



Town Manager's Report for October 25-29, 2021

Items to report on for this week include the following:

City Manager

New Hires – This week we extended an offer to a new Planning Director. Pending background and reference checks we will be introducing the town to their new Planning Director before the next City Council meeting.

Team Building – The staff assembled under the tractor port on Friday to enjoy a delicious BBQ thanks to the Maintenance crew while we awarded some prizes, welcomed the incoming City Manager, and celebrated the outgoing City Manager.

Staff Retreat Prep – Staff is organizing a retreat before years end in preparation for a Council goal setting session scheduled for January.

Council Annual Goal Setting Session Prep – Preliminary plans are being laid of a Council goal setting session are in the works for January 2022

Meet and Greet Meetings – I have assembled a list of people to meet and great during discussions with council and staff. I am slowly working through the list.

Greenwaste Contract – I am meeting with stakeholders and getting upto speed on the contract negotiations and deal points. I will be providing the Council with recommendations as soon as we have assessed our options.

Government Innovation – LAH Staff is talking to Google about a potential pilot program. More details to follow soon.

Special Thanks – To all the staff that helped my onboard and get acquainted. LAH is a special place.

PLANNING And BUILDING

Site Development Permits

Submitted	6
Approved	1

Building Permits

Submitted	14
Issued	13

Code Enforcement Files

Opened	3
Closed	1

Public Hearings

Site Development Hearing

No meeting this week. One item on next week's agenda.

Planning Commission

No meeting this week. Two items on next week's agenda.

Ongoing Projects Status

Housing Element Update – Contract with Michael Baker International approved by the City Council on October 21, 2021. City Attorney is completing the final review of the contract.

SB 9 Urgency Ordinance – Planning Commission Subcommittee met and developed draft regulations. City Attorney has completed draft Urgency Ordinance language. Staff is meeting with the Subcommittee next Monday to review the draft regulations.

Outdoor Lighting Policy – Discussed policy language and options at the October 7, 2021 Planning Commission meeting. Staff is preparing a draft policy for review by the Planning Commission at a public hearing in December.

Public Works Activity Report

Personnel

- Made selection for new Utilities/Engineering manager
- **Safety:** One safety incident this period, a member of our maintenance crew injured his hand while loading a large tree branch to a vehicle.

Engineering

- 25750 Vinedo Ln - bond signed and paid Oct. 28

- Pavement Project: draft detail for drain rock stormwater infiltrator
- Town Hall: review fire sprinkler plans, Statcomm submit to County
- Fremont/Redwood Grove Pathway: coordinate meeting with RDG
- Edgerton/Page Mill/Saddle Court Pathways: 2 Agreements signed
- Byrne Park plunge: Coordinate with resident
- Via Ventana to Matadero Creek Pathway: Coordinate site visit with Town Staff
- Page Mill Road Crosswalk: Coordinate permit review for Palo Alto and County
- Altamont Plunge: Review redlines with Sandra, start work on CAD edits
- LAH Website: update schedule for Pavement Project
- Stormwater Inspections: Ongoing site inspections, writing reports, updating spreadsheet, issue stop work at 25255 La Loma, send blast email regarding pumping of dirty water and stockpile covering
- USA Markings: Mark USA Service requests daily
- Various requests/things to note:
 - 26550 Anacapa Drive: verbal warning for parking on pathways
 - EP21-0156: Answer resident questions regarding proposed AT&T work
 - 24840 Summerhill AC Replacement: Preconstruction meeting and final inspection
- 2021 Pavement Rehabilitation and Drainage Improvement Project
 - Reviewed various submittals from contractor and provided comments/approvals.
 - Responded to consultant inspector on various questions.
 - Addressed to residents on various questions and concerns regarding the paving operation.
 - Contractor performed base failure repairs and wedge grind in preparation for asphalt overlay.
- East Sunset Drive Roadway Widening
 - Reviewed plans and provided marked up plans and comments to consultant. Staff is waiting for update plans.
 - Responded to residents on various questions and concerns on preliminary design.
- Page Mill Road Crosswalk at Foothill Park
 - Sent encroachment permit application to County of Santa Clara and City of Palo Alto. Waiting for permits approval
- 2021 CIP Project – prepared PS&E for the project



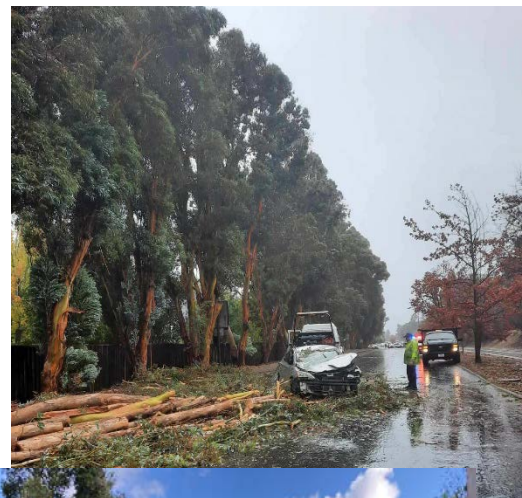
- Sewer incident - researched, investigated, and provided analysis regarding sewer backup at 27925 Roble Alto Dr.
- O&M outreach – assisted PWD in preparing a handout for homeowners regarding their O&M responsibilities for private sewer laterals
- Provided support and responded to sewer inquiries from homeowners, designers, and staff pertaining to:
 - Seven Acres Sewer Extension
 - Ravensbury Sewer Extension
 - Taaffe Sewer Extension
 - 25623 Elena Rd
 - 11600 Old Ranch
 - 10311 Magdalena

Encroachment Permits and Customer Requests

Description	# Of request this period
Encroachment Permits	2
See Click Fix or customer calls	5

PW Maintenance Crew

- Storm Clean up Response:
 - Pick up tree limbs, downed trees, and cleaned roadways throughout town.
 - Repaired sign on Altamont Ln. damaged by Sunday’s storm.
 - Oswaldo and Hector responded to sewer callout afterhours at 27925 Robel Alto Dr.
 - Started to blow and clean up roads after storm.
 - Cleaned culverts, drains, and ditches.
- Purissima water district requested that we investigate a water leak at Westwind barn, the maintenance crew spent several days working with barn staff trouble shooting and repairing leaks.
- Purissima Park clean up, trash can pick up, mowing of fields, dragging of equestrian arena, and dragging of infields for baseball.



- Clean Corp Yard and prepare for Halloween BBQ





**Santa Clara County Office of the Sheriff
Weekly Activity Summary
10/18/2021 – 10/24/2021
LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
			Please see weekly CAPSS report below.

DATE/TIME	BEAT	EVENT	PRIORITY LEVEL	RESPONSE TIME	TYPE	LOCATION	INFORMATION
DISTURBANCES							
10/20/2021 11:29	L2	21-293-0177	3	18m 20s	415	DAWNRIDGE DR @ MAGDALENA RD	INVESTIGATED
10/21/2021 21:40	L2	21-294-0363			415F	MAGDALENA AV @ DAWNRIIDGE DR	INVESTIGATED
10/21/2021 22:25	L5	21-294-0374	3	8m 50s	415	PRISCILLA LN @ STONEBROOK DR	INVESTIGATED
10/23/2021 18:47	L1	21-296-0256	3	96m 17s	415	MANUELLA RD @ ROBB RD	INVESTIGATED
PHONE THE OFFICE							
10/20/2021 12:50	L3	21-293-0208			1021	71L1	COMPLETE
10/20/2021 14:06	L4	21-293-0236			1021	71L1	COMPLETE
MEET THE CITIZEN							
10/18/2021 16:18	L4	21-291-0280			1062	71L1	COMPLETE
TRAFFIC HAZARDS							
10/23/2021 16:39	L4	21-296-0222			1125	MOODY RD @ FRANCEMONT DR	INVESTIGATED
10/24/2021 17:30	L1	21-297-0292	2	30m 9s	1125	MIRANDA RD @ LA LANNE CT	INVESTIGATED
10/24/2021 17:47	L1	21-297-0296			1125	I-280 @ EL MONTE RD	INVESTIGATED

SUSPICIOUS VEHICLE

10/18/2021 21:47	L2	21-291-0374			1154	I-280 @ MAGDALENA RD	INVESTIGATED
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TRAFFIC COLLISION

10/24/2021 12:42	L1	21-297-0148	2	6m 2s	1182	EL MONTE RD @ I-280	INVESTIGATED
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VEHICLE STOPS

10/18/2021 21:38	L2	21-291-0369			1195	I-280 @ MAGDALENA RD	WARNING ISSUED
10/19/2021 20:10	L1	21-292-0384			1195	I-280 @ EL MONTE RD	WARNING ISSUED
10/21/2021 23:39	L1	21-294-0400			1195	I-280 @ EL MONTE RD	WARNING ISSUED
10/23/2021 20:43	L3	21-296-0295			1195	PAGE MILL RD @ I-280	CITATION ISSUED

PARKING VIOLATIONS

10/19/2021 8:56	L2	21-292-0092	2	41m 15s	22500	HILLTOP DR @ BARLEY HILL RD	INVESTIGATED
10/19/2021 19:17	L3	21-292-0356	3	20m 44s	22500	PAGE MILL RD @ ARASTRADERO RD	INVESTIGATED

RECKLESS DRIVING

10/19/2021 10:44	L1	21-292-0146	3	20m 15s	23103	CARADO CT @ MIRANDA RD	INVESTIGATED
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ALARM CALLS

10/18/2021 13:44	L4	21-291-0218			1033A	ALTAMONT CT @ ALTAMONT RD	CANCELLED
10/19/2021 4:25	L3	21-292-0044	2	5m 27s	1033C	EL MONTE RD @ STONEBROOK DR	FALSE ALARM
10/19/2021 4:40	L3	21-292-0046	2	1m 30s	1033A	EL MONTE RD @ STONEBROOK DR	FALSE ALARM
10/19/2021 16:54	L3	21-292-0313	2	10m 49s	1033A	BERRY HILL CT @ BERRY HILL LN	FALSE ALARM
10/19/2021 17:24	L3	21-292-0328			1033A	BERRY HILL CT @ BERRY HILL LN	CANCELLED
10/20/2021 1:17	L3	21-293-0016	2	7m 3s	1033C	EL MONTE RD @ STONEBROOK DR	FALSE ALARM
10/20/2021 1:31	L3	21-293-0019	2	6m 52s	AC	MENALTO DR @ ALTAMONT RD	FALSE ALARM
10/20/2021 10:43	L3	21-293-0150			1033A	TRIPOLI CT @ NATOMA RD	CANCELLED
10/20/2021 11:58	L3	21-293-0190	2	8m 59s	1033A	AMHERST CT @ LIDDICOAT DR	FALSE ALARM
10/24/2021 8:14	L3	21-297-0068	2	17m 8s	1033A	MATADERO CREEK CT @ MATADERO CREEK LN	FALSE ALARM

10/24/2021 10:02	L1	21-297-0095	2	19m 20s	1033A	ASCENSION DR @ CONEJO CT	FALSE ALARM
10/24/2021 10:27	L5	21-297-0100	2	21m 6s	1033A	OAK KNOLL CL @ OAK PARK CT	FALSE ALARM
10/24/2021 11:06	L5	21-297-0110	2	7m 53s	1033A	OLD RANCH LN @ OLD RANCH RD	FALSE ALARM
10/24/2021 11:47	L5	21-297-0124	3	14m 5s	AC	OLD RANCH LN @ OLD RANCH RD	FALSE ALARM
10/24/2021 12:50	L1	21-297-0150			1033A	ASCENSION DR @ CONEJO CT	CANCELLED
10/24/2021 12:57	L2	21-297-0153	2	17m 6s	1033A	HILLVIEW RD @ HILLTOP DR	FALSE ALARM
10/24/2021 15:00	L1	21-297-0210	2	22m 0s	1033A	ORCHARD HILL LN @ ROBLEDA RD	FALSE ALARM

ANIMAL COMPLAINT

10/19/2021 17:10	L1	21-292-0319			1091C	ROBLEDA RD @ QUAIL LN	INVESTIGATED
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ABANDONED CALLS

10/18/2021 15:05	L1	21-291-0259			911CEL	FREMONT RD @ WESTON DR	INVESTIGATED
10/19/2021 14:56	L3	21-292-0266			911CEL	CHRISTOPHERS LN @ PAGE MILL RD	INVESTIGATED
10/20/2021 15:21	L1	21-293-0259			911CEL	MIRANDA RD @ WILD PLUM LN	INVESTIGATED
10/20/2021 17:17	L1	21-293-0300			911CEL	GOLDEN HILL CT @ LA PALOMA RD	INVESTIGATED
10/21/2021 21:23	L4	21-294-0357			911CEL	LA LOMA CT @ LA LOMA DR	INVESTIGATED
10/21/2021 21:51	L1	21-294-0365			911CEL	VISCAINO PL @ VISCAINO RD	INVESTIGATED
10/22/2021 7:40	L1	21-295-0065			911CEL	FREMONT RD @ SEVEN ACRES LN	INVESTIGATED

INFORMATION ONLY

10/19/2021 17:55	L3	21-292-0339			INFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
10/20/2021 12:52	L2	21-293-0209			BTINFO	I-280 @ MAGDALENA RD	INFORMATION GIVEN
10/20/2021 17:53	L3	21-293-0311			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
10/22/2021 0:13	L1	21-295-0005			INFO	BRENDEL DR @ ROBLEDA RD	INFORMATION GIVEN
10/22/2021 19:22	L3	21-295-0301			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
10/23/2021 5:20	L4	21-296-0033			INFO	LA LOMA CT @ LA LOMA DR	INFORMATION GIVEN
10/23/2021 8:57	L3	21-296-0066			INFO	ROBLE ALTO @ ROBLE ALTO CT	INFORMATION GIVEN
10/23/2021 12:28	L3	21-296-0146			INFO	EL MONTE RD @ STONEBROOK DR	INFORMATION GIVEN
10/23/2021 21:10	L3	21-296-0300			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
10/24/2021 16:55	L1	21-297-0275			INFO	ST FRANCIS DR @ ANACAPA DR	INFORMATION GIVEN
10/24/2021 18:18	L1	21-297-0305			INFO	I-280 @ EL MONTE RD	INFORMATION GIVEN

10/24/2021 19:22	L3	21-297-0323			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
PATROL CHECKS							
10/18/2021 22:13	L5	21-291-0380			PATCK	REBECCA LN @ DAWSON DR	COMPLETE
10/18/2021 23:11	L3	21-291-0393			PATCK	STIRRUP WY @ ARASTRADERO RD	COMPLETE
10/19/2021 8:41	L1	21-292-0084			PATCK	RHODA DR @ PURISSIMA RD	COMPLETE
10/21/2021 0:09	L3	21-294-0005			PATCHK	PAGE MILL RD @ I-280	COMPLETE
10/21/2021 21:53	L4	21-294-0366			PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
10/22/2021 16:22	L3	21-295-0247			PATCK	CORBETTA LN @ ALTAMONT RD	COMPLETE
PHISHING SCAM							
10/18/2021 10:08	L2	21-291-0126			PHISH	SUMMERHILL AV @ HILLTOP DR	INVESTIGATED
SUSPICIOUS CIRCUMSTANCES							
10/21/2021 17:40	L1	21-294-0288	3	16m 14s	SUSCIR	SEVEN ACRES LN @ FREMONT RD	INVESTIGATED
10/22/2021 19:46	L1	21-295-0309	2	8m 12s	SUSCIR	QUAIL LN @ ROBLEDA RD	INVESTIGATED

Note: The target response time for priority level 1 calls is 9 minutes, for priority level 2 calls it is 14 minutes, and for priority level 3 calls it is 25 minutes. Response times are only available for some calls for service and not for self-initiated activity.