



Town Manager's Report for July 6-10, 2020

Items to report on for this week include the following:

Engineering & PW:

Staff is continuing construction site inspections in compliance with the **Town's Stormwater Permit** with modifications due to the shelter in place directive from the County and State.

Annual Pavement CIP project bids were opened on 6/25/2020 and staff has prepared the **staff report for award of contract for City Council consideration at the July meeting.**

Annual Sewer CIP project bids were opened on 6/25/2020 and staff has prepared the **staff report for award of contract for City Council consideration at the July meeting.**

DPW staff are reviewing the Inspection Consultant Services for the Pavement and Sewer CIP projects and has prepared the **staff report for award of contract for City Council consideration at the July meeting.**

Staff has prepared the **Fire Station Underground District Consultant Services RFP** for the plans, specifications, and estimate. Staff has prepared the **staff report for award of contract for City Council consideration at the July meeting.**

Staff will be issuing an **RFP for the Landscape Services for Town-owned and maintained facilities.** The existing contracts have expired and the RFP will consolidate the two contracts into one. Staff has prepared the **staff report and will be taking this item for City Council consideration in the July meeting.**

Staff is continuing to work with the CAO, PARWQCP, and Valley Water on the **Effluent Transfer Agreement** that would improve the reliability of water sources in the region.

Maintenance

- 1- Purissima park fields and arena weekly maintenance and inspection.
- 2- Equipment weekly maintenance and inspection
- 3- worked on the server room AC unit.
- 4- Mow and brushed Magdalena area and Elena area Also brushed La Crest dr.
- 5- Welding /cutting safety and hot work training.
- 6- got a quote for replacing AC at TH.
- 7- Fixed grids at WB open paddocks.
- 8- USA marking with the help from John Chow.
- 9- Took care of requests from town hall and see click fix.

Planning/ Building:

Building Department Customer Service

Please be advised that the Building department has been experiencing **high email and call volumes, as well as inspection requests**, over the past few weeks and that we are doing our best to provide timely responses. However, it may take a little longer than normal to get a

response to a building inquiry or to get your inspection scheduled. **We are bringing in additional contract inspection and building technician staff** starting the week of July 13th to assist with customer service and inspections and hopefully that will reduce any backlogs that residents and contractors have been experiencing.

Monthly Building Dept Update

The Building Department saw a significant increase in activity for the month of June compared to a year ago (June 2019).

Inspections:	240	(158)	52% increase
Total permits issued:	43	(31)	39% increase
Permits finalized:	36	(26)	38% increase
Permits expired:*	6	(5)	20% increase
Phone calls fielded:**	288	(264)	9% increase

** 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.*

*** This does not include questions/inquiries sent via email. For the month of June, the Building Department received an average of 30 emails per business day.*

Updated COVID-19 Construction Site Requirements

- The County of Santa Clara has issued an updated County Health Order that goes into effect on Monday, July 13, 2020. With this Order, a [Mandatory Directive for Construction Projects](#) has been issued. Compliance with this Directive is **REQUIRED**, and failure of a construction site to comply will result in the cancellation of any inspections and potential issuance of a Stop Work Notice.

Past Meetings Summary

July 7, 2020 – Site Development and Fast Track Public Hearing

- *27408 Deer Springs Way - File #SD20-0002 – Lands of Erdmann*
The Fast Track Site Development Permit for a new 4,999 square-foot, two-story residence with basement, detached 800 square-foot accessory dwelling unit, junior accessory dwelling unit, and attached garage was **APPROVED** with standard conditions plus additional conditions to record a new pathway easement along the existing fire road, abandon the existing pathway easement since it is not usable, and replace the oak tree to be removed with three new oak trees. There were no neighbor comments provided.

Upcoming Meetings

July 14, 2020 – Site Development and Fast Track Public Hearing

- **Meeting Canceled**

Public Safety:

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

Santa Clara County Public Health issued a new [health order](#) last week; this order will take effect on Monday, July 13th.

Administrative Services:

Presented the Unclaimed and Uncashed Checks Policy and Procedures to the FIC. The Policy is on the July City Council Agenda for approval.

Submitted the Application for the Coronavirus Aid Relief and Economic Security Act (CARES Act). The Town will receive at least \$50,000.

The Adopted FY2020-21 Budget has been posted to the webpage.

Parks and Recreation Updates:

The Town held the [Los Altos Hills Independence Day Caravan](#) on Saturday 4th of July. The parade of cars will started from Town Hall at 10:00 am and included the Staff vehicle, Santa Clara County Fire Department, Santa Clara County Sheriff, Council members, 15 Classic Cars, and Nuro! CERTs volunteered along the route, we appreciate the support of those who celebrated with us. Articles in the [Town Crier](#), photos from the Town Crier [here](#) with password community, and we even made the [New York Post](#).

GreenWaste will hold [Neighborhood Clean-Up](#) on **Saturday, July 25th from 9:00 am – 3:00 pm at the Foothill College Sunnyvale Center Location, 1070 Innovation Way, Sunnyvale**

The Senior Commission held their meeting on Monday. Staff met with a subcommittee on Thursday to discuss Fall/Winter programing and needs.

Staff setup a meeting with **Youth Commission** leadership for early next week to discuss the 20-21 calendar year and Fall/Winter programming.

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.

Purissima Park has seen an uptick in usage since COVID. Little League transitioning to a Summer Camp model and staff has permitted 5 different users since May. Staff has continued to do spot checks to ensure renters are adhering to the current guidelines. This week during a spot check staff connected with a group and is now working with them to get them permitted.

Victoria Dye Equestrian (VDE) and Westwind Community Barn updates:

On Friday, staff held **Summer Riding Camp Photo Day**. Photos can be found on [Westwind Community Barn Facebook Page](#).

Call me if you have any questions.

Thanks.

Carl



**Santa Clara County Office of the Sheriff
Weekly Activity Summary
6/29/2020 – 7/5/2020
LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
6/30	L1	Non-Injury Collision	Occurred at 4:57 PM at La Paloma Road and Westwind Way.

DATE/TIME	BEAT	EVENT	PRIORITY LEVEL	RESPONSE TIME	TYPE	LOCATION	INFORMATION
DISTURBANCES							
7/1/2020 22:08	L1	20-183-0347	3	75m 22s	415E	OLD TRACE LN @ FREMONT RD	INVESTIGATED
7/2/2020 21:52	L4	20-184-0347	2	9m 56s	415F	LA LOMA DR @ SUMMIT WOOD RD	INVESTIGATED
7/4/2020 22:34	L2	20-186-0514			415FC	EL MONTE RD @ O KEEFE LN	INVESTIGATED
7/5/2020 21:29	L4	20-187-0373	3	11m 46s	415FC	MOODY RD @ MURIETTA LN	INVESTIGATED
TRESPASSING							
6/30/2020 0:05	L1	20-182-0002	2	10m 26s	602	DEER CREEK LN @ PURISSIMA RD	ADMONISHED
PHONE THE OFFICE							
6/30/2020 13:48	L1	20-182-0178			1021	71L1	COMPLETE
7/3/2020 11:38	L4	20-185-0130			1021	71L1	COMPLETE
7/3/2020 15:06	L4	20-185-0213			1021	81L1	COMPLETE
7/4/2020 17:35	L3	20-186-0271			1021	71L1	COMPLETE
7/5/2020 12:14	L1	20-187-0157			1021	71L1	COMPLETE

SUSPICIOUS PERSON

6/29/2020 13:19	L5	20-181-0174			1066	RAVENSBURY AV @ CRESTRIDGE DR	INVESTIGATED
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ABANDONED VEHICLES

7/3/2020 12:34	L5	20-185-0158			1124	JABIL LN @ MAGDALENA RD	INVESTIGATED
7/5/2020 14:22	L3	20-187-0196			1124	OLD PAGE MILL RD @ OLD PAGE MILL LN	INVESTIGATED

TRAFFIC HAZARD

7/5/2020 19:05	L3	20-187-0304	2	28m 30s	1125	PAGE MILL RD @ VIA VENTANA	INVESTIGATED
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SUSPICIOUS VEHICLES

6/29/2020 1:45	L3	20-181-0026			1154	PAGE MILL RD @ ARASTRADERO RD	INVESTIGATED
7/5/2020 22:13	L3	20-187-0401			1154	ELENA RD @ FOOTHILL LN	INVESTIGATED
7/5/2020 22:20	L1	20-187-0403			1154	ELENA RD @ COWDEN PL	INVESTIGATED

TRAFFIC COLLISION

6/30/2020 16:57	L1	20-182-0262	3	5m 52s	1182	LA PALOMA RD @ WESTWIND WY	INVESTIGATED
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VEHICLE STOPS

6/29/2020 20:54	L3	20-181-0335			1195	ARASTRADERO RD @ TRACY CT	CITATION ISSUED
6/29/2020 21:55	L3	20-181-0383			1195	I-280 @ PAGE MILL RD	WARNING ISSUED
6/29/2020 22:15	L3	20-181-0393			1195	PAGE MILL RD @ COUNTRY WY	WARNING ISSUED
7/1/2020 11:55	L1	20-183-0163			1195	I-280 @ EL MONTE RD	WARNING ISSUED
7/1/2020 12:49	L5	20-183-0182			1195	FERNHILL DR @ CAMINO HERMOSO	CITATION ISSUED
7/3/2020 15:15	L5	20-185-0217			1195	HILLPARK LN @ RAVENSBURY AV	WARNING ISSUED

PARKING VIOLATIONS

6/30/2020 10:37	L4	20-182-0110			22500	SUMMIT WOOD RD @ LA LOMA DR	INVESTIGATED
7/4/2020 11:08	L3	20-186-0141	3	15m 32s	22500	ARASTRADERO RD @ TRACY CT	CITATION ISSUED

ALARM CALLS

6/29/2020 11:03	L3	20-181-0131	2	10m 55s	1033A	THREE FORKS LN @ NORTH FORK LN	FALSE ALARM
6/30/2020 15:29	L1	20-182-0225	2	5m 26s	1033A	MIRANDA RD @ ESTACADA DR	FALSE ALARM
7/1/2020 12:05	L2	20-183-0170			1033A	BARLEY HILL RD @ HILLTOP DR	CANCELLED
7/2/2020 4:02	L3	20-184-0038	2	8m 34s	1033A	EL MONTE RD @ STONEBROOK DR	FALSE ALARM
7/3/2020 7:19	L1	20-185-0052			1033A	ROBLEDA CT @ ROBLEDA RD	CANCELLED
7/4/2020 17:21	L5	20-186-0266	2	9m 53s	1033A	FRAMPTON CT @ MAGDALENA RD	FALSE ALARM
7/5/2020 16:11	L2	20-187-0243	2	6m 46s	1033S	EL MONTE RD @ O KEEFE LN	FALSE ALARM
7/5/2020 19:06	L2	20-187-0305	2	7m 29s	1033A	SUMMERHILL AV @ HILLTOP DR	FALSE ALARM

ANIMAL COMPLAINT

6/30/2020 23:06	L1	20-182-0404	3	15m 33s	1091C	FREMONT RD @ BURKE RD	INVESTIGATED
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9-1-1**ABANDONED CALLS**

6/29/2020 12:00	L1	20-181-0147			911CEL	PURISSIMA RD @ CONCEPCION RD	INVESTIGATED
6/30/2020 21:03	L1	20-182-0361			911CEL	FREMONT RD @ CONCEPCION RD	INVESTIGATED
7/1/2020 18:41	L3	20-183-0276			911CEL	DUVAL WY @ ROBLEDA RD	INVESTIGATED
7/2/2020 20:41	L3	20-184-0323			911CEL	I-280 @ PAGE MILL RD	INVESTIGATED
7/3/2020 19:01	L3	20-185-0286			911CEL	LUPINE RD @ PAGE MILL RD	INVESTIGATED
7/5/2020 20:59	L1	20-187-0350			911CEL	FREMONT RD @ CONCEPCION RD	INVESTIGATED

PUBLIC**SAFETY ASSISTANCE**

6/29/2020 16:12	L5	20-181-0244	3	6m 36s	AID	DAWSON DR @ REBECCA LN	COMPLETE
7/5/2020 16:30	L1	20-187-0248	2	2m 5s	AID	I-280 @ EL MONTE RD	COMPLETE

FOLLOW-UP

7/1/2020 9:42	L4	20-183-0107			FU	ALTAMONT RD @ MENALTO DR	COMPLETE
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INFORMATION ONLY

6/29/2020 15:39	L1	20-181-0229			INFO	FREMONT PINES LN @ FREMONT RD	INFORMATION GIVEN
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6/29/2020 15:41	L5	20-181-0230	BTINFO	DAWSON DR @ REBECCA LN	INFORMATION GIVEN
6/29/2020 16:02	L5	20-181-0239	INFO	DAWSON DR @ REBECCA LN	INFORMATION GIVEN
6/30/2020 22:19	L1	20-182-0392	INFO	TODD LN @ LA PALOMA RD	INFORMATION GIVEN
7/1/2020 12:01	L1	20-183-0167	INFO	ORTEGA DR @ ST FRANCIS DR	INFORMATION GIVEN
7/3/2020 16:27	L3	20-185-0234	INFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN
7/3/2020 17:28	L3	20-185-0261	BTINFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN
7/4/2020 22:21	L3	20-186-0500	INFO	ARASTRADERO RD @ STIRRUP WY	INFORMATION GIVEN

PATROL CHECKS

6/29/2020 20:23	L3	20-181-0321	PATCK	STIRRUP WY @ SADDLE MOUNTAIN DR	COMPLETE
6/30/2020 16:00	L1	20-182-0242	PATCK	FREMONT RD @ CONCEPCION RD	COMPLETE
6/30/2020 18:12	L3	20-182-0288	PATCK	SADDLE MOUNTAIN DR @ STIRRUP WY	COMPLETE
7/1/2020 0:26	L1	20-183-0009	PATCK	FREMONT RD @ ST FRANCIS DR	COMPLETE
7/1/2020 13:04	L5	20-183-0187	PATCK	DAWSON DR @ MAGDALENA RD	COMPLETE
7/1/2020 16:58	L4	20-183-0254	PATCK	ALTAMONT RD @ MENALTO DR	COMPLETE
7/1/2020 23:33	L1	20-183-0365	PATCK	FREMONT RD @ ST FRANCIS DR	COMPLETE
7/2/2020 15:47	L1	20-184-0232	PATCK	O KEEFE LN @ DOVER CT	COMPLETE

SPECIAL ASSIGNMENT

7/4/2020 9:10	L1	20-186-0097	SA	FREMONT RD @ CONCEPCION RD	COMPLETE
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TRAFFIC ENFORCEMENT

7/1/2020 12:23	L5	20-183-0176	TRAFF	MAGDALENA AV @ RAVENSBURY AV	COMPLETE
7/2/2020 8:02	L5	20-184-0068	TRAFIC	MAGDALENA AV @ RAVENSBURY AV	COMPLETE
7/2/2020 8:29	L5	20-184-0078	TRAFIC	MAGDALENA RD @ STONEBROOK DR	COMPLETE
7/2/2020 8:59	L5	20-184-0088	TRAFIC	MAGDALENA RD @ BLANDOR WY	COMPLETE
7/2/2020 9:32	L5	20-184-0095	TRAFIC	MAGDALENA RD @ DAWSON DR	COMPLETE

WELFARE CHECK

7/4/2020 21:29	L3	20-186-0420	2	11m 13s	WELCK	ELENA RD @ ESTRALITA PL	COMPLETE
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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.