



Town Manager's Report for November 16 - 20, 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 following projects were approved at the November 17 **Site Development** hearing:

- A landscape screening plan for a project nearing completion at **24874 Olive Tree Lane**. No neighbors were in attendance.
- A pool, sport court and landscape improvements on property at **11588 Old Ranch Road**. No neighbors were in attendance.

Public Safety Update:

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

Administrative Services Update:

Attached is a status report summary on Administrative Services Department's project since September 2015.

On Tuesday, the Town conducted a panel interview for the top three **Finance Manager** candidates. The highest scoring candidate will be meeting with the City Manager the following week.

The Administrative Services Department staff has focused its attention on finishing the first draft of the 2014-15 Comprehensive Annual Financial Report (**CAFR**). Typically, 3-4 drafts are needed prior to FIC's review of the CAFR and a few more iterations prior to City Council acceptance. Although the audit was scheduled earlier this year, compared to the last, there is a delay in the completion of the CAFR because of GASB 68 implementation.

Parks and Recreation Update:

A majority of the **Los Altos Hills Youth Commissioners** will be volunteering for the **Thanksgiving Service Project** on Wednesday, November 25th prepping food for a free Thanksgiving meal at [Ristorante Don Giovanni's](#) in Mountain View. 4 Youth Commissioners plan to serve meals on Thanksgiving Day.

The **Holiday Barn Lighting** will be happening rain or shine Sunday, December 6th from 2:00-5:00pm at Westwind Community Barn. This event will include crafts, caroling, pony rides, petting zoo, Santa, wine, cookies and cider.

The **Los Altos Hills 60th Anniversary Gala** invitations are expected to be mailed Thursday, December 3rd. Registration and more information is available at <http://www.losaltoshills.ca.gov/60th-gala>. Currently there are 15 guests registered; this event will be limited to 250.

As a reminder Los Altos Hills is partnering with **Second Harvest Food Bank** for the first time. We have about one full bucket and you can drop off non-perishable foods at various town locations during normal business hours: **Town Hall Lobby, Parks and Recreation Building** and **Westwind Community Barn**. We will be collecting until Friday, December 18th. Help us hit our goals and fill up three buckets.

See attached photo of Mayor with honorary student mayors at the Council meeting last night.

As a reminder, **Town Hall** will be **closed** next week Thursday, November 26th and Friday, November 27th in observance of the **Thanksgiving holiday**.

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

Thanks.

Carl

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<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.</p>

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Tasks	Project Name	<u>Latest Status</u>
2	El Monte Road Rehabilitation Project	<p>(2-13-15) E76 approval has been received from Caltrans. Project to be advertised end of February. Funds will need to be requested at the mid-year budget adjustment. (2-27-15) Project bid opening is scheduled for March 31. (3-5-15) Project has been advertised. (3-20-15) Project to be presented to Council at the March 31 meeting for award of contract. (4-3-15) Council authorized the award of construction contract. Staff confirming paperwork needed per Caltrans requirements. (4-10-15) Pre-construction meeting scheduled for 4/13. Staff reviewing bonds and insurance information from contractor. (4-17-15) Contractor working on project schedule for Town to review. (4-24-15) Contractor waiting for encroachment permit approval from Caltrans. Paving work may be done on the weekend. (5-8-15) Town staff trying to help the contractor secure approval of the Caltrans permit. (5-15-15) Caltrans permit for contractor has been obtained. Contractor to provide schedule for work. (5-22-15) Construction in progress. Work scheduled to be complete by early July. (5-29-15) Contractors working on curb ramps. (6-5-15) Some field adjustment being discussed for ADA requirements. (6-12-15) Contractor will be grinding pavement on 6/13/15. (6-19-15) Loop detector repair work in progress. Contractor will be paving on 6/20/15. (7-10-15) Paving work completed. Striping work in progress and push button modifications are required. (7-17-15) Contractors working on electrical push button work under force account since proposal could not be agreed upon. (7-23-15) Staff preparing punchlist with inspector. (7-31-15) A faulty ped pushbutton was repaired. Still need to install a School Xing pavement marking and completion of punchlist items. (8-14-15) Construction work has been completed. Payment and reimbursement paperwork still in progress. (9-25-15) Reimbursement paperwork revised per Caltrans comments and resubmitted for review. (10-2-15) Caltrans Local Assistance indicated that the Town payment request has been approved and they forwarded to Caltrans headquarters for review. (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.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
3	Miranda Road Path	<p>(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.</p>
4	O'Keefe Lane and Vista Serena Drainage (Creek Clearing)	<p>(5-17-13) Project awaiting funds. (11-21-14) Creek Clearing will required permits from Department of Fish and Game, Regional Water Quality Control Board, Army Corp. of Engineers, and perhaps other agencies. Staff continues to monitor and perform temporary mitigation. (9-25-15) Staff will inspect and prepare for upcoming rains.</p>

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Tasks	Project Name	Latest Status
5	Townwide Pathway and Roadway safety inspection program	<p>(10-4-13) For the month of September 2013, staff performed corrective action on 20 potential liability issues identified by routine inspections. (11-15-13) For the month of October 2013, staff performed corrective action on 40 potential liability issues identified by routine inspections. (1-3-14) For the month of December 2013, staff performed corrective action on 18 potential liability issues identified by routine inspections. (2-28-14) For the month of January 2014, staff performed corrective action on 13 potential liability issues identified by routine inspections. (3-7-14) For the month of February 2014, staff performed corrective action on 5 potential liability issues identified by routine inspections. (6-6-14) For the months of April and May 2014 staff performed corrective action on 27 potential liability issues identified by routine inspections. (8-29-14) For the month of June staff performed corrective action on 11 potential liability issues identified by routine inspections. (9-19-14) For the month of July and August staff performed corrective action on 44 potential liability issues identified by routine inspections. (10-24-14) For the month of September staff performed corrective action on 8 potential liability issues identified by routine inspections. (1-9-15) For the months of October to December staff performed corrective action on 8 potential liability issues identified by routine inspections. (2-13-15) For the month of January staff performed corrective action on 9 potential liability issues identified by routine inspections. (7-17-15) Staff training intern to perform inspections. (7-23-15) Intern doing inspections and working with field crew to address. (7-31-15) Town staff looking for dead pine trees and sending notices out as appropriate. (8-21-15) Tree notices being sent to property owners. (9-4-15) Staff completed sending dead tree notices identified by arborist. Staff also met with Fire district regarding the dead trees. (9-18-15) Town staff working with the Fire District and the district's consultant has just about completed a large project of removing several large hazardous trees near Purissima Park. Work involved large cranes, traffic control, closing parking lots, coordinating with park users, and working with property owner. (9-25-15) For the months of February to September staff performed corrective action on 43 potential liability issues identified by routine inspections.</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>

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Tasks	<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.</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>

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Tasks	Project Name	Latest Status
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.</p>
10	Inspection for dead pine trees	<p>(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.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
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.
13	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.

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
14		
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.</p>

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<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.
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.

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Tasks	Project Name	Latest Status
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.</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 11/20/2015

Tasks	Project Name	<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 11/20/2015

Tasks	Project Name	<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 11/20/2015

Tasks	Project Name	<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.</p>

Last Updated on 11/20/2015

<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 11/20/2015

Tasks	<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	ATP Grant	<p>(5-29-15) Staff working with consultant to complete grant application for Fremont Road Safe Route to School phase 2. (6-5-15) Application submitted. (6-19-15) Results should be available in October and November 2015. (9-25-15) Town application did not make the cut for the State program. (10-9-15) Results of the regional program was released and the Town's application did not make the cut.</p>

Last Updated on 11/20/2015

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.</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>
33	Ginny Lane	<p>(10-16-15) Staff working with applicant to implement reimbursement agreement. Staff reviewing eligible cost spent on project.</p>

Last Updated on 11/20/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
34	Moody Road traffic study	(10-16-15) A resident on Bledsoe Ct. expressed concerns of speeding on Moody Road to the Traffic Safety Committee. A traffic study was prepared by the Town's consulting Traffic Engineer. Report indicates no action needed at this time. Traffic study is attached and will be provided to the resident, interested members of the public and the Traffic Safety Committee. (10-23-15) Technical Memo has been distributed to Traffic Safety Committee and interested members of the public.
35	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.
36	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.



Santa Clara County Office of the Sheriff
Weekly Activity Summary
11/9/2015 – 11/15/2015
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
11/9	L3	Theft by False Pretenses	At 11:30 AM on 11/4, unknown suspect(s) phoned the victim posing as the grandchild of the victim's friend and requested bail money via money wire. The victim complied for a total loss of about \$1,565. The victim lives in Los Altos Hills.
11/10	L3	Non-Injury Collision	Occurred at 4:33 PM at Page Mill Road and Interstate 280.
11/13	L1	Residential Burglary	Between 1:30 PM and 7:50 PM, unknown suspect(s) entered a residence in the 25000 block of Okeefe Lane through an unlocked door. It is unknown if anything was taken from the residence.

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
11/14/2015 11:52	L1	15-318-0163	DISTURBANCE 415E	WESTWIND WY @ LA PALOMA RD	INVESTIGATED
			PHONE THE OFFICE		
11/9/2015 4:28	L1	15-313-0052	1021	81L1	COMPLETE
11/10/2015 13:14	L1	15-314-0207	1021	71L1	COMPLETE
11/11/2015 2:06	L4	15-315-0047	1021	23K7	COMPLETE
			ALARM CALLS		
11/9/2015 11:15	L1	15-313-0152	1033A	NEW BRIDGE DR @ LA PALOMA RD	FALSE ALARM

11/9/2015 19:51	L1	15-313-0386	1033A	ARASTRADERO RD @ CABALLO LN	FALSE ALARM
11/10/2015 8:55	L2	15-314-0077	1033A	HILLVIEW RD @ MAGDALENA RD	FALSE ALARM
11/10/2015 11:15	L1	15-314-0139	1033A > A/C	W FREMONT RD @ TEMPLETON PL	FALSE ALARM
11/10/2015 15:27	L3	15-314-0269	1033A	EDGERTON RD @ BLACK MOUNTAIN RD	FALSE ALARM
11/11/2015 9:38	L3	15-315-0132	1033A	FAWN CREEK CT @ PAGE MILL RD	FALSE ALARM
11/12/2015 17:04	L3	15-316-0352	1033A	MATADERO CREEK LN @ MATADERO CREEK CT	FALSE ALARM
11/13/2015 7:39	L3	15-317-0055	1033A	VIA VENTANA @ PAGE MILL RD	FALSE ALARM
11/13/2015 8:47	L1	15-317-0084	1033A	ALTADENA DR @ MANUELLA RD	FALSE ALARM
11/13/2015 11:35	L5	15-317-0171	1033	FINN LN @ PROSPECT AV	FALSE ALARM
11/14/2015 5:04	L1	15-318-0057	1033C	ARASTRADERO RD @ CABALLO LN	FALSE ALARM
11/14/2015 9:35	L1	15-318-0110	1033C > AC	MIRANDA RD @ LA LANNE CT	FALSE ALARM
11/14/2015 9:49	L1	15-318-0116	1033A	MIRANDA RD @ LA LANNE CT	FALSE ALARM
11/14/2015 11:30	L6	15-318-0152	1033A > AC	W LOYOLA DR @ ROLLY RD	FALSE ALARM
11/15/2015 9:43	L2	15-319-0098	1033A	HILLTOP DR @ BARLEY HILL RD	FALSE ALARM
11/15/2015 10:39	L3	15-319-0120	1033A	VINEDO LN @ RIDGEWOOD LN	FALSE ALARM
11/15/2015 11:30	L5	15-319-0140	1033A	EMERALD HILL LN @ PROSPECT AV	FALSE ALARM
11/15/2015 11:39	L1	15-319-0145	1033A	NEW BRIDGE DR @ LA PALOMA RD	FALSE ALARM
11/15/2015 13:29	L1	15-319-0184	1033C	MIRANDA RD @ LA LANNE CT	FALSE ALARM
11/15/2015 15:15	L2	15-319-0222	1033A	COLINA DR @ HILLTOP DR	FALSE ALARM
11/15/2015 15:31	L3	15-319-0229	1033A	ELENA RD @ AVILA CT	FALSE ALARM
11/15/2015 15:51	L1	15-319-0233	1033A	LEANDER DR @ PURISSIMA RD	FALSE ALARM
11/15/2015 16:05	L2	15-319-0241	1033A	MIRALOMA WY @ SUMMERHILL AV	FALSE ALARM

**ABANDONED
VEHICLE**

11/14/2015 21:23	L1	15-318-0353	1124	ROBLEDA RD @ W FREMONT RD	INVESTIGATED
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TRAFFIC HAZARD

11/15/2015 7:14	L3	15-319-0065	1125	PAGE MILL RD @ ALTAMONT RD	INFO TO DPW
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**SUSPICIOUS
VEHICLES**

11/11/2015 13:44	L3	15-315-0234	1154	VINEDO LN @ ELENA RD	INVESTIGATED
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11/15/2015 11:52	L1	15-319-0152	1154	LA PALOMA RD @ ALTA TIERRA RD	NO REPORT
TRAFFIC COLLISIONS					
11/9/2015 14:17	L1	15-313-0217	1182	W FREMONT RD @ OHLONE LN	NO REPORT
TRAFFIC CONTROL					
11/14/2015 10:08	L3	15-318-0124	1184	PAGE MILL RD @ COUNTRY WY	CITATION ISSUED
VEHICLE STOPS					
11/9/2015 14:48	L3	15-313-0231	1195	PAGE MILL RD @ FY 280	WARNING ISSUED
11/10/2015 14:30	L1	15-314-0239	1195	W PORTOLA AV @ PLEASANT	CITATION ISSUED
11/10/2015 14:54	L3	15-314-0252	1195	ROBLEDA RD @ ELENA RD	CITATION ISSUED
11/11/2015 9:15	L4	15-315-0118	1195	MOODY RD @ ALTAMONT RD	CITATION ISSUED
11/11/2015 10:00	L5	15-315-0144	1195	STONEBROOK DR @ ONEONTA DR	CITATION ISSUED
11/11/2015 10:36	L2	15-315-0163	1195	SUMMERHILL AV @ YOUNG CT	CITATION ISSUED
11/11/2015 11:01	L2	15-315-0174	1195	SUMMERHILL AV @ YOUNG CT	CITATION ISSUED
11/11/2015 15:37	L2	15-315-0280	1195	MAGDALENA RD @ FY 280	CITATION ISSUED
11/12/2015 12:25	L2	15-316-0203	1195	MAGDALENA RD @ FY 280	CITATION ISSUED
11/12/2015 14:56	L4	15-316-0278	1195	MOODY RD @ ALTAMONT RD	CITATION ISSUED
11/12/2015 16:02	L3	15-316-0315	1195	ELENA RD @ TAAFFE RD	CITATION ISSUED
11/12/2015 16:14	L3	15-316-0322	1195	ELENA RD @ KRISTE LN	WARNING ISSUED
11/12/2015 17:04	L3	15-316-0351	1195	ELENA RD @ JOSEFA LN	CITATION ISSUED
11/13/2015 8:34	L3	15-317-0077	1195	THREE FORKS LN @ COUNTRY WY	CITATION ISSUED
11/13/2015 12:37	L5	15-317-0205	1195	STONEBROOK DR @ ONEONTA DR	CITATION ISSUED
11/13/2015 13:06	L5	15-317-0221	1195	STONEBROOK DR @ ONEONTA DR	CITATION ISSUED
11/13/2015 16:52	L2	15-317-0342	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
11/13/2015 17:57	L3	15-317-0370	1195	ELENA RD @ JOSEFA LN	CITATION ISSUED
11/14/2015 11:26	L3	15-318-0149	1195	PAGE MILL RD @ COUNTRY WY	CITATION ISSUED
11/14/2015 13:56	L3	15-318-0217	1195	PAGE MILL RD @ ALEXIS DR	CITATION ISSUED
11/14/2015 23:29	L2	15-318-0400	1195	MAGDALENA AV @ DAWN RIDGE DR	CITATION ISSUED
11/15/2015 0:02	L1	15-319-0002	1195	FOOTHILL EX @ W EDITH AV	CITATION ISSUED

11/15/2015 17:15	L3	15-319-0278	1195	ELENA RD @ KRISTE LN	CITATION ISSUED
11/15/2015 17:52	L1	15-319-0287	1195	ARASTRADERO RD @ PURISSIMA RD	WARNING ISSUED
11/15/2015 18:06	L1	15-319-0290	1195	ARASTRADERO RD @ OLD TRACE RD	CITATION ISSUED
11/15/2015 18:22	L1	15-319-0291	1195	ARASTRADERO RD @ W FREMONT RD	CITATION ISSUED
PARKING VIOLATION					
11/15/2015 12:49	L4	15-319-0165	22500	BASSETT LN @ RHUS RIDGE RD	WARNING ISSUED
RECKLESS DRIVING					
11/9/2015 8:20	L3	15-313-0090	23103	ELENA RD @ NATOMA RD	INVESTIGATED
11/11/2015 14:14	L1	15-315-0248	23103	LA PALOMA RD @ PURISSIMA RD	INVESTIGATED
MISDEMEANOR DUI					
11/12/2015 22:19	L1	15-316-0440	23152	FY 280 @ EL MONTE RD	INFO TO CHP
9-1-1 ABANDONED CALLS					
11/9/2015 7:45	L3	15-313-0079	911ABN	RADCLIFFE LN @ LIDDICOAT DR	INVESTIGATED
11/11/2015 8:34	L4	15-315-0102	911UNK	FRANCEMONT DR @ MOODY RD	INVESTIGATED
11/13/2015 21:39	L4	15-317-0445	911CEL	ALTAMONT RD @ BLACK MOUNTAIN RD	INFO TO SAN MATEO CO
11/15/2015 20:15	L1	15-319-0321	911CEL	RIVERSIDE DR @ FREMONT AV	INFO TO LOS ALTOS PD
INFORMATION ONLY					
11/9/2015 3:08	L3	15-313-0035	INFO	BRIONES WY @ ALTAMONT RD	INFORMATION GIVEN
11/11/2015 12:44	L3	15-315-0204	INFO	VINEDO LN @ RIDGEWOOD LN	INFORMATION GIVEN
11/12/2015 8:08	L4	15-316-0072	INFO	MOODY RD @ OLD SNAKEY RD	INFORMATION GIVEN
11/12/2015 23:02	L1	15-316-0454	INFO	GOLDEN HILL CT @ LA PALOMA RD	INFORMATION GIVEN
11/13/2015 17:37	L5	15-317-0361	INFO	BLANDOR WY @ MAGDALENA RD	INFORMATION GIVEN
11/15/2015 7:20	L3	15-319-0066	INFO	FY 280 @ PAGE MILL RD	INFO TO CHP

11/15/2015 9:09	L5	15-319-0084	INFO	MAGDALENA RD @ BLANDOR WY	INFORMATION GIVEN
			MUNICIPAL CODE VIOLATION		
11/14/2015 11:33	L1	15-318-0154	MUNI	WESTWIND WY @ LA PALOMA RD	INVESTIGATED
			PATROL CHECKS		
11/9/2015 16:47	L4	15-313-0312	PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
11/9/2015 21:04	L4	15-313-0417	PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
11/11/2015 9:58	L4	15-315-0142	PATCK	MOODY RD @ MOODY CT	COMPLETE
11/14/2015 1:55	L5	15-318-0034	PATCK	PRISCILLA LN @ STONEBROOK DR	COMPLETE
			SPECIAL ASSIGNMENTS		
11/13/2015 16:45	L3	15-317-0338	SA	ROBLEDA RD @ ELENA RD	COMPLETE
			TRAFFIC ENFORCEMENT		
11/12/2015 15:43	L3	15-316-0302	SPCL	ELENA RD @ ROBLEDA RD	COMPLETE
			SUSPICIOUS CIRCUMSTANCES		
11/9/2015 10:49	L1	15-313-0143	PHISH > SUSCIR	MIRANDA WY @ MIRANDA RD	INVESTIGATED
11/9/2015 17:19	L1	15-313-0328	SUSCIR	ALICANTE LN @ MANUELLA RD	INVESTIGATED

Project	Meeting Date	Projected Completion Date	FY'16 Staff Project Status Report
			Nov, 2015 Status / Description
Recurring Items			
Annual Budget	6/18/2015	Completed	The 2015-16 Budget was adopted by the City Council on 6/18/2015. The budget was reviewed by Council and FIC under joint budget study session on 5/20/15.
	7/6/2015		No active work is done at this time.
Financial Audit/CAFR	7/6/2015	Nov/Dec 2015	Staff reported that the interim financial audit field work has begun. Interim audit is scheduled for 7/6-7/10 and the Final audit field work is scheduled for 9/2-10/2. Staff reported that the Town received the GFOA Certificate of Achievement for Excellence in Financial Reporting award for the 2013-14 Comprehensive Annual Financial Report.
	11/16/2015	Nov/Dec 2015	Staff has begun reviewing the 2014-15 Comprehensive Annual Financial Report and will be working closely with the Town's auditor, VTD, to update the narratives and to ensure comparability with prior year.
Investments Review	7/6/2015	Ongoing	No active work is done at this time. Mr. Oblites will attend the September FIC meeting to provide an update and overview of the Town's investment portfolio.
	9/15/2015	Ongoing	Mr. Oblites has left PFM and a new representative will contact the Admin Services Director. The Quarterly Report through June 30, 2015 was available and presented during the September FIC meeting.
	11/16/2015	Ongoing	Mrs. Monique Spyke had reached out to Staff and will be the new investment representative for the Town. From the meeting with Mrs. Spyke, PFM will provide the Town with Cash Analysis services which will help Staff develop a cash management policy. Additionally, PFM can perform initial assessment to see whether it would be beneficial to the Town for PFM to help with locating our next banking service provider.
GASB 45 - OPEB Actuarial Valuation	7/6/2015	Sept/Oct 2015	Staff received two quotes for the performance and deliverance of the Town's June 30, 2015 GASB 45 Actuarial Valuation Report. The disparity between the two quotes are unreasonably large requiring further research and evaluation.
	9/15/2015	Oct/Nov 2015	Staff contracted with Bartel Associates to complete the Town's June 30, 2015 GASB 45 Actuarial Valuation Report. Payroll information have been provided to Bartel and Staff is waiting for the completed report.
	11/16/2015	Completed	Mr. Doug Pryor completed the OPEB review and have provided an overview of the result to members of the FIC on 11/16/15 meeting. He also answered questions regarding prefunding pension liability.
Quarterly Control Report	7/6/2015		No active work is done at this time.
	9/15/2015		No active work is done at this time.
	11/16/2015		No active work is done at this time.
Pension Review	7/6/2015	Ongoing	Staff reported that the GASB 68 Pension report has been ordered from CalPERS and is waiting for the report to be made available. As for the new CalPERS actuarial report, once that is published, around Oct/Nov, the report will be provided. Staff will also contact CalPERS on the option to pay off the unfunded liabilities once the GASB 68 report is completed.
	9/15/2015		The GASB 68 report was published by CalPERS early September, 2015. The report is pending review.
	11/16/2015		Mr. Doug Pryor gave his opinion on prefunding pension liability and during the CalPERS conference, CalPERS representative has explained upcoming changes to pension actuarial assumptions to better weather future investment uncertainties. Additionally, some discussion on GASB 68 and the delay the reporting has caused on publishing the annual Plan Actuarial.

Active Projects			
Review of General Liability and Workers Comp Insurance	7/6/2015		Staff reported the worker's comp cost and general liability insurance has increased from the prior year. This increase is a result of increase in reported payroll cost. Further analysis is needed to understand the increase in payroll cost and increase in general liability cost. The information will be provided to the FIC in the next meeting.
	9/15/2015		Staff provided overview on the cause of the increase in insurance cost. Questions regarding the distribution formula will be forwarded to ABAG and Staff will request for ABAG to respond in person or via memo.
Westwind Barn Audit	7/6/2015		Staff reported that discussion was made to the Town's auditor for an audit of Westwind Barn financials. Staff will review the contract agreement to determine the appropriate types of audit. FIC Chair Epstein and FIC Member Sloss have suggested that a financial review should be sufficient and a full audit is not necessary.
	9/15/2015		Staff is waiting for auditors to provide a quote.
	11/16/2015		Staff had proposed an Agreed-Upon Procedure Audit and set procedures to VDE and is waiting for confirmation before seeking additional quotes.
WWB Six Month Review	7/6/2015		No active work is being done at this time. A six-month review as been scheduled for the September FIC meeting.
	9/15/2015		Six-month review was presented and FIC members agreed to remove item from future updates.
Sewer Rate Study	7/6/2015		Sewer Rate Study was completed with exception of non-residential customer rate review which is in process. Expected completion date to be determined
	9/15/2015		No action at this point.
	11/16/2015		No report was given to the FIC, however, the Public Works staff are working on the commercial rate portion of the study.

Project	Meeting Date	Projected Completion Date	FY'16 Staff Project Status Report Nov, 2015 Status / Description
Active Projects			(continued)
Financial Policies & Procedures	7/6/2015		No active work is being done at this time but a formal fiscal policy should be developed for City Council consideration and adoption.
	11/16/2015		Proposal to develop a cash management policy to be brought forward to the FIC after completion of Cash Flow Analysis by PFM.
Permitting system and Business License Outsourcing	7/6/2015		Business License Outsourcing: Staff reported no work has been done and the tentative deadline for this project is December 2015, in time for the next permit renewal. Permitting system: Building Staff has begun the evaluation and has scheduled two demos in the month of July. This is preliminary stage and further information will be provided at a later time.
	9/15/2015		Financial system is updated to the latest version. Business License research is on hold pending further review of Town-wide website update. Permitting system is still under review. Building Staff will be scheduling to visit two local agencies to understand how their permitting system works and how the permitting system communicates with the financial system.
	11/16/2015		Staff contacted MuniServices and HdL for quotes on Business License operation management. A fee of \$13 is accessed by HdL with more customized service. Staff will be working with HdL to transition the 2016 Business License renewal.



COURTENAY CORRIGAN
MAYOR