



Town Manager's Report for November 30 - December 4, 2015

Items to report on this week include the following:

Planning/ Building/ Engineering Update:

The City **Engineer's Report** is attached. Items in **red text** mark status changes from the previous report. The Manager's Sanitary Sewer Report for September is also attached.

The following project was approved at the November 24 Site Development hearing:

- A landscape screening plan for a major addition and remodel at **14085 Seven Acres Lane**. Two neighbors were in attendance and were supportive of the landscape and fencing plan.

The following project was approved at the November 24 Fast Track hearing:

- A new residence at **14511 DeBell Road**. Three neighbors were in attendance and two neighbors provided input in advance of the hearing. The property owners will work with surrounding neighbors on landscape screening when the landscape plan is developed. There was also discussion about containing parking and minimizing construction impacts on the neighborhood.

The following project was approved at the December 1 Site Development hearing:

- A landscape screening plan for a new residence nearing completion at **12234 Tepa Way**. No neighbors were in attendance.

The Planning Commission took the following actions at its December 3 meeting:

- Forwarded a Mitigated Negative Declaration for the **Matadero Creek Restoration project** to the City Council with a recommendation for adoption.
- Continued a Conditional Development Permit for additions and a setback variance at **25541 Fremont Road** to January 7, 2015 with direction to the applicant to reduce or eliminate a proposed addition at the rear of the house.
- Approved a Site Development Permit for an estate home at **25857 Westwind Way**
- Forwarded Zoning Ordinance amendments related to **Conditional Development regulations and setback variances** to the City Council with a 4 -1 recommendation for approval. The Commission's recommendation includes adoption of a Floor Area Ratio (FAR) of 0.18.

Public Safety Update:

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

Administrative Services Update:

The Administrative Services Department dedicated the entire week working with the Town's auditor, VTD, to produce a **final draft** Comprehensive Annual Financial Report (**CAFR**) for Fiscal Year Ending June 30, 2015. The report will be presented to the Finance and Investment Committee on December 7 and then for City Council acceptance on December 17, 2015.

As of December 4, 2015, the City Attorney (Meyers Nave) billed the Town for legal services from July through October. Below is a breakdown of said services and corresponding cost.

Services	Total
Retainer plus incidentals	\$40,381.98
Billable services to permits	2,969.70
Special Legal Services	
Linebarger	46,763.48
Other	1,036.59
Total	\$91,151.75

Parks and Recreation Update:

The **Holiday Barn Lighting** will happen rain or shine Sunday, December 6th from 2:00-5:00pm at Westwind Community Barn, 27210 Altamont Road, Los Altos Hills, CA 94022. This event will feature new crafts, demonstration how to make honey sticks, petting zoo, Santa, cider, wine and new bows. Thank you Jaime for crafting the fancy red bow for the Barn (see attached photo).

The **Los Altos Hills Youth Commission** held their last meeting of the year and also created gingerbread houses. <https://www.facebook.com/LAHYC/posts/1135805396444774>

The **Los Altos Hills 60th Anniversary Gala** invitations were mailed Thursday, December 3rd. Registration and more information is available at <http://www.losaltoshills.ca.gov/60th-gala>. Currently there are 38 guests registered; this event will be limited to 250.

In preparation for the Town's new **website**, staff attended a kick-off meeting with CivicPlus. Each department also met with the project consultant individually.

Feel free to call or send me an e-mail if you have comments or questions.

Thanks.

Carl

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
1	I-280/Page Mill Interchange	<p>(2-13-15) County staff provided update at the February City Council meeting date. County staff to return in March to present proposed final concept plan. (2-27-15) Staff working with County staff on March presentation to City Council. (3-5-15) County presentation may be postponed to the April Council meeting. (3-20-15) County staff will present the updated plan of the Page Mill/I-280 interchange at the April Council meeting. County proposing traffic signal at Page Mill and Coyote Hill. (4-10-15) Town staff meeting with County staff to discuss upcoming Council presentation. (4-17-15) Town staff met with County staff and County requested to move their presentation to the June meeting as they need more time to address comments raised by the Town and members of the public. (5-8-15) County staff looking at the feasibility of switching the Caltrans maintenance yard with the Park n Ride facility. (6-5-15) Staff reviewing administrative draft from county. (6-12-15) County submitted Page Mill Road Expressway Corridor Study report. Staff reviewing. County to provide presentation at the June 18th Council meeting. (6-19-15) County staff presented the Page Mill Road Expressway Corridor Study report to council. Council requested County to discuss Park n Ride lot issues with Caltrans and Stanford, move forward with the process of widening Page Mill to six lanes and move forward with the interim measures to improve bicycle safety with new pavement markings. Comments from the public are due to the County by August 7, 2015. (8-28-15) The Expressway Plan will be discussed at the 8-31-15 County Policy Advisory Board. (9-11-15) Project is on the preliminary list for Envision Silicon Valley. (9-25-15) Project was missed on the draft Envision Silicon Valley (ESV) project list. Staff confirmed that it is now on the revised list from VTA. (10-16-15) Caltrans and County discussing interim measures to improve ped and bike travel through the interchange. Staff requested copy of plans, when available, for review and comment. (10-23-15) A Town resident notified the Town to see if something can be done with the use of the shoulder as a travel lane at the I-280 southbound Page Mill off-ramp. Resident feels that it is unsafe. Staff forwarded the concern to Caltrans and they indicated that they will review. (10-30-15) Staff, County and Caltrans to meet mid November to discuss current status of short and long term plans. (11-12-15) Staff to meet with County and Caltrans on November 16 to discuss status of the Page Mill interchange plans and the bicycle accident. (11-20-15) Staff met with County, Caltrans, VTA, and Palo Alto to discuss implementing the interim plan that the County had prepared to improve bicycle travel through the interchange. Caltrans stated that they would need 2.5 to 3 years before anything can be implemented, which everyone agreed was too long, County indicated that they do not have any funds, VTA and Palo Alto indicated that they would check to see if there are funds that can be used. Town staff indicated that if other agencies are contributing to the cost of the project, we would recommend that LAH also provide some financial support. (11-25-15) Mayor sent letter to County Board of Supervisors requesting that they make it a high priority to implement improvements on Page Mill Road to facilitate safer bicycle travel through the interchange.</p>

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
2	El Monte Road Rehabilitation Project	(10-30-15) Reimbursement check received for about 80% of grant amount. Final reimbursement request documentation will need to be prepared after project closeout and final retention payment has been made. (11-5-15) Project to be presented to Council at the November meeting for acceptance and release of retention. (11-20-15) Council approved the acceptance of the project at the November meeting. Staff to record notice of completion. (11-25-15) Notice of completion recorded. (12-4-15) Retention payment to be made after completion of 30 day recording period. Final reimbursement paperwork to be processed after payment of retention.
3	Miranda Road Path	(5-1-15) Design in progress. Staff had arborist look at an oak tree and based on poor form and location under power lines, design will proposed to remove the tree for the new path. (5-15-15) Pathway design in progress, draft pathway plans scheduled to be submitted to the Town week of 5-18-15 for review. (5-22-15) Draft plans have been received and sent to the neighborhood representative and pathway committee chair for comments. (5-29-15) Staff met with neighborhood representative to discuss comments on draft plans. Pathway committee to provide any comments they may have. (6-5-15) Staff to finalize review and provided comments to designer week of 6-8-15. (6-12-15) Pathway committee did not provide any comments on the preliminary design. Staff and neighborhood representative comments provided to designers. (6-19-15) Designers working on addressing comments provided by the Town. (7-10-15) Designers resubmitted revised plans. Staff sent to neighborhood representative and Pathway committee chair for comment. (7-17-15) Comments received from neighborhood representative, but still waiting for comments from pathway committee. Staff to provide comments to designer week of 7-20-15. (7-23-15) No comments provided by pathway committee. Staff comments provided to designers. Final documents to be submitted first week of August. (8-14-15) Final plans received from designers, staff to send to pathway committee and neighbor representative. Staff received approval of TDA article 3 grant funds in the amount of about \$15,000 for this project. (8-21-15) Final plans sent to pathway committee and neighborhood representative. Pathway committee to review and discuss priority to make recommendation to council. (8-28-15) Pathway committee recommends moving forward with the Miranda Path. Item to be presented to Council for approval. (9-4-15) Staff notified neighbor representative of status. Item to be discussed at the September Council meeting. (9-11-15) Staff will be requesting authorization to solicit construction bids for the project at the September 17 Council meeting. (9-18-15) Council approved the project to be advertised for bids. (10-9-15) Project scheduled to be advertised on 10-14-15. Bid opening scheduled for November 18, 2015. (10-25-15) project has been advertised. (11-20-15) Bids were opened on November 18, 2015. Apparent low bid amount is \$155,633.50. (12-4-15) Project will be presented to Council at their December meeting for authorization to award project.
4	O'Keefe Lane and Vista Serena Drainage (Creek Clearing)	(5-17-13) Project awaiting funds. (11-21-14) Creek Clearing will required permits from Department of Fish and Game, Regional Water Quality Control Board, Army Corp. of Engineers, and perhaps other agencies. Staff continues to monitor and perform temporary mitigation. (9-25-15) Staff will inspect and prepare for upcoming rains.

Last Updated on 12/4/2015

Tasks	Project Name	Latest Status
5	Townwide Pathway and Roadway safety inspection program	<p>(10-4-13) For the month of September 2013, staff performed corrective action on 20 potential liability issues identified by routine inspections. (11-15-13) For the month of October 2013, staff performed corrective action on 40 potential liability issues identified by routine inspections.(1-3-14) For the month of December 2013, staff performed corrective action on 18 potential liability issues identified by routine inspections. (2-28-14) For the month of January 2014, staff performed corrective action on 13 potential liability issues identified by routine inspections. (3-7-14) For the month of February 2014, staff performed corrective action on 5 potential liability issues identified by routine inspections. (6-6-14) For the months of April and May 2014 staff performed corrective action on 27 potential liability issues identified by routine inspections. (8-29-14) For the month of June staff performed corrective action on 11 potential liability issues identified by routine inspections. (9-19-14) For the month of July and August staff performed corrective action on 44 potential liability issues identified by routine inspections. (10-24-14) For the month of September staff performed corrective action on 8 potential liability issues identified by routine inspections. (1-9-15) For the months of October to December staff performed corrective action on 8 potential liability issues identified by routine inspections.(2-13-15) For the month of January staff performed corrective action on 9 potential liability issues identified by routine inspections. (7-17-15) Staff training intern to perform inspections. (7-23-15) Intern doing inspections and working with field crew to address. (7-31-15) Town staff looking for dead pine trees and sending notices out as appropriate. (8-21-15) Tree notices being sent to property owners. (9-4-15) Staff completed sending dead tree notices identified by arborist. Staff also met with Fire district regarding the dead trees. (9-18-15) Town staff working with the Fire District and the district's consultant has just about completed a large project of removing several large hazardous trees near Purissima Park. Work involved large cranes, traffic control, closing parking lots, coordinating with park users, and working with property owner. (9-25-15) For the months of February to September staff performed corrective action on 43 potential liability issues identified by routine inspections.</p>
6	Robleda Road Pathway (Fremont to Beatrice) (Project #4)	<p>(8-10-12) Permits have been received from various regulatory agencies. Waiting for funding. (11-21-14) Estimated project cost is over \$600,000. Staff had previously provided some additional signage and shifted the roadway slightly to increase the pathway width. Staff continues to look for possible grant funds. (1-23-15) Staff provided information to Pathway Committee chair. (3-5-17) Committee chair requested hard copies of the drawings for their use to discuss possible grant funding. Staff provided drawings.</p>

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
7	Sewer Operations	<p>(6-12-15) Amendment to West Bay's agreement to increase scope of work and provide a three year extension to be presented to Council at their June meeting. (6-19-15) Council approved a three years extension to West Bay's contract. (7-10-15) Amendment to extend West Bay's contract has been sent for West Bay's review. The April 2015 summary of O&M activities is attached. (7-17-15) West Bay has approved the three year contract extension. Signatures being obtained. The May 2015 summary of O&M activities is attached. (8-14-15) Staff received and is reviewing the June invoice for O&M. West Bay's May report for LAH to their board is attached. (8-21-15) The June 2015 summary of O&M activities is attached. West Bay discovered a major offset at a drop manhole during routine maintenance. Staff performing emergency repair work. (8-28-15) Staff setting up meeting with West Bay to discuss planning of upcoming activities. West Bay's July report to their board for LAH activities is attached. (9-4-15) Meeting with West Bay scheduled for mid September. The July 2015 summary of O&M activities is attached. (9-18-15) West Bay's August report to their board for LAH activities is attached. The sewer system assessment and status update report is attached. Council authorized the City Manager to execute an agreement with V.W. Housen and Associates to provide staff augmentation services to the Town. (9-25-15) Staff working with Town's sewer contractor and consultant to prepare presentation for Council. (10-2-15) Presentations will be provided to Council at their October meeting. (10-9-15) Staff working with West Bay and V.W. Housen on Council presentation. (10-16-15) The August status update of sewer activities is attached. (10-30-15) Response to comments from interested resident is attached. (11-5-15) West Bay's September report to their board for LAH activities is attached. (11-13-15) The August 2015 summary of O&M activities is attached. (12-4-15) The September status update of sewer activities is attached.</p>
8	Wet weather flow monitoring	<p>(12-19-14) Due to the amount of wet weather we had recently, there is an opportunity to obtain good wet season sewer flow data. Staff will propose to obtain approval for the City Manger to authorize flow meter installation prior to a storm event. (1-9-15) Staff will be requesting Council approval at the January meeting. (1-16-15) Council authorized City Manager to execute necessary agreements for flow meter installation.</p>

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
9	Erosion on Page Mill Road near Baleri Ranch Rd	<p>(10-17-14) Consultants are working on preliminary environmental work and expect to be completed by the end of October. After that, consultants will start taking a look at the initial project description and preliminary engineering studies. (11-14-14) Consultants completed the preliminary environmental work and is working on the preliminary design. Should have preliminary design completed by early December. (12-12-14) Consultants are a little behind schedule. Will try to catch up in the next few weeks. (12-19-14) Consultant provided preliminary design proposal and project description. Staff reviewing. (1-9-15) Staff provided comments and will set up conference call to discuss. (1-16-15) Staff discussed comments with consultant. Consultant will do some analysis and get back to staff. (2-6-15) Consultant submitted modified preliminary design for staff to review. (2-13-15) Staff provided comments to consultant. (2-27-15) Consultant prepared a Biological Assessment and the Wetlands Delineation Report. They are working on documents for permit applications to outside agencies. (3-5-15) Planning reviewing format for environmental document. (3-20-15) Format for environmental document is acceptable. Consultant will begin working on the CEQA documents. (3-27-15) Hydraulic analysis, Biological Assessment and the Wetlands Delineation Report have been completed. Consultants working on documents for permit application to regulatory agencies. (4-3-15) Consultant submitted project description for environmental document. Staff to review. (4-24-15) Consultant prepared permit applications for submittal. Staff reviewing permit applications for outside regulatory agencies. (5-1-15) Staff provided comments on applications. Consultant finalizing application for Town signature. (5-8-15) Applications to regulatory agencies have been submitted for review. (5-22-15) Comments from Regional Water Quality Control Board received. Consultants working on addressing comments and continuing to work on CEQA documents. (5-29-15) Still waiting for comments from other agencies. (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.</p>

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
10	Inspection for dead pine trees	(7-31-15) Consulting Town arborist performing Townwide inspection for dead/dying pine trees. (8-14-15) Staff and consulting arborist performed Townwide survey for dead trees. Staff sent out approximately 100 notices to property owners requesting that they remove dead trees on or abutting their property. (8-21-15) Consulting arborist verifying several locations at the request of the Town. Staff working with property owners on the removal schedule. (8-28-15) Staff met with fire district and they are working with property owners to schedule removal of many of the dead trees identified on the Town's list. Fire district is prioritizing trees for scheduling. (10-23-15) Fire district's contractor is continuing to assist property owners with the removal of dead pine trees.
11	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.
12	Annual Tree Inspection	(12-5-14) Staff met with fire district regarding dead pine trees and other at risk trees. Fire district requested Town staff to send letters out to property owners. Staff working on sending out additional letters. (12-12-14) Letters for dead pine trees have been sent with copies to the Fire District. (12-19-14) Tree removal letters have been received. Per discussion with residents, Fire district is providing assistance with the removals, however the district's contractor needs additional time to do the work. (1-9-15) Staff continuing to work with Fire District to verify which trees they can provide assistance. (4-24-15) Staff working on agreement with arborist for the 2015 Townwide tree survey. (5-1-15) Agreement sent to consultant for signature. (5-15-15) Agreement has been executed. Staff to authorized consultant to begin. (5-22-15) Consultant scheduling work. (6-19-15) Work in progress. Draft report should be received in July. (7-31-15) Staff checking on the status of the report. (8-21-15) Report received. Staff reviewing and preparing additional letters to be sent to property owners. (8-28-15) Staff reviewing report. Fire district requesting a meeting prior to the Town sending out additional letters on the list. (9-4-15) Staff has a modified list. Staff to set up meeting with fire district. (9-11-15) Staff meeting with fire district 9-11-15 to discuss Townwide tree survey. (9-18-15) Staff met with Fire district and will be preparing a modified list for the fire district to review. (9-25-15) Staff sent Fire District a revised list for their review. (10-2-15) Fire district to notify Town which trees they can assist with. (10-9-15) Staff sending out additional letters to property owners for tree maintenance. (10-16-15) Additional letters have been sent to property owners.

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
13	El Monte/I-280 interchange	<p>Traffic Safety Committee had some concerns about the stop sign and alignment of the northbound El Monte/I-280 off-ramp. Staff contact CalTrans to discuss. The Stop sign was requested by the Town in 2003, however, there is still a high number of accidents. Town staff worked with CalTrans to improve the safety concern. CalTrans requested funds under their SHOPP program and \$1.2 million was approved to realign the off-ramp so that it comes in more perpendicular to El Monte. TSC supports the proposed realignment. (3-1-13) Tentative schedule is to do the design in 2015 and construct in 2016/2017. (8-22-14) Project study report has been provided by CalTrans. Staff reviewing. (8-29-14) Staff to provide update at an upcoming City Council meeting. (9-19-14) Staff to provided an update to council. Any proposed construction would not likely begin until 2017. (9-26-14) Staff provided update to Traffic Safety Committee. (10-17-14) Staff provided an update to City Council at the 10-16-2014 meeting. (3-27-15) Caltrans has this project scheduled for construction in 2017. Staff trying to get more details from Caltrans. (4-3-15) Caltrans working on paperwork to begin design work. Per Caltrans, construction is still scheduled for 2017. (11-25-15) Per Caltrans, they expect to have project plans sometime around September 2016.</p>
14		

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
15	Anacapa/La Cresta Utility Undergrounding	<p>(1-16-15) Council approved agreement. Staff to execute agreement with consultant. (1-23-15) Agreement has been executed. Consultant working on a schedule. (1-28-15) Staff to set up kick off meeting with consultant and neighborhood representative. (2-6-15) Meeting with consultant and neighbors scheduled for 2/9/15. Consultants walked some areas with neighborhood representatives and are now working on developing the district boundary. (3-5-15) Neighborhood group provided update to the entire neighborhood. Staff provided electronic files to consultant for their use. (3-27-15) Consultants preparing drawing showing preliminary trench layout and the proposed substructures to replace the overhead facilities. (4-10-15) Consultant submitted preliminary estimate and trench layout plans. Staff sent to neighborhood representative for review. (4-17-15) Staff to meet with neighborhood representative on 4-24-15 to discuss information received from consultants. (4-24-15) Staff met with neighborhood representative and they requested staff to clarify information from the consultants and also reach out to the previous contractor that did the Purissima undergrounding project to obtain trenching cost. (5-15-15) Per request from neighborhood representative, staff provided rough cost information from previous contractor. Staff trying to get PG&E to review and provide comments on the preliminary trench layout. (5-22-15) Staff in contact with PG&E to schedule a meeting. (6-5-15) Meeting with PG&E and design consultant scheduled for 6/22. (7-10-15) PG&E agreed to provide some input and review comments at the 6/22 meeting. PG&E will begin tapping into the \$5,000 rule 20a allocation that the council approved about a year ago. (7-17-15) Designers working with PG&E staff to clarify comments. (7-23-15) PG&E providing feedback to designers. (7-31-15) Designers scheduled to provide revised map and estimates in the first week of August. (8-14-15) Updated map and estimate has been submitted and provided to neighborhood representative. Staff to set up meeting to discuss. (8-21-15) Meeting scheduled for August 25th. (8-28-15) Consultant and neighbor representatives discussed engineering and assessment district formation. Staff working on getting register voter and election information. (9-18-15) Consultant met with neighborhood representative to look at a particular site. Staff provided information regarding how to obtain registered voter information to the neighborhood representative. (9-25-15) Neighborhood representative will discuss going to the County to get registered voter information. (10-16-15) Staff to meet with neighborhood representative week of 10-19-15. (10-23-15) Meeting to be rescheduled due to schedule conflict. (10-30-15) Staff met with neighbor representatives and they will do a poll of the residents to see how many would like to move forward.(11-13-15) Staff received draft survey to residents. Staff checking with consultants on estimated amounts indicated in the survey. (12-4-15) Neighborhood representative sent out survey to rest of neighbors to determine feasibility of moving the project forward.</p>

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
16	2015 Road Rehabilitation Project	(7-10-15) Staff preparing contract documents for the 2015 Road Rehabilitation Project. (7-17-15) Project has been advertised. Bid opening scheduled for August 5, 2015. Staff plans to present bid results to Council at the August council meeting. (8-14-15) Award of project to be presented at the August council meeting. (8-21-15) Council approved the award of contract. Staff preparing award documents. (8-28-15) Award documents sent to contractor. Staff waiting for bonds and insurance paperwork. (9-4-15) Contractor working on schedule. (9-11-15) Construction work underway. (9-18-15) Contractor performing concrete work. (9-25-15) Paving work to begin week of 9/28. (10-2-15) Paving and micro-surfacing work in progress. (10-9-15) Staff working with contractor and inspectors to improve traffic control for micro-paving work. (10-16-15) Paving work substantially complete. Striping work in-progress. (10-23-15) Preliminary punchlist being prepared. (10-30-15) Project substantially complete. Contractor completing striping work and punchlist items. (11-5-15) Contractor working on punch list items. (12-4-15) All work completed. Staff to present project to Council at the December meeting for acceptance.
17	Hale Creek/Magdalena connector Path	(9-11-15) Design of path from Magdalena to the Bob Stutz path is underway. (9-18-15) Staff received plans from designers for review. Plans sent to the Pathway Committee for review and comment. (9-25-15) Awaiting comments from pathway committee. (10-2-15) Staff confirming if there are any comments from the Pathway Committee. (10-16-15) Staff working with design engineer to verify appropriate agency approval/documentation needed to complete pathway. (10-23-15) Staff working on sketch to obtain additional easement from Cal Water. (10-30-15) Staff to work with CalWater to obtain additional easement for pathway. (11-13-15) CalWater reviewing easement request.
18	Emergency communication antenna	(7-19-13) Staff met with Jim Abraham to discuss requirements for emergency antenna. Height needs to be 100 feet above ground. Staff to research antenna poles/towers and cost for installation. (8-9-13) Staff meet with antenna tower contractor to obtain budgetary cost information. (8-16-13) Rough cost estimate provided to Jim Abraham.
19	Long Range Trash Management Plan	(1-31-14) Staff prepared and submitted the Town's Long Term Trash Management Plan for submittal to the water board. (2-6-14) Plan has been submitted and is on the Boards website.

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
20	Open Space Stewardship	<p>(3-20-15) Agreement for year two with Acterra to be presented to council at the April meeting. (3-27-15) Staff working on agreement with Acterra for grant writing to SCVWD. (4-3-15) Agreements for year 2 stewardship and grant writing assistance have been sent to Acterra. (4-10-15) Agreement for grant writing in process of being executed. Staff to present second year stewardship agreement with Acterra at the April meeting for Council consideration. (4-17-15) Acterra waiting for SCVWD call for project to submit request for grants. (4-24-15) Council approved a contract with Acterra for a second year. Agreement being executed. (5-8-15) Staff working with Acterra on mowing schedule. (5-15-15) Mowing was performed at Byrne Preserve in coordination with Acterra and the Town's mowing contractor. (5-29-15) Staff to coordinate another round of mowing in June. (6-5-15) Mowing in Byrne Preserve and O'Keeffe scheduled for week of 6-15-15. (6-12-15) Area for mowing at Byrne Preserve has been marked. Town's mowing contractor will be mowing Byrne Preserve and O'Keeffe week of 6-15-15. (6-19-15) A section of Byrne Preserve and O'Keeffe was mowed for yellow star thistle. Town's mowing contractor to return in two weeks to mow again. (7-10-15) Staff working with Acterra to set up quarterly meeting in July. Mowing of Byrne Preserve and O'Keeffe scheduled for week of 7-13-15. (7-17-15) Acterra quarterly meeting scheduled for 7-20-15. (7-23-15) Quarterly meeting was held with Acterra and members of the Open Space Committee (OSC). Acterra submitted a draft grant proposal for comments. Staff forwarded to members of OSC for comment. Grant request due August 10, 2015. (7-31-15) Comments on grant application provided to Acterra. (8-14-15) Staff obtaining final version of grant application. Staff reviewing proposal for grazing consultant to assess Byrne Preserve. (8-21-15) Staff contacting references for proposed grazing consultant. (8-28-15) Agreement with grazing consultant executed. Consultant to schedule site visit. (9-11-15) Staff met with members of the OSC to discuss SOD in Byrne Preserve and that Committee members would like some more time to research latest recommendations for SOD treatment. Staff did some mowing in the Saddle Mountain area. (9-18-15) Acterra held a volunteer event on 9/14 to do weeding in Byrne Preserve. (9-25-15) Acterra will be hosting additional volunteer days at Byrne Preserve for 9/26 and 10/5. (10-2-15) Acterra's second quarter progress report is attached. (10-16-15) Staff scheduling meeting with Acterra to provide status update. (11-5-15) Acterra has done some restructuring, making the Stewardship Program a fiscally sponsored project of Acterra. Town contacts will remain the same.</p>
21	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.</p>
22	P-TAP Round 17 grant funds	<p>(10-9-15) Staff working on application for grant funds. (10-30-15) Staff completed and submitted grant request.</p>

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
23	P-TAP Round 15 grant funds	<p>(1-17-14) Staff applied for and received approval for \$18,600 in grant funds to update the Town's Pavement Management Program. (3-13-14) MTC to assign consultant to work on LAH project. (4-11-14) Staff meeting with consultant on 4-11-14 to begin project. (4-18-14) Staff reviewing work plan from consultant. (4-25-14) Work Plan budget approved. (5-2-14) Consultant working on project schedule. (5-16-14) Waiting for MTC approval of work plan. (5-23-14) MTC has approved the project. Consultant to provide schedule. (6-6-14) Consultant to begin field work week of June 16, 2014. (6-20-14) Work underway. (8-22-14) Staff reviewed draft report and provided comments to consultant. Consultant working on finalizing the report. (10-10-14) Draft final report has been submitted to staff for review. (10-24-14) Project has been completed. Staff to post new report on Town's website. (10-31-14) Report has been posted on Town's website. (11-14-14) Town's pavement management certification has been renewed with MTC. (6-5-15) Staff working with consultant to correct typo in the report. (6-12-15) Staff reviewing modifications from the consultants. (6-19-15) Staff provided comments to consultant. (7-23-15) Consultant working on final revised report. (9-18-15) Revised report received. Staff reviewing. (10-30-15) Staff working on posting the revised final report on the Town website. (11-13-15) Revised report posted on Town website.</p>
24	Town Cupola Restoration	<p>(2-13-15) Restoration work in progress. (2-27-15) Restoration work completed. Cupola to be bolted in place. Staff working with History committee member on a time capsule. (3-5-15) Staff met with contractor to discuss minor items to complete. (3-20-15) Project completed. History committee members working on a time capsule that would be placed inside the cupola. (5-22-15) Council approved the wording for a plaque at the May 21, 2015 Council meeting. (8-14-15) Plaque received. (8-21-15) Staff working on getting a stand to mount the plaque. (10-2-15) Staff has contractor on board. Plaque stand being made. (10-9-15) Stand being painted. (10-16-15) Plaque stand completed. Town staff preparing for installation. (10-23-15) Cupola plaque has been installed. (11-20-15) At the request of the history committee, staff verified that the proposed time capsule will fit inside the Cupola.</p>

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
25	I-280 Repaving	<p>(12-13-13) Staff contacting CalTrans again to see if they have an update on when I-280 within Los Altos Hills will be scheduled to be repaved. (12-20-13) E-mail received from Jeremy Dennis discussing the CalTrans process. By fall of 2014 Caltrans will decide which projects will be included in the 2016 SHOP program for bidding in 2018-19. Not sure if a section of I-280 within LAH will be selected. (7-18-14) Mayor will be sending a letter to CalTrans to request expediting the paving schedule for I-280 within Los Altos Hills. (9-19-14) Letter was sent to Caltrans. (10-17-14) Caltrans staff indicated that per the program schedule, the soonest the paving work would occur is in 2018/2019 and the latest it would occur is in 2019/2020. Staff still trying to contact the District Director. (11-21-14) Senator Jerry Hill's office is getting involved. (1-9-15) Caltrans district director to meet with Town Mayor and councilmember to discuss project. Assemblyman Rich Gordon's office is involved. (1-16-15) On-line petition being developed. (1-28-15) Caltrans working on project initiation document (PID) for pavement improvement and expects to submit in June as a candidate for funding in the 2016 SHOPP. (4-17-15) Caltrans has some questions regarding the noise measurements provided to them. Staff forwarded responses to Caltrans. (5-29-15) Supervisor Joe Simitian sent letter to Caltrans requesting that they program the I-280 repaving project in the next programming cycle. (7-31-15) Caltrans completed and approved a Project Initiation Document to resurface I-280 from Foothill Boulevard to 0.5 mile north of Sand Hill Road. Project to be submitted for the 2016 SHOPP program to compete for funds. (8-14-15) Per discussion with Caltrans staff, project is approved under the 2016 SHOPP program. Construction should occur around 2018. (11-20-15) Per Caltrans project development for this project is pending CTC approval of the SHOPP candidates in April 2016. If approved, target construction is Summer of 2019.</p>
26	El Monte Segment 4	<p>El Monte will remain on the list for future BEP funds. (9-14-12) Based on the revised OBAG grant program the scope of work will need to be increased to qualify for the discretionary program. (2-21-13) Staff submitted a new application for the BEP list as all project will be re-evaluated. (4-3-13) Project was approved to be on the new BEP list. (9-11-15) Project is on the preliminary list for Envision Silicon Valley. (9-25-15) Project was missed on the draft Envision Silicon Valley (ESV) project list. Staff confirmed that it is now on the revised list from VTA.</p>

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
27	Barron Creek Drainage Channel Maintenance (26170 W. Fremont Road)	<p>Town will need to do a project to restore the flow line of the channel. Funds will need to be allocated for design with construction funds to follow. (11-30-12) Staff met with SCVWD to discuss how the district may be able to help. Town and District staff to discuss further. (1-11-13) Staff meeting with SCVWD staff on 1-17-13 to discuss how the district may be able to help. (1-18-13) Staff met with SCVWD and there is no assistance they can provide for this project. (1-25-13) Project needs to be budgeted. (11-15-13) Staff will be working on flushing out the pipe segment upstream of the open channel. (11-22-13) Staff completed flushing of the upstream storm drain pipe. (5-9-14) Staff working on budget for this project. (6-12-14) Budget not approved. (11-21-14) Staff will consider in future budgets based on priority and staffing. (12/12/14) Staff inspected the channel during the rains on 12/11 and the channel has sufficient capacity to prevent overtopping. (3-27-15) Adjacent property owner may be interested in assisting with the project. (4-3-15) Staff in communication with adjacent property owner regarding scope of work for a possible joint project. (4-10-15) Adjacent property owner is interested in a joint project with the Town to improve the aesthetics of the channel work. Staff will proposed funding in the upcoming budget cycle. (4-17-15) Property owner contacting consultants to work on the project. Staff will propose budget in the upcoming budget cycle. (4-24-15) Property owner contacting potential consultants to work on the project. Staff had discussion with consultant to provide additional information. (5-1-15) Staff to discuss project with adjacent property owner's representative week of May 4th. (5-8-15) Staff requesting funds in the budget for this joint project with the adjacent property owner. (6-19-15) Consultant working on proposal for property owner. (7-10-15) Property owner provided proposal to Town for review. Staff reviewing. (7-17-15) Staff to discuss proposal with property owners representative. (7-23-15) Staff discussed agreement comments and consultant proposal with property owners representative. (7-31-15) Property owner working on drafting a formal agreement and a maintenance agreement. (8-28-15) Property owner's representative is preparing to engage an attorney to draft the necessary agreements for Town to review. (9-4-15) Property owner looking for attorney. (10-2-15) Property owner has attorney on board to work on agreement. (10-9-15) Staff met with property owner's representative and their attorney to discuss project. (10-30-15) Property owner's consultant provided draft report for staff to review. (11-5-15) Property owner's representative submitted a draft agreement for Town to review. Meeting with property owner scheduled for week of November 9. (11-13-15) Staff met with designers to discuss schedule. Town attorney reviewing proposed cost sharing and maintenance agreement. Staff reviewing consultants draft report. (11-20-15) Staff contacting applicants consultants to obtain electronic files for the hydraulic analysis so that a review can be performed. (11-25-15) Hydraulic model has been provided to the Town's consultant to review. (12-4-15) Staff and consultant reviewing concept plan and hydraulic analysis. Staff provided comments to Town Attorney's office on the draft cost sharing agreement. Attorney to incorporate Town comments.</p>

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
28	VTA TAC Meetings	<p>(9-27-13) Town will receive approximately \$47,000 in vehicle registration fee to be used for the Town's road rehabilitation projects. (10-11-13) Staff attended the 10-10-13 TAC meeting. No announcements of any grant opportunity. Committee will be working on selecting a new chair and vice chair.(5-9-14) Staff attended the 5-8-14 TAC meeting. Committee voted to recommend board approval for FY 2014-15 Countywide Transportation Development Act Article 3 program. (10-10-14) Selection of new chair and vice-chair is in process. No agency in Santa Clara County received the State ATP grant and only one in Santa Clara County got approval for the regional ATP grant. (1-16-15) MTC reported that the deadline for the housing element certification has been extended to 5/31/2015 and the deadline for circulation element adoption (to meet Complete Street Act of 2008) to 1/31/2016. VTA is also preparing to start the Light Rail Enhancement Program that will analyze a number of light rail projects that focus on increase the speed of the entire system. The rail lines to be studied are in downtown San Jose, connections to the future BART Milpitas Station, and Downtown Mountain View. Caltrans is preparing to launch a Caltrans Encroachment Permit Workshop to assist the local agencies to better understand the permitting process. The tentative date of this workshop is 3/19/2015. (2-6-15) Next VTA TAC meeting scheduled for 2-12-15. (4-17-15) Staff attended the April 9th TAC meeting. VTA staff reminded the committee that local Housing Element needed to be approved by May 31, 2015 to be eligible for grant funds. (8-28-15) Staff attended the 8-13-15 TAC meeting. Information was provided on the One Bay Area Cycle 2 program development. (9-11-15) Staff attended the 9-10-15 TAC meeting and the Envision Silicon Valley working group meeting. There were some projects within Town that were inadvertently left off the preliminary project list. Staff notified VTA staff and they will make corrections. (9-25-15) Staff received revised list from VTA and confirmed that Town projects are on the revised list. (10-9-15) Staff attended the TAC meeting and the Envision Silicon Valley (ESV) ad-hoc committee meeting on 10-8-15. OBAG round 2 is coming up and the program structure is being discussed. ESV distribution and formula is being discussed at the Ad-Hoc committee. (11-13-15) VTA TAC and other committees working on completing recommendations for Envision Silicon Valley ballot measure so that the Board can discuss at their April 2016 meeting.</p>

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
29	2015 Sewer rehabilitation project	<p>(3-20-15) Bids were received from 2 contractors. Award of contract to be presented at the March 30 Council meeting. (4-3-15) Council approved the award of construction contract at the March council meeting. Council requested staff to get input from Town's sewer consultant regarding the bids received and reasonableness of the Town moving forward with the award of the contract to the low bidder. Staff provided information to the Town's sewer consultant for review. (4-10-15) Staff to issue award letter to contractor. (4-17-15) Award letter has been issued. Staff waiting for bonds and insurance. (4-24-15) Staff scheduling preconstruction meeting for week of April 26, 2015. (5-1-15) Pre-construction meeting was held on 4-29-15. Contractor sending notices out to affected residents. (5-8-15) Project underway. Staff working with consultant to review and modify work as needed. (5-15-15) Contractor performing repair work. Staff and consultant are reviewing pre-construction video and adjusting scope of work as required. (5-29-15) Preliminary adjustments to work based on video and site specific location are one less point repair, two additional pipe bursting and one additional pipe reaming. Changes due to unforeseen conditions and additional information will further modify work activities. (6-19-15) Contractor not working in Town due to emergency project in another city. Construction activity will resume end of June. Project is approximately 70% complete. (7-10-15) Contractor continuing work in Town. Staff had contractor perform emergency repair on a collapsed pipe segment on Murietta Lane. (7-17-15) Staff to add two additional segments based on recent video information. (7-23-15) Contractor plans to complete the project in early to mid August. (7-31-15) Three locations remain to be completed. (8-14-15) Contractor completing miscellaneous work and testing activities. Staff to develop punchlist. (8-21-15) Work completed. Paperwork still in progress. (8-28-15) Staff still waiting for some post construction video. (10-16-15) Video of line segments submitted. Staff reviewing final videos from contractor for payment. (11-13-15) Staff working with contractor on a few testing issues.</p>
30		

Last Updated on 12/4/2015

Tasks	Project Name	Latest Status
31	Gardner Bullis Crosswalk study	<p>(7-25-14) Staff working with school parents and traffic consultant to study the existing crosswalk on Fremont Road near the school. (8-7-14) Crosswalk study to be presented at the August City Council meeting. (8-22-14) Council approved the relocation of the crosswalk and the installation of push button operated lighted signs. Staff to obtain quotes to perform the work. (9-11-14) Staff preparing agreement for crosswalk relocation, still waiting for flashing sign proposals. (9-19-14) Curb ramp installation underway. (9-26-14) Curb ramps installation completed. Need custom application for lighted signs to be visible from Fremont Pines Lane. Funding authorization to be requested at the October council meeting. (10-17-14) Council approved the funding to install the lighted crosswalk signs. (11-6-14) Agreement being executed with contractor. (12-19-14) Work is scheduled to be completed by the end of February. (2-13-15) Contractor waiting for material delivery. Foundation work has been completed. (2-27-15) The signs are in transit and expected to arrive mid next week. Staff is working with the contractor to see if they can intercept the delivery earlier in order to install ASAP. (3-5-15) Installation has been completed. Staff and contractor verifying delivered components. Some further adjustments may be needed. (3-20-15) Staff reviewing options to slow students on bicycles down prior to entering the crosswalk. (3-27-15) Signs are operational after replacement of controller. (4-10-15) Staff working on sketch for reconfiguration of the pathway to slow bikes down prior to entering the crosswalk. Staff ordered "Walk Your Bike" signs for the crosswalk. (4-24-15) "Walk Your Bike" signs have arrived, staff to schedule installation. (5-1-15) "Walk Your Bike" signs have been installed. (5-8-15) Staff sent recommendation for a revised school sidewalk layout to school district for consideration. (5-15-15) Staff working on crosswalk sign adjustment for increased visibility. (5-22-15) Staff coordinating further sign adjustment with contractor. (9-4-15) Staff checked operation of signs on 9/1 and 9/2, all working properly. (9-11-15) Over the last five years the Town has implemented approximately \$1.28 million worth of improvements to facilitate safer pedestrian and bicycle access to the school. List of improvements attached. (9-25-15) Staff working on agreement for Traffic consultant to review and study the area of the crosswalk. (10-2-15) Consultant working on study. (10-16-15) Item discussed at 10-14-15 City Council meeting. Draft consultant report scheduled to be submitted by end of October. (10-30-15) Staff reviewing draft report from consultant. (11-5-15) Traffic consultant's technical memo to be presented to Council at the November meeting. (11-20-15) At the November Council meeting, Council directed staff to provide notices for the removal of the crosswalk. Staff working on posting and sending notices out on November 23, 2015. (11-25-15) Crosswalk removal notices have been posted and sent. Public hearing scheduled for December 16, 2015.</p>
32	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.</p>

Last Updated on 12/4/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
33	Byrne Preserve SOD spraying	(10-30-15) Contractor scheduled to spray Byrne Preserve oak trees for SOD on November 12 and 13. (11-5-15) Staff to post notices of spraying. (11-13-15) SOD spraying work in progress. (11-20-15) SOD spraying work completed.
34	West Sunset Sewer Main Extension	(11-5-15) The proposed project includes about 230 feet of 8" pipe and three manholes with depths ranging from 4 feet to 6 feet. Construction to begin soon. (11-13-15) Construction in progress. (12-4-15) Construction substantially complete.

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

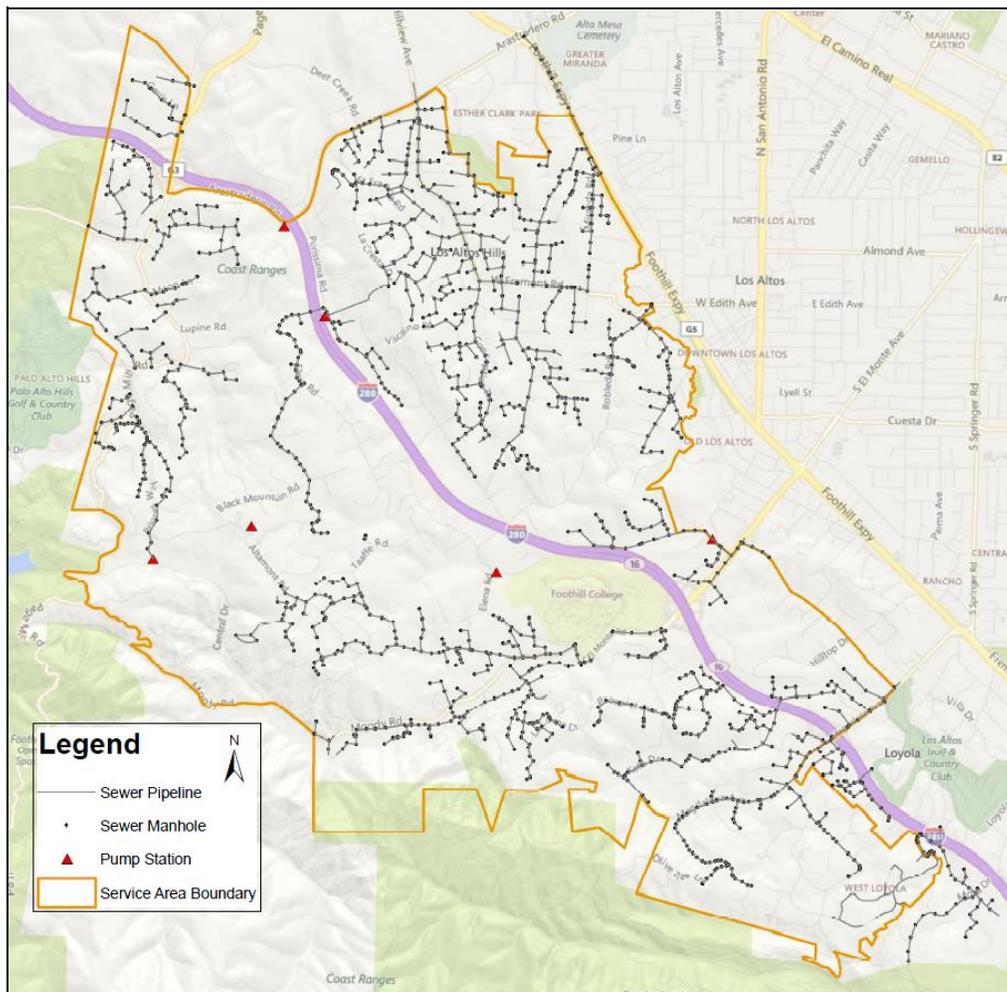
**Reporting Month: September 2015
Report Date: November 19, 2015**

I. INTRODUCTION

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

- Area served: 8.4 sq miles
- Miles of sewer pipelines: 56
- Number of residential parcels: 1,750
- Number of non-residential connections: 8

Figure 1. Town of Los Altos Hills Sewer System



II. PUBLIC WORKS DIRECTOR/CITY ENGINEER HIGHLIGHTS

a. SEWER SYSTEM MAINTENANCE HIGHLIGHTS

During the month of September 2015, the Town’s sewer maintenance contractor, West Bay Sanitary District (West Bay), completed all contract tasks on schedule. This month a meeting was held between the Town, West Bay, and V.W. Housen & Associates to discuss Sewer Maintenance Activities from the previous contract year and the new approach for the current contract year that started August 1, 2015. No significant issues were noted during cleaning, CCTV inspection, or pump station inspections. However, a category 3 SSO event (i.e., less than 1,000 gallons that does not reach a surface water or storm drain) occurred at one of the manholes caused by debris.

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

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

Task	Month of September 2015	Contract Year to Date	Compare to One Year Goal
Sewer Cleaning <ul style="list-style-type: none"> • Biennial (24-month) and Annual (12-month) Schedule • High Frequency (<12-month) • Other, Unscheduled Cleaning 	<ul style="list-style-type: none"> • 1.7 miles • 0 miles • 0 miles 	<ul style="list-style-type: none"> • 3.6 miles • 0 miles • 0 miles 	14.1% of Goal (16.7% of Time Elapsed)
Pump Station <ul style="list-style-type: none"> • Preventive Maintenance • Unscheduled repairs 	<ul style="list-style-type: none"> • 4X • 0 	<ul style="list-style-type: none"> • 8X • 0 	16.7% of Goal
CCTV Inspection <ul style="list-style-type: none"> • Routine Schedule (30mos) • Other Unscheduled CCTV 	<ul style="list-style-type: none"> • 0 miles • 1.9 miles 	<ul style="list-style-type: none"> • 1.1 mile • 2.7 miles 	21.2% of Goal
SSO Response <ul style="list-style-type: none"> • No. of SSOs – Sewer Mains 	<ul style="list-style-type: none"> • 1 	<ul style="list-style-type: none"> • 1 	N/A

Sewer cleaning mileages shown were derived from Lucity CMMS database by VWHA, and may be different than footages that are reported in the West Bay monthly reports. These footages do not reflect additional cleaning passes performed by West Bay for individual pipe segments.

Figure 2a shows previous contract year (PREV) cleaning results and current contract year (CURR) cleaning progress for the Town's pipes. Since August 1, 2014, 39.2 percent of the pipes within the Town's collection system have been cleaned. Cleaning results from the previous contract year are shown in this chart. The two primary maintenance issues found in the pipes within the system from the previous year were debris and roots. Debris found in pipes comprised of gravel, rock, paper, rags, egg shells, ground, grit, mud, and other solids. During the previous year, 18.55 percent of the cleaned pipes had debris, 8.5 percent had roots, and 5.85 percent had clear results.

Figure 2a. Cleaning Progress as of September 30, 2015

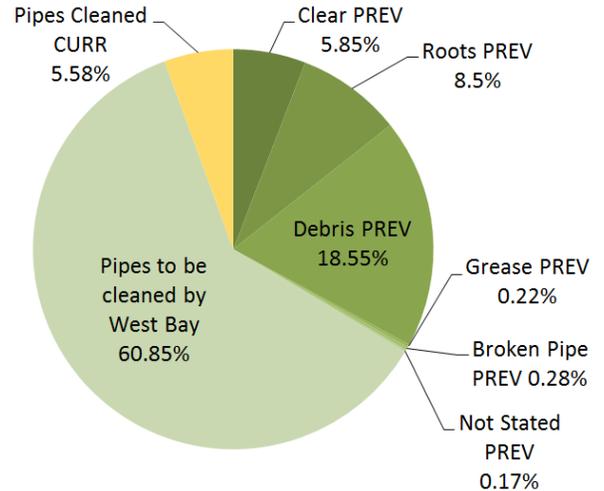


Figure 2b shows cleaning results for the Town's pipes for the current contract year only. Figure 2b expands the wedge shown in yellow in Figure 2a. In September 2015, 32.7 percent of the cleaned pipes had debris, 12.9 percent had roots, 5.9 percent had grease, and 9.9 percent had clear results. There was no mention of broken pipe debris found during the September cleaning period.

Figure 2b. Cleaning Results for the Current Year to Date. (Chart represents 5.58% of system).

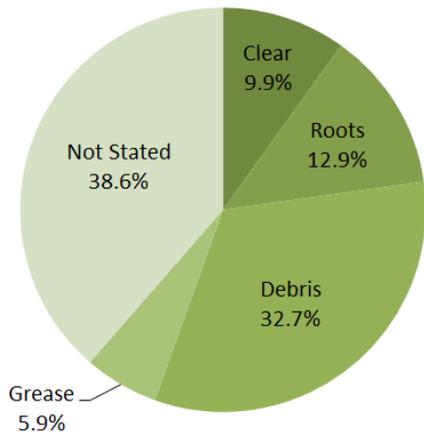
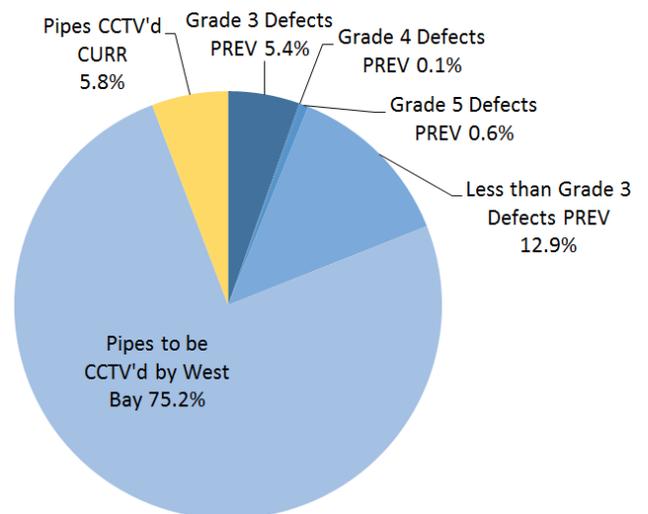


Figure 3a. CCTV Inspection Results as of September 30, 2015 (Structural Defects)



Figures 3a and 3b show CCTV inspection results for structural and O&M defects, respectively. As of September 2015, 24.8 percent of the system has been inspected. Of the 24.8 percent, 5.8 percent was inspected during the current year. During the previous year, 18.3 percent of the pipes that were inspected had National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP) Structural Grade 3 defects or less. NASSCO PACP characterizes

Structural Grade 3 defects as requiring action in 10 or more years. The remaining 0.7 percent of pipes inspected in the prior year had structural Grade 4 or 5 defects, which are characterized by NASSCO as being likely to require action within 5 to 10 years.

Less than three percent of the inspected pipes have NASSCO PACP Operations and Maintenance (O&M) Grade 4 or 5 defects. These pipes have been or will be placed on the hot spot list until the O&M issues are resolved. The remaining 17 percent of inspected pipes have O&M defects of 3 or below. The remaining 75.2 percent of pipes in the system require inspection by West Bay.

Figures 4a and 4b show structural and O&M defects found during August 2015 inspections. These charts reflect results for 5.8 percent of the system. During this period, 38.5 percent of inspected pipes had no structural defects, 52.1 percent had Grade 3 defects or less, and 9.4 percent had Grade 4 or 5 defects.

Less than 5 percent of the pipes that were inspected in this new contract year have NASSCO PACP O&M Grade 4 and 5 defects. In addition, 59.7 percent have been recorded to have less than Grade 3 defects.

Figure 3b. CCTV Inspection Progress as of August 31, 2015 (O&M)

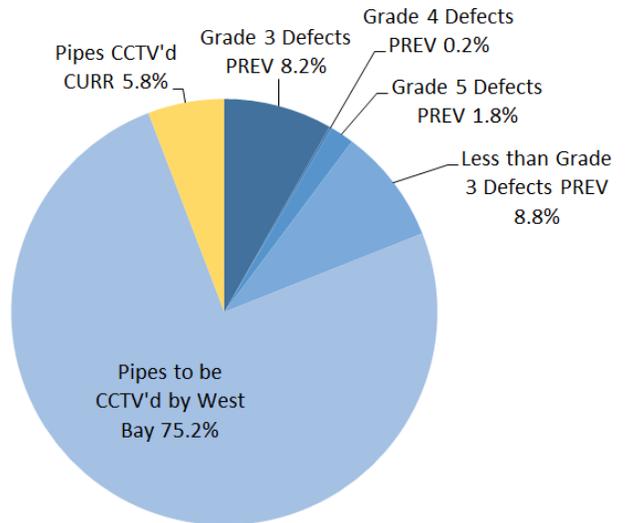


Figure 4a. CCTV Inspection Results CURR August 2015 – July 2016 (Structural). (Chart represents 5.8% of system).

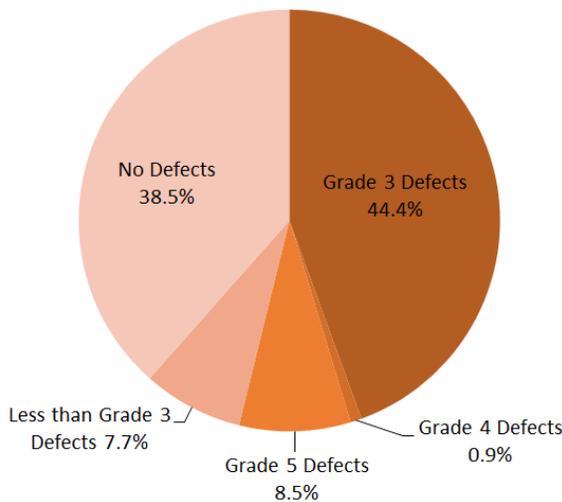


Figure 4b. CCTV Inspection Results CURR August 2015 – July 2016 (O&M). (Chart represents 5.8% of system).

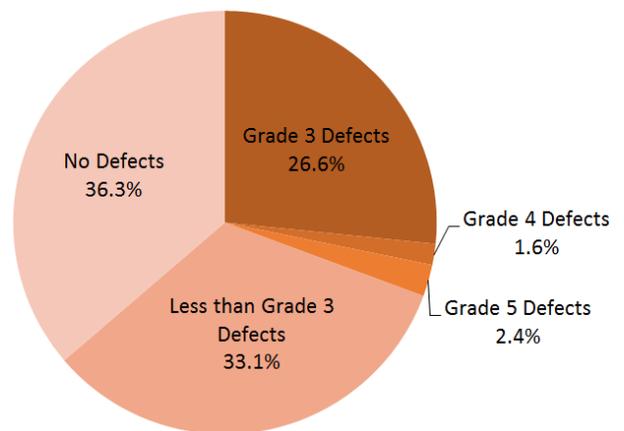


Table 2 on the following page shows SSOs to date by cause. Over the past 5 years, the predominant cause of SSOs has been roots. However, as indicated by the reduced number of SSOs in 2015, the use of chemical root control, combined with improved sewer maintenance methods in place by West Bay, have reduced root-related issues within the Town’s sewer system. During this reporting month, a Category 3 SSO event occurred in the Town’s system that appeared in one of the manholes located in Rhus Ridge Road south of Moody Road. The overflow was reported to be caused by debris present in the manhole.

Table 2. 2015 SSOs to September 30, by Cause

Cause of SSOs	2015	2014	2013	2012	2011
Root Intrusion	2	16	9	10	18
Debris	1	1	2	0	1
Grease	0	0	0	0	0
Structural	0	1	0	1	1
Pump Station Failure	0	0	0	1	0
Other	1	0	1	2	1
Total SSOs/yr	4	18	12	14	21

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

b. Summary of Meetings Held during Reporting Month

During the reporting month, a meeting was held between the Town, West Bay, and V.W. Housen & Associates to discuss Sewer Maintenance Activities from the previous contract year and the new approach for the current contract year that started August 1, 2015.

Key Meeting Summary Points

West Bay Maintenance Activities

- Current plan for new contract year is to clean and CCTV 10,000 LF of pipe per month + scope includes 3500 lf of additional clean.
- In prior year, West Bay prioritized video inspection in lines with problems and those with incomplete videos. Most of these lines are located in Branch 1&2 of the system.
- Now West Bay is working more systematically. Maintenance operations are completed one branch at a time. Maintenance crews start with cleaning followed by CCTV.
- West Bay has identified 68 pipe patches and 17 open trench repairs.

- Current equipment utilized by West Bay are a CCTV truck, vacuum truck, small truck w/ jetter
- West Bay mentioned the status of cleaning for the following branches in the system summarized in the table below:

Branch	Progress Status	Contract Year
1	100% complete	14-15
2	80% complete	14-15 & 15-16
3	Clean/CCTV after branch 2 and 5	16-17
4	Clean/CCTV after branch 2 and 5	16-17
5	In progress	15-16
6	Future plans pending	TBD
7	Future plans pending	TBD

GIS and Manhole Data Collection

- West Bay has not incorporated changes but will begin this month. For efficiency purposes, updates will occur on a monthly or quarterly basis, depending on the number of changes that are required after this initial update.
- VWHA will provide map and list of manholes to West Bay needed for data collection. The information gathered will be used for the hydraulic model.

c. Computerized Maintenance Management System (CMMS) Updates

During the reporting month, aside from routine input of cleaning and CCTV inspection progress to date, there were no further changes made to the CMMS.

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

During the reporting month, West Bay made no changes to the Town’s sewer GIS maps. West Bay collected GIS map changes during work completed in the first year of the contract, and will incorporate these changes into the current maps by December 2015.

VWHA had compiled manholes that will be important for development of the hydraulic model. A map and a list of manholes will be provided to West Bay needed for data collection by mid November 2015.

e. Maintenance Planning

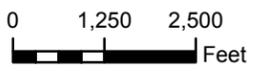
During the reporting month, no issues were identified to warrant changes to the Town’s cleaning or CCTV inspection program. West Bay will continue to clean basins that have the highest risk for maintenance-related SSOs, including Branch 5 and the remainder of Branch 2, as defined by the Town’s GIS maps. VWHA is currently reviewing other branches in the system as part of maintenance planning, and will provide recommendations to the Town and West Bay by October 31, 2015.

f. Other

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

Staff Support Activities	Progress	Comments
2015 Sewer Capital Improvements <ul style="list-style-type: none"> • Percent Completion • Line replacement • Spot repairs 	<ul style="list-style-type: none"> • 100% • 2,735 LF • 192 LF 	<ul style="list-style-type: none"> • The 2015 Sewer Capital Improvement Project is complete.
SSMP 3 rd Party Review	<ul style="list-style-type: none"> • Town has entered into a contract with Humphrey Consulting for 3rd party review of the Town’s SSMP. • Audit began on July 2015 	<ul style="list-style-type: none"> • Expected completion date is December 2015
2016 Sewer CIP	<ul style="list-style-type: none"> • VWHA is collecting data through July 31, 2015 for development of program 	<ul style="list-style-type: none"> • The program will be developed using data collected through July 31, 2015 • A draft pipeline and pump station CIP will be provided to Town staff for discussion by December 2015.
Cleaning program	<ul style="list-style-type: none"> • VWHA is reviewing current cleaning program to prioritize basins to receive cleaning in the latter part of 2016. 	<ul style="list-style-type: none"> • Recommendations will be developed in collaboration with West Bay and included in the 2015-16 West Bay sewer maintenance program. • Preliminary results will be presented to Town staff for discussion by October 31, 2015.
2015-16 Hot Spot program	<ul style="list-style-type: none"> • VWHA is reviewing the current hot-spot cleaning program. Due to the small 	<ul style="list-style-type: none"> • Recommendations for the ongoing program will be developed in conjunction with cleaning program review.

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

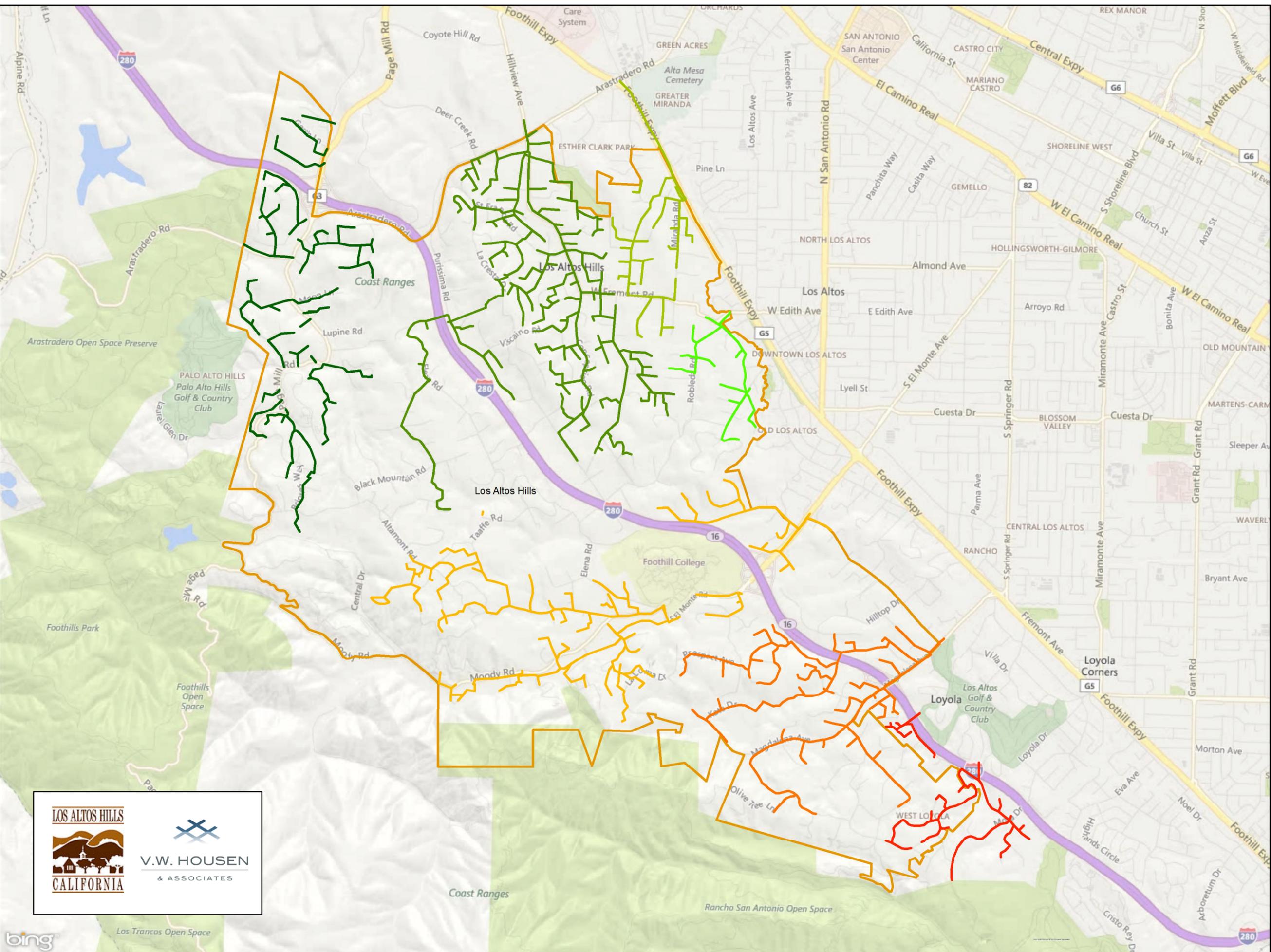


Legend

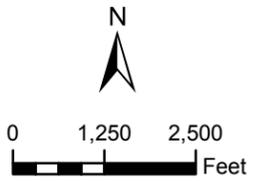
- Branch 1
- Branch 2
- Branch 3
- Branch 4
- Branch 5
- Branch 6
- Branch 7
- LAH Boundary

LOS ALTOS HILLS
CALIFORNIA

V.W. HOUSEN
& ASSOCIATES

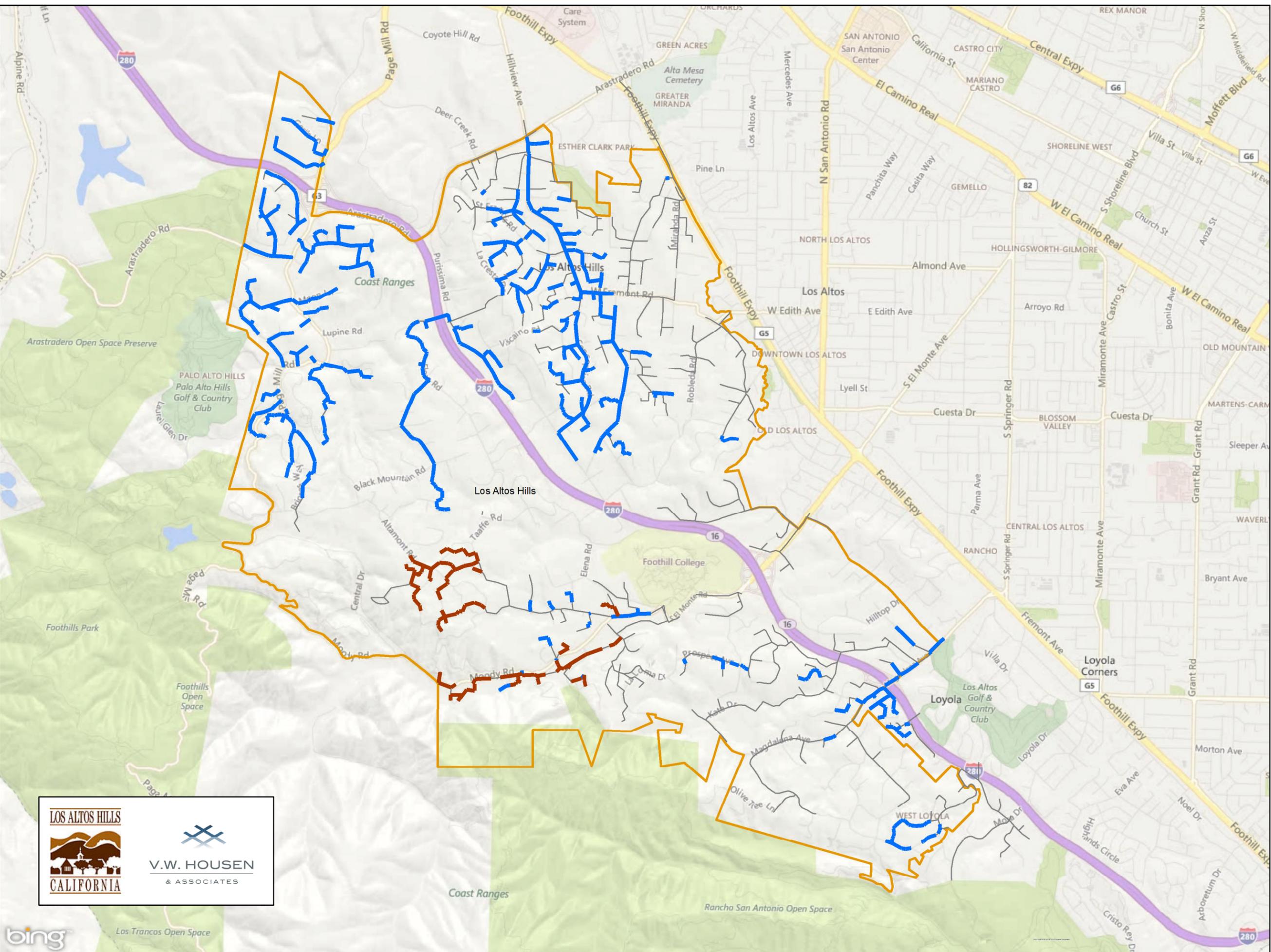


Town of Los Altos Hills
 Sanitary Sewer Collection System Map
 Pipes Cleaned from Aug 2014 - Sep 2015

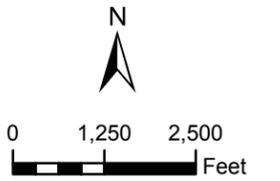


Legend

- Qtr 1 (Aug 15 - Jul 16)
- Prev Yr (Aug 14 - Jul 15)
- Town of Los Altos Hills
- LAH Boundary

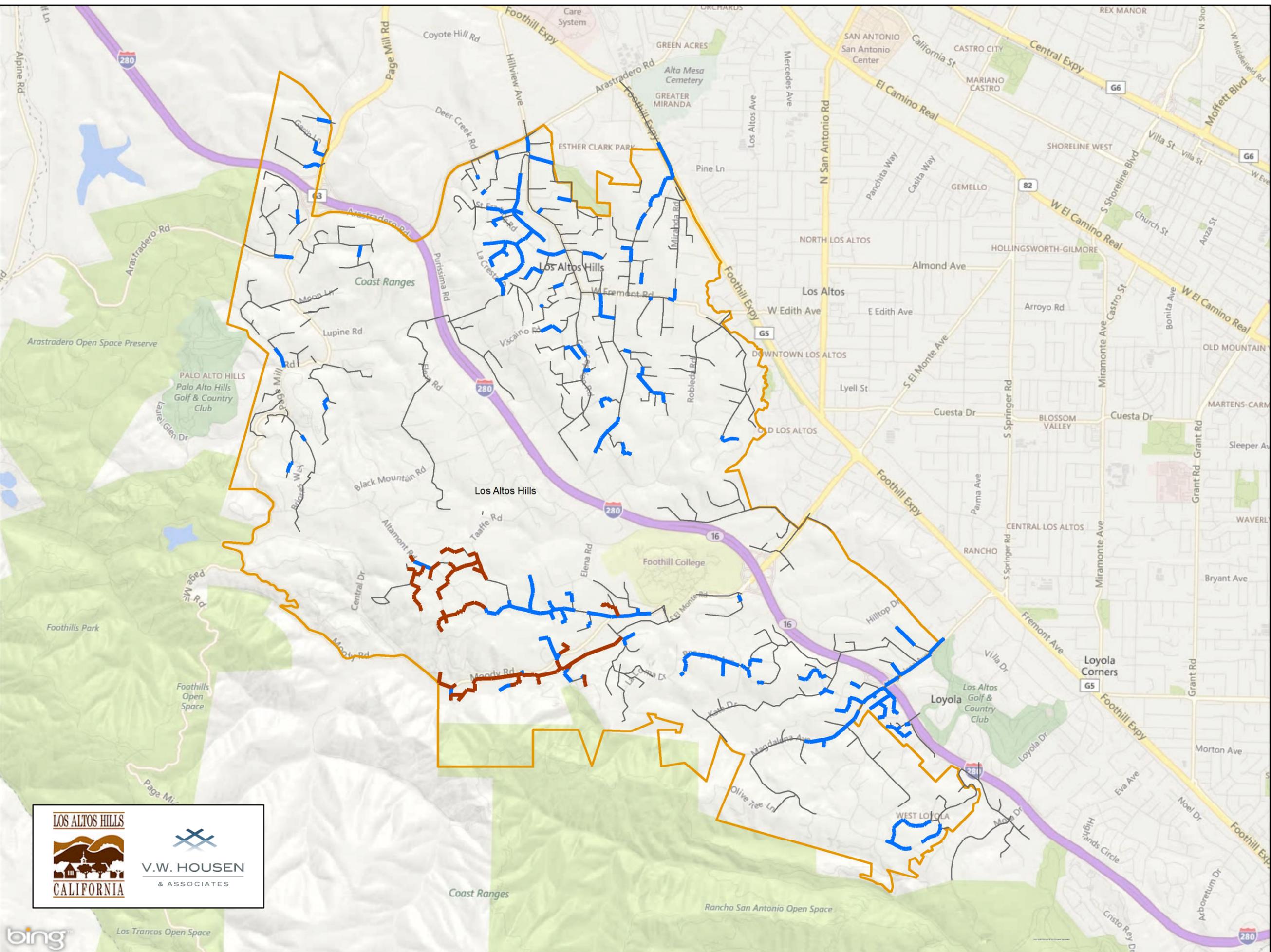



Town of Los Altos Hills
 Sanitary Sewer Collection System Map
 Pipes CCTV'd from Aug 2014 - Sep 2015



Legend

- Qtr 1 (Aug 15 - Jul 16)
- Prev Yr (Aug 14 - Jul 15)
- Town of Los Altos Hills
- LAH Boundary










Santa Clara County Office of the Sheriff
Weekly Activity Summary
11/23/2015 – 11/29/2015
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
11/23	L5	Vehicle Burglary	Between 7/1 and 7/2, unknown suspect(s) broke through the front driver's side window of a vehicle parked in the 23000 block of Ravensbury Avenue and took a bicycle and a laptop for a total loss of about \$2,250.
11/23	L5	Residential Burglary	Between 8:30 AM and 12:00 PM, unknown suspect(s) entered a residence in the 11000 block of Arroyo Oaks Drive by breaking a second floor window and took jewelry for a total loss of about \$7,200.
11/24	L1	Non-Injury Collision	Occurred at 4:15 PM at Orchard Hill Lane and Robleda Road.
11/25	L3	Stolen Vehicle	Between 11:30 AM and 2:30 PM, unknown suspect(s) stole a vehicle parked at the Caltrans Park and Ride lot on Page Mill Road. The vehicle had an unknown value.
11/26	L1	Residential Burglary	Between 5:00 PM and 10:00 PM, unknown suspect(s) entered the garage of a residence in the 12000 block of La Cresta Court by cutting a hole in the plastic covering and took a laptop for a total loss of about \$1,700.
11/28	L1	Grand Theft	Between 4:00 AM and 9:30 AM, unknown suspect(s) entered an unlocked vehicle parked in the 25000 block of Estacada Drive and took a laptop, textbooks and medical supplies for a total loss of about \$2,050.
11/29	L3	Burglary	Between 10:30 AM on 11/28 and 7:00 AM on 11/29, unknown suspect(s) entered a storage container in the driveway of a residence in the 27000 block of Dezahara Way by destroying the lock and took power tools for a total loss of about \$250.

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
DISTURBANCES					
11/27/2015 12:35	L1	15-331-0149	459	GARDNER BULLIS SCHOOL/W FREMONT RD	INVESTIGATED
11/28/2015 0:14	L4	15-332-0010	459	LA LOMA DR @ SUMMIT WOOD RD	INVESTIGATED
PHONE THE OFFICE					
11/23/2015 13:04	L1	15-327-0219	1021	71L1	COMPLETE
11/23/2015 15:57	L4	15-327-0297	1021	LA LOMA DR @ SUMMIT WOOD RD	COMPLETE
11/25/2015 20:16	L1	15-329-0381	1021	81L1	COMPLETE
ALARM CALLS					
11/23/2015 10:14	L5	15-327-0122	1033A > AC	WINTON WY @ CAMINO HERMOSO	ALARM CARD
11/24/2015 12:26	L4	15-328-0180	1033S	ALTAMONT LN @ SILENT HILLS LN	FALSE ALARM
11/24/2015 14:22	L2	15-328-0225	1033A > A/C	MIRALOMA WY @ SUMMERHILL AV	ALARM CARD
11/24/2015 15:22	L1	15-328-0242	1033A	W SUNSET DR @ BURKE RD	FALSE ALARM
11/24/2015 15:35	L5	15-328-0248	1033A	RAVENSBURY AV @ ENCINAL CT	FALSE ALARM
11/24/2015 22:05	L3	15-328-0391	1033A	EL MONTE RD @ STONEBROOK DR	FALSE ALARM
11/25/2015 13:24	L5	15-329-0205	1033A	RAVENSBURY AV @ HILLPARK LN	FALSE ALARM
11/25/2015 13:42	L2	15-329-0216	1033A	MIRALOMA WY @ SUMMERHILL AV	FALSE ALARM
11/25/2015 22:39	L5	15-329-0421	1033A	OAK PARK CT @ OAK KNOLL CL	FALSE ALARM
11/26/2015 1:55	L3	15-330-0024	1033A	FAWN CREEK CT @ PAGE MILL RD	FALSE ALARM
11/26/2015 9:10	L1	15-330-0077	1033A	TEMPLETON PL @ W FREMONT RD	FALSE ALARM
11/26/2015 11:20	L1	15-330-0114	1033A	PALO HILLS DR @ W FREMONT RD	FALSE ALARM
11/26/2015 13:32	L1	15-330-0148	1033A	PALO HILLS DR @ W FREMONT RD	FALSE ALARM
11/26/2015 17:54	L1	15-330-0206	1033A	PALO HILLS DR @ W FREMONT RD	FALSE ALARM
11/26/2015 20:03	L1	15-330-0232	1033A	PALO HILLS DR @ W FREMONT RD	FALSE ALARM
11/27/2015 0:14	L3	15-331-0006	1033A	FAWN CREEK CT @ PAGE MILL RD	FALSE ALARM

11/27/2015 7:15	L1	15-331-0054	1033A	MIRANDA RD @ LA LANNE CT	FALSE ALARM
11/27/2015 14:23	L3	15-331-0188	1033A	VINEDO LN @ RIDGEWOOD LN	FALSE ALARM
11/28/2015 3:39	L2	15-332-0051	1033A	MAGDALENA AV @ DAWN RIDGE DR	FALSE ALARM
11/28/2015 12:58	L3	15-332-0162	1033A	BLACK MOUNTAIN RD @ VOGUE CT	FALSE ALARM
11/28/2015 13:47	L3	15-332-0178	1033A	BLACK MOUNTAIN RD @ VOGUE CT	FALSE ALARM
11/28/2015 14:27	L3	15-332-0199	1033A	TAAFFE RD @ DEZAHARA WY	FALSE ALARM
11/28/2015 18:31	L1	15-332-0267	1033A	NEW BRIDGE DR @ LA PALOMA RD	FALSE ALARM
11/29/2015 3:00	L1	15-333-0054	1033A > AC	LA CRESTA DR @ VISCAINO RD	ALARM CARD

**SUSPICIOUS
PERSONS**

11/29/2015 13:23	L5	15-333-0198	1066	RAVENSBURY AV @ HILLPARK LN	INVESTIGATED
11/29/2015 15:11	L1	15-333-0236	1066	O KEEFE LN @ EL MONTE RD	INVESTIGATED

**ANIMAL
COMPLAINTS**

11/24/2015 9:30	L1	15-328-0094	1091D	W FREMONT RD @ CAMPO VISTA LN	INVESTIGATED
11/28/2015 23:11	L1	15-332-0368	1091B	CANTATA WY @ O KEEFE LN	INVESTIGATED

TRAFFIC HAZARDS

11/24/2015 7:53	L1	15-328-0056	1125	PURISSIMA RD @ ROBLEDA RD	INFO- DEPT PUBLIC WORKS
11/25/2015 8:24	L1	15-329-0073	1125	PURISSIMA RD @ CONCEPCION RD	CITATION ISSUED
11/26/2015 10:56	L5	15-330-0107	1125	PROSPECT AV @ EMERALD HILL LN	VEHICLE MOVED

**SUSPICIOUS
VEHICLES**

11/23/2015 13:08	L1	15-327-0222	1154	FREMONT PINES LN @ W FREMONT RD	INVESTIGATED
11/24/2015 22:19	L3	15-328-0394	1154	ELENA RD @ TAAFFE RD	FIELD INTERVIEW
11/25/2015 21:42	L3	15-329-0405	1154	BERRY HILL LN @ PAGE MILL RD	INVESTIGATED
11/27/2015 18:40	L3	15-331-0276	1154	ELENA RD @ BECKY LN	INVESTIGATED
11/28/2015 20:23	L4	15-332-0297	1154	MURIETTA LN @ MOODY RD	INVESTIGATED
11/29/2015 1:03	L4	15-333-0023	1154	MOODY RD @ RHUS RIDGE RD	INVESTIGATED
11/29/2015 23:27	L4	15-333-0379	1154OC	ALTAMONT RD @ BLACK MOUNTAIN RD	INVESTIGATED

TRAFFIC CONTROL

11/23/2015 17:54	L1	15-327-0343	1184	VOORHEES DR @ EL MONTE RD	COMPLETE
------------------	----	-------------	------	---------------------------	----------

VEHICLE STOPS

11/23/2015 8:53	L1	15-327-0087	1195	FOOTHILL EX @ S EL MONTE AV	CITATION ISSUED
11/23/2015 11:24	L1	15-327-0159	1195	EL MONTE RD @ VOORHEES DR	WARNING ISSUED
11/23/2015 20:54	L1	15-327-0403	1195	MANUELA AV @ ARASTRADERO RD	CITATION ISSUED
11/24/2015 17:08	L1	15-328-0292	1195	EL MONTE RD @ FY 280	CITATION ISSUED
11/25/2015 9:20	L1	15-329-0100	1195	W FREMONT RD @ CONCEPCION RD	CITATION ISSUED
11/25/2015 11:20	L1	15-329-0148	1195	EL MONTE RD @ O KEEFE LN	CITATION ISSUED
11/25/2015 11:43	L1	15-329-0161	1195	EL MONTE RD @ VOORHEES DR	CITATION ISSUED
11/25/2015 21:59	L3	15-329-0408	1195	PAGE MILL RD @ FY 280	WARNING ISSUED
11/27/2015 8:29	L2	15-331-0073	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
11/27/2015 8:57	L1	15-331-0082	1195	FY 280 @ EL MONTE RD	CITATION ISSUED
11/27/2015 9:55	L3	15-331-0102	1195	PAGE MILL RD @ FAWN CREEK CT	CITATION ISSUED
11/27/2015 13:29	L1	15-331-0162	1195	EL MONTE RD @ VOORHEES DR	CITATION ISSUED
11/27/2015 14:11	L2	15-331-0181	1195	SUMMERHILL AV @ YOUNG CT	CITATION ISSUED
11/28/2015 21:06	L3	15-332-0314	1195	ARASTRADERO RD @ TWIN OAKS CT	CITATION ISSUED
11/28/2015 21:57	L1	15-332-0334	1195	EL MONTE RD @ VOORHEES DR	WARNING ISSUED

11/29/2015 13:18	L1	15-333-0194	1195	FOOTHILL EX @ W EDITH AV	WARNING ISSUED
11/29/2015 16:55	L1	15-333-0274	1195	W FREMONT RD @ ARASTRADERO RD	WARNING ISSUED

STOLEN VEHICLE

11/25/2015 14:37	L3	15-329-0251	10851	PAGE MILL RD @ FY 280	INVESTIGATED
------------------	----	-------------	-------	-----------------------	--------------

9-1-1 ABANDONED CALLS

11/24/2015 11:04	L2	15-328-0140	911ABN	SUMMERHILL AV @ YOUNG CT	INVESTIGATED
11/25/2015 10:36	L4	15-329-0131	911CEL	ZAPPETTINI CT @ ALTAMONT RD	INVESTIGATED
11/26/2015 12:35	L1	15-330-0134	911ABN	GOLDEN HILL CT @ LA PALOMA RD	INVESTIGATED
11/27/2015 3:27	L3	15-331-0034	911ABN	FOOTHILL LN @ ELENA RD	INVESTIGATED
11/27/2015 9:40	L1	15-331-0096	911UNK	WILD PLUM LN @ MIRANDA RD	INVESTIGATED

ATTEMPTS TO CONTACT

11/24/2015 18:45	L1	15-328-0329	ATC	ALEJANDRO DR @ ST FRANCIS DR	COMPLETE
11/24/2015 21:39	L3	15-328-0387	ATC	FOOTHILL LN @ ELENA RD	COMPLETE

INFORMATION ONLY

11/23/2015 19:47	L1	15-327-0375	INFO	DORI LN @ ROBLEDA RD	INFO GIVEN
11/23/2015 21:37	L4	15-327-0424	INFO	ADOBE LN @ TEPA WY	INFO GIVEN
11/24/2015 20:13	L4	15-328-0359	INFO	BASSETT LN @ RHUS RIDGE RD	INFO GIVEN
11/24/2015 20:33	L1	15-328-0367	INFO	ORCHARD HILL LN @ ROBLEDA RD	INFO GIVEN
11/25/2015 5:30	L5	15-329-0041	INFO	MAGDALENA RD @ BLANDOR WY	INFO GIVEN
11/27/2015 12:25	L3	15-331-0143	INFO	GERTH LN @ OLD PAGE MILL RD	INFO GIVEN
11/28/2015 0:02	L4	15-332-0003	INFO	LA LOMA DR @ SUMMIT WOOD RD	INFO GIVEN
11/28/2015 15:43	L3	15-332-0223	INFO	RADCLIFFE LN @ LIDDICOAT DR	INFO GIVEN

11/29/2015 1:44	L1	15-333-0041	INFO	FY 280 @ EL MONTE RD	INFO TO CHP
11/29/2015 7:19	L1	15-333-0094	INFO	DEERFIELD DR @ W FREMONT RD	INFO GIVEN
11/29/2015 9:19	L3	15-333-0115	INFO	FY 280 @ PAGE MILL RD	INFO GIVEN

PATROL CHECKS

11/23/2015 23:54	L4	15-327-0470	PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
11/26/2015 2:03	L2	15-330-0026	PATCK	HILLTOP DR @ COLINA DR	COMPLETE
11/28/2015 10:44	L2	15-332-0118	PATCK	HILLTOP DR @ COLINA DR	COMPLETE

**SUSPICIOUS
CIRCUMSTANCES**

11/25/2015 2:18	L1	15-329-0026	415F > SUSCIR	MIRANDA RD @ WILD PLUM LN	INVESTIGATED
-----------------	----	-------------	---------------	---------------------------	--------------

**UNKNOWN
CIRCUMSTANCES**

11/28/2015 19:01	L1	15-332-0274	UNKCIR	PURISSIMA RD @ ELENA RD	INVESTIGATED
------------------	----	-------------	--------	-------------------------	--------------

