



Town Manager's Report for August 21 - 25, 2017

Items to report on from [last](#) week include the following:

Planning/ Building/ Engineering Update:

The **City Engineer’s Report** is attached. Changes in project status from the previous report are shown in **red** text.

There were no Site Development or Fast Track hearings last week.

The City Council will be considering a new ordinance to regulate **Short Term Rentals** at the September 21 meeting. Residents who signed up for email alerts have already been informed of the meeting. A town-wide notice of the Council public hearing will be mailed early next week.

The Planning Commission will be holding a public hearing for consideration of the **Natoma Subdivision**, a proposal to subdivide an 18.18 acre property located at 28030 Natoma Road into 9 lots (former lands of Stirling) on September 7. Public notice was mailed to surrounding residents on August 18. The web-page for the project has been recently updated, and the staff report and supporting documentation will be uploaded to the Town web-site on August 29.

Public Safety Update:

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

Administrative Services Update:

2016-17 Audit	We are on target to finalizing the 2016-17 financial data, with last cleanup and accrual entries. Next is the final allocation distributions and one final review of the Town’s Trial Balance. Once the Trial Balance is finalized, we will begin working on the draft financial statements and accompanying notes in preparation for the audit on September 5-8, 2017
Pension Audit	No significant changes since last week. Staff is still responding to follow up questions. Project is still without budget.
Unfunded Pension Funding Option Study	No significant changes since last week. The newest CalPERS valuation report has been sent to Bartel Associates. Staff is waiting for Bartel Associates to provide additional requests.
OPEB Valuation Report	No significant changes since last week.
Transition	Will begin transition of duties on August 29, 2017.
OpenGov – Financial Transparency Interface	Staff held a pre-kickoff meeting to understand the integration process. We will be meeting with the OpenGov team, on site, on September 6 to start the account mapping phase of the project. The goal of the project is to launch the interface internally and train all Town Staff on

how to use the data more effectively. The launch is scheduled for January/February 2018.

Other projects include:

1. Tony Sandhu will come back and assist us from September to December during Pak's leave. He had assisted the Town numerous times in the last three years, when the Finance Department was short staffed. From September to December, he will be focusing on the 2016-17 Audit, Unfunded Pension Study, and OPEB Valuation Report. He will also be attending City Council meetings and FIC meetings.
2. The Recreation Specialist interview was held this week.

The Administrative Services Director's last day is Friday September 8, 2017 and currently scheduled to return January 2, 2018. The Finance Department will be preparing for this transition the next three weeks.

Parks and Recreation Update:

Parks and Recreation Intern, Anna Garverick made an amazing [summer highlight video](#) that shows our events, activities and summer camps.

The [Family Campout](#) was a huge success! We had a total of 104 registrations with roughly 30 tents pitched on Purissima Field. Highlights included the Bookmobile, Face painting, smores, ice cream sundaes and outdoor movie. Staff put out a survey to attendees, we received 13 responses, which were overwhelmingly positive. A summary of the survey feedback can be viewed in the attachment.

The [Hoedown](#) will be happening on Saturday, September 9th from 3:00-8:00 pm at Westwind Community Barn.

The [Innovations for LAH](#) currently has 199 people registered for the event being held on Sunday, September 24th from 2:00-4:00 pm at Gardner Bullis.

Residents should have received their hard copy of the [Fall/Winter Activity Guide](#) this week.

If you have any questions or comments, feel free to give me a call.

Thanks.

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)	AC	(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 agreeent between the two parties.
2	2017 Sanitary Sewer Repair and Replacement Project	TT	(3-24-17) Project has been advertised and bid opening is scheduled for 4-11-17. List of repair-replacement segments is attached. (4-14-17) 3 bids were received on 4/11/2017. Award of contract is scheduled for the April 20 City Council Meeting. (4-21-17) The City Council authorized the award of the construction contract at the April 20 City Council Meeting. (6-16-17) Staff held pre-construction meeting with the contractor, construction manager, and inspector on 6/14/2017. The contractor plans to start pre-construction inspection videos at the end of June/beginning of July and start mobilizing after approval of the videos. (6-23-17) The contractor started pre-installation video inspection effort. (7-28-17) Construction activities have been underway. (8-11-17) Contractor has completed nearly 50% of the work.

Tasks	Project Name	Project Manager	Latest Status
3	Sewer Operations	TT	<p>(6-3-16) The Town's Sanitary Sewer Management Plan has been posted on the Town's website. The February 2016 status update of sewer activities is attached. (6-10-16) The April 2016 summary of O&M activities is attached. Root foaming has been completed. (6-23-16) Pipe patch work for 12 locations currently underway. (7-15-16) The March and April 2016 status update of sewer activities is attached. An update of the sewer system will be presented to Council at the July meeting. (7-22-16) Sewer system update was presented to Council at the July Council meeting. (7-29-16) The May 2016 summary of O&M activities is attached. (8-12-16) The May 2016 status update of sewer activities is attached. (8-26-16) The June 2016 summary of O&M activities is attached. (9-30-16) The June 2016 status update of sewer activities and the July 2016 summary of O&M activities are attached. (11-10-16) The August 2016 summary of O&M activities is attached. An update of the sewer system will be presented to the City Council at the November meeting. (11-18-16) The July 2016 status update of sewer activities. An update of the sewer system has been postponed to the January 2017 City Council meeting. (12-2-16) The September 2016 summary of O&M activities is attached. (12-16-16) The August 2016 status update of sewer activities is attached. (1-13-2017) The October 2016 summary of O&M activities is attached. The September 2016 status update of sewer activities is attached. (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 is 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.</p>

Tasks	Project Name	Project Manager	Latest Status
4	Wet weather flow monitoring	TT	<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.</p>

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5	Sanitary Sewer Master Plan Update (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 114)	TT	<p>(8-26-16) The Request for Proposal has been released and is also on the Town's website. Proposals are due 9-19-16. (9-9-16) Staff received some minor questions and requests. Response will be posted on Town website on 9-12. (9-16-16) Response to questions have been posted on the Town's website. (9-23-16) Staff received two proposals for the Sanitary Sewer Master Plan Update on 9-19. Staff will be reviewing, ranking, and determining whether interview is necessary prior to consultant selection. (10-7-16) Staff completed the review of proposals. Staff will recommend the City Council awarding a contract at the November meeting. (11-18-2016) The City Council approved the contract in the November Council meeting. (12-2-16) Staff to have the kick-off meeting with Woodard and Curran, Inc (12-22-16) Kick-off meeting was held on 12-14-2016. (1-20-2017) Consultant is in the process of gathering data to form the basis of the hydraulic model. Data includes GIS information, manhole survey, flow monitoring and rainfall data, population, parcel, water consumption, and etc. The initial hydraulic model network development effort will take approximately 2 months. Development of existing model loads will follow after the completion of the network. (3-10-2017) Staff received water usage data from Purissima Water District and Cal Water. (3-31-2017) One of the data the master plan consultant needs prior to loading the network is data for the manholes along the selected trunk line. To date, 225 out of 286 manholes have been surveyed. The manhole survey effort has been much more difficult than anticipated due to most of manholes survey have been under heavy tree shades which prevent GPS satellites reading. Staff is facilitating this effort by locating the remaining manholes in advance of the survey work. (6-16-17) Staff had a milestone meeting with the master plan team. In short, the dry weather flow was been calibrated and the wet weather flow calibration is in progress. The team discussed some anomalies found during the model calibration, steps taken to address them, and information needed to further refine the model, which is based on water consumption data. (8-11-17) Dry weather calibration has been completed. Consultant is reviewing and confirming wet weather calibration. (8-18-2017) Consultant finalized the wet weather calibration. Consultant is completing the existing scenario analysis and is nearly ready to run the future scenario of the hydraulic model.</p> <table border="1" data-bbox="856 857 2003 1110"> <thead> <tr> <th colspan="12">Current Schedule</th> </tr> <tr> <th rowspan="2">Task</th> <th colspan="11">2017</th> </tr> <tr> <th>JAN</th> <th>FEB</th> <th>MAR</th> <th>APR</th> <th>MAY</th> <th>JUN</th> <th>JUL</th> <th>AUG</th> <th>SEPT</th> <th>OCT</th> <th>NOV</th> </tr> </thead> <tbody> <tr> <td>Data Collection & Review</td> <td>█</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hydraulic Model Development & Calibration</td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>System Evaluation</td> <td></td> <td></td> <td></td> <td></td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Capacity CIP Development</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>█</td> <td>█</td> <td>█</td> <td></td> </tr> <tr> <td>Draft Master Plan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>█</td> <td>█</td> <td></td> </tr> <tr> <td>Final Master Plan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>█</td> <td>█</td> </tr> <tr> <td>City Council Adoption (TBD)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>█</td> </tr> </tbody> </table>	Current Schedule												Task	2017											JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	Data Collection & Review	█											Hydraulic Model Development & Calibration	█	█	█	█	█	█						System Evaluation					█	█	█	█				Capacity CIP Development								█	█	█		Draft Master Plan									█	█		Final Master Plan										█	█	City Council Adoption (TBD)											█
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6	Matadero Creek Erosion - Erosion on Page Mill Road near Baleri Ranch Rd (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 106)	TT/AC	<p>(1-28-16) Council approved the Initial Study and Mitigated Negative Declaration at the January meeting. Consultant to contact Regional Water Quality Control Board to discuss permitting. (2-12-16) Consultant submitted a letter to RWQCB regarding some of their comments. RWQCB staff to review and respond. (2-25-16) RWQCB 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</p>
7	Matadero Creek Bridge at Page Mill Rd - Maintenance Evaluation	AC	<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.</p>

Tasks	Project Name	Project Manager	Latest Status
8	El Monte/I-280 interchange off ramp redesign	AC	<p>Traffic Safety Committee had some concerns about the stop sign and alignment of the northbound El Monte-I-280 off-ramp. Staff contact Caltrans to discuss. The Stop sign was requested by the Town in 2003, however, there is still a high number of accidents. Town staff worked with Caltrans to improve the safety concern. Caltrans requested funds under their SHOPP program and \$1.2 million was approved to realign the off-ramp so that it comes in more perpendicular to El Monte. TSC supports the proposed realignment. (3-1-13) Tentative schedule is to do the design in 2015 and construct in 2016-2017. (8-22-14) Project study report has been provided by Caltrans. Staff reviewing. (8-29-14) Staff to provide update at an upcoming City Council meeting. (9-19-14) Staff to provided an update to council. Any proposed construction would not likely begin until 2017. (9-26-14) Staff provided update to Traffic Safety Committee. (10-17-14) Staff provided an update to City Council at the 10-16-2014 meeting. (3-27-15) Caltrans has this project scheduled for construction in 2017. Staff trying to get more details from Caltrans. (4-3-15) Caltrans working on paperwork to begin design work. Per Caltrans, construction is still scheduled for 2017. (11-25-15) Per Caltrans, they expect to have project plans sometime around September 2016. (4-14-16) The California Transportation Commission approved the project. Estimated cost is \$1.6 million. (7-15-16) Caltrans submitted plans to staff for comment. This project proposes to realign I-280 NB off-ramp to EB El Monte Road. The work includes new pavement sections, super elevation correction, pavement removal of the abandoned segment within the existing off-ramp, removal and trimming of trees, and drainage work. (7-22-16) Town consultant is reviewing the draft plans from Caltrans. (7-29-16) Draft review comments to be submitted to Town for staff review week of August 1. (8-19-16) Comments sent to Caltrans for consideration. (8-26-16) Caltrans provided additional information and Town traffic consultant reviewing. (9-16-16) Additional comments sent to Caltrans for their consideration and response. (11-04-2016) Caltrans is planning to perform trees removal in December for realignment of ramp to be constructed next summer. Staff is meeting with Caltrans on 11-08-2016. (11-18-16) Caltrans notified the Town and neighbors adjacent to the I-280-El Monte NB off-ramp that trees removal work will start on December 5 for 5 working days. (11-23-16) Plant Removal Plan and Planting Plan attached (1-20-2017) Caltrans tree removal & replanting project was completed on 12-16-2017 (1-27-2017) Schedule update from Caltrans: Construction contract tentatively to be awarded in May 2017. Caltrans estimates 100 working days and indicates only minimal impact to the public. (8-18-17) Caltrans Pre-construction meeting 8/10/17. Start work soon will notify the Town. All work is within Caltrans Right-of-way.</p>

Last Updated on 8/25/2017

Tasks	Project Name	Project Manager	Latest Status
9	Magdalena/Bob Stutz Connector (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 105)	JC	<p>(6-10-16) Staff to complete and file environmental document with County Recorder's office.(6-23-16) Environmental document has been filed with County Recorder's office. (7-15-16) Staff working on resubmittal to Caltrans. (7-29-16) Staff resubmitted additional information to Caltrans for review and approval. (8-19-16) Caltrans provided some additional comments on our application. Staff working on comments. (9-9-16) Staff resubmitted the requested additional information to Caltrans for review and approval. (9-30-16) At Caltrans request, staff is preparing additional certification forms to be signed by the project designer. (Oct- 2016) Staff has resubmitted all documentation required by Caltrans early October. (1-20-2017) Awaiting for Caltrans' approval or additional comments for encroachment permit request. (1-27-2017) Staff contacted Caltrans and is invited to a meeting with Caltrans at District 4 Oakland office on 1-30-2017 to discuss this encroachment permit. (2-3-2017) Staff met with Caltrans at District 4 Oakland Office. Caltrans requested additional document and staff quickly provided to Caltrans this week. Caltrans indicated in the meeting the permit process could complete soon but did not give a specific date. (2-17-2017) Caltrans sent additional feedback to the Town to respond. Staff will address them accordingly. (2-24-2017) Staff has addressed and responded to Caltrans' latest feedback (3-10-2017) Staff has contacted Caltrans for the permit status but told still under review. (3-17-2017) Staff contacted Caltrans for status - the application is in circulation for approval. (4-21-17) Staff reached out to Caltrans for permit status again, but have not heard back. (6-9-2017) Staff has began to prepare for the bid package for this project. Still no answers from Caltrans about the permit. (6-16-2017) Staff is working with the design consultant updating the plans and specifications. (7-7-17) Staff prepared Bid package (Spec and Drawing) for advertisement. (7-21-17) Bid Open 7/27/17 (7-28-17) There was no bidder submit bids. Staff is evaluating the timing for re-bid. (8-4-17) Tentatively the re-bid will be scheduled to early spring 2018 for potentially more participants. (8-11-17) Town received Caltrans permit which is valid through August 1 2018.</p>

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10	Open Space Vegetation Management (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 108)	AC	<p>(1-15-16) Draft grazing recommendation memo has been received from the consultant. Staff and committee reviewing. (1-28-16) Staff met with Open Space Committee and Acterra to get an update on activities and to discuss contract extension. Acterra to submit proposal to Town. (2-5-16) Acterra submitted a three year proposal for staff to review. (2-12-16) Open Space Committee also reviewing proposal and will provide recommendation. (3-11-16) Staff discussed schedule with members of the OSC. (3-25-16) OSC supports the proposal from Acterra and will be presenting the project to Council at the April meeting. (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'Keefe 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.</p>

Tasks	Project Name	Project Manager	Latest Status
11	Newbridge Drainage improvement (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 107)	JC	<p>(8-28-15) Staff identified a drainage problem on Newbridge. Staff working on getting quotes to prepare a design. (9-4-15) Staff in process of meeting designers. (9-11-15) Designers working on proposals. (9-18-15) Staff received one proposal and still waiting for one more. (9-25-15) Staff received two proposals and is working on agreement for consultant. (10-9-15) Designer to provide schedule for design work. (10-23-15) Survey work completed, design underway. (10-30-15) Preliminary design scheduled to be submitted mid November for staff review. (11-5-15) Design in progress. (11-20-15) Staff to follow up on status of preliminary design submittal. (11-25-15) Staff received preliminary plans for review. (12-4-15) Staff received a revised preliminary design package and is in the process of reviewing the documents. (12-18-15) Comments on the design have been provided to the designer to incorporate. (1-22-16) Staff checking on possible utility conflict for proposed storm drain improvements. (2-5-16) Consultant working on finalizing the design and estimate. (2-12-16) Consultant submitted design and estimate for Town to review. Staff Reviewing. (2-19-16) Design is complete. Staff waiting for final hard and soft copies. (3-3-16) Project will be advertised at the same time as the 2016 Townwide pavement rehabilitation project. (4-29-16) Budget request for construction will be made for this project. (6-3-16) Project will be advertised on 6-8-16. (6-10-16) Project has been advertised. Bid opening scheduled for 6-30-16. (7-15-16) One bid was received and it was high. Staff will be requesting council to reject the one bid received at the July Council meeting. (7-22-16) Council approved the rejection of the bids. Staff will likely include with next years road rehabilitation project. (5-5-17) Staff combined this project with 2017 road rehabilitation project for approval in May 2017 FIC-City Council joint meeting. (5-19-17) Project is approved along with 2017 road Rehab in the 5-15-2017 City Council Meeting. (7-21-17) City Council approved the 2017 Road Rehab and Newbridge Drainage improvement contract with O'Grady Paving at 7/20/17 City Council Meeting (8-18-17) Drainage improvement work under construction</p>
12	Annual Road Rehabilitation Project - 2017 (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 96)		<p>(5-5-17) Staff is preparing for the project: inventory, design, estimates, and finalize the street list. (5-19-17) under 05-13-17 City Council meeting (joint FIC) decision, staff is preparing a list for additional substandard road condition streets and add to the 2017 Road Rehab project (up to \$2 Million total project). (5-26-17) Staff continues to finalize the final road rehab list and design. (6-9-17) Staff has completed the additional project street list. Project was advertised on 6/7/2017. Bid open date is 6/28/2017. (6-16-17) Additional streets were approved by the City Council in the 6-15-2017 City Council Meeting. (6-23-17) Pre-bid meeting was held on 6-21-17. (6-30-17) Bid open 6-28-17. One bidder submitted bid. Staff is evaluating the single bid result. (7-21-17) City Council approved the 2017 Road Rehab and Newbridge Drainage improvement contract with O'Grady Paving at 7/20/17 City Council Meeting (8-4-17) Microsurfacing is scheduled for the week of 8/21 to 8/25. Pre-construction meeting is scheduled on 8/4/17 (8/11/17) Notice to proceed issued to Contractor, begin to work 8/14/17, project information posted on Town website (8-25-17) Contractor performed microsurfacing this work and to be completed by 8/25/17. Extra traffic control restriction has been applied to this year's contract to minimize inconvenience.</p>

Last Updated on 8/25/2017

Tasks	Project Name	Project Manager	Latest Status
13	P-TAP Round 18 grant funds	JC	<p>(10-9-15) Staff working on application for grant funds. (10-30-15) Staff completed and submitted grant request. (12-11-15) Results of grant request should be available in early 2016. (1-22-16) Town did not get selected to receive the grant. (1-28-16) Town will re-apply next year for grant. (9-30-16) MTC will announce the Call-for-Projects for its Pavement Management Technical Assistance Program (P-TAP) Round 18 next month. Once the Call-for-Project is announced this October or November, we intend to apply. If we are selected as recipient of P-TAP, we will work with MTC's consultant to update our PMP. (10-21-16) MTC announced the Call-for-Project for the P-TAP 18. The Town will apply for the grant to update our PMP. The application is due 11/21/2016. (11-10-2016) Staff completed the P-TAP 18 grant application and submitted it to MTC. (1-20-2017) MTC notified the Town of the P-Tap 18 selection is delayed until Feb 2017. (2-17-2017) MTC informed the Town that our project has been selected for P-TAP Round 18 assistance. The contract for MTC's consultant total project cost is \$18,000 which the Town is responsible for 20% = \$3,600. (3-24-17) P-TAP 2018 kick-off meeting is schedules tentatively at the end of April. (4-21-17) Staff is meeting with MTC's assigned PMP consultant next week to go over scope, schedule, and information required from the Town. (4-28-17) Staff had a kick-off meeting with the consultant to discuss the project. (6-9-2017) Consultant is working on pavement condition field survey to be completed next week. (6-16-2017) The MTC's consultant, Quality Engineering Solutions has completed the distress surveys. (7-28-17) MTC's Consultant is compiling the data.</p>
14	I-280 Repaving	AC	<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)</p>

Tasks	Project Name	Project Manager	Latest Status
15	VTA TAC Meetings and CIP-WG Meeting	AC	<p>(1-15-16) Staff attended the 1-14-16 TAC meeting and the Envision SV Ad-Hoc committee meeting. A new chair and vice chair was selected. Committee took action to approve allocation of \$250,000 to help fund the interim bicycle improvements on Page Mill-I-280 interchange. Ad-Hoc committee working on selection criteria for projects listed for Envision SV. (2-5-16) Staff attended the VTA Board meeting and the Board approved the \$250,000 to the County to help fund the interim bicycle improvements. (3-11-16) Staff attended the 3-10-16 TAC meeting. Committee received update on Envision Silicon Valley. VTA staff is developing categories for ESV to distribute an estimated \$6.5 Billion. (4-14-16) Staff attended the April TAC meeting. (4-14-16) TAC committee did not reach agreement on a formal recommendation of the Envision Silicon Valley policies to the Board. VTA staff will provide TAC comments to the Board at their April 22 workshop. (6-10-16) June TAC meeting was canceled. Next meeting is in July. (8-26-16) Staff met with VTA staff to discuss Countywide bicycle plan. VTA working on draft map for upcoming BPAC meeting. (10-14-16) Staff attended the 10-13-16 TAC meeting. Committee received update on Caltrans I-80 Smart Corridor project. Committee also received an update on the Countywide Bicycle Plan prioritization criteria. (11-10-16) Measure B is currently polling at 70%. VTA expects the poll to be final by Monday, 11-14-16. (12-9-2016) VTA has provided 2016 Measure B update and is expected to begin receiving funds in June 2017 and the allocation is for Fiscal Year 2018-2019 (1-13-2017) Staff attended the 1-11-2017 TAC meeting. Committee received a report on the Draft Transit Service Plan. Committee received and discuss 2016 Measure B Program Areas. (2-10-2017) Staff attended the 1-08-2017 TAC meeting. Committee reviewed and discussed 2016 Measure B - Bicycle & Pedestrian and Caltrans Corridor Capacity and Caltrans Grade Separation Program Areas. Committee received a summary of community feedback collected to date on the draft Next Network transit service plan and a report on the "State Route 85 Noise Reduction Study Final Phase 1 Report" (3-3-17) Staff attended February 2017 CIP-WG meeting to discuss 2016 Measure B, VERBS, and various funding. (3-10-17) Staff attended the 3-8-2017 TAC meeting. Committee received updates regarding VERBS and various 2016 Measure B programs. (5-12-17) Staff attended the 5-10-17 TAC meeting. VTA proposed to allocate \$1.2 Billion over 30 years (County-wide) for Measure B Local Streets and Roads Program. Estimated \$40-million County-wide is allocated for FY18 and \$40-million for FY19. Estimated allocation for LAH is \$158,763 for FY18 also for FY19. Additionally, an annual \$10K (FY18) allocation for LAH under Bicycle and Pedestrian Program's Education and Encouragement Category. (7-21-17) VTA TAC June and July meetings were cancelled (8-10-17) Staff attended 8/9/17 TAC Meeting, received updates on 2016 Measure B Category Guidelines</p>
16	Pathway Inventory, Assessment, and GIS Services (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 111)	MM	<p>(1-6-2017) Staff Report was pulled from December 2016 City Council Meeting. Staff will present this to Pathway Committee in the coming meeting for recommendations before presenting to the Council. (1-20-2017) Staff will meet with Pathway Committee on 1-23-2017. (2-3-2017) Staff met with Pathway Committee to discuss the service contract and will present this revised service to the City Council on 2-16-2017 Council Meeting. (2-10-2017) Staff (Marni Moseley) has added this to February 2017 City Council consent calendar. (2-17-2017) The City Council approved a GIS based pathway inventory and assessment to Alta Planning + Design at their 2-16-17 meeting. (3-17-2017) Staff had a kick-off meeting with Alta Planning plus Design (3-31-17) Staff met with pathway sub-committee and the consultant. The Consultant is starting the data collection and to complete in about two weeks. (4-28-17) Consultant is finishing up field data collection. (6-9-217) Consultant submitted draft map and inventory memo for staff review (8-25-17) Planning staff took the lead in developing the GIS online service to include features on top of pathway.</p>

Last Updated on 8/25/2017

Tasks	Project Name	Project Manager	Latest Status
17	Page Mill/Moon Lane Pedestrian Bridge (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 110)	AC	(3-10-2017) Staff has started the design phase by preparing documentation and contacting consultants. (3-17-17) RFP sent out to consultants. (4-28-17) Three proposals received and staff has met with Pathway Committee for project update. (6-30-17) Staff has selected consultant for the design project. (7-14-17) Agreement for design project will be presented to 7/20 Council meeting for approval at not to exceed \$20,000 (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
18	Purissima Park Outdoor Fitness Equipment	AC/JC	(8-4-17) Park and Rec Dept. transferred the CIP to Public Works Dept. for the Fitness equipment installation. Staff has started to contact installation contractors for proposals. (8-25-17) Staff continues to work on selecting the contractor to install the workout equipment.
19	Green Infrastructure	AC/JC	(8-18-17) City Council approved Green Infrastructure (GI) Framework at the 8/17/17 Council meeting. GI Plan deadline September 30, 2019.
20	Maintenance Work of the Week	JA	(8-18-17) Maintenance crew worked on routine maintenance and assisted on some road rehab projects..



**Santa Clara County Office of the Sheriff
Weekly Activity Summary
8/14/2017 – 8/20/2017
LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY

DATE	BEAT	ACTIVITY	COMMENTS
			*** See weekly CAPSS report below ***

DATE/TIME	BEAT	EVENT	TYPE	LOCATION	INFORMATION
DISTURBANCES					
8/20/2017 7:11	L3	17-232-0062	415	NATOMA RD @ BYRD LN	INVESTIGATED
8/16/2017 1:44	L5	17-228-0024	415F	ARROYO OAKS @ RAVENSBURY AV	INVESTIGATED
8/17/2017 21:30	L3	17-229-0474	415F	ADONNA CT @ ELENA RD	INVESTIGATED
8/19/2017 22:48	L1	17-231-0381	415M	BENTLEY CT @ BURKE RD	INVESTIGATED
8/18/2017 11:54	L1	17-230-0227	415N	MIRANDA RD @ LA LANNE CT	INVESTIGATED
PHONE THE OFFICE					
8/18/2017 21:12	L1	17-230-0488	1021	81L1	COMPLETE
8/19/2017 15:17	L3	17-231-0226	1021	71L1	COMPLETE
MEET THE CITIZEN					
8/18/2017 17:12	L1	17-230-0384	1062	MIRANDA RD @ LA LANNE CT	COMPLETE

ANIMAL COMPLAINT

8/19/2017 12:39	L5	17-231-0156	1091	ARROYO OAKS @ RAVENSBURY AV	INVESTIGATED
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PEDESTRIAN STOP

8/19/2017 10:12	L1	17-231-0090	1095	PURISSIMA RD @ ARASTRADERO RD	CITATION ISSUED
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TRAFFIC HAZARDS

8/15/2017 17:10	L1	17-227-0344	1125	LA CRESTA DR @ VISCAINO RD	INVESTIGATED
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8/18/2017 8:45	L1	17-230-0102	1125	ROBLEDA RD @ FREMONT RD	INVESTIGATED
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SUSPICIOUS VEHICLE

8/18/2017 1:33	L3	17-230-0028	1154	ARASTRADERO RD @ PAGE MILL RD	CITATION ISSUED
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TRAFFIC COLLISION

8/15/2017 15:11	L3	17-227-0296	1182	I-280 @ PAGE MILL RD	INVESTIGATED
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TRAFFIC CONTROL

8/16/2017 8:07	L1	17-228-0079	1184	FREMONT RD @ FREMONT PINES LN	CITATION ISSUED
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8/17/2017 7:59	L1	17-229-0062	1184	FREMONT RD @ FREMONT PINES LN	COMPLETE
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8/20/2017 20:39	L3	17-232-0303	1184	STIRRUP WY @ ARASTRADERO RD	COMPLETE
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VEHICLE STOPS

8/16/2017 9:42	L1	17-228-0136	1195	EL MONTE RD @ I-280	CITATION ISSUED
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8/16/2017 10:43	L1	17-228-0162	1195	ARASTRADERO RD @ HORSESHOE LN	CITATION ISSUED
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8/17/2017 8:56	L2	17-229-0096	1195	S EL MONTE AV @ SUMMERHILL AV	WARNING ISSUED
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8/17/2017 9:27	L4	17-229-0110	1195	EL MONTE RD @ MOODY RD	CITATION ISSUED
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8/17/2017 10:16	L2	17-229-0150	1195	I-280 @ MAGDALENA RD	WARNING ISSUED
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8/17/2017 10:27	L3	17-229-0157	1195	ARASTRADERO RD @ STIRRUP WY	WARNING ISSUED
8/17/2017 10:32	L2	17-229-0163	1195	I-280 @ MAGDALENA RD	CITATION ISSUED
8/17/2017 10:50	L3	17-229-0174	1195	I-280 @ PAGE MILL RD	CITATION ISSUED
8/17/2017 14:13	L3	17-229-0294	1195	PAGE MILL RD @ I-280	WARNING ISSUED
8/17/2017 15:28	L2	17-229-0332	1195	I-280 @ MAGDALENA RD	CITATION ISSUED
8/18/2017 8:36	L2	17-230-0095	1195	S EL MONTE AV @ SUMMERHILL AV	CITATION ISSUED
8/18/2017 9:52	L1	17-230-0141	1195	EL MONTE RD @ I-280	CITATION ISSUED
8/18/2017 10:35	L3	17-230-0178	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
8/18/2017 11:00	L3	17-230-0197	1195	I-280 @ PAGE MILL RD	CITATION ISSUED
8/18/2017 11:11	L1	17-230-0206	1195	I-280 @ EL MONTE RD	WARNING ISSUED
8/19/2017 7:48	L4	17-231-0048	1195	ALTAMONT RD @ ALTAMONT LN	CITATION ISSUED

PARKING VIOLATIONS

8/15/2017 9:26	L1	17-227-0108	22500	FREMONT RD @ BURKE RD	INVESTIGATED
8/18/2017 16:34	L1	17-230-0357	22500	FREMONT RD @ MANUELLA RD	INVESTIGATED

ALARM CALLS

8/14/2017 18:10	L1	17-226-0323	1033A	ASCENSION DR @ ANACAPA DR	FALSE ALARM
8/14/2017 23:22	L3	17-226-0415	1033A	ROBLE BLANCO @ PASEO DEL ROBLE	FALSE ALARM
8/15/2017 4:33	L3	17-227-0036	1033A	ROBLE BLANCO @ PASEO DEL ROBLE	FALSE ALARM
8/15/2017 18:01	L4	17-227-0367	1033A	LA LOMA DR @ SUMMIT WOOD RD	FALSE ALARM
8/17/2017 19:55	L1	17-229-0444	1033A	ROBLEDA CT @ ROBLEDA RD	FALSE ALARM
8/18/2017 23:10	L3	17-230-0523	1033A	ALMADEN CT @ ALTAMONT RD	FALSE ALARM
8/19/2017 19:28	L3	17-231-0309	1033A	CHRISTOPHERS LN @ PAGE MILL RD	FALSE ALARM
8/20/2017 5:01	L2	17-232-0052	1033A	SUMMERHILL AV @ SUMMERHILL CT	FALSE ALARM
8/20/2017 10:14	L4	17-232-0105	1033A	JULIETTA LN @ ALTAMONT RD	FALSE ALARM
8/20/2017 10:17	L1	17-232-0106	1033A	MIRANDA WY @ MIRANDA RD	FALSE ALARM
8/20/2017 12:58	L5	17-232-0157	1033A	MAGDALENA RD @ STONEBROOK DR	FALSE ALARM

8/20/2017 17:14	L1	17-232-0243	1033A	PALO HILLS DR @ FREMONT RD	FALSE ALARM
8/20/2017 21:12	L1	17-232-0317	1033A	FREMONT RD @ DONELSON PL	FALSE ALARM
8/18/2017 3:09	L3	17-230-0047	1033C	EL MONTE RD @ STONEBROOK DR	FALSE ALARM
8/15/2017 12:37	L1	17-227-0206	A/C	DEERFIELD DR @ FREMONT RD	FALSE ALARM

SUSPICIOUS PERSONS

8/17/2017 9:35	L1	17-229-0117	1066X	O KEEFE LN @ EL MONTE RD	INVESTIGATED
8/18/2017 19:00	L3	17-230-0432	1066X	ELENA RD @ I-280	INVESTIGATED

**PERSON
CALLING FOR HELP**

8/20/2017 22:09	L4	17-232-0333	1067X	SUMMIT WOOD RD @ TEPA WY	INVESTIGATED
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9-1-1

ABANDONED CALLS

8/14/2017 9:29	L3	17-226-0100	911CEL	EL MONTE RD @ STONEBROOK DR	INVESTIGATED
8/14/2017 14:17	L1	17-226-0241	911CEL	FREMONT RD @ CONCEPCION RD	INVESTIGATED
8/14/2017 14:23	L1	17-226-0244	911CEL	FREMONT RD @ CONCEPCION RD	INVESTIGATED
8/16/2017 1:43	L6	17-228-0023	911CEL	BERKSHIRE DR @ W LOYOLA DR	INVESTIGATED
8/16/2017 15:33	L1	17-228-0317	911CEL	E SUNSET DR @ BURKE RD	INVESTIGATED
8/19/2017 9:50	L3	17-231-0076	911UNK	WINDSOR CT @ BLACK MOUNTAIN RD	INVESTIGATED

PUBLIC

SAFETY ASSISTANCE

8/15/2017 19:32	L4	17-227-0409	AID	SUMMIT WOOD CT @ TEPA WY	COMPLETE
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FLAG DOWN

8/18/2017 8:47	L2	17-230-0103	FLAG	S EL MONTE AV @ SUMMERHILL AV	INVESTIGATED
8/20/2017 20:27	L3	17-232-0300	FLAG	ELENA RD @ LA BARRANCA RD	INVESTIGATED

FOLLOW-UP

8/18/2017 15:03	L5	17-230-0306	FU	OLIVE TREE LN @ BLANDOR WY	COMPLETE
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INFORMATION ONLY

8/15/2017 4:42	L1	17-227-0039	INFO	LA CRESTA DR @ VISCAINO RD	INFORMATION GIVEN
8/15/2017 6:06	L1	17-227-0043	INFO	OLD ALTOS RD @ FREMONT RD	INFORMATION GIVEN
8/15/2017 13:41	L1	17-227-0238	INFO	LA PALOMA RD @ PURISSIMA RD	INFORMATION GIVEN
8/16/2017 8:58	L4	17-228-0111	INFO	SUMMIT WOOD CT @ TEPA WY	INFORMATION GIVEN
8/16/2017 9:40	L5	17-228-0135	INFO	FERNHILL DR @ LOMITA LINDA CT	INFORMATION GIVEN
8/16/2017 19:07	L2	17-228-0419	INFO	DAWNRIDGE DR @ MAGDALENA RD	INFORMATION GIVEN
8/17/2017 12:48	L2	17-229-0239	INFO	MAGDALENA RD @ I-280	INFORMATION GIVEN
8/18/2017 1:04	L3	17-230-0022	INFO	ARASTRADERO RD @ PAGE MILL RD	INFORMATION GIVEN
8/18/2017 15:39	L1	17-230-0331	INFO	FREMONT RD @ WESTON DR	INFORMATION GIVEN
8/18/2017 16:14	L5	17-230-0346	INFO	DAWSON DR @ REBECCA LN	INFORMATION GIVEN
8/19/2017 5:21	L3	17-231-0036	INFO	LUPINE RD @ PAGE MILL RD	INFORMATION GIVEN
8/19/2017 13:58	L1	17-231-0193	INFO	BURKE RD @ W SUNSET DR	INFORMATION GIVEN
8/20/2017 8:58	L5	17-232-0080	INFO	PROSPECT AV @ STONEBROOK DR	INFORMATION GIVEN
8/20/2017 17:24	L4	17-232-0248	INFO	ALTAMONT RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN

PATROL CHECKS

8/15/2017 18:42	L5	17-227-0380	PATCK	PRISCILLA LN @ STONEBROOK DR	COMPLETE
8/16/2017 10:29	L4	17-228-0156	PATCK	ESHNER CT @ ALTAMONT RD	COMPLETE
8/16/2017 11:01	L4	17-228-0167	PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
8/16/2017 16:24	L3	17-228-0339	PATCK	NORTH FORK LN @ THREE FORKS LN	COMPLETE
8/19/2017 12:42	L3	17-231-0157	PATCK	NORTH FORK LN @ THREE FORKS LN	COMPLETE
8/20/2017 10:03	L3	17-232-0101	PATCK	NORTH FORK LN @ THREE FORKS LN	COMPLETE
8/20/2017 19:57	L3	17-232-0290	PATCK	PAGE MILL RD @ ARASTRADERO RD	COMPLETE

**SUSPICIOUS
CIRCUMSTANCES**

8/16/2017 13:30	L3	17-228-0253	SUSCIR	ROBLEDA RD @ DUVAL WY	INVESTIGATED
8/17/2017 14:13	L3	17-229-0295	SUSCIR	CUMBRA VISTA CT @ ELENA RD	INVESTIGATED
8/18/2017 22:21	L3	17-230-0511	SUSCIR	PAGE MILL RD @ I-280	INVESTIGATED

WELFARE CHECK

8/18/2017 0:42	L3	17-230-0015	WELCK	ARASTRADERO RD @ LIDDICOAT DR	COMPLETE
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