



Town Manager's Report for August 20 - 24, 2018

Items to report on from this week include the following:

Planning/ Building/ Engineering Update:

The **Public Works Director's Report** is attached.

Effective Monday August 27th Town Utility Engineer **Nichol Bowersox**, P.E. is being promoted to Public Works Director / City Engineer. In very short order, Nichol was able to negotiate a new more flexible 3-year maintenance agreement with West Bay Sanitary Sewer District. She succeeded in getting our 2018/19 sewer rehab capital project and 2018/19 road rehab project both underway and in a good spot timing wise. She has proven to be very knowledgeable and patient in working with difficult people. She will be working in the coming weeks to evaluate public works staffing needs and make a recommendation on the best position to hire that compliments her skillset.

Jacob returned this week from a trip to the middle east that included visits to Jordan, Israel and Egypt.

Robert Johnson started with the Town on Monday as the Town's Senior Building Inspector. We're very happy to have an experienced Town building inspector onboard once again.

Public Safety Update:

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

Administrative Services Update:

Staff assisted with HR related tasks for the hiring of two permanent personnel. Nichol Bowersox accepted the position of Public Works Director and City Engineer. Steve Padovan accepted the position of Principal Planner.

I met with the audit partner with Maze and Associates to discuss the upcoming audit which is scheduled for September 4 – 7. Staff is preparing year-end entries and reconciliations for audit preparation.

Matrix Consulting was on-site August 23-24 to meet with each director and gather information for the cost allocation and comprehensive user fee study. Matrix Consulting requested information from each director for performance measures and will be compiling this data over the next three weeks. Matrix Consulting will meet with each director again to finalize the performance measures and begin preliminary review of the Cost Allocation and Comprehensive User Fee Study.

Staff is working on the final draft of the Town's reserve policy. Once the draft has been completed, the final draft of the Town's reserve policy will be provided to the Finance & Investment

Committee. Anticipated delivery date of the draft Town Reserve Policy to the FIC chair and vice chair is no later than August 28, 2018.

The ASD, Planning & Building, Public Works, and the City Manager's office facilitated an agreement with an outside consultant to implement the final stages of the TrakIt software. With the agreement in place, these departments are coordinating a completion timeline with the consultant. Anticipated delivery date of the completion timeline is August 31, 2018.

Ongoing research regarding the Town's OpenGov software is still underway. Final research and recommendations regarding OpenGov is expected to be completed by September 30, 2018.

Parks & Recreation Update:

Thank you for all of those who played, volunteered, and attended the [Los Altos Hills vs. Los Altos Adult Softball Game](#) at Purissima Park on Saturday, August 18th from 1-3 pm. The seven inning game was a lot of fun even though Los Altos snagged the trophy with a 9-4 outcome. There has been a lot of positive feedback from players and attendees, therefore we anticipate this game returning as summer tradition.

On Tuesday August 21st, **Los Altos Hills Youth Commission** held its first meeting of school year.

Parks and Recreation staff conferenced with [RecDesk](#). Staff continues to explore options to find a best fit with recreation software.

Onboarded new Rec Vendor, [SiliconValley4u](#). SiliconValley4U offers a variety of Youth Camps and Classes focused on Technology.

Staff held their monthly meeting with **Victoria Dye Equestrian**. Attached please find P&L and monthly report.

[Waymo](#) will be holding a **Self-Driving Community Forum** on Wednesday, **September 5th** from 6-8 pm at Town Hall, 26379 Fremont Road. Waymo has recently applied for a driverless testing permit with the California Department of Motor Vehicles (DMV). If the DMV accepts their application, the permit would open door to continued testing in Los Altos Hills and surrounding communities. At this community forum, members from Waymo's Local Policy and Technical Teams will share information on Waymo's planned test program in Los Altos Hills and provide insights on what's next for Waymo. The presentation will include refreshments, question and answer, plus a chance to view a Waymo vehicle up close.

The [Hoedown](#) is scheduled for Saturday, September 8th from 3-8 pm at Westwind Community Barn.

The [Los Altos Hills Fall/Winter Activity Guide](#) has been completed and uploaded online. It is currently being printed and scheduled to be mailed to all residents by the end of the month. Interactive and PDF versions are hyperlinked.

Feel free to call or email me if you have any questions.

Thanks.

Carl

Tasks	Project Name	Project Manager	Latest Status
1	<p>Page Mill Interchange /I-280 Safety Bicycle Improvement (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 109)</p>	PW	<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. (9-11-17) Staff has contacted the County Road and Air Port Department to offer assistance (5-4-18) An email response from the SCC Road ad and Airport 4/30/18: Project has need designed and is ready for advertisement. Caltrans added conditions to SCC's encroachment permit and the conditions are not acceptable to the County. Caltrans part of project has been advertised and is expected to award soon.</p>
2	<p>Town-Wide Creek Maintenance Permit</p>	PW/JC/JK	<p>(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. (3-23-18) Staff report was removed from 3/22/18 consent agenda for further evaluation. (4-13-18) Staff revised the report and will bring back to April Council meeting for acceptance. (4-27-18) City Council approved the Creek Maintenance Permit Contract at 4/19/18 Council meeting (6-1-18) Consultant has started to contact permitting agencies for project meetings. (6-8-18) Project is on US Army Corps of Engineers 6/14/18 Interagency Meeting agenda and staff and consultant will attend this meeting (6-15-18) Staff met with US Army Corps of Engineers, Water Board, US Dept. of Fish and Wildlife, and CA Dept. of Fish and Wildlife on 6/14/18 to introduce and discuss the permit application. (8-24-18) Consultant is finalizing report and will submit for town review by 8-31-18.</p>
3	<p>I-280 Repaving</p>	PW	<p>(2-24-2017) Repaving work is scheduled for 2018/19 Program year as shown in approved 2016 SHOPP program (http://www.dot.ca.gov/hq/transprog/shopp.htm) (12-22-17) Latest SHOPP indicates I-280 repaving begins 10/8/2019</p>

Tasks	Project Name	Project Manager	Latest Status
4	<p>Page Mill/Moon Lane Pedestrian Bridge (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 110)</p>	<p>JC/PW</p>	<p>(7-21-17) City Council approved the design contract with ENGEO 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 fo prepare for the bid package (3-16-18) project is advertised, Bid Open 4/4/2018 (4-13-18) Low bid is \$122,000 with two received bids. Staff will recommend for bid acceptance at April City Council meeting and request for additional funding \$56,000 for construction cost. (4-20-18) City Council approved the award of contract to the low bidder and amended the project budget for additional \$56,000 at 4/19/2018 Council meeting (4-27-18) Contractor ordered the pedestrian bridge which requires 60 working days to manufacture. (5-25-18) Pre-construction meeting tentatively set on 6/12/18 (6-15-18) Pre-Construction meeting postponed to 6/19/18 (6-22-18) Staff discussed the project with contractor and consultant, tentative scheduled bridge foundation construction in early August. (7-20-18) Staff finalized the selection of construction Inspection and biology survey consultant (8-10-18) Town issued Notice to Proceed to O'Grady Paving with an anticipated completion 30 working days after 8-16-2018. (8-17-18) Biology survey consultant noted present of woodrat nests and provided recommendations to the contractor. Biology survey consultant also provided mandated training to staff and contractor.</p>
5	<p>Matadero Creek Erosion - Erosion on Page Mill Road near Baleri Ranch Rd (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 106)</p>	<p>PW</p>	<p>(2-25-16) RQWCB 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 work on the USACE permit renewal. (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. (3-30-18) Caltrans provided comments for revisions. (4/13/18) Consultant submitted revised plans to Caltrans on 4/10/18 (5-4-18) Caltrans sent additional comments and consultant has revised the submittal to Caltrans on 5-4-18. US Army Corp Engineers is in the process of re-issuing the expired permit. (5-25-18) US Army Corp Engineers re-issued the Nationwide Permit (NWP) 13 will remain valid until March 18, 2022 (6-1-18) Caltrans returns with another round (#4) of comments on the submitted plan (6-8-18) Consultant responded with revised plan to Caltrans (6-15-18) Caltrans has finished the plan review and has issued an encroachment permit. (6-22-18) Consultant started to contact the Water Board to continue the permit process. (7-13-18) Consultant resubmitted package to RWQCB for final permits. (8-24-18) Staff re-submitted the responses and attachment to the SFRWQCB to finalize the water quality certification.</p>

Tasks	Project Name	Project Manager	Latest Status
6	Open Space Vegetation Management (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 108)	PW	(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 (5-11-18) Grassroots Ecology's quarterly progress report 2018 January-March attached, Town staff has mowed invasive vegetation spots at Byrne Preserve identified by Grassroots Ecology (8-10-18) Grassroots Ecology's quarterly progress report 2018 April-Jun and year-end Report are attached.
7	Annual Road Rehabilitation Project - 2018	JC	(05-11-18) Staff has been working on the 2018 Road Rehab budget and finalized the CIP list and will bring the specifications for Council approval at at the May Council Meeting. (5-18-18) Council approved Bid Specifications and authorized staff to advertise 2018 Annual Road Rehab Project. (6-8-18) Project has been advertised on 6/6/18, bid open on 6/27/18 (6-22-18) City Council approved the budget for this project at 6/21/18 Council meeting (7-13-18) Town received three bids. Staff will recommend the Council to accept the low bid in July Council meeting (7-20-18) City Council adopted the resolution accepting the low bid. Staff will proceed to award the contract. (7-27-18) Staff sent letter to O'Grady to award contract and set up pre-construction meeting on August 9. (8-10-18) Pre-construction meeting held 8-9-18 and O'Grady provided start date of 8-24-18 and tentative completion (paving and striping) in mid-October. (8-17-18) Town executed inspection services agreement with CSG Consultants. Staff reviewed and provided comments for the traffic control plans. Staff will post the tentative working schedule on the town's website. (8-24-18) Pavement schedule has been posted on the town's website and will be updated as needed.
8	VTA TAC Meetings and CIP-WG Meeting	PW	(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 (4-13-18) Staff attended 4/11/18 VTA TAC meeting (4-24-18) Staff attended 4/24/18 CIP-WG meeting, currently Measure B fund is still being frozen due to a law suit. (5-11-18) Staff attended VTA TAC meeting on 5/9/19 (5-25-18) Staff attended VTA CIP-WG May 2018 meeting
9	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 (4/13/18) Green Infrastructure Plan Consultant Budget will be presented in the FY2018-19 budget (6-22-18) City Council approved the budget for the green infrastructure plan consulting service at 6/21/18 Council meeting. (8-3-18) Staff will prepare staff report and resolution to award consultant contract for the development of the Green Infrastructure Plan. (8-17-18) Council approved the resolution to award consultant contract to EOA Inc. for the development of the Green Infrastructure Plan. Staff will prepare the consultant services agreement and will schedule a kickoff meeting with the consultant. (8-24-18) Staff and consultant are scheduled to meet to discuss the scope of work on 9-5-18.

Tasks	Project Name	Project Manager	Latest Status
10	Gardner Bullis Pathway Project	PW	(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. (3-23-18) City Council approved the license agreement at 3/22/19 Council meeting. LASD will need to approve this agreement at their next board meeting. (3-30-18) LASD Board will discuss to approve the License Agreement at April 2018 Board meeting. (4-20-18) City manager and City engineer will attend LASD 4/23 Board Meeting to support and advocate. (4-27-18) LASD has approved and signed the pathway license Agreement at its 4/23 board meeting, staff will budget this project into FY2018-19 pathway CIP (6-15-18) Staff has met with the 3 members of Pathways Committee to discuss the potential alternate design and notified LASD. (6-22-18) LASD has not provided feedback. The City Council approved \$40,000 budget for constructing the path at the 6/21/18 Council meeting (7-13-18) Staff met with LASD and Town Pathways Committee and discussed the project scope. Obtained quotes for tree removal and irrigation work in preparation of the pathway project (7-20-18) Contractor to remove the Eucalyptus (Red Ironbark) tree and re-work on the irrigation within the 10' area on 7/23 and 7/24. (7-27-18) Contractor removed the Eucalyptus (Red Ironbark) tree and staff will confirm if the re-work on the irrigation has been completed. (8-3-18) Staff is working with the Los Altos School District to relocate and/or remove existing irrigation within the proposed pathway location. (8-10-18) Staff met with the LASD Irrigation Specialist on 8-9-18 to confirm irrigation control valves. Contractor to complete irrigation removal/relocation work week of 8-13-18. (8-17-18) Staff met with the Irrigation contractor to confirm irrigation control valve location. Contractor has completed irrigation removal/relocation work. Staff will meet with the crew to confirm the path layout and schedule for installation. Staff will coordinate scope of work and schedule with LASD.
11	Summerhill Ave Pathway Project	PW	(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 (4-27-18) Pathways Committee has identified this to be one of the priority projects, staff will budget for design in FY 2018-19 (6-22-18) City Council approved the budget for this project (design) at 6/21/18 Council meeting
12	Westwind Barn Improvement - Paddock and Landscape Projects (supporting Parks & Recreation)	JC/PW	(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 (3-30-18) One bid submitted, staff is evaluating the bid. (4/13/18) Staff will recommend to reject the received one bid at April 2018 Council meeting due to high cost. Staff will evaluate the alternative solution after the bid rejection. (4-20-18) City Council rejected the one bid received at 4/19/18 Council meeting. Staff will evaluate the alternative solution (6-22-18) City Council approved the budget for this project at 6/21/18 Council meeting, PW staff will assist to administer the project bidding and construction (7-13-18) Project is out for advertisement. Bid open on 8/1/2018. (8-3-18) Three bids were received and a staff report will be prepared based on staff recommendation. (8-17-18) Council rejected all bids received. Staff will re-evaluate the scope of the project and will present a recommendation for consideration.
13	Pathway Impact Fee Study	PW	(3-16-18) Staff received direction to initiate Pathway Impact Fee study. (4/13/18) RFP issued. Due date is 4/20/18 (4-27-18) RFP due date extended to 4/30/18 (5-4-18) Staff received two proposals and will finalize the consultant selection next week. (5-18-18) Consultant's been selected. Staff had a Kick off meeting with the consultant (6-22-18) Staff has provided feedback to the consultant for the draft study (7-13-18) Staff has reviewed the 2nd draft report and provided feedback

Tasks	Project Name	Project Manager	Latest Status
14	Maintenance Work of the Week	PW	(7-20-18) Maintenance crew started annual road crack sealing for four straight weeks. (8-3-18) The maintenance crew is anticipating completion of crack sealing by 8/24. (8-17-18) Staff is working will be soliciting quotes for herbicide spraying based on the OSC's stinkwort survey map of the town's roadway system. Staff will present quotes for consideration by 8/24. (8-24-18) Staff received a quote for the herbicide spraying and a tentative start date of 9-17-18. Staff will prepare and mail notification letters by 8-29-18.
Sewer and Stormwater Report			
1	Sewer Operations	Utility Engineering Manager	(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&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&M activities is attached. (3-17-2017) The January 2017 summary of O&M activities are attached. (4-14-2017) The December 2016 status update of sewer activities and the February 2017 summary of O&M activities are attached. (5-5-2017) The January 2017 status update of sewer activities and the March 2017 summary of O&M activities are attached. (6-2-2017) The February 2017 status update of sewer activities and the April 2017 summary of O&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&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&M summary and 2017 June progress report are attached. (1-4-18) 2017 September O&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&M summary is attached. (1-26-18) 2017 November O&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. (4-13-18) 2017 December O&M summary and 2018 January O&M summary are attached. (5-4-18) 2017 September and October progress reports are attached. (5-11-18) Staff has started working with NBS on the Tax Roll Assessment that will be brought to City Council in June. (5-25-18) 2018 February and March O&M summary are attached. (6-15-18) 2018 April O&M summary is attached. (6-22-18) City Council adopted the resolution for collection of sewer service charges through the County Tax Roll Assessment. (7-20-18) City Council adopted the resolution authorizing the City Manager to accept the second amendment for WBSD Maintenance Services. (7-27-18) Staff is working with WBSD on the O&M plan. WBSD will present the second amendment to the District Board on August 8. (8-3-18) May and June 2018 O&M summaries are attached. (8-10-18) Town staff is scheduled to meet with WBSD staff on 8-13-18 to discuss the scope of the second amendment to the Maintenance Service Agreement. (8-17-18) Town received the signed second amendment to the Maintenance Service Agreement from WBSD and will return a fully executed agreement for their files. Staff met with WBSD staff to discuss the scope of work for the maintenance agreement. Staff certified "No-Spill" reports for the months of June and July. (8-24-18) Staff met with WBSD to discuss the short and long-term O&M and CCTV inspection plan.



**Santa Clara County Office of the Sheriff
Weekly Activity Summary
8/13/2018 –8/19/2018
LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
8/13	L3	Residential Burglary	Between 1:00 PM and 4:30 PM, unknown suspect(s) entered a residence in the 26000 block of Taaffe Road by prying a window open. Nothing was taken from the residence.
8/14	L3	Non-Injury Collision	Occurred at 5:34 PM at Elena Road and Robleda Road.
8/16	L1	Residential Burglary, Stolen Vehicle	Between 12:00 PM on 8/8 and 2:45 AM on 8/16, unknown suspect(s) entered a residence in the 12000 block of Alta Tierra Road through an open bathroom window. The suspect(s) took car keys and jewelry before stealing the victim's vehicle from the driveway for an unknown total loss.
8/16	L1	Injury Collision	Occurred at 7:25 PM at Fremont Road and Alexander Place.
8/19	L3	Injury Collision	Occurred at 11:43 AM at Natoma Road and Elena Road.

DATE/TIME	BEAT	EVENT	TYPE	LOCATION	INFORMATION
DISTURBANCES					
8/17/2018 19:36	L3	18-229-0381	415N	LIDDICOAT CL @ STANFORD CT	INVESTIGATED
8/17/2018 21:27	L3	18-229-0421	415P	OLD PAGE MILL RD @ PAGE MILL RD	INVESTIGATED
BURGLARIES					
8/13/2018 17:05	L3	18-225-0322	459	TAAFFE RD @ VISTA DEL VALLE CT	INVESTIGATED
8/16/2018 2:58	L1	18-228-0039	459	ALTA TIERRA RD @ ALTA LANE SOUTH	INVESTIGATED

TRESPASSING

8/15/2018 19:24	L5	18-227-0450	602	KATE DR @ TERESA WY	CITATION ISSUED
-----------------	----	-------------	-----	---------------------	-----------------

PHONE THE OFFICE

8/14/2018 13:59	L1	18-226-0292	1021	71L1	COMPLETE
8/15/2018 20:11	L3	18-227-0469	1021	81L1	COMPLETE

GARBAGE COMPLAINT

8/14/2018 13:06	L3	18-226-0258	1058	LIDDICOAT CL @ STANFORD CT	INVESTIGATED
-----------------	----	-------------	------	----------------------------	--------------

SUSPICIOUS PERSONS

8/15/2018 13:23	L5	18-227-0258	1066	OAK KNOLL CL @ OAK PARK CT	INVESTIGATED
8/19/2018 2:05	L1	18-231-0040	1066	ROBLEDA RD @ PURISSIMA RD	INVESTIGATED

ANIMAL COMPLAINTS

8/15/2018 17:29	L1	18-227-0396	1091	LA PALOMA RD @ WESTWIND WY	INVESTIGATED
8/14/2018 11:14	L4	18-226-0174	1091B	LA LOMA DR @ SUMMIT WOOD RD	INVESTIGATED

SUSPICIOUS VEHICLES

8/13/2018 13:55	L4	18-225-0245	1154	ALTAMONT RD @ BLACK MOUNTAIN RD	INVESTIGATED
8/18/2018 15:15	L1	18-230-0254	1154	BRENDEL DR @ ROBLEDA RD	INVESTIGATED

TRAFFIC COLLISIONS

8/16/2018 19:25	L1	18-228-0459	1181	FREMONT RD @ ALEXANDER PL	INVESTIGATED
8/19/2018 11:43	L3	18-231-0170	1181	NATOMA RD @ ELENA RD	INVESTIGATED
8/14/2018 17:34	L3	18-226-0401	1182	ELENA RD @ ROBLEDA RD	INVESTIGATED
8/15/2018 22:58	L3	18-227-0526	1183	PAGE MILL RD @ I-280	INVESTIGATED

VEHICLE STOPS

8/14/2018 14:02	L2	18-226-0294	1195	I-280 @ MAGDALENA RD	CITATION ISSUED
8/14/2018 15:16	L2	18-226-0331	1195	I-280 @ MAGDALENA RD	CITATION ISSUED
8/14/2018 16:15	L3	18-226-0362	1195	I-280 @ PAGE MILL RDI	CITATION ISSUED
8/15/2018 14:03	L4	18-227-0283	1195	MOODY RD @ ALTAMONT RD I	CITATION ISSUED
8/16/2018 9:32	L5	18-228-0143	1195	MAGDALENA AV @ EASTBROOK AV I	CITATION ISSUED
8/16/2018 11:23	L3	18-228-0203	1195	I-280 @ PAGE MILL RDI	CITATION ISSUED
8/16/2018 13:04	L3	18-228-0257	1195	ARASTRADERO RD @ TWIN OAKS CT I	CITATION ISSUED
8/16/2018 15:04	L1	18-228-0326	1195	EL MONTE RD @ O'KEEFE LN	CITATION ISSUED
8/17/2018 9:21	L4	18-229-0103	1195	MOODY RD @ ALTAMONT RD	CITATION ISSUED
8/17/2018 9:54	L1	18-229-0120	1195	EL MONTE RD @ O'KEEFE LN	CITATION ISSUED
8/17/2018 12:45	L3	18-229-0207	1195	I-280 @ PAGE MILL RD	CITATION ISSUED
8/19/2018 2:37	L3	18-231-0048	1195	ARASTRADERO RD @ PAGE MILL RD	CITATION ISSUED

NARCOTICS

8/17/2018 17:43	L1	18-229-0331	11300	VISTA SERENA @ O'KEEFE LN	INVESTIGATED
-----------------	----	-------------	-------	---------------------------	--------------

PARKING VIOLATION

8/19/2018 10:48	L4	18-231-0146	22500	MOODY SPRINGS CT @ MOODY RD	CITATION ISSUED
-----------------	----	-------------	-------	-----------------------------	-----------------

ALARM CALLS

8/13/2018 16:21	L3	18-225-0307	1033A	ELENA RD @ LA BARRANCA RD	FALSE ALARM
8/13/2018 18:03	L4	18-225-0336	1033A	JULIETTA LN @ ALTAMONT RD	FALSE ALARM
8/14/2018 16:25	L3	18-226-0367	1033A	TRIPOLI CT @ NATOMA RD	FALSE ALARM
8/14/2018 19:41	L5	18-226-0458	1033A	MAGDALENA RD @ STONEBROOK DR	FALSE ALARM
8/15/2018 12:30	L2	18-227-0222	1033A	HILLTOP DR @ BARLEY HILL RD	FALSE ALARM
8/15/2018 14:25	L3	18-227-0304	1033A	NATOMA RD @ LA VIDA REAL	FALSE ALARM

8/16/2018 3:54	L3	18-228-0046	1033A	MATADERO CREEK LN @ MATADERO CREEK CT	FALSE ALARM
8/17/2018 19:24	L3	18-229-0376	1033A	LUPINE RD @ PAGE MILL RD	FALSE ALARM
8/18/2018 7:06	L1	18-230-0083	1033A	W SUNSET DR @ BURKE RD	FALSE ALARM
8/18/2018 13:11	L2	18-230-0212	1033A	HILLTOP DR @ HILLVIEW RD	FALSE ALARM
8/19/2018 20:05	L1	18-231-0338	1033A	BEATRICE LN @ ROBLEDA RD	FALSE ALARM
8/14/2018 9:27	L1	18-226-0108	1033C	LA PALOMA RD @ WESTWIND WY	FALSE ALARM

9-1-1

ABANDONED CALLS

8/13/2018 17:52	L1	18-225-0332	911CEL	FREMONT RD @ CONCEPCION RD	INVESTIGATED
8/13/2018 22:12	L3	18-225-0428	911CEL	TAAFFE RD @ VISTA DEL VALLE CT	INVESTIGATED
8/14/2018 19:25	L1	18-226-0451	911CEL	FREMONT RD @ CONCEPCION RD	INVESTIGATED
8/16/2018 13:26	L5	18-228-0272	911CEL	BLANDOR WY @ MAGDALENA RD	INVESTIGATED
8/18/2018 9:08	L3	18-230-0121	911CEL	BYRD LN @ NATOMA RD	INVESTIGATED
8/19/2018 11:49	L1	18-231-0176	911CEL	ASCENSION DR @ ST FRANCIS DR	INVESTIGATED
8/19/2018 14:41	L1	18-231-0238	911CEL	ASCENSION DR @ ST FRANCIS DR	INVESTIGATED

PUBLIC

SAFETY ASSISTANCE

8/14/2018 10:22	L1	18-226-0142	AID	I-280 @ EL MONTE RD	COMPLETE
8/14/2018 16:52	L1	18-226-0383	AID	CAMPO VISTA LN @ FREMONT RD	COMPLETE

CITATIONS

8/15/2018 16:59	L3	18-227-0380	CITE	PAGE MILL RD @ ARASTRADERO RD	CITATION ISSUED
8/17/2018 16:26	L3	18-229-0295	CITE	PAGE MILL RD @ ARASTRADERO RD	CITATION ISSUED

DOCUMENT SERVICE

8/16/2018 15:17	L3	18-228-0339	DOC	EL MONTE RD @ STONEBROOK DR	SERVED
-----------------	----	-------------	-----	-----------------------------	--------

FLAG DOWNS

8/15/2018 16:27	L3	18-227-0365	FD	ARASTRADERO RD @ PAGE MILL RD	INVESTIGATED
8/16/2018 17:32	L3	18-228-0408	FD	PAGE MILL RD @ ARASTRADERO RD	INVESTIGATED

FOLLOW UP

8/13/2018 20:00	L5	18-225-0367	FU	STONEBROOK DR @ EL MONTE RD	COMPLETE
-----------------	----	-------------	----	-----------------------------	----------

INFORMATION ONLY

8/15/2018 20:11	L2	18-227-0468	BTINFO	EL MONTE RD @ O'KEEFE LN	INFORMATION GIVEN
8/15/2018 21:42	L2	18-227-0505	BTINFO	EL MONTE RD @ O'KEEFE LN	INFORMATION GIVEN
8/14/2018 16:43	L1	18-226-0379	INFO	CAMPO VISTA LN @ FREMONT RD	INFORMATION GIVEN
8/15/2018 11:21	L3	18-227-0187	INFO	PAGE MILL RD @ PASEO DEL ROBLE	INFORMATION GIVEN
8/15/2018 12:38	L1	18-227-0227	INFO	I-280 @ EL MONTE RD	INFORMATION GIVEN
8/15/2018 18:44	L3	18-227-0427	INFO	MIR MIROU DR @ PASEO DEL ROBLE	INFORMATION GIVEN
8/16/2018 0:53	L3	18-228-0020	INFO	THREE FORKS LN @ NORTH FORK LN	INFORMATION GIVEN
8/16/2018 11:18	L5	18-228-0201	INFO	MAGDALENA RD @ STONEBROOK DR	INFORMATION GIVEN
8/17/2018 14:28	L1	18-229-0252	INFO	LA PALOMA RD @ MAURER LN	INFORMATION GIVEN
8/18/2018 10:29	L3	18-230-0150	INFO	ARASTRADERO RD @ PAGE MILL RD	INFORMATION GIVEN
8/18/2018 15:18	L4	18-230-0256	INFO	SUMMIT WOOD RD @ TEPA WY	INFORMATION GIVEN

**MUNICIPAL
CODE VIOLATION**

8/13/2018 9:35	L4	18-225-0123	MUNI	ESHNER CT @ ALTAMONT RD	INVESTIGATED
----------------	----	-------------	------	-------------------------	--------------

PATROL CHECKS

8/13/2018 12:07	L3	18-225-0186	PATCK	ARASTRADERO RD @ PAGE MILL RD	COMPLETE
8/13/2018 15:11	L5	18-225-0276	PATCK	RAVENSBURY AV @ OLD RANCH RD	COMPLETE
8/14/2018 19:16	L3	18-226-0448	PATCK	NORTH FORK LN @ THREE FORKS LN	COMPLETE

8/14/2018 19:36	L3	18-226-0457	PATCK	BLACK MOUNTAIN RD @ SUNRISE FARM RD	COMPLETE
8/14/2018 20:34	L3	18-226-0488	PATCK	CORBETTA LN @ ALTAMONT RD	COMPLETE
8/15/2018 14:18	L3	18-227-0297	PATCK	VIA FELIZ @ PAGE MILL RD	COMPLETE
8/16/2018 18:46	L4	18-228-0445	PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
8/16/2018 20:24	L1	18-228-0487	PATCK	FREMONT RD @ CONCEPCION RD	COMPLETE
			SUSPICIOUS CIRCUMSTANCES		
8/18/2018 18:53	L1	18-230-0332	SUSCIR	FREMONT RD @ CONCEPCION RD	INVESTIGATED

Victoria Dye Equestrian, LLC
Profit & Loss - Current Month and YTD
July 2018

	Boarding		School		TOTAL	
	Jul 18	Jan - Jul 18	Jul 18	Jan - Jul 18	Jul 18	Jan - Jul 18
Ordinary Income/Expense						
Income						
Camps - Town Sold		2,809.86	26,796.00	28,971.00	26,796.00	31,780.86
Clinics				100.00		100.00
IEA - Show Program				6,154.00		6,154.00
Reimbursements						
Bedding Reimbursement	67.50	751.50			67.50	751.50
Feed Reimbursements	1,485.00	12,900.00		130.00	1,485.00	13,030.00
Reimbursed Expenses		(157.60)	688.50	10,998.14	688.50	10,840.54
Show Reimbursement				705.00		705.00
Town Water Reimbursements	585.84	2,569.92			585.84	2,569.92
Reimbursements - Other	(60.00)	(640.00)			(60.00)	(640.00)
Total Reimbursements	2,078.34	15,423.82	688.50	11,833.14	2,766.84	27,256.96
Services						
Boarding	28,192.00	197,413.50			28,192.00	197,413.50
Lessons		65.00	27,070.00	165,499.50	27,070.00	165,564.50
Services - Other	(40.00)	(405.00)			(40.00)	(405.00)
Total Services	28,152.00	197,073.50	27,070.00	165,499.50	55,222.00	362,573.00
Subsidy	3,000.00	21,000.00			3,000.00	21,000.00
Total Income	33,230.34	236,307.18	54,554.50	212,557.64	87,784.84	448,864.82
Gross Profit	33,230.34	236,307.18	54,554.50	212,557.64	87,784.84	448,864.82
Expense						
Advertising and Promotion		225.00		1,794.43		2,019.43
Automobile Expense						
Tolls				29.00		29.00
Fuel	32.73	127.73	66.85	608.18	99.58	735.91
Insurance	242.48	2,895.08			242.48	2,895.08
Repairs & Maintenance		32.69				32.69
Total Automobile Expense	275.21	3,055.50	66.85	637.18	342.06	3,692.68
Bank Service Charges		1,760.00		138.02		1,898.02
Bedding	5,068.99	15,206.97	67.50	751.50	5,136.49	15,958.47
Boarding Expense				591.00		591.00
Camp Expenses			100.00	279.12	100.00	279.12
Commissions						
Town of Los Altos			6,767.50	47,774.31	6,767.50	47,774.31
Total Commissions			6,767.50	47,774.31	6,767.50	47,774.31
Dues and Subscriptions			139.70	199.64	139.70	199.64
Equipment Rental	200.00	200.00			200.00	200.00
Feed, Grain and Hay	20,788.48	48,982.50	2,173.20	15,793.76	22,961.68	64,776.26
IEA School				720.00		720.00
Insurance						
Equine Insurance			508.00	576.00	508.00	576.00
Liability		4,210.00		4,873.00		9,083.00
Umbrella Policy		2,455.00				2,455.00
Total Insurance		6,665.00	508.00	5,449.00	508.00	12,114.00
Interest Expense						
Loan Interest			145.75	990.12	145.75	990.12
Total Interest Expense			145.75	990.12	145.75	990.12
IPN Fees		6.00		6.00		12.00
Licenses and Fees		87.00		753.00		840.00
Materials		122.74				122.74
Merchant deposit fees	30.95	220.65			30.95	220.65
Office Supplies	6.53	108.91		283.70	6.53	392.61
Offsite School Horse Boarding			260.00	3,229.00	260.00	3,229.00
Outside Services	348.00	5,141.00	4,004.25	4,880.25	4,352.25	10,021.25
Payroll Expenses						
Health Insurance	412.13	2,291.40		290.86	412.13	2,582.26
Officer Salary	4,250.00	29,750.00			4,250.00	29,750.00
Processing Fee			19.25	155.75	19.25	155.75
Sick Leave		1,488.00				1,488.00
Taxes	1,387.28	10,382.62	338.74	2,428.85	1,726.02	12,811.47
Wages	12,033.00	82,528.50	3,995.00	25,222.20	16,028.00	107,750.70
Work Comp	662.01	5,747.06	331.91	2,653.39	993.92	8,400.45
Total Payroll Expenses	18,744.42	132,187.58	4,684.90	30,751.05	23,429.32	162,938.63
Pest Control	503.34	2,085.05			503.34	2,085.05
Postage and Delivery		20.00				20.00
Professional Development			428.00	1,610.00	428.00	1,610.00
Professional Fees						
Accounting	1,200.00	8,400.00			1,200.00	8,400.00
Total Professional Fees	1,200.00	8,400.00			1,200.00	8,400.00
Rent		246.00		246.00		492.00
Repairs						
Facility Repairs		4,507.19		591.37		5,098.56
Total Repairs		4,507.19		591.37		5,098.56
Shoeing			895.00	9,270.00	895.00	9,270.00
Show			1,120.00	1,995.00	1,120.00	1,995.00
Supplies	649.91	2,200.70	2,007.11	17,602.59	2,657.02	19,803.29
Taxes						
State		1,900.59		1,900.59		3,801.18
Total Taxes		1,900.59		1,900.59		3,801.18
Telephone & Communications	320.68	2,333.31	139.65	1,065.83	460.33	3,399.14
Tractor Expense						
Fuel		1,041.46				1,041.46

Victoria Dye Equestrian, LLC
Profit & Loss - Current Month and YTD
July 2018

	Boarding		School		TOTAL	
	Jul 18	Jan - Jul 18	Jul 18	Jan - Jul 18	Jul 18	Jan - Jul 18
Rental	50.00	350.00			50.00	350.00
Total Tractor Expense	50.00	1,391.46			50.00	1,391.46
Trailing			(175.00)	(690.00)	(175.00)	(690.00)
Travel & Ent						
Meals			259.62	903.23	259.62	903.23
Travel				200.00		200.00
Total Travel & Ent			259.62	1,103.23	259.62	1,103.23
Utilities						
Gas and Electric and Propane	673.10	1,036.22		100.00	673.10	1,136.22
Water		4,126.93				4,126.93
Total Utilities	673.10	5,163.15		100.00	673.10	5,263.15
Vet & Medical Expense			3,002.91	27,004.29	3,002.91	27,004.29
Total Expense	48,859.61	242,216.30	26,594.94	176,819.98	75,454.55	419,036.28
Net Ordinary Income	(15,629.27)	(5,909.12)	27,959.56	35,737.66	12,330.29	29,828.54
Other Income/Expense						
Other Income						
Interest Income				0.10		0.10
Other Income		1,226.50				1,226.50
Total Other Income		1,226.50		0.10		1,226.60
Net Other Income		1,226.50		0.10		1,226.60
Net Income	<u>(15,629.27)</u>	<u>(4,682.62)</u>	<u>27,959.56</u>	<u>35,737.76</u>	<u>12,330.29</u>	<u>31,055.14</u>

Westwind Community Barn Monthly Report August 2018

Horse Summary

Lost Boarders

Jessica Montgomery leaving

New boarders

Tony and Joanna Hagg (Trail riders two horses)

Sarah Schwarzer (Trainer)

Dana DeVaul Dressage rider

Current Trainers

Heather Franco

Sharon Wormhoudt

Sarah Schwarzer

Activities –this month

Finished up a great camp season!!!

Hoedown coming up September 8th

Westwind IEA is starting up again

Disputes- Issue with notifying barn manager in case of emergency

Injuries-

Repairs made –

Capital Repairs –

VDE HORSES AND LOCATION (20)

BYRNE PASTURE(8)

Sarge

Kayak

Cappy

Caramia

Luna

Bojack

Emu

Bullet

STALL (1)

JD

PADDOCK (4)

Ole

Godiva

Dart
Simon

VDE PENS (4)
Danny
Connor
Kiwi

Pony Paddock (3)
Billy
Blue
Magic

4H Horses (8)
Steele
Sparky
Libby
Tango
Cinders
Reno
Trinity
Muse