



## Town Manager's Report for February 26 – March 2, 2018

Items to report on from this week include the following:

### Planning/ Building/ Engineering Update:

The **City Engineer's Report** is attached. Changes in project status from the previous City Engineer's Report are shown in **red text**.

Be sure to check out the attached Grassroots Ecology Report -lots of good stuff happening.

The following project was approved at the February 27 Fast Track hearing:

- An accessory structure on property at **12615 Miraloma Drive**. One neighbor was in attendance and there was discussion about future landscape screening.

The Planning Commission took the following actions at its March 1 meeting:

- Approved a perimeter fence for a 12-acre property at **12950 Robleda Road** with added conditions requiring modifications to the fence design and placement.
- Approved a landscape screening plan for a major addition at **25711 Deerfield Drive**.
- Continued a site development permit for a new residence with basement and a pool for property at **25136 La Loma Drive** with direction to the applicant to lower the height and reduce massing.

### Public Safety Update:

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

### Administrative Services Update:

| Project                                      | Status  |
|--|---|
| Mid-Year Financial Update & Budget Amendment | Completed.  |
| Pension Prefunding                           | PARS will be attending the March 5 <sup>th</sup> FIC meeting to discuss investment strategy and guidelines.   |
| 2018-19 Budget                               | Budget retreat is scheduled for March 6 <sup>th</sup> . Next step includes refining the 2018-19 base budget and the 2019-20 base budget.                                  |
| City Council Strategic Goal Setting          | Completed. Town Staff will be establishing our individual department goals and objectives for 2018-19 and 2019-20 based on the priorities identified by the City Council. |
| Cost Allocation and User Fee Study           | Draft of the RFP has been completed. In final review prior to posting and soliciting bids.  |

It is regrettable to say goodbye to Karen Huang, Finance Manager. Her expertise and dedication these last two years are greatly appreciated. Her last day will be March 16. Her greatest hits include comprehensive pension liability forecast, 2016-17 Comprehensive Annual Financial Reporting which was completed in-house for the first time, clean audit every year, and the 2016-17 budget cover. We wish her all success as the new Deputy Finance Director for the City of Burlingame. She will be greatly missed.

### **Parks & Recreation Update:**

The Youth Commission will host their [7<sup>th</sup> Annual Leadership Conference](#) on Sunday, March 4<sup>th</sup> from 10:00-1:00 pm. The following will be speaking at the event: Mayor Radford, Tay Vanderlip, Kristi Breisch, Rajat Bahri and Nadia Ghaffari.

**Monthly Senior 2-mile Walk** will be held Tuesday, March 6<sup>th</sup> at 10:00 am leaving from Town Hall, 26379 Fremont Road, Los Altos Hills, CA 94022

**Recycling Processing Tour** will be held on Friday, March 9<sup>th</sup> at GreenWaste Recovery 575 Charles Street in San Jose, CA 95112. To register contact 650-947-2518 or [srobustelli@losaltoshills.ca.gov](mailto:srobustelli@losaltoshills.ca.gov).

**History Walk** will be led by a community member on Monday, March 26<sup>th</sup> 9:30 am Parks and Recreation Building. Free with no rsvp required.

Los Altos Hills and Los Altos Youth Commissions will host a **Dodgeball Tournament** on Friday, March 30<sup>th</sup> from 3:00 - 6:00 pm at the Egan City Gym.

**15<sup>th</sup> Annual Hoppin' Hounds Easter Biscuit Hunt** will be held on Saturday, March 31<sup>st</sup> from 9:00-10:30 am in Byrne Preserve, 27210 Altamont Road, Los Altos Hills, CA 94022. This event is on-leash and free with there is a suggested donation of \$5 that goes directly to Palo Alto Animal Services.

**Stay Active, Stay Safe and Stay for Lunch**, a new program partnering with Santa Clara County Fire will happen on Tuesday, April 3<sup>rd</sup> from 10:00 am -12:30 pm. This is a free event open to the public for a 2-mile walk, Senior Fire & Fall Prevention workshop, then lunch. Registration is required: <http://www.losaltoshills.ca.gov/201/Parks-and-Recreation>

Looking for a **Tech Appointment**? The Los Altos Hills Youth Commission will be hosting appointments on Tuesday, April 17<sup>th</sup> from 7:00-8:00 pm at Town Hall, 26379 Fremont Road, Los Altos Hills, CA 94022.

**Earth Day Celebration** will be happening on Sunday, April 15<sup>th</sup> from 1:00-4:00 pm at Westwind Community Barn, 27210 Altamont Road, Los Altos Hills, CA 94022.

Feel free to call or email if you have questions.

Thanks.

Carl