



Planning/ Building/ Engineering Update:

The **City Engineer's Report** is attached. Items in **red text** represent updates in project status.

Per Council's direction, a draft construction time limit ordinance will be presented to the **Planning Commission** for review and discussion at their meeting on June 5. Projects, depending on their valuation or square footage, will have a construction time limit on a sliding scale. Projects that exceed the time limit will be subject to a penalty but exceptions can be granted for owners with hardships. The purpose of the ordinance is to help ensure that construction projects are completed in a timely manner and do not result in detrimental impacts to the community.

At their meeting last night, the **Planning Commission** approved a 9,981 sq. ft. new residence on the 2.22 acre property at 13140 Avila Court (Lands of Sego and Zhou). The Commission had no issues with the new residence proposal which complies with all zoning and site development requirements but had differing opinions on the **pathways** requirement. The pathways committee recommended the construction of a native path along the rear yard of the property but the Planning Commission voted 3-2 to ask for an pathways in-lieu fee because they found that the off road path is more suitable to be located on the adjacent property due to the topography and privacy impacts to the property owner. The approval is subject to a 22 day appeal period. See area map.

Building Official Bill Carino prepared an updated informational handout on **Doors, Stairways, and Landings** based on the new 2013 California Residential Code. This latest information handout (attached), along with other building permit forms and applications, can be found in the Planning and Building section of the Town's website.

Public Safety Update:

The **Sheriff's Report** is attached.

Administrative Services Update:

Administrative Services Director Yulia Carter is out of the office until May 19th. Interim Finance Manager Tony Sindhu and management staff are working on Budget preparation. Tony will attend the City Council meeting on May 15th and present the staff report on the review of adjustments to the cost of service schedule (user fee study).

The draft **Finance and Investment Committee** (FIC) 5-5-2014 meeting minutes, related meeting exhibits and an overall FIC project status report are attached as FIC ReportMay2014.

Parks and Recreation Update:

The **Pathways Run/Walk** is tomorrow! 5 & 10K runs start at 9AM and 1-mile fun run starts at 10:30 AM.

The **Town Picnic** will be happening Sunday, June 1st from 1:00-4:30pm at Purissima Park. Flyers were mailed out to all residents this week. Registration is now available online. <http://www.losaltoshills.ca.gov/picnic>

Engineer's Report

Last Updated on 5/9/2014

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
1	I-280/Page Mill Interchange	(2-28-14) At the February 25, Traffic Safety Committee meeting, the committee made a motion to recommend that the City Council encourage Caltrans to hold off on their signalization project until after the County resolves the capacity issue on Page Mill/Oregon Expressway (Motion passed 3-1). Staff is scheduling a special City Council meeting to discuss. (3-7-14) Staff working on scheduling a meeting with Caltrans staff. Update will be provided at the March City Council meeting. (3-13-14) Caltrans will be meeting with the Mayor and staff on March 27th to discuss project details. Staff coordinating with Caltrans to schedule discussion at a City Council meeting. Staff will provide verbal update at 3-20-14 City Council meeting. (3-21-14) Update presentation provided to council on 3-20-14. Staff still waiting for Caltrans to confirm their availability to attend a City Council meeting. (3-28-14) Caltrans has agreed to work with the Town, County, and Palo Alto to look at the entire Page Mill/Oregon Expressway corridor. Meeting with other agencies to be scheduled. (4-4-14) Caltrans and the Town has finalized the language for a press release. The press release will be posted on the Town website 4-4-14. (4-10-14) Press release and news article regarding the County Expressway 2040 Plan has been posted on the Town website. LAH staff invited County staff to attend an upcoming City Council meeting to discuss long term plans for Page Mill/Oregon Expressway. (4-18-14) County staff will present the County Expressway 2040 Plan at the May City Council meeting. Staff will be meeting with the County on May 6th to discuss their presentation. (4-25-14) Confirmed with Caltrans and VTA that they will be attending the May 6th meeting. (5-8-14) Town staff met with County, Caltrans, and VTA staff to discuss upcoming County Expressway Plan 2040 presentation at the 5-15-14 City Council Meeting. County will convene a focused technical working group to develop a scope of work for a consultant to study the entire Page Mill/Oregon corridor so that proposals can be obtained.
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3	Drainage improvement on Fremont Road	(8-30-13) Staff in the process of executing an agreement with a contractor to install drainage improvements on Fremont Road near Concepcion to minimize runoff on the pathway. Staff secured TDA Article 3 funds to perform this work. (9-6-13) Staff working with contractor to schedule the work. (9-27-13) Contractor decided to withdrawal from the project. Staff to get additional proposals. (12-5-13) Staff received one proposal, working on getting one more. (12-13-13) Additional proposals received, staff working on executing an agreement. (12-20-13) Contractor working on schedule for drainage installation. (1-3-14) Work in progress. (1-10-14) Work scheduled to be complete 1-10-14. (1-17-14) Project has been completed. (1-31-14) Staff to submit for reimbursement of TDA article 3 funds. (2-28-14) Reimbursement request will be submitted with Hale Creek Path work expenses.
4	O'Keefe Lane and Vista Serena Drainage (Creek Clearing)	(5-17-13) Project awaiting funds.

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
5	Townwide Pathway and Roadway safety inspection program	(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	Robleda Road Pathway (Fremont to Beatrice) (Project #4)	(8-10-12) Permits have been received from various regulatory agencies. Waiting for funding.
7	Sewer Operations	Veolia is performing maintenance and responding to sewer overflows. (1-31-14) Contractor performing CCTV work on various line segments. CCTV work expected to be completed by March of 2014. Another meeting to be scheduled in April to provide update of asset management and overall system. (2-6-14) Contractor continuing to perform video work. (3-7-14) Staff working on new RFP for sewer O&M. (3-21-14) Draft RFP has been prepared and is being reviewed. Staff scheduling meetings with other agencies/consultants to discuss options for sewer system management. (3-28-14) Staff met with Mark Thomas and they are interested in reviewing our sewer RFP when it is released. (4-4-14) Staff to meet with West Bay week of April 7th to review asset management data. RFP to be completed week of April 7th. (4-11-14) RFP for O&M scheduled to be released week of April 14th. Data for asset management being reviewed by West Bay. (4-18-14) Revised RFP being reviewed. RFP to be released April 21. Veolia's contract will terminate on April 30, 2014. (4-25-14) Proposals for O&M are due May 20th. (5-2-14) Staff doing outreach to possible proposers for our O&M RFP. (5-8-14) Staff working with various contractors to perform any needed cleaning and/or overflow response.

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Tasks	Project Name	<u>Latest Status</u>
8	Hale Creek Path (Nicholson Path extension)	<p>(7-19-13) Staff received approval for TDA Article 3 grant funds of which approximately \$10,000 could be used for some improvements to Hale Creek Path. (8-30-13) Pathway committee updating pathway map in this area. (9-27-13) Pathway map update has been approved council. Staff to work with committee to develop scope of work. (11-8-13) Item to be discussed at the next pathway committee meeting. (11-22-13) Staff will attend the November Pathway Committee meeting for discussion on scope of work. (1-31-14) Staff to walk with members of pathway committee to develop scope of work for improvements that can be performed with about \$10,000. (2-6-14) Staff walked with members of the pathway committee to clarify scope of work for Hale Creek path. The consensus was to create a native path sufficient for walking. More formal type 2b path will be done at a later date by property owners or Town. (2-14-14) Staff in discussion with a property owner on the timing of their proposed project and how that may impact the proposed pathway work. (2-28-14) Property owner at corner of Stonebrook and El Monte to discuss project at next Pathway Committee meeting. (3-21-14) Path name changed to Bob Stutz path. Pathway committee to clarify scope for property at Stonebrook and El Monte at next committee meeting. (3-28-14) Pathway committee decided to recommend proceeding with the work necessary to make the pathway walkable for the segment all the way to Stonebrook/El Monte. (4-4-14) Staff to review project with contractor and do work in the summer. (5-9-14) Contractor working on proposal.</p>
9	Erosion on Page Mill Road near Baleri Ranch Rd	<p>Phase 1 of the project to stabilize the roadway has been completed. A second phase will be needed to widen the shoulder and prevent the creek erosion from impacting the existing culvert crossing. Staff met with SCVWD to discuss how the district may be able to help. Based on the location and scope of work, SCVWD is unable to provide assistance with the project. Staff will have the consultant complete their preliminary analysis of possible repair options. (3-8-13) Draft report submitted to Town. Staff to review and comment. (5-17-13) Project awaiting funds. (5-24-13) Staff provided comments to the consultant on the draft report. Consultant to incorporate comments. (6-13-13) Revised report submitted. Staff to review. (9-27-13) Staff completed review, report being finalized. (11-22-13) Report from consultant has been finalized. Staff to obtain design proposals. (12-20-13) Consultants working on proposals. Town to review in early February 2014. (1-10-14) Staff met with consultants to discuss scope of work. (1-24-14) Proposals from consultants due 1-24-14. (1-31-14) Staff received one proposal and is reviewing. (2-6-14) Staff working on obtaining another proposal. (3-7-14) Staff requested another firm to submit their proposal by 3-21-14. (3-21-14) Another proposal has been received. Staff to review. (3-28-14) Staff to present approval of contact at the April City Council meeting. (4-18-14) Item did not get discussed at the April City Council meeting. To be continued to the May City Council meeting. (5-9-14) Item to be discussed at the May CC meeting.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
10	Sewer Agreement with LA	<p>(4-19-13) Draft amendment sent to Los Altos staff for review and comment. (5-17-13) Staff working to set up meeting with Los Altos to discuss proposed amendment. (5-24-13) Staff met with Los Altos Public Works director to discuss proposed amendment #1. Proposed revisions to follow. (7-5-13) Los Altos had a staff retire and they are not able to work on the proposed revision yet. (7-19-13) Los Altos in process of hiring consultant to help with their sewer system. (8-30-13) Los Altos finalizing agreement with consultant for staff augmentation. (9-13-13) Per discussion with Los Altos staff, the agreement has been approved. Staff is working on scheduling a meeting with Los Altos consultant. (9-27-13) Los Altos staff indicated that they will provided comments on the proposed amendment by October 4, 2013. (10-11-13) Item will be discussed at the joint city council meeting. Los Altos and Los Altos Hills staff discussing amount of repayment of funds paid by Los Altos Hills for flow meters. (10-25-13) Staff meeting with LA 10-29-13 to discuss flow meter repayment. (11-1-13) Staff met with Los Altos staff to discuss reimbursement of flow meter cost. Los Altos staff to contact their consultant and contractor to discuss possible credit back for the design and construction problems. LA City Manager to get back to LAH City Manager by the end of November with a proposal. (12-5-13) Los Altos has not come back with a proposal yet. Staff contacting Los Altos for status update. (1-10-14) With the holidays and some of LA staff being out sick, they have not been able to work on this. They have indicated that they will be getting back to the Town soon to set up another meeting with City Manager to discuss. (2-28-14) LA staff indicated that they will set this as their priority and get back to me next week. (4-4-14) Staff still waiting for response from LA staff.</p>
11	VTA Bicycle Expenditure Plan applications	<p>(12-14-12) Staff to work on application to add Nicholson Path Extension and Fremont Road Bike path phase 2 to the Bicycle Expenditure Plan. Applications due 1-31-13. (2-1-13) Applications have been submitted and received by VTA. (3-22-13) Staff provided supplemental information to VTA regarding Hale Creek Path in an effort to secure additional points to qualify to be in the BEP. (4-3-13) All submitted projects were approved to be added to the new BEP. (4-11-13) Hale Creek path and Fremont Road Safe Route to School phase 2 are now on the BEP.</p>
12	Annual Tree Inspection	<p>(5-24-13) Town consulting arborist in process of performing Townwide tree inspections. (6-28-13) Approximately 70% complete. Overall inspections look good so far. (7-5-13) Draft report has been submitted. Staff to review. (7-26-13) Consultant finalizing report. (8-16-13) Consultant submitted finalized report. Staff reviewing. (8-30-13) Staff met with consultant to discuss comments. Consultant to revise and resubmit. (9-13-13) Consultant resubmitted revised reports. Staff reviewing. (9-19-13) Staff verifying addresses to send maintenance letters out to residents. (10-11-13) Letters in process of being sent. (10-18-13) Letters to residents requesting that they perform recommended tree work have been sent. (11-22-13) All priority 1 trees have been addressed except for 1 that will be evaluated by the end of the month. (12-13-13) Priority 1 trees have been addressed. Another assessment will be conducted in 2014.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
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.
14	Stonebrook Sewer extension	(5-24-13) Property owner proposed to construction 877 feet of 8 inch sewer main with 4 manholes on Stonebrook. Owner will be requesting a sewer reimbursement agreement for this project. (5-31-13) Staff met with applicant to review comments. Applicant indicated that they will be resubmitting plans first week of June. (6-7-13) Applicant resubmitted plans. Staff to review. (6-13-13) Staff comments provided to applicant. (7-5-13) Revised plans have been submitted for review. (7-12-13) Staff working with applicant to clarify comments. (7-26-13) Project will be presented to Council at their next meeting. (8-9-13) Applicant working with designer to modify the sewer line routing. (8-16-13) Staff meeting with applicant and applicant's new engineer discuss possible options. (9-13-13) Applicant working on redesign to connect to Magdalena side. (12-20-13) Staff meeting with applicant to review R-O-W and utility easement locations. (1-3-14) Staff reviewing revised design for sewer line. (1-10-14) Applicant proposed to construction sewer line on quarry side of the road. (1-17-14) Staff provided some plan check comments to the applicant for them to address. (1-24-14) Applicant decided to install a private pressure line. Applicant working on revised drawings. (1-31-14) Applicant hired another engineer to work on the design of the sewer line. (2-20-14) Applicant submitted a new set of plans for review and approval. Staff to review. (2-28-14) Plan check comments provided engineer. Applicant to resubmit. (3-7-14) Staff working with engineer to clarify comments. (3-13-14) Applicant resubmitted plans for staff to review. (3-21-14) Plans have been reviewed and are acceptable. Applicant to pay fees and bonds for the permit. (3-28-14) Staff clarifying bond requirements with applicant. (5-2-14) Applicant's contractor appears to have difficulty getting worker's comp insurance and bonds. (5-9-14) Permit has been issued and construction is underway.
15	Associate/Senior Engineer Recruitment	(4-18-14) Ads for recruitment were placed starting April 9th. Applications are due May 7th. (5-9-14) Staff reviewing applications received.

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
16	Anacapa/La Cresta Utility Undergrounding	<p>(5-31-13) Staff met with neighbors to discuss options. Staff set up three meetings for early June with consultants and neighbors to discuss next steps and obtain proposals for design and acting as assessment engineer. (6-7-13) Staff and committee members met with three consultants and discussed the project. Consultants working on proposals to submit to the Town. (6-28-13) Proposals received from consultants. Staff to review with neighbors. (7-12-13) Meeting with neighbors to discuss consultant proposals scheduled for week of 7-15-13. (7-19-13) Neighbors decided to have consultants proposal prepared in 2 phases. Staff notified consultants to revise their proposal and resubmit. (7-26-13) Revised proposals have been received from 2 firms. Staff and neighbors reviewing. (8-30-13) Prospective consultant meeting with staff and neighbors 8-30-13 to clarify scope of work. (9-6-13) Staff met with neighbor on 9-5-13 to discuss process. Neighbors to do outreach to neighborhood. (9-13-13) Another meeting with neighbors scheduled for 10-3-13. (10-4-13) Neighbors working on obtaining signatures for a petition to submit to the Town requesting the formation of a utility undergrounding district. (10-18-13) Another meeting has been scheduled for 10/22 with the neighbors. Neighbors preparing to meet with residents to sign petition. (11-22-13) Neighbors have decided to put the project on hold until January 2014. (1-3-14) Another meeting with the neighbors has been scheduled for January 16, 2014. (2-14-14) Staff met with neighbors on 2-14-14 to discuss neighborhood outreach. (2-20-14) Next meeting scheduled for 3-14-14. (2-28-14) Staff working with neighbors to clarify questions for bond counsel and underwriters. (3-7-14) Response to questions provided by bond counsel and underwriter. Neighbors working on presentation that they will use to do outreach. Next meeting scheduled for 3-14-14. (3-21-14) Neighbors to conduct pilot meetings with random neighbors to obtain input. Additional information provided by bond council to neighborhood group. (3-28-14) Neighborhood group to conduct a pilot focused group meeting on April 26th. Presentation material being prepared. (4-18-14) Neighbors scheduling a meeting during the week of April 21st to discuss the April 26th focused group meeting. (4-25-14) Staff met with neighbors to discuss presentation material for the April 26th focused group meeting. (5-2-14) Per the neighbors, the focused group meeting was successful. Staff to meet with neighborhood group on May 20th to discuss next steps.</p>
17	Purissima Park Reclaimed Water	<p>(4-18-14) Staff to obtain additional information on the possibility of using reclaimed water for irrigation at Purissima Park. (5-2-14) Palo Alto Utility is working on a project to extend the reclaimed water line to Foothill and Arastradero. They are requesting a letter of support from our council for this project.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
18	2013 Sanitary Sewer Rehabilitation Project	<p>(7-12-13) Design has been completed. Bid opening scheduled for July 29, 2013. (7-19-13) Mandatory prebid meeting scheduled for 7-19-13. (7-26-13) Six contractors attended the pre-bid meeting. Bid opening scheduled for July 29, 2013. (8-9-13) Staff is recommending the rejection of all bids and re-advertising of the project. Item to be presented at the August City Council meeting with a recommendation to authorize the City Manager to award the project. (8-16-13) Project scheduled to be re-advertised on August 21, 2013 with bid opening on September 4, 2013. (9-6-13) Town received two bids. Low bidder is Express Plumbing Service. The total bid price of \$445,400 is 7.57% higher than the previous low bid of \$414,065. The awarded amount is \$371,000. Award documents have been sent to the contractor and staff is waiting for bonds and insurance. (9-19-13) Bonds and insurance have been received. Staff to set up pre-construction meeting with contractor. (10-4-13) Pre-construction meeting scheduled for 10-7-13. (10-11-13) Contractor has provided submittals for review and is scheduled to be on-site 10-21-13. (10-18-13) Contractor scheduled to mobilize 10-21-13. (11-1-13) Work in progress. Due to unforeseen soil conditions, contractor had to use an alternative installation method. Pipe reaming as opposed to a pipe bursting method was needed due to soil conditions. Also during the video process additional segments were required to be repaired. Change orders are being prepared to address these issues. (11-15-13) Contractor continuing to work on easement areas. (12-13-13) Work scheduled to be complete in March 2014. (3-7-14) Staff reviewing video to confirm possible additional repair. Some delays due to weather. (3-21-14) Staff to meet with contractor to discuss resident complaint about damaged driveway and last few sections to complete the project. (3-28-14) A property owner indicated that the contractor damaged a sewer lateral. Staff had the contractor video the owners lateral. Video has been completed and staff to review video. (4-4-14) Much of the video needs to be redone. Contractor to perform remedial video work. (4-11-14) Contractor performing video work and reviewing remaining sections to complete. (5-2-14) Contractor finishing up another project and should be ready to work in LAH in a week. Meeting scheduled for May 7 to discuss completion of remaining segments. (5-9-14) Contractor still tied up on another project. Should be available end of May.</p>
19	Emergency communication antenna	<p>(7-19-13) Staff met with Jim Abraham to discuss requirements for emergency antenna. Height needs to be 100 feet above ground. Staff to research antenna poles/towers and cost for installation. (8-9-13) Staff meet with antenna tower contractor to obtain budgetary cost information. (8-16-13) Rough cost estimate provided to Jim Abraham.</p>
20	Long Range Trash Management Plan	<p>(1-31-14) Staff prepared and submitted the Town's Long Term Trash Management Plan for submittal to the water board. (2-6-14) Plan has been submitted and is on the Boards website.</p>

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Tasks	Project Name	<u>Latest Status</u>
21	Open Space Stewardship	<p>(7-19-13) Staff working with Open Space committee to consider implementing a pilot study. (7-26-13) Open Space Committee to meet with staff week of July 29th to discuss request for proposal. (8-9-13) Staff met with OSC to discuss scope of work. Committee to review what scope can be reasonably accomplished based on the available funds. (9-19-13) OSC discussing scope of work that they want to accomplish. (9-27-13) staff working with OSC to develop scope of work for contractors. (11-1-13) Staff to meet with members of the OSC on 11-4-13 to discuss proposal request. (11-8-13) Staff met with OSC members to discuss proposal request. OSC to finalize proposal request at their next meeting and send to Town staff. (11-15-13) OSC working on finalizing the proposal request. (12-5-13) Staff in the process of finalizing the RFP. (12-20-13) RFP has been finalized and will be released 12-20-13. (1-3-14) RFP has been released. Consultants working on proposal. (1-10-14) A mandatory pre-bid meeting occurred on 1-7-14 and four contractors attended. A site visit was conducted with all the contractors. (1-17-14) Staff to work on response to one question received on the RFP. (1-24-14) Staff distributed Clarification #1. Proposals due 1-28-14. (1-31-14) Staff received two proposals and is in the process of reviewing. Proposals were also shared with members of the open space committee for review and discussion. (2-6-14) Members of the open space committee reviewing the possible formation of an ad hoc committee for this project. (2-14-14) Staff to present award of contract to City Council at the February meeting. (2-28-14) Staff working with Town Attorney to clarify some of the questions that were raised at the City Council meeting. (3-7-14) Staff sent agreement to Acterra for signature. (3-13-14) Staff to schedule kick off meeting with Acterra after agreement is executed. (3-21-14) Contract has been executed. Kick off meeting to be scheduled. (3-28-14) Kick off meeting with Acterra and members of the Open Space Committee scheduled for April 9th. (4-4-14) Members of the Open Space Committee will be attending the meeting on April 9th. (4-11-14) Kick off meeting held on April 9th with members of the Open Space Committee. Acterra performing assessment and coordinating volunteer work days. (4-18-14) Acterra working on Vegetation Management Plan and webpage development. (5-2-14) Acterra setting up Nature Walk in Byrne Preserve for May 22.</p>
22	Impact Fee Studies	<p>(7-19-13) Staff working on amendment for consultant to perform impact fee study for Pathway, Park n Rec, and Storm Drain Fees. (9-6-13) Draft reports from consultant scheduled to be submitted mid September. (3-13-14) Staff working to schedule a meeting with the consultant. (3-21-14) Phone conference scheduled for March 25th. (3-28-14) Staff conducted phone conference with Wildan. Wildan to provide list of requested items for them to begin work in early April. (4-18-14) Staff to gather information for consultant.</p>

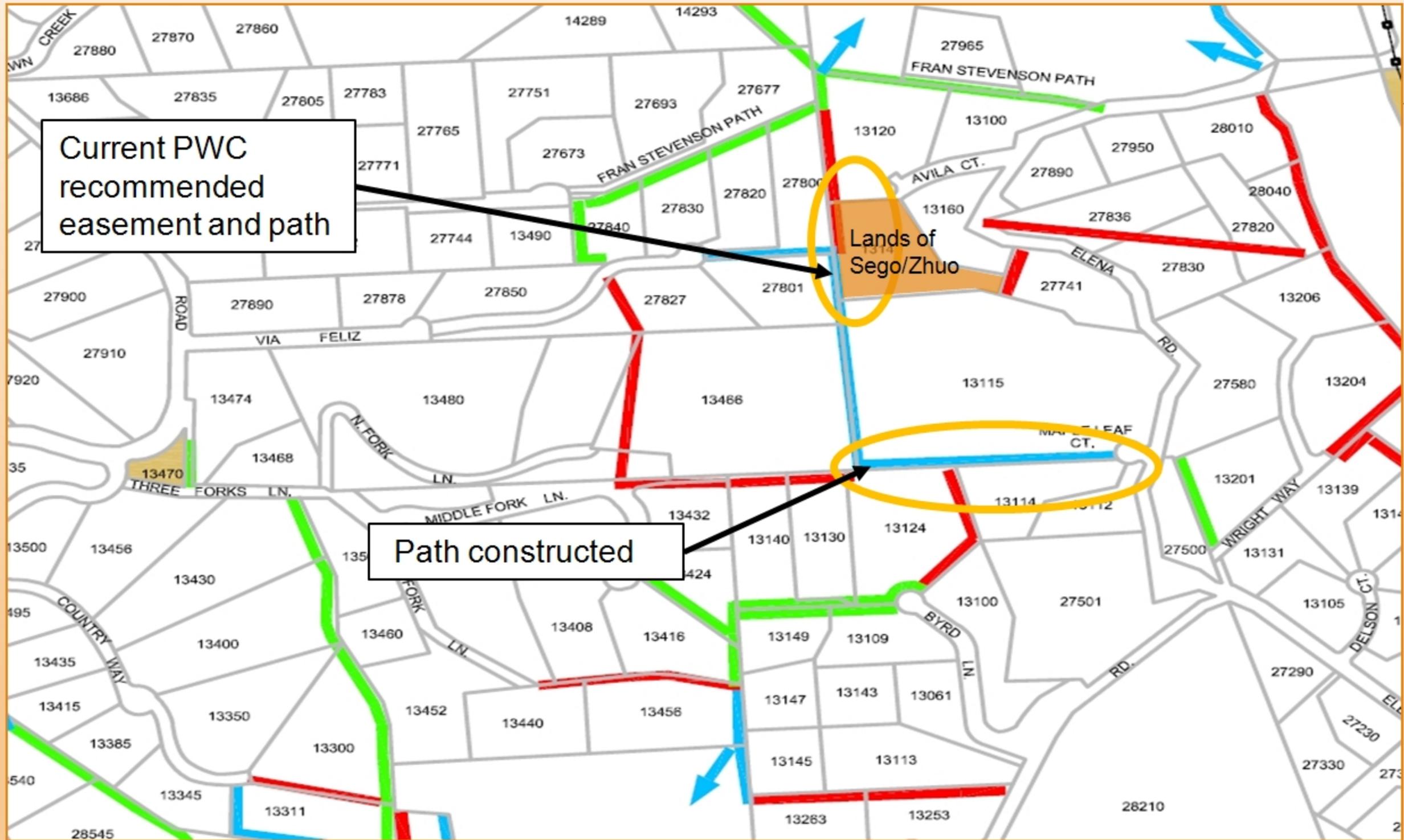
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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
23	Edith Sidewalk in Los Altos	(10-25-13) Staff to inspect sidewalk. (11-8-13) Staff obtained a proposal for about \$15,000 to remove and replace the asphalt sidewalk. Staff working on obtaining another proposal. (11-15-13) Staff received two proposals with the lower one at about \$15,000. LAH staff checking with LA staff to see if they are open to cost sharing. (11-22-13) Awaiting response from Los Altos staff. (12-5-13) LAH staff contacted LA staff and awaiting response. (12-13-13) LA staff indicated that they are open to cost sharing for this work. Staff working out details with LA staff. (1-10-14) Staff sent a request to Los Altos for a deposit to cover 50% of the cost to remove and replace new asphalt for the section of Edith between Cypress and Foothill Expressway. (2-28-14) LA staff indicated that they will process our deposit request. (4-4-14) Still waiting for LA staff to process payment.
24	P-TAP Round 15 grant funds	(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.
25	Stanford Perimeter Trail Parking	(1-24-14) As part of the Stanford Perimeter Trail project, they are proposing to provide some parking on Coyote Hill Road in unincorporated Santa Clara County. Item to be discussed at the 1-28-14 Traffic Safety Committee meeting. (1-31-14) The proposed parking issue was discussed at the Traffic Safety Committee and there was consensus that the committee does not support additional parking on Coyote Hill Road. The committee was concerned that the parking would add to the congestion on Page Mill Road. (2-6-14) Staff to contact Stanford to see if they have any traffic study for the parking on Coyote Hill. (3-13-14) Stanford did not provide a traffic study. (3-21-14) Coyote Hill parking is off the table for the time being. (4-18-14) Staff verifying with Stanford that Coyote Hill Parking is off the table at this time. (4-25-14) It appears that the Coyote Hill Parking will be in the plan proposed to the County in the next few weeks. Staff has inquired to see if Stanford is available to attend the May 6th meeting with the County and Caltrans. (5-9-14) Stanford is almost ready for an updated submittal to the County.
26	I-280 Repaving	(12-13-13) Staff contacting CalTrans again to see if they have an update on when I-280 within Los Altos Hills will be scheduled to be repaved. (12-20-13) E-mail received from Jeremy Dennis discussing the CalTrans process. By fall of 2014 Caltrans will decide which projects will be included in the 2016 SHOP program for bidding in 2018-19. Not sure if a section of I-280 within LAH will be selected.
27	El Monte Segment 4	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.

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
28	Barron Creek Drainage Channel Maintenance (26170 W. Fremont Road)	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.
29	VTA TAC Meetings	(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.
30	2014 Sanitary Sewer Root Foaming Project	(4-4-14) Staff has released a RFP for the 2014 Root Foaming Project. Staff will be requesting Council to authorize the City Manager to award the contract. LAH and other sewer agencies are experiencing increased sewer overflows due to roots being more aggressive from the lack of rain this year. Staff is recommending that root foaming be performed as soon as possible. Additional funds will need to be allocated for this project. (4-11-14) Item to be presented to the City Council for authorization of the City Manager to award the contract. (4-18-14) At the April City Council meeting, Council authorized the City Manager to award the contract. (4-25-14) Staff waiting for bonds and insurance paperwork from the contractor. (5-9-14) Bonds and insurance received and staff is checking. Contractor may start week of May 12th.
31	New electric meter for Purissima Park	(4-4-14) Staff to work with PG&E and electrician to in separate electric meter at Purissima Park for EV charging stations. (4-18-14) Staff filed an application for a new meter. (4-25-14) Staff reviewing the proposal from contractor. (5-2-14) Agreement being prepared. (5-9-14) Staff, contractor, and PG&E scheduled to meet at Purissima Park on 5-12-14 to discuss new meter.

Off-Road Pathways Map



LEGEND:

- EXISTING PATH WITH EASEMENTS
- FUTURE PATH - RECOMMENDED TO RETAIN (CURRENTLY SHOWN ON THE 1981 MASTER PATHWAY PLAN)
- FUTURE PATH - PROPOSED TO ADD (NOT SHOWN ON THE 1981 MASTER PATHWAY PLAN)
- FUTURE PATH - PROPOSED FOR REMOVAL FROM THE 1981 MASTER PATHWAY PLAN

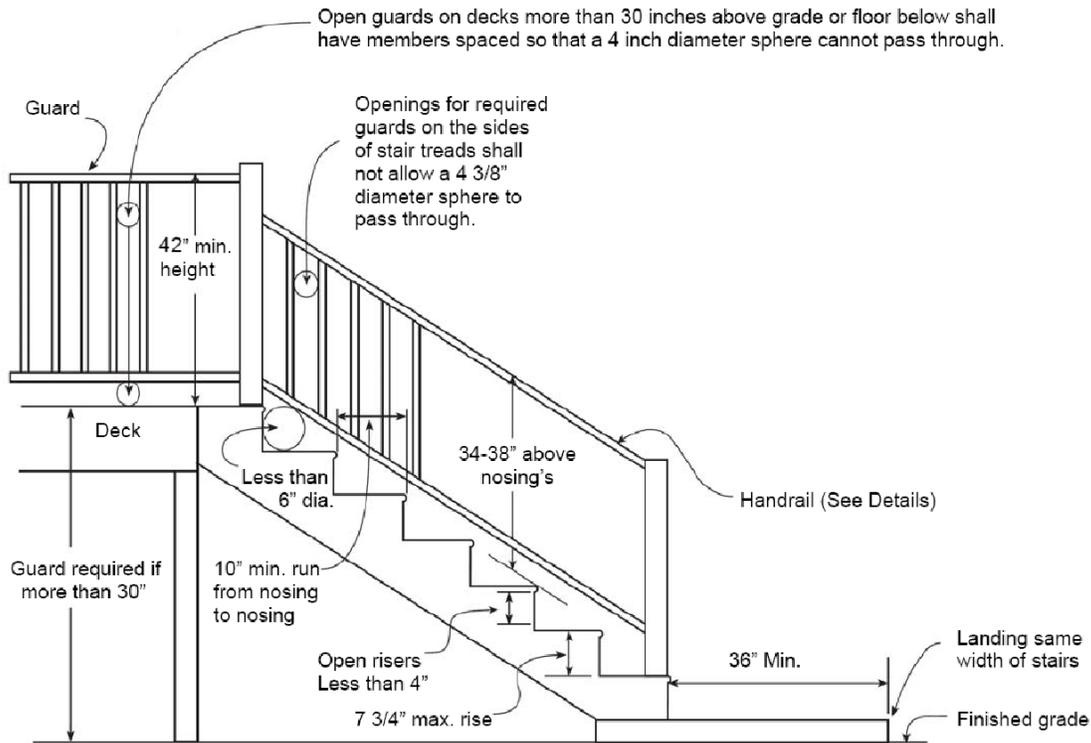
TOWN OF LOS ALTOS HILLS

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Los Altos Hills, CA 94022
Phone: (650) 941-7222
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STAIRWAYS AND GUARDS

(Excerpts from 2013 California Residential Code Section R311)



Example of Exterior Deck Stairs

R311.7.1 Width.

Stairways shall not be less than 36 inches (914 mm) in clear width at all points above the permitted handrail height and below the required headroom height. Handrails shall not project more than 4.5 inches (114 mm) on either side of the stairway and the minimum clear width of the stairway at and below the handrail height, including treads and landings, shall not be less than 31 1/2 inches (787 mm) where a handrail is installed on one side and 27 inches (698 mm) where handrails are provided on both sides.

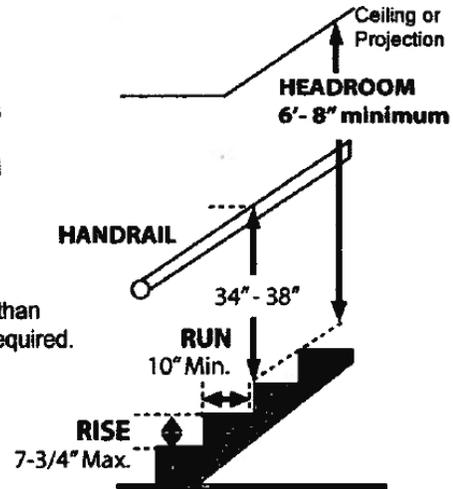
Exception: The width of spiral stairways shall be in accordance with Section R311.7.10.1.

R311.7.2 Headroom.

The minimum headroom in all parts of the stairway shall not be less than 6 feet 8 inches (2032 mm) measured vertically from the sloped line adjoining the tread nosing or from the floor surface of the landing or platform on that portion of the stairway.

Exception: Where the nosings of treads at the side of a flight extend under the edge of a floor opening through which the stair passes, the floor opening shall be allowed to project horizontally into the required headroom a maximum of 43/4 inches (121 mm).

If stairway has closed risers and stair tread is less than 11 inches, a nosing of 3/4 inch depth by no greater than 1-1/4 inch is required.



Open Risers must have openings between treads that does not permit passage of a 4" diameter sphere

R311.7.3 Vertical rise.

A flight of stairs shall not have a vertical rise larger than 12 feet (3658 mm) between floor levels or landings.

R311.7.4 Walkline.

The walkline across winder treads shall be concentric to the curved direction of travel through the turn and located 12 inches (305 mm) from the side where the winders are narrower. The 12-inch (305 mm) dimension shall be measured from the widest point of the clear stair width at the walking surface of the winder. If winders are adjacent within the flight, the point of the widest clear stair width of the adjacent winders shall be used.

R311.7.5 Stair treads and risers.

Stair treads and risers shall meet the requirements of this section. For the purposes of this section all dimensions and dimensioned surfaces shall be exclusive of carpets, rugs or runners.

R311.7.5.1 Risers.

The maximum riser height shall be 7 3/4 inches (196 mm). The riser shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm). Risers shall be vertical or sloped from the underside of the nosing of the tread above at an angle not more than 30 degrees (0.51 rad) from the vertical. *Open risers* are permitted provided that the opening between treads does not permit the passage of a 4-inch-diameter (102 mm) sphere.

Exception: The opening between adjacent treads is not limited on stairs with a total rise of 30 inches (762 mm) or less.

R311.7.5.2 Treads.

The minimum tread depth shall be 10 inches (254 mm). The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm).

R311.7.5.2.1 Winder treads.

Winder treads shall have a minimum tread depth of 10 inches (254 mm) measured between the vertical planes of the foremost projection of adjacent treads at the intersections with the walkline. Winder treads shall have a minimum tread depth of 6 inches (152 mm) at any point within the clear width of the stair. Within any flight of stairs, the largest winder tread depth at the walkline shall not exceed the smallest winder tread by more than 3/8 inch (9.5 mm). Consistently shaped winders at the walkline shall be allowed within the same flight of stairs as rectangular treads and do not have to be within 3/8 inch (9.5 mm) of the rectangular tread depth.

R311.7.5.3 Nosings.

The radius of curvature at the nosing shall be no greater than 9/16 inch (14 mm). A nosing not less than 3/4 inch (19 mm) but not more than 1 1/4 inches (32 mm) shall be provided on stairways with solid risers. The greatest nosing projection shall not exceed the smallest nosing projection by more than 3/8 inch (9.5 mm) between two stories, including the nosing at the level of floors and landings. Beveling of nosings shall not exceed 1/2 inch (12.7 mm).

Exception: A nosing is not required where the tread depth is a minimum of 11 inches (279 mm).

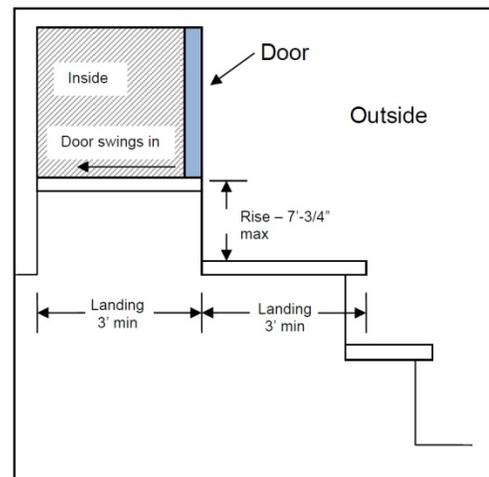
R311.7.5.4 Exterior wood/plastic composite stair treads.

Wood/plastic composite stair treads shall comply with the provisions of Section R507.3.

R311.7.6 Landings for stairways.

There shall be a floor or landing at the top and bottom of each stairway. The minimum width perpendicular to the direction of travel shall be no less than the width of the flight served. Landings of shapes other than square or rectangular shall be permitted provided the depth at the walk line and the total area is not less than that of a quarter circle with a radius equal to the required landing width. Where the stairway has a straight run, the minimum depth in the direction of travel shall be not less than 36 inches (914 mm).

Exception: A floor or landing is not required at the top of an interior flight of stairs, including stairs in an enclosed garage, provided a door does not swing over the stairs.



R311.7.7 Stairway walking surface.

The walking surface of treads and landings of stairways shall be sloped no steeper than one unit vertical in 48 inches horizontal (2-percent slope).

R311.7.8 Handrails.

Handrails shall be provided on at least one side of each continuous run of treads or flight with four or more risers.

R311.7.8.1 Height.

Handrail height, measured vertically from the sloped plane adjoining the tread nosing, or finish surface of ramp slope, shall be not less than 34 inches (864 mm) and not more than 38 inches (965 mm).

Exceptions:

1. The use of a volute, turnout or starting easing shall be allowed over the lowest tread.
2. When handrail fittings or bendings are used to provide continuous transition between flights, transitions at winder treads, the transition from handrail to guardrail, or used at the start of a flight, the handrail height at the fittings or bendings shall be permitted to exceed the maximum height.

R311.7.8.2 Continuity.

Handrails for stairways shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above the lowest riser of the flight. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1 1/2 inch (38 mm) between the wall and the handrails.

Exceptions:

1. Handrails shall be permitted to be interrupted by a newel post at the turn.
2. The use of a volute, turnout, starting easing or starting newel shall be allowed over the lowest tread.

R311.7.8.3 Grip-size.

All required handrails shall be of one of the following types or provide equivalent grasp ability.

1. Type I. Handrails with a circular cross section shall have an outside diameter of at least 1 1/4 inches (32 mm) and not greater than 2 inches (51 mm). If the handrail is not circular, it shall have a perimeter dimension of at least 4 inches (102 mm) and not greater than 6 1/4 inches (160 mm) with a maximum cross section of dimension of 2 1/4 inches (57 mm). Edges shall have a minimum radius of 0.01 inch (0.25 mm).
2. Type II. Handrails with a perimeter greater than 6 1/4 inches (160 mm) shall have a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of 3/4 inch (19 mm) measured vertically from the tallest portion of the profile and achieve a depth of at least 5/16 inch (8 mm) within 7/8 inch (22 mm) below the widest portion of the profile. This required depth shall continue for at least 3/8 inch (10 mm) to a level that is not less than 1 3/4 inches (45 mm) below the tallest portion of the profile. The minimum width of the handrail above the recess shall be 1 1/4 inches (32 mm) to a maximum of 2 3/4 inches (70 mm). Edges shall have a minimum radius of 0.01 inch (0.25 mm).

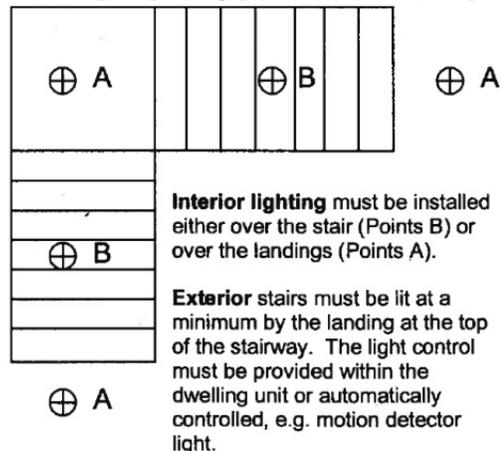
R311.7.8.4 Exterior wood/plastic composite handrails.

Wood/plastic composite handrails shall comply with the provisions of Section R507.3.

R311.7.9 Illumination.

All stairs shall be provided with illumination in accordance with Section R303.6.

Stairway Lighting [2013 CEC 210.70]



R311.7.10 Special stairways.

Spiral stairways and bulkhead enclosure stairways shall comply with all requirements of Section R311.7 except as specified below.

R311.7.10.1 Spiral stairways.

Spiral stairways are permitted, provided the minimum clear width at and below the handrail shall be 26 inches (660 mm) with each tread having a 7 1/2-inch (190 mm) minimum tread depth at 12 inches (914 mm) from the narrower edge. All treads shall be identical, and the rise shall be no more than 9 1/2 inches (241 mm). A minimum headroom of 6 feet 6 inches (1982 mm) shall be provided.

R311.7.10.2 Bulkhead enclosure stairways.

Stairways serving bulkhead enclosures, not part of the required building egress, providing access from the outside *grade* level to the *basement* shall be exempt from the requirements of Sections R311.3 and R311.7 where the maximum height from the *basement* finished floor level to *grade* adjacent to the stairway does not exceed 8 feet (2438 mm) and the *grade* level opening to the stairway is covered by a bulkhead enclosure with hinged doors or other *approved* means.

R312 Guards

A guardrail is required to prevent someone from falling from a balcony, stairs, deck, landing etc. that is more than 30 inches above the floor or ground below at a point within 36 inches horizontally to the edge of the open side.

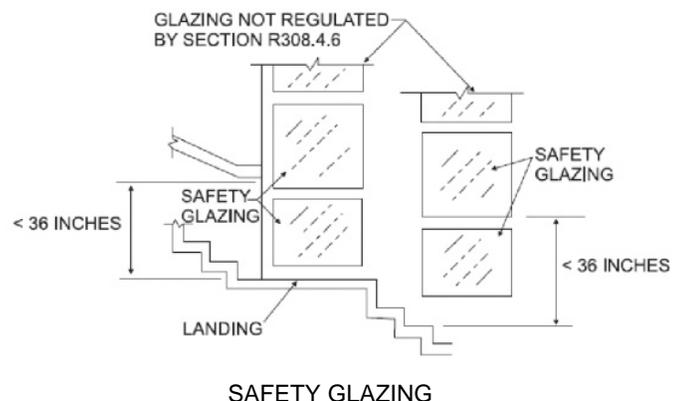
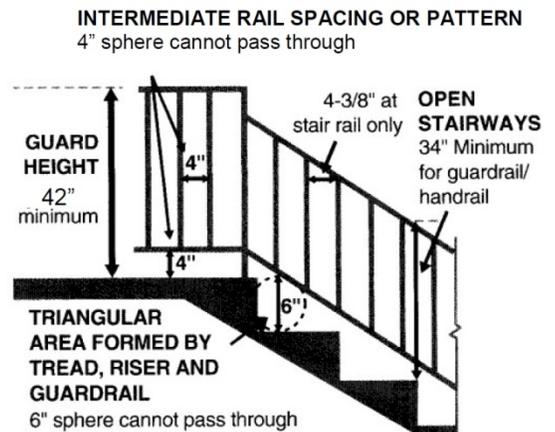
Guardrails must be at least 42 inches high, except that they may be 34 inches minimum and 38 inches maximum when located within dwelling units in R-3 occupancies whose top rail also serves as a handrail.

Guardrails on interior stairs must have some kind of pattern, so that a 4-3/8 inch sphere can't pass through. However, all exterior guardrails along raised floors, landings, porches, decks and balconies must have intermediate rails or ornamental closures that do not allow passage of a 4 inch sphere. At the bottom edge of a guardrail along a series of steps, the space between the tread, riser and guardrail must be small enough to prevent a 6" sphere from getting through.

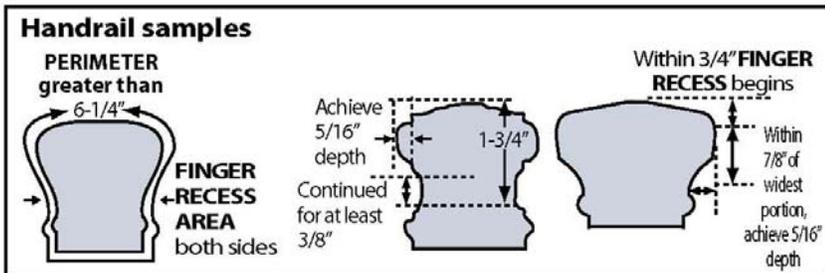
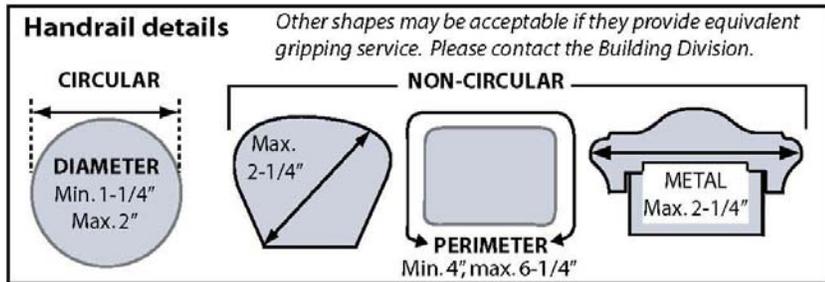
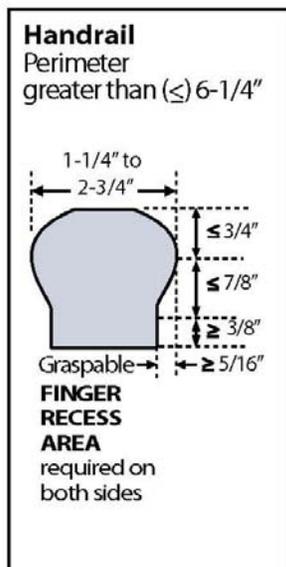
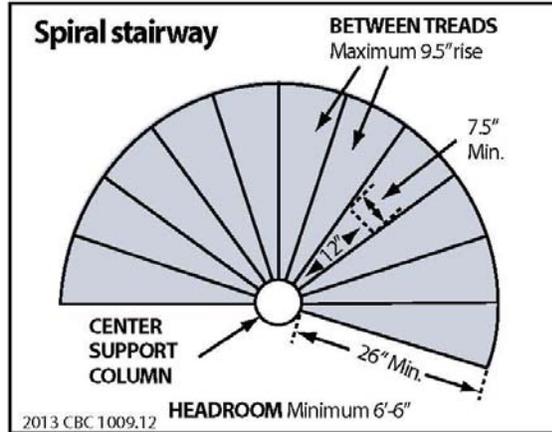
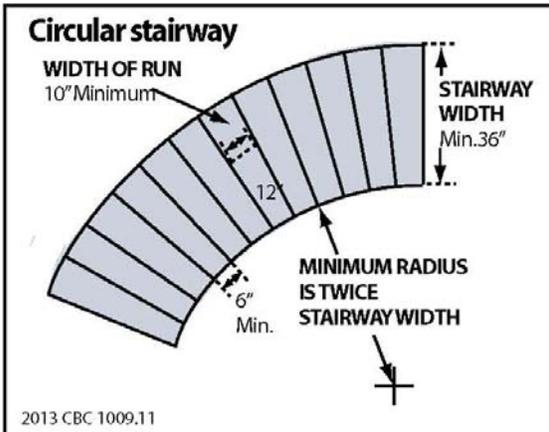
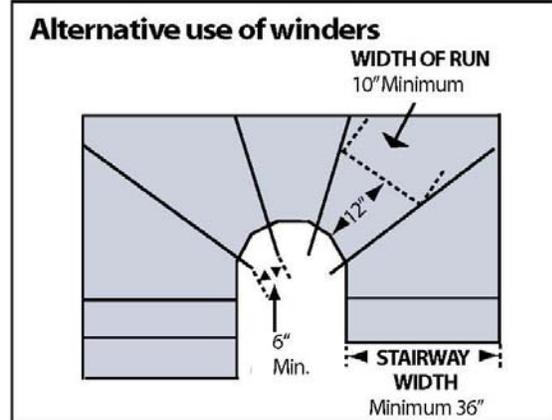
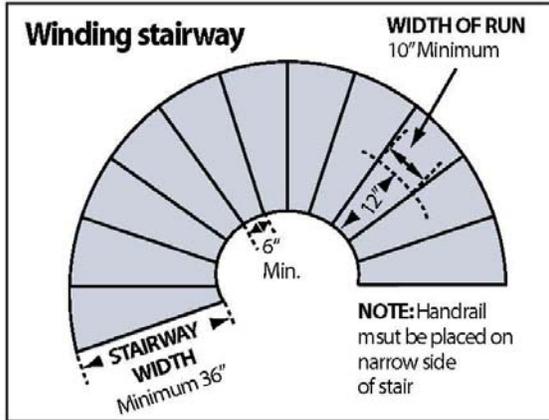
R308.4.6 Safety Glazing

Glazing where the bottom exposed edge of the glazing is less than 36 inches above the plane of the adjacent walking surface of stairways, landings between flights of stairs and ramps shall be considered a hazardous location. Glazing adjacent to the landing at the bottom of a stairway where the glazing is less than 36 inches above the landing and within 60 inches horizontally of the bottom tread shall be considered a hazardous location.

Guard Opening Limitations



NOTE: REQUIRED HANDRAILS ARE NOT SHOWN





Santa Clara County Office of the Sheriff
Weekly Activity Summary
4/28/2014 – 5/4/2014
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
5/4	L5	Possession of Marijuana ARREST	At 12:20 PM, deputies made contact with the occupant of a suspicious vehicle in the 24000 block of Oak Knoll Circle. Investigation revealed the driver was in possession of Marijuana. The suspect was cited and released.

DATE	TIME	BEAT	EVENT NUM.	TYPE	LOCATION	DISPOSITION	INFORMATION
				THEFT			
4/30/2014	15:50	L5	S141200331	484	REBECCA LN @ DAWSON DR	No Report	Unfounded
				VANDALISM			
5/1/2014	12:15	L3	S141210196	594	PAGE MILL RD @ PASEO DEL ROBLE	No Report	Vandalism
				SUSPICIOUS PERSON			
4/30/2014	9:20	L1	S141200109	1066	DIANNE DR @ O KEEFE LN	No Report	Suspicious Person
5/1/2014	20:46	L1	S141210460	1066	LA CRESTA DR @ NINA PL	No Report	Suspicious Person
5/1/2014	20:56	L3	S141210467	1066	ROBLE ALTO CT @ ROBLE ALTO	No Report	Suspicious Person
4/28/2014	17:15	L3	S141180398	1066	BLACK MOUNTAIN RD @ URSULA LN	No Report	Suspicious Person
5/2/2014	14:45	L3	S141220278	1066	CFEM/12355 EL MONTE RD @ STONE	No Report	Suspicious Person
5/2/2014	10:03	L5	S141220135	1066	MAGDALENA RD @ HOOPER LN	No Report	Suspicious Person
4/29/2014	18:15	L5	S141190342	1066	RAVENSBURY AV @ W LOYOLA DR	No Report	Suspicious Person
4/30/2014	17:49	L6	S141200397	1066	BERKSHIRE DR @ ELOISE CIR	No Report	Suspicious Person
				PEDESTRIAN STOP			
4/29/2014	13:32	L1	S141190198	1095	SNELL CT @ SNELL LN	No Report	Pedestrian Stop
				ABANDONED VEHICLE			
5/1/2014	9:04	L1	S141210111	1124	GARDNER BULLIS SCHOOL/25890 W FRE	No Report	Citizen Assist
4/30/2014	13:32	L3	S141200255	1124	VOGUE CT @ BLACK MOUNTAIN RD	No Report	Citizen Assist

DATE	TIME	BEAT	EVENT NUM.	TYPE	LOCATION	DISPOSITION	INFORMATION
TRAFFIC HAZARD							
4/30/2014	17:03	L2	S141200374	1125	FY 280 @ MAGDALENA RD	No Report	Traffic Hazard
SUSPICIOUS VEHICLE							
4/28/2014	8:35	L1	S141180127	1154	ELSIE WY @ CONCEPCION RD	No Report	Gone on Arrival
5/4/2014	18:49	L1	S141240306	1154	W SUNSET DR @ BURKE RD	No Report	Gone on Arrival
5/4/2014	3:24	L3	S141240065	1154	PAGE MILL RD @ ARASTRADERO	Citation Issued	Parking Violation
5/2/2014	2:18	L4	S141220035	1154	ALTAMONT RD @ BLACK MOUNTAIN RD	No Report	Gone on Arrival
5/2/2014	10:44	L5	S141220158	1154	EASTBROOK AV @ MAGDALENA AV	No Report	Gone on Arrival
TRAFFIC ACCIDENT							
5/1/2014	8:11	L2	S141210081	1180	FY 280 @ MAGDALENA RD	No Report	Turned Over to CHP
4/29/2014	21:43	L2	S141190417	1182	HILLTOP DR @ SUMMERHILL	No Report	No Report Requested
5/2/2014	20:38	L2	S141220478	1183	S EL MONTE AV @ SUMMERHILL AV	No Report	Traffic Accident
TRAFFIC ENFORCEMENT							
4/28/2014	12:29	L1	S141180263	1195	1ST ST @ W EDITH AV	Warning Issued	Traffic Enforcement
5/1/2014	3:47	L1	S141210039	1195	S SPRINGER RD @ SLADKY AV	Warning Issued	Traffic Enforcement
5/1/2014	17:48	L1	S141210362	1195	PAGE MILL RD @ JUNIPERO SIERRA	Warning Issued	Traffic Enforcement
5/1/2014	21:58	L1	S141210488	1195	FOOTHILL EX @ S SAN ANTONIO RD	Warning Issued	Traffic Enforcement
5/4/2014	2:44	L1	S141240058	1195	PAGE MILL RD @ DEER CREEK	Warning Issued	Traffic Enforcement
5/4/2014	13:05	L1	S141240164	1195	FOOTHILL EX @ W EDITH AV	Warning Issued	Traffic Enforcement
5/1/2014	14:06	L1	S141210234	1195	FY 280 @ EL MONTE RD	Citation Issued	Traffic Enforcement
5/1/2014	18:03	L1	S141210376	1195	FY 280 @ EL MONTE RD	Citation Issued	Traffic Enforcement
5/2/2014	23:39	L1	S141220556	1195	PAGE MILL RD @ DEER CREEK	Citation Issued	Traffic Enforcement
5/2/2014	10:19	L2	S141220142	1195	FY 280 @ MAGDALENA RD	Warning Issued	Traffic Enforcement
5/2/2014	16:51	L2	S141220340	1195	FY 280 @ MAGDALENA RD	Citation Issued	Traffic Enforcement
5/2/2014	13:34	L3	S141220237	1195	MAPLE LEAF CT @ ELENA RD	Warning Issued	Traffic Enforcement
5/2/2014	2:47	L4	S141220038	1195	PAGE MILL RD @ ALTAMONT RD	Citation Issued	Traffic Enforcement
4/29/2014	12:24	L5	S141190166	1195	EL MONTE RD @ STONEBROOK DR	Warning Issued	Traffic Enforcement
PARKING COMPLAINT							
5/3/2014	7:42	L4	S141230052	22500	TEPA WY @ MOODY RD	Warning Issued	Parking Complaint
5/3/2014	8:39	L4	S141230072	22500	FRANCEMONT AV @ MOODY RD	Warning Issued	Parking Complaint
4/30/2014	18:29	L5	S141200412	22500	MAGDALENA RD @ JABIL LN	Citation Issued	Parking Complaint
RECKLESS DRIVER							
4/30/2014	22:40	L1	S141200523	23103	PAGE MILL RD @ FOOTHILL EX	No Report	Gone on Arrival

DATE	TIME	BEAT	EVENT NUM.	TYPE	LOCATION	DISPOSITION	INFORMATION
ALARM CALLS							
4/28/2014	5:02	L1	S141180073	1033A	DORI LN @ ROBLEDA RD	No Report	False Alarm
4/29/2014	15:24	L1	S141190259	1033A	KINGSLEY AV @ ALTADENA DR	No Report	False Alarm
5/1/2014	21:39	L1	S141210483	1033A	LA CRESTA DR @ NINA PL	No Report	False Alarm
5/1/2014	12:55	L1	S141210206	1033A	TEMPLETON PL @ W FREMONT	No Report	False Alarm
5/4/2014	6:47	L1	S141240083	1033A	OHLONE LN @ W FREMONT RD	No Report	False Alarm
4/28/2014	14:24	L2	S141180316	1033A	HILLTOP DR @ BARLEY HILL	No Report	False Alarm
4/28/2014	14:33	L3	S141180322	1033A	MELODY LN @ BLACK MOUNTAIN	No Report	False Alarm
5/3/2014	11:40	L3	S141230124	1033A	PAGE MILL RD @ ARASTRADERO	No Report	False Alarm
5/2/2014	18:45	L3	S141220405	1033A	STANFORD CT @ LIDDICOAT	No Report	False Alarm
4/29/2014	12:29	L4	S141190169	1033A	ADOBE LN @ TEPA WY	No Report	False Alarm
5/2/2014	15:39	L4	S141220306	1033A	LA LOMA DR @ SUMMIT WOOD	No Report	False Alarm
4/30/2014	19:11	L4	S141200430	1033A	LA LOMA DR @ SUMMIT WOOD	No Report	False Alarm
4/28/2014	15:33	L6	S141180350	1033A	W LOYOLA DR @ ROLLY RD	No Report	False Alarm
4/28/2014	15:08	L6	S141180339	1033A	W LOYOLA DR @ ROLLY RD	No Report	False Alarm
ANIMAL COMPLAINT							
5/1/2014	23:10	L1	S141210517	1091B	MIRANDA RD @ CARADO CT	No Report	Quiet On Arrival
5/3/2014	22:30	L3	S141230381	1091B	ARASTRADERO RD @ FY 280	No Report	Unable to Locate
SUSPICIOUS VEHICLE							
5/4/2014	1:52	L5	S141240044	1154OC	MAGDALENA AV @ EASTBROOK AV	No Report	Suspicious Vehicle
DISTURBANCE							
5/1/2014	7:38	L1	S141210070	415P	ALTA TIERRA RD @ ROBLEDA RD	No Report	Party
5/4/2014	2:13	L3	S141240053	415P	VIA FELIZ @ PAGE MILL RD	No Report	Party
5/3/2014	0:25	L3	S141230005	415P	PALOMINO PL @ NATOMA RD	No Report	Party
5/3/2014	16:26	L4	S141230236	415J	MOODY RD @ TEPA WY	No Report	Juveniles
9-1-1 ADANDONED							
5/2/2014	20:37	L3	S141220477	911ABN	GREEN HILLS CT @ ELENA RD	No Report	9-1-1 Abandoned
5/4/2014	0:13	L1	S141240004	911CEL	JUNIPERO SERRA BL @ STANFORD	No Report	9-1-1 Abandoned
5/4/2014	15:16	L1	S141240216	911CEL	W FREMONT RD @ CONCEPCION	No Report	9-1-1 Abandoned
5/1/2014	11:53	L3	S141210190	911CEL	PAGE MILL RD @ CHRIS	No Report	9-1-1 Abandoned
5/2/2014	11:00	L3	S141220171	911CEL	DUVAL WY @ ROBLEDA RD	No Report	9-1-1 Abandoned
5/2/2014	11:02	L3	S141220174	911CEL	ELENA RD @ CRESCENT LN	No Report	9-1-1 Abandoned
5/2/2014	10:44	L4	S141220159	911CEL	ELENA RD @ MOODY RD	No Report	9-1-1 Abandoned

DATE	TIME	BEAT	EVENT NUM.	TYPE	LOCATION	DISPOSITION	INFORMATION
BEAT INFORMATION							
4/28/2014	14:24	L1	S141180317	INFO	FY 280 @ EL MONTE RD	No Report	Beat Information
4/29/2014	10:12	L1	S141190099	INFO	NORMANDY LN @ O KEEFE LN	No Report	Beat Information
4/29/2014	13:44	L1	S141190207	INFO	LAUREL GLEN DR @ ALEXIS DR	No Report	Beat Information
4/30/2014	14:51	L1	S141200298	INFO	W FREMONT RD @ FREMONT P	No Report	Beat Information
5/1/2014	8:15	L1	S141210083	INFO	WESTON DR @ W FREMONT RD	No Report	Beat Information
5/1/2014	12:55	L1	S141210205	INFO	RIVIERA DR @ S SPRING	No Report	Beat Information
5/1/2014	17:26	L3	S141210348	INFO	FY 280 @ PAGE MILL RD	No Report	Beat Information
4/29/2014	23:00	L4	S141190436	INFO	26811 MOODY CT @ MOODY RD	No Report	Beat Information
4/29/2014	17:01	L5	S141190309	INFO	EASTBROOK AV @ MAGDALENA AV	No Report	Beat Information
PATROL CHECK							
4/28/2014	2:09	L1	S141180041	PATCK	LA CRESTA DR @ BEAVER LN	No Report	Patrol Check
4/30/2014	10:31	L3	S141200156	PATCK	LOS ALTOS HILLS	No Report	Patrol Check
SUSPICIOUS CIRCUMSTANCES							
4/30/2014	13:08	L1	S141200239	SUSCIR	ST FRANCIS DR @ ALEJANDRO DR	No Report	Suspicious Circumstances
5/3/2014	19:58	L3	S141230304	SUSCIR	OLD PAGE MILL RD @ JARVIS WY	No Report	Suspicious Circumstances
5/4/2014	21:20	L3	S141240382	SUSCIR	EDGERTON RD @ BLACK MOUNTAIN	No Report	Suspicious Circumstances
5/3/2014	9:58	L6	S141230094	SUSCIR	W LOYOLA DR @ ROLLY RD	No Report	Suspicious Circumstances
WELFARE CHECK							
4/28/2014	22:47	L3	S141180508	WELCK	PAGE MILL RD @ FY 280	No Report	Completed

**Town of Los Altos Hills
FIC Key Project Report
May5, 2014**

Recurring Items		
Project	Date	Status / Description
Annual Budget	3/3/2014	Staff completed the Town's Mid-Year Budget Review and presented to Council at the February 20, 2014 Council Meeting. Council approved a resolution authorizing to adjust FY 2013-14 General Fund and Non-General Fund budgets by \$474,059 or 4.2% to a total of \$10,930,764. General Fund operating expenditures were amended at \$6,138,029, by \$231,330 lower than the Adopted FY 2014 budget. Non-General Funds expenditures were adjusted down by \$247,729. Preliminary FY 2014-15 Budget Calendar was presented to the FIC Committee. Staff requests that the FIC and Council hold a joint budget study session the week of May 26th.
	3/31/2014	Administrative Services Director distributed written instructions for the FY 2014-15 Budget, as well as Base Budget Transfer; Expense and Revenue Amendment forms to all departments that they will have to use to submit their prioritized budget requests. Once the forms are submitted and reviewed by Finance, they will be presented to the City Manager, who will rank department requests and set priorities for the upcoming budget. While departments are preparing their budget requests, ASD staff is working on closing the 3rd quarter (March 31, 2014) and developing the base budget assumptions for the upcoming FY 2014-15 budget. Staff requests that the Council holds the Joint FIC-Council Budget Study session on Monday, June 2, 2014 at 4pm.
	4/7/2014	A brief update on the FY 2014-15 Budget process was given at the FIC meeting on Monday, April 7th. Staff will be bringing the preliminary FY2014-15 base budget including assumptions and revenue projections for the FIC discussion at the next meeting on May 5, 2014.
	5/5/2014	A brief update on the FY 2014-15 Budget process was given at the FIC meeting on Monday, May 5th. Staff also presented preliminary FY2014-15 base budget revenues and associated assumption used in developing base budget. Staff also presented assumption which will be used to develop proposed expenditure budget for FY2014-15.
Financial Audit/ CAFR	3/3/2014	No active work is done at this time. Audit work is expected to commence on August 4, 2014 with the Interim Audit field work scheduled for August 4-8, 2014. The Final Audit is scheduled for October 6-10, 2014.
Investments Review	3/3/2014	No active work is done at this time. Next review of the Town's investments is tentatively scheduled for July, 2014. Staff will be providing Council with the Town's investments performance report upon closure of this Fiscal Year.
GASB 45 - OPEB Actuarial Valuation	3/3/2014	The Town engaged in a consulting services agreement with Bartel & Associates, LLC for preparation of the GASB 45 -Other Post Employment Benefits (OPEB) Actuarial Valuation Study. Bartel & Associates prepared the Town's June 30, 2011 actuarial valuation for the 2011/12 and 2012/13 fiscal years. The Town is currently funding the full Annual Required Contribution (ARC) with the irrevocable trust CERBT, requiring the Town have valuations prepared biennially. The June 30, 2013 actuarial valuation will provide 2013/14 and 2014/15 fiscal year information. The preliminary results of the study are scheduled to be presented to the FIC at the next meeting in April.
	4/7/2014	Mr. Pryor from Bartel & Associates presented the Town's June 30, 2013 GESB 45 Actuarial Valuation Report at the FIC meeting on April 7th. Actuarial Value of Assets increased from \$0.7m to \$1.2m primarily due to earnings and additional trust contributions above the annual required contribution (ARC) which is projected to decrease to \$118,000 in FY2014-15. The Town's Actuarial Accrued Actuarial Liability (AAL) decreased by from \$2.6m to \$2.2m mostly due to increasing effect of the second tier implementation for retiree medical (10/11/2007), as well as lower assumptions on premium increases. Additional highlights of the study are presented in the attached FIC minutes.
Pension Review	3/3/2014	Item will be placed on the future FIC agenda upon receipt of the next CalPERS valuation report.

**Town of Los Altos Hills
FIC Key Project Report
May5, 2014**

Active Projects		
User Fee Study	3/3/2014	On February 28, 2013, the Council awarded a contract to Willdan Financial Services for an overhead Cost Allocation Review and a Comprehensive Fee and Rate Study. The scope of the study included a comprehensive analysis of the total cost of providing services, including all applicable direct, indirect, and overhead costs associated with individual development-related services (planning, building, public works, and administration). Impact fee, sewer charges, roadway, and capital related fee were excluded the scope of the study. The results of the study were discussed at the FIC three times and are now being finalized. The FIC Subcommittee completed review and reported findings to FIC at the March 3, 2014 meeting. Upon review FIC found the methodology and results of the study fair and recommended to bring it to the March 20, 2014 Council Meeting. Council staff report and presentation is currently in development. Subcommittee will meet one more time with staff and consultant to go over the highlights of the presentation format.
	3/20/2014	Council adopted resolution authorizing amendments to fee schedule for certain Town general services with all Town fees set at 100% recovery rate, except for the building fees in Section II - Building Process: Plan Reviews Permits, and Inspections of the Town's Schedule of Fees, that were set at 90% recovery level.
	4/7/2014	After the Council meeting on 3/20/14, staff received a number of public comments addressed to City Council appealing the user fee ammendment procedure and methodology. Following an advice received from the City Attorney, staff is bringing this item back to the next Council meeting on 4/17/14 to satisfy a public hearing requirement listed in the Government Code Section 66016.
	5/15/2014	Staff will submit another report to Council on May 15th which will list all user fee that increased more than 100% or decreased more than 40%.
Review of General Liability and Workers Compensation Insurance	3/3/2014	Item will be scheduled on the future FIC agenda.
Additional Revenue Opportunity	3/7/2014	Appointed committee held the first meeting on March 7, 2014 and discussed potential options for the Town to raise its revenues, including adjustment of user fees, formation of a charter city, special and/or general tax ballot.
Private/Public Roads	3/3/2014	Public Works Director, Richard Chiu made presentation at the FIC meeting on the projected cost estimate for upgrading 18 public roads to the Town standards of minimum PCI of 77. Staff projects the total cost of improvements to be around \$2.8 million pending results of the upcoming pavement management review, that may increase this figure. Staff and FIC will continue working together on developing funding strategies at future meetings.
Westwind Barn six Month Financial Review	3/3/2014	FIC will be reviewing accounting data reports and subsidy level in September, 2014.
Sewer Rate Study	3/3/2014	Town engaged in agreement with Municipal Financial Services to prepare a Sewer Rate Study. Project framework was completed in 2013, but the study was placed on hold pending information from Palo Alto on PARWQP upgrade.
Financial Policies & Procedures	3/7/2014	Item will be scheduled for review on the future FIC agenda, tentatively in July, 2014.



Finance and Investment Committee Meeting

Town of Los Altos Hills Town Council Chambers
26379 Fremont Road

Monday, May 5, 2014, 4:00 pm
Regular Meeting Agenda

1. Roll call
2. Approval of Minutes- Meeting of Monday, April 7, 2014
3. FY' 15 Budget- Preliminary Base Budget and Revenue discussion- Yulia Carter
4. Report on Town Council activities of interest- John Radford
 - Taping FIC meetings
 - Approval of new fees
5. Report on finance department activities of interest – Yulia Carter
 - Finance Department Staffing Update
 - FY' 15 Budget Calendar – Joint Council- FIC meeting
6. Review of future meeting calendar and topics
 - Joint Council –FIC FY' 15 Budget working session –June 2, 2014
 - Insurance Review- TBD
 - Accounting Procedure Review- TBD
 - Review of FIC Monthly Project Summary Report
7. Presentations from the floor
8. Adjournment

Notice To The Public

Any writings or documents provided to a majority of the Finance and Investment Committee regarding any item on the open session portion of this agenda will be made available for public inspection at the Town Clerk's office located at 26379 Fremont Road, Los Altos Hills during normal business hours.

Distribution:

Public posting by Deborah Padovan

Email distribution by Deborah Padovan to Committee members: Courtenay Corrigan; Allan Epstein; Kjell Karlsson; Jim Lai; Frank Lloyd; Susan Mason; Stan Mok; John Radford; Bill Silver; Roddy Sloss; Chris Welborn

cc: Email distribution by Deborah Padovan -- Carl Cahill, Yulia Carter, Tony Sandhu

Town of Los Altos Hills
Fiscal Year 2014-15 Base Budget
General Fund Revenues by Major Category & Source

General Fund Revenues	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2013-14 Revised	2013-14 Est Actual	2014-15 Base Budget	\$ Change over Revised	% Change over Revised
Property taxes	\$ 3,543,231	\$ 3,785,652	\$ 4,067,700	\$ 4,157,700	\$ 4,179,520	\$ 4,332,700	\$ 175,000	4.21%
Taxes other than property	423,353	545,227	461,400	511,400	511,400	489,000	(22,400)	-4.38%
Franchise fees	430,150	421,634	425,200	425,200	441,600	454,000	28,800	6.77%
Licenses and permits	609,109	729,106	670,600	734,900	770,900	938,800	203,900	27.75%
Use of money and property	154,888	151,476	156,400	168,600	171,500	173,600	5,000	2.97%
Intergovernmental	58,369	66,355	53,500	49,100	45,000	33,100	(16,000)	-32.59%
Charges for services	976,833	753,608	591,500	631,091	646,000	819,100	188,009	29.79%
Miscellaneous	30,905	70,369	49,900	51,552	103,000	32,000	(19,552)	-37.93%
Internal Allocations		\$ -						
General Fund Revenues	\$6,226,838	\$ 6,523,427	\$ 6,476,200	\$ 6,729,543	\$ 6,868,920	\$ 7,272,300	\$ 542,757	8.07%

Parks & Recreation Revenues	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2013-14 Revised	2013-14 Est Actual	2014-15 Base Budget	\$ Change over Revised	% Change over Adopted
Parks & recreation programs	\$135,630	\$ 126,789	\$ 147,000	\$ 41,800	\$ 51,800	\$ 29,900	\$ (11,900)	-28.47%
Parks & recreation facilities	265,953	250,101	243,000	171,226	171,226	25,001	(146,225)	-85.40%
Parks & Recreation Revenues	\$401,583	\$ 376,890	\$ 390,000	\$ 213,026	\$ 213,026	\$ 213,026	\$ (158,125)	-74.23%

Total General Fund Revenues	6,628,421	6,900,317	6,866,200	6,942,569	7,081,946	7,485,326	384,632	5.54%
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Other Revenues	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2013-14 Revised	2013-14 Est Actual	2014-15 Base Budget	\$ Change over Revised	% Change over Adopted
Storm Drain In-Lieu	\$ 128,581	\$ 136,674	\$ 138,800	\$ 125,800	\$ 125,800	\$ 125,800	\$ -	0.00%
Pathway In-Lieu/Intergov Grants	270,646	1,047,147	157,400	157,400	157,400	157,400	-	0.00%
Parks & Recreation In-Lieu	75,106	56,894	40,000	40,000	40,000	40,000	-	0.00%
Gas Taxes	378,303	310,536	361,800	379,300	379,300	388,800	9,500	2.50%
COPS Grant	100,138	103,240	100,100	100,100	100,100	100,100	-	0.00%
Intergovernmental Grants		42,260	172,100	172,100	172,100	-	(172,100)	-100.00%
Verizon Cell Tower Lease	39,448	34,057	42,000	42,000	42,000	43,050	1,050	2.50%
Sewer	1,540,622	1,491,080	1,529,900	1,529,900	1,529,900	1,529,900	-	0.00%
Total Revenues	\$ 2,532,845	\$ 3,221,887	\$ 2,542,100	\$ 2,546,600	\$ 2,546,600	\$ 2,385,050	\$ (161,550)	-6.34%
GRAND TOTAL	\$ 9,161,266	\$ 10,122,204	\$ 9,408,300	\$ 9,489,169	\$ 9,628,546	\$ 9,870,376	\$ 223,082	2.35%

**Finance and Investment Committee Regular Meeting
Town of Los Altos Hills
Town Hall, Monday, May 5, 2014**

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

- Members present:** Courtenay Corrigan , Allan Epstein, Kjell Karlsson, Frank Lloyd, Roddy Sloss and Chris Welborn.
- Members absent:** Jim Lai, Susan Mason, Stan Mok, John Radford, Bill Silver
- Staff present:** Carl Cahill, Town Manager, Yulia Carter, Administrative Services Director, and Tony Sandu temporary Finance Manager
- Guests present:** None
- Public present:** Bill Balson

Approval of minutes:

The April 7, 2014 Regular Meeting minutes were amended and were approved by all members in attendance who also attended the April 7, 2014 meeting

FY'15 Budget Preliminary Base Budget and Revenue discussion – Y Carter:

Ms. Carter issued a one page comparative revenue summary to members prior to the meeting and presented ten PowerPoint slides on screen and in hardcopy during the meeting. Property tax revenue assumptions provided by HdI are based on actual changes recorded by the assessor and are a 4.2% increase as compared to a 3.8% forecast by the County Assessor. Consistent with past practice property tax revenues do not reflect planning and building permit activity that has not yet resulted in an assessment change and therefore property tax revenue assumptions are believed to be conservative. Budgeted Use of Money and Property revenues includes \$15,000 of investment interest income which is comparable to expected results for the current fiscal year. The budgeted decrease in Miscellaneous revenues reflects the absence of a Comcast \$60,000 grant present in the current year. As noted in the handout, Licenses & Permits and Charges for Services are projected to increase 27.8% and 29.8%, respectively. This increase is due primarily to the recently approved increases in fees. FY'15 activity level was estimated to be equal to the average of FY'14 and FY'13 and Park and Recreation revenue declined by 74.2% due to the new WWB operator collecting revenue, The Other Revenues budget line items reflect estimated current year activity except for a known \$9,500 increase in Gas taxes.

Cost assumptions include a \$92,100 increase in compensation costs in the form of a “bucket” reflecting both merit increases and market adjustments expected to issue from a compensation study currently underway (which costs are also included in this increase.) The \$135,000 insurance costs line item includes all insurance lines except workers comp and health insurance and is significantly higher than similar costs in recent years. More details will be presented in the next budget meeting.

Staff proposed collapsing Parks and Recreation funds into the General Fund in FY'15 subject to Council approval. The merits of this approach were discussed and seemed reasonable particularly considering the substantial reduction in complexity due to the WWB concessionaire. Individual accounts will still be maintained to collect cost and provide historical comparisons. This structure change will be discussed at the

next meeting including the rationale for originally establishing the funds. Also, all employment related expense will be removed from the Internal Service Fund.

Report on Town Council Activities of Interest:

Mr. Epstein reported that in the last Council meeting the User Rate study was approved with minor changes. Council has requested a Staff report showing fees that increased more than 100%. Vice Mayor Corrigan reported a discussion of recording FIC meetings was held with four Council members indicating their opposition to official recording of FIC meetings.

Report by Yulia Carter on Budget Preparation and Finance Activities of Interest:

The joint Council FIC budget review session is scheduled for 4 pm June 2, 2014. The FIC asked Ms. Carter to focus her discussion points on major revenue and spending changes compared to last year's budget (such as the Barn), major infrastructure spending items, reserve changes and adequacy, and an analysis indicating whether or not the budget is in balance. The proposed annual OPEB contribution is substantially greater than the minimum required contribution and significantly less than historical contributions. This contribution will be discussed. Budget review packets will be available May 27, 2014, to facilitate Council and FIC member Q&A with staff prior to the meeting.

Ms. Carter stated the Town made three offers to Finance Manager candidates all of which were declined. Staff believes the substantial reduction in fringe benefits when long term government workers move from other agencies to the Town were an important factor in the rejections. The Town is re advertising the position with an emphasis on candidates without extensive municipal finance experience.

Presentations from the floor:

Bill Balson expressed his belief that five year plans should be developed in light of what he believes to be Calpers unrealistic earnings assumptions. Ms. Carter stated that a brief five year "outlook" is included as part of the budget.

Proposed topics and dates for future meetings:

The Committee reviewed the FIC Key Projects Report handed out in the meeting and updated the status of the items. A current report from PFM, the Town's asset manager was requested. The next regular meeting date of the FIC is Monday, June 2, 2014 and is a joint meeting with Council to discuss the proposed fiscal year 2015 budget. Topics for future meetings include reviews of Insurance, Pensions, Accounting Policies and Procedures and Westwind Barn six month's results.

Adjournment:

The meeting adjourned at 5:50 pm

Respectfully submitted by Roddy Sloss, Committee Secretary



Town of Los Altos Hills

FY 2014-15

Base Budget Assumptions

Looking Back at the Budget

- Employee compensation - stable
 - No COLA adjustments since FY2008-09
 - No specialty pays
 - Merit-based salary adjustments
- Pension Reform
 - Establishment of 2nd and 3rd PERS retirement tiers
 - Town's PERS Side Fund obligations pay-off (\$637,320)
 - Elimination of Town contributions to retiree health care
- Employee sharing of medical premium increases for dependent coverage

FY 2014-15 Budget Process

- Steps to a Modified Zero-Base Budget
 - Establish the “Base”, adjusted by known personnel salary & benefit increases and inflationary adjustments
 - Determine Surplus/Deficit
 - Consider Program “Adds” to Meet Mandates or Community Desires
 - Consider Revenue Options
 - Consider Program Reductions or Cuts Sufficient to Balance the Budget

FY 2014-15 Significant Changes

- User Fee Adjustments– per Comprehensive Fee & Rate Study prepared by Willdan Financial Services
- Operating Transfer Practice continues from FY2014-15 – transfer to special revenue funds (ex: Storm Drain, Pathways and Street Operations) to cover 100% of the FY2014-15 budget, excluding the internal allocation from the transfer calculation
- Consolidation of P&Rec Program Fund (014) and P&Rec Facilities Fund (015) into General Fund
- Implementation of the Capital Improvement Plan Budget (Est. FY2014-15 Mid-year).

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FY 2014-15 Base Budget Revenue Assumptions over Revised FY 2013-14 Budget

- Overall General Fund Revenues are projected to increase \$542,757 or 8.07% compared to FY2014 Revised Budget - Major Factors: increase in property tax, building and planning permit fee revenues per user fee study.
- Property Tax projected to increase \$175,300 or 4.21% per information provided by HDL (County projections as of May 1 show 3.8% Assessed Value growth).
- Taxes other than property decrease \$22,400 or 4.38% due to a peak in business license activity and property transfer tax in the current fiscal year projected to return to normal historic levels.
- Franchise fees increase of \$28,800 or 6.77% based on trend data from the past FY.
- Licenses & Permits increase of \$203,900 or 27.75% as a result of adjustments to the Town's Cost of Services Schedule (User Fees) coupled with a two-year average increase in building permit activity level
- Use of Money & Property (mainly including interest earnings and rental income) assumption increase of \$5,000 or 3% based on current investment performance and an increase in rental income resulting from COLA adjustment per contract.

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FY 2014-15 Base Budget Revenue Assumptions over Revised FY 2013-14 Budget (Cont.)

- Intergovernmental revenue decrease of \$16,000 or 32.59% due to decrease in vehicle code violation fines based on current activity level plus loss of one-time grant in FY2015.
- Charges for Current Services increase of \$188,009 or 29.79% due to adjustments to the User Fee Schedule for Planning Permit Services, and using an average of FY2013 Actual and FY2014 Projected activity level.
- Misc. revenue decrease of \$19,552 or 37.93% based on reduction to RM grants (ABAG).
- P&Rec Revenues decrease by \$158,125 or 74.23% primarily due to structural changes at WWB and implementation of Concessionaire model of operation (corresponding decrease in expenditures).
- No fee or activity change assumed for Sewer, Storm Drain, Pathway, and Street special revenue funds. An increase of 2.5% applied to gas tax revenues and Verizon Cell Tower Lease.

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FY 2014-15 Base Budget Expenditure Assumptions

- Salary & Benefit projections include funding for 19.2 FTE
- Salary Base Budget includes placeholder of \$92,100 to address regular merit increases, and reserve funds for potential salary adjustments per a comprehensive compensation study to be performed in FY2014-15.
- The Tier 1 employee pension contribution paid by the Town is continuing to be reduced from 6% to 5% (\$11,900) to a total savings of \$23,500 over two years.
- Employee share up to 10% of the dependent's medical coverage
- OPEB includes funding of \$119,000 (100% ARC) per Bartel & Associates Actuarial Report, plus pay-as-you-go payment of \$93,100.
- PERS Rates reflected in Base Budget – Tier 1 11.84%, Tier 2 8.70%, Tier 3 6.7%.
- Continuing using temp. hourly Maintenance Worker position to replace contract with IMPEC (0.4FTE)

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FY 2014-15 Base Budget Expenditure Assumptions (cont.)

- Based Budget reflects Cost Allocation Plan approved and implemented in FY2014 with one minor change. Fringe Benefit ISF cost will be allocated to all Admin. Departments to show their full salary and benefit cost before their allocation to operating departments.
- Base operating expenses (contractual services) reflect increases as follows – basic service contracts 3%, professional services-contract 5%, IT services from Redwood City 4.5%.
- General Liability insurance premium is projected at \$135,200 (10% increase over revised budget). Proposed Budget will include the actual premium cost from ABAG.
- Workers Compensation premiums is projected at \$90,800. Proposed Budget will include the actual premium cost from SHARP.

Consolidation of P&Rec Funds into General Fund

Current Org Structure	Current Fund	Current Org Number	Proposed Fund	Proposed Org Number
PARKS AND RECREATION PROGRAMS				
Fund Administration	014	0000	011	4000
Park and Recreation Administration	014	1000	011	1000
Equestrian Programs	014	4100	011	4100
Parks & Rec Fee Programs	014	4110	011	4110
Parks & Rec Special Events	014	4120	011	4120
Parks & Rec Pathway Run/Walk	014	4130	011	4130
PARKS AND RECREATION FACILITIES				
Fund Administration	015	0000	011	5000
Playing Fields	015	5100	011	5100
Town Riding Ring	015	5110	011	5110
WWB Operations	015	5200	011	5200
WWB Facilities	015	5300	011	5300

Next Steps

- Proposed FY2014-15 Budget will be presented at the Council-FIC joint study session on Monday, June 2, 2014 at 4pm.