



Town Manager's Report for April 27-May 1, 2020

Items to report on for this week include the following:

Public Works & Engineering:

Maintenance

- 1- Purissima park fields and arena weekly maintenance and inspection.
- 2- Equipment weekly maintenance and inspection.
- 3- Mowed and cleaned town lands all over town including O'Keefe/ Saddle Mountain and Byrne Preserves open spaces.

Planning/ Building:

Lehigh Quarry Update

On May 12, 2020, the Santa Clara County Board of Supervisors will receive an update on the June 2019 Notice of Violation the County issued to Lehigh Southwest Cement Company during their regular meeting. The main news in this report is that the County Planning Department has found that Lehigh has been **successfully abated the Notice of Violation**. To view the report, which is item #20 on the meeting agenda, click on this link:

http://sccgov.iqm2.com/Citizens/Detail_Meeting.aspx?ID=12196.

Public Meeting Resources Page

To support the virtual public hearings that are now being conducted for new development applications, a **Public Meeting Resources Page** has been created on the Planning Department's website. This page provides additional project information, such as architectural plans and project fact sheets, to support the public's ability to review and understand development proposals when they are considered at a Fast Track Site Development Hearing or Planning Commission meeting. The page can be viewed here:

<https://www.losaltoshills.ca.gov/501/Public-Meeting-Resources>

Monthly Building Dept Update

Due to the Shelter in Place Order, which limited construction activities to only essential projects, **building permit activity was significantly reduced** as compared to a year ago (April 2019).

Inspections:	142	(153) - 7% decrease
Total permits issued:	12	(29) - 59% decrease
Permits finalized:	11	(26) - 58% decrease
Permits expired*:	7	(11) - 36% decrease
Phone calls fielded:	133	(288) - 54% decrease

** In recognition of the challenges that projects are facing due to the COVID-19 pandemic, all building permits with expiration dates after March 1, 2020 are being granted an automatic, no fee, deadline extension of 180 days.*

April Building and Planning Permit Report

The monthly report on Planning and Building permits activity, along with data for the prior two years, is attached.

Past Week Meeting Summary

May 5, 2020 – Site Development and Fast Track Public Hearing

- Canceled

May 7, 2020 – Planning Commission Meeting (Virtual Teleconference)

- 13940 La Paloma Road – Site Development Permit for a new two-story residence with an attached garage, basement, detached ADU, an additional detached two-car garage, a swimming pool, sport court and associated hardscape on a 1.5 acre lot. The project includes the removal of two heritage oaks. **APPROVED, with a condition to preserve the 28” Heritage Oak tree.**
- 25136 La Loma Drive – Site Development Permit for landscape screening for an approved new, two-story residence, pool, and sports court; new six-foot tall wrought iron fence and driveway gate in the front yard setback. **APPROVED.**
- 24180 Dawnridge Drive – Map Adjustment to abandon an existing 100-foot building setback line on a recorded map for light and air along the side property line. **RECOMMENDATION TO CITY COUNCIL TO APPROVE a reduction of the building setback line to 40 feet, but not abandon the setback line.**
- 23691 Camino Hermoso Drive – Appeal of the Planning Director approval of a Site Development Permit for a new two-story residence with a basement and an ADU in the basement. **CONTINUED, with direction to meet with the neighbors and address other concerns raised at the meeting.**

Upcoming Meetings

May 12, 2020 – Site Development and Fast Track Public Hearing (Virtual Teleconference)

- 26400 Eshner Court – Lot-Line Adjustment to transfer 43,688 square feet from 26400 Eshner Court to the adjacent property at 26301 Silent Hills Lane.
- 23500 Camino Hermoso Drive – Site Development Permit to allow construction of a new 1,949 square-foot swimming pool and associated hardscape improvements.

Public Safety:

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

With regard to the corona virus, according to the [County Health Department](#), There are 2,290 confirmed Total Cases as of 05/8/2020 and 128 Total Deaths in County.

Administrative Services:

Working on Budget, planning for FIC meeting next week and Budget discussions with Council.

Parks and Recreation:

Designed the proposed FY20-21 operating budget and FY2021-2025 five-year capital improvement plan cover.

Monthly Meeting transitioned to call with **Victoria Dye Equestrian**. Attached please find the March P&L statement. The good news was that VDE was approved for a small business loan under the Fed's PPP.

Staff held several calls with potential **Virtual Recreation Program Contractors**. Activity providers can submit at: losaltoshills.ca.gov/proposalform or contact the department for more information. Stay tuned for new virtual programming headed to Los Altos Hills!

- During the month of May we are collecting design submissions for [inspirational banners](#). Inspire your community and submit to srobustell@losaltoshills.ca.gov.

On Tuesday, May 5th **Los Altos Hills Youth Commission** held a regular meeting. Their next meeting will be held on Tuesday, May 19th at 7:00 pm via zoom.

Staff attended the following meetings this week: **Falls Prevention Taskforce of Santa Clara County Meeting, Parks and Rec Leaders in SC Co./Review of new County Orders meeting, City/Municipalities Food Distribution** and **YTRS meeting**.

The [Virtual Recreation Resources](#) page continues to be updated. If you have other ideas or resources that you would like to share with the community, submit them to srobustelli@losaltoshills.ca.gov.

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

Thank you.

Carl

Planning and Building Department

April 2020 Monthly Report

Building Permits Issued

Permit Type	Apr-20	19-20 YTD	Apr-19	18-19 YTD	Apr-18	17-18 YTD
New Residence	0	7	1	14	0	10
Demo Permits (main house)	0	11	3	13	1	2
Accessory Dwelling Unit	0	7	0	2	0	6
Addition/Accessory Struct.	1	18	3	11	1	20
Interior Remodel	0	40	5	46	4	46
Pool/Spa	1	22	2	20	2	18
EV Charger/Battery Backup	0	24	2	35	4	21
Solar	1	65	2	42	4	38
Water Heater	0	21	1	16	0	15
Re-Roof	1	40	5	33	4	25
Sewer Related	0	9	0	9	1	1
Miscellaneous	8	108	5	106	18	160
Total Permits Issued	12	372	29	347	39	362
Total Valuation	\$583,187	\$35,373,802	\$4,426,043	\$35,830,810	\$1,841,151	\$26,684,798*

Planning Permits Approved

Permit Type	Apr-20	19-20 YTD	Apr-19	18-19 YTD	Apr-18	17-18 YTD
New Residence	2	13	1	18	2	13
Accessory Dwelling Unit**	0	4	2	11	0	6
Addition	3	14	1	15	0	13
Fence/Gates	1	20	2	9	5	30
Landscape	1	19	0	11	3	27
Pool/Spa	0	4	0	12	1	7
Other	4	42	3	29	6	31
Total Approvals	11	116	9	105	17	127

* Unable to verify this valuation total since it was generated in a report before TRAKiT was in use.

** Per State law, starting 1/1/2020, ADUs are approved via building permit only with no separate Planning approval.



**Santa Clara County Office of the Sheriff
Weekly Activity Summary
4/27/2020 – 5/3/2020
LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
4/27	L1	Injury Collision	Occurred at 10:02 AM at Fremont Pines Lane and Fremont Road.
4/29	L3	Injury Collision	Occurred at 10:04 PM at Old Page Mill Road and Old Page Mill Lane.
4/30	L3	Commercial Burglary	Between 3:30 PM on 4/29 and 7:00 AM on 4/30, unknown suspect(s) entered a storage container at a construction site in the area of Arastradero and Purissima Roads by prying and breaking a lock and took construction equipment and tools for a total loss of about \$5,150

DATE/TIME	BEAT	EVENT	PRIORITY LEVEL	RESPONSE TIME	TYPE	LOCATION	INFORMATION
DISTURBANCES							
4/28/2020 23:24	L3	20-119-0335			415E	ROBLEDA RD @ ELENA RD	INVESTIGATED
5/3/2020 13:26	L2	20-124-0148	2	7m 53s	415F	MAGDALENA AV @ DAWN RIDGE DR	INVESTIGATED
5/1/2020 0:22	L1	20-122-0003			415P	ROBLEDA RD @ ATHERTON CT	INVESTIGATED
5/1/2020 22:31	L3	20-122-0335	3	31m 6s	415P	PAGE MILL RD @ MATADERO CREEK LN	INVESTIGATED
5/2/2020 15:08	L5	20-123-0175	3	12m 59s	415P	STONEBROOK DR @ MAGDALENA RD	INVESTIGATED
5/2/2020 16:25	L1	20-123-0210	3	95m 40s	415P	PURISSIMA RD @ SAMUEL LN	INVESTIGATED
5/2/2020 17:36	L2	20-123-0230	3	43m 41s	415P	BARLEY HILL RD @ HILLTOP DR	INVESTIGATED
5/3/2020 17:30	L4	20-124-0253	3	12m 42s	415P	ALTAMONT RD @ BRIONES WY	INVESTIGATED
BURGLARY							
4/30/2020 8:29	L3	20-121-0062	3	12m 36s	459	ARASTRADERO RD @ STIRRUP WY	INVESTIGATED

PHONE THE OFFICE

4/27/2020 12:02	L1	20-118-0144			1021	71L1	COMPLETE
4/30/2020 11:19	L1	20-121-0125			1021	71L1	COMPLETE
5/2/2020 15:49	L1	20-123-0198			1021	71L1	COMPLETE
5/2/2020 17:55	L1	20-123-0238			1021	71L1	COMPLETE

TRAFFIC HAZARD

4/30/2020 15:16	L1	20-121-0207	3	2m 19s	1125	LA CRESTA DR @ VISCAINO RD	INVESTIGATED
-----------------	----	-------------	---	--------	------	----------------------------	--------------

SUSPICIOUS VEHICLES

4/27/2020 8:12	L3	20-118-0051	3	26m 44s	1154	SADDLE MOUNTAIN DR @ STIRRUP WY	INVESTIGATED
4/27/2020 22:25	L4	20-118-0366			1154	ALTAMONT RD @ APPALOOSA WY	INVESTIGATED
5/1/2020 14:12	L2	20-122-0184	3	4m 8s	1154	VOORHEES DR @ CLAUSEN CT	INVESTIGATED
5/3/2020 22:07	L4	20-124-0341			1154	ALTAMONT RD @ BLACK MOUNTAIN RD	INVESTIGATED

TRAFFIC COLLISIONS

4/27/2020 10:02	L1	20-118-0086			1180	FREMONT PINES LN @ FREMONT RD	INVESTIGATED
4/29/2020 22:04	L3	20-120-0304	2	6m 48s	1180	OLD PAGE MILL RD @ OLD PAGE MILL LN	INVESTIGATED

VEHICLE STOPS

5/2/2020 21:51	L2	20-123-0303			1195	I-280 @ MAGDALENA RD	WARNING ISSUED
5/3/2020 0:09	L2	20-124-0001			1195	I-280 @ MAGDALENA RD	WARNING ISSUED
5/3/2020 23:05	L4	20-124-0355			1195	ELENA RD @ EL MONTE RD	WARNING ISSUED

PARKING VIOLATION

5/3/2020 18:03	L5	20-124-0260	3	7m 10s	22500	RAVENSBURY AV @ ENCINAL CT	CITATION ISSUED
----------------	----	-------------	---	--------	-------	----------------------------	-----------------

ALARM CALLS

4/28/2020 0:23	L3	20-119-0004			1033A	GREEN HILLS CT @ ELENA RD	CANCELLED
4/28/2020 12:50	L3	20-119-0157			1033A	MAPLE LEAF CT @ ELENA RD	CANCELLED

5/2/2020 14:12	L3	20-123-0150			1033A	MAPLE LEAF CT @ ELENA RD	CANCELLED
5/2/2020 23:03	L4	20-123-0316	2	7m 30s	1033A	SUMMIT WOOD RD @ TEPA WY	FALSE ALARM
4/30/2020 21:41	L2	20-121-0314	2	6m 34s	1033C	EL MONTE RD @ O KEEFE LN	FALSE ALARM

**9-1-1
ABANDONED CALLS**

5/2/2020 14:19	L2	20-123-0155			7UNK	VOORHEES DR @ CLAUSEN CT	INVESTIGATED
4/27/2020 10:02	L1	20-118-0087			911CEL	LYNNDALY WY @ LA PALOMA RD	INVESTIGATED
4/27/2020 18:41	L6	20-118-0286			911CEL	KENBAR RD @ ROLLY RD	INVESTIGATED
4/30/2020 18:58	L1	20-121-0279			911CEL	MANUELLA RD @ DE BELL RD	INVESTIGATED
4/30/2020 19:18	L1	20-121-0282			911CEL	LA CRESTA DR @ ARASTRADERO RD	INVESTIGATED
5/2/2020 9:20	L1	20-123-0067			911CEL	ARASTRADERO RD @ MANDOLI DR	INVESTIGATED

CITATION

5/2/2020 10:45	L4	20-123-0087			CITE	TEPA WY @ MOODY RD	CITATION ISSUED
----------------	----	-------------	--	--	------	--------------------	-----------------

**COUNTY ORDINANCE
VIOLATION**

5/2/2020 16:25	L1	20-123-0211			CO ORD	PURISSIMA RD @ SAMUEL LN	INVESTIGATED
----------------	----	-------------	--	--	--------	--------------------------	--------------

FOLLOW-UP

4/30/2020 11:55	L3	20-121-0143			FU	OLD PAGE MILL LN @ OLD PAGE MILL RD	COMPLETE
5/1/2020 8:10	L3	20-122-0052			FU	OLD PAGE MILL RD @ OLD PAGE MILL LN	COMPLETE

INFORMATION ONLY

4/27/2020 11:28	L3	20-118-0130			INFO	STANFORD CT @ LIDDICOAT CL	INFORMATION GIVEN
4/28/2020 16:38	L3	20-119-0230			INFO	NATOMA RD @ BYRD LN	INFORMATION GIVEN
4/29/2020 5:16	L3	20-120-0026			INFO	ELENA RD @ AVILA CT	INFORMATION GIVEN
4/29/2020 12:31	L2	20-120-0137			INFO	MAGDALENA AV @ DAWN RIDGE DR	INFORMATION GIVEN
4/30/2020 0:38	L2	20-121-0007			INFO	SUMMERHILL AV @ COSTELLO DR	INFORMATION GIVEN
5/1/2020 15:05	L1	20-122-0209			INFO	MIRANDA RD @ MIRANDA CT	INFORMATION GIVEN
5/1/2020 15:36	L1	20-122-0218			INFO	ESPERANZA DR @ CONCEPCION RD	INFORMATION GIVEN
5/1/2020 17:03	L1	20-122-0254			INFO	FREMONT PINES LN @ FREMONT RD	INFORMATION GIVEN
5/1/2020 17:17	L1	20-122-0261			INFO	N ALTA LN @ S ALTA LN	INFORMATION GIVEN

5/1/2020 18:11	L1	20-122-0280			INFO	FREMONT PINES LN @ FREMONT RD	INFORMATION GIVEN
PATROL CHECKS							
4/29/2020 12:23	L4	20-120-0134			PATCK	BYRNE PARK LN @ ALTAMONT RD	COMPLETE
4/29/2020 12:51	L4	20-120-0147			PATCK	BUENA VISTA DR @ PAGE MILL RD	COMPLETE
4/30/2020 15:46	L1	20-121-0220			PATCK	LA CRESTA DR @ VISCAINO RD	COMPLETE
5/1/2020 0:42	L1	20-122-0007			PATCK	ROBLEDA RD @ ATHERTON CT	COMPLETE
5/1/2020 11:50	L4	20-122-0124			PATCK	BUENA VISTA DR @ PAGE MILL RD	COMPLETE
5/2/2020 12:58	L1	20-123-0132			PATCK	FREMONT RD @ CONCEPCION RD	COMPLETE
5/3/2020 12:41	L3	20-124-0136			PATCK	PAGE MILL RD @ ARASTRADERO RD	CITATION ISSUED
5/3/2020 22:06	L4	20-124-0340			PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
SUSPICIOUS CIRCUMSTANCES							
4/27/2020 16:26	L1	20-118-0238			SUSCIR	CANARIO WY @ VISCAINO RD	INVESTIGATED
4/28/2020 13:16	L1	20-119-0169	3	20m 8s	SUSCIR	ARASTRADERO RD @ FREMONT RD	INVESTIGATED
5/1/2020 23:43	L5	20-122-0350	3	10m 54s	SUSCIR	MAGDALENA RD @ FRAMPTON CT	INVESTIGATED
5/2/2020 14:05	L1	20-123-0148			SUSCIR	MIRANDA RD @ WILD PLUM LN	INVESTIGATED
5/3/2020 0:39	L1	20-124-0009	3	10m 18s	SUSCIR	LA PALOMA RD @ ALTA TIERRA RD	INVESTIGATED
WELFARE CHECKS							
4/28/2020 13:19	L1	20-119-0172	3	47m 2s	WELCK	RHODA DR @ PURISSIMA RD	COMPLETE
5/3/2020 4:19	L3	20-124-0042	2	16m 49s	WELCK	PASEO DEL ROBLE @ MIR MIROU DR	COMPLETE

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.

Victoria Dye Equestrian, LLC
Profit & Loss - Current Month and YTD
March 2020

	Boarding		IEA		School		TOTAL	
	Mar 20	Jan - Mar 20	Mar 20	Jan - Mar 20	Mar 20	Jan - Mar 20	Mar 20	Jan - Mar 20
Ordinary Income/Expense								
Income								
Camps - Town Sold						6,131.25		6,131.25
Commission On Lessons		441.00						441.00
COVID Lesson Contributions					2,030.00	2,030.00	2,030.00	2,030.00
IEA - Lessons			280.00	1,120.00			280.00	1,120.00
Reimbursements								
Bedding Reimbursement	22.50	157.50				22.50		157.50
Hay Reimbursements	2,475.00	7,830.00				2,475.00		7,830.00
Reimbursed Expenses					400.00	2,494.98	400.00	2,494.98
Town Water Reimbursements		1,320.85						1,320.85
Reimbursements - Other	(20.00)	(90.00)					(20.00)	(90.00)
Total Reimbursements	2,477.50	9,218.35			400.00	2,494.98	2,877.50	11,713.33
Services								
Boarding	27,624.50	90,700.50					27,624.50	90,700.50
Lessons					27,596.25	90,037.25	27,596.25	90,037.25
Total Services	27,624.50	90,700.50			27,596.25	90,037.25	55,220.75	180,737.75
Subsidy	3,000.00	9,000.00					3,000.00	9,000.00
VDE Horse Show						80.00		80.00
Total Income	33,102.00	109,359.85	280.00	1,120.00	30,026.25	100,773.48	63,408.25	211,253.33
Gross Profit	33,102.00	109,359.85	280.00	1,120.00	30,026.25	100,773.48	63,408.25	211,253.33
Expense								
Advertising and Promotion		111.00						111.00
Automobile Expense								
Fuel					217.88	315.31	217.88	315.31
Insurance	289.40	788.96					289.40	788.96
Tolls	30.00	30.00					30.00	30.00
Total Automobile Expense	319.40	818.96			217.88	315.31	537.28	1,134.27
Bank Service Charges					15.00	45.00	15.00	45.00
Bedding	5,352.99	10,705.98			22.50	157.50	5,375.49	10,863.48
Boarding Expense		118.80						118.80
Commissions								
Town of Los Altos					5,647.50	21,257.75	5,647.50	21,257.75
Total Commissions					5,647.50	21,257.75	5,647.50	21,257.75
Feed and Grain					957.83	2,236.68	957.83	2,236.68
Hay		11,981.33			2,475.00	7,830.00	2,475.00	19,811.33
IEA School				2,004.07				2,004.07
Insurance								
Liability		1,448.50				1,448.50		2,897.00
Umbrella Policy		923.00						923.00
Total Insurance		2,371.50				1,448.50		3,820.00
Interest Expense								
Loan Interest					145.75	437.25	145.75	437.25
Total Interest Expense					145.75	437.25	145.75	437.25
Licenses and Fees						174.00		174.00
Merchant deposit fees	63.90	127.80					63.90	127.80
Office Supplies					9.80	47.93	9.80	47.93
Offsite School Horse Boarding					750.00	2,050.00	750.00	2,050.00
Outside Services	618.00	710.00		130.00	300.00	1,663.00	918.00	2,503.00
Payroll Expenses								
Health Insurance Reimb. - EE	200.00	1,360.05					200.00	1,360.05
Officer Salary	4,250.00	12,750.00					4,250.00	12,750.00
Processing Fee					29.75	92.75	29.75	92.75
Sick Leave		528.00						528.00
Taxes	1,388.13	5,370.89			526.65	1,852.57	1,914.78	7,223.46
Wages	12,946.75	41,750.00			4,704.00	16,490.00	17,650.75	58,240.00
Work Comp	1,742.90	2,972.23			746.94	1,273.78	2,489.84	4,246.01
Total Payroll Expenses	20,527.78	64,731.17			6,007.34	19,709.10	26,535.12	84,440.27
Pest Control	583.86	2,151.36					583.86	2,151.36
Professional Development					(455.00)	966.88	(455.00)	966.88
Professional Fees								
Accounting	1,300.00	3,900.00					1,300.00	3,900.00
Total Professional Fees	1,300.00	3,900.00					1,300.00	3,900.00
Repairs								
Facility Repairs		117.00						117.00
Total Repairs		117.00						117.00
Shoeing					2,020.00	6,145.00	2,020.00	6,145.00
Show						377.00		377.00
Supplements					215.85	352.75	215.85	352.75
Supplies	289.21	2,618.47			227.63	2,628.14	516.84	5,246.61
Taxes								
Property		381.38						381.38
Total Taxes		381.38						381.38
Telephone & Communications	416.26	1,217.51			176.70	530.10	592.96	1,747.61
Tractor Expense								
Fuel	574.31	574.31					574.31	574.31
Repairs & Maintenance	206.82	1,217.13					206.82	1,217.13
Total Tractor Expense	781.13	1,791.44					781.13	1,791.44

Victoria Dye Equestrian, LLC
Profit & Loss - Current Month and YTD
March 2020

	Boarding		IEA		School		TOTAL	
	Mar 20	Jan - Mar 20	Mar 20	Jan - Mar 20	Mar 20	Jan - Mar 20	Mar 20	Jan - Mar 20
Trailer Expense					500.00	800.00	500.00	800.00
Travel & Ent								
Meals					255.45	401.57	255.45	401.57
Total Travel & Ent					255.45	401.57	255.45	401.57
Utilities								
Gas and Electric and Propane	55.43	57.74					55.43	57.74
Water	894.19	1,751.19					894.19	1,751.19
Total Utilities	949.62	1,808.93					949.62	1,808.93
Vet & Medical Expense					6,914.45	15,046.96	6,914.45	15,046.96
Total Expense	31,202.15	105,662.63		2,134.07	26,403.68	84,620.42	57,605.83	192,417.12
Net Ordinary Income	1,899.85	3,697.22	280.00	(1,014.07)	3,622.57	16,153.06	5,802.42	18,836.21
Other Income/Expense								
Other Income		13.30						13.30
Total Other Income		13.30						13.30
Net Other Income		13.30						13.30
Net Income	<u>1,899.85</u>	<u>3,710.52</u>	<u>280.00</u>	<u>(1,014.07)</u>	<u>3,622.57</u>	<u>16,153.06</u>	<u>5,802.42</u>	<u>18,849.51</u>