



## Town Manager's Report for May 30 – June 3, 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** show updates in status from the prior report. The Sewer System Manager's Report for February 2016 is attached.

The March sewer maintenance activity **report from WestBay** Sanitary District is attached.

The Town's consulting **traffic engineer** has completed a **report** with design and safety recommendations for the **Robleda/ Purissima Road intersection**. In order to give time for neighborhood feedback, the planned presentation to City Council is being rescheduled for the July meeting agenda.

- There were no Site Development or Fast Track hearings this week.
- On June 2nd the **Planning Commission** considered Conditional Development Permit requests for two new residences on substandard lots located at **10728 and 10758 Mora Drive**. The Commission unanimously denied the applications. It is anticipated that the applicant will appeal the Commission's decision to the City Council.
- The May Building and Planning **permit report** is attached.
- Planning and Building staff are in the process of updating the development and permit information on the Town web-site. The Site Development Process **Road Map** has been recreated and can be viewed here: <http://www.losaltoshills.ca.gov/194/Site-Development-Process-Road-Map>
- Town staff members who work at the front counter are now wearing names tags with Town logos in order to help residents and their contractors identify actual staff members from any unauthorized persons who may, perhaps inadvertently, create the appearance that they are acting in some official capacity on behalf of the Town. Town staff members working in the field carry official Town ID as well.

### Public Safety Update:

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

### Administrative Services Update:

The Administrative Services Department started the week finalizing the presentation for the Budget Study Session. The next step of the Budget Process is the preparation for the Budget adoption. An abbreviated budget book will be available for the June 16, 2016 City Council meeting, which will include a summary of budget requests, financial summaries, and 5-year capital project descriptions.

## **Parks and Recreation Update:**

The **19<sup>th</sup> Annual Town Picnic** will be held this **Sunday, June 5<sup>th</sup> from 1:00-4:30 pm at Purissima Park**. There will be shuttle service starting at Town Hall from 12:30 pm running into 5:00 pm. New features to this year's picnic include the Santa Clara County Sheriff Department SWAT armored car, Video Game Truck and Veggie Kababs. There are 1755 residents registered for Sunday's event.

Late Wednesday night, [Bob Mabe](#) passed away. Bob organizes the car show that we have at the Town Picnic. The classic car show at the Town Picnic this Sunday will be dedicated in memory of Bob. His passion for cars, stories and volunteerism will be dearly missed.

As a follow-up to the recent **Senior Brainstorming** meetings, staff and Kathy Evans met with representatives from [Avenidas](#). Avenidas has a contract with the City of Palo Alto to deliver certain senior services. The information collected will be shared at the next Senior Brainstorming meeting on Tuesday, June 7<sup>th</sup> at 9:30 am located in the kitchen.

See all of you at the Picnic. Feel free to call or e-mail if you have questions.

Thanks.

Carl

**Last Updated on 6/3/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
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. (3-25-16) A community meeting has been scheduled for April 20, 2016. County also setting up a working group meeting for early April. (4-8-16) Staff attended a working group meeting on 4-7-16 to discuss options for presentation. (4-22-16) Community meeting was held on 4-20-16 with good attendance. County will review input received from the public. (5-27-16) Staff meeting with County and other stakeholders at the site to look at site distance issues.</p>
2	2016 Sanitary Sewer Repair and Rehabilitation Project	<p>(3-25-16) Project has been advertised and bid opening is scheduled for 4-12-16. Project is scheduled to be presented to Council in May for award of contract. List of repair segments is attached. (4-8-16) Staff released an addendum to modify segments in the base bid and alternate bid. (4-14-16) Bids were received from 2 contractors. Award of contract to be presented at the May 19 Council meeting. (5-20-16) Council authorized the award of the construction contract at the May 19 council meeting. (5-27-16) Award documents have been sent to the contractor. Staff waiting for bonds and insurance paperwork.</p>

**Last Updated on 6/3/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
3	Miranda Road Path	<p>(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. (2-25-16) Preconstruction meeting scheduled for March 1, 2016. (3-3-16) Staff had pre-construction meeting with contractor and inspector. Contractor tentatively scheduled to begin work on March 14 depending on weather. (3-11-15) Contractor sent letters to residents notifying them of the construction. (3-18-16) Construction is in progress. Contractor working on vegetation clearing. (3-25-16) Contractor working on retaining walls and a utility conflict was discovered. Staff working with contractor to resolve. (4-8-16) Contractor working on ramp layout. (4-14-16) Retaining walls and pathway work in progress. (4-22-16) Staff working with contractor to resolve some resident concerns. (4-29-16) Contractor working to complete the path week of May 2nd. Staff will perform inspection and develop punchlist as needed. (5-6-16) Staff working with contractor on change order issues and correcting some unacceptable work. (5-13-16) Staff to meet with contractor week of May 16th to discuss unacceptable work and change orders. (5-20-16) Staff working out construction issues with the 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. (3-18-16) Area performed well during the rains.</p>

**Last Updated on 6/3/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
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. (4-29-16) Pathway committee to prioritize this project among other pathway projects.</p>

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<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
7	Sewer Operations	<p>(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&amp;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&amp;M activities is attached. (1-22-16) The November 2015 summary of O&amp;M activities is attached. (2-5-16) The October status update of sewer activities is attached. (2-19-16) The November status update of sewer activities is attached. Staff also provided responses to questions from the public regarding flow monitoring, SSO's in November, 2015 Sanitary Sewer Repair and Rehabilitation project, and the September status update of sewer activities. (2-25-16) The December 2015 summary of O&amp;M activities is attached. The November status update of sewer activities is attached again with the appropriate attachments. (3-3-16) Staff will be providing council with a status update on sewer system activities at the March 21 council meeting. (3-11-16) Staff working on council presentation for the March meeting. Staff prepared a memo to Council responding to comments from a member of the public regarding the 2015 Sanitary Sewer Repair and Rehabilitation project. The December status update of sewer activities is attached. (3-18-16) The January 2016 summary of O&amp;M activities is attached. (4-14-16) SSMP will be presented for re-adoption at the May 19 Council meeting. (4-22-16) The February 2016 summary of O&amp;M activities is attached. (4-29-16) Root foaming of approximately 10 miles of line in progress. The January 2016 status update of sewer activities is attached. (5-20-16) The Sanitary Sewer Management Plan update was approved by Council at the May 19 meeting. Staff working on posting it on the Town's new website. (5-27-16) The March 2016 summary of O&amp;M activities is attached. <b>(6-3-16) The Town's Sanitary Sewer Management Plan has been posted on the Town's website. The February 2016 status update of sewer activities is attached.</b></p>

**Last Updated on 6/3/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
8	Wet weather flow monitoring	(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. (3-11-16) Flow monitoring in progress. (4-8-16) Consultants removed the flowmeters and are downloading the data. (5-6-16) Staff should be receiving flow data for review within two weeks. (5-27-16) Staff following up with consultant to check on the status of the flow data. (6-3-16) Staff received draft flow data from the consultant for review. Consultant working on report.

**Last Updated on 6/3/2016**

<b>Tasks</b>	<b>Project Name</b>	<b><u>Latest Status</u></b>
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. (2-25-16) RWQCB staff indicated that the revised plans look much better. Consultant scheduled to discuss project with RWQCB staff week of 2-29-16. (3-11-16) Consultant working with Army Corp of Engineers to clarify scope of project. (3-18-16) RWQCB is requesting additional mitigation measures to be included in the project. (3-25-16) Staff met with consultant on-site to discuss possible mitigation proposal to the RWQCB and strategy for moving the project forward in the permitting process. (4-14-16) Additional information provided to US Army Corp of Engineers for their review. (4-29-16) US Army Corp. is requesting informal consultation with US Fish and Wildlife Service. (5-13-16) Consultant trying to contact Army Corp. for status update. <b>(6-3-16) US Fish and Wildlife Service has assigned a staff member and is reviewing the project.</b></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>

**Last Updated on 6/3/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
11	El Monte/I-280 interchange	<p>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. (4-14-16) The California Transportation Commission approved the project. Estimated cost is \$1.6 million.</p>
12	Robleda and Purissima intersection study	<p>(4-22-16) Agreement with consultant executed. (4-29-16) Work underway. (5-6-16) Data collection and analysis being performed. (5-20-16) Data collection completed and draft report submitted. Staff reviewing draft report. (5-27-16) Report has been completed and will be shared with the neighbors for discussion. (6-3-16) Report has been received by the neighbors. Staff setting up meeting to discuss report with the neighbors.</p>

**Last Updated on 6/3/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
13	Hale Creek/Magdalena connector Path	<p>(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. (2-19-15) CalWater attorney preparing a proposed amendment. (2-25-16) Alternate path layout to avoid need for additional CalWater easement is possible with encroachment onto CalTrans R-O-W. Staff to work on encroachment permit application to CalTrans. (3-3-16) Staff completed encroachment permit application and submitted to Caltrans for review and approval. (3-11-16) Caltrans encroachment permit section did not receive application. Staff resent application, waiting for confirmation. (3-18-16) Staff resent electronic and hard copy of encroachment permit application to Caltrans. (3-25-16) Caltrans reviewing encroachment permit application and has questions. Staff working on addressing Caltrans concerns. (4-8-16) Staff sent new photos and additional details to Caltrans to clarify questions. Caltrans reviewing. (4-22-16) Caltrans headquarters is reviewing. (5-13-16) Caltrans is requiring an exception request to allow construction of a pedestrian facility passing through an access-controlled off-ramp fringe area. Staff to work on exception request. (5-20-16) Staff reviewing sample request from another agency.</p>
14	Emergency communication antenna	<p>(7-19-13) Staff met with Jim Abraham to discuss requirements for emergency antenna. Height needs to be 100 feet above ground. Staff to research antenna poles/towers and cost for installation. (8-9-13) Staff meet with antenna tower contractor to obtain budgetary cost information. (8-16-13) Rough cost estimate provided to Jim Abraham.</p>
15	Long Range Trash Management Plan	<p>(1-31-14) Staff prepared and submitted the Town's Long Term Trash Management Plan for submittal to the water board. (2-6-14) Plan has been submitted and is on the Boards website.</p>

**Last Updated on 6/3/2016**

Tasks	Project Name	Latest Status
16	Open Space Stewardship	<p>(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. (3-11-16) Staff discussed schedule with members of the OSC. (3-25-16) OSC supports the proposal from Acterra and will be presenting the project to Council at the April meeting. (4-8-16) Council approved 2 month extension to Acterra's contract to align with the fiscal cycle. Contract renewal will be discussed with the budget. (4-14-16) Staff working with Acterra and Open Space Committee for proposed longer term contract. (4-22-16) Acterra 2 month extension has been executed. Proposed longer term contract will be discussed with the upcoming budget. (4-29-16) Open Space Committee and Acterra to present project for funding at the joint Council/FIC meeting on May 31. (5-13-16) Open Space Committee discussed Acterra's three year contract proposal for restoration activity and the committee is in support of the proposed contract. (5-20-16) Acterra's quarterly report for January to April 2016 is attached. (5-27-16) Acterra completed their second year of stewardship services. Acterra's final report for May 2015 to April 2016 is attached. <b>(6-3-16) A three year restoration program and a one year maintenance and education service agreement will be presented to Council at their June meeting.</b></p>
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. (2-19-16) Design is complete. Staff waiting for final hard and soft copies. (3-3-16) Project will be advertised at the same time as the 2016 Townwide pavement rehabilitation project. (4-29-16) Budget request for construction will be made for this project. <b>(6-3-16) Project will be advertised on 6-8-16.</b></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>

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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. (4-8-16) History committee collecting items for the time capsule. (5-20-16) Time Capsule Ceremony scheduled for June 16 at 5:30pm.</p>
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 SHOPP 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. (4-14-16) The California Transportation Commission approved the project. Estimated cost is \$59.5 million.</p>

**Last Updated on 6/3/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
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>
22	Barron Creek Drainage Channel Maintenance (26170 W. Fremont Road)	<p>(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. (2-19-15) Staff met with applicant's representative to discuss attorney comments. Applicant's representative agreed that many of the Town's request were reasonable. Town working on another revised cost sharing agreement for applicant's representative. (2-25-16) Revised cost sharing agreement sent to applicant's representative for review. Amendment to environmental document scheduled for the April Planning Commission meeting. (3-3-16) Applicant's representative reviewing the cost sharing agreement. (3-11-16) Applicant's consultant working with RWQCB to clarify project scope and purpose. (3-18-16) RWQCB has indicated that they will likely approve the project. Still waiting to hear from California Department of Fish and Wildlife. (3-25-16) Staff working with applicant's representative to finalize cost sharing agreement. (4-8-16) Planning Commission approved the amendment to the environmental document. (4-22-16) Proposed final cost sharing language sent to applicant for review. Applicant consultants working on revised plans to address staff preliminary comments. (4-29-16) Applicant to get back to the Town on status of cost sharing agreement language. (5-6-16) Approval of the amendment to environmental document scheduled for the May City Council meeting. (5-13-16) Applicant submitted revised drawings for review. (5-20-16) Amendment to the environmental document was approved by Council at the May 19th council meeting. (5-27-16) Staff reviewing the drawings. Applicant reviewing the cost sharing agreement and getting proposals for the work. (6-3-16) Consultant working on exhibits for the agreement.</p>

**Last Updated on 6/3/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
23	VTA TAC Meetings	(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. (3-11-16) Staff attended the 3-10-16 TAC meeting. Committee received update on Envision Silicon Valley. VTA staff is developing categories for ESV to distribute an estimated \$6.5 Billion. (4-14-16) Staff attended the April TAC meeting. (4-14-16) TAC committee did not reach agreement on a formal recommendation of the Envision Silicon Valley policies to the Board. VTA staff will provide TAC comments to the Board at their April 22 workshop.
24	2016 Road Rehabilitation Project	(6-3-16) Staff preparing contract documents for the 2016 Road Rehabilitation Project. Project will be advertised on 6-8-16.

**Last Updated on 6/3/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
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. (2-19-16) Council directed staff not to proceed with the raised crosswalk at this time. Town will check with the school district on the status of getting a crossing guard. (2-25-16) Staff collecting data to establish baseline vehicle count and speed information. (3-3-16) Next ad Hoc committee meeting scheduled for 3-11-16. (3-11-16) Committee voted to recommend installation of temporary raised crosswalk. (3-18-16) Staff washed and cleaned the yellow crosswalks to make them more visible. (3-25-16) Council directed staff not install any improvements at this time. Council will revisit the issue in June to get input from the parents and school district regarding the crosswalk with the presence of a crossing guard.</p>

**Last Updated on 6/3/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
26	Review of non-residential sewer units	(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. (3-11-16) Staff received draft report from consultant. Staff reviewing. (4-8-16) Staff working with attorney's office to verify information that may need to be removed for privacy concerns. (5-6-16) Staff to present findings and recommendation to FIC. (5-13-16) Consultant findings and recommendations to be presented to FIC at their July 11, 2016 meeting. (5-20-16) FIC meeting rescheduled for July 6th.
27		

**Town of Los Altos Hills  
Sanitary Sewer Collection System Progress Report  
Contract Year 2015**

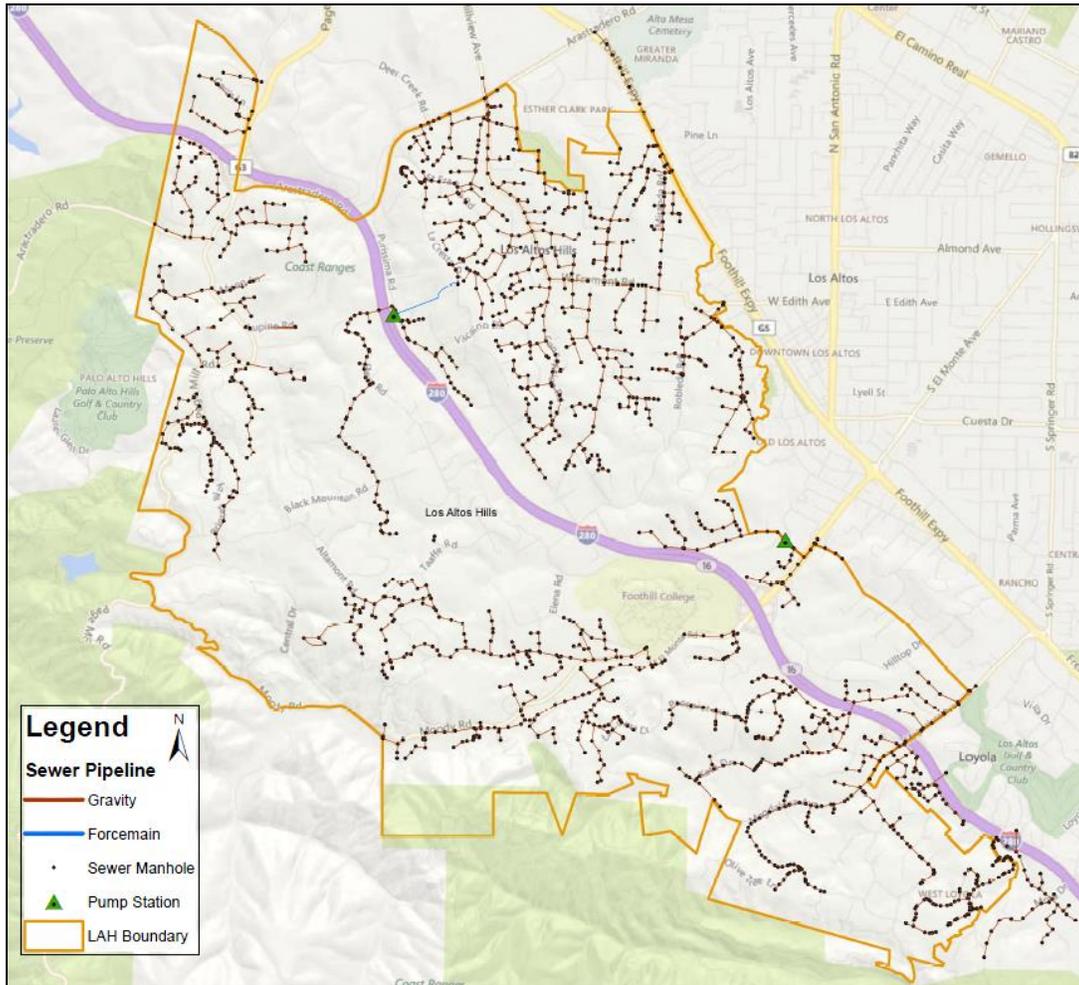
**Reporting Month: February 2016  
Report Date: May 19, 2016**

**I. INTRODUCTION**

Figure 1 shows the Town of Los Altos Hills sewer system.

- Area served: 8.4 sq miles
- Miles of sewer pipelines: 55.78
- Number of residential parcels: 1,750
- Number of non-residential connections: 8

**Figure 1. Town of Los Altos Hills Sewer System**



**II. PUBLIC WORKS DIRECTOR/CITY ENGINEER HIGHLIGHTS**

**a. SEWER SYSTEM MAINTENANCE HIGHLIGHTS**

During the month of February 2016, the Town’s sewer maintenance contractor, West Bay Sanitary District (West Bay), completed all contract tasks on schedule. No significant issues were noted during cleaning and pump station inspections. During CCTV inspections, West Bay marked 6 pipes with structural grade 2 to 4 defects for follow up. The Town will review these field notes and prioritize for follow up actions.

During this month there was one reported SSO that resulted to 3 gallons of overflow. The overflow occurred from a manhole at 12700 Leander Drive and was caused by roots. The overflow was contained and there were no surface water bodies affected by this event. This SSO is discussed further in this report, under “SSO Review.”

A summary of completed sewer maintenance tasks is provided in Table 1, below. More detailed information is provided later in this report, and is also shown in the attached maps.

**Table 1. Summary of Completed Tasks (Contract Year August 2015 – July 2016)**

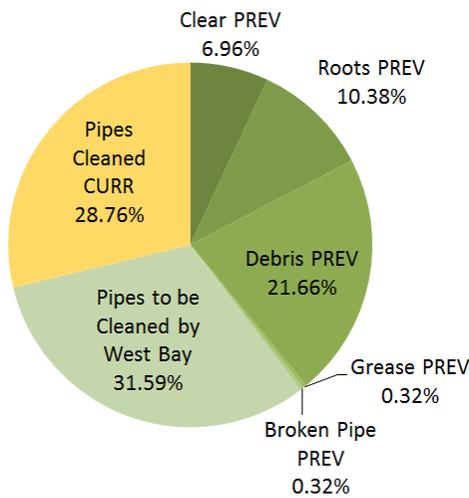
Task	Month of February 2016	Contract Year to Date	Compare to One Year Goal
Sewer Cleaning <ul style="list-style-type: none"> <li>• 36-month and 24-month Schedule</li> <li>• High Frequency (12- and 6-month)</li> <li>• Other, Unscheduled Cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• 1.84 miles</li> <li>• 0.10 mile</li> <li>• 0 miles</li> </ul>	<ul style="list-style-type: none"> <li>• 11.41 miles</li> <li>• 4.84 mile</li> <li>• 0 miles</li> </ul>	63.57% of Goal (58.33% of Time Elapsed)
Pump Station <ul style="list-style-type: none"> <li>• Preventive Maintenance</li> <li>• Unscheduled repairs</li> </ul>	<ul style="list-style-type: none"> <li>• 4X</li> <li>• 0X</li> </ul>	<ul style="list-style-type: none"> <li>• 30X</li> <li>• 1X</li> </ul>	58.33% of Goal
CCTV Inspection <ul style="list-style-type: none"> <li>• Routine Schedule (30 mos)</li> <li>• Other Unscheduled CCTV</li> </ul>	<ul style="list-style-type: none"> <li>• 1.73 miles</li> <li>• 0.02 mile</li> </ul>	<ul style="list-style-type: none"> <li>• 11.74 miles</li> <li>• 0.04 mile</li> </ul>	66.88% of Goal
SSO Response <ul style="list-style-type: none"> <li>• No. of SSOs – Sewer Main</li> </ul>	<ul style="list-style-type: none"> <li>• 1</li> </ul>	<ul style="list-style-type: none"> <li>• 5</li> </ul>	N/A

Cleaning

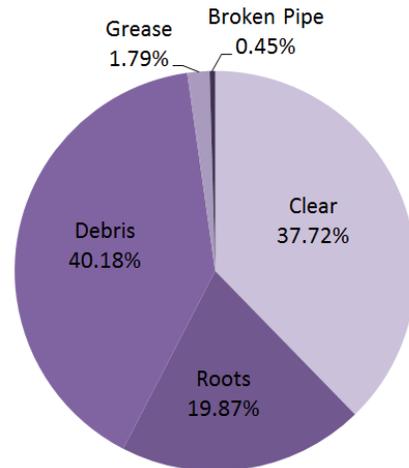
Figure 2a shows previous contract year (PREV) cleaning results and current contract year (CURR) cleaning progress for the Town’s pipes. Since August 1, 2014, 68.41 percent of the pipes within the Town’s collection system has been cleaned. Cleaning results from the previous contract year are also shown in this chart.

Figure 2b shows cleaning results for the Town’s pipes for the current contract year only. Figure 2b expands the wedge shown in yellow in Figure 2a. In the new contract year, 40.18 percent of the cleaned pipes had debris, 19.87 percent had roots, 1.79 percent had grease, and 37.72 percent had clear results. Small amounts of broken pipe debris were encountered by cleaning crews in the previous months.

**Figure 2a. Cleaning Progress as of February 29, 2016**



**Figure 2b. Cleaning Results for the Current Year to Date. (Chart represents 28.76% of system).**



During the previous contract year, West Bay had focused on cleaning pipes in the system that had high volumes of SSOs. As a result, there are fewer “Clear” pipe encountered in the system as shown in Table 2 and 3. In the current contract year, cleaning, which has occurred on a branch by branch basis, shows more “Clear” pipe and less “Debris”. However, roots and debris in the pipes have remained an issue in the Town’s collection system.

**Table 2. Cleaning Results PER CONTRACT YEAR by Percent**

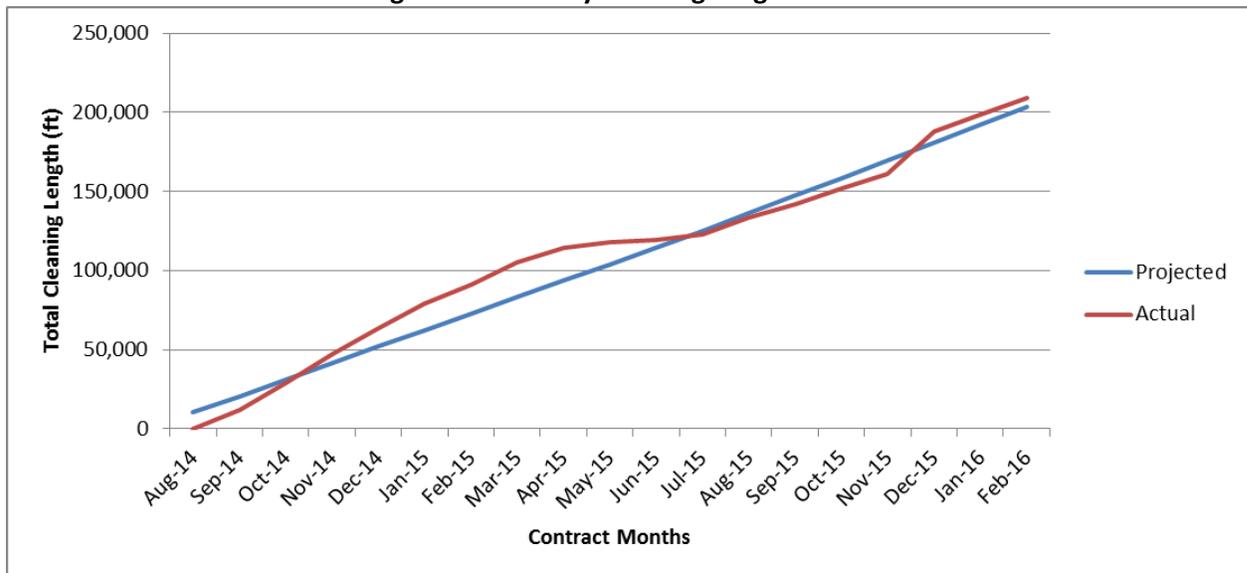
	Previous Contract Year (39.64% of System Cleaned)	Current Contract Year (28.76% of System Cleaned)
Clear	17.56%	37.72%
Roots	26.19%	19.87%
Debris	54.64%	40.18%
Other	1.61%	2.24%
<b>Total</b>	100% of Cleaned Pipes	100% of Cleaned Pipes

**Table 3. Cleaning Results TO DATE by Percent**

	Previous and Current Contract Year (68.41% of System CCTV'd)
Clear	26.06%
Roots	23.52%
Debris	48.54%
Other	1.88%
<b>Total</b>	<b>100% of Cleaned Pipes</b>

Figure 3 shows West Bay cleaning progress since it started maintaining the Town’s sanitary sewer collection system in August 2014. West Bay has been effective in meeting each year’s total cleaning footage goal as projected in the previous and current contract.

**Figure 3. West Bay Cleaning Progress**



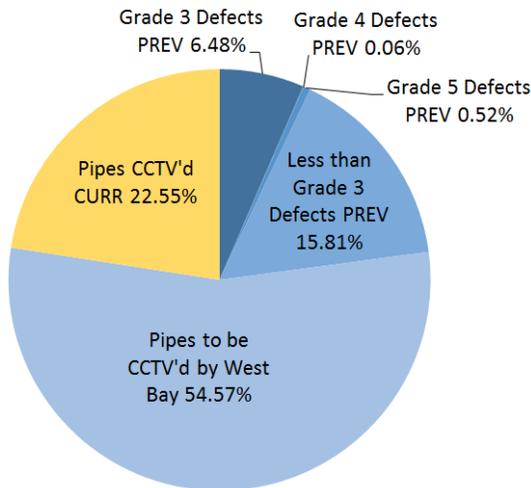
CCTV Inspection

Figures 4a and 4b show CCTV inspection results for structural and O&M defects, respectively. As of February 2016, 45.43 percent of the system has been inspected. Of the 45.43 percent, 22.55 percent was inspected during the current contract year. Less than one percent of the inspected pipes have National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP) Structural Grade 4 or 5 defects. These defects are characterized by NASSCO as being likely to require action within 5 to 10 years.

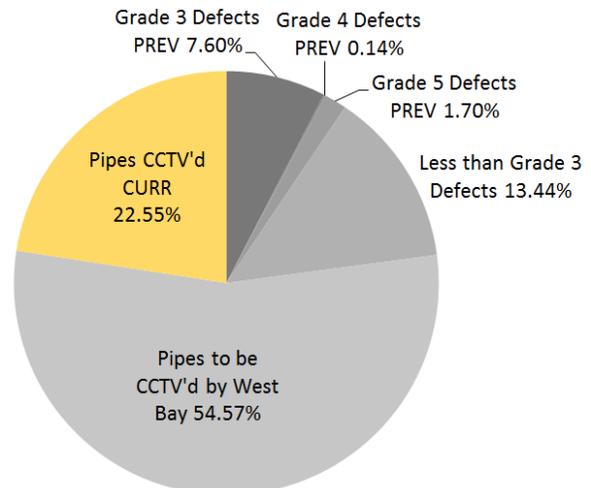
Pipes with NASSCO PACP Grade 4 or 5 Operations and Maintenance (O&M) defects have been placed on the hot spot list. Pipes on the hot spot list receive a more frequent cleaning schedule of

12 and 6 months. Pipes showing Grade 4 or 5 O&M defects will remain on the hot spot list until the O&M issues are resolved. The remaining inspected pipes have O&M defects of 3 or below. The remaining 54.57 percent of pipes in the system have not been inspected by West Bay, and will be inspected on their contracted schedule.

**Figure 4a. CCTV Inspection Results as of February 29, 2016 (Structural Defects)**



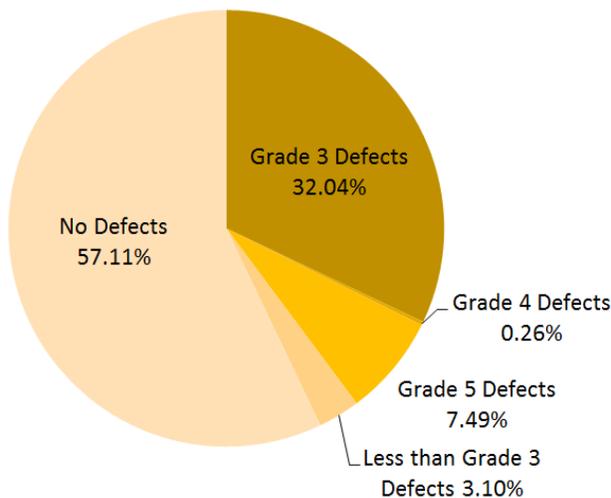
**Figure 4b. CCTV Inspection Progress as of February 29, 2016 (O&M)**



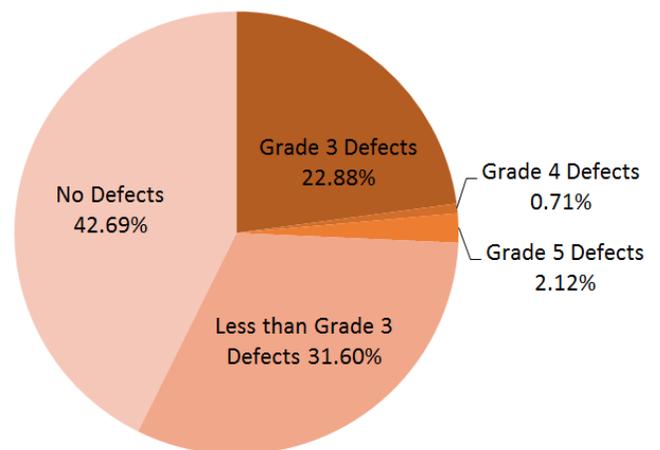
Figures 5a and 5b show structural and O&M defects found during the current contract year. These charts reflect results for 22.55 percent of the system. During this period, 57.11 percent of inspected pipes had no structural defects, 35.14 percent had Grade 3 or better structural defects, and 7.75 percent had Grade 4 or 5 structural defects.

Less than 3 percent of the pipes that were inspected in this new contract year have NASSCO PACP O&M Grade 4 and 5 defects. In addition, 54.48 percent of the inspected pipes have been recorded to have Grade 3 or lower defects.

**Figure 5a. CCTV Inspection Results CURR August 2015 – Feb 29, 2016 (Structural). (Chart represents 22.55% of system).**



**Figure 5b. CCTV Inspection Results CURR August 2015 – Feb 29, 2016 (O&M). (Chart represents 22.55% of system).**



The current contract year focused CCTV operations on Branch 5 of the system, which had the largest number of prior SSO locations. As a result, West Bay encountered more pipes in the system having NASSCO PACP Structural Grade 5 defects compared to the previous year as shown in Table 4 and 5. The CCTV results to date, combined with West Bay’s field follow up notes, have been used to develop the 2016 Capital Improvement Program to address these pipes with structural issues.

**Table 4. CCTV Results PER CONTRACT YEAR by Percent**

	Previous Contract Year (22.87% of System CCTV'd)	Current Contract Year (22.55% of System CCTV'd)
Grade 5	2.27%	7.49%
Grade 4	0.26%	0.26%
Grade 3 or Less	97.46% includes 64.89% with no defects	92.25% includes 57.11% with no defects
<b>Total</b>	100% of CCTV'd Pipes	100% of CCTV'd Pipes

**Table 5. CCTV Results TO DATE by Percent**

	Previous and Current Contract Year (45.42% of System CCTV'd)
Grade 5	5%
Grade 4	0.27%
Grade 3 or Less	94.73% (includes 60.81% with no defects)
<b>Total</b>	100% of CCTV'd Pipes

Figure 6 shows West Bay CCTV progress since it started maintaining the Town’s sanitary sewer collection system in August 2014. West Bay has consistently exceeded the CCTV inspection goal as projected in previous and current contract years.

**Figure 6. West Bay CCTV Progress**



Pump Station Maintenance

There were no substantial (i.e., non-routine maintenance) issues found in the Town’s pump stations during this reporting month. Routine maintenance was conducted for both Purissima and O’Keefe pump stations, as summarized in the WBSD monthly reports.

SSO Review

Table 6 shows SSOs to date by cause. Over the past 5 years, the predominant cause of SSOs has been roots. However, as indicated by the reduced number of SSOs in 2015, the use of chemical root control, combined with improved sewer maintenance methods in place by West Bay, have reduced root-related issues within the Town’s sewer system. Town staff are preparing a follow-up root control application late April/beginning May 2016, as described further below.

During February 2016, there was one reported SSO within the Town’s Sewer Collection System that was caused by roots. The Town’s maintenance crew was the first responder followed by West Bay’s SSO response crew. A total of 3 gallons of sewage spilled in a residential area along the paved road. The primary source of the overflow was roots in the mainline that resulted to an overflow in the Town cleanout. The overflow was contained by the response crew. Cleaning methods performed consisted of hosing down and sweeping around the cleanout and the street area. All waste material was deposited to a waste bin. There is no surface water body affected during this reported overflow. This line will be added to the high frequency list until root issues have been resolved.

As an effort to address root related issues in the collection system, the Town is in the process of implementing a root foaming program. The Town, with the support of West Bay and VWHA, are identifying pipes with root related issues using both cleaning and CCTV maintenance records. Once a list has been developed and scope of the project has been identified, the Town will implement root control activities beginning in April/May 2016.

**Table 6. SSOs to February 29 2016, by Cause**

Cause of SSOs	2016	2015	2014	2013	2012
Root Intrusion	1	5	16	9	10
Debris	0	1	1	2	0
Grease	0	0	0	0	0
Structural	0	0	1	0	1
Pump Station Failure	0	0	0	0	1
Other	0	1	0	1	2
<b>Total SSOs/yr</b>	<b>1</b>	<b>7</b>	<b>18</b>	<b>12</b>	<b>14</b>

Attachment I includes maps providing additional information on cleaning and CCTV inspection results.

**b. Summary of Meetings Held during Reporting Month**

During this month, the Town, West Bay, and VWHA held one meeting to discuss sewer system maintenance work progress made by West Bay, 2016 Cleaning and CCTV schedule, mapping and database updates, and other existing programs including Root Foaming and Manhole Data Collection. Following are highlights from this meeting:

- For the remainder of the 2016 contract period, the team agreed to complete CCTV and cleaning of Branch 6; followed by the CCTV and Cleaning of Branch 3. This decision was made based on maintenance results and SSO history.
- West Bay has added pipes to the High Frequency (hot spot) list on an ongoing basis to address pipes that have maintenance issues. During this meeting, West Bay mentioned that cleaning in Branch 1 and 2 of the Town's system is nearly complete together with complete CCTV of Branch 5. The Town asked that West Bay verify if work in the following branches are complete. Verification showed 149 lines that still require cleaning; these lines have been placed on West Bay's near-term schedule.
- Discrepancies between the maps and actual field observations were discussed. West Bay noted that the GIS database received from the Town's previous contractor had errors that are being identified through the field work. . The Town's AutoCAD maps are being used as a backup reference to the prior contractor's maps. The Town has requested VWHA to conduct a side by side comparison of the existing GIS and the AutoCAD maps. The Town will provide the AutoCAD maps to VWHA for this review.
- The Town is developing a root foaming list to address root issues within the system. West Bay has spoken with it root foaming contractor, Duke's Root Control, regarding LAH's planned root foaming program. Duke's has an opening in their schedule in May 2016.
- The Manhole Data Collection task will begin in March or April 2016. . The Town will provide locations of the currently-installed temporary flow meters, to make sure there are no issues if West Bay should open a manhole that also includes a meter.
- West Bay will use a GIS collection contractor to perform manhole data collection.

**c. Computerized Maintenance Management System (CMMS) Updates**

During the reporting month, routine input of cleaning and CCTV inspection progress to date was added to the CMMS.

**d. Geographic Information System (GIS) and Progress on Manhole Data Collection**

West Bay has collected GIS map changes that were identified during the first year of the contract, and incorporated these changes into the current maps. Since Lucity and GIS operate on

separate platforms, after the updates were made, VWHA found discrepancies between the maintenance records and GIS map database. These discrepancies are expected and are being managed and corrected on an ongoing basis by West Bay and VWHA. After the entire system has been cleaned and all data issues identified and updated, the two databases will be more consistent.

**e. Maintenance Planning**

Maintenance planning updates are summarized in the notes from the Town’s February meeting with West Bay which is described above.

**f. Other**

Table 7 provides updates and progress on the Town’s sewer system management activities that are completed in addition to operations, maintenance, and SSO response.

**Table 7. Staff Support Activities Summary of Progress**

Staff Support Activities	Progress and Comments
SSMP 3 <sup>rd</sup> Party Review	<ul style="list-style-type: none"> <li>Humphrey Consulting completed their 3rd party review of the Town’s SSMP.</li> <li>VWHA is completing the SSMP update. The draft document has been reviewed and the final document will be presented to Council for action in May 2016.</li> </ul>
2016 Sewer CIP	<ul style="list-style-type: none"> <li>The Town’s risk model has been completed. Based on risk model results, a preliminary repair list was developed. The preliminary list will be provided to the City in May 2016.</li> <li>VWHA conducted a field walk to determine constructability and accessibility of pipes determined in need of repair in the Town’s system.</li> </ul>
Cleaning and CCTV programs	<ul style="list-style-type: none"> <li>The Town, West Bay and VWHA had a meeting to discuss cleaning and CCTV inspection progress for the current contract year. In the meeting, it was agreed to complete CCTV and cleaning of Branch 6; followed by the CCTV and Cleaning of Branch 3 this year.</li> </ul>
2015-16 Hot Spot program	<ul style="list-style-type: none"> <li>West Bay has added pipes to the High Frequency (hot spot) list on an ongoing basis following their matrix, to address pipes that have maintenance issues including pipes where an SSO has occurred.</li> </ul>
Sanitary Sewer Master Plan	<ul style="list-style-type: none"> <li>West Bay has received the list of manholes requiring data collection, and will begin this work in March/April 2016. Master Plan development will follow data collection, including flow monitoring described below.</li> <li>V&amp;A is monitoring rainfall data – hard rain within a short period, after the ground is initially saturated, is required to obtain good flow data. The meters were installed last month.</li> <li>The meters will remain installed for one additional month to capture rainfall that occurs in March 2016.</li> </ul>

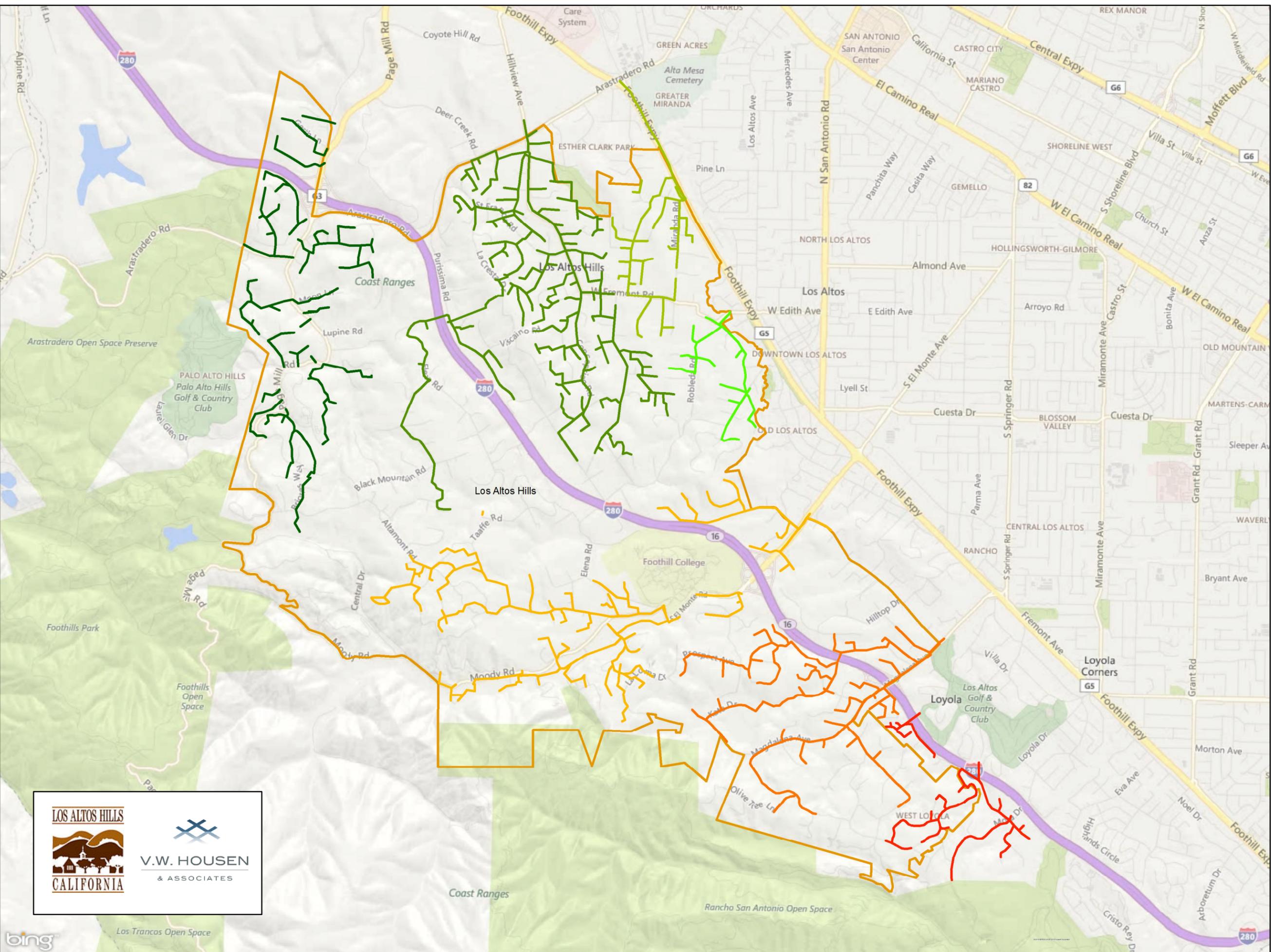
# Town of Los Altos Hills Sanitary Sewer Collection System Map Sewer Basins (Branches)



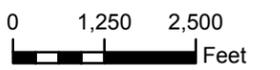
0 1,250 2,500  
Feet

## Legend

-  Branch 1
-  Branch 2
-  Branch 3
-  Branch 4
-  Branch 5
-  Branch 6
-  Branch 7
-  LAH Boundary

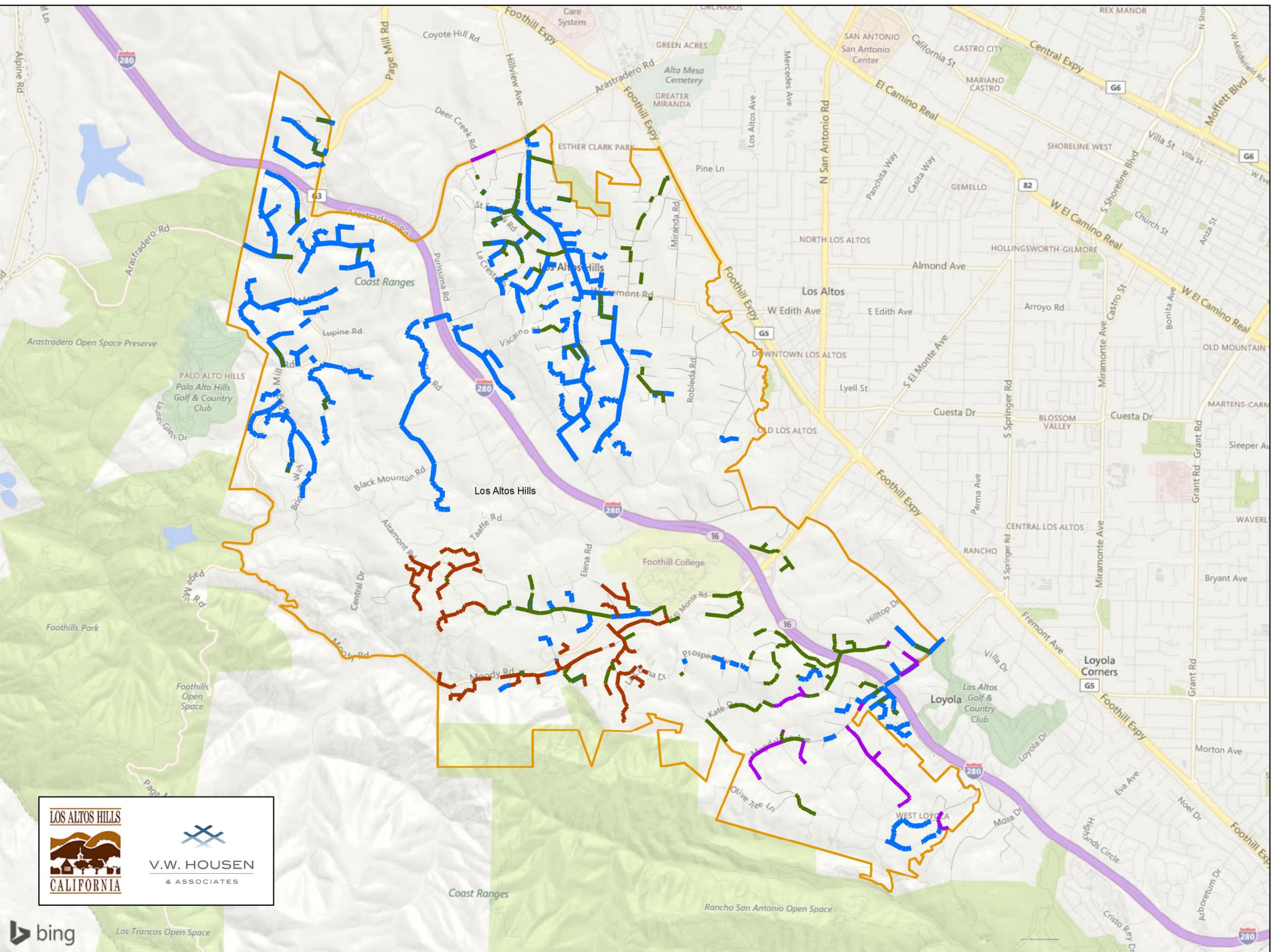


Town of Los Altos Hills  
 Sanitary Sewer Collection System Map  
 Pipes Cleaned from Aug 2014 - Feb 2016

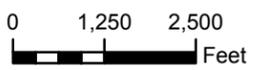


**Legend**

- Prev Yr (Aug14 - Jul15)
- Qtr 1 (Aug15-Oct15)
- Qtr 2 (Nov15 - Jan16)
- Qtr 3 (Feb16)
- Sewer Pipeline
- LAH Boundary

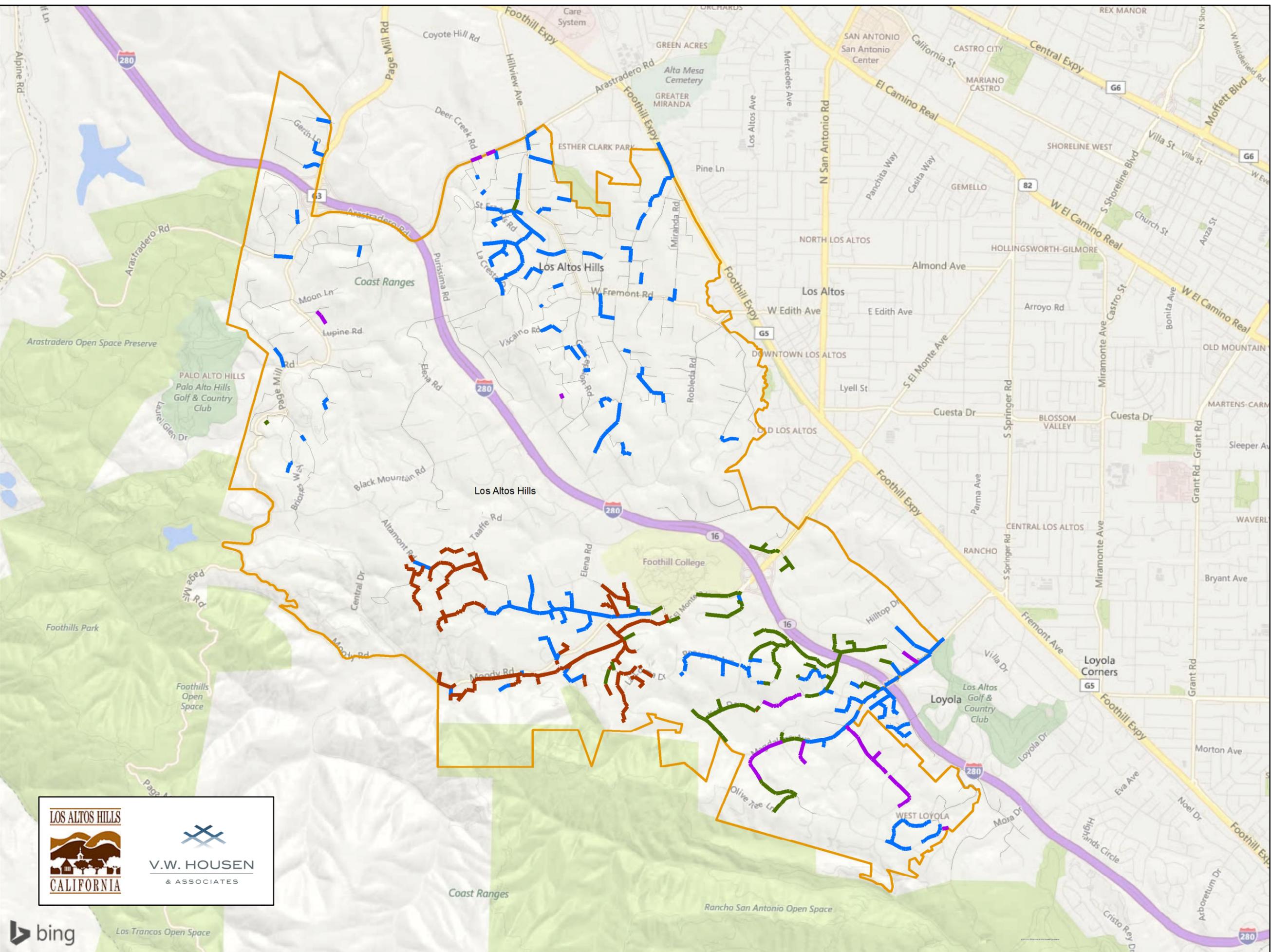



Town of Los Altos Hills  
 Sanitary Sewer Collection System Map  
 Pipes CCTV'd from Aug 2014 - Feb 2016



**Legend**

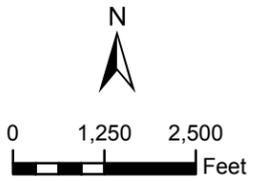
- Prev Yr (Aug14 - Jul15)
- Qtr 1 (Aug15 - Oct15)
- Qtr 2 (Nov15 - Jan16)
- Qtr 3 (Feb16)
- Sewer Pipeline
- LAH Boundary



LOS ALTOS HILLS CALIFORNIA  
 V.W. HOUSEN & ASSOCIATES

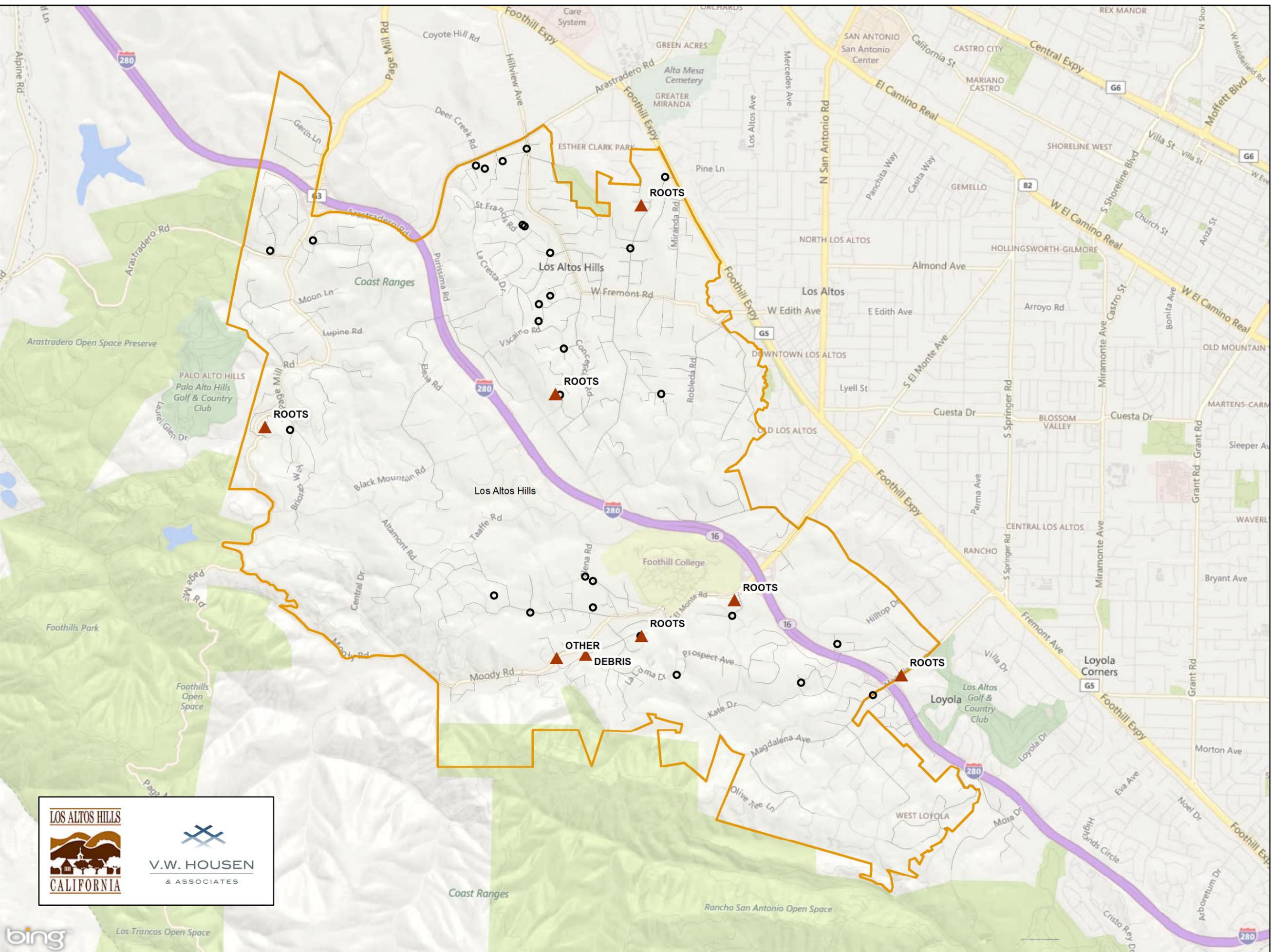


# Town of Los Altos Hills Sanitary Sewer Collection System Map SSOs from 2013 - Feb 2016



**Legend**

- 2015-2016 SSOs (all Cat 3)
- 2013-2014 SSOs
- Sewer Pipeline
- LAH Boundary



LOS ALTOS HILLS CALIFORNIA

V.W. HOUSEN & ASSOCIATES



### Los Altos Hills Maintenance March 2016

Task	Monthly Summary	Unit Cost	Quantity	12-Month Cost	Actual Unit Per Month	Cost Per Month	Year to Date Cost	Year to Date Quantity	Quantity Remaining	Remaining Budget
Bid Item No. 1. Pump Station Maintenance	<p><b>PURISSIMA Station: Routine</b> - weekly inspections, ATS and Generator testing were performed. None Routine - March 29, 2016 Met Shape to pull both wet well pumps for Coolant exchange warranty. Pump #1 mechanical seal failed. Shape removed the pump to repair.</p> <p>March 31, 2016 Met shape to reinstall wet well pump #1. Test rotation and amps, all OK.</p> <p><b>O'Keefe Court Station: Routine</b> - weekly inspections, ATS and Generator testing were performed. Items to be addressed: Guide Rails should be changed out to Stainless Steel per industry standard and for reliable use from the current rusted galvanized rails and Replace Pump Number 2's lifting handle. (See Tab 1.)</p>	\$1,720	12	\$20,640.00	1	\$1,720.00	\$13,760.00	8	4	\$6,880.00
Bid Item No. 2. Cleaning and Flushing in Right of Way	<p><b>Work Performed:</b> Cleaned 5,422 feet of pipe within the public right-of-way. Results were noted in the CMMS. <b>Recommendation:</b> Continue to clean ahead of the CCTV unit. (See Tab 2.)</p>	\$1.05	99,000	\$103,950.00	5,422	\$5,693.10	\$58,035.60	55,272	43,728	\$45,914.40
Bid Item No. 3. Cleaning and Flushing in Easements	<p><b>Work Performed:</b> Cleaned 2,715 feet of pipelines in easements. Results were noted in the CMMS. Recommendation: Continue to clean ahead of the CCTV unit. Please Note: we have met Bid Item obligation but will continue to Clean in Easements as needed. (See Tab 3.)</p>	\$1.45	36,000	\$52,200.00	2,715	\$3,936.75	\$56,141.10	38,718	(2,718)	(\$3,941.10)
Bid Item No. 4. CCTV Inspection within Right of Way	<p><b>Work Performed:</b> CCTV inspected 4,893 feet of pipelines that are Right of Way. NASSCO PACP standards were used and Structural and O&amp;M condition ratings and defect codes were used and entered into the CMMS system.</p> <p><b>Recommendation:</b> 1 Pipe Patch (See Tab 4.)</p>	\$1.44	68,000	\$97,920.00	4,893	\$7,045.92	\$61,629.12	42,798	25,202	\$36,290.88
Bid Item No. 5. CCTV Inspection within Easements	<p><b>Work Performed:</b> CCTV inspected 2,704 feet of pipelines in easements. NASSCO PACP standards were used and Structural and O&amp;M condition ratings and defect codes were used and entered into the CMMS system.</p> <p><b>Recommendation:</b> 1 Open Trench Repair. (See Tab 5.) Please Note: we have met Bid Item obligation but will continue to TV in Easements as needed.</p>	\$1.85	25,000	\$46,250.00	2,074	\$3,836.90	\$48,383.05	26,153	(1,153)	(\$2,133.05)
Bid Item No. 6. Response to SSOs with access from Right of Way	West Bay did not respond to Sanitary Sewer Overflows for the Town this month within right of way.	\$1,500	6	\$9,000.00	-	\$0.00	\$6,000.00	4	2	\$3,000.00
Bid Item No. 7. Response to SSOs with access from Easements only	West Bay did not respond to Sanitary Sewer Overflows for the Town this month within an easement.	\$1,680	6	\$10,080.00	-	\$0.00	\$1,680.00	1	5	\$8,400.00
Bid Item No. 8. GIS Mapping Maintenance and Updates (By the Hour)	Updated GIS Mapping and Maintenance Data Updates.	\$129	120	\$15,480.00	6	\$774.00	\$5,031.00	39	81	\$10,449.00
Bid Item No. 9. Monthly Management Reports	Developed the monthly summary report and follow up work for the Town.	\$361	12	\$4,332.00	1	\$361.00	\$2,888.00	8	4	\$1,444.00
Bid Item No. 10. Sanitary Sewer Overflow Response for Private Laterals	West Bay will respond to SSOs related to private laterals, including determining ownership, notifying the owner of the issue, providing the owner with the Town's Sewer Spill Reference Plan, and entering information into the CMMS system.	\$319	6	\$1,914.00	-	\$0.00	\$0.00	-	6	\$1,914.00
	<i>We have completed the EASEMENT Footage for Cleaning and CCTV. We will proceed to clean and CCTV inspect is both Easements and Right of Ways unless the Town tells us otherwise; However, note that we will not go over on the total dollar amount for the contract.</i>		Total	\$361,766.00		\$23,367.67	\$253,547.87			\$108,218.13

## BUILDING PERMITS ISSUED

Permits Issued	2016 May	15-16 YTD	2015 May	14-15 YTD	2014 May	13-14 YTD
New Residence	2	23	3	21	1	19
Secondary Dwelling	0	10	1	7	2	8
Addition	3	29	4	35	4	39
Interior Remodel	9	72	10	76	8	66
Pool	0	28	2	31	3	27
EV charger	0	11	2	19	3	20
Solar	10	80	9	80	9	72
Water Heater	7	32	0	18	2	26
Re-Roof	6	62	3	48	2	50
Sewer	1	2	2	13	3	11
Misc. (Electrical, Plum)	28	244	22	241	18	223
<b>Total Permits Issued</b>	<b>66</b>	<b>593</b>	<b>58</b>	<b>589</b>	<b>55</b>	<b>561</b>
<b>Total Valuation</b>	<b>\$3,381,434</b>	<b>\$44,709,300</b>	<b>\$7,700,459</b>	<b>\$45,729,550</b>	<b>\$3,858,468</b>	<b>\$48,215,300</b>

## SITE DEVELOPMENT PERMITS ISSUED

Permits Issued	2016 May	15-16 YTD	2015 May	14-15 YTD	2014 May	13-14 YTD
New Residence	4	19	4	30	2	16
Second Unit	0	6				
Addition	2	20	2	29	3	34
Fence/Gates	1	22	4	33	3	34
Landscape	0	18	0	21	1	10
Pool	2	13	2	12	1	10
Misc. (Hardscape, Gra	1	40	2	42	3	34
<b>Total Permits Issued</b>	<b>10</b>	<b>138</b>	<b>14</b>	<b>167</b>	<b>13</b>	<b>138</b>



**Santa Clara County Office of the Sheriff**  
**Weekly Activity Summary**  
**5/23/2016 – 5/29/2016**  
**LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
5/23	L3	DUI ARREST	At 11:50 PM, deputies stopped a motorist at Page Mill Road and Arastradero Road for a traffic violation. An investigation resulted in the arrest of the suspect driver for driving under the influence of alcohol. The suspect was booked into Main Jail.
5/27	L2	Forgery	On 4/15, the victim discovered the suspect forged the victim's signature on two of the victim's checks and cashed the checks for a total loss of about \$1,885. The victim lives in Los Altos Hills. The suspect is known and at large.
5/29	L3	DUI ARREST	At 8:20 PM, deputies stopped a motorist at Stirrup Way and Saddle Mountain Drive for a traffic violation. An investigation resulted in the arrest of the suspect driver for driving under the influence of alcohol. The suspect was booked into Main Jail.

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
			<b>DISTURBANCE</b>		
5/23/2016 11:37	L1	16-144-0189	415N	BAKER LN @ PURISSIMA RD	INVESTIGATED
5/29/2016 22:37	L1	16-150-0410	415P	ROBLEDA RD @ W FREMONT RD	INVESTIGATED

**FORGERY**

5/27/2016 13:47	L2	16-148-0200	470	HILLTIP DR @ BARLEY HILL RD	INVESTIGATED
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**OBSCENE/HARASSING  
PHONE CALLS**

5/28/2016 19:22	L4	16-149-0325	653M	SUMMIT WOOD RD @ TEPA WY	INVESTIGATED
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**PHONE THE OFFICE**

5/24/2016 11:30	L1	16-145-0172	1021	71L1	COMPLETE
5/27/2016 22:55	L1	16-148-0435	1021	61L1	COMPLETE

**ALARM CALLS**

5/25/2016 12:04	L3	16-146-0206	1033A	TAAFFE RD @ VISTA DEL VALLE CT	FALSE ALARM
5/25/2016 18:47	L1	16-146-0371	1033A	O KEEFE LN @ DOVER CT	FALSE ALARM
5/26/2016 16:17	L2	16-147-0349	1033A	MIRALOMA WY @ SUMMERHILL AV	FALSE ALARM
5/26/2016 16:32	L1	16-147-0359	1033A	MIRANDA RD @ LA LANNE CT	INVESTIGATED
5/26/2016 16:55	L1	16-147-0373	1033A	MIRANDA RD @ LA LANNE CT	INVESTIGATED
5/26/2016 17:27	L1	16-147-0388	1033A	MIRANDA RD @ LA LANNE CT	INVESTIGATED
5/27/2016 11:35	L3	16-148-0136	1033A	STANFORD CT @ LIDDICOAT CL	ALARM CARD
5/27/2016 14:42	L3	16-148-0228	1033A	ELENA RD @ CUMBRA VISTA CT	FALSE ALARM
5/27/2016 17:34	L1	16-148-0310	1033A	MIRANDA RD @ LA LANNE CT	INVESTIGATED
5/27/2016 18:07	L1	16-148-0328	1033A	MIRANDA RD @ LA LANNE CT	INVESTIGATED
5/27/2016 23:45	L3	16-148-0459	1033A	SIMON LN @ NATOMA RD	ALARM CARD
5/28/2016 12:24	L3	16-149-0186	1033A	PALOMINO PL @ NATOMA RD	FALSE ALARM
5/28/2016 15:26	L4	16-149-0232	1033A	BYRNE PARK LN @ ALTAMONT RD	ALARM CARD
5/28/2016 23:32	L4	16-149-0434	1033A	LA LOMA DR @ SUMMIT WOOD RD	ALARM CARD
5/29/2016 6:04	L4	16-150-0068	1033A	LA LOMA DR @ SUMMIT WOOD RD	FALSE ALARM
5/29/2016 11:12	L1	16-150-0175	1033A	MIRANDA RD @ LA LANNE CT	FALSE ALARM

5/29/2016 10:08	L3	16-150-0145	1033A	YALE CT @ LIDDICOAT CL	ALARM CARD
5/27/2016 16:20	L1	16-148-0272	1033C	MIRANDA RD @ LA LANNE CT	INVESTIGATED
5/27/2016 17:24	L1	16-148-0303	1033C	MIRANDA RD @ LA LANNE CT	INVESTIGATED
5/28/2016 10:34	L1	16-149-0143	1033C	MIRANDA RD @ LA LANNE CT	INVESTIGATED
5/28/2016 12:51	L1	16-149-0194	1033C	MIRANDA RD @ LA LANNE CT	ALARM CARD

**SUSPICIOUS  
PERSONS**

5/26/2016 22:38	L1	16-147-0511	1066	W FREMONT RD @ W EDITH AV	INVESTIGATED
5/28/2016 22:03	L5	16-149-0383	1066	DAWSON DR @ REBECCA LN	INVESTIGATED

**ANIMAL COMPLAINTS**

5/23/2016 20:41	L5	16-144-0412	1091	STONEBROOK CT @ STONEBROOK DR	INVESTIGATED
5/25/2016 7:25	L1	16-146-0078	1091	RESERVOIR RD @ JUNIPERO SERRA BL	INVESTIGATED

**TRAFFIC HAZARDS**

5/24/2016 21:07	L3	16-145-0421	1125	PAGE MILL RD @ ALEXIS DR	INVESTIGATED
5/25/2016 8:29	L1	16-146-0101	1125	ESPERANZA DR @ CONCEPCION RD	INVESTIGATED

**SUSPICIOUS VEHICLES**

5/25/2016 20:38	L5	16-146-0407	1154	PRISCILLA LN @ STONEBROOK DR	INVESTIGATED
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**VEHICLE STOPS**

5/23/2016 9:07	L1	16-144-0093	1195	EL MONTE RD @ VOORHEES DR	CITATION ISSUED
5/23/2016 17:18	L5	16-144-0355	1195	MAGDALENA AV @ EASTBROOK AV	CITATION ISSUED
5/23/2016 19:58	L2	16-144-0397	1195	FY 280 @ MAGDALENA RD	WARNING ISSUED
5/24/2016 9:28	L3	16-145-0105	1195	ARASTRADERO RD @ PAGE MILL RD	CITATION ISSUED
5/24/2016 12:14	L1	16-145-0195	1195	ARASTRADERO RD @ DEER CREEK RD	CITATION ISSUED

5/24/2016 12:28	L1	16-145-0203	1195	W FREMONT RD @ CONCEPCION RD	CITATION ISSUED
5/24/2016 12:51	L1	16-145-0215	1195	W FREMONT RD @ CONCEPCION RD	CITATION ISSUED
5/24/2016 15:53	L5	16-145-0305	1195	MAGDALENA AV @ EASTBROOK AV	CITATION ISSUED
5/25/2016 10:02	L3	16-146-0147	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
5/25/2016 10:29	L3	16-146-0163	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
5/26/2016 9:22	L3	16-147-0111	1195	PAGE MILL RD @ HY 280	CITATION ISSUED
5/26/2016 11:50	L1	16-147-0191	1195	EL MONTE RD @ FY 280	CITATION ISSUED
5/26/2016 12:17	L1	16-147-0202	1195	COVINGTON RD @ S EL MONTE AV	CITATION ISSUED
5/26/2016 13:57	L5	16-147-0263	1195	MAGDALENA AV @ EASTBROOK AV	CITATION ISSUED
5/26/2016 16:14	L3	16-147-0346	1195	PAGE MILL RD (D1) @ ARASTRADERO RD	CITATION ISSUED
5/26/2016 16:31	L1	16-147-0356	1195	PAGE MILL RD (D1) @ DEER CREEK RD	CITATION ISSUED
5/27/2016 19:15	L1	16-148-0356	1195	EL MONTE RD @ FY 280	WARNING ISSUED
5/28/2016 14:18	L3	16-149-0208	1195	ARASTRADERO RD @ STIRRUP WY	WARNING ISSUED
5/28/2016 16:23	L3	16-149-0253	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
5/29/2016 20:07	L3	16-150-0357	1195	ARASTRADERO RD @ STIRRUP WY	WARNING ISSUED

**PARKING VIOLATIONS**

5/24/2016 8:49	L3	16-145-0080	22500	DUVAL WY @ ROBLEDA RD	WARNING ISSUED
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**SPEED CONTEST**

5/28/2016 12:29	L2	16-149-0189	23109	SUMMERHILL AV @ EL MONTE RD	INVESTIGATED
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**MISDEMEANOR DUI**

5/23/2016 23:50	L3	16-144-0478	23152	PAGE MILL RD @ COUNTRY WY	INVESTIGATED
5/29/2016 20:20	L3	16-150-0363	23152	STIRRUP WY @ SADDLE MOUNTAIN DR	INVESTIGATED

**9-1-1**

**ABANDONED CALLS**

5/23/2016 13:10	L2	16-144-0239	911ABN	EL MONTE RD @ O KEEFE LN	INVESTIGATED
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5/27/2016 10:19	L1	16-148-0102	911CEL	W FREMONT RD @ CONCEPCION RD	INVESTIGATED
<b>PUBLIC SAFETY ASSISTANCE</b>					
5/24/2016 23:32	L1	16-145-0462	AID	SPRINGHILL RD @ MANUELLA RD	INVESTIGATED
5/25/2016 5:22	L3	16-146-0061	AID	ARASTRADERO RD @ PAGE MILL RD	INVESTIGATED
5/26/2016 23:25	L1	16-147-0517	AID	FOOTHILL EX @ MAIN ST	INFO TO LOS ALTOS PD
<b>EVICTIION</b>					
5/24/2016 15:10	L1	16-145-0284	EVICT	HAWTHORNE AV @ TASSO ST	COMPLETE
<b>INFORMATION ONLY</b>					
5/23/2016 1:27	L1	16-144-0013	INFO	W FREMONT RD @ PALO HILLS DR	INFORMATION GIVEN
5/23/2016 8:01	L2	16-144-0064	INFO	FY 280 @ MAGDALENA RD	INFORMATION GIVEN
5/23/2016 8:12	L1	16-144-0069	INFO	EL MONTE RD @ VOORHEES DR	INFORMATION GIVEN
5/24/2016 17:18	L1	16-145-0336	INFO	JUNIPERO SERRA BL @ SANTA MARIA AV	INFORMATION GIVEN
5/26/2016 15:27	L4	16-147-0326	INFO	FRANCEMONT DR @ MOODY RD	INFORMATION GIVEN
5/27/2016 14:34	L1	16-148-0223	INFO	PAGE MILL RD @ FOOTHILL EX	INFORMATION GIVEN
5/27/2016 22:16	L3	16-148-0419	INFO	LA BARRANCA RD @ ELENA RD	INFORMATION GIVEN
5/27/2016 23:55	L3	16-148-0465	INFO	ADONNA CT @ ELENA RD	INFORMATION GIVEN
5/28/2016 13:45	L1	16-149-0203	INFO	MANUELLA RD @ W FREMONT RD	INFORMATION GIVEN
5/28/2016 17:16	L4	16-149-0268	INFO	DEER SPRINGS WY @ BYRNE PARK LN	INFORMATION GIVEN
5/28/2016 19:36	L1	16-149-0331	INFO	DONELSON PL @ CATHARINE CT	INFORMATION GIVEN
5/29/2016 13:50	L1	16-150-0231	INFO	HY 280 @ EL MONTE RD	INFORMATION GIVEN
<b>PATROL CHECKS</b>					
5/23/2016 9:57	L2	16-144-0123	PATCK	EL MONTE RD @ O KEEFE LN	COMPLETE
5/24/2016 17:19	L3	16-145-0337	PATCK	ARASTRADERO RD @ PAGE MILL RD	COMPLETE

5/25/2016 18:59	L5	16-146-0375	PATCK	STONEBROOK DR @ EL MONTE RD	COMPLETE
5/27/2016 18:32	L1	16-148-0341	PATCK	MIRANDA RD @ LA LANNE CT	COMPLETE
5/28/2016 11:15	L1	16-149-0163	PATCK	W FREMONT RD @ CONCEPCION RD	COMPLETE

**PROPERTY FOR  
DESTRUCTION**

5/25/2016 12:53	L4	16-146-0224	PROP	PAGE MILL RD @ MOODY RD	COMPLETE
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**STRANDED  
MOTORIST**

5/26/2016 10:12	L3	16-147-0136	STRAND	PAGE MILL RD @ ARASTRADERO RD	INVESTIGATED
5/26/2016 15:48	L2	16-147-0336	STRAND	MAGDALENA RD @ FY 280	INVESTIGATED

**UNKNOWN  
CIRCUMSTANCES**

5/23/2016 20:45	L3	16-144-0414	UNKCIR	PAGE MILL RD @ VIA VENTANA	INVESTIGATED
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**WELFARE CHECK**

5/25/2016 9:28	L1	16-146-0128	WELCK	PAGE MILL RD @ DEER CREEK RD	COMPLETE
5/28/2016 20:04	L6	16-149-0340	WELCK	ROLLY RD @ KENBAR RD	COMPLETE