



## Town Manager's Report for September 19 - 23, 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.

**Notice of Construction Delay.** The City Council awarded the construction contract for the **Sanitary Sewer Repair and Replacement Project on May 19, 2016**. Staff anticipated construction to start in June and complete in October. However, due to other contract obligations the contractor could not start pre-construction video inspection until August. In addition, the owner and the construction manager for the contractor had a medical conditions and required hospital care. Notwithstanding the **construction delay** staff is continuing to work with the contractor to facilitate other activities required prior to construction mobilization. The contractor plans to commence construction at the end of September. The delay is not at this time expected to result in more SSO's or otherwise cost the Town more money.

Planning Director Suzanne Avila is out of the office this week.

### Public Safety Update:

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

The Sheriff's Office conducted a **forum on public safety** last night. There was a pretty good attendance and the presentation was well received with plenty of time for questions, comments and answers. (see attached photo and copy of presentation)

### Administrative Services Update:

The Administrative Services Department began the week with submitting the Town's trial balance for fiscal year ending June 30, 2016 to Maze & Associates in preparation for the October 3 - October 7 final audit fieldwork. Finance Manager, Karen Huang, meticulously reviewed every balance sheet entry and income statement entry to ensure financial accuracy. The process also identified areas of future analysis. The department ended the week with hosting an interview panel for the Public Works Director/City Engineer position. Four candidates were invited for this interview. More information will be available in a few weeks.

Administrative Services Director **Pak Lin** will be **out of the office** from September 26 through September 30. Finance Manager Karen Huang is managing the department in Pak's absence.

Interviews were conducted today with four candidates for the City Engineer/ **Public Works Director** position.

### Parks and Recreation Update:

Staff met with **VDE** this week and reviewed the attached monthly report and profit and loss statement.

The **Rex Gardiner Open Space Dedication** took place this week at the corner of Moody Road and Old Snakey Road. Pictures can be viewed [here](#).

New sessions of **Bodyweight Bootcamp** and **Fitness for Seniors** started this week. Registration for future sessions can be completed through [our website](#).

This coming Monday, September 26th we will be holding the first **[Senior Friendly Pathways Walk](#)** from 10:00am-11:00am. People of all fitness levels have RSVP'd and plan to walk a 2.6 loop starting and ending at Town Hall.

Thanks.

Carl

**Last Updated on 9/23/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
1	I-280/Page Mill Interchange	<p>(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. <b>(9-23-16) Contractor submitted pre-construction videos and submittals for review.</b></p>

**Last Updated on 9/23/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
3	Townwide Pathway and Roadway safety inspection program	(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.
4	Robleda Road Pathway (Fremont to Beatrice) (Project #4)	(8-10-12) Permits have been received from various regulatory agencies. Waiting for funding. (11-21-14) Estimated project cost is over \$600,000. Staff had previously provided some additional signage and shifted the roadway slightly to increase the pathway width. Staff continues to look for possible grant funds. (1-23-15) Staff provided information to Pathway Committee chair. (3-5-15) 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.
5	Sewer Operations	(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.

**Last Updated on 9/23/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
6	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>
7	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. <b>(9-23-16) Staff received two proposals for the Sanitary Sewer Master Plan Update on 9/19. Staff will be reviewing, ranking, and determining whether interview is necessary prior to consultant selection.</b></p>

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<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
8	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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9	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.
10	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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11	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>

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<b>Tasks</b>	<b>Project Name</b>	<b><u>Latest Status</u></b>
12	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>

**Last Updated on 9/23/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
13	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>
14	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>

**Last Updated on 9/23/2016**

<b>Tasks</b>	<b>Project Name</b>	<b><u>Latest Status</u></b>
15	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.
16	I-280 Repaving	(12-13-13) Staff contacting CalTrans again to see if they have an update on when I-280 within Los Altos Hills will be scheduled to be repaved. (12-20-13) E-mail received from Jeremy Dennis discussing the CalTrans process. By fall of 2014 Caltrans will decide which projects will be included in the 2016 SHOP program for bidding in 2018-19. Not sure if a section of I-280 within LAH will be selected. (7-18-14) Mayor will be sending a letter to CalTrans to request expediting the paving schedule for I-280 within Los Altos Hills. (9-19-14) Letter was sent to Caltrans. (10-17-14) Caltrans staff indicated that per the program schedule, the soonest the paving work would occur is in 2018/2019 and the latest it would occur is in 2019/2020. Staff still trying to contact the District Director. (11-21-14) Senator Jerry Hill's office is getting involved. (1-9-15) Caltrans district director to meet with Town Mayor and councilmember to discuss project. Assemblyman Rich Gordon's office is involved. (1-16-15) On-line petition being developed. (1-28-15) Caltrans working on project initiation document (PID) for pavement improvement and expects to submit in June as a candidate for funding in the 2016 SHOPP. (4-17-15) Caltrans has some questions regarding the noise measurements provided to them. Staff forwarded responses to Caltrans. (5-29-15) Supervisor Joe Simitian sent letter to Caltrans requesting that they program the I-280 repaving project in the next programming cycle. (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 9/23/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
17	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>

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<b>Tasks</b>	<b>Project Name</b>	<b><u>Latest Status</u></b>
18	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>
19	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 9/23/2016**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Latest Status</u></b>
20	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>
21	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. (9-23-16) Staff reviewed the draft preliminary report and provided comments to the consultant to address.</p>
22	Traffic Evaluation - Fremont Road at Pinewood School	<p>(9-23-16) Staff engaged a traffic consultant to investigate the traffic issues on Fremont Road onto Pinewood School during the morning drop off hours. The consultant will perform data collection and provide their recommendations.</p>



**Santa Clara County Office of the Sheriff**  
**Weekly Activity Summary**  
**9/12/2016 – 9/18/2016**  
**LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
9/12	L3	Grand Theft of Animal	Between 9:00 AM on 9/1 and 9:00 AM on 9/2, unknown suspect(s) entered the gated property of a residence in the 12000 block of Normandy Lane and took the victim's pet dog for a total loss of about \$1,000.
9/12	L1	Non-Injury Collision	Occurred at 11:43 AM at W. Fremont Road and Weston Drive.
9/13	L3	Residential Burglary	Between 10:56 AM and 11:30 AM on 9/9, unknown suspect(s) entered a residence in the 28000 block of Matadero Creek Court by breaking a rear sliding glass door. Nothing was taken from the residence.
9/14	L1	Non-Injury Collision	Occurred at 11:40 AM at El Monte Road and Interstate 280.
9/16	L3	Identity Theft	On 9/16, the victim received notification indicating unknown suspect(s) used the victim's personal information to open a cable service account for a total loss of about \$509. The victim lives in Los Altos Hills.
9/18	L4	Injury Collision	Occurred at 6:59 PM at Taaffe Road and Altamont Road.

DATE/TIME	BEAT	EVENT NUMBER	EVENT TYPE	LOCATION	INFORMATION
<b>DISTURBANCES</b>					
9/12/2016 19:56	L5	16-256-0415	415	STONEBROOK DR @ ONEONTA DR	INVESTIGATED
9/12/2016 11:26	L4	16-256-0179	415J	MOODY RD @ ALTAMONT RD	INVESTIGATED
9/14/2016 10:13	L1	16-258-0116	415M	PURISSIMA RD @ CONCEPCION RD	INVESTIGATED

9/18/2016 8:53	L1	16-262-0075	415N	DARLING LN @ BURKE RD	INVESTIGATED
<b>BURGLARY</b>					
9/13/2016 11:15	L3	16-257-0119	459PC	MATADERO CREEK CT @ MATADERO CREEK LN	INVESTIGATED
<b>IDENTITY THEFT</b>					
9/16/2016 16:10	L3	16-260-0311	530.5	STIRRUP WY @ SADDLE MOUNTAIN DR	INVESTIGATED
<b>TRESPASSING</b>					
9/17/2016 17:44	L4	16-261-0285	602	PAGE MILL RD @ MOODY RD	INVESTIGATED
9/12/2016 9:38	L1	16-256-0121	647H	NORMANDY LN @ O KEEFE LN	INVESTIGATED
<b>PHONE THE OFFICE</b>					
9/14/2016 15:50	L1	16-258-0301	1021	81L1	COMPLETE
9/15/2016 9:08	L1	16-259-0076	1021	71L1	COMPLETE
9/17/2016 19:07	L4	16-261-0319	1021	81L1	COMPLETE
9/18/2016 9:36	L1	16-262-0088	1021	71L1	COMPLETE
<b>ANIMAL COMPLAINT</b>					
9/17/2016 8:44	L1	16-261-0074	1091	BRENDEL DR @ ROBLEDA RD	INVESTIGATED
<b>PEDESTRIAN STOPS</b>					
9/14/2016 10:53	L3	16-258-0140	1095	ELENA RD @ JOSEFA LN	CITATION ISSUED
9/16/2016 17:12	L4	16-260-0346	1095	MOODY RD @ ELENA RD	WARNING ISSUED
9/17/2016 12:44	L3	16-261-0173	1095	PAGE MILL RD @ I-280	CITATION ISSUED
<b>TRAFFIC HAZARD</b>					
9/14/2016 17:05	L4	16-258-0348	1125	SUMMIT WOOD RD @ TEPA WY	INVESTIGATED

**SUSPICIOUS  
VEHICLES**

9/12/2016 9:36	L4	16-256-0120	1154	BUENA VISTA DR @ MOODY RD	INVESTIGATED
9/13/2016 16:51	L1	16-257-0257	1154	MANDOLI DR @ ARASTRADERO RD	INVESTIGATED
9/15/2016 0:17	L5	16-259-0003	1154	MAGDALENA RD @ DAWSON DR	INVESTIGATED
9/17/2016 20:43	L3	16-261-0358	1154	ADONNA CT @ ELENA RD	INVESTIGATED
9/18/2016 4:55	L3	16-262-0045	1154OC	PAGE MILL RD @ ARASTRADERO RD	CITATION ISSUED

**TRAFFIC COLLISIONS**

9/18/2016 18:59	L4	16-262-0293	1180	TAAFFE RD @ ALTAMONT RD	INVESTIGATED
9/12/2016 11:43	L1	16-256-0184	1182	W FREMONT RD @ WESTON DR	INVESTIGATED
9/13/2016 12:52	L4	16-257-0154	1182	BLUE OAKS PL @ CHAPARRAL WY	INVESTIGATED
9/14/2016 11:40	L1	16-258-0166	1182	EL MONTE RD @ I-280	INVESTIGATED
9/17/2016 7:18	L1	16-261-0058	1182	I-280 @ EL MONTE RD	INVESTIGATED

**TRAFFIC CONTROL**

9/16/2016 16:20	L4	16-260-0317	1184	ELENA RD @ EL MONTE RD	COMPLETE
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**VEHICLE STOPS**

9/14/2016 6:35	L2	16-258-0035	1195	I-280 @ MAGDALENA RD	CITATION ISSUED
9/14/2016 7:04	L1	16-258-0041	1195	I-280 @ EL MONTE RD	CITATION ISSUED
9/14/2016 10:10	L5	16-258-0113	1195	EASTBROOK AV @ MAGDALENA AV	CITATION ISSUED
9/14/2016 10:15	L3	16-258-0119	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
9/14/2016 10:42	L2	16-258-0133	1195	MAGDALENA RD @ I-280	CITATION ISSUED
9/15/2016 10:42	L5	16-259-0128	1195	MAGDALENA RD @ DAWSON DR	CITATION ISSUED
9/15/2016 11:13	L5	16-259-0144	1195	EASTBROOK AV @ MAGDALENA RD	CITATION ISSUED
9/15/2016 13:11	L5	16-259-0196	1195	MAGDALENA AV @ EASTBROOK AV	CITATION ISSUED
9/16/2016 9:13	L3	16-260-0093	1195	I-280 @ PAGE MILL RD	WARNING ISSUED

9/16/2016 10:38	L5	16-260-0135	1195	MAGDALENA AV @ EASTBROOK AV	CITATION ISSUED
9/16/2016 10:52	L5	16-260-0144	1195	MAGDALENA AV @ EASTBROOK AV	CITATION ISSUED
9/16/2016 11:28	L2	16-260-0161	1195	SUMMERHILL AV @ YOUNG CT	CITATION ISSUED
9/16/2016 14:24	L1	16-260-0256	1195	PURISSIMA RD @ VISCAINO RD	CITATION ISSUED
9/16/2016 14:32	L2	16-260-0260	1195	MAGDALENA AV @ SUMMERHILL AV	CITATION ISSUED
9/16/2016 14:55	L4	16-260-0276	1195	MOODY RD @ ALTAMONT RD	CITATION ISSUED
9/16/2016 16:36	L3	16-260-0327	1195	ELENA RD @ ROBLEDA RD	CITATION ISSUED
9/16/2016 16:49	L3	16-260-0331	1195	ELENA RD @ BECKY LN	CITATION ISSUED
9/16/2016 16:53	L4	16-260-0333	1195	MOODY RD @ ALTAMONT RD	CITATION ISSUED
9/16/2016 17:00	L2	16-260-0338	1195	SUMMERHILL AV @ AMIGOS CT	WARNING ISSUED
9/16/2016 17:29	L4	16-260-0355	1195	ELENA RD @ MOODY RD	CITATION ISSUED
9/16/2016 23:17	L1	16-260-0479	1195	ARASTRADERO RD @ PURISSIMA RD	CITATION ISSUED
9/17/2016 12:01	L1	16-261-0153	1195	PAGE MILL RD @ OLD PAGE MILL RD	CITATION ISSUED
9/17/2016 15:31	L1	16-261-0230	1195	COYOTE HILL RD @ PAGE MILL RD	CITATION ISSUED
9/17/2016 15:51	L3	16-261-0239	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
9/17/2016 17:03	L3	16-261-0269	1195	ARASTRADERO RD @ PAGE MILL RD	CITATION ISSUED
9/17/2016 19:30	L3	16-261-0329	1195	I-280 @ PAGE MILL RD	WARNING ISSUED
9/18/2016 5:24	L1	16-262-0048	1195	I-280 @ EL MONTE RD	CITATION ISSUED
9/18/2016 11:04	L1	16-262-0108	1195	W FREMONT RD @ SHADY OAKS CT	WARNING ISSUED

**PARKING VIOLATION**

9/18/2016 12:06	L4	16-262-0126	22500	RHUS RIDGE RD @ MOODY RD	CITATION ISSUED
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**MISDEMEANOR DUIs**

9/16/2016 22:30	L1	16-260-0463	23152	EL MONTE RD @ I-280	INVESTIGATED
9/17/2016 17:03	L2	16-261-0268	23152	I-280 @ MAGDALENA RD	INVESTIGATED

**ALARM CALLS**

9/14/2016 6:30	L3	16-258-0034	A/C	LUPINE RD @ PAGE MILL RD	FALSE ALARM
9/12/2016 5:58	L3	16-256-0051	1033A	ROBLEDA RD @ ELENA RD	FALSE ALARM
9/12/2016 8:29	L3	16-256-0095	1033A	PALOMINO PL @ NATOMA RD	FALSE ALARM
9/12/2016 14:06	L1	16-256-0259	1033A	DIANNE DR @ LA RENA LN	FALSE ALARM
9/12/2016 14:16	L1	16-256-0263	1033A	CORTE MADERA LN @ CONCEPCION RD	FALSE ALARM
9/12/2016 18:34	L1	16-256-0379	1033A	MIRANDA WY @ MIRANDA RD	FALSE ALARM
9/13/2016 10:56	L1	16-257-0109	1033A	LENNOX WY @ W FREMONT RD	FALSE ALARM
9/13/2016 19:30	L3	16-257-0312	1033A	ALTAMONT RD @ BLACK MOUNTAIN RD	FALSE ALARM
9/14/2016 16:06	L1	16-258-0307	1033A	DIANNE DR @ LA RENA LN	FALSE ALARM
9/15/2016 8:59	L2	16-259-0074	1033A	HILLTOP DR @ COLINA DR	FALSE ALARM
9/15/2016 12:24	L5	16-259-0169	1033A	FERNHILL DR @ LOMITA LINDA CT	FALSE ALARM
9/16/2016 9:26	L5	16-260-0100	1033A	DAWSON DR @ REBECCA LN	FALSE ALARM
9/17/2016 13:24	L3	16-261-0190	1033A	LUPINE RD @ PAGE MILL RD	FALSE ALARM
9/17/2016 14:08	L3	16-261-0203	1033A	CHRISTOPHERS LN @ PAGE MILL RD	FALSE ALARM
9/18/2016 1:36	L4	16-262-0020	1033A	JULIETTA LN @ ALTAMONT RD	FALSE ALARM
9/18/2016 12:34	L3	16-262-0142	1033A	ELENA RD @ JOSEFA LN	FALSE ALARM
9/18/2016 12:22	L1	16-262-0135	1033C	MIRANDA RD @ LA LANNE CT	FALSE ALARM
9/13/2016 7:10	L1	16-257-0028	1033S	W FREMONT RD @ BURKE RD	FALSE ALARM

**CALL FOR HELP**

9/14/2016 22:01	L5	16-258-0441	1067X	EL MONTE RD @ MOODY RD	INVESTIGATED
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**9-1-1****ABANDONED CALLS**

9/15/2016 20:23	L1	16-259-0411	911ABN	LA RENA LN @ DIANNE DR	INVESTIGATED
9/18/2016 18:03	L4	16-262-0274	911ABN	LA LOMA DR @ LA LOMA CT	INVESTIGATED
9/13/2016 13:17	L5	16-257-0163	911CEL	PRISCILLA LN @ STONEBROOK DR	INVESTIGATED

9/14/2016 11:40	L1	16-258-0165	911CEL	MIRANDA RD @ WILD PLUM LN	INVESTIGATED
9/14/2016 14:36	L3	16-258-0256	911CEL	DUVAL WY @ ROBLEDA RD	INVESTIGATED
9/14/2016 15:08	L1	16-258-0276	911CEL	W FREMONT RD @ CONCEPCION RD	INVESTIGATED
9/17/2016 7:22	L1	16-261-0061	911CEL	I-280 @ EL MONTE RD	INVESTIGATED
9/17/2016 17:47	L4	16-261-0287	911CEL	ALTAMONT RD @ BLACK MOUNTAIN RD	INVESTIGATED
9/17/2016 17:18	L1	16-261-0278	911UNK	CANARIO WY @ VISCAINO RD	INVESTIGATED

**BRUSH FIRE**

9/13/2016 22:45	L2	16-257-0373	BRUSH	I-280 @ MAGDALENA RD	INVESTIGATED
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**FOUND PROPERTY**

9/16/2016 17:47	L4	16-260-0364	FNDPRP	EL MONTE RD @ MOODY RD	INVESTIGATED
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**FOLLOW-UP**

9/18/2016 17:15	L1	16-262-0257	FU	NORMANDY LN @ O KEEFE LN	COMPLETE
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**INFORMATION ONLY**

9/14/2016 20:03	L3	16-258-0414	BTINFO	PAGE MILL RD @ I-280	INFORMATION GIVEN
9/12/2016 7:10	L3	16-256-0064	INFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN
9/12/2016 13:59	L1	16-256-0255	INFO	PAGE MILL RD @ DEER CREEK RD	TRANSFER TO CHP
9/12/2016 20:39	L3	16-256-0425	INFO	I-280 @ PAGE MILL RD	TRANSFER TO CHP
9/13/2016 7:04	L2	16-257-0027	INFO	I-280 @ MAGDALENA RD	AID TO CHP
9/13/2016 12:40	L1	16-257-0151	INFO	W FREMONT RD @ FREMONT PINES LN	INFORMATION GIVEN
9/13/2016 22:44	L2	16-257-0372	INFO	I-280 @ MAGDALENA RD	INFORMATION GIVEN
9/14/2016 14:37	L3	16-258-0259	INFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN
9/14/2016 14:40	L3	16-258-0261	INFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN
9/14/2016 18:22	L4	16-258-0375	INFO	OLD SNAKEY RD @ MOODY RD	INFORMATION GIVEN
9/15/2016 14:01	L1	16-259-0232	INFO	LA CRESTA DR @ LA CRESTA CT	INFORMATION GIVEN

9/15/2016 15:49	L3	16-259-0301	INFO	I-280 @ PAGE MILL RD	TRANSFER TO CHP
9/16/2016 12:03	L4	16-260-0185	INFO	CENTRAL DR @ PAGE MILL RD	INFORMATION GIVEN
9/17/2016 17:22	L1	16-261-0279	INFO	SAMUEL LN @ PURISSIMA RD	INFORMATION GIVEN

**SUSPICIOUS  
CIRCUMSTANCES**

9/14/2016 20:24	L5	16-258-0421	SUSCIR	HILLPARK LN @ RAVENSBURY AV	INVESTIGATED
9/15/2016 14:35	L1	16-259-0246	SUSCIR	ORCHARD HILL LN @ ROBLEDA RD	INVESTIGATED
9/18/2016 15:00	L1	16-262-0208	SUSCIR	W SUNSET DR @ BURKE RD	INVESTIGATED

**WELFARE CHECK**

9/14/2016 20:47	L1	16-258-0426	WELCK	DE BELL RD @ MANUELLA RD	COMPLETE
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# Public Safety in Los Altos Hills

LOS ALTOS HILLS



CALIFORNIA



**Captain R. Urena**  
**Lieutenant R. Durr**  
**Deputy C. Biscardi**

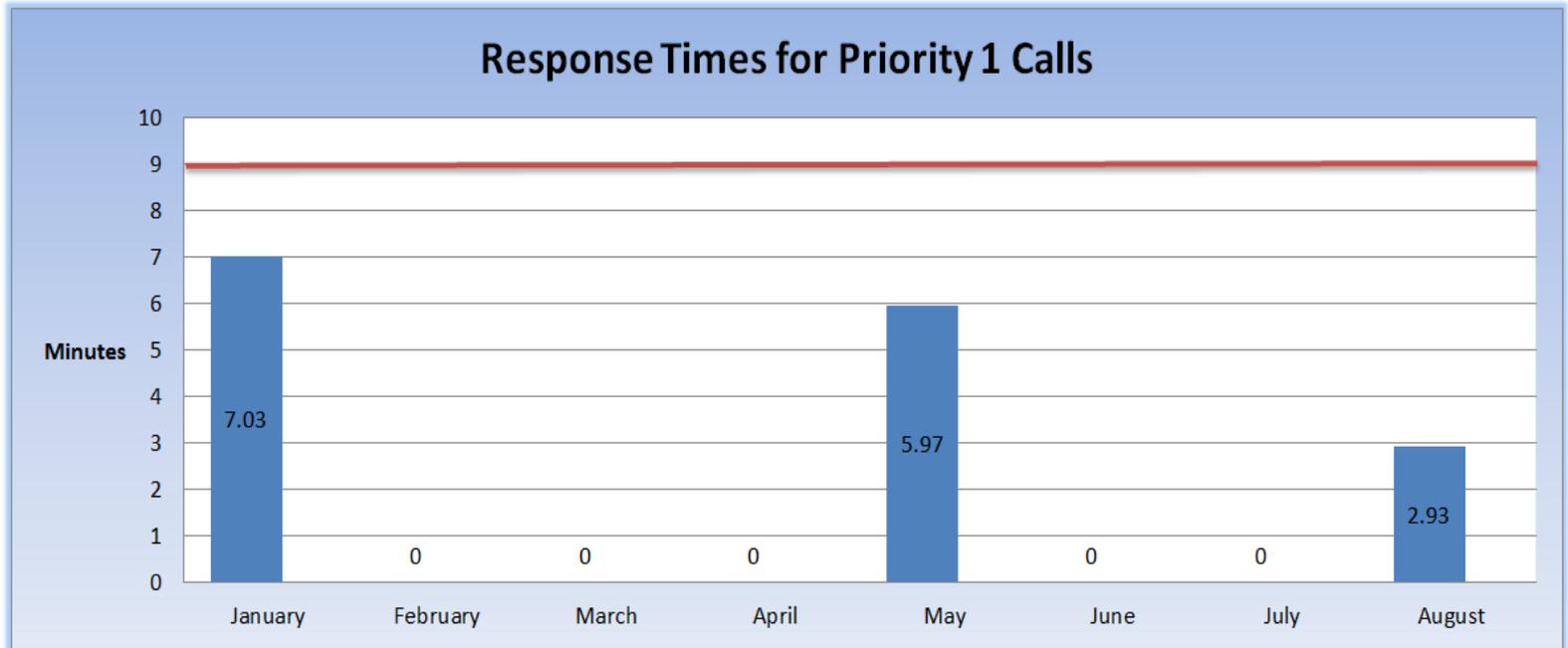
# Public Safety in Los Altos Hills

## Agenda

- **Staffing/Organization of Town Services**
- **Traffic Safety**
- **Property Crime Mitigation**
  - **Suspicious Activity**
  - **Vacation Notification(s)**
- **Forming a Neighborhood Watch**



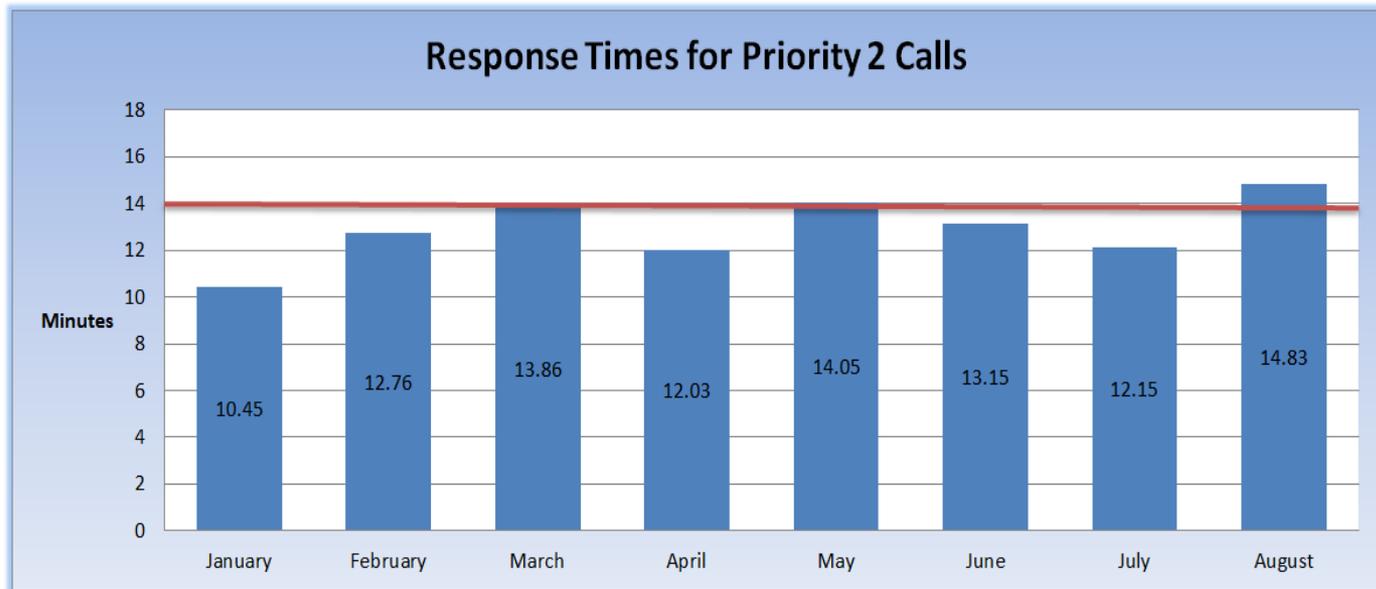
# Priority Calls and Response Times



Target Time of 9 Minutes = 

Priority 1: Calls are life endangering situations or major felonies that require immediate response by the Office of the Sheriff to preserve life or apprehend the responsible and/or that, due to its nature, requires the widest possible search for recommended units or requires all channel dispatchers be made aware of the incident.

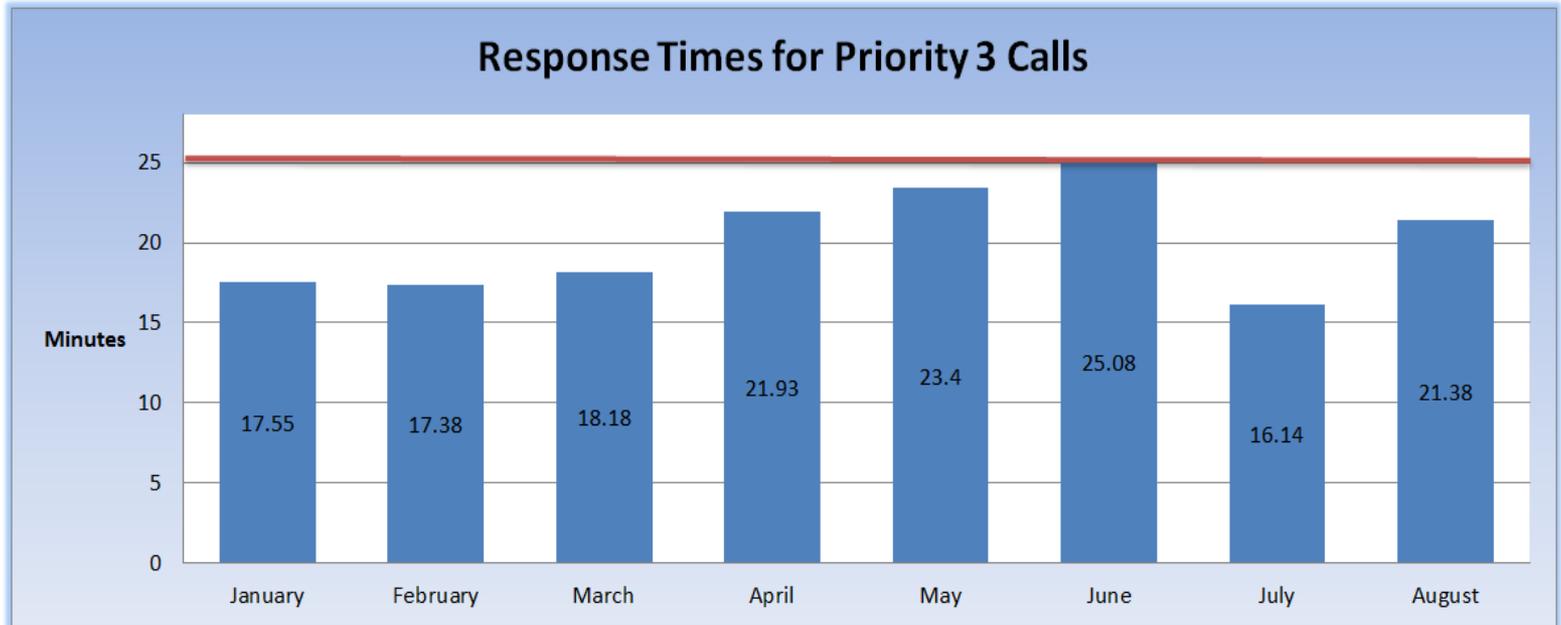
# Priority Calls and Response Times



Target Time of 14 Minutes = 

Priority 2: Calls are any crime against persons that do not require a Priority 1 response and is either occurring or has occurred within the last 15 minutes or less or any property crime that occurred within the last 10 minutes or less, or any non-crime situation where delayed response leads to a potential danger/hazard to the public.

# Priority Calls and Response Times



Target Time of 25 Minutes = 

Priority 3: Calls are any call which exceeds the time limits of a priority 2 (more than 15 minutes for crimes against persons or more than 10 minutes for crimes against property) or other situations which requires the response of a Deputy Sheriff in a timely manner.

# **Staffing/Organization of Town Services**

**82 Total Deputies assigned to West Valley Patrol**  
**Calls for service dictate how many deputies**  
**respond to scene:**

**Priority 1: 2 Deputies/Often 3**

**Priority 2: 2 Deputies**

**Priority 3: 1 Deputy often 2 Deputies**

# Staffing/Organization of Town Services

- Patrol Deputies Responsibilities
  - Respond to calls for Service
  - Resolve Conflict(s)
  - Maintain Order
  - Traffic Related Enforcement
  - Prevent/Deter Crime
    - Residential Security Survey
    - Vacation/Patrol Checks
    - Enforcement stops

# Staffing/Organization of Town Services

## Resources Available

- SWAT Team (SERT)
- Detectives
  - Homicide/SAIU/Domestic Violence
  - Missing Persons/Juvenile
  - CSI Unit & STAR Teams
  - Task Forces: SAFE, REACT, Narcotics, MET, Human Trafficking
- Search & Rescue
- Dive Team
- Bomb Squad
- Crisis Negotiation Team
- Crowd Control
- K9 Unit
- Marine (Boats)
- Air Support (Helicopter)
- Motorcycle
  - SORE Units
  - Traffic Units
- School Resource Officers
- STARS Team
  - Sheriff's Traffic Accident Reconstruction Specialists



# Staffing/Organization of Town Services

- Traffic Deputy Responsibilities
  - Monitor Flow of Traffic
  - Provide Education to Community
  - Respond to calls for Service
  - Resolve Conflict
  - Maintain Order
  - Investigate Collisions
  - Issue warning and citations
  - Traffic Control when necessary (Schools/Events)

# Traffic Safety

- Reduce fatal traffic collisions
- Provide law enforcement and other necessary services following motor vehicle crashes in Los Altos Hills.
- Provide statute enforcement directed specifically at violations in the following categories:
  - Aggressive driving
  - Impaired driving
  - Speeding
  - Red light running
  - Seatbelt and child safety seat usage
  - Bicycle safety, specifically stop sign violations and excessive speed on steep inclines such as the following roads, among others.
- Bicycle safety, specifically stop sign violations and excessive speed on steep inclines such as the following roads, among others.
  - Moody Road
  - Fremont Road
  - Page Mill Road
  - Arastradero Road
  - Magdalena Avenue
  - El Monte Avenue
  - Summerhill Avenue
- Provide presentations to Los Altos Hills schools regarding bicycle and pedestrian safety.



# Traffic Safety Continued

- Goal of Traffic Enforcement Stops is to minimize collisions and protect drivers/pedestrians/bicyclist.

	Traffic Enforcement Data	
	Total Collisions	Total Citations
2014	38	766
2015	37	767
2016	21	656

# Residential Burglaries 2016

- January: 3
- February: 1
- March: 2
- April: 0
- May: 2
- June: 1
- July: 3
- August: 5 (no items taken in 3)

Frequent items stolen/attempt include jewelry, computer equipment, safes.



## Method of Burglars:

- Usually more than one person
- Using a vehicle to pick location
- Vehicle is potentially a rental
- Suspect knocks on door in an attempt to determine if someone is home; uses side gates to enter backyard area
- Access to residence made through an unlocked door or use a hard object to smash a rear door.
- Target master bedroom/den
- Seeing an increase in suspects attempting to take safes.

# Mitigation of Property Crimes in Your Neighborhood

- Keep your doors locked at ALL times
- Secure and lock windows when not in use and anytime you leave your residence
- Make sure your home is well lit!
- Exterior and Motion Activated Lighting
  - Front Door
  - Side Yard
  - Back Yard
  - \*\*Electric and Solar Options
- Install timers on interior lighting
  - Set them for random times both day and night
- **Residential Alarms: Turn them ON!!**
  - Ensure your Alarm is updated and test regularly
  - Update Contact Info with your Alarm Company
  - Install signs and place window stickers



# Mitigation of Property Crimes in Your Neighborhood

## WHAT IS SUSPICIOUS ACTIVITY?

- Suspicious Activity/People/Cars:
  - Driving slowly in your neighborhood
  - Parked and Occupied
  - Passenger or Driver's head on a swivel
  - Foot traffic in neighborhood
  - 2 or 3 Persons walking together unknown to residents
  - On foot carrying a bag/backpack and not a student:



**CALL 911 TO REPORT SUSPICIOUS ACTIVITY**

# Mitigation of Property Crimes in your Neighborhood



SANTA CLARA COUNTY  
**SHERIFF**



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Career Opportunities

Inmate Finder

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Jail Reforms

Home

## Patrol Check Request

Published on: 7/9/2014 9:09 AM

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If you live in the Cities of Cupertino, Saratoga, Los Altos Hills or in the unincorporated areas of Santa Clara County and you are going to be away from your residence/business, you can request a deputy to check on your property while you are away. Just fill out the form below and we will notify the deputies in your area to check your property. While every effort is made to fulfill every patrol check request, higher priority calls will take priority.

### Requestor Information

Name:\*

Street Address:\*

City:\*

Cross Street:\*

Phone Number:\*

(e.g., xxx-xxx-xxxx)

Email Address:\*

(e.g., username@domain.com)

Enter date & time (am/pm) of your departure:\*

Enter the date & time (am/pm) of your return:\*

### Emergency Contact Information

Name:\*

Relationship:\*

Phone:\*

(e.g., xxx-xxx-xxxx)

Email:

(e.g., username@domain.com)

### Property Information

## QUICK LINKS

[Inmate Finder](#)

[Schedule an Inmate Visit](#)

[Prison Rape Elimination Act \(PREA\) Information](#)

[Victim Notification Registration](#)

[Alviso Boat Tour](#)

[Daily Inmate Population Reports](#)

[Newsroom](#)

[SBISS Current Policy](#)

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[CrimeReports.com](#)

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# Mitigation of Property Crimes in your Neighborhood



**SANTA CLARA COUNTY SHERIFF'S OFFICE**

**Residential Security Survey**

West Valley Patrol Division

1601 S. De Anza Blvd STE 148

Cupertino, Ca. 95014

(408) 868-6600

[www.sccsheriff.org](http://www.sccsheriff.org)

YES	NO	CHILD SAFETY AT HOME
		Will you be home or will there be other responsible adult supervision for your children?
		Do you have smoke detectors on all the floors in your home, and do they work?
		If guns are on the premises, are they stored & locked safely? And ammunition locked separately?
		Are prescription drugs, alcohol, and other medicines or vitamins locked up?
		Are all cleaning supplies, chemicals, matches, and flammable liquids properly stored?
		Do you have a fire escape plan and have you practiced with family members?
		Will someone monitor the children's use of the Internet/and or telephone?
		Are 9-1-1 and other emergency numbers posted by the phone?
		Have you trained your children how to handle someone at the door?
		Have you trained your kids to lock doors and windows?
		Do you show by example what you want your kids to do? (Actions speak louder than words)
		Do your children know what to do in an emergency?

# Neighborhood Watch Program

- A community working together & looking out for each other
- A supplement to police presence
- A community that is aware, observes and reports suspicious activity
  - Requires **no physical involvement** by you.
  - Observe and report only.
- The Neighborhood Watch program is created, run, and maintained by you and your neighbors
- Contact the Sheriff's Office to validate your NW Group ([SO\\_SRO@sheriff.sccgov.org](mailto:SO_SRO@sheriff.sccgov.org) or 408 868-6600)

# Neighborhood Watch Goals

- Reduce the likelihood of property crimes
- Bring citizens & law enforcement into a cooperative partnership
- Promote a spirit of community within a neighborhood
- The key to success in any Neighborhood Watch Program are the Participants' willingness to **Look Out for Each Other** and the ability of each individual Participant to see what is suspicious, then **Immediately reporting it.**



# QUESTIONS?

Captain Rich Urena (408) 868-6610

Lieutenant Bob Durr (408) 868-6611

West Valley Patrol Division (408) 868-6600

Victoria Dye Equestrian, LLC  
Profit & Loss - Current Month and YTD  
August 2016

	Boarding		School		TOTAL	
	Aug 16	Jan - Aug 16	Aug 16	Jan - Aug 16	Aug 16	Jan - Aug 16
Ordinary Income/Expense						
Income						
Camps - Town Sold			18,238.13	40,599.58	18,238.13	40,599.58
Clinics				4,000.00		4,000.00
Reimbursements						
Bedding Reimbursement	45.00	287.50			45.00	287.50
Feed Reimbursements	1,927.50	10,586.50			1,927.50	10,586.50
Reimbursed Expenses			800.00	8,427.13	800.00	8,427.13
Show Reimbursement			325.00	6,706.00	325.00	6,706.00
Town Water Reimbursements		1,801.48				1,801.48
Reimbursements - Other	(300.00)	(300.00)			(300.00)	(300.00)
Total Reimbursements	1,672.50	12,375.48	1,125.00	15,133.13	2,797.50	27,508.61
Services						
Boarding	30,243.00	219,246.25			30,243.00	219,246.25
Lessons			33,469.58	147,728.28	33,469.58	147,728.28
Total Services	30,243.00	219,246.25	33,469.58	147,728.28	63,712.58	366,974.53
Subsidy	3,000.00	24,000.00			3,000.00	24,000.00
Total Income	34,915.50	255,621.73	52,832.71	207,460.99	87,748.21	463,082.72
Gross Profit	34,915.50	255,621.73	52,832.71	207,460.99	87,748.21	463,082.72
Expense						
Advertising and Promotion			107.58	2,246.75	107.58	2,246.75
Automobile Expense						
Fuel				42.11		42.11
Insurance	240.08	1,847.87			240.08	1,847.87
Total Automobile Expense	240.08	1,847.87		42.11	240.08	1,889.98
Bank Service Charges		1,018.95	125.00	125.00	125.00	1,143.95
Bedding	5,009.38	14,883.03	45.00	287.50	5,054.38	15,170.53
Boarding Expense		140.47		6,795.00		6,935.47
Camp Expenses			(270.00)	2,660.31	(270.00)	2,660.31
Commissions						
Town of Los Altos			6,491.47	27,784.23	6,491.47	27,784.23
Total Commissions			6,491.47	27,784.23	6,491.47	27,784.23
Dues and Subscriptions		20.00				20.00
Feed, Grain and Hay	751.71	51,471.85	2,276.39	12,732.74	3,028.10	64,204.59
Insurance						
Equine Insurance		2,361.00	65.00	4,147.00	65.00	6,508.00
Umbrella Policy		1,648.00				1,648.00
Total Insurance		4,009.00	65.00	4,147.00	65.00	8,156.00
Licenses and Fees		85.50		85.50		171.00
Merchant deposit fees	17.45	142.10			17.45	142.10
Office Supplies	6.51	118.79		48.36	6.51	167.15
Offsite School Horse Boarding			350.00	5,150.00	350.00	5,150.00
Outside Services	1,640.00	9,025.00	1,900.68	5,914.66	3,540.68	14,939.66
Payroll Expenses						
Health Insurance	413.60	3,401.10			413.60	3,401.10
Officer Salary	4,250.00	34,000.00			4,250.00	34,000.00
Processing Fee	5.26	49.88	5.24	42.87	10.50	92.75
Taxes	1,056.47	9,227.76	300.51	2,312.25	1,356.98	11,540.01
Wages	8,828.25	68,668.75	2,329.00	21,279.00	11,157.25	89,947.75
Work Comp		26,298.83		11,270.87		37,569.70
Payroll Expenses - Other	10.00	10.00			10.00	10.00
Total Payroll Expenses	14,563.58	141,656.32	2,634.75	34,904.99	17,198.33	176,561.31
Pest Control	157.50	1,417.50			157.50	1,417.50
Postage and Delivery		204.00		51.00		255.00
Professional Development				312.00		312.00
Professional Fees						
Accounting	1,200.00	10,210.00		610.00	1,200.00	10,820.00
Total Professional Fees	1,200.00	10,210.00		610.00	1,200.00	10,820.00
Repairs						
Equipment Repairs		174.67		609.87		784.54
Facility Repairs		4,831.61				4,831.61
Total Repairs		5,006.28		609.87		5,616.15
School IEA				200.00		200.00
Shoeing			965.00	10,975.00	965.00	10,975.00
Show			(495.00)	476.39	(495.00)	476.39
Supplies	204.19	2,144.86	1,449.35	12,100.43	1,653.54	14,245.29
Taxes						
State		2,450.00		2,450.00		4,900.00
Total Taxes		2,450.00		2,450.00		4,900.00
Telephone & Communications	436.45	2,437.29	276.71	1,161.51	713.16	3,598.80
Tractor Expense						
Fuel		1,016.96				1,016.96
Rental	50.00	400.00			50.00	400.00
Repairs & Maintenance		211.00				211.00
Total Tractor Expense	50.00	1,627.96			50.00	1,627.96
Trailing			600.00	1,275.00	600.00	1,275.00
Travel & Ent						
Meals	23.57	241.70	249.43	911.99	273.00	1,153.69
Travel				175.38		175.38
Total Travel & Ent	23.57	241.70	249.43	1,087.37	273.00	1,329.07
Utilities						
Gas and Electric and Propane	9.86	381.74			9.86	381.74
Water	1,469.52	4,289.02			1,469.52	4,289.02
Total Utilities	1,479.38	4,670.76			1,479.38	4,670.76
Vet & Medical Expense			2,677.98	13,807.58	2,677.98	13,807.58
Total Expense	25,779.80	254,829.23	19,449.34	148,040.30	45,229.14	402,869.53
Net Ordinary Income	9,135.70	792.50	33,383.37	59,420.69	42,519.07	60,213.19
Net Income	9,135.70	792.50	33,383.37	59,420.69	42,519.07	60,213.19

# Westwind Community Barn Monthly Report September 2016

## Horse Summary

Occupancy	Barn	Paddock	Pasture	Total Boarding	Total inc 4-H and School horses
January	16	3/4 in shared	15	38	38+7+15= 60
February	19	4/4 in shared	15	42	42+7+13=62
March	19	3/4 in shared	14	40	40 + 7 + 14 = 61
April	19	4/3 in shared	15	41	41+6+15=62
May	19	5/3 in shared	14	41	41+6+15=62
June	19 (15)	5/2 in shared	14	40 (36)	40 + 7 + 15 = 62
July	14	4/4 in shared	14	36	36 + 7 + 15 = 58
August	19	5/4 in shared	16	44	44 + 7 + 16 = 67
September	18	4/6 in shared	16	44	44+7+13=64
October					
November					
December					

**New/ lost Boarders**

**Lost/Leaving  
Stall**

**New  
Stall**

**Paddock**

**Pasture**  
Mike and Zeus

**Current Trainers**  
Heather Franco  
Sharon Wormhoudt

**Leaving Trainers –**

**Activities –this month**

**Issues-**

**Disputes-**

**Injuries-**

**Repairs made –**

**Capital Repairs –**

**VDE HORSES AND LOCATION (13)**

BYRNE PASTURE(7)

Sarge

Apples

Aj

Checkers

Caramia

Dublin

Luna

Paddock (3)

Magic

Jasper

Pari

VDE PENS (3)

Danny

Ole

Simon

4H Horses (7)

Steele

Sparky

Libby

Tango

Cinders

Reno

Trinity