



## **Town Manager's Report for April 15 -19, 2019**

Items to report on from this week include the following:

### **Planning/ Building/ Engineering Update:**

The **City Engineer's** Report is attached. Text in **red** indicates changes in status from the last report. No major updates to report. Next week, staff will be working with Green Waste reps on the Franchise Agreement consistent with direction provided by City Council. [National Public Works Week](#) falls in the month of May and it just so happens that the Town PW staff will be very busy in the next few weeks preparing street, sewer, trash and pathway related items for Council consideration in May.

Acting Planning Director Steve Padovan is out of the office today.

### **Public Safety Update:**

The **Sheriff's** weekly report is attached. Sheriff's Office personnel met with a group of about 40 residents to discuss public safety and their local neighborhood watch program.

### **Administrative Services Update:**

Administrative Staff are working on Budget preparations while handling myriad of other more routine departmental tasks.

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

It was great weather for Sunday's [Earth Day Celebration](#) there was a total of 33 exhibitors in attendance.

Staff held a meeting to review **Nixle alert** procedures.

On Friday, as part of the Town's employee [wellness](#) program, a lunch time discussion on ethics was presented by [Kevin Duggan](#), former City Manager for the City of Mountain View, Campbell, and Regional Director for the [ICMA](#).

**Slime Squad Camp** was held in the Parks and Recreation Building.

The second installment of **Advanced Care Planning** was held on Wednesday in the Parks and Recreation Building.

Victoria Dye Equestrian held **Spring Break Camp**, a Youth Horseback Riding Program that maxed out with 18 participants.

**Beginner Bridge**, kicked off this Wednesday in the Council Chambers with 17 participants.

A free workshop provided by Town resident, Vince Zunino held **How to Grow a Giant Pumpkin** in the Parks and Recreation Building on Thursday evening.

**Upcoming Events:**

**Hoppin' Hounds Biscuit Hunt** will be held on Saturday, April 20<sup>th</sup> at 9:00- 10:30am in Byrne Preserve. This event will benefit Pets in Need. \$5 Donation required.

**Pathways Run/Walk** will be held on Saturday, May 11<sup>th</sup>. As of 4/19, we have a total of 278 sign-ups.

**Touch a Truck** will be held on Saturday, May 18<sup>th</sup> from 10-Noon at Town Hall. As of 4/19 there has been 945 responses on Facebook who marked interested or going.

Thank you.

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)	PW	(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 (5-4-18) An email response from the SCC Road 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. (11-30-18) Caltrans has informed the Town that all work is currently on-hold due to a procurement delay. Caltrans will inform the Town once they are ready to proceed. (3-22-19) Caltrans has informed the Town that work will resume at the ramps of the interchange, weather permitting. There will be intermittent traffic delays due to the work and they anticipate to be done with the work within the month.
2	Town-Wide Creek Maintenance Permit	PW/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. (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. (9-7-18) Consultant to submit report for town review 9-7-18. (9-21-18) Consultant submitted report and staff is reviewing the document. (1-11-19) Staff is re-evaluating the town-wide creek permit and is working with the consultant on obtaining maintenance permits for two specific sites. (1-18-19) Staff is reviewing the revised scope and fee for the two site-specific permits and will be discussing next steps with the consultant. (3/8/19) Staff received the revised project descriptions for the two sites, Matadero Creek and Deer Creek. Staff is also reviewing the draft Los Altos Hills Wetland Delineation prepared by the biologist. (4-5-19) Staff discussed next steps with the consultant and will evaluate CEQA requirements as part of the permit application process.
3	I-280 Repaving	PW	(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. (1-11-19) Caltrans will be submitting final PS&E plans for town's review in spring 2019 and the project is tentatively scheduled to begin Fall 2019.

Tasks	Project Name	Project Manager	Latest Status
4	Matadero Creek Erosion - Erosion on Page Mill Road near Baleri Ranch Rd (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 106)	PW	<p>(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 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. (8-31-2018) Consultant will follow-up with the SFRWQCB on the status of the water quality certification submittal. (11-30-18) Staff and town consultant have reached out to SFRWQCB staff regarding the status of the water quality certification. Staff will follow up the week of 12-2-18. (12-7-18) SFRWQCB has requested additional covenants as part of the water quality certification review. Staff and consultant will work with Caltrans on both the extension of the encroachment permit and potential restrictive covenant/s. (12-21-18) Consultant has initiated discussion with Caltrans regarding the restrictive agreement that the SWRCB is requesting. (1-11-19) Staff has been working with the consultant on coordinating the Restrictive Agreement required by the SWRCB. The Water Board has suggested finding a mitigation site on City-Owned property or acquiring fee title to the property. (4-5-19) Staff is anticipating a response from Caltrans and/or the SFRWQCB by the end of April.</p>

Tasks	Project Name	Project Manager	Latest Status
5	Open Space Vegetation Management (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 108)	PW	(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. (10-25-18) Town staff met with Grassroots Ecology to discuss the program and future plans. (2-22-19) Grassroots Ecology submitted the quarterly report and invoice and made a presentation to City Council on the overall program. (3-8-19) Staff met with Open Space Committee member Sue Welch to discuss the renewal of the Grassroots Ecology Agreement. (3-22-19) Staff is reviewing the detailed scope of work that was provided by Grassroots Ecology. (4-5-19) Staff is coordinating with the barn manager and the fire district in utilization of goat herds for fuel management in the town-owned preserve.
6	Annual Road Rehabilitation Project - 2019	JC	(01-11-19) Staff is developing the list of streets that will be considered for the 2019 Annual Road Rehabilitation Project. (1-18-19) The Town has been allocated P-TAP grant funding of approximately \$18,000. Staff will coordinate on the next steps. (1-31-19) Town has received formal notification of grant award. Staff will coordinate on payment of the town matching funds and next steps. (4-5-19) Staff is preparing the proposed Annual Road Rehabilitation street list. The Pavement CIP staff report will be included for City Council discussion in the May meeting.
7	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. (9-7-18) Staff met with the consultant to discuss scope of contract. (12-21-18) Staff and consultant are gathering relevant information in preparation for the Green Infrastructure Plan. (4-5-19) Staff is reviewing the draft Green Infrastructure Prioritization Memo prepared by EOA. Staff is also reviewing the technical memo prepared by the OSC on potential locations for GI applications.

Tasks	Project Name	Project Manager	Latest Status
11	Summerhill Ave Pathway Project	PW	<p>(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. (9-7-18) Staff walked the limits of the Summerhill Avenue Pathway Project with pathway committee member Bob Elson. Staff will provide budget allocation information for the project. (11-15-18) Staff will evaluate design options and will prepare an RFP for design accordingly. (11-30-18) Staff will prepare an informal RFP for consultant services to provide Survey and Topographic mapping. (1-18-19) Staff will issue the informal RFP the week of 1-21-19. (1-25-19) Staff has issued an informal RFP for topographic mapping/survey services with proposals due 2-6-19. (2-22-19) The Town received only one proposal for topographic mapping RFP. Staff is reviewing the proposal and evaluating if the RFP will be re-issued. (3-1-19) Staff is reviewing the draft Summerhill conceptual plan and estimate prepared by Pathway Committee member Bob Elson.</p>
12	Westwind Barn Improvement Paddock and Landscape Projects (supporting Parks & Recreation)	JC/PW	<p>(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&amp;R Supervisor. Staff is waiting for WWB manager and P&amp;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. (10-19-18) Town received delivery of ECO Greengrids for paddock improvements and tentative schedule for installation is 10/29/2018. (10-25-18) Town crew completed rehabilitation of one horse paddock using the Green Ecogrid panels. (11-2-18) Town crews began installation of the second paddock (pilot project). (11-9-18) Town staff completed the installation of the second paddock.</p>
13	Pathway Impact Fee Study	PW	<p>(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. (10-19-18) Staff scheduled to meet with Matrix (Consultant) to discuss details of the report. (11-30-18) Staff is reviewing the draft report prepared by the consultant. (12-7-18) Staff has provided comments to the consultant and revisions will be submitted for review by 12/17. (2-22-19) Staff will introduce the draft Pathway Fee Study at the Pathway Committee meeting scheduled for 2-25-18. (3-1-19) Staff will coordinate with CAO and consultant to address questions regarding the draft Pathway Fee Study. (3-8-19) Staff had a conference call with the CAO and the consultant to discuss comments on the draft Pathway Fee Study. Consultant will make revisions and re-submit to Staff and CAO for review. (4-5-19) Consultant has resubmitted the final draft Pathway Fee Study report that incorporates staff and CAO comments. (4-19-19) Staff and CAO provided additional comments and consultant will incorporate in the Final Pathway Fee Study. This item will be introduced at the May City Council Meeting.</p>

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14	Maintenance Work of the Week	PW	<p>(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. (9-14-18) Staff confirmed with contractor that stinkwort spraying will begin on 9-17-18. (9-21-18) Contractor completed spraying on 9-19-18. (12-7-18) Town crew removed and replaced asphalt at Tapa Way and Moody Road (bridge approaches) to rebuild the settled pavement. Excess asphalt was used to install curb along La Cresta Drive to address soil erosion as well as filled various potholes on various locations. (1-11-18) Town crew responded to several downed trees during the last storm event. The town received delivery of the newly purchased tractor mower. (1-18-19) Early in the week, DPW engineers conducted visual inspection of know hotspot areas in anticipation of the heavy rains predicted. Town crew cleared catch basins and swept known areas of ponding. Town crew members were onsite during the heavy rain storms on 1-16-19 and responded to several downed-tree calls and assisted in the Taafe Road closure due to a downed PG&amp;E line. Crew members followed up with cleaning and clearing roadways on 1-17-2019. (2-22-19) Town crew responded to a call from the sherriff department regarding a vehicle accident due to black ice at or near Page Mill Road and Moon Lane. Town crew salted the roadway and set up caution signs along Page Mill Road. Town crew and engineers continue to monitor roadway conditions. (3-22-19) The Town has purchased the Mean Green Mower for the maintenance of the Purissima Hills Ball Fields/Park. The anticipated delivery date is 3-22-19. (4-5-19) Town crew repaired a water line break at Purissima Hills Park. Town crew also resolved the building alarm communication issue.</p>

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<b>Sewer and Stormwater Report</b>			
<b>1</b>	<b>Sewer Operations</b>	PW	<p>(3-2-18) The CC approved Emergency Repair project is completed. (4-13-18) 2017 December O&amp;M summary and 2018 January O&amp;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&amp;M summary are attached. (6-15-18) 2018 April O&amp;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&amp;M plan. WBSD will present the second amendment to the District Board on August 8. (8-3-18) May and June 2018 O&amp;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&amp;M and CCTV inspection plan. (8-31-18) July 2018 O&amp;M summary is attached. (10-19-18) Staff is reviewing the draft Year-End Report prepared by VWHA. Staff is reviewing draft August and September WBSD invoices. Staff certified "No Spill" reports for August and September. (11-9-18) Staff met with WBSD to discuss potential manhole lid replacements, comments on the August invoice, importing root foam data on Lucity, current maintenance progress and reassignment of several HFC segments to the PM maintenance. (11-15-18) Staff received a quote for the manhole lid replacements and will evaluate the feasibility of implementation (i.e. appropriate sizing). (11-30-18) 2018 August O&amp;M summary is attached. (12-7-18) Staff is scheduled to meet with WBSD the week of 12/10 to discuss various O&amp;M items. (1-11-18) Staff is reviewing the revised August invoice provided by WBSD. Staff will begin review on September invoice once the August invoice is finalized. (1-18-19) Staff certified the December "No-Spill" report and updated the CIWQS Questionnaire. Pump No. 2 sent out failure alarms during the heavy rain storm on 1-16-19 and town crew coordinated with WBSD to get the pump back in service. (1-25-19) Town staff and contractor responded to a report of an SSO at 11545 Crestridge Drive. SSO occurred at a manhole that is not currently shown on maps and town has reached out to Los Altos and Santa Clara County for record maps and development maps. (1-31-19) Kaho Kong joined the Town to fill the Senior Engineer vacancy. Staff met with West Valley Sanitation District Staff to discuss the District's operation and maintenance program including the utilization of Lucity and GIS. Staff posted the updated August Progress Report from WBSD. Staff completed the SSO investigation and will be submitting the SSO report on CIWQS. (2-22-19) September 2018 O&amp;M summary is attached. Staff is scheduled to meet with WBSD the week of 2-25-19. (3-1-19) Staff met with WBSD to discuss the progress, timing, and accuracy of the monthly progress reports. WBSD stated that they would like the town to consider replacing large and heavy manholes lids at which point staff asked for an inventory and list of the proposed manhole lid replacements. Staff also discussed the overall Sewer Maintenance Program and Lucity Database with WBSD. Staff certified the Category 3 SSO report at 11625 Par Avenue. (3-22-19) October 2018 O&amp;M Summary is attached. Staff is reviewing the manhole inventory list provided by WBSD as part of their request for the Town to consider manhole lid replacements due to weight and configuration. (3-29-19) Town staff met with WBSD to discuss monthly progress, manhole replacement proposal from WBSD, and past-due invoices. (4-5-19) Staff certified the "No Spill" reports for the months of February and March.</p>



Tasks	Project Name	Project Manager	Latest Status
2	<b>Wet weather flow monitoring</b>	PW	<p>(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. (4-6-2018) Staff instructed VWHA to update the flow monitoring report per discussions with LA and PA to include the water consumption data through 3/31/2018.</p>
3	<b>2018 Sanitary Sewer Repair and Replacement Project</b>	PW	<p>(2-2-18) Staff has began the review and work with consultants for CIP project list. (5-11/18) Staff has finalized the CIP list and will bring the specifications for Council approval at at the May Council Meeting. (5/18/2018) Council approved Bid Specifications and authorized staff to advertise 2018 Sewer Repair and Rehab Project. (6-1-18) Prebid Meeting was held on 6/1/18 (6/5/18) Four bids were received, staff will evaluate the bid result and bring it to June City Council meeting (6-22-18) Staff Requested to continue the bid Award to July 2018 Council meeting. (7-20-18) City Council adopted the resolution rejecting all bids and authorizing staff to advertise for bids. (8-10-18) Town received three (3) bids and will prepare staff report recommending award of contract. (8-17-18) Council approved staff's recommendation to award the contract to C2R Engineering. Staff will schedule a pre-construction meeting for the week of September 4. Staff will solicit bids for inspection services for this project. Staff will coordinate to ensure that there are no conflicts with the pavement rehabilitation project. (8-24-18) Staff transmitted the award of contract to C2R Engineering. Staff met internally to coordinate the construction schedules for the pavement and sewer CIP to avoid potential conflicts. (9-14-18) Staff has scheduled a pre-construction meeting for 9-20-18 with a tentative start date of 9-24-18. (9-21-18) C2R will begin sewer CIP on 9-24-18. Staff will update the locations shown on the town website based on the contractor's schedule. (10-19-18) Contractor completed CCTV validation of CIP segments. Town received the County encroachment permit for one of the repair segments. (10-26-18) The project is 63% complete. (11-9-18) Staff anticipates completion of the CIP project by 11-21-18. (11-30-18) Contractor has completed the base project and will be completing one additional segment (CCO) weather-permitting. (1-18-19) Contractor completed base project and CCOs on 12/13/18 and will be submitting post-construction CCTV inspection videos for staff review. (4-5-19) Staff is preparing the proposed Sewer Rehabilitation and Replacement list. The Sewer CIP staff report will be included for City Council discussion in the May meeting.</p>



**Santa Clara County Office of the Sheriff  
Weekly Activity Summary  
4/8/2019 – 4/14/2019  
LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
4/8	L1	Mail Theft	Between 5:00 PM on 4/5 and 5:00 PM on 4/7, unknown suspect(s) took mail from the mailbox of a residence in the 13000 block of Alta Tierra Road for an unknown total loss.
4/8	L1	Residential Burglary, Identity Theft, Theft by Credit Card	Between 9:15 AM and 2:45 PM, unknown suspect(s) entered a residence in the 26000 block of Dori Lane by forcing and prying the front door open and took a credit card, jewelry, passports and social security cards for a total loss of about \$100,000. The suspect(s) then used the victim's personal information and stolen credit card to obtain goods for an unknown total loss.
4/12	L3	Injury Collision	Occurred at 10:55 AM at El Monte Road and Stonebrook Drive.

DATE/TIME	BEAT	EVENT	PRIORITY LEVEL	RESPONSE TIME	TYPE	LOCATION	INFORMATION
<b>DISTURBANCES</b>							
4/8/2019 17:19	L1	19-098-0304	3	18m 44s	415	ROBLEDA RD @ QUAIL LN	INVESTIGATED
4/9/2019 17:10	L1	19-099-0350	2	3m 21s	415	NORMANDY LN @ O'KEEFE LN	INVESTIGATED
4/13/2019 23:49	L1	19-103-0462	3	9m 49s	415M	ALEJANDRO DR @ ST FRANCIS DR	INVESTIGATED
4/13/2019 18:20	L1	19-103-0345	3	24m 34s	415P	ESPERANZA DR @ CONCEPCION RD	INVESTIGATED
<b>BURGLARY</b>							
4/8/2019 14:58	L1	19-098-0256	3	8m 53s	459	DORI LN @ ROBLEDA RD	INVESTIGATED

**MAIL THEFT**

4/8/2019 9:43	L1	19-098-0141	3	10m 18s	530.5	ALTA TIERRA RD @ ALTA LANE NORTH	INVESTIGATED
4/12/2019 9:49	L3	19-102-0113	3	22m 24s	530.5E	PAGE MILL RD @ MOON LN	INVESTIGATED

**ID THEFT**

4/13/2019 16:40	L1	19-103-0304	3	82m 58s	530.5	DORI LN @ ROBLEDA RD	INVESTIGATED
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**CAR FIRE**

4/10/2019 20:18	L3	19-100-0376			904	I-280 @ PAGE MILL RD	INVESTIGATED
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**PHONE THE OFFICE**

4/12/2019 11:35	L1	19-102-0167			1021	71L1	COMPLETE
4/14/2019 8:43	L1	19-104-0078			1021	71L1	COMPLETE
4/14/2019 9:33	L1	19-104-0098			1021	71L1	COMPLETE
4/14/2019 10:11	L1	19-104-0113			1021	71L1	COMPLETE
4/14/2019 10:33	L1	19-104-0120			1021	71L1	COMPLETE
4/14/2019 10:47	L1	19-104-0127			1021	71L1	COMPLETE
4/14/2019 13:04	L1	19-104-0168			1021	71L1	COMPLETE

**SUSPICIOUS PERSON**

4/12/2019 9:56	L1	19-102-0116	3	11m 26s	1066	MIRANDA RD @ LA LANNE CT	INVESTIGATED
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**TRAFFIC HAZARDS**

4/9/2019 5:14	L3	19-099-0040			1125	I-280 @ PAGE MILL RD	INVESTIGATED
4/12/2019 8:57	L3	19-102-0087	3	14m 53s	1125	OLD PAGE MILL RD @ GERTH LN	CITATION ISSUED

**SUSPICIOUS VEHICLES**

4/8/2019 8:33	L2	19-098-0106			1154	MAGDALENA RD @ I-280	CITATION ISSUED
4/8/2019 11:24	L2	19-098-0175			1154	MAGDALENA RD @ I-280	INVESTIGATED
4/11/2019 12:14	L1	19-101-0187			1154	VISCAINO RD @ ANACAPA DR	INVESTIGATED

4/11/2019 19:38	L5	19-101-0422			1154	KATE DR @ LAURA CT	INVESTIGATED
4/13/2019 15:49	L3	19-103-0281			1154	VIA FELIZ @ PAGE MILL RD	INVESTIGATED
4/13/2019 22:23	L3	19-103-0433			1154	ELENA RD @ TAAFFE RD	INVESTIGATED
4/13/2019 22:35	L4	19-103-0437			1154	ALMADEN CT @ ALTAMONT RD	INVESTIGATED
4/14/2019 0:16	L1	19-104-0003			1154	FREMONT RD @ WESTON DR	INVESTIGATED
4/13/2019 22:54	L4	19-103-0445			1154OC	ALTAMONT RD @ BLACK MOUNTAIN RD	INVESTIGATED

**TRAFFIC COLLISION**

4/12/2019 10:55	L3	19-102-0149	3	7m 40s	1181	EL MONTE RD @ STONEBROOK DR	INVESTIGATED
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**TRAFFIC CONTROL**

4/11/2019 11:22	L1	19-101-0157			1184	FREMONT RD @ LA PALOMA RD	COMPLETE
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**VEHICLE STOPS**

4/8/2019 10:16	L1	19-098-0151			1195	EL MONTE RD @ I-280	CITATION ISSUED
4/8/2019 12:50	L1	19-098-0204			1195	ARASTRADERO RD @ PURISSIMA RD	WARNING ISSUED
4/8/2019 14:15	L5	19-098-0237			1195	PRISCILLA LN @ STONEBROOK DR	WARNING ISSUED
4/8/2019 19:55	L3	19-098-0357			1195	PAGE MILL RD @ ARASTRADERO RD	WARNING ISSUED
4/8/2019 22:02	L1	19-098-0405			1195	I-280 @ EL MONTE RD	CITATION ISSUED
4/9/2019 21:18	L3	19-099-0440			1195	ARASTRADERO RD @ PAGE MILL RD	CITATION ISSUED
4/9/2019 23:36	L3	19-099-0477			1195	PASEO DEL ROBLE @ PAGE MILL RD	WARNING ISSUED
4/10/2019 12:17	L3	19-100-0167			1195	ALTAMONT RD @ ALTAMONT LN	CITATION ISSUED
4/10/2019 14:11	L1	19-100-0227			1195	ARASTRADERO RD @ PURISSIMA RD	CITATION ISSUED
4/10/2019 14:45	L1	19-100-0240			1195	FREMONT RD @ LA PALOMA RD	CITATION ISSUED
4/10/2019 17:56	L3	19-100-0328			1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
4/10/2019 22:32	L3	19-100-0411			1195	I-280 @ PAGE MILL RD	CITATION ISSUED
4/11/2019 12:55	L2	19-101-0203			1195	S EL MONTE AV @ SUMMERHILL AV	CITATION ISSUED
4/11/2019 18:06	L1	19-101-0378			1195	MIRANDA RD @ FREMONT RD	CITATION ISSUED
4/12/2019 16:32	L2	19-102-0289			1195	I-280 @ MAGDALENA RD	CITATION ISSUED
4/12/2019 17:15	L1	19-102-0314			1195	I-280 @ EL MONTE RD	CITATION ISSUED
4/12/2019 18:02	L3	19-102-0340			1195	PAGE MILL RD @ ARASTRADERO RD	CITATION ISSUED
4/12/2019 19:53	L1	19-102-0391			1195	FREMONT RD @ CONCEPCION RD	WARNING ISSUED

4/13/2019 10:17	L1	19-103-0128			1195	PURISSIMA RD @ ELENA RD	WARNING ISSUED
4/13/2019 12:45	L2	19-103-0195			1195	EL MONTE RD @ SUMMERHILL AV	CITATION ISSUED
4/13/2019 12:57	L2	19-103-0202			1195	EL MONTE RD @ SUMMERHILL AV	CITATION ISSUED
4/13/2019 13:15	L2	19-103-0206			1195	EL MONTE RD @ SUMMERHILL AV	CITATION ISSUED
4/13/2019 13:25	L2	19-103-0212			1195	S EL MONTE AV @ SUMMERHILL AV	CITATION ISSUED
4/13/2019 13:55	L2	19-103-0224			1195	EL MONTE RD @ SUMMERHILL AV	CITATION ISSUED
4/13/2019 19:44	L1	19-103-0366			1195	I-280 @ EL MONTE RD	WARNING ISSUED
4/13/2019 19:53	L3	19-103-0369			1195	I-280 @ PAGE MILL RD	CITATION ISSUED
4/13/2019 22:16	L1	19-103-0429			1195	ARASTRADERO RD @ PURISSIMA RD	WARNING ISSUED
4/13/2019 22:31	L4	19-103-0436			1195	ELENA RD @ MOODY RD	WARNING ISSUED
4/14/2019 2:28	L3	19-104-0027			1195	I-280 @ PAGE MILL RD	CITATION ISSUED
4/14/2019 20:28	L3	19-104-0327			1195	I-280 @ PAGE MILL RD	WARNING ISSUED
4/14/2019 22:33	L1	19-104-0375			1195	I-280 @ EL MONTE RD	WARNING ISSUED
4/14/2019 22:46	L2	19-104-0379			1195	I-280 @ MAGDALENA RD	WARNING ISSUED

#### PARKING VIOLATIONS

4/12/2019 11:49	L2	19-102-0173	3	11m 20s	22500	BARLEY HILL RD @ HILLTOP DR	INVESTIGATED
4/13/2019 11:34	L4	19-103-0160	3	9m 2s	22500	MOODY SPRINGS CT @ MOODY RD	INVESTIGATED

#### EXPIRED DL

4/10/2019 12:49	L3	19-100-0180			22651P	ALEXIS DR @ PAGE MILL RD	VEHICLE TOWED
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#### ALARM CALLS

4/11/2019 19:39	L2	19-101-0423			1033	MIRALOMA WY @ SUMMERHILL AV	CANCELLED
4/8/2019 17:43	L1	19-098-0311	2	11m 53s	1033A	LA CRESTA DR @ ST FRANCIS DR	FALSE ALARM
4/9/2019 14:40	L5	19-099-0281	2	14m 46s	1033A	LAURA CT @ KATE DR	FALSE ALARM
4/9/2019 16:25	L1	19-099-0333	2	13m 3s	1033A	BEATRICE LN @ ROBLEDA RD	FALSE ALARM
4/9/2019 17:00	L1	19-099-0347	2	5m 12s	1033A	TEMPLETON PL @ FREMONT RD	FALSE ALARM
4/10/2019 8:52	L2	19-100-0086	2	4m 25s	1033A	HILLTOP DR @ HILLVIEW RD	FALSE ALARM
4/10/2019 16:09	L1	19-100-0277	2	12m 13s	1033A	LA BARRANCA RD @ I-280	FALSE ALARM
4/10/2019 23:25	L4	19-100-0429			1033A	LA LOMA DR @ SUMMIT WOOD RD	CANCELLED
4/11/2019 13:18	L3	19-101-0221			1033A	STANFORD CT @ LIDDICOAT CL	CANCELLED

4/11/2019 13:51	L1	19-101-0236	2	7m 46s	1033A	BEATRICE LN @ ROBLEDA RD	FALSE ALARM
4/11/2019 15:14	L1	19-101-0299			1033A	ALTA TIERRA RD @ ROBLEDA RD	CANCELLED
4/12/2019 18:50	L5	19-102-0365	2	14m 1s	1033A	KATE DR @ LAURA CT	FALSE ALARM
4/12/2019 20:47	L3	19-102-0420	2	7m 35s	1033A	NATOMA RD @ LA VIDA REAL	FALSE ALARM
4/13/2019 3:39	L2	19-103-0056	2	5m 29s	1033A	HILLTOP DR @ SUMMERHILL AV	FALSE ALARM
4/13/2019 4:33	L2	19-103-0060	2	7m 1s	1033A	MIRALOMA WY @ SUMMERHILL AV	FALSE ALARM
4/13/2019 20:01	L1	19-103-0372	2	9m 44s	1033A	DEER CREEK LN @ PURISSIMA RD	FALSE ALARM
4/14/2019 11:26	L3	19-104-0139			1033A	DEZAHARA WY @ TAAFFE RD	CANCELLED
4/14/2019 15:49	L3	19-104-0233	2	7m 3s	1033A	COUNTRY WY @ THREE FORKS LN	FALSE ALARM
4/13/2019 7:59	L3	19-103-0084	2	13m 57s	1033C	S FORK LN @ THREE FORKS LN	FALSE ALARM

**9-1-1**

**ABANDONED CALLS**

4/9/2019 14:25	L1	19-099-0271			911CEL	ALICANTE LN @ MANUELLA RD	INVESTIGATED
4/9/2019 14:37	L1	19-099-0277			911CEL	ORTEGA DR @ ST FRANCIS DR	INVESTIGATED
4/9/2019 14:52	L3	19-099-0287			911CEL	DUVAL WY @ ROBLEDA RD	INVESTIGATED
4/10/2019 13:08	L1	19-100-0191			911CEL	PURISSIMA RD @ VISCAINO RD	INVESTIGATED
4/11/2019 16:13	L1	19-101-0328			911CEL	LA PALOMA RD @ ALTA TIERRA RD	INVESTIGATED
4/12/2019 11:21	L1	19-102-0161			911CEL	FREMONT RD @ CONCEPCION RD	INVESTIGATED
4/13/2019 17:23	L1	19-103-0330			911CEL	PURISSIMA RD @ VISCAINO RD	INVESTIGATED
4/12/2019 8:30	L4	19-102-0077			911UNK	PADRE CT @ ALTAMONT RD	INVESTIGATED

**PUBLIC**

**SAFETY ASSISTANCE**

4/8/2019 18:01	L3	19-098-0318	3	13m 13s	AID	EL MONTE RD @ STONEBROOK DR	COMPLETE
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**FLAG DOWN**

4/8/2019 16:48	L4	19-098-0293			FD	MOODY RD @ TEPA WY	INVESTIGATED
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**FOLLOW UP**

4/13/2019 14:15	L1	19-103-0234			FU	DORI LN @ ROBLEDA RD	COMPLETE
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**INFORMATION ONLY**

4/9/2019 19:17	L1	19-099-0402			BTINFO	ST FRANCIS DR @ ORTEGA DR	INFORMATION GIVEN
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4/11/2019 17:11	L4	19-101-0351		BTINFO	BYRNE PARK LN @ DEER SPRINGS WY	INFORMATION GIVEN
4/8/2019 14:40	L1	19-098-0250		INFO	I-280 @ EL MONTE RD	INFORMATION GIVEN
4/8/2019 15:36	L2	19-098-0271		INFO	I-280 @ MAGDALENA RD	INFORMATION GIVEN
4/8/2019 18:03	L3	19-098-0319		INFO	EL MONTE RD @ STONEBROOK DR	INFORMATION GIVEN
4/8/2019 22:08	L3	19-098-0406		INFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN
4/9/2019 15:44	L3	19-099-0311		INFO	EL MONTE RD @ STONEBROOK DR	INFORMATION GIVEN
4/9/2019 23:23	L2	19-099-0472		INFO	VOORHEES DR @ EL MONTE RD	INFORMATION GIVEN
4/13/2019 16:14	L2	19-103-0291		INFO	BARLEY HILL RD @ HILLTOP DR	INFORMATION GIVEN

**PATROL CHECKS**

4/8/2019 17:01	L1	19-098-0297		PATCK	ROBLEDA RD @ PURISSIMA RD	COMPLETE
4/9/2019 23:07	L5	19-099-0468		PATCK	OAK KNOLL CL @ STONEBROOK DR	COMPLETE
4/11/2019 19:32	L5	19-101-0417		PATCK	KATE DR @ LAURA CT	COMPLETE
4/11/2019 21:23	L3	19-101-0454		PATCK	MATADERO CREEK LN @ MATADERO CREEK CT	COMPLETE
4/13/2019 22:48	L4	19-103-0442		PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
4/14/2019 3:21	L1	19-104-0040		PATCK	PURISSIMA RD @ CONCEPCION RD	COMPLETE

**SUSPICIOUS  
CIRCUMSTANCES**

4/12/2019 18:25	L1	19-102-0352	3	15m 46s	SUSCIR	MANUELLA RD @ SPRINGHILL RD	INVESTIGATED
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**Note:** The target response time for priority level 1 calls is 9 minutes, for priority level 2 calls it is 14 minutes, and for priority level 3 calls it is 25 minutes. Response times are only available for some calls for service and not for self-initiated activity.