



Town Manager's Report for December 16-20, 2019

Items to report on from this week include the following:

Planning/ Building/ Engineering Update:

Public Works Engineering Updates:

Public Works Engineering Updates:

- Staff is continuing construction site inspections in compliance with the Town's Stormwater Permit.
- Staff met with the consultant to discuss the first draft of the Sewer Rate Study Model. Staff will provide additional information to the consultant.
- Staff visited off-road paths to assess the pathway condition after rain events. Crew will follow-up as needed.
- City Council approved the Final Acceptance of the 2019 Sanitary Sewer Repair and Rehabilitation Project.

Public Works Maintenance Crew Updates:

- Crews continue to clean ditches and road after rain events including also pick up garbage around town.
- Crews repaired the broken exercise apparatus at Purissima Park.

Town Hall Expansion Update

On November 20th, the City Council approved the Town Hall Expansion project, which includes a 435 square-foot conference room addition at the rear of the Council Chambers (Phase 1) and a 1,957 square-foot addition on the south side of Town Hall (Phase 2). Staff is currently in the process of preparing a Request for Proposals (RFP) to retain an architect to prepare construction drawings for the project. Next steps in the process are as follows:

- For Phase 1, which is smaller in scope, staff will solicit bids to prepare construction drawings in January, 2020, with a target of selecting an architect in February.
- For Phase 2, which is a larger project that requires Council approval before soliciting bids, the RFP will be scheduled for Council authorization on February 20, 2020, with a target of selecting an architect at the April 16, 2020 City Council meeting.

California Building Code Update

On January 1, 2020, the 2019 Edition of the California Building Standards Code, with local amendments, will go into effect. Any building permit application submitted after January 1st will be subject to the 2019 Building Codes. Updated handouts that reflect the changes and updated requirements contained in the 2019 Codes will be posted on the Town's website the first week of January. For any questions about these Building Code changes, please contact Building Department staff.

Holiday Closure

The Planning and Building counters will be closed next week for the holidays and we will not be able to accept any applications or schedule any inspections. Regular counter hours and inspections will resume on Monday, December 30th.

Past Week Meeting Summary

December 17, 2019 – Site Development and Fast Track Meeting *(Canceled)*

Upcoming Meetings

December 24, 2019 – Site Development and Fast Track Meeting *(Canceled)*

December 31, 2019 – Site Development and Fast Track Meeting *(Canceled)*

Public Safety Update:

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

Administrative Services Update:

- The Comprehensive Annual Financial Report (CAFR) was presented by Maze & Associates to the Finance and Investment Committee on Monday, December 16 and accepted by City Council on Thursday, December 19. The Town will apply for the Government Finance Officers Association (GFOA) Award for FY18-19. The Town received this award in the prior fiscal year.
- Town Hall will be closed December 23-27, 2019 for the Holidays and reopen on Monday, December 30.

Parks and Recreation Updates:

Regularly scheduled fitness classes were offered **Fitness for Seniors, Bootcamp, Pam's Yoga Fitness, HSK-Bootcamp, Bombay Jam, and Kundalini Yoga.**

On Thursday evening, Scott Vanderlip and neighbors held **Caroling in the Hills** in the Council Chambers – photo below.



On Friday, December 20th Parks and Recreation conferenced with **CivicRec** to review upcoming transition to CivicRec's registration software.

The **Los Altos Hills Food Drive** concluded on Friday. Second Harvest will collect barrels on Thursday, December 26th.

Public Works Crew fixed the under warranty outdoor fitness equipment at **Purissima Park**, just in time for New Year's resolutions – photo attached.

City Council Reorganization honoring outgoing Mayor Roger Spreen and the newly appointed Mayor Michelle Wu for 2020 and the newly appointed Vice Mayor Kavita Tankha for 2020 occurred yesterday – photo below.



Upcoming Events:

The Pathways Committee will be holding a [New Year's Day Hike/Walk](#) on Wednesday, January 1, Foothill College Parking Lot 1 (by the football field). Event and parking are free for this event.

Feel free to call or email me if you have questions. Merry Christmas and Happy New Year to you and your families. Many thanks for all of you working hard to set the right tone in civic leadership.

Thank you.

Carl