



Town Manager's Report for September 12 - 16, 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 Church of the Redeemer expansion project (use permit modification) is scheduled for a County Planning Commission hearing next Thursday, September 22, beginning sometime after 1:30 PM. The staff report has just been posted on [the Planning Commission web site](#). It is a very large report that includes 11 attachments, including draft conditions, reports, plans, and public comments and responses.

Public Safety Update:

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

The Sheriff's Office will be conducting a **forum on public safety** on September 22, 2016 from 6-8pm.

Administrative Services Update:

On Monday September 12, 2016, FIC members reviewed and reached consensus on the non-residential sewer rate. Draft minutes from the September 12, 2016 FIC meeting is attached.

The Finance Department has completed year-end close for fiscal year ending June 30, 2016. The trial balance report will be submitted to Maze & Associates on Monday to begin the final audit process. The final audit fieldwork is scheduled for the week of October 3.

Parks and Recreation Update:

The [Los Altos Hills Hoedown](#) was held on Saturday, September 10th from 3:00-8:00 pm at Westwind Community Barn. Resident, Alice Sakamoto captured some wonderful photos [here](#). By far, the biggest turnout we've ever had at the Hoedown. Thank you to everyone who came and made the event such a great success!

If you are over the age of 55 please complete the **Santa Clara County Age-Friendly Survey**. The survey can be completed online [here](#).

GreenWaste Recovery held a free **Recycling Processing Tour** on Friday, September 16th from 9:00-10:00am at their Recycle MRF. They are next offering this tour Friday, February 10th. If you would like to attend please contact squaltieri@losaltoshills.ca.gov.

Thanks.

Carl

Last Updated on 9/16/2016

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
1	I-280/Page Mill Interchange	<p>(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. (6-10-16) County working on revised concept plan based on site visit. (6-23-16) County prepared draft layout for the interim improvements for review. County scheduling another meeting with stakeholders. (7-22-16) County prepared concept plan for the interim bicycle improvement project and expects to construct the project this year. City attorney reviewing draft funding agreement with County and Palo Alto. Concept plan is attached. (8-19-16) City attorney has completed their review. County preparing final funding agreement and will send to Palo Alto and Town for approval. (9-9-16) City Attorney reviewed and approved edits made by the County. Item to be presented to Council at their October meeting.</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. (6-10-16) Staff received bonds and insurance paperwork. Staff reviewing. (6-16-16) Review of bonds and insurance has been completed. Staff working on scheduling a pre-construction meeting with the contractor. (7-22-16) Pre-construction meeting scheduled for 7-25-16. (7-29-16) Preconstruction meeting with the contractor was conducted. Contractor working on scheduling video work for August and will send schedule to Town for review. (8-12-16) Contractor is to begin pre-installation video inspection work starting 8/15/2016. (8-19-16) Pre-construction video is in progress. (9-9-16) Pre-construction video has been completed. Contractor will submit videos for staff's review.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
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. (7-15-16) Contractor will be returning week of 7/18 to complete the project. (7-29-16) Contractor working on completing the project based on staff meeting with owner and general manager of the company. (8-5-16) Construction completed as of 8/4. (8-12-16) Project to be presented to Council for acceptance. (8-19-16) Item to be presented to Council at their September meeting. (9-16-16) The City Council accepted the project as complete on 9/15.</p>

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Tasks	Project Name	Latest Status
4	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. (6-10-16) Staff looking into mobile app data collection to streamline maintenance identification and repair. (6-16-16) Staff to meet with vendor to discuss no cost testing of electronic forms. (7-15-16) Staff trying out electronic forms and vendor working on modifications to the form.</p>
5	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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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
6	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&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. (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&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&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&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&M activities is attached. (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. (6-10-16) The April 2016 summary of O&M activities is attached. Root foaming has been completed. (6-23-16) Pipe patch work for 12 locations currently underway. (7-15-16) The March and April 2016 status update of sewer activities is attached. An update of the sewer system will be presented to Council at the July meeting. (7-22-16) Sewer system update was presented to Council at the July Council meeting. (7-29-16) The May 2016 summary of O&M activities is attached. (8-12-16) The May 2016 status update of sewer activities is attached. (8-26-16) The June 2016 summary of O&M activities is attached.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
7	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. (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. (6-16-16) Staff received draft report for review. (7-29-16) Consultant working on finalizing the report to incorporate Town comments. (8-5-16) Consultant is scheduled to submit the final report on 8/12. (8-12-16) Consultant submitted the final report on 8/8. (8-19-16) Final Flow Monitoring and Inflow/Infiltration report is attached. Data from the report will be used for the Sanitary Sewer Master Plan development. Staff also reviewing the report for average residential flow and analyzing inflow/infiltration issues to be addressed.</p>
8	Sanitary Sewer Master Plan Update	<p>(8-26-16) The Request for Proposal has been released and is also on the Town's website. Proposals are due 9-19-16. (9-9-16) Staff received some minor questions and requests. Response will be posted on Town website on 9/12. (9-16-16) Response to questions have been posted on the Town's website.</p>

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<u>Tasks</u>	<u>Project Name</u>	<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. (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. (6-3-16) US Fish and Wildlife Service has assigned a staff member and is reviewing the project. (6-23-16) US Fish and Wildlife Service has approved the project. Waiting for US Army Corp to approve. (8-19-16) Consultant continues to follow up with US Army Corp for their approval. Staff also reached out to US Army Corp for an update. (8-26-16) Army Corp staff indicated that he should be able to get to our project soon. (9-16-16) Army Corp staff indicated that they were pulled away to work on other projects that have become higher priority and that they should be able to review our project soon.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
10	VTA Bicycle Expenditure Plan applications	(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.
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. (4-14-16) The California Transportation Commission approved the project. Estimated cost is \$1.6 million. (7-15-16) Caltrans submitted plans to staff for comment. This project proposes to realign I-280 NB off-ramp to EB El Monte Road. The work includes new pavement sections, super elevation correction, pavement removal of the abandoned segment within the existing off-ramp, removal and trimming of trees, and drainage work. (7-22-16) Town consultant is reviewing the draft plans from Caltrans. (7-29-16) Draft review comments to be submitted to Town for staff review week of August 1. (8-19-16) Comments sent to CalTrans for consideration. (8-26-16) Caltrans provided additional information and Town traffic consultant reviewing. (9-16-16) Additional comments sent to Caltrans for their consideration and response.

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
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.(6-10-16) Staff to meet with neighbors on 6-13-16 to discuss the traffic consultant's technical memo. (6-16-16) A few neighbors attended the meeting at Town Hall. Staff discussed the report, answered questions and explained the process. Staff indicated that a three way stop sign is not recommended by staff as it does not meet the warrant analysis. Neighbors to discuss and decided what concept they have support for and get back to staff. (7-15-16) Staff working with neighborhood representative to prepare map showing recommendations from the residents. (7-22-16) Draft map sent to neighborhood representative for review. (7-29-16) Staff revising map to incorporate comments from neighborhood representative. (8-19-16) Revised map sent to neighborhood representative for review. Neighbors are requesting a 3 way stop sign to be installed. Per consultant's study, a stop intersection is not warranted. (8-26-16) Neighborhood representative picked up map for review and comment.</p>

Last Updated on 9/16/2016

Tasks	Project Name	<u>Latest Status</u>
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. (6-10-16) Staff to complete and file environmental document with County Recorder's office.(6-23-16) Environmental document has been filed with County Recorder's office. (7-15-16) Staff working on resubmittal to Caltrans. (7-29-16) Staff resubmitted additional information to Caltrans for review and approval. (8-19-16) Caltrans provided some additional comments on our application. Staff working on comments. (9-9-16) Staff resubmitted the requested additional information to Caltrans for review and approval.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
14	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. (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. (6-23-16) Contract with Acterra has been approved. Contract being executed. (7-22-16) Contract has been executed. Acterra progress report for the months of May and June is attached. (7-29-16) Mowing of O'Keeffe and Byrne Preserve for yellow star thistle was performed.</p>
15	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. (6-3-16) Project will be advertised on 6-8-16. (6-10-16) Project has been advertised. Bid opening scheduled for 6-30-16. (7-15-16) One bid was received and it was high. Staff will be requesting council to reject the one bid received at the July Council meeting. (7-22-16) Council approved the rejection of the bids. Staff will likely include with next years road rehabilitation project.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
16	P-TAP Round 17 grant funds	(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.
17	I-280 Repaving	(12-13-13) Staff contacting CalTrans again to see if they have an update on when I-280 within Los Altos Hills will be scheduled to be repaved. (12-20-13) E-mail received from Jeremy Dennis discussing the CalTrans process. By fall of 2014 Caltrans will decide which projects will be included in the 2016 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.

Last Updated on 9/16/2016

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
18	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. (6-10-16) Staff completing review of plans and will be forwarding comments week of 6-13. (6-16-16) Review comments sent to applicant. Cost sharing agreement to be presented to Council at their July meeting for approval. (7-22-16) Council approved the cost sharing agreement at the July Council meeting. Staff working with applicant to execute the agreement. (7-29-16) Staff reviewing final drawings, bonds, and insurance. (8-5-16) Staff approved final drawings, bonds, and insurance, and authorized the start of the restoration work. (8-19-16) Project is in progress. (8-26-16) Tree and vegetation removal is complete. Grading work scheduled to be completed mid September. (9-16-16) Grading work is still in progress.</p>

Last Updated on 9/16/2016

Tasks	Project Name	<u>Latest Status</u>
19	VTA TAC Meetings	<p>(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. (6-10-16) June TAC meeting was canceled. Next meeting is in July. (8-26-16) Staff met with VTA staff to discuss Countywide bicycle plan. VTA working on draft map for upcoming BPAC meeting.</p>
20	2016 Road Rehabilitation Project	<p>(6-3-16) Staff preparing contract documents for the 2016 Road Rehabilitation Project. Project will be advertised on 6-8-16. (6-10-16) Project has been advertised. Bid opening scheduled for 6-28-16. List of streets is attached. (7-15-16) Award of contract will be presented to Council at the July meeting. (7-22-16) Council approved the award of contract. Staff sent notice of award to contractors. (7-29-16) Contractor to begin localized pavement repair week of August 1, 2016. (8-5-16) Contractor completed the spot repair this week. Contractor will construct valley gutter on Orchard Hill Lane. (8-12-16) Contractor is paving the public portion of Almaden Court. (8-19-16) Micro Surfacing work scheduled for week of August 22nd. There will be traffic delays, detours, two way traffic control, and partial road closures. Residents in work areas have been notified. Schedule has also been posted on the Town's website. (8-26-16) Micro surfacing work will be substantially complete by 8-26-16. Remaining microsurfacing work and cleanup will be completed by the end of August. Residents on Adobe Lane organized and privately funded pavement rehabilitation of the private section of Adobe Lane. Work was coordinated with the Town's contractor. (9-2-2016) All paving work has been completed. Contractor begins preparing the road for striping on 9/2. Traffic striping operation will begin next week. (9-9-12) Traffic striping operation is underway and is scheduled to complete on 9/16. (9-16-16) Construction completed. Staff will review the completed work and prepare a punch list, if any, for the contractor to address.</p>

Last Updated on 9/16/2016

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
21	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. (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. (7-15-16) FIC did not reach an agreement on a recommendation to City Council. Staff will be meeting with Ad-Hoc committee to discuss further. (7-29-16) Ad-Hoc committee requested attorney review of three alternative proposed by the Ad-Hoc committee. Town attorney reviewing. Item to be presented to Council at the August meeting. (8-12-16) Town attorney completed their review of the three alternatives proposed by the Ad-Hoc committee. Item is on the August City Council Agenda. (8-19-16) Item was referred back to the FIC Ad-Hoc Committee for further discussion. (8-26-16) Meeting with Ad-Hoc committee scheduled for 8/29. (9-9-16) Staff to present amended recommendations and City Attorney's response to FIC at their September 13, 2016 meeting. (9-16-16) Item to be presented to the City Council at their October 2016 meeting.</p>
22	West Loyola/Mora Drive Pathway study	<p>(7-15-16) Staff collected speed data on West Loyola and Mora Drive and the results indicate speeds over the posted speed limit on both streets. Mora Drive has an 85th percentile of 10 mph over the posted speed limit and West Loyola has an 85th percentile of 6 mph over the posted speed limit. Staff also engaged a consultant to look into the feasibility of constructing a path on the two streets.</p>



Santa Clara County Office of the Sheriff
Weekly Activity Summary
9/5/2016 – 9/11/2016
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY

DATE	BEAT	ACTIVITY	COMMENTS
9/6	L3	Identity Theft	On 8/29, unknown suspect(s) used the victim's personal information to open a credit card account and made a fraudulent charge for a total loss of about \$187. The victim lives in Los Altos Hills.
9/6	L2	Reckless Evading ARREST	At 3:34 AM, deputies attempted to stop a motorist at Interstate 280 and Magdalena Road for a traffic violation, but the vehicle fled at high rates of speed for several miles before yielding. The suspect was arrested and booked into Main Jail.
9/6	L1	Attempted Residential Burglary	Between 9:00 AM and 4:30 PM, unknown suspect(s) attempted to enter a residence in the 12000 block of El Monte Road by kicking a door, damaging the frame. Entry was not made.
9/8	L4	Residential Burglary	Between 10:30 PM on 9/7 and 5:00 AM on 9/8, unknown suspect(s) entered a residence in the 27000 block of Byrne Park Lane using unknown means and took cash for a total loss of about \$400.

DATE/TIME	BEAT	EVENT NUMBER	EVENT TYPE	LOCATION	INFORMATION
DISTURBANCES					
9/8/2016 10:16	L5	16-252-0169	415E	PRISCILLA LN @ STONEBROOK DR	INVESTIGATED
9/10/2016 21:33	L2	16-254-0390	415M	HILLTOP DR @ SUMMERHILL AV	INVESTIGATED

BURGLARIES

9/8/2016 6:16	L4	16-252-0057	459	BYRNE PARK LN @ DEER SPRINGS WY	INVESTIGATED
9/7/2016 10:10	L5	16-251-0174	664459	EL MONTE RD @ MOODY RD	INVESTIGATED

THEFTS

9/6/2016 18:32	L1	16-250-0355	530.5	W FREMONT RD @ CONCEPCION RD	INVESTIGATED
9/7/2016 10:06	L3	16-251-0171	530.5	PAGE MILL RD @ MOON LN	INVESTIGATED

CRUELTY TO ANIMAL

9/5/2016 10:35	L3	16-249-0133	596	GERTH LN @ OLD PAGE MILL RD	INVESTIGATED
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TRESPASSING

9/11/2016 16:04	L2	16-255-0229	602	COLINA DR @ HILLTOP DR	INVESTIGATED
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PHONE THE OFFICE

9/6/2016 18:11	L3	16-250-0343	1021	81L1	COMPLETE
9/7/2016 0:43	L1	16-251-0010	1021	61L1	COMPLETE

ALARM CALLS

9/5/2016 13:02	L2	16-249-0217	1033	COLINA DR @ HILLTOP DR	FALSE ALARM
9/5/2016 15:29	L1	16-249-0276	1033	W FREMONT RD @ CONCEPCION	FALSE ALARM
9/5/2016 9:49	L1	16-249-0117	1033A	LENNOX WY @ W FREMONT RD	FALSE ALARM
9/7/2016 23:53	L1	16-251-0515	1033A	BRENDEL DR @ ROBLEDA RD	FALSE ALARM
9/8/2016 7:17	L1	16-252-0075	1033A	MIRANDA RD @ LA LANNE CT	FALSE ALARM
9/8/2016 18:30	L1	16-252-0431	1033A	LA CRESTA DR @ VISCAINO RD	FALSE ALARM
9/9/2016 15:13	L3	16-253-0256	1033A	VINEDO LN @ RIDGEWOOD LN	FALSE ALARM
9/9/2016 15:32	L1	16-253-0266	1033A	ROBLEDA CT @ ROBLEDA RD	FALSE ALARM

9/9/2016 15:53	L4	16-253-0279	1033A	JULIETTA LN @ ALTAMONT RD	FALSE ALARM
9/9/2016 18:53	L4	16-253-0368	1033A	OLD SNAKEY RD @ MOODY RD	FALSE ALARM
9/10/2016 16:53	L3	16-254-0277	1033A	TRIPOLI CT @ NATOMA RD	FALSE ALARM
9/10/2016 19:29	L4	16-254-0336	1033A	LA LOMA DR @ SUMMIT WOOD RD	FALSE ALARM
9/11/2016 11:19	L5	16-255-0129	1033A	FERNHILL DR @ LOMITA LINDA CT	FALSE ALARM
FIREARMS DISCHARGED					
9/10/2016 22:36	L3	16-254-0414	1057	CHRISTOPHERS LN @ PAGE MILL RD	INVESTIGATED
MEET THE CITIZEN					
9/11/2016 14:33	L3	16-255-0197	1062	GERTH LN @ OLD PAGE MILL RD	COMPLETE
ANIMAL COMPLAINT					
9/10/2016 17:39	L1	16-254-0294	1091	THENDARA LN @ ARASTRADERO RD	INVESTIGATED
ABANDONED VEHICLE					
9/10/2016 11:37	L3	16-254-0160	1124	OLD PAGE MILL RD @ GERTH LN	INVESTIGATED
SUSPICIOUS VEHICLES					
9/7/2016 16:57	L4	16-251-0373	1154	CANYON RD @ MOODY RD	INVESTIGATED
9/7/2016 18:33	L1	16-251-0416	1154	COYOTE HILL RD @ PAGE MILL RD	INVESTIGATED
9/8/2016 2:02	L3	16-252-0025	1154	PAGE MILL RD @ ARASTRADERO RD	INVESTIGATED
9/9/2016 20:51	L1	16-253-0413	1154	LA PALOMA RD @ PURISSIMA RD	INVESTIGATED
9/9/2016 22:33	L6	16-253-0451	1154	W LOYOLA DR @ ROLLY RD	INVESTIGATED
9/9/2016 23:00	L3	16-253-0465	1154	OLD PAGE MILL LN @ OLD PAGE MILL RD	INVESTIGATED
9/10/2016 9:14	L1	16-254-0092	1154	O KEEFE LN @ NORMANDY LN	INVESTIGATED
9/11/2016 21:23	L3	16-255-0345	1154OC	FOOTHILL LN @ ELENA RD	INVESTIGATED
9/7/2016 15:27	L2	16-251-0344	1154OC	I-280 @ MAGDALENA RD	INVESTIGATED

TRAFFIC COLLISIONS

9/7/2016 10:21	L1	16-251-0179	1182	EL MONTE RD @ VOORHEES DR	INVESTIGATED
9/8/2016 7:48	L1	16-252-0084	1182	O KEEFE LN @ EL MONTE RD	INVESTIGATED
9/11/2016 13:38	L1	16-255-0175	1182	FREMONT PINES LN @ W FREMONT RD	INVESTIGATED
9/5/2016 19:52	L3	16-249-0357	20002	MATADERO CREEK LN @ PAGE MILL RD	INVESTIGATED

VEHICLE STOPS

9/5/2016 9:06	L3	16-249-0105	1195	I-280 @ PAGE MILL RD	CITATION ISSUED
9/5/2016 19:25	L3	16-249-0348	1195	ELENA RD @ BECKY LN	CITATION ISSUED
9/6/2016 18:13	L1	16-250-0346	1195	PURISSIMA RD @ ELENA RD	CITATION ISSUED
9/7/2016 11:25	L2	16-251-0215	1195	S EL MONTE AV @ SUMMERHILL AV	CITATION ISSUED
9/7/2016 13:12	L3	16-251-0273	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
9/7/2016 13:26	L3	16-251-0282	1195	TWIN OAKS CT @ ARASTRADERO RD	CITATION ISSUED
9/7/2016 14:44	L2	16-251-0327	1195	MAGDALENA RD @ HILLVIEW DR	CITATION ISSUED
9/8/2016 10:09	L3	16-252-0162	1195	ARASTRADERO RD @ STIRRUP WY	WARNING ISSUED
9/8/2016 11:44	L3	16-252-0225	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
9/9/2016 13:48	L2	16-253-0219	1195	I-280 @ MAGDALENA RD	CITATION ISSUED
9/9/2016 17:02	L2	16-253-0311	1195	MAGDALENA RD @ I-280	CITATION ISSUED
9/9/2016 18:47	L1	16-253-0364	1195	BAKER LN @ PURISSIMA RD	WARNING ISSUED

**RECKLESS
DRIVING/EVADING**

9/6/2016 3:34	L2	16-250-0031	2800.2	I-280 @ MAGDALENA RD	INVESTIGATED
9/10/2016 17:38	L1	16-254-0293	23103	I-280 @ EL MONTE RD	INVESTIGATED

**PARKING
VIOLATIONS**

9/10/2016 18:02	L2	16-254-0300	22500	PRINCESS ELLEENA CT @ MAGDALENA RD	INVESTIGATED
9/11/2016 17:15	L2	16-255-0256	22500	DAWNRIDGE DR @ MAGDALENA RD	INVESTIGATED

CALL FOR HELP						
9/9/2016 22:21	L5	16-253-0444	1067X	RAVENSBURY AV @ W LOYOLA DR	INVESTIGATED	
MISDEMEANOR WARRANT SERVICE						
9/6/2016 14:21	L1	16-250-0236	6MATC	O KEEFE LN @ VISTA SERENA	COMPLETE	
9-1-1 ABANDONED CALLS						
9/5/2016 20:23	L4	16-249-0368	911ABN	MURIETTA LN @ MOODY RD	INVESTIGATED	
9/10/2016 9:52	L1	16-254-0116	911ABN	FREMONT PINES LN @ W FREMONT RD	INVESTIGATED	
9/5/2016 20:24	L3	16-249-0369	911CEL	EL MONTE RD @ STONEBROOK DR	INVESTIGATED	
9/6/2016 18:22	L1	16-250-0349	911CEL	W FREMONT RD @ CONCEPCION RD	INVESTIGATED	
9/8/2016 15:57	L1	16-252-0354	911CEL	MIRANDA RD @ WILD PLUM LN	INVESTIGATED	
9/10/2016 21:30	L1	16-254-0386	911CEL	KINGSLEY AV @ ALTADENA DR	INVESTIGATED	
9/5/2016 20:22	L4	16-249-0366	911UNK	MOODY RD @ CANYON RD	INVESTIGATED	
9/6/2016 6:15	L3	16-250-0045	911UNK	DEZAHARA WY @ TAAFFE RD	INVESTIGATED	
PUBLIC SAFETY ASSISTANCE						
9/6/2016 10:16	L1	16-250-0133	AID	VOORHEES @ EL MONTE RD	COMPLETE	
INFORMATION ONLY						
9/6/2016 14:32	L2	16-250-0243	BTINFO	I-280 @ MAGDALENA RD	INFORMATION GIVEN	
9/6/2016 19:31	L2	16-250-0386	INFO	I-280 @ MAGDALENA RD	INFORMATION GIVEN	
9/7/2016 6:51	L1	16-251-0058	INFO	EL MONTE RD @ I-280	INFORMATION GIVEN	
9/8/2016 12:13	L3	16-252-0238	INFO	DEZAHARA WY @ TAAFFE RD	INFORMATION GIVEN	
9/9/2016 11:12	L5	16-253-0151	INFO	OAK PARK CT @ OAK KNOLL CL	INFORMATION GIVEN	
9/9/2016 15:35	L1	16-253-0268	INFO	I-280 @ EL MONTE RD	INFORMATION GIVEN	
9/10/2016 22:18	L1	16-254-0405	INFO	E SUNSET DR @ BURKE RD	INFORMATION GIVEN	

9/11/2016 4:26	L1	16-255-0048	INFO	ALICANTE LN @ MANUELLA RD	INFORMATION GIVEN
9/11/2016 14:12	L3	16-255-0188	INFO	OLD PAGE MILL RD @ PAGE MILL RD	INFORMATION GIVEN
9/11/2016 14:13	L3	16-255-0190	INFO	OLD PAGE MILL RD @ PAGE MILL RD	INFORMATION GIVEN

PATROL CHECKS

9/8/2016 2:01	L3	16-252-0024	PATCK	PAGE MILL RD @ ARASTRADERO RD	COMPLETE
9/10/2016 2:32	L3	16-254-0043	PATCK	PAGE MILL RD @ ARASTRADERO RD	COMPLETE

**SUSPICIOUS
CIRCUMSTANCES**

9/5/2016 20:26	L4	16-249-0371	SUSCIR	MOODY RD @ CANYON RD	INVESTIGATED
9/9/2016 17:42	L2	16-253-0332	SUSCIR	BARLEY HILL RD @ HILLTOP DR	INVESTIGATED
9/10/2016 11:40	L5	16-254-0161	SUSCIR	CRESTRIDGE DR @ RAVENSBURY AV	INVESTIGATED

**SERVICE OR AID
REQUEST**

9/8/2016 12:57	L1	16-252-0263	SVC	PAGE MILL RD @ DEER CREEK RD	COMPLETE
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**DRAFT Finance and Investment Committee Special Meeting
Town of Los Altos Hills
Town Hall, Monday, September 12, 2016**

The meeting was called to order at 4:00 pm by Chairman Sloss.

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

Member absent: none

Associate members present: Jim Lai ; Frank Lloyd

Council present: John Harpootlian; Gary Waldeck

Staff present: Tina Tseng , Interim Public Works Director / Senior Engineer; and Pak Lin, Administrative Services Director

Public present: None

Guest present: Allison Kaune, Senior Managing Consultant, PFM Asset Management

Approval of minutes

July 6, 2016 meeting minutes were approved as presented by members who attended that meeting.

Discussion led by Allan Epstein on Non Residential Sewer Rates

Mr. Epstein provided background and summarized past activities (noted in prior Committee minutes) on the subject of setting new rates for Non Residential Sewer Users which resulted in the formation of an Ad Hoc Committee comprising FIC and Council members who met with Town Staff. As a result, a September 2016 draft Addendum 1 to the August 2016 draft report on the subject was prepared by the Town's sewer rate consultant, Tom Pavletic, and presented to Town Staff and the Ad Hoc Committee all of whom accepted it. Draft Addendum 1 was distributed to Committee members before the meeting. The principal changes in Addendum 1 are: 1) Similar to Residential Users, each Non Residential User will pay an annual usage fee which is the greater of the amount calculated in the August 2016 draft report or the fee for one unit of service; and 2) the Town will pay the annual fee for six units of service (one each for the Town Hall, Heritage House, Parks and Recreation Building, Town Yard, Westwind Barn and Purissima Park.) Ms. Kayton suggested that the Ad Hoc Committee which will be looking at the basis for billing future sewer rates consider billing Schools with showers a higher rate than Schools without showers. The Committee indicated that if favored accepting the Draft Addendum 1 to the draft August 2016 Non Residential Sewer Rate Report.

The subject of amounts due by the Town to the Sewer District for sewer usage in the past was discussed. The alternatives ranged from no billing for prior sewer usage to billing for all past sewer usage. After discussion, the Chairman asked each meeting participant to express his/her view. All meeting participants except Ms. Lin who expressed no view, and Messrs. Epstein and Sloss who thought the Town should pay for all of its past use, stated they thought the Town should not pay for its past sewer use.

Continued

Report by Allison Kaune of PFM Asset Management on the Town's investments

Ms. Kaune presented a 28 page report on investment activities for the June 30, 2016 ending quarter prepared by Monique Spike, PFM Director that was handed out during the meeting and took questions. Investment performance and composition is consistent with earlier quarters and is dominated by Treasury securities with an average maturity of 2 years and a market yield of 0.68%. The outlook is for similar future performance however it was noted that PFM had not acted on the most recent investment policy changes recommended by the Committee and approved by Council. Additional asset classes with somewhat better yields are now available and Ms. Kaune will inform responsible PFM personnel and request that they address the changes.

Report by John Harpootlian and Gary Waldeck on recent Council Activites of interest.

Mayor Harpootlian noted that the Town's Engineer, Richard Chiu, had accepted a new position at Daly City and that Senior Engineer, Tina Tseng is the Interim Public Works director with her prior responsibilities augmented by temporary workers provided by CSG Consultants. The Town is recruiting for a new City Engineer / Public Works Director. The Council adopted a policy of supplementing resident costs for internet related infrastructure construction where Comcast is unwilling to perform the work at its own cost. Five candidates are running for three open Council seats two of whom are incumbents.

Report by Pak Line on Finance Department activities of interest

Ms. Lin stated that a first draft of the 2016-17 Budget book is available for comment. Ms Lin attended an ABAG (insurance provider) meeting where termination of the Town's current workers compensation policy is planned. Alternatives are finding a similar arrangement with another provider, and buying a Town only policy in the marketplace. Member Kayton will provide a broker reference to Ms. Lin. It is believed this transition will occur over the upcoming two years. The interim portion of the annual audit has been timely completed with the Town's new auditors, Maze and Associates. Two follow-up items related to the calculation of the Gann property tax limit and audit scope of work for Town investments are being addressed.

Presentations from the Floor

None.

Proposed topics and dates for future meetings

The next FIC meeting will be in a Regular meeting on Monday, October 3, 2016 at 4pm. The non recurring topics will be a review of ABAG Liability Insurance deferred from the July meeting and a Review of Cash management internal controls pursuant to the new Wells Fargo Agreement. Other topics for future meetings include review of the Town's investments, long term capital plans and related policies, cash management policies, prepayment of OPEB and Pension liabilities; financial policy and procedures review; review of FIC Monthly Project Summary Report and review Finance Department quarterly report on financial controls.

Adjournment: The meeting adjourned at 6:00 pm

Respectfully submitted by Roddy Sloss, Committee Secretary