



## **Town Manager's Report for March 12 -16, 2018**

Items to report on from [last](#) 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**.

The following project was approved at the March 13 **Fast Track** hearing:

- A new residence on property at **14525 Miranda Road**. Two neighbors were in attendance and had concerns about visual impact, privacy and headlight intrusion from the driveway. Conditions were added requiring the driveway to be modified and reduced in width and a second story window to have obscure or opaque glass.

The February **Code Compliance** report is attached. Cases that were closed are shown with blue shading.

### **Public Safety Update:**

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

### **Administrative Services Update:**

The Department is wrapping up work on the base budget.

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

The Parks and Recreation staff attended the State Parks and Recreation Officials Conference in Long Beach.

Feel free to call or email if you have questions.

Thanks.

Carl

Tasks	Project Name	Project Manager	Latest Status
1	Page Mill Interchange /I-280 Safety Bicycle Improvement (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 109)	AC	<p>(4-8-16) Staff attended a working group meeting on 4-7-16 to discuss options for presentation. (4-22-16) Community meeting was held on 4-20-16 with good attendance. County will review input received from the public. (5-27-16) Staff meeting with County and other stakeholders at the site to look at site distance issues. (6-10-16) County working on revised concept plan based on site visit. (6-23-16) County prepared draft layout for the interim improvements for review. County scheduling another meeting with stakeholders. (7-22-16) County prepared concept plan for the interim bicycle improvement project and expects to construct the project this year. City attorney reviewing draft funding agreement with County and Palo Alto. Concept plan is attached. (8-19-16) City attorney has completed their review. County preparing final funding agreement and will send to Palo Alto and Town for approval. (9-9-16) City Attorney reviewed and approved edits made by the County. Item to be presented to Council at their October meeting. (10-21-16) The City Council approved the cost sharing agreement with the County and City of Palo Alto. The Town's share of the project is \$20,000. (12-9-2016) The Town has issued \$20,000 shared payment to the County. (1-27-2017) Caltrans is reviewing the encroachment permit application from the County. County indicated it is expected to obtain the permit from Caltrans in February and then advertising with the tentative award date in early April. (5-12-27) County put project to bid with bid opening of May 18, 2017. County is still waiting for Caltrans to provide encroachment permit in time or forced to issue an addendum to delay the bid opening. (6-23-17) Santa Clara County notified the Town this project will be put on hold pending further maintenance agreement between Caltrans and County. County indicated that Caltrans required strict maintenance agreement requirements which were not approved by the Board of Supervisors. (8-11-17) Santa Clara County Road and Airport Department Director will give a presentation at 8/17/17 Council meeting to update the status (8-18-17) City Council directed staff to provide assistance to the County and Caltrans if applicable for the maintenance agreement between the two parties. (9-1-17) Staff has contacted the County Road and Air Port Department to offer assistance</p>
2	Sewer Operations	C	<p>(6-3-16) The Town's Sanitary Sewer Management Plan has been posted on the Town's website. The February 2016 status update of sewer activities is attached. (6-10-16) The April 2016 summary of O&amp;M activities is attached. Root foaming has been completed. (6-23-16) Pipe patch work for 12 locations currently underway. (7-15-16) The March and April 2016 status update of sewer activities is attached. An update of the sewer system will be presented to Council at the July meeting. (7-22-16) Sewer system update was presented to Council at the July Council meeting. (7-29-16) The May 2016 summary of O&amp;M activities is attached. (8-12-16) The May 2016 status update of sewer activities is attached. (8-26-16) The June 2016 summary of O&amp;M activities is attached. (9-30-16) The June 2016 status update of sewer activities and the July 2016 summary of O&amp;M activities are attached. (11-10-16) The August 2016 summary of O&amp;M activities is attached. An update of the sewer system will be presented to the City Council at the November meeting. (11-18-16) The July 2016 status update of sewer activities. An update of the sewer system has been postponed to the January 2017 City Council meeting. (12-2-16) The September 2016 summary of O&amp;M activities is attached. (12-16-16) The August 2016 status update of sewer activities is attached. (1-13-2017) The October 2016 summary of O&amp;M activities is attached. The September 2016 status update of sewer activities is attached. (1-20-2017) An update of the sewer system will be presented to the City Council at the January meeting. (2-3-2017) Sewer system operation was updated to the City Council on 1-25-2017 Council meeting. (2-10-2017) The November 2016 summary of O&amp;M activities and the October 2016 status update of sewer activities are attached. (3-3-2017) The November 2016 status update of the sewer activities are attached. (3-10-2017) The December 2016 summary of O&amp;M activities is attached. (3-17-2017) The January 2017 summary of O&amp;M activities is attached. (4-14-2017) The December 2016 status update of sewer activities and the February 2017 summary of O&amp;M activities are attached. (5-5-2017) The January 2017 status update of sewer activities and the March 2017 summary of O&amp;M activities are attached. (6-2-2017) The February 2017 status update of sewer activities and the April 2017 summary of O&amp;M activities are attached. (6-30-2017) West Bay's Board report for activities in LAH in the month of March and April are attached. (8-18-2017) The April 2017 status update of sewer activities is attached. (9-15-2017) The April/May 2017 status update of sewer activities and the June 2017 summary of O&amp;M activities are attached. (9-29-2017) Town staff met with WBSD to discuss the remaining cleaning and CCTV status and the upcoming cleaning, CCTV, and root foaming maintenance program. (11-3-17) 2017 August O&amp;M summary and 2017 June progress report are attached. (1-4-18) 2017 September O&amp;M summary and 2017 July progress report are attached. August progress report is scheduled to be sent to Town week of 8 JAN. (1-11-18) 2017 October O&amp;M summary is attached. (1-26-18) 2017 Novemebr O&amp;M summary is attached. (2/12/18) Three bids received for Page Mill emergency repairs. (2-16-18) 2017 August progress report is attached; City Council approved a sewer repair project at the 2/15/18 Council Meeting (3-2-18) The CC approved Emergency Repair project is completed.</p>

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3	Purissima Pump Station Pump Replacement	C	(9-15-17) Pumps have been ordered (Shape) and anticipated delivery in 8 weeks. (11-17-17) Status update: Pumps are tentatively scheduled to be delivered the end of November 2017 and to be installed the second week of December by West Bay Sanitary District. (12-22-17) Pumps were received by contractor. One pump fell over during shipment, contractor is doing a complete overhaul and inspection of the unit prior to installation. Needs to replace lifting handle and power cable. (1-11-18) Replacement pumps installed, One spare drywell pump and one spare wetwell pump kept on site, third spare pump kept at Corp yard as emergency spare. (1-19-18) Second drywell pump is scheduled to be installed 1/22/18. (1-26-18) Installation of pumps completed. (3-2-18) Resolution for Acceptance of the Replacement of Pumps at Purissima Pump station is scheduled for 3/22/2018 CC meeting																																																																																																																																	
4	Sanitary Sewer Master Plan Update (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 114)	C	<p>(11-18-2016) The City Council approved the contract in the November Council meeting. (12-2-16) Staff to have the kick-off meeting with Woodard and Curran, Inc (12-22-16) Kick-off meeting was held on 12-14-2016. (1-20-2017) Consultant is in the process of gathering data to form the basis of the hydraulic model. Data includes GIS information, manhole survey, flow monitoring and rainfall data, population, parcel, water consumption, and etc. The initial hydraulic model network development effort will take approximately 2 months. Development of existing model loads will follow after the completion of the network. (3-10-2017) Staff received water usage data from Purissima Water District and Cal Water. (3-31-2017) One of the data the master plan consultant needs prior to loading the network is data for the manholes along the selected trunk line. To date, 225 out of 286 manholes have been surveyed. The manhole survey effort has been much more difficult than anticipated due to most of manholes survey have been under heavy tree shades which prevent GPS satellites reading. Staff is facilitating this effort by locating the remaining manholes in advance of the survey work. (6-16-17) Staff had a milestone meeting with the master plan team. In short, the dry weather flow was been calibrated and the wet weather flow calibration is in progress. The team discussed some anomalies found during the model calibration, steps taken to address them, and information needed to further refine the model, which is based on water consumption data. (8-11-17) Dry weather calibration has been completed. Consultant is reviewing and confirming wet weather calibration. (8-18-2017) Consultant finalized the wet weather calibration. Consultant is completing the existing scenario analysis and is nearly ready to run the future scenario of the hydraulic model. (9-15-2017) Consultant and Town staff reviewed the preliminary capacity analysis results for three scenarios (existing flows; flows with all properties within 200 ft of existing main connected; and a full septic conversion scenario). Consultant is reviewing capacity deficiencies in more detail, and developing capacity projects to address those deficiencies. Consultant and Town staff to meet on September 25 to review the capacity projects. (9-29-2017) Consultant and Town staff reviewed the revised capacity analysis results for three scenarios (existing flows; flows with all properties within 200 ft of existing main connected; and a full septic conversion scenario). Consultant and Town staff reviewed the draft capacity projects to address identified deficiencies and will request additional invert and pipe size information from Palo Alto and WBSD. (12-1-2017) Waiting for additional information from Palo Alto to finalize the draft report. (1-5-2018) Pipe size and depth information for the Page Mill Road sewer has been received from Palo Alto and forwarded to Woodard &amp; Curran. (1-26-18) WBSD has confirmed pipe sizes on Edith Avenue, data forwarded to Woodard &amp; Curran. (2-9-18) WBSD has confirmed pipe sizes on Adobe Lane, data forwarded to Woodard &amp; Curran. (3-9-2018) Town completed review and Woodard &amp; Curran to finalize the report by Mid-March.</p> <table border="1"> <thead> <tr> <th colspan="13">Current Schedule</th> </tr> <tr> <th rowspan="2">Task</th> <th colspan="12">2017</th> </tr> <tr> <th>JAN</th> <th>FEB</th> <th>MAR</th> <th>APR</th> <th>MAY</th> <th>JUN</th> <th>JUL</th> <th>AUG</th> <th>SEPT</th> <th>OCT</th> <th>NOV</th> <th>DEC</th> </tr> </thead> <tbody> <tr> <td>Data Collection &amp; Review</td> <td>█</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hydraulic Model Development &amp; Calibration</td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>System Evaluation</td> <td></td> <td></td> <td></td> <td></td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Capacity CIP Development</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>█</td> <td>█</td> <td>█</td> <td></td> <td></td> </tr> <tr> <td>Draft Master Plan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> </tr> <tr> <td>Final Master Plan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>█</td> </tr> <tr> <td>City Council Adoption (TBD)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>█</td> </tr> </tbody> </table>	Current Schedule													Task	2017												JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Data Collection & Review	█												Hydraulic Model Development & Calibration	█	█	█	█	█	█							System Evaluation					█	█	█	█					Capacity CIP Development								█	█	█			Draft Master Plan									█	█	█	█	Final Master Plan												█	City Council Adoption (TBD)												█
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5	Wet weather flow monitoring	C	(12-19-14) Due to the amount of wet weather we had recently, there is an opportunity to obtain good wet season sewer flow data. Staff will propose to obtain approval for the City Manger to authorize flow meter installation prior to a storm event. (1-9-15) Staff will be requesting Council approval at the January meeting. (1-16-15) Council authorized City Manager to execute necessary agreements for flow meter installation. (1-15-16) Staff and consultant monitoring the weather for flow meter installation. (1-22-16) Flowmeters will be installed end of January but monitoring period will begin at the start of a significant rain event. (1-28-16) Meter installation in progress. (2-5-16) Meters have been installed. (2-12-16) Staff continues to monitor weather forecast. (3-11-16) Flow monitoring in progress. (4-8-16) Consultants removed the flowmeters and are downloading the data. (5-6-16) Staff should be receiving flow data for review within two weeks. (5-27-16) Staff following up with consultant to check on the status of the flow data. (6-3-16) Staff received draft flow data from the consultant for review. Consultant working on report. (6-16-16) Staff received draft report for review. (7-29-16) Consultant working on finalizing the report to incorporate Town comments. (8-5-16) Consultant is scheduled to submit the final report on 8-12. (8-12-16) Consultant submitted the final report on 8-8. (8-19-16) Final Flow Monitoring and Inflow-Infiltration report is attached. Data from the report will be used for the Sanitary Sewer Master Plan development. Staff also reviewing the report for average residential flow and analyzing inflow-infiltration issues to be addressed. (1-20-2017) VWHA completed their effort to estimate average daily flow using the 2016 flow monitoring data. Staff is reviewing the preliminary report prior to discussion with the Cities of Los Altos and Palo Alto. (2-3-2017) At the request of the vice-chair, the preliminary report was sent to Finance and Investment Committee for review. (6-16-17) Staff still has not received comments from the Cities. However, since water consumption data is going to be used as the primary data to calibrate the hydraulic model after meeting with the master plan team, VWHA is going amend the average flow calculation based on water consumption data. (8-4-2017) VWHA provided an updated draft average flow calculation technical memo. Staff provided the updated draft to Vice Chair of FIC. (12-1-2017) Staff had discussions with Los Altos and Palo Alto about the flow monitoring report and will resume discussions later.
6	2018 Sanitary Sewer Repair and Replacement Project	C	(2-2-18) Staff has began the review and wotk with consultants for CIP project list.
7	Town-Wide Creek Maintenance Permit	JC/JK	(2-24-2017) A concerned resident contacted staff about the bridge culvert and immediate upstream maintenance issue for Matadero Creek at Page Mill Road. Staff is evaluating the site condition. (3-17-2017) Staff is working with consultant to evaluate the bridge culvert and maintenance issue. (3-31-2017) Staff met with the consultant to study the feasibility of obtaining a permit to maintain the creek. (5-5-17) Consultant study recommends to obtain a town-wide creek maintenance permit. Staff will request for approval under 2017-18 budget. (6-16-17) The City Council approved the town-wide/10-year maintenance permit budget request on 06-15-2017 City Council Meeting. (12-22-17) Staff has started the RFP preparation (01-26-18) Staff received three proposals and will evaluate the consultants (2-23-18) Staff is finalizing the selection of consultant. (3-9-18) Staff finalized the consultant selection process and will recommend the City Council in March 22 meeting to award the contract.

Tasks	Project Name	Project Manager	Latest Status
8	Matadero Creek Erosion - Erosion on Page Mill Road near Baleri Ranch Rd (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 106)	AC	<p>(1-28-16) Council approved the Initial Study and Mitigated Negative Declaration at the January meeting. Consultant to contact Regional Water Quality Control Board to discuss permitting. (2-12-16) Consultant submitted a letter to RWQCB regarding some of their comments. RWQCB staff to review and respond. (2-25-16) RWQCB staff indicated that the revised plans look much better. Consultant scheduled to discuss project with RWQCB staff week of 2-29-16. (3-11-16) Consultant working with Army Corp of Engineers to clarify scope of project. (3-18-16) RWQCB is requesting additional mitigation measures to be included in the project. (3-25-16) Staff met with consultant on-site to discuss possible mitigation proposal to the RWQCB and strategy for moving the project forward in the permitting process. (4-14-16) Additional information provided to US Army Corp of Engineers for their review. (4-29-16) US Army Corp. is requesting informal consultation with US Fish and Wildlife Service. (5-13-16) Consultant trying to contact Army Corp. for status update. (6-3-16) US Fish and Wildlife Service has assigned a staff member and is reviewing the project. (6-23-16) US Fish and Wildlife Service has approved the project. Waiting for US Army Corp to approve. (8-19-16) Consultant continues to follow up with US Army Corp for their approval. Staff also reached out to US Army Corp for an update. (8-26-16) Army Corp staff indicated that he should be able to get to our project soon. (9-16-16) Army Corp staff indicated that they were pulled away to work on other projects that have become higher priority and that they should be able to review our project soon. (1-20-2017) Army Corps staff has completed 80% of their authorization letter. A mitigation proposal for the Matadero Creek Bank Stabilization project was submitted to the Regional Water Quality Control Board. Staff is working with the consultant to respond to questions-comments from the Board. (1-27-2017) A revised proposal is resubmitted to the Water Quality Control Board for comments.(2-10-2017) US Army Corps of Engineers issued Nationwide Permit 13 for the project. San Francisco Bay Regional Water Quality Control Board (RWQCB) is in the final stage of their review. Consultant will proceed to obtain streambed alteration agreement from the CA Department of Fish and Wildlife Services. (3-17-17) Staff contacted Water Board via voice mail and email to request for status update (4-28-17) Water Board has responded and will issue the permit, currently the consultant is applying permit with California Department of Fish and wildlife (9-15-17) The Regional Water Quality Control Board has additional concerns of some missing information in application. The RWQCB is also require written documentation from the land owners SCVWD and Caltrans to agree to off-site mitigation plantings. Town consultant is addressing both concerns. (10-6-2017) Consultant is preparing the project design for Caltrans encroachment permit. (1-12-18) Consultant will finish the design in two weeks and submit to Caltrans. They expect Caltrans to finish in two months. RWQCB indicated they will issue a permit pending on Caltrans approves of plans. Concurrently, consultant will to get the USACE permitting redone. (2-16-18) Consultant submitted 60% plan to staff for review before submitting to Caltrans (3-2-18) Staff completed the plan review for consultant to submit to Caltrans. (3-9-18) Consultant submitted plan for Caltrans review.</p>

Tasks	Project Name	Project Manager	Latest Status
9	Magdalena/Bob Stutz Connector (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 105)	JC	<p>(6-10-16) Staff to complete and file environmental document with County Recorder's office. (6-23-16) Environmental document has been filed with County Recorder's office. (7-15-16) Staff working on resubmittal to Caltrans. (7-29-16) Staff resubmitted additional information to Caltrans for review and approval. (8-19-16) Caltrans provided some additional comments on our application. Staff working on comments. (9-9-16) Staff resubmitted the requested additional information to Caltrans for review and approval. (9-30-16) At Caltrans request, staff is preparing additional certification forms to be signed by the project designer. (Oct- 2016) Staff has resubmitted all documentation required by Caltrans early October. (1-20-2017) Awaiting for Caltrans' approval or additional comments for encroachment permit request. (1-27-2017) Staff contacted Caltrans and is invited to a meeting with Caltrans at District 4 Oakland office on 1-30-2017 to discuss this encroachment permit. (2-3-2017) Staff met with Caltrans at District 4 Oakland Office. Caltrans requested additional document and staff quickly provided to Caltrans this week. Caltrans indicated in the meeting the permit process could complete soon but did not give a specific date. (2-17-2017) Caltrans sent additional feedback to the Town to respond. Staff will address them accordingly. (2-24-2017) Staff has addressed and responded to Caltrans' latest feedback (3-10-2017) Staff has contacted Caltrans for the permit status but told still under review. (3-17-2017) Staff contacted Caltrans for status - the application is in circulation for approval. (4-21-17) Staff reached out to Caltrans for permit status again, but have not heard back. (6-9-2017) Staff has began to prepare for the bid package for this project. Still no answers from Caltrans about the permit. (6-16-2017) Staff is working with the design consultant updating the plans and specifications. (7-7-17) Staff prepared Bid package (Spec and Drawing) for advertisement. (7-21-17) Bid Open 7/27/17 (7-28-17) There was no bidder submit bids. Staff is evaluating the timing for re-bid. (8-4-17) Tentatively the re-bid will be scheduled to early spring 2018 for potentially more participants. (8-11-17) Town received Caltrans permit which is valid through August 1 2018. (12-22-17) Project is targeted to be advertised in January, 2018 (1-12-18) Project was advertised on January 11, 2018. (2-2-18) Bid open on 1/31/2017 with 5 bids. Staff is reviewing the bid results and intend to bring to the February 2018 Council Meeting for approval. (2-9-18) Staff ask Pathways Committee to review and vote on this project at it's February meeting. Staff will re-evaluate and make recommendations at the March 2018 City Council Meeting. (3-2-18) At 2/26/18 Pathway Committee meeting, the Committee has voted the recommendation to reject the bid result and to construct native path instead. (3-9-18) Staff will recommend the City Council to reject this project at March 22, 2018 City Council meeting.</p>
10	Open Space Vegetation Management (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 108)	AC	<p>(1-15-16) Draft grazing recommendation memo has been received from the consultant. Staff and committee reviewing. (1-28-16) Staff met with Open Space Committee and Acterra to get an update on activities and to discuss contract extension. Acterra to submit proposal to Town. (2-5-16) Acterra submitted a three year proposal for staff to review. (2-12-16) Open Space Committee also reviewing proposal and will provide recommendation. (3-11-16) Staff discussed schedule with members of the OSC. (3-25-16) OSC supports the proposal from Acterra and will be presenting the project to Council at the April meeting. (4-8-16) Council approved 2 month extension to Acterra's contract to align with the fiscal cycle. Contract renewal will be discussed with the budget. (4-14-16) Staff working with Acterra and Open Space Committee for proposed longer term contract. (4-22-16) Acterra 2 month extension has been executed. Proposed longer term contract will be discussed with the upcoming budget. (4-29-16) Open Space Committee and Acterra to present project for funding at the joint Council-FIC meeting on May 31. (5-13-16) Open Space Committee discussed Acterra's three year contract proposal for restoration activity and the committee is in support of the proposed contract. (5-20-16) Acterra's quarterly report for January to April 2016 is attached. (5-27-16) Acterra completed their second year of stewardship services. Acterra's final report for May 2015 to April 2016 is attached. (6-3-16) A three year restoration program and a one year maintenance and education service agreement will be presented to Council at their June meeting. (6-23-16) Contract with Acterra has been approved. Contract being executed. (7-22-16) Contract has been executed. Acterra progress report for the months of May and June is attached. (7-29-16) Mowing of O'Keeffe and Byrne Preserve for yellow star thistle was performed. (10-14-16) As of July 1, 2016 the Acterra Stewardship Program became Grassroots Ecology. Grassroots Ecology is a fiscally sponsored project of Acterra. Grassroots Ecology quarterly report for July to September 2016 is attached. (1-13-17) Grassroots Ecology quarterly report (2016 Oct-Dec) is attached. (2-3-17) Working with Open Space Committee, the Town has received \$1,000 cost sharing from Grassroots Ecology for the request of building a 250' fence on Byrne Preserve to protect vegetation. (2-24-17) Construction of the 250' fence is tentatively scheduled for the week of 2-27-2016 (3-3-17) 250' fence at Byrne Preserve is constructed. Nearby Drainage is upgraded from 12" to 24". (5-5-17) Grassroots Ecology's quarterly report (2017 January-March) is attached. (7-21-17) Grassroots Ecology's quarterly (2017-Apr-Jun) and 2016-17 Annual Report are attached. (11-9-17) Grassroots Ecology's quarterly progress report 2017 July-September attached (12-08-17) Open Space Committee and Grassroots Ecology are preparing for another SCVWD grant application. (1-12-18) Grassroots Ecology drafted the grant application and submitted 1/12/2018 (3-2-18) Grassroots Ecology's quarterly progress report 2017 October-December attached</p>



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11	I-280 Repaving	AC	(2-24-2017) Repaving work is scheduled for 2018/19 Program year as shown in approved 2016 SHOPP program ( <a href="http://www.dot.ca.gov/hq/transprog/shopp.htm">http://www.dot.ca.gov/hq/transprog/shopp.htm</a> ) (12-22-17) Latest SHOPP indicates I-280 repaving begins 10/8/2019
12	Page Mill/Moon Lane Pedestrian Bridge (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 110)	JC/AC	(3-10-2017) Staff has started the design phase by preparing documentation and contacting consultants. (3-17-17) RFP sent out to consultants. (4-28-17) Three proposals received and staff has met with Pathway Committee for project update. (6-30-17) Staff has selected consultant for the design project. (7-14-17) Agreement for design project will be presented to 7/20 Council meeting for approval at not to exceed \$20,000 (7-21-17) City Council approved the design contract with ENGE0 at 7/20/17 City Council meeting. (8-4-17) Kick off Meeting scheduled on 8/4/17 (9-8-17) Consultant started topographic survey and soil testing (10-06-17) Consultant submitted preliminary design plan for review (10-20-17) Consultant submitted Notification of Streambed alteration to CA Fish and Game (12-1-17) CA Fish and Game has received the application will notify the Town within 60 days (by end of January 2018) (1-19-18) Town is submitting CEQA document (SCC recording) and to the Department of Fish and Wildlife. The agreement with Fish and Wildlife should be completed soon after. (2-16-18) Staff submitted agreement to CA Wildlife. (3-2-18) Staff is working with the consultant to prepare for the bid package (3-16-18) project is advertised, Bid Open 4/4/2018
13	VTA TAC Meetings and CIP-WG Meeting	AC	(1-5-18) Next VTA TAC meeting is scheduled for 1-10-18 (1-19-18) Next CIP-WG Meeting on 1-23-18 (1-26-18) Staff attended 1-23-18 CIP WG Meeting (2-9-18) Staff attended 2/7/18 VTA TAC meeting (3-2-18) Staff attended 2/27/18 VTA CIP-WG meeting (3-9-18) Staff attended 3/7/18 VTA TAC meeting
14	Green Infrastructure	JK	(8-18-17) City Council approved Green Infrastructure (GI) Framework at the 8/17/17 Council meeting. GI Plan deadline September 30, 2019. (10-20-17) Staff begins to reach out to consultant for the Green Infrastructure Plan. (11-3-17) Staff met with the consultant to solicit for proposal
15	Gardner Bullis Pathway Project	AC	(10-6-2017) Staff met with LASD Maintenance Department Director on site to discuss about building a pathway at the existing landscaping area next to the AC Dike. LASD has expressed that they are supportive for this idea. (10-27-17) Staff sent the draft agreement to LASD for review (1-12-18) LASD has sent a revised agreement currently under review by the City Attorney Office and staff. (1-19-18) City Attorney Office has made additional edits on the agreement now is back to LASD for 2nd review. (2-23-18) LASD made the second edits of agreement and sent to the Town on 2/22/18 (3-2-18) LASD and LAH has generally agreed on a License Agreement to Construct the Pathway (3-9-18) Staff will recommend the City Council to accept this license agreement with LASD at the March 22, 2018 City Council meeting.
16	Summerhill Ave Pathway Project	AC	(11-17-17) Staff completed the neighborhood outreach with the most impacted 5 residents on Summerhill Ave. All 5 residents are in supportive of the pathway project but would require some mitigations to reduce the impact. Staff and Pathway Committee will send out letters to the rest of residents on Summerhill Ave to notify residents about the project and soliciting for feedback. (12-08-17) Staff made status report at the Nov/Dec Pathways Committee meeting. (12-15-17) Staff sent out letters to the remaining property owners on Summerhill Ave to solicit for support and input
17	Westwind Barn Improvement - Paddock and Landscape Projects ( <a href="#">supporting Parks &amp; Recreation</a> )	JC	(2-2-2018) As directed, Public Works staff to assist Parks and Recreation capital improvement project. Initial meeting set on 1-11-2018 with WWB manager and P&R Supervisor. Staff is waiting for WWB manager and P&R supervisor to pass on project specific information. (2-16-18) WWB landscape contract began this week to install railroad tie retaining wall. Staff is finalizing the plan and spec for the Paddock replacement project. (2-23-18) Landscape improvement is completed, Paddocks improvement will be advertised and bid open on March 28, 2018 (3-16-18) Staff administrated a landscape contractor to plant vegetation within the newly installed landscape area
18	Pathway Impact Fee Study	JC	(3-16-18) Staff received direction to initiate Pathway Impact Fee study.
19	Maintenance Work of the Week	JA	(3-16-18) Routine Winter Maintenance.







Tasks	Project Name	Project Manager	Latest Status

**Code Compliance Report - February 2018**

<i>Date</i>	<i>Address</i>	<i>Issue</i>	<i>Status</i>
February 1, 2018	14293 Saddle Mountain Drive	Parking in easement	Following up on prior report of construction vehicles parking within easement; site inspection and spoke w/ contractors who said they park only to unload and load materials. Other cars parked in the past were from McClenahan for removal of Eucalyptus trees. 2/26 Site meeting w/PO to discuss parking issue and applicable Town regulations.
February 1, 2018	25501 Chapin Road	Excessive lighting	Following up on pending case; spoke w/contractor who installed new lights at the front gate, and shielded all the other lights around the property; case closed.
February 1, 2018	11510 Summit Wood Road	Fence in R-O-W	Report of wire fencing in right of way; contacted maintenance crew who removed the fencing.
February 5, 2018	11622 Rebecca Lane	Trash cans	Following up on pending case; site inspection to confirm PO removed cans from the street; case closed.
February 5, 2018	25750 Moody Road	Trench near oak tree	Site inspection w/Engineering; trench is for a water line and is very shallow and not affecting the tree; followed up w/RP; case closed.
February 5, 2018	12830 Deer Creek Lane	Shed in setback	Following up on pending case; spoke with PO and gave him extra time; site inspection to confirm the shed was removed; case closed.
February 6, 2018	25750 Moody Road	Shed in setback	Report of dilapidated shed in setback; site inspection; took photos. 2/14 Spoke w/PO and informed him that the shed needs to be removed for safety; owner will remove shed when construction is completed.

**Code Compliance Report - February 2018**

<i>Date</i>	<i>Address</i>	<i>Issue</i>	<i>Status</i>
February 6, 2018	11690 Magdalena Road	Fence in R-O-W	Following up on pending case; Spoke w/Assistant City Attorney and provided file on this case. 2/7 Phone call w/Assistant City Attorney to provide details of case. 2/28 Sent notice of Intent to Record *Meeting scheduled w/City Attorney and PO's attorney to discuss remediation of the violation.
February 6, 2018	12825 Deer Creek Lane	Shed in setback	Following up on pending case; shed is still in setback; sent a Notice of Intent to Record Violation letter. 2/26 Spoke w/PO and advised him that the violation will be recorded if he does not remove the structure, and gave him approximate amount he would need to pay to remove a lien on his property; he wants to keep the shed until he sells the house; Violation recorded and owner informed.
February 7, 2018	14122 Amherst Court	Wood chips covering manholes	Following up on pending case; site inspection; PO removed the wood chips and manholes were uncovered; case closed.
February 7, 2018	13686 Page Mill Road	Fence extension	Following up on pending case; site inspection to verify extension is still on fence; sent second notice to remove by 2/28.
February 12, 2018	14388 Liddicoat Circle	Unpermitted fence	Pending case; PO is working w/planning; site inspection and met w/PO about to try and help resolve ongoing dispute w/neighbor. PO agreed to lower the height of the fence.
February 12, 2018	26120 W Fremont Road	Rat infestation	Tenant called and reported rat infestation at this property. Referred them to contact Vector Control and get a detailed report. Once a report is provide, CEO will send the PO a nuisance abatement letter.

**Code Compliance Report - February 2018**

<i>Date</i>	<i>Address</i>	<i>Issue</i>	<i>Status</i>
February 13, 2018	Olive Tree Lane	Construction vehicles blocking road	Site inspection; spoke w/contractor; had him remove the vehicles from the road and advised him to always park on site or carpool if needed.
February 13, 2018	27400 Elena Road	Unpermitted construction	Pending case; met w/current PO and he is still trying to get in touch w/previous owner who did the illegal construction; advised him that the Town will proceed with a Notice of Intent to Record if the violation is not remedied (case has been going on since 6/14).
February 14, 2018	2100 Old Page Mill Lane	Construction after and before hours	Site inspection; spoke w/contractor and provided handout on construction hours. This is the third offense; a Stop Work order will be issued if there is another incident.
February 14, 2018	2060 Old Page Mill Lane	Construction after and before hours	Site inspection; spoke w/contractor and provided handout on construction hours.
February 14, 2018	14210 Baleri Ranch	Unpermitted construction on pool house	Site inspection; spoke to contractors who are remodeling the main house, not the poolhouse. Verified that no work was being done on the pool house; case closed.
February 14, 2018	25310 Elena Road	Unpermitted work	PO called about a neighbor who is doing unpermitted work; informed them that the work was recently approved so it is in compliance; case closed.
February 21, 2018	27930 Roble Blanco Court	Dead tree	PO called regarding a dead tree on her property and how to get it removed; provided Stu Farwell's contact info. She was informed that the list is full.
February 21, 2018	Fremont Pines Lane	Excessive pruning of trees	Site inspection; took photos; tree trimming did not look excessive and trees were not in danger; followed up with RP; case closed.

**Code Compliance Report - February 2018**

<i>Date</i>	<i>Address</i>	<i>Issue</i>	<i>Status</i>
February 21, 2018	11924 Rhus Ridge Road	Horse endangerment	Received report from Animal Control Officer who received another complaint that two horses were not being cared for; contacted Midpeninsula Regional Open Space District (PO) and advised of the numerous complaints. 2/26 George from Midpeninsula will contact the tenant directly and inform them that the area and horses need to be properly maintained and what that entails.
February 21, 2018	25310 Elena Road	Bus parked on pathway	Site inspection; spoke to owner of the bus who lives nearby; he was waiting for help to move it onto his property since it broke down; followed up in the afternoon and it was extending out and in the setback; spoke w/PO and requested that it be moved out of the setback; bus has been moved; case closed.
February 22, 2018	27789 Via Ventana Way	Tree obstruction	Ongoing case of neighbor who reports that this PO will not trim trees blocking the view. Contacted the PO who said they would cut it back, but no work has been done; Informed RP that this is a civil matter and that Los Altos Dispute Resolution may be able to provide assistance.
February 22, 2018	27798 Via Ventana Way	Ineffective erosion control	Site inspection; spoke w/contractor and requested that he install fencing around drip lines of oak trees, clean up garbage at the site and fix the straw wattles so they keep mud out of the gutter.
February 22, 2018	14271 Miranda Road	Construction fencing still up on completed project	Site inspection; took photos.
February 26, 2018	26872 Almaden Court	Non-permitted structures and debris on neighbor's property	Following up on pending case; sent Notice to Record Violation letter to abate debris by 2/28; followed up w/ PO and asked them to mark the property line in order to determine what structures etc. need to be abated.



**Code Compliance Report - February 2018**

<i>Date</i>	<i>Address</i>	<i>Issue</i>	<i>Status</i>
February 28, 2018	26721 Taaffe Road	Spikes on fence	Following up on pending case; site inspection and verified a top rail has been installed along the top of the fence which covers the spikes; case closed.
February 28, 2018	26498 Taaffe Road	Construction in R-O-W	Site inspection; workers were paving a long driveway; informed them that they could not do work in the R-O-W without an encroachment permit; PO was called out to the site and is going to obtain a permit.

RP = Reporting party

PO = Property owner

CEO = Code Enforcement Officer



**Santa Clara County Office of the Sheriff**  
**Weekly Activity Summary**  
**3/5/2018 – 3/11/2018**  
**LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
3/5	L1	Attempted Residential Burglary	At 11:36 AM, the suspect(s) rang the doorbell of a residence in the 26000 block of Palo Hills Drive with no response, then proceeded to the backyard where entry was attempted via a rear sliding glass door. The victim resident, who was home at the time, yelled at the suspect(s) and scared them off. A discarded pillow case with property possibly stolen from the surrounding area was recovered at the scene. The suspect(s) are unknown and at large.
3/6	L3	Non-Injury Collision	Occurred at 11:29 PM at Natoma Road and Black Mountain Road.

DATE/TIME	BEAT	EVENT	TYPE	LOCATION	INFORMATION
<b>DISTURBANCE</b>					
3/9/2018 12:21	L5	18-068-0208	415	W LOYOLA DR @ RAVENSBURY AV	INVESTIGATED
<b>ATTEMPTED BURGLARY</b>					
3/5/2018 11:36	L1	18-064-0141	664/459	PALO HILLS DR @ FREMONT RD	INVESTIGATED
<b>VANDALISM</b>					
3/5/2018 15:01	L5	18-064-0248	594	OLIVE TREE LN @ OLIVE TREE CT	INVESTIGATED

**PHONE THE OFFICE**

3/8/2018 9:03	L1	18-067-0117	1021	71C9	COMPLETE
3/10/2018 9:03	L1	18-069-0077	1021	71L1	COMPLETE
3/10/2018 12:18	L1	18-069-0138	1021	71L1	COMPLETE

**SUSPICIOUS PERSONS**

3/7/2018 9:48	L3	18-066-0135	1066	ELENA RD @ VINEDO LN	INVESTIGATED
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**PROWLER**

3/8/2018 0:45	L4	18-067-0020	1070	BYRNE PARK LN @ DEER SPRINGS WY	INVESTIGATED
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**TRAFFIC HAZARDS**

3/6/2018 12:25	L3	18-065-0207	1125	PAGE MILL RD @ I-280	INVESTIGATED
3/8/2018 8:50	L3	18-067-0109	1125	TAAFFE RD @ DEZAHARA WY	INVESTIGATED
3/8/2018 14:48	L1	18-067-0352	1125	MIRANDA RD @ MIRANDA WY	INVESTIGATED

**TRAFFIC COLLISIONS**

3/8/2018 18:33	L3	18-067-0484	1180	ARASTRADERO RD @ PAGE MILL RD	INVESTIGATED
3/6/2018 23:29	L3	18-065-0504	1182	NATOMA RD @ BLACK MOUNTAIN RD	INVESTIGATED
3/9/2018 11:51	L1	18-068-0193	1182	ORTEGA DR @ ST FRANCIS DR	INVESTIGATED
3/9/2018 14:21	L3	18-068-0276	1182	I-280 @ PAGE MILL RD	INVESTIGATED

**VEHICLE STOPS**

3/5/2018 2:47	L2	18-064-0021	1195	S EL MONTE AV @ SUMMERHILL AV	WARNING ISSUED
3/6/2018 12:08	L1	18-065-0195	1195	FREMONT RD @ WESTON DR	CITATION ISSUED
3/6/2018 16:32	L2	18-065-0348	1195	I-280 @ MAGDALENA RD	WARNING ISSUED
3/7/2018 6:27	L1	18-066-0056	1195	ARASTRADERO RD @ PURISSIMA RD	CITATION ISSUED

3/7/2018 7:58	L3	18-066-0076	1195	ELENA RD @ GREEN HILLS CT	CITATION ISSUED
3/7/2018 14:24	L1	18-066-0290	1195	FREMONT RD @ ST FRANCIS DR	CITATION ISSUED
3/8/2018 1:15	L4	18-067-0027	1195	MOODY RD @ OLD SNAKEY RD	WARNING ISSUED
3/9/2018 0:49	L3	18-068-0014	1195	PAGE MILL RD @ VIA VENTANA	WARNING ISSUED
3/10/2018 21:19	L3	18-069-0304	1195	ARASTRADERO RD @ PAGE MILL RD	WARNING ISSUED

#### PARKING VIOLATIONS

3/5/2018 12:03	L1	18-064-0157	22500	TODD LN @ LA PALOMA RD	INVESTIGATED
3/11/2018 17:44	L4	18-070-0274	22500	RHUS RIDGE RD @ PECK LN	CITATION ISSUED

#### ALARM CALLS

3/9/2018 18:49	L5	18-068-0422	1033	MAGDALENA RD @ HOOPER LN	FALSE ALARM
3/5/2018 9:18	L3	18-064-0076	1033A	ELENA RD @ JOSEFA LN	FALSE ALARM
3/7/2018 12:59	L1	18-066-0234	1033A	FREMONT RD @ CONCEPCION RD	FALSE ALARM
3/8/2018 0:14	L3	18-067-0007	1033A	EL MONTE RD @ STONEBROOK DR	FALSE ALARM
3/8/2018 0:30	L3	18-067-0012	1033A	EL MONTE RD @ STONEBROOK DR	FALSE ALARM
3/8/2018 15:19	L3	18-067-0375	1033A	COUNTRY WY @ THREE FORKS LN	FALSE ALARM
3/9/2018 20:16	L3	18-068-0463	1033A	FAWN CREEK CT @ PAGE MILL RD	FALSE ALARM
3/10/2018 12:08	L2	18-069-0133	1033A	HILLTOP DR @ HILLVIEW RD	FALSE ALARM
3/9/2018 14:40	L1	18-068-0289	AC	VISCAINO CT @ VISCAINO RD	FALSE ALARM

#### ANIMAL COMPLAINTS

3/11/2018 19:05	L5	18-070-0301	1091B	BLANDOR WY @ OLIVE TREE LN	INVESTIGATED
3/6/2018 22:11	L5	18-065-0490	1091C	MAGDALENA AV @ RAVENSBURY AV	INVESTIGATED
3/11/2018 12:43	L1	18-070-0171	1091C	WILDCREST DR @ WILDFLOWER LN	INVESTIGATED

#### SUSPICIOUS VEHICLE

3/5/2018 15:56	L3	18-064-0267	11540C	ELENA RD @ ROBLEDA RD	INVESTIGATED
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**9-1-1  
ABANDONED CALLS**

3/5/2018 9:29	L1	18-064-0082	911CEL	FREMONT RD @ CONCEPCION RD	INVESTIGATED
3/8/2018 14:47	L1	18-067-0351	911CEL	ORTEGA DR @ ST FRANCIS DR	INVESTIGATED
3/7/2018 8:56	L5	18-066-0109	911UNK	MAGDALENA RD @ BLANDOR WY	INVESTIGATED

**CITATION**

3/11/2018 3:08	L3	18-070-0052	CITE	PAGE MILL RD @ ARASTRADERO RD	CITATION ISSUED
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**INFORMATION ONLY**

3/5/2018 18:43	L3	18-064-0318	INFO	STORY HILL LN @ PAGE MILL RD	INFORMATION GIVEN
3/6/2018 7:30	L3	18-065-0058	INFO	BALERI RANCH RD @ PAGE MILL RD	INFORMATION GIVEN
3/6/2018 8:50	L5	18-065-0091	INFO	MAGDALENA RD @ BLANDOR WY	INFORMATION GIVEN
3/7/2018 8:56	L1	18-066-0107	INFO	LA PALOMA RD @ MAURER LN	INFORMATION GIVEN
3/7/2018 9:46	L4	18-066-0134	INFO	PAGE MILL RD @ MOODY RD	INFORMATION GIVEN
3/7/2018 10:33	L3	18-066-0150	INFO	SIMON LN @ NATOMA RD	INFORMATION GIVEN
3/8/2018 15:23	L3	18-067-0376	INFO	I-280 @ ARASTRADERO RD	INFORMATION GIVEN
3/8/2018 17:05	L1	18-067-0436	INFO	ST FRANCIS RD @ ALEJANDRO DR	INFORMATION GIVEN
3/10/2018 16:39	L1	18-069-0215	INFO	LA LANNE CT @ MIRANDA RD	INFORMATION GIVEN
3/11/2018 22:35	L3	18-070-0377	INFO	VIA VENTANA @ BRIONES WY	INFORMATION GIVEN

**MUNICIPAL  
CODE VIOLATIOIN**

3/6/2018 7:51	L1	18-065-0061	MUNI	WILDCREST DR @ WILDFLOWER LN	INVESTIGATED
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**PATROL CHECK**

3/9/2018 0:19	L5	18-068-0008	PATCK	LAURA CT @ KATE DR	COMPLETE
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**STRANDED MOTORIST**

3/9/2018 15:55	L1	18-068-0327	STRAND <b>SUSPICIOUS CIRCUMSTANCES</b>	I-280 @ EL MONTE RD	INVESTIGATED
3/8/2018 7:43	L1	18-067-0081	SUSCIR	E SUNSET DR @ BURKE RD	INVESTIGATED
3/11/2018 18:51	L4	18-070-0298	SUSCIR	MOODY RD @ MOODY CT	INVESTIGATED