activities is attached. The sewer system assessment and status update report is attached. Council authorized the City Manager to execute an agreement with V.W. Housen and Associates to provide staff augmentation services to the Town. (9-25-15) Staff working with Town's sewer contractor and consultant to prepare presentation for Council. (10-2-15) Presentations will be provided to Council at their October meeting. (10-9-15) Staff working with West Bay and V.W. Housen on Council presentation. (10-16-15) The August status update of sewer activities is attached. (10-30-15) Response to comments from interested resident is attached. (11-5-15) West Bay's September report to their board for LAH activities is attached. (11-13-15) The August 2015 summary of O&M activities is attached. (12-4-15) The September status update of sewer activities is attached. (12-18-15) The October 2015 summary of O&M activities is attached. (1-22-16) The November 2015 summary of O&M activities is attached. (2-5-16) The October status update of sewer activities is attached.</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. (1-15-16) Staff and consultant monitoring the weather for flow meter installation. (1-22-16) Flowmeters will be installed end of January but monitoring period will begin at the start of a significant rain event. (1-28-16) Meter installation in progress. (2-5-16) Meters have been installed. (2-12-16) Staff continues to monitor weather forecast.</p>

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Tasks	Project Name	<u>Latest Status</u>
9	Erosion on Page Mill Road near Baleri Ranch Rd	<p>(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. (7-23-15) Consultant prepared revised vegetation plan to address RWQCB comments for incorporation into CEQA document. (8-14-15) Draft CEQA document has been submitted. Staff reviewing. (9-4-15) Staff comments sent to consultant. (9-11-15) Consultants incorporating staff comments on the environmental document. (9-25-15) CEQA document to be released for public comment within a week or two. (10-9-15) Additional minor comments to be addressed in the CEQA document. Schedule for 30 day public review is planned for mid-October to mid-November. (10-16-15) Public commenting period to start on October 21, 2015. (10-23-15) The environmental document has been filed, recorded, and noticed for public comment. (11-5-15) Environmental document has been posted on Town's website. (11-25-15) Initial study and Mitigated Negative Declaration will be presented to Planning Commission at their December meeting. (12-4-15) Planning Commission voted to recommend approval of the Initial Study and Mitigated Negative Declaration. (12-11-15) Initial Study and Mitigated Negative Declaration to be presented to Council for approval at the January meeting. (1-28-16) Council approved the Initial Study and Mitigated Negative Declaration at the January meeting. Consultant to contact Regional Water Quality Control Board to discuss permitting. (2-12-16) Consultant submitted a letter to RWQCB regarding some of their comments. RWQCB staff to review and respond.</p>
10	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>
11	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. (11-25-15) Per Caltrans, they expect to have project plans sometime around September 2016.

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Tasks	Project Name	Latest Status
12	Anacapa/La Cresta Utility Undergrounding	<p>(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. (7-10-15) PG&E agreed to provide some input and review comments at the 6/22 meeting. PG&E will begin tapping into the \$5,000 rule 20a allocation that the council approved about a year ago. (7-17-15) Designers working with PG&E staff to clarify comments. (7-23-15) PG&E providing feedback to designers. (7-31-15) Designers scheduled to provide revised map and estimates in the first week of August. (8-14-15) Updated map and estimate has been submitted and provided to neighborhood representative. Staff to set up meeting to discuss. (8-21-15) Meeting scheduled for August 25th. (8-28-15) Consultant and neighbor representatives discussed engineering and assessment district formation. Staff working on getting register voter and election information. (9-18-15) Consultant met with neighborhood representative to look at a particular site. Staff provided information regarding how to obtain registered voter information to the neighborhood representative. (9-25-15) Neighborhood representative will discuss going to the County to get registered voter information. (10-16-15) Staff to meet with neighborhood representative week of 10-19-15. (10-23-15) Meeting to be rescheduled due to schedule conflict. (10-30-15) Staff met with neighbor representatives and they will do a poll of the residents to see how many would like to move forward.(11-13-15) Staff received draft survey to residents. Staff checking with consultants on estimated amounts indicated in the survey. (12-4-15) Neighborhood representative sent out survey to rest of neighbors to determine feasibility of moving the project forward. (12-11-15) Staff provided some additional comments to consultant regarding estimate for bond transactions. (1-22-16) Neighborhood representative will be setting up meeting to discuss survey results. (2-5-16) Neighborhood meeting scheduled for week of February 8th to discuss survey results and next steps. (2-12-16) Survey results did not indicate a lot of support due to high cost.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
13	Hale Creek/Magdalenena connector Path	(9-11-15) Design of path from Magdalena to the Bob Stutz path is underway. (9-18-15) Staff received plans from designers for review. Plans sent to the Pathway Committee for review and comment. (9-25-15) Awaiting comments from pathway committee. (10-2-15) Staff confirming if there are any comments from the Pathway Committee. (10-16-15) Staff working with design engineer to verify appropriate agency approval/documentation needed to complete pathway. (10-23-15) Staff working on sketch to obtain additional easement from Cal Water. (10-30-15) Staff to work with CalWater to obtain additional easement for pathway. (11-13-15) CalWater reviewing easement request. (12-11-15) CalWater district manager staff has returned after a leave of absence and will be reviewing the easement request. (1-8-16) Additional information provided to CalWater. (1-15-16) Staff spoke to CalWater and clarified the need for the easement. (1-22-16) CalWater real estate attorney has some comments on the easement language. (1-28-16) City attorney office to discuss comments with CalWater attorney. (2-5-16) Staff working on obtaining some field survey stakes to look at alternatives.
14	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.
15	Long Range Trash Management Plan	(1-31-14) Staff prepared and submitted the Town's Long Term Trash Management Plan for submittal to the water board. (2-6-14) Plan has been submitted and is on the Boards website.

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Tasks	Project Name	Latest Status
16	Open Space Stewardship	<p>(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. (6-19-15) A section of Byrne Preserve and O'Keeffe was mowed for yellow star thistle. Town's mowing contractor to return in two weeks to mow again. (7-10-15) Staff working with Acterra to set up quarterly meeting in July. Mowing of Byrne Preserve and O'Keeffe scheduled for week of 7-13-15. (7-17-15) Acterra quarterly meeting scheduled for 7-20-15. (7-23-15) Quarterly meeting was held with Acterra and members of the Open Space Committee (OSC). Acterra submitted a draft grant proposal for comments. Staff forwarded to members of OSC for comment. Grant request due August 10, 2015. (7-31-15) Comments on grant application provided to Acterra. (8-14-15) Staff obtaining final version of grant application. Staff reviewing proposal for grazing consultant to assess Byrne Preserve. (8-21-15) Staff contacting references for proposed grazing consultant. (8-28-15) Agreement with grazing consultant executed. Consultant to schedule site visit. (9-11-15) Staff met with members of the OSC to discuss SOD in Byrne Preserve and that Committee members would like some more time to research latest recommendations for SOD treatment. Staff did some mowing in the Saddle Mountain area. (9-18-15) Acterra held a volunteer event on 9/14 to do weeding in Byrne Preserve. (9-25-15) Acterra will be hosting additional volunteer days at Byrne Preserve for 9/26 and 10/5. (10-2-15) Acterra's second quarter progress report is attached. (10-16-15) Staff scheduling meeting with Acterra to provide status update. (11-5-15) Acterra has done some restructuring, making the Stewardship Program a fiscally sponsored project of Acterra. Town contacts will remain the same. (12-18-15) Meeting with Acterra has been scheduled for January 2016. (1-15-16) Draft grazing recommendation memo has been received from the consultant. Staff and committee reviewing. (1-28-16) Staff met with Open Space Committee and Acterra to get an update on activities and to discuss contract extension. Acterra to submit proposal to Town. (2-5-16) Acterra submitted a three year proposal for staff to review. (2-12-16) Open Space Committee also reviewing proposal and will provide recommendation.</p>

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Tasks	Project Name	<u>Latest Status</u>
17	Drainage improvement at Newbridge	<p>(8-28-15) Staff identified a drainage problem on Newbridge. Staff working on getting quotes to prepare a design. (9-4-15) Staff in process of meeting designers. (9-11-15) Designers working on proposals. (9-18-15) Staff received one proposal and still waiting for one more. (9-25-15) Staff received two proposals and is working on agreement for consultant. (10-9-15) Designer to provide schedule for design work. (10-23-15) Survey work completed, design underway. (10-30-15) Preliminary design scheduled to be submitted mid November for staff review. (11-5-15) Design in progress. (11-20-15) Staff to follow up on status of preliminary design submittal. (11-25-15) Staff received preliminary plans for review. (12-4-15) Staff received a revised preliminary design package and is in the process of reviewing the documents. (12-18-15) Comments on the design have been provided to the designer to incorporate. (1-22-16) Staff checking on possible utility conflict for proposed storm drain improvements. (2-5-16) Consultant working on finalizing the design and estimate. (2-12-16) Consultant submitted design and estimate for Town to review. Staff Reviewing.</p>
18	P-TAP Round 17 grant funds	<p>(10-9-15) Staff working on application for grant funds. (10-30-15) Staff completed and submitted grant request. (12-11-15) Results of grant request should be available in early 2016. (1-22-16) Town did not get selected to receive the grant. (1-28-16) Town will re-apply next year for grant.</p>
19	Town Cupola Restoration	<p>(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. (8-14-15) Plaque received. (8-21-15) Staff working on getting a stand to mount the plaque. (10-2-15) Staff has contractor on board. Plaque stand being made. (10-9-15) Stand being painted. (10-16-15) Plaque stand completed. Town staff preparing for installation. (10-23-15) Cupola plaque has been installed. (11-20-15) At the request of the history committee, staff verified that the proposed time capsule will fit inside the Cupola. (12-18-15) Time capsule has been purchased by the history committee.</p>

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Tasks	Project Name	Latest Status
20	I-280 Repaving	<p>(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. (7-31-15) Caltrans completed and approved a Project Initiation Document to resurface I-280 from Foothill Boulevard to 0.5 mile north of Sand Hill Road. Project to be submitted for the 2016 SHOPP program to compete for funds. (8-14-15) Per discussion with Caltrans staff, project is approved under the 2016 SHOPP program. Construction should occur around 2018. (11-20-15) Per Caltrans project development for this project is pending CTC approval of the SHOPP candidates in April 2016. If approved, target construction is Summer of 2019.</p>
21	El Monte Segment 4	<p>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. (9-11-15) Project is on the preliminary list for Envision Silicon Valley. (9-25-15) Project was missed on the draft Envision Silicon Valley (ESV) project list. Staff confirmed that it is now on the revised list from VTA.</p>

Last Updated on 2/12/2016

Tasks	Project Name	Latest Status
22	Barron Creek Drainage Channel Maintenance (26170 W. Fremont Road)	<p>(5-8-15) Staff requesting funds in the budget for this joint project with the adjacent property owner. (6-19-15) Consultant working on proposal for property owner. (7-10-15) Property owner provided proposal to Town for review. Staff reviewing. (7-17-15) Staff to discuss proposal with property owners representative. (7-23-15) Staff discussed agreement comments and consultant proposal with property owners representative. (7-31-15) Property owner working on drafting a formal agreement and a maintenance agreement. (8-28-15) Property owner's representative is preparing to engage an attorney to draft the necessary agreements for Town to review. (9-4-15) Property owner looking for attorney. (10-2-15) Property owner has attorney on board to work on agreement. (10-9-15) Staff met with property owner's representative and their attorney to discuss project. (10-30-15) Property owner's consultant provided draft report for staff to review. (11-5-15) Property owner's representative submitted a draft agreement for Town to review. Meeting with property owner scheduled for week of November 9. (11-13-15) Staff met with designers to discuss schedule. Town attorney reviewing proposed cost sharing and maintenance agreement. Staff reviewing consultants draft report. (11-20-15) Staff contacting applicants consultants to obtain electronic files for the hydraulic analysis so that a review can be performed. (11-25-15) Hydraulic model has been provided to the Town's consultant to review. (12-4-15) Staff and consultant reviewing concept plan and hydraulic analysis. Staff provided comments to Town Attorney's office on the draft cost sharing agreement. Attorney to incorporate Town comments. (12-11-15) Town Attorney's office to provide revised comments on cost sharing agreement 12-11-15. Applicant's representative is being changed and Town staff to meet with new representative on 12-15-15. (12-18-15) Staff provided comments on the cost sharing agreement, hydraulic analysis, draft schedule, and preliminary plans to the applicants consultants. (1-16-15) Applicant's consultant submitted an addendum to the environmental document previously approved. Staff reviewing. (1-22-16) Comments on the addendum document to be provided to consultant by end of January. (1-28-16) Comments provided to applicants consultant. Applicant provided comments on cost sharing agreement, staff and attorney reviewing. (2-5-16) Staff getting clarification from applicant regarding the various versions of the agreement sent to the Town. (2-12-16) Applicant's attorney did not accept many comments provided by Town. Staff to meet with applicant representative to discuss.</p>

Last Updated on 2/12/2016

Tasks	Project Name	Latest Status
23	VTA TAC Meetings	<p>(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. (8-28-15) Staff attended the 8-13-15 TAC meeting. Information was provided on the One Bay Area Cycle 2 program development. (9-11-15) Staff attended the 9-10-15 TAC meeting and the Envision Silicon Valley working group meeting. There were some projects within Town that were inadvertently left off the preliminary project list. Staff notified VTA staff and they will make corrections. (9-25-15) Staff received revised list from VTA and confirmed that Town projects are on the revised list. (10-9-15) Staff attended the TAC meeting and the Envision Silicon Valley (ESV) ad-hoc committee meeting on 10-8-15. OBAG round 2 is coming up and the program structure is being discussed. ESV distribution and formula is being discussed at the Ad-Hoc committee. (11-13-15) VTA TAC and other committees working on completing recommendations for Envision Silicon Valley ballot measure so that the Board can discuss at their April 2016 meeting. (1-15-16) Staff attended the 1-14-16 TAC meeting and the Envision SV Ad-Hoc committee meeting. A new chair and vice chair was selected. Committee took action to approve allocation of \$250,000 to help fund the interim bicycle improvements on Page Mill/I-280 interchange. Ad-Hoc committee working on selection criteria for projects listed for Envision SV. (2-5-16) Staff attended the VTA Board meeting and the Board approved the \$250,000 to the County to help fund the interim bicycle improvements.</p>

Last Updated on 2/12/2016

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
24	2015 Sewer rehabilitation project	<p>(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. (6-19-15) Contractor not working in Town due to emergency project in another city. Construction activity will resume end of June. Project is approximately 70% complete. (7-10-15) Contractor continuing work in Town. Staff had contractor perform emergency repair on a collapsed pipe segment on Murietta Lane. (7-17-15) Staff to add two additional segments based on recent video information. (7-23-15) Contractor plans to complete the project in early to mid August. (7-31-15) Three locations remain to be completed. (8-14-15) Contractor completing miscellaneous work and testing activities. Staff to develop punchlist. (8-21-15) Work completed. Paperwork still in progress. (8-28-15) Staff still waiting for some post construction video. (10-16-15) Video of line segments submitted. Staff reviewing final videos from contractor for payment. (11-13-15) Staff working with contractor on a few testing issues. (12-18-15) Acceptance of project will be presented to council at the January meeting. (1-28-16) Council approved the project at the January meeting. Staff to record the Notice of Completion with the County recorder's office.</p>

Last Updated on 2/12/2016

Tasks	Project Name	Latest Status
25	Gardner Bullis Crosswalk study	<p>(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. (9-4-15) Staff checked operation of signs on 9/1 and 9/2, all working properly. (9-11-15) Over the last five years the Town has implemented approximately \$1.28 million worth of improvements to facilitate safer pedestrian and bicycle access to the school. List of improvements attached. (9-25-15) Staff working on agreement for Traffic consultant to review and study the area of the crosswalk. (10-2-15) Consultant working on study. (10-16-15) Item discussed at 10-14-15 City Council meeting. Draft consultant report scheduled to be submitted by end of October. (10-30-15) Staff reviewing draft report from consultant. (11-5-15) Traffic consultant's technical memo to be presented to Council at the November meeting. (11-20-15) At the November Council meeting, Council directed staff to provide notices for the removal of the crosswalk. Staff working on posting and sending notices out on November 23, 2015. (11-25-15) Crosswalk removal notices have been posted and sent. Public hearing scheduled for December 16, 2015. (12-18-15) At the December council meeting an Ad-Hoc committee was formed to study the crosswalk with the school district. (1-8-16) First Ad-Hoc committee meeting scheduled for January. Staff the Town consulting traffic engineer will be attending. (1-16-15) Update on the Ad-Hoc committee meeting will be provided at the January council meeting. (1-22-16) Staff marked the layout for additional curbing to prevent U-turns at Fremont Pines Lane. Neighbors to provide input. (1-28-16) Staff scheduled to install test curb on Fremont Pines Lane during the week of February 8, 2016. (2-12-16) Median curb was installed on Fremont Pines Lane to prevent unsafe U-turns. Staff working on agreement to purchase raised crosswalk to be installed on Fremont Road.</p>
26	Review of non-residential sewer units	<p>(6-19-15) Sewer consultant to visit Town properties week of 6-22-15. Consultant will visit and meet with all non-residential users to inspect facility and discuss usage. (7-10-15) Consultant coordinating with non-residential facilities to set up appointments to visit and inspect. (7-23-15) Site visits to non-residential facilities in progress. (10-2-15) Most of the sites have been visited. Consultant hope to complete site visits by the end of October. (10-30-15) All site visits have been completed. Consultant working on analysis. (11-13-15) Staff and consultant to discuss draft results in early December. (12-11-15) Draft results submitted to staff. Staff to review and schedule discussion with consultant. (12-18-15) Staff to discuss draft results with consultant in January 2016. (1-8-16) Consultant preparing data sheets with preliminary findings to send to non-residential users for their review and comment. (1-15-16) Staff working with consultant on documents to be sent to each non-residential user. (1-28-16) Draft site specific data sheets with preliminary findings have been sent to each non-residential user for review and comment. (2-5-16) Staff and consultant has been contacted by two non-residential users to discuss preliminary findings. Comments from non-residential users are due February 22, 2016.</p>

Last Updated on 2/12/2016

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
27	West Sunset Sewer Main Extension	(11-5-15) The proposed project includes about 230 feet of 8" pipe and three manholes with depths ranging from 4 feet to 6 feet. Construction to begin soon. (11-13-15) Construction in progress. (12-4-15) Construction substantially complete. (12-11-15) Construction work completed. Staff to work with applicant to review and approve as-built plans.

OUR JOB IS TO SERVE YOU

Here at the Planning, Building and Engineering Departments, our goal is to provide residents and customers with the best possible service, within available resources. We want to meet your needs and let you know that your opinion counts. Since we are always looking for ways to improve our service to you, your input is very valuable to us.

The purpose of this evaluation is to get your suggestions and comments regarding the quality of service you received from the Los Altos Hills Planning, Building and Engineering Departments.

Please take a few moments to complete this form. When you are finished, you can drop it off at the Town Hall or mail it in— please use the pre-paid envelope provided to send your comments.

TODAY'S DATE: 2 / 8 / 16

ARE YOU THE:

- Property Owner
- Architect/Engineer
- Contractor/Builder
- Other: _____

TYPE OF SERVICE:

- Planning
- Building
- Engineering

RECEIVED

FEB - 8 2016

TOWN OF LOS ALTOS HILLS

PURPOSE OF CONTACT WAS TO:

- Meet with staff to discuss your project
- Apply for a permit
- Obtain information or make appointment
- Other: _____

WAS OUR STAFF COURTEOUS & KNOWLEDGEABLE?

- Yes
- No

Comments: Wow - nice change around here!

WAS OUR RESPONSE TIME REASONABLE?

- Yes
- No

Comments: _____

WAS THE TELEPHONE AND FRONT DESK SERVICE SATISFACTORY?

- Yes
- No

Comments: _____

WERE THE PRINTED MATERIALS AND HANDOUTS SATISFACTORY?

- Yes
- No

Comments: _____

WERE TOWN REQUIREMENTS CLEARLY PRESENTED BY THE STAFF?

- Yes
- No

Comments: _____

OVERALL, HOW WOULD YOU RATE OUR SERVICE?

- Excellent
- Above average
- Acceptable
- Improvement needed

COMMENTS ABOUT OUR SERVICE:

Great!
Thank you!

HOW CAN WE IMPROVE?

OPTIONAL:

I would like someone from the Town of Los Altos Hills to contact me regarding a problem or suggestion that I have.

Berry
NAME

14242 Sholes Ct
ADDRESS

LAH Ca 94022
CITY STATE ZIP

650-948-0698
DAYTIME PHONE

THANK YOU



Santa Clara County Office of the Sheriff
Weekly Activity Summary
2/1/2016 – 2/7/2016
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
2/2	L1	Non-Injury Collision	Occurred at 9:29 AM at Beatrice Lane and Robleda Road.

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
DISTURBANCES					
2/1/2016 3:31	L2	16-032-0032	415	CASA MIA WY @ SUMMERHILL AV	INVESTIGATED
2/5/2016 22:01	L1	16-036-0471	415UNK	ST FRANCIS DR @ ANACAPA DR	INVESTIGATED
2/6/2016 7:22	L3	16-037-0082	415E	STIRRUP WY @ SADDLE MOUNTAIN DR	INVESTIGATED
REPORT ON CONDITIONS					
2/3/2016 7:41	L3	16-034-0076	952	HARVARD CT @ LIDDICOAT CL	INFO TO PALO ALTO PD
PHONE THE OFFICE					
2/2/2016 16:45	L4	16-033-0336	1021	81L1	INFORMATION GIVEN
2/2/2016 18:06	L1	16-033-0384	1021	81L1	INFORMATION GIVEN
2/3/2016 23:31	L1	16-034-0502	1021	81L1	INFORMATION GIVEN
2/5/2016 13:23	L1	16-036-0233	1021	W SUNSET DR @ BURKE RD	INFORMATION GIVEN

2/7/2016 15:35	L4	16-038-0254	1021	71L1	INFORMATION GIVEN
2/7/2016 17:00	L1	16-038-0279	1021	71L1 / LOW	INFORMATION GIVEN

ALARM CALLS

2/1/2016 7:27	L1	16-032-0058	1033A	ST FRANCIS DR @ ORTEGA DR	FALSE ALARM
2/1/2016 17:16	L2	16-032-0294	1033A	HILLTOP DR @ COLINA DR	FALSE ALARM
2/2/2016 11:11	L2	16-033-0155	1033A	CLAUSEN CT @ VOORHEES DR	FALSE ALARM
2/2/2016 14:45	L5	16-033-0275	1033A	PROSPECT AV @ EMERALD HILL LN	FALSE ALARM
2/2/2016 16:09	L3	16-033-0315	1033A	HARVARD CT @ LIDDICOAT CL	FALSE ALARM
2/2/2016 16:44	L3	16-033-0334	1033A	FOOTHILL LN @ ELENA RD	FALSE ALARM
2/2/2016 17:26	L3	16-033-0363	1033A	HARVARD CT @ LIDDICOAT CL	FALSE ALARM
2/2/2016 17:55	L4	16-033-0373	1033A	ALTAMONT RD @ BRIONES WY	FALSE ALARM
2/3/2016 17:25	L5	16-034-0390	1033A	DAWSON DR @ REBECCA LN	FALSE ALARM
2/5/2016 14:18	L3	16-036-0256	1033A	GIGLI CT @ ELENA RD	FALSE ALARM
2/5/2016 16:09	L1	16-036-0308	1033A	W FREMONT RD @ DONELSON PL	FALSE ALARM
2/6/2016 14:34	L3	16-037-0255	1033A	MATADERO CREEK CT @ MATADERO CREEK LN	FALSE ALARM
2/7/2016 12:27	L3	16-038-0159	1033A	EDGERTON RD @ BLACK MOUNTAIN RD	FALSE ALARM
2/7/2016 12:45	L1	16-038-0173	1033A	MIRANDA RD @ LA LANNE CT	FALSE ALARM
2/7/2016 14:59	L4	16-038-0237	1033A	LA LOMA DR @ SUMMIT WOOD RD	FALSE ALARM
2/7/2016 12:36	L1	16-038-0167	1033C	MIRANDA RD @ LA LANNE CT	FALSE ALARM

MEET WITH CITIZEN

2/2/2016 8:16	L1	16-033-0074	1062	QUAIL LN @ ROBLEDA RD	COMPLETE
2/3/2016 13:11	L3	16-034-0253	1062	ELENA RD @ VINEDO LN	COMPLETE

**SUSPICIOUS
PERSONS**

2/4/2016 17:17	L3	16-035-0360	1066	ARASTRADERO RD @ PAGE MILL RD	INVESTIGATED
2/5/2016 18:13	L3	16-036-0384	1066	ELENA RD @ CUMBRA VISTA CT	INVESTIGATED

2/5/2016 23:54	L2	16-036-0522	1066	HILLTOP DR @ HILLVIEW RD	INVESTIGATED
2/6/2016 18:22	L2	16-037-0352	1066	HILLTOP DR @ HILLVIEW RD	INVESTIGATED
2/6/2016 23:17	L1	16-037-0487	1066	W FREMONT RD @ CONCEPCION RD	INVESTIGATED

**PERSON CALLING
FOR HELP**

2/4/2016 17:02	L2	16-035-0351	1067	COLINA DR @ HILLTOP DR	INVESTIGATED
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**ANIMAL
COMPLAINTS**

2/2/2016 10:19	L3	16-033-0127	1091C	VIA VENTANA @ PAGE MILL RD	AID TO ACO
2/5/2016 20:51	L1	16-036-0446	1091B	CANTATA WY @ O KEEFE LN	INVESTIGATED

TRAFFIC HAZARDS

2/1/2016 10:29	L1	16-032-0125	1125	PAGE MILL RD @ DEER CREEK RD	INVESTIGATED
2/4/2016 15:52	L3	16-035-0311	1125	FY 280 @ PAGE MILL RD	INFO TO CHP

**SUSPICIOUS
VEHICLES**

2/2/2016 22:58	L1	16-033-0484	1154	O KEEFE LN @ VISTA SERENA	INVESTIGATED
2/3/2016 18:08	L4	16-034-0408	1154	SHERLOCK RD @ SHERLOCK CT	INVESTIGATED
2/5/2016 8:43	L1	16-036-0101	1154	LA PALOMA RD @ PURISSIMA RD	INVESTIGATED
2/5/2016 20:04	L1	16-036-0433	1154	PURISSIMA RD @ LA PALOMA RD	INVESTIGATED
2/6/2016 18:18	L4	16-037-0351	1154	SHERLOCK CT @ SHERLOCK RD	INVESTIGATED
2/6/2016 20:40	L1	16-037-0412	1154	PURISSIMA RD @ VISCAINO RD	INVESTIGATED
2/7/2016 4:59	L2	16-038-0070	1154	MAGDALENA RD @ FY 280	INVESTIGATED
2/7/2016 6:34	L1	16-038-0081	1154	MIRANDA RD @ ESTACADA DR	INVESTIGATED

TRAFFIC COLLISION					
2/6/2016 14:41	L2	16-037-0258	1180	HY 280 @ MAGDALENA RD	AID TO CHP
TRAFFIC CONTROL					
2/6/2016 11:12	L1	16-037-0153	1184	W FREMONT RD @ FREMONT PINES LN	COMPLETE
VEHICLE STOPS					
2/1/2016 21:29	L1	16-032-0384	1195	ARASTRADERO RD @ PURISSIMA RD	WARNING ISSUED
2/1/2016 22:00	L3	16-032-0399	1195	ELENA RD @ VINEDO LN	WARNING ISSUED
2/2/2016 13:44	L1	16-033-0243	1195	W FREMONT RD @ CONCEPCION RD	CITATION ISSUED
2/2/2016 14:20	L1	16-033-0265	1195	CAMPO VISTA LN @ W FREMONT RD	CITATION ISSUED
2/3/2016 9:18	L3	16-034-0112	1195	PAGE MILL RD @ FY 280	CITATION ISSUED
2/3/2016 12:51	L2	16-034-0239	1195	MAGDALENA RD @ HILLVIEW DR	CITATION ISSUED
2/4/2016 8:32	L2	16-035-0075	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
2/4/2016 12:20	L1	16-035-0219	1195	ARASTRADERO RD @ DEER CREEK RD	CITATION ISSUED
2/4/2016 12:47	L1	16-035-0235	1195	DEER CREEK RD @ ARASTRADERO RD	CITATION ISSUED
2/4/2016 13:58	L1	16-035-0257	1195	LOS ALTOS CITY HALL/ N SAN ANTONIO RD	CITATION ISSUED
2/4/2016 14:28	L1	16-035-0274	1195	MANUELLA RD @ W FREMONT RD	CITATION ISSUED
2/4/2016 14:44	L1	16-035-0280	1195	MANUELLA RD @ W FREMONT RD	CITATION ISSUED
2/6/2016 10:44	L1	16-037-0141	1195	W FREMONT RD @ DONELSON PL	CITATION ISSUED
2/6/2016 16:05	L1	16-037-0297	1195	FOOTHILL EX @ ARASTRADERO RD	WARNING ISSUED
2/6/2016 16:39	L1	16-037-0304	1195	W FREMONT RD @ FREMONT PINES LN	WARNING ISSUED
2/6/2016 19:56	L1	16-037-0392	1195	HY 280 @ ALPINE RD	WARNING ISSUED
2/6/2016 21:41	L3	16-037-0444	1195	FY 280 @ PAGE MILL RD	WARNING ISSUED
2/7/2016 13:04	L1	16-038-0183	1195	W FREMONT RD @ ROBLEDA RD	CITATION ISSUED
SPEEDING					
2/6/2016 13:17	L4	16-037-0225	22350	TAAFFE RD @ ALTAMONT RD	INVESTIGATED

PARKING VIOLATIONS						
2/2/2016 10:07	L1	16-033-0121	22500	W FREMONT RD @ ST FRANCIS DR	INVESTIGATED	
2/2/2016 12:10	L1	16-033-0188	22500	W FREMONT RD @ ST FRANCIS DR	INVESTIGATED	
2/4/2016 9:41	L1	16-035-0115	22500	MIRANDA RD @ MIRANDA WY	INVESTIGATED	
9-1-1 ABANDONED CALLS						
2/1/2016 8:18	L4	16-032-0077	911ABN	PADRE CT @ ALTAMONT RD	INVESTIGATED	
2/3/2016 8:20	L3	16-034-0086	911CEL	EL MONTE RD @ STONEBROOK DR	INVESTIGATED	
ATTEMPT TO CONTACT						
2/7/2016 14:30	L3	16-038-0223	ATC	LIDDICOAT CL @ YALE CT	COMPLETE	
COMPLIANCE CHECK						
2/2/2016 11:13	L1	16-033-0157	COMPLY	CARLSON CL @ REDWOOD CL	COMPLETE	
DOCUMENT SERVICE						
2/3/2016 12:11	L5	16-034-0214	DOCSVC	ELISE CT @ MAGDALENA RD	COMPLETE	
INFORMATION ONLY						
2/1/2016 21:52	L5	16-032-0394	INFO	OAK PARK CT @ OAK KNOLL CL	INFORMATION GIVEN	
2/2/2016 8:40	L1	16-033-0082	INFO	NEW BRIDGE DR @ LA PALOMA RD	INFORMATION GIVEN	
2/2/2016 8:57	L1	16-033-0085	INFO	W FREMONT RD @ ARASTRADERO RD	INFORMATION GIVEN	
2/3/2016 9:32	L3	16-034-0120	INFO	FY 280 @ PAGE MILL RD	INFO TO CHP	
2/3/2016 14:29	L1	16-034-0301	INFO	71L1	INFORMATION GIVEN	

2/3/2016 17:10	L1	16-034-0380	INFO	W FREMONT RD @ WESTON DR	INFORMATION GIVEN
2/4/2016 7:32	L2	16-035-0050	INFO	FY 280 @ MAGDALENA RD	INFO TO CHP
2/4/2016 11:51	L1	16-035-0191	INFO	HY 280 @ EL MONTE RD	INFO TO CHP
2/5/2016 9:07	L1	16-036-0110	INFO	FY 280 @ EL MONTE RD	INFO TO CHP
2/5/2016 15:41	L1	16-036-0294	INFO	FY 280 @ EL MONTE RD	INFO TO CHP
2/5/2016 16:09	L3	16-036-0307	INFO	FY 280 @ ARASTRADERO RD	INFO TO CHP
2/5/2016 17:48	L4	16-036-0367	INFO	OLD SNAKEY RD @ MOODY RD	INFORMATION GIVEN
2/5/2016 20:54	L3	16-036-0448	INFO	PAGE MILL RD @ FY 280	INFORMATION GIVEN
2/6/2016 2:19	L2	16-037-0051	INFO	HILLTOP DR @ HILLVIEW RD	INFORMATION GIVEN
2/6/2016 17:42	L5	16-037-0336	INFO	OLIVE TREE LN @ BLANDOR WY	INFORMATION GIVEN
2/6/2016 19:46	L1	16-037-0386	INFO	PINEWOOD HIGH/ W FREMONT RD @ WESTON DR	INFORMATION GIVEN
2/7/2016 22:04	L1	16-038-0396	INFO	SNELL LN @ W FREMONT RD	INFORMATION GIVEN

PATROL CHECKS

2/5/2016 20:02	L1	16-036-0431	PATCK	O KEEFE LN @ VISTA SERENA	COMPLETE
2/5/2016 22:59	L1	16-036-0497	PATCK	O KEEFE LN @ VISTA SERENA	COMPLETE
2/5/2016 23:01	L1	16-036-0498	PATCK	PAGE MILL RD @ SKYLINE BL	COMPLETE

SUSPICIOUS CIRCUMSTANCE

2/7/2016 6:18	L1	16-038-0079	SUSCIR	ALTADENA DR @ MANUELLA RD	INVESTIGATED
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TRAFFIC SITUATION

2/7/2016 12:59	L1	16-038-0181	TRFC	W FREMONT RD @ FREMONT PINES LN	INVESTIGATED
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STRANDED MOTORIST

2/1/2016 18:32	L3	16-032-0317	STRAND	PAGE MILL RD @ ARASTRADERO RD	INVESTIGATED
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**DRAFT Finance and Investment Committee Regular Meeting
Town of Los Altos Hills
Town Hall, Monday, February 1, 2016**

The meeting was called to order at 4:30 pm by Chairman Epstein.

Members present: Allan Epstein, Kjell Karlsson, Betty Kayton, Susan Mason, Stan Mok, Bill Silver, Roddy Sloss and Chris Welborn.

Member absent: none

Associate members absent: Jim Lai and Frank Lloyd

Council absent: John Harpootlian and Gary Waldeck

Staff present: Pak Lin, Finance & Administration Services Director

Public present: None

Guests present: None

Approval of minutes

January 11, 2016 meeting minutes were approved by members who attended the prior meeting.

Mid Year Financial Update – Pak Lin

Ms. Lin presented twelve slides distributed to the committee before the meeting describing revenues and expenditures by fund for the six month period through December 31, 2015 compared to the prior two year comparable periods and the annual budgets for each of the three years ended June 30, 2016. Annotations on the slides showed projects completed and in process, Town Council adopted budget changes and upcoming concerns. Ms. Lin briefly explained the process undertaken to prepare her presentation including the recording of financial transaction entries for the six months ended December 31, 2015, and reviewing the presentation with the Town Manager and the City Engineer/Public Works Director. Ms. Lin explained that year to date balances (through December 31) are on a cash basis and therefore most apparent differences are due to timing of cash flows and not over/under runs of the related line items because prior period comparative figures and the budget are on the accrual basis. Further, transfers between funds to address imbalances between annual receipts and spending is done at the end of the year and is not reflected in the presentation. Overall, Ms. Lin stated her belief that revenue will be slightly ahead of plan and expenses are on or below plan so the annual budget will be met and no adjustments are contemplated at this time. Discussion included pension costs, accruing the Town's efforts to address noise abatement concerns and the presentation format. The committee was surprised by the low level of spending in the Sewer Fund in the first half of the year and requested Ms. Lin to inquire as to the cause and projections for the full year.

continued

Establish Subcommittee to investigate pension prepayment trust – R. Sloss

Mr. Sloss briefly described the background of this topic and referred the Committee to a list questions distributed before the meeting intended to assist in evaluating prepayment options. Ms. Lin stated she planned to meet with a CalPERS representative during an upcoming conference to discuss CalPERS prepayment program and would address those questions at that time and report back to the Committee in April. Ms. Lin will also contact PARs to understand their offering and contact other local agencies to ascertain what actions they are taking. Mr. Sloss stated his view that since the pension prepayment option is new he thought the Town should move forward cautiously, wait until questions were addressed and more agencies have adopted similar plans. Ms. Lin noted that a new software product offered by GovInvest might be useful in evaluating alternatives. Mr. Sloss will review the product and report to the committee.

Report on Finance Department activities of interest by Pak Lin

Ms. Lin described her review of candidates to succeed Bank of America as the Town's primary bank noting that Wells Fargo was the most attractive candidate and explained its proposed fees. The committee asked to review any agreements and commitments required by Wells Fargo before a commitment was made. Mr. Sloss offered to review documents presented by Wells Fargo and report back to Ms. Lin and the committee. Based on the compensating balances advisable to offset banking fees it appears an additional \$2 million currently in LAIF can be transferred to PFM for longer term investment and higher returns. Hdl has been engaged to process business license receipts and the conversion to the new system is underway. The evaluation of new permitting software is proceeding, but selection and implementation is not expected until the new fiscal year.

Report on Council Activities of interest by Kjell Karlsson

As no Council members were present, Mr. Karlsson, who attended the prior Council meeting, reported on some of the highlights of the meeting.

Presentations from the Floor

None.

Proposed topics and dates for future meetings

The next regular FIC meeting date is Monday, March 7, 2016. It is not clear there will be sufficient topics to warrant a meeting on that date. Topics for the April meeting include review of the prefunding pension investigation, long term capital plans and plans for the FY' 17 budget. Topics planned for future meetings are: Cash flow analysis, Report on review of Wells Fargo required documents, Prepayment of OPEB and Pension liabilities; financial policy and procedures review; Status of ABAG Insurance membership; and Review of FIC Monthly Project Summary Report.

Adjournment The meeting adjourned at 6:20 pm

Respectfully submitted by Roddy Sloss, Committee Secretary