



Town Manager's Report for April 25 – May 1, 2015

Items to report on this week include the following:

Planning/ Building/ Engineering Update:

The City **Engineer's Report** is attached. Items in red text note changes in project status from last week. Mayor Courtenay Corrigan, Council member Gary Waldeck and management staff met on Thursday with VTA General Manager Nuria Fernandez and a member of her staff to discuss local and regional transportation issues that are important to the Town.

City Engineer Richard Chiu conducted an informational presentation on Thursday at 6PM for residents on the [proposed sewer rate increase](#). A notice for this meeting was sent to everyone connected to sewer. Five residents attended in addition to the Sewer Consultant, FIC members and City Council member John Harpootlian.

A landscape screening plan for a second story addition at **13334 La Cresta Drive** was approved at the April 28 Site Development hearing.

The Antiochian Orthodox Church of the Redeemer at **380 Magdalena Road** held a community meeting on April 29. The meeting was attended by residents of Los Altos, Los Altos Hills and unincorporated Santa Clara County. Planning Director Susanne Avila also attended. Church representatives presented their plans for a proposed facility expansion and answered questions from the audience. The main concern voiced by residents are traffic and parking impacts from a proposed daycare or school and noise associated with the same use. Another meeting will be scheduled once an updated traffic analysis and noise evaluation have been completed. The Church is located in the unincorporated area of Santa Clara County adjacent to Los Altos Hills.

The following project was approved at the April 21 Site Development hearing: Landscape screening plan for an addition/remodel and second unit at **14495 Miranda Road**

Public Safety Update:

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

Administrative Services Update:

The Administrative Services Department conducted interviews for the part-time temporary accounting specialist position and will be conducting a follow-up interview with the top two candidates.

The Compensation Ad Hoc committee met with Koff & Associates and discussed the Compensation Study and the additional proposed changes by management. The Compensation Study is scheduled for a final review and acceptance in the May 2015 City Council meeting. Staff continues to fine tune the 2014-15 Estimated Actuals and 2015-16 Base Budget and is working cross-departmentally in developing a strategic plan for 2015-16.

Parks and Recreation Update:

Earth Day Celebration was held Sunday, April 26th 1:00-4:00pm at Westwind Community Barn. The weather cooperated better than last year and resulted in more people. We estimate 500 people were in attendance. View photos from this year's event taken by the Los Altos Hills Youth Commission

<https://www.facebook.com/media/set/?set=a.10152438474492609.1073741880.114351562608&type=3>

The **Pathways Run/Walk** is happening Saturday, May 9th at 9:00am. This event includes a 5K, 10K and 1 Mile Run/Walk. We have roughly 400 registrations for this event. The Earth Day banners were replaced with the Pathways Run/Walk banners around town, email blasts have been sent out next week we will be doing a final grassroots push. We anticipate having over 600 registered participants for this event. Don't miss out on this healthy community event, register today: <http://lahpathwaysrun.org/>

Preschool Playgroup Adventures: Tour the El Monte Fire Station Saturday, April 25th. There were a total of 17 kids and 9 adults. It was a great experience for the kids! Attached please find photos.

Attached please find the **Victoria Dye Equestrian** profit loss statement.

Staff met with two **janitorial service companies** and are looking forward to reviewing their proposals.

If you have any questions or comments feel free to e-mail or call.

Carl

Last Updated on 5/1/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
1	I-280/Page Mill Interchange	<p>(1-9-15) County and Town staff to meet end of January to continue discussions. (1-16-15) County working on recommendations for Park n Ride, East side of I-280 and West side of I-280. (1-23-15) Staff met with County to discuss progress. County preparing to complete their proposal for the interchange and Page Mill/Oregon expressway. County staff to provide update to Council at the February meeting. (1-28-15) Staff provided update to Traffic Safety Committee on the roundabout plan that County is refining and notified the committee that the County will present an update at the February Council meeting. (2-6-15) Staff attended meeting with County and Caltrans staff to discuss roundabout concept. Caltrans is concerned about timing of project. Caltrans is looking to see if there are any other interim measures that they can consider to address their safety concerns. Caltrans also provided comments on the traffic modeling done by the County's consultant. Consultant will review traffic model as requested by Caltrans staff. (2-13-15) County staff provided update at the February City Council meeting date. County staff to return in March to present proposed final concept plan. (2-27-15) Staff working with County staff on March presentation to City Council. (3-5-15) County presentation may be postponed to the April Council meeting. (3-20-15) County staff will present the updated plan of the Page Mill/I-280 interchange at the April Council meeting. County proposing traffic signal at Page Mill and Coyote Hill. (4-10-15) Town staff meeting with County staff to discuss upcoming Council presentation. (4-17-15) Town staff met with County staff and County requested to move their presentation to the June meeting as they need more time to address comments raised by the Town and members of the public.</p>

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Tasks	Project Name	Latest Status
2	El Monte Road Rehabilitation Project	<p>(8-29-14) Consultant working on design and CalTrans paperwork. Field review scheduled with CalTrans for September 19, 2014. (9-4-14) Staff and consultant working on environmental documents for CalTrans staff. (9-11-14) Field Review package sent to Caltrans for review. (9-19-14) Field review by CalTrans staff was conducted. Staff and consultant working on Caltrans paperwork. (11-6-14) E-76 package has been submitted to Caltrans. Documents being reviewed by Caltrans staff. (11-21-14) Caltrans has new requirement for a Quality Assurance Plan (QAP). Consultants working on revising the QAP. (12-5-14) Consultants working on additional technical memos required by Caltrans. (12-12-14) Caltrans reviewing documents. (12-19-14) Town received Caltrans NEPA-Categorical Exemption approval on 12-18-14. (1-9-15) Caltrans reviewing encroachment permit application. (1-16-15) Staff is clarifying some deadlines and escalating the encroachment permit issue to the Caltrans Encroachment Permit Office Chief. (1-23-15) Caltrans had comments on the E76 paperwork and Town consultants made revisions and resubmitted. (1-28-15) Caltrans local assistance forwarded the E76 request to Caltrans headquarters for approval. (2-6-15) Caltrans has more comments on paperwork. Town staff and consultant made necessary revisions and resubmitted to Caltrans for review. (2-13-15) E76 approval has been received from Caltrans. Project to be advertised end of February. Funds will need to be requested at the mid-year budget adjustment. (2-27-15) Project bid opening is scheduled for March 31. (3-5-15) Project has been advertised. (3-20-15) Project to be presented to Council at the March 31 meeting for award of contract. (4-3-15) Council authorized the award of construction contract. Staff confirming paperwork needed per Caltrans requirements. (4-10-15) Pre-construction meeting scheduled for 4/13. Staff reviewing bonds and insurance information from contractor. (4-17-15) Contractor working on project schedule for Town to review. (4-24-15) Contractor waiting for encroachment permit approval from Caltrans. Paving work may be done on the weekend.</p>
3	Miranda Road Path	<p>(12-19-14) Residents on Miranda Road are organizing to propose that a continuous path be built on the east side of Miranda. Staff met with residents to discuss options and to walk the road to layout possible path route. Staff reviewing estimate for budgeting purposes. (1-16-15) Staff provided feedback to the resident on Miranda. They will be presenting to Pathway Committee. (1-23-15) Staff provided information to Pathway Committee chair. (1-28-15) Staff to contact neighbors to discuss proposal and obtain quotes for contract document preparation. (2-6-15) Staff working on getting proposals from consultants to prepare contract bid documents. (2-27-15) Staff received two proposals and will request award of contact at the March City Council meeting. (3-5-15) Neighborhood representative has been notified of the upcoming request to Council for contract award to prepare bid documents. (3-20-15) Staff working on agreement language with proposed consultant. (3-27-15) Staff preparing revised agreement for consultant to sign. Authorization to award contract to be presented to Council at the March 30, 2015 meeting. (4-3-15) Council authorized the award of design contract. Staff sent revised agreement to consultant for signature. (4-10-15) Staff in process of obtaining signatures on the agreement. (4-17-15) Staff scheduling kick off meeting with consultants. (4-24-15) Staff, neighborhood coordinator and designers met at the site to discuss project. Designers will schedule the surveying work. (5-1-15) Design in progress. Staff had arborist look at an oak tree and based on poor form and location under power lines, design will proposed to remove the tree for the new path.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
4	O'Keefe Lane and Vista Serena Drainage (Creek Clearing)	(5-17-13) Project awaiting funds. (11-21-14) Creek Clearing will required permits from Department of Fish and Game, Regional Water Quality Control Board, Army Corp. of Engineers, and perhaps other agencies. Staff continues to monitor and perform temporary mitigation.
5	Townwide Pathway and Roadway safety inspection program	(10-4-13) For the month of September 2013, staff performed corrective action on 20 potential liability issues identified by routine inspections. (11-15-13) For the month of October 2013, staff performed corrective action on 40 potential liability issues identified by routine inspections.(1-3-14) For the month of December 2013, staff performed corrective action on 18 potential liability issues identified by routine inspections. (2-28-14) For the month of January 2014, staff performed corrective action on 13 potential liability issues identified by routine inspections. (3-7-14) For the month of February 2014, staff performed corrective action on 5 potential liability issues identified by routine inspections. (6-6-14) For the months of April and May 2014 staff performed corrective action on 27 potential liability issues identified by routine inspections. (8-29-14) For the month of June staff performed corrective action on 11 potential liability issues identified by routine inspections. (9-19-14) For the month of July and August staff performed corrective action on 44 potential liability issues identified by routine inspections. (10-24-14) For the month of September staff performed corrective action on 8 potential liability issues identified by routine inspections. (1-9-15) For the months of October to December staff performed corrective action on 8 potential liability issues identified by routine inspections.(2-13-15) For the month of January staff performed corrective action on 9 potential liability issues identified by routine inspections.
6	Robleda Road Pathway (Fremont to Beatrice) (Project #4)	(8-10-12) Permits have been received from various regulatory agencies. Waiting for funding. (11-21-14) Estimated project cost is over \$600,000. Staff had previously provided some additional signage and shifted the roadway slightly to increase the pathway width. Staff continues to look for possible grant funds. (1-23-15) Staff provided information to Pathway Committee chair. (3-5-17) Committee chair requested hard copies of the drawings for their use to discuss possible grant funding. Staff provided drawings.

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
7	Sewer Operations	<p>(7-25-14) Staff met with West Bay and provided Town system data. West Bay in the process of uploading the data to their system. Contract scheduled to begin August 1, 2014. (8-7-14) West Bay started work in Town. (9-11-14) Staff working on repair of pumps for dry-pit and emergency backup pumps. (10-17-14) Staff to meet with West Bay end of October to provide update on O&M. (11-21-14) West Bay performing cleaning and video work on problem areas based on historical data. Asset Management data from previous sewer contractor has been transferred to West Bay's asset management system. Draft report from consultant discussing sewer system being reviewed. (12-12-14) West Bay performing flushing and video work. They are concentrating on problem locations based on historical data and on lines that have not been cleaned for some time. West Bay has developed a hot spot list and will continue to adjust as more data is available. Staff still working out billing format, mapping, procedures, etc. with West Bay as is common with new contracts. Due to new permit requirement staff is working with a consultant through ABAG to update the Town's Overflow Emergency Response Plan (OERP) for the Sanitary Sewer Management Plan. Staff is reviewing the draft plan with West Bay and Regional Board staff to ensure compliance with new requirements. (12-19-14) West Bay provided minor comments on the draft OERP, staff working with consultant to finalize the document. (1-28-15) Staff discussing with West Bay a City Council update on sewer O&M status. (2-6-15) West Bay to provide update to Council at their March meeting. (2-19-15) The Town's OERP has been finalized. (3-20-15) Presentation of sewer Operation and Maintenance update will be made at the March 30 City Council meeting. (3-27-15) Staff working with West Bay to finalize their presentation to Council. (4-3-15) Presentation of O&M activities was provided at the March council meeting. December 2014 summary sheet is attached. January and February 2015 has not been approved. (4-10-15) Staff working with West Bay on O&M contract renewal. (4-24-15) Staff working with consultant and West Bay for contract renewal scope modifications. Staff proposing to present contract renewal to Council at their June meeting. The March 2015 summary of O&M activities is attached. (5-1-15) Staff and Town's consultant working with West Bay on a proposed three year agreement. The January and February 2015 summary of O&M activities is attached.</p>
8	Wet weather flow monitoring	<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.</p>

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Tasks	Project Name	<u>Latest Status</u>
9	Erosion on Page Mill Road near Baleri Ranch Rd	<p>(10-17-14) Consultants are working on preliminary environmental work and expect to be completed by the end of October. After that, consultants will start taking a look at the initial project description and preliminary engineering studies. (11-14-14) Consultants completed the preliminary environmental work and is working on the preliminary design. Should have preliminary design completed by early December. (12-12-14) Consultants are a little behind schedule. Will try to catch up in the next few weeks. (12-19-14) Consultant provided preliminary design proposal and project description. Staff reviewing. (1-9-15) Staff provided comments and will set up conference call to discuss. (1-16-15) Staff discussed comments with consultant. Consultant will do some analysis and get back to staff. (2-6-15) Consultant submitted modified preliminary design for staff to review. (2-13-15) Staff provided comments to consultant. (2-27-15) Consultant prepared a Biological Assessment and the Wetlands Delineation Report. They are working on documents for permit applications to outside agencies. (3-5-15) Planning reviewing format for environmental document. (3-20-15) Format for environmental document is acceptable. Consultant will begin working on the CEQA documents. (3-27-15) Hydraulic analysis, Biological Assessment and the Wetlands Delineation Report have been completed. Consultants working on documents for permit application to regulatory agencies. (4-3-15) Consultant submitted project description for environmental document. Staff to review. (4-24-15) Consultant prepared permit applications for submittal. Staff reviewing permit applications for outside regulatory agencies. (5-1-15) Staff provided comments on applications. Consultant finalizing application for Town signature.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
10	Sewer Agreement with LA	<p>(4-19-13) Draft amendment sent to Los Altos staff for review and comment. (5-17-13) Staff working to set up meeting with Los Altos to discuss proposed amendment. (5-24-13) Staff met with Los Altos Public Works director to discuss proposed amendment #1. Proposed revisions to follow. (7-5-13) Los Altos had a staff retire and they are not able to work on the proposed revision yet. (7-19-13) Los Altos in process of hiring consultant to help with their sewer system. (8-30-13) Los Altos finalizing agreement with consultant for staff augmentation. (9-13-13) Per discussion with Los Altos staff, the agreement has been approved. Staff is working on scheduling a meeting with Los Altos consultant. (9-27-13) Los Altos staff indicated that they will provide comments on the proposed amendment by October 4, 2013. (10-11-13) Item will be discussed at the joint city council meeting. Los Altos and Los Altos Hills staff discussing amount of repayment of funds paid by Los Altos Hills for flow meters. (10-25-13) Staff meeting with LA 10-29-13 to discuss flow meter repayment. (11-1-13) Staff met with Los Altos staff to discuss reimbursement of flow meter cost. Los Altos staff to contact their consultant and contractor to discuss possible credit back for the design and construction problems. LA City Manager to get back to LAH City Manager by the end of November with a proposal. (12-5-13) Los Altos has not come back with a proposal yet. Staff contacting Los Altos for status update. (1-10-14) With the holidays and some of LA staff being out sick, they have not been able to work on this. They have indicated that they will be getting back to the Town soon to set up another meeting with City Manager to discuss. (2-28-14) LA staff indicated that they will set this as their priority and get back to me next week. (4-4-14) Staff still waiting for response from LA staff. (9-11-14) Staff submitted letter to Los Altos in an attempt to get a response to complete the proposed amendment to the sewer agreement. (10-17-14) Los Altos staff is in discussion with Los Altos Hills staff. (11-14-14) Attorney reviewing proposed amendment language. (1-23-15) Revised proposed amendment sent to Los Altos Attorney for review. (1-28-15) Los Altos City attorney to get back to Town attorney. (2-13-15) Amendment to be presented for council approval in March or April. (3-20-15) Second amendment to be presented at the March 30 City Council for approval. (4-3-15) Second amendment was approved by Council at the March meeting.</p>
11	VTA Bicycle Expenditure Plan applications	<p>(12-14-12) Staff to work on application to add Nicholson Path Extension and Fremont Road Bike path phase 2 to the Bicycle Expenditure Plan. Applications due 1-31-13. (2-1-13) Applications have been submitted and received by VTA. (3-22-13) Staff provided supplemental information to VTA regarding Hale Creek Path in an effort to secure additional points to qualify to be in the BEP. (4-3-13) All submitted projects were approved to be added to the new BEP. (4-11-13) Hale Creek path and Fremont Road Safe Route to School phase 2 are now on the BEP.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
12	Annual Tree Inspection	<p>(5-24-13) Town consulting arborist in process of performing Townwide tree inspections. (6-28-13) Approximately 70% complete. Overall inspections look good so far. (7-5-13) Draft report has been submitted. Staff to review. (7-26-13) Consultant finalizing report. (8-16-13) Consultant submitted finalized report. Staff reviewing. (8-30-13) Staff met with consultant to discuss comments. Consultant to revise and resubmit. (9-13-13) Consultant resubmitted revised reports. Staff reviewing. (9-19-13) Staff verifying addresses to send maintenance letters out to residents. (10-11-13) Letters in process of being sent. (10-18-13) Letters to residents requesting that they perform recommended tree work have been sent. (11-22-13) All priority 1 trees have been addressed except for 1 that will be evaluated by the end of the month. (12-13-13) Priority 1 trees have been addressed. Another assessment will be conducted in 2014. (5-23-14) Consultant working on proposal for 2014 annual tree survey. (6-6-14) Agreement being executed. (6-20-14) Work in progress. (7-3-14) Draft reports for Town facilities under review. (7-11-14) Street tree work in progress. Staff requested additional information from consultant for Town facilities. (7-18-14) Draft tree list has been provided to staff for review. Consultant working on finalizing the reports. (9-4-14) Report has been finalized. Staff sending letters to property owner and getting proposals for work on Town properties. (9-26-14) Letters have been sent to property owners. Staff working with property owners to clarify requirements and locate trees. (10-31-14) Property owners have been cooperative in performing tree work. Many are getting assistance from the Fire District program. (11-14-14) Staff working on sending out a second round of notices to property owners with copy to fire district. (12-5-14) Staff met with fire district regarding dead pine trees and other at risk trees. Fire district requested Town staff to send letters out to property owners. Staff working on sending out additional letters. (12-12-14) Letters for dead pine trees have been sent with copies to the Fire District. (12-19-14) Tree removal letters have been received. Per discussion with residents, Fire district is providing assistance with the removals, however the district's contractor needs additional time to do the work. (1-9-15) Staff continuing to work with Fire District to verify which trees they can provide assistance. (4-24-15) Staff working on agreement with arborist for the 2015 Townwide tree survey. (5-1-15) Agreement sent to consultant for signature.</p>
13	El Monte/I-280 interchange	<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.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
14	Townwide Traffic Signs	<p>(7-25-14) Staff working on obtaining proposals for consultant to drive all Town roads and evaluate warning signs for potential removal. (8-7-14) Proposals to be presented at the August City Council meeting. (8-22-14) Council directed staff to proceed with the sign study. Staff to work with consultant to execute agreement. (8-29-14) Revised proposal received from consultant. Agreement to be signed. (9-4-14) Consultant proposed changes to the Town agreement, staff reviewing changes. (9-19-14) Revised agreement sent to consultant for signature. (10-3-14) Agreement has been executed, consultant working on schedule. (10-10-14) Staff working on getting requested information to consultant. (10-17-14) Kick off phone conference scheduled for week of Oct. 20th. Consultants reviewing existing Town documents. (10-24-14) Consultants will be collecting data in early November. (10-31-14) Data collection scheduled to begin on November 6, 2014. (11-6-14) Consultants have begun driving around town to collect data on existing signs. (11-14-14) Consultants completed the data collection of the existing signs in Town. Consultants working on creating the signage inventory and developing recommendations. (11-21-14) Consultant scheduled to submit draft report in December. (12-12-14) Conference call with consultant scheduled for week of 12/15 to discuss inventory and report format. (12-19-14) Staff reviewed sign inventory with consultant and discussed report format. Consultant working on report. (1-9-15) Draft report has been received. Staff setting up conference call with consultant to discuss comments. (1-16-15) Staff provided comments to consultant. Consultant to redo draft report with more details and specific recommendations and resubmit to Town. (1-23-15) Revised draft report scheduled to be submitted on February 2. (2-6-15) Revised draft report has been submitted. Staff reviewing. (2-13-15) Staff scheduling phone conference with consultant to discuss comments and timing of Council presentation. (2-19-15) Staff provided additional comments to consultant. Consultant to submit an updated copy in a week. Tentatively, consultant is to present their findings to the Council at their March meeting. (3-5-15) Revised report has been submitted. Consultant to present the report at the March 31st Council meeting. (4-3-15) Presentation provided to council at the March meeting. Council requested staff to develop a sign removal plan that includes obtaining neighborhood input and return to council for consideration. (4-10-15) Staff will provide verbal update to council at the April meeting. (4-17-15) Assistance will be needed from the Engineering intern. (4-24-15) Per Council direction, staff will proceed with the removal of No Parking signs per the Nelson Nygarrrd report except for the area of Moody Road. Not Through Road/Dead End signs will not be removed per Council direction. Staff will also work on a plan to reduce the number of warning signs. (5-1-15) Additional signs have been removed, staff continuing to work with crew to remove signs as directed by Council.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
15	Anacapa/La Cresta Utility Undergrounding	<p>(1-16-15) Council approved agreement. Staff to execute agreement with consultant. (1-23-15) Agreement has been executed. Consultant working on a schedule. (1-28-15) Staff to set up kick off meeting with consultant and neighborhood representative. (2-6-15) Meeting with consultant and neighbors scheduled for 2/9/15. Consultants walked some areas with neighborhood representatives and are now working on developing the district boundary. (3-5-15) Neighborhood group provided update to the entire neighborhood. Staff provided electronic files to consultant for their use. (3-27-15) Consultants preparing drawing showing preliminary trench layout and the proposed substructures to replace the overhead facilities. (4-10-15) Consultant submitted preliminary estimate and trench layout plans. Staff sent to neighborhood representative for review. (4-17-15) Staff to meet with neighborhood representative on 4-24-15 to discuss information received from consultants. (4-24-15) Staff met with neighborhood representative and they requested staff to clarify information from the consultants and also reach out to the previous contractor that did the Purissima undergrounding project to obtain trenching cost.</p>
16	Engineering and Traffic Survey	<p>(7-25-14) Updated survey is required for continued use of radar enforcement on certain streets. Additional fund request to be presented to Council at the August 2014 meeting. (8-7-14) Staff working with consultant to clarify scope requirements. (8-22-14) Consultant working on completing the report. (8-29-14) Draft report being reviewed by Sheriff. (10-3-14) Sheriff provided comments on the draft report. Staff to work with consultant to address. (10-10-14) Consultant reviewing comments. (10-17-14) Staff working with consultants to finalize the report. (10-24-14) Consultant submitted revised draft final report. Staff to review draft final report. (11-14-14) New speed limits to be presented to Council for approval in January 2015. (1-16-15) Council approved traffic study setting speed limits. Staff to present to Traffic Safety Committee. (1-23-15) Staff to change speed limit signs and distribute approved report to Sheriff office. (1-28-15) Speed limit signs have been changed and finalized reports have been forwarded to the Sheriff office for their use. (2-6-15) Project completed.</p>
17	Sewer Rate Study	<p>(2-6-15) Agreement executed to complete a sewer rate study. Staff obtaining information for consultant to begin work. (2-13-15) Consultant to present sewer rate model to FIC on March 2. (2-27-15) Report to be presented to City Council at the March meeting. (3-5-15) Consultant provided a presentation of the rate model to the FIC. (3-20-15) Item to be presented at the March 30 City Council meeting. (3-27-15) Staff working with consultant to finalize presentation. (4-3-15) Council approved the mailing of notices for the rate increase and setting the public hearing. Council directed staff to conduct a public information meeting to answer questions about the rate increase. Notices have been sent and the Public Hearing date is May 21, 2015. Information has also been put on the Town's website. (4-10-15) Public information meeting has been scheduled for April 30, 2015. Notices have been sent. (4-17-15) Staff working on additional information handout for meeting and website. (5-1-15) Public information meeting was conducted on April 30, 2015. Attendance was low. Additional information has been posted on the Town's website.</p>

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18	Emergency communication antenna	(7-19-13) Staff met with Jim Abraham to discuss requirements for emergency antenna. Height needs to be 100 feet above ground. Staff to research antenna poles/towers and cost for installation. (8-9-13) Staff meet with antenna tower contractor to obtain budgetary cost information. (8-16-13) Rough cost estimate provided to Jim Abraham.
19	Long Range Trash Management Plan	(1-31-14) Staff prepared and submitted the Town's Long Term Trash Management Plan for submittal to the water board. (2-6-14) Plan has been submitted and is on the Boards website.
20	Open Space Stewardship	(9-26-14) Second quarterly meeting went well. Acterra gearing up to begin revegetation of one area. (10-3-14) Staff provided vehicle access to Acterra for upcoming replanting work in Byrne Preserve. (10-10-14) Byrne Brigade volunteer workdays are starting up again in October. There is a free workshop on Sunday, October 19 on oak health and management of SOD (Sudden Oak Death). The workshop will take place at Foothills Park. Acterra is offering free educational field trips at Byrne Preserve for local school groups. (10-31-14) Staff meet with Acterra and Torie of Westwind Barn to discuss barn operations and preserve restoration. (11-6-14) Acterra will be holding a nature walk in Byrne Preserve on Sunday Nov. 16 from 9:30am to 11:30am. (11-14-14) Acterra will be holding a Fall Nature Hike - Sunday, November 16, 9:30-11:30 a.m. and Byrne Brigade - Thursday, November 13, 9:30 - noon. They will also be working on a small storage shed to be located in Byrne Preserve. (12-5-14) This month Acterra will be holding field trips with students from Gardner Bullis and Bullis Charter schools to Byrne Preserve and they will help with installing new native plants as well as doing some nature activities. (12-12-14) Next quarterly meeting with Acterra scheduled for week of January 5th. (12-19-14) Acterra working on revegetation area. (1-9-15) Quarterly meeting was held discussing progress made and upcoming work to be done. Acterra has completed approximately 75% of their scope of work. (1-23-15) Shed for hand tool storage has been installed for Acterra use. (2-6-15) Acterra and Open Space Committee to provide update to City Council at the February meeting. (2-19-15) Staff met with Rodger and Sue of Open Space Committee to discuss a new invasive plant (Bermuda Buttercup) found in the Town and how to make a budget request for a conservation grazing advisor. Staff provided feedbacks on the different ways to educate the residents to control the growth of this plant. Staff advised that the committee to solicit a few fee proposals, pick one that would provide the require services, and hire an advisor through the Town's Committees/Commissions Funds.(2-27-15) Staff working with committee chair on funding needs. (3-5-15) Staff working with Acterra on new proposal for another year. (3-20-15) Agreement for year two with Acterra to be presented to council at the April meeting. (3-27-15) Staff working on agreement with Acterra for grant writing to SCVWD. (4-3-15) Agreements for year 2 stewardship and grant writing assistance have been sent to Acterra. (4-10-15) Agreement for grant writing in process of being executed. Staff to present second year stewardship agreement with Acterra at the April meeting for Council consideration. (4-17-15) Acterra waiting for SCVWD call for project to submit request for grants. (4-24-15) Council approved a contract with Acterra for a second year. Agreement being executed.

Last Updated on 5/1/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
21	Impact Fee Studies	(7-19-13) Staff working on amendment for consultant to perform impact fee study for Pathway, Park n Rec, and Storm Drain Fees. (9-6-13) Draft reports from consultant scheduled to be submitted mid September. (3-13-14) Staff working to schedule a meeting with the consultant. (3-21-14) Phone conference scheduled for March 25th. (3-28-14) Staff conducted phone conference with Wildan. Wildan to provide list of requested items for them to begin work in early April. (4-18-14) Staff to gather information for consultant.
22	Drainage improvement at O'Keefe Lane and Vista Serena	(4-24-15) Excess underground water is surfacing onto the roadway and negatively impacting the subgrade. Calwater has confirmed that they do not have a leak. Staff is working on getting a subdrain line installed.
23	P-TAP Round 15 grant funds	(1-17-14) Staff applied for and received approval for \$18,600 in grant funds to update the Town's Pavement Management Program. (3-13-14) MTC to assign consultant to work on LAH project. (4-11-14) Staff meeting with consultant on 4-11-14 to begin project. (4-18-14) Staff reviewing work plan from consultant. (4-25-14) Work Plan budget approved. (5-2-14) Consultant working on project schedule. (5-16-14) Waiting for MTC approval of work plan. (5-23-14) MTC has approved the project. Consultant to provide schedule. (6-6-14) Consultant to begin field work week of June 16, 2014. (6-20-14) Work underway. (8-22-14) Staff reviewed draft report and provided comments to consultant. Consultant working on finalizing the report. (10-10-14) Draft final report has been submitted to staff for review. (10-24-14) Project has been completed. Staff to post new report on Town's website. (10-31-14) Report has been posted on Town's website. (11-14-14) Town's pavement management certification has been renewed with MTC.
24	Town Cupola Restoration	(2-13-15) Restoration work in progress. (2-27-15) Restoration work completed. Cupola to be bolted in place. Staff working with History committee member on a time capsule. (3-5-15) Staff met with contractor to discuss minor items to complete. (3-20-15) Project completed. History committee members working on a time capsule that would be placed inside the cupola.
25	I-280 Repaving	(12-13-13) Staff contacting CalTrans again to see if they have an update on when I-280 within Los Altos Hills will be scheduled to be repaved. (12-20-13) E-mail received from Jeremy Dennis discussing the CalTrans process. By fall of 2014 Caltrans will decide which projects will be included in the 2016 SHOP program for bidding in 2018-19. Not sure if a section of I-280 within LAH will be selected. (7-18-14) Mayor will be sending a letter to CalTrans to request expediting the paving schedule for I-280 within Los Altos Hills. (9-19-14) Letter was sent to Caltrans. (10-17-14) Caltrans staff indicated that per the program schedule, the soonest the paving work would occur is in 2018/2019 and the latest it would occur is in 2019/2020. Staff still trying to contact the District Director. (11-21-14) Senator Jerry Hill's office is getting involved. (1-9-15) Caltrans district director to meet with Town Mayor and councilmember to discuss project. Assemblyman Rich Gordon's office is involved. (1-16-15) On-line petition being developed. (1-28-15) Caltrans working on project initiation document (PID) for pavement improvement and expects to submit in June as a candidate for funding in the 2016 SHOPP. (4-17-15) Caltrans has some questions regarding the noise measurements provided to them. Staff forwarded responses to Caltrans.

Last Updated on 5/1/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
26	El Monte Segment 4	El Monte will remain on the list for future BEP funds. (9-14-12) Based on the revised OBAG grant program the scope of work will need to be increased to qualify for the discretionary program. (2-21-13) Staff submitted a new application for the BEP list as all project will be re-evaluated. (4-3-13) Project was approved to be on the new BEP list.
27	Barron Creek Drainage Channel Maintenance (26170 W. Fremont Road)	Town will need to do a project to restore the flow line of the channel. Funds will need to be allocated for design with construction funds to follow. (11-30-12) Staff met with SCVWD to discuss how the district may be able to help. Town and District staff to discuss further. (1-11-13) Staff meeting with SCVWD staff on 1-17-13 to discuss how the district may be able to help. (1-18-13) Staff met with SCVWD and there is no assistance they can provide for this project. (1-25-13) Project needs to be budgeted. (11-15-13) Staff will be working on flushing out the pipe segment upstream of the open channel. (11-22-13) Staff completed flushing of the upstream storm drain pipe. (5-9-14) Staff working on budget for this project. (6-12-14) Budget not approved. (11-21-14) Staff will consider in future budgets based on priority and staffing. (12/12/14) Staff inspected the channel during the rains on 12/11 and the channel has sufficient capacity to prevent overtopping. (3-27-15) Adjacent property owner may be interested in assisting with the project. (4-3-15) Staff in communication with adjacent property owner regarding scope of work for a possible joint project. (4-10-15) Adjacent property owner is interested in a joint project with the Town to improve the aesthetics of the channel work. Staff will proposed funding in the upcoming budget cycle. (4-17-15) Property owner contacting consultants to work on the project. Staff will propose budget in the upcoming budget cycle. (4-24-15) Property owner contacting potential consultants to work on the project. Staff had discussion with consultant to provide additional information. (5-1-15) Staff to discuss project with adjacent property owner's representative week of May 4th.
28	VTA TAC Meetings	(9-27-13) Town will receive approximately \$47,000 in vehicle registration fee to be used for the Town's road rehabilitation projects. (10-11-13) Staff attended the 10-10-13 TAC meeting. No announcements of any grant opportunity. Committee will be working on selecting a new chair and vice chair.(5-9-14) Staff attended the 5-8-14 TAC meeting. Committee voted to recommend board approval for FY 2014-15 Countywide Transportation Development Act Article 3 program. (10-10-14) Selection of new chair and vice-chair is in process. No agency in Santa Clara County received the State ATP grant and only one in Santa Clara County got approval for the regional ATP grant. (1-16-15) MTC reported that the deadline for the housing element certification has been extended to 5/31/2015 and the deadline for circulation element adoption (to meet Complete Street Act of 2008) to 1/31/2016. VTA is also preparing to start the Light Rail Enhancement Program that will analyze a number of light rail projects that focus on increase the speed of the entire system. The rail lines to be studied are in downtown San Jose, connections to the future BART Milpitas Station, and Downtown Mountain View. Caltrans is preparing to launch a Caltrans Encroachment Permit Workshop to assist the local agencies to better understand the permitting process. The tentative date of this workshop is 3/19/2015. (2-6-15) Next VTA TAC meeting scheduled for 2-12-15. (4-17-15) Staff attended the April 9th TAC meeting. VTA staff reminded the committee that local Housing Element needed to be approved by May 31, 2015 to be eligible for grant funds.

Last Updated on 5/1/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
29	2015 Sewer rehabilitation project	(3-20-15) Bids were received from 2 contractors. Award of contract to be presented at the March 30 Council meeting. (4-3-15) Council approved the award of construction contract at the March council meeting. Council requested staff to get input from Town's sewer consultant regarding the bids received and reasonableness of the Town moving forward with the award of the contract to the low bidder. Staff provided information to the Town's sewer consultant for review. (4-10-15) Staff to issue award letter to contractor. (4-17-15) Award letter has been issued. Staff waiting for bonds and insurance. (4-24-15) Staff scheduling preconstruction meeting for week of April 26, 2015. (5-1-15) Pre-construction meeting was held on 4-29-15. Contractor sending notices out to affected residents.
30		
31	Gardner Bullis Crosswalk study	(7-25-14) Staff working with school parents and traffic consultant to study the existing crosswalk on Fremont Road near the school. (8-7-14) Crosswalk study to be presented at the August City Council meeting. (8-22-14) Council approved the relocation of the crosswalk and the installation of push button operated lighted signs. Staff to obtain quotes to perform the work. (9-11-14) Staff preparing agreement for crosswalk relocation, still waiting for flashing sign proposals. (9-19-14) Curb ramp installation underway. (9-26-14) Curb ramps installation completed. Need custom application for lighted signs to be visible from Fremont Pines Lane. Funding authorization to be requested at the October council meeting. (10-17-14) Council approved the funding to install the lighted crosswalk signs. (11-6-14) Agreement being executed with contractor. (12-19-14) Work is scheduled to be completed by the end of February. (2-13-15) Contractor waiting for material delivery. Foundation work has been completed. (2-27-15) The signs are in transit and expected to arrive mid next week. Staff is working with the contractor to see if they can intercept the delivery earlier in order to install ASAP. (3-5-15) Installation has been completed. Staff and contractor verifying delivered components. Some further adjustments may be needed. (3-20-15) Staff reviewing options to slow students on bicycles down prior to entering the crosswalk. (3-27-15) Signs are operational after replacement of controller. (4-10-15) Staff working on sketch for reconfiguration of the pathway to slow bikes down prior to entering the crosswalk. Staff ordered "Walk Your Bike" signs for the crosswalk. (4-24-15) "Walk Your Bike" signs have arrived, staff to schedule installation. (5-1-15) "Walk Your Bike" signs have been installed.

Last Updated on 5/1/2015

Tasks	Project Name	<u>Latest Status</u>
32	2014-2 Road Rehabilitation Project	<p>(8-29-14) Staff working on second road rehabilitation project. Design being done in-house. (11-21-14) Staff reviewing Pavement Management report for roads to be included. Updated pavement manager report includes new public roads previously thought to be private. (12-19-14) Tentative schedule is to advertise the project in February 2015 with construction to begin in April/May. (1-9-15) Staff working on design of project and putting bid package together. (1-16-15) Project to be advertised end of January. (1-28-15) Staff working on an amendment for issuance. (2-6-15) Bid opening scheduled for March 3, 2015. (2-27-15) Item to be presented to Council at their March meeting for award of contract. (3-5-15) Bids were received from 7 contractors. Staff reviewing bids and will present to Council at the March meeting. (3-20-15) Award of contract to be presented at the March 30 Council meeting. (4-3-15) Council approved the award of construction contract at the March council meeting. (4-10-15) Staff waiting for bonds and insurance from contractor. (4-17-15) Staff to set up pre-construction meeting. (4-24-15) Pre-construction meeting scheduled for week of April 26, 2015. (5-1-15) Pre-construction meeting was held on 4-28-15. Work scheduled to begin on May 8th.</p>
33	La Cresta Sewer Project	<p>(10-31-14) The proposed project includes about 316 feet of 8" pipe and three manholes with depths ranging from 7 feet to 18 feet. (11-21-14) Permits have been issued. Construction to begin soon. (3-5-15) Staff coordinating with inspector to begin work on this project. (3-20-15) Construction in progress. (5-1-15) Construction about 90% complete.</p>
34	Ginny Lane	<p>(10-31-14) The City Council approved this project and approved the future users that would be subject to a reimbursement agreement on 11/5/2013. The proposed project is between 26432 Ginny Lane and 26481 Purissima Road. The proposed sewer sleeve is a 631 linear feet of 12" PVC pipe with nine 1.5-inch pressure lines to be installed. This project was on hold for some time as applicant was not ready to start. (11-6-14) Applicant to pull permit and pay fees. (1-16-15) Staff issued an encroachment permit on 1-15-2015. Construction is tentatively to start in two weeks. (1-23-15) Pre-construction meeting held, project to begin week of January 26th. (1-28-15) Project in construction. (2-27-15) Project substantially complete. (4-3-15) Construction is complete. As-built documents need to be submitted to Town for review and approval.</p>

Los Altos Hills Maintenance January 2015

Task	Monthly Summary	Unit Cost	Quantity	12-Month Cost	Actual Unit Per Month	Cost Per Month	Year to Date Cost	Year to Date Quantity	Quantity Remaining	Remaining Budget
Bid Item No. 1. Pump Station Maintenance	PURISSIMA Station: Both sets of Pump no. 1 and 2 were inspected and all hours and operation were normal. ATS and Generator were tested. Amps and Meg reading on pumps are normal. OKEFFE' Station: Pump no. 1 and 2 were inspected and all hours and operation were normal. Amp and Meg readings were normal. Recommendation: Replace guide rails at OKEFFE' Station in the next 4 months. (SEE Tab 1)	\$1,670	12	\$20,040	1	\$1,670	\$10,020	6	6	\$10,020
Bid Item No. 2. Cleaning and Flushing in Right of Way	West Bay cleaned 8,261 feet of pipe within the public right-of-way. 6,207 feet of pipeline were cleaned by the Basin Crew selected by systematically focusing on Branch 2. Additionally, 2,054 feet of pipeline were cleaned by the CCTV crew based on CCTV results. (SEE Tab 2)	\$0.92	93,600	\$86,112	8,261	\$ 7,600.12	\$ 49,160.20	53,435	\$40,165.00	\$36,951.80
Bid Item No. 3. Cleaning and Flushing in Easements	West Bay cleaned 6,445 feet of pipe in Easements. 3,932 feet of pipeline were cleaned by the Basin Crew selected by systematically focusing on Branch 2. Additionally, 2,513 feet of pipeline were cleaned by the CCTV crew based on CCTV results. (SEE Tab 3) NOTE: Crews cleaned an additional 1,810 in easements in excess of bid item no 3.	\$1.31	31,200	\$40,872	6,445	\$ 8,442.95	\$ 43,243.10	33,010	\$ (1,810.00)	\$ (2,371.10)
Bid Item No. 4. CCTV Inspection within Right of Way	West Bay completed CCTV inspection of 2,055 feet of pipelines that are accessible through at least one manhole in ROW. Structural and O&M condition ratings and defect codes that use the PACP standard were entered into the CMMS system. Recommendation: Perform 4 PipePatch and 3 Open Trench Repairs. (SEE Tab 4) Lastly, please review the two PipePatch Pilot Project Repairs per February 5th meeting.	\$1.40	46,800	\$65,520	2,055	\$ 2,877.00	\$ 28,112.00	20,080	\$26,720.00	\$37,408.00
Bid Item No. 5. CCTV Inspection within Easements	West Bay completed CCTV inspection of 2,403 feet of pipelines that were accessible only within easements. CCTV results will be incorporated into the CMMS. Recommendation: Perform 1 open trench repair. (SEE Tab 5) NOTE: an additional 961 feet were CCTV inspected in easements in excess of bid item no. 5.	\$1.80	12,480	\$22,464	2,403	\$ 4,325.40	\$ 24,193.80	13,441	\$ (961.00)	\$ (1,729.80)
Bid Item No. 6. Response to SSOs with access from Right of Way	N/A	\$1,200	6	\$7,200	-	\$0	\$2,400	2	4	\$4,800
Bid Item No. 7. Response to SSOs with access from Easements only	N/A	\$1,380	6	\$8,280	-	\$0	\$2,760	2	4	\$5,520
Bid Item No. 8. Initial Setup and Database Transfer form CMMS and GIS Systems	West Bay will import the Town's CMMS data into Lucity CMMS software, and will develop at least six data collection forms in collaboration with the Town.	\$5,500	1	\$5,500		\$0	\$5,500	1	-	\$0
Bid Item No. 9. GIS Mapping Maintenance and Updates (By the Hour)	Monthly summary that includes the performance indicators, follows the Town SSMP and provided recommendations.	\$125	120	\$15,000	-	\$0	\$4,000	32	88	\$11,000
Bid Item No. 10. Monthly Management Reports	Monthly summary that includes the performance indicators, follows the Town SSMP and provided recommendations.	\$350	12	\$4,200	1	\$350	\$2,100	6	6	\$2,100
Bid Item No. 11. Sanitary Sewer Overflow Response for Private Laterals	West Bay will respond to SSOs related to private laterals, including determining ownership, notifying the owner of the issue, providing the owner with the Town's Sewer Spill Reference Plan, and entering information into the CMMS system.	\$310	6	\$1,860	-	\$0	\$310	1	5	\$1,550
			Total	\$277,048		\$25,265.47	\$ 171,799.10			105,248.90

Los Altos Hills Maintenance February 2015

Task	Monthly Summary	Unit Cost	Quantity	12-Month Cost	Actual Unit Per Month	Cost Per Month	Year to Date Cost	Year to Date Quantity	Quantity Remaining	Remaining Budget
Bid Item No. 1. Pump Station Maintenance	PURISSIMA Station: Both sets of Pump no. 1 and 2 were inspected and all hours and operation were normal. ATS and Generator were tested. Amps and Meg reading on pumps are normal. OKEFFE' Station: Pump no. 1 and 2 were inspected and all hours and operation were normal. Amp and Meg readings were normal. Recommendation: Replace guide rails at OKEFFE' Station in the next 3 months. (SEE Tab 1)	\$1,670	12	\$20,040	1	\$1,670.00	\$11,690.00	7	5	\$8,350.00
Bid Item No. 2. Cleaning and Flushing in Right of Way	West Bay cleaned 9,691 feet of pipe within the public right-of-way. 6,350 feet of pipeline were cleaned by the Basin Crew selected by systematically focusing on Branch 2. Additionally, 3,341 feet of pipeline were cleaned by the CCTV crew based on CCTV results. (SEE Tab 2)	\$0.92	93,600	\$86,112	9,691	\$8,915.72	\$58,075.92	63,126	30,474	\$28,036.08
Bid Item No. 3. Cleaning and Flushing in Easements	West Bay cleaned 2,333 feet of pipe in Easements. 1,920 feet of pipeline were cleaned by the Basin Crew selected by systematically focusing on Branch 2. Additionally, 413 feet of pipeline were cleaned based on CCTV results. (See Tab 3) NOTE: Crews cleaned the additional 2,333 in easements in excess of bid item no 3.	\$1.31	31,200	\$40,872	2,333	\$3,056.23	\$46,299.33	35,343	(4,143)	(\$5,427.33)
Bid Item No. 4. CCTV Inspection within Right of Way	West Bay completed CCTV inspection of 2,528 feet of pipelines that are accessible through at least one manhole in ROW. Structural and O&M condition ratings and defect codes that use the PACP standard were entered into the CMMS system. Recommendation: None this month. (SEE Tab 4)	\$1.40	46,800	\$65,520	2,528	\$3,539.20	\$31,651.20	22,608	24,192	\$33,868.80
Bid Item No. 5. CCTV Inspection within Easements	N/A	\$1.80	12,480	\$22,464	-	\$0.00	\$24,193.80	13,441	(961)	(\$1,729.80)
Bid Item No. 6. Response to SSOs with access from Right of Way	West Bay responded to Category 3 SSO on Magdalena Ave. The approximate 113 gallon SSO spilled onto to the roadway and was cleaned up. The SSO Report was submitted in February to the Town. (See Tab 6)	\$1,200	6	\$7,200	1	\$1,200.00	\$3,600.00	3	3	\$3,600.00
Bid Item No. 7. Response to SSOs with access from Easements only	N/A	\$1,380	6	\$8,280	-	\$0.00	\$2,760.00	2	4	\$5,520.00
Bid Item No. 8. Initial Setup and Database Transfer form CMMS and GIS Systems	West Bay will import the Town's CMMS data into Lucity CMMS software, and will develop at least six data collection forms in collaboration with the Town.	\$5,500	1	\$5,500	-	\$0.00	\$5,500.00	1	-	\$0.00
Bid Item No. 9. GIS Mapping Maintenance and Updates (By the Hour)	Monthly summary that includes the performance indicators, follows the Town SSMP and provided recommendations.	\$125	120	\$15,000	-	\$0.00	\$4,000.00	32	88	\$11,000.00
Bid Item No. 10. Monthly Management Reports	Monthly summary that includes the performance indicators, follows the Town SSMP and provided recommendations.	\$350	12	\$4,200	1	\$350.00	\$2,450.00	7	5	\$1,750.00
Bid Item No. 11. Sanitary Sewer Overflow Response for Private Laterals	West Bay will respond to SSOs related to private laterals, including determining ownership, notifying the owner of the issue, providing the owner with the Town's Sewer Spill Reference Plan, and entering information into the CMMS system.	\$310	6	\$1,860	-	\$0.00	\$310.00	1	5	\$1,550.00
			Total	\$277,048		\$18,731.15	\$190,530.25			\$86,517.75



Santa Clara County Office of the Sheriff
Weekly Activity Summary
4/20/2015 – 4/26/2015
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
4/20	L1	Identity Theft	On 4/20, the victim received notification that unknown suspect(s) used the victim's personal information and attempted to file a fraudulent tax return for 2014 for an unknown total loss. The victim lives in Los Altos Hills.
4/22	L1	Identity Theft	On 4/10, the victim received notification that unknown suspect(s) used the victim's personal information to file a fraudulent tax return for 2014 for an unknown total loss. The victim lives in Los Altos Hills.
4/23	L3	Grand Theft	Between 4:30 PM on 4/21 and 8:00 AM on 4/23, unknown suspect(s) took a generator from a residence in the 27000 block of Lupine Road by cutting a cable lock for a total loss of about \$2,500.

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
PHONE THE OFFICE					
4/23/2015 10:27	L1	15-113-0176	1021	71L1	COMPLETE
4/23/2015 10:41	L3	15-113-0189	1021	71L1	COMPLETE
4/26/2015 15:04	L1	15-116-0252	1021	71L1	COMPLETE
ALARM CALLS					
4/20/2015 10:08	L5	15-110-0123	1033A	OLIVE TREE LN @ BLANDOR WY	FALSE ALARM
4/20/2015 13:53	L1	15-110-0262	1033A	LA CRESTA DR @ NINA PL	FALSE ALARM
4/22/2015 16:36	L5	15-112-0335	1033A	OAK PARK CT @ OAK KNOLL CL	FALSE ALARM

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
4/23/2015 7:30	L3	15-113-0078	1033A	CARRINGTON CL @ NATOMA RD	FALSE ALARM
4/24/2015 8:04	L5	15-114-0069	1033A	OAK PARK CT @ OAK KNOLL CL	FALSE ALARM
4/25/2015 19:05	L5	15-115-0306	1033A	OAK PARK CT @ OAK KNOLL CL	FALSE ALARM
4/25/2015 21:53	L3	15-115-0381	1033A	NATOMA RD @ CARRINGTON CL	FALSE ALARM
4/26/2015 8:45	L5	15-116-0086	1033A	MAGDALENA RD @ CAMINO HERMOSO	FALSE ALARM
4/26/2015 9:43	L3	15-116-0102	1033A	DEZAHARA WY @ TAAFFE RD	FALSE ALARM
4/26/2015 12:52	L1	15-116-0195	1033A	WILDCREST DR @ WILDFLOWER LN	FALSE ALARM
4/23/2015 2:28	L3	15-113-0043	1033C	EL MONTE RD @ STONEBROOK DR	FALSE ALARM
4/23/2015 6:01	L3	15-113-0063	1033C	EL MONTE RD @ STONEBROOK DR	FALSE ALARM
MEET WITH CITIZEN					
4/26/2015 14:06	L1	15-116-0225	1062	71L1	COMPLETE
AID					
4/21/2015 11:09	L3	15-111-0147	AID	BRIONES WY @ BRIONES CT	AID TO CHP
4/20/2015 11:02	L4	15-110-0162	AID	PAGE MILL RD @ ALTAMONT CL	AID TO CHP
DISTURBANCE					
4/26/2015 12:17	L1	15-116-0178	415	PURISSIMA RD @ ROBLEDA RD	COMPLETE
SUSPICIOUS PERSON					
4/23/2015 16:35	L3	15-113-0415	1066	PAGE MILL RD @ FY 280	NO REPORT
ANIMAL COMPLAINTS					
4/21/2015 12:02	L1	15-111-0183	1091	EL MONTE RD @ FY 280	INFORMATION ONLY
4/21/2015 17:27	L2	15-111-0370	1091C	MAGDALENA RD @ FY 280	INJURED ANIMAL
PEDESTRIAN STOPS					
4/21/2015 10:39	L3	15-111-0126	1095	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
4/22/2015 18:18	L1	15-112-0395	1095	ARASTRADERO RD @ PURISSIMA RD	CITATION ISSUED

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
ABANDONED VEHICLES					
4/20/2015 14:18	L1	15-110-0272	1124	NINA PL @ LA CRESTA DR	MARKED
4/20/2015 16:39	L1	15-110-0356	1124	TODD LN @ LA PALOMA RD	COMPLETE
4/20/2015 16:40	L1	15-110-0357	1124	LA CRESTA DR @ NINA PL	COMPLETE
SUSPICIOUS VEHICLES					
4/20/2015 11:00	L5	15-110-0159	1154	MAGDALENA RD @ EASTBROOK AV	NO REPORT
4/21/2015 11:02	L1	15-111-0141	1154	ALTO VERDE LN @ CONCEPCION RD	NO REPORT
4/21/2015 12:53	L1	15-111-0223	1154	LA LANNE CT @ MIRANDA RD	NO REPORT
4/22/2015 18:59	L1	15-112-0414	1154	SALTAMONTES WY @ ESTACADA DR	NO REPORT
4/24/2015 22:17	L1	15-114-0508	1154	PAGE MILL RD @ OLD PAGE MILL RD	CITATION ISSUED
4/24/2015 23:46	L1	15-114-0537	1154	ASCENSION DR @ ANACAPA DR	NO REPORT
4/25/2015 13:30	L2	15-115-0187	1154	MAGDALENA RD @ FY 280	NO REPORT
TRAFFIC CONTROL					
4/23/2015 14:12	L1	15-113-0323	1184	GARDNER BULLIS SCHOOL/ W FREMONT RD	CITATION ISSUED
VEHICLE STOPS					
4/20/2015 15:11	L1	15-110-0310	1195	CUESTA DR @ S SAN ANTONIO RD	WARNING ISSUED
4/21/2015 10:50	L3	15-111-0136	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
4/22/2015 18:34	L1	15-112-0403	1195	DEER CREEK RD @ PAGE MILL RD	CITATION ISSUED
4/23/2015 3:06	L1	15-113-0050	1195	EL MONTE RD @ FOOTHILL EX	WARNING ISSUED
4/23/2015 17:00	L1	15-113-0435	1195	ARASTRADERO RD @ W FREMONT RD	WARNING ISSUED
4/23/2015 17:02	L1	15-113-0436	1195	PURISSIMA RD @ ELENA RD	CITATION ISSUED
4/24/2015 21:34	L5	15-114-0489	1195	MAGDALENA AV @ SPALDING AV	CITATION ISSUED
4/25/2015 0:10	L1	15-115-0004	1195	ST FRANCIS DR @ ANACAPA DR	WARNING ISSUED
4/25/2015 9:14	L1	15-115-0084	1195	PAGE MILL RD @ EL CAMINO REAL	WARNING ISSUED
4/26/2015 14:01	L1	15-116-0223	1195	FY 280 @ EL MONTE RD	WARNING ISSUED
4/26/2015 15:38	L2	15-116-0279	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
RECKLESS DRIVING					
4/21/2015 7:59	L1	15-111-0037	23103	FY 280 @ EL MONTE RD	INFO TO CHP
9-1-1 ABANDONED CALLS					
4/20/2015 10:21	L1	15-110-0135	911CEL	ALEJANDRO DR @ ST FRANCIS DR	9-1-1 ABANDONED
4/20/2015 11:50	L1	15-110-0187	911CEL	W FREMONT RD @ CONCEPCION RD	9-1-1 ABANDONED
4/20/2015 15:58	L3	15-110-0329	911CEL	JOSEFA LN @ ELENA RD	9-1-1 ABANDONED
4/22/2015 9:57	L3	15-112-0109	911CEL	EL MONTE RD @ STONEBROOK DR	9-1-1 ABANDONED
4/24/2015 12:58	L1	15-114-0214	911CEL	COVINGTON RD @ PARMA WY	9-1-1 ABANDONED
4/21/2015 21:28	L3	15-111-0473	911UNK	CORBETTA LN @ ALTAMONT RD	9-1-1 ABANDONED
BEAT INFORMATION					
4/20/2015 10:39	L4	15-110-0144	BTINFO	DEER SPRINGS WY @ BYRNE PARK LN	INFORMATION GIVEN
FOOT PATROL					
4/24/2015 8:54	L5	15-114-0093	FOOT	OAK PARK CT @ OAK KNOLL CL	COMPLETE
4/24/2015 9:20	L5	15-114-0100	FOOT	DAWSON DR @ REBECCA LN	COMPLETE
FOLLOW UP					
4/26/2015 15:36	L1	15-116-0278	FU	PURISSIMA RD @ CONCEPCION RD	COMPLETE
INFORMATION ONLY					
4/20/2015 17:14	L5	15-110-0379	INFO	JABIL LN @ MAGDALENA RD	INFORMATION GIVEN
4/20/2015 20:32	L5	15-110-0445	INFO	JABIL LN @ MAGDALENA RD	INFORMATION GIVEN
4/20/2015 22:44	L5	15-110-0487	INFO	JABIL LN @ MAGDALENA RD	INFORMATION GIVEN
4/21/2015 9:10	L1	15-111-0083	INFO	GARDNER BULLIS SCHOOL/ W FREMONT RD	INFORMATION GIVEN
4/22/2015 0:32	L4	15-112-0011	INFO	PROSPECT AV @ FINN LN	INFORMATION GIVEN
4/22/2015 12:41	L3	15-112-0199	INFO	BRIONES WY @ WESTRIDGE CT	INFORMATION GIVEN
4/22/2015 14:45	L1	15-112-0267	INFO	MANUELLA RD @ ROBB RD	INFORMATION GIVEN

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
4/23/2015 14:59	L1	15-113-0356	INFO	LA CRESTA DR @ VISCAINO RD	INFORMATION GIVEN
4/23/2015 16:21	L2	15-113-0408	INFO	FY 280 @ MAGDALENA RD	INFORMATION GIVEN
4/24/2015 11:18	L1	15-114-0158	INFO	71L1	INFORMATION GIVEN
4/24/2015 13:34	L3	15-114-0239	INFO	FY 280 @ PAGE MILL RD	INFO TO CHP
4/26/2015 11:11	L4	15-116-0147	INFO	PAGE MILL RD @ ALTAMONT CL	INFO TO CHP
4/26/2015 15:06	L1	15-116-0257	INFO	ASCENSION DR @ ST FRANCIS DR	INFORMATION GIVEN
PATROL CHECKS					
4/21/2015 9:41	L3	15-111-0100	PATCK	JOSEFA LN @ ELENA RD	COMPLETE
4/24/2015 16:04	L3	15-114-0322	PATCK	ROBLE ALTO @ ROBLE ALTO CT	COMPLETE
4/25/2015 9:37	L4	15-115-0093	PATCK	PAGE MILL RD @ ALTAMONT RD	COMPLETE
4/21/2015 10:07	L4	15-111-0114	PTRLCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
SPECIAL ASSIGNMENT					
4/23/2015 10:16	L4	15-113-0169	SA	ALTAMONT RD @ PAGE MILL RD	COMPLETE
SUSPICIOUS CIRCUMSTANCES					
4/20/2015 15:08	L1	15-110-0309	SUSCIR	DORI LN @ ROBLEDA RD	NO REPORT
TRAFFIC SITUATIONS					
4/21/2015 14:09	L1	15-111-0266	TRAFIC	GARDNER BULLIS SCHOOL/ W FREMONT RD	CITATION ISSUED
4/22/2015 7:52	L1	15-112-0062	TRAFIC	GARDNER BULLIS SCHOOL/ W FREMONT RD	CITATION ISSUED
WELFARE CHECK					
4/21/2015 19:02	L5	15-111-0418	WELCK	MAGDALENA RD @ BLANDOR WY	COMPLETE



R74

FIRE DEPARTMENT
SANTA CLARA COUNTY
CNT B74

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Victoria Dye Equestrian, LLC
Profit & Loss - Current Month and YTD
March 2015

	Boarding		School		TOTAL	
	Mar 15	Jan - Mar 15	Mar 15	Jan - Mar 15	Mar 15	Jan - Mar 15
Ordinary Income/Expense						
Income						
Camps - Town Sold				1,800.00		1,800.00
Consulting Fees			90.00	90.00	90.00	90.00
Promotional Products				893.00		893.00
Reimbursements						
Bedding Reimbursement		117.00				117.00
Feed Reimbursements	707.50	3,383.00			707.50	3,383.00
Reimbursed Expenses			210.00	2,696.59	210.00	2,696.59
Show Reimbursement			823.00	823.00	823.00	823.00
Town Water Reimbursements	125.42	245.48			125.42	245.48
Total Reimbursements	832.92	3,745.48	1,033.00	3,519.59	1,865.92	7,265.07
Services						
Boarding	22,648.86	72,353.86			22,648.86	72,353.86
Lessons			18,445.00	51,350.00	18,445.00	51,350.00
Total Services	22,648.86	72,353.86	18,445.00	51,350.00	41,093.86	123,703.86
Subsidy	3,000.00	9,000.00			3,000.00	9,000.00
Total Income	26,481.78	85,099.34	19,568.00	57,652.59	46,049.78	142,751.93
Gross Profit	26,481.78	85,099.34	19,568.00	57,652.59	46,049.78	142,751.93
Expense						
Advertising and Promotion			76.10	634.23	76.10	634.23
Automobile Expense						
Insurance	259.85	701.03			259.85	701.03
Total Automobile Expense	259.85	701.03			259.85	701.03
Bank Service Charges		(12.00)		11.93		(0.07)
Bedding				117.00		117.00
Boarding Expense			1,860.00	4,915.00	1,860.00	4,915.00
Camp Expenses			42.96	42.96	42.96	42.96
Commissions						
Town of Los Altos			2,641.25	10,056.25	2,641.25	10,056.25
Total Commissions			2,641.25	10,056.25	2,641.25	10,056.25
Contributions				250.00		250.00
Dues and Subscriptions		72.00				72.00
Equipment Under \$500	115.00	115.00			115.00	115.00
Feed, Grain and Hay	248.29	22,047.55	1,082.12	4,387.58	1,330.41	26,435.13
Insurance						
Equine Insurance	1,096.50	1,096.50	1,096.50	1,712.50	2,193.00	2,809.00
Umbrella Policy	831.00	1,644.00			831.00	1,644.00
Total Insurance	1,927.50	2,740.50	1,096.50	1,712.50	3,024.00	4,453.00
IPN Fees	7.00	19.50			7.00	19.50
Office Supplies	64.00	269.48			64.00	269.48
Outside Services	500.00	533.00	775.00	1,075.00	1,275.00	1,608.00
Payroll Expenses						
Health Insurance	413.60	1,240.80			413.60	1,240.80
Officer Salary	4,000.00	12,000.00			4,000.00	12,000.00
Processing Fee	6.40	19.20	3.20	9.60	9.60	28.80
Taxes	866.71	3,553.36	262.36	867.02	1,129.07	4,420.38
Wages	6,922.00	22,229.00	2,436.00	7,489.00	9,358.00	29,718.00
Work Comp		3,236.21		1,386.92		4,623.13
Total Payroll Expenses	12,208.71	42,278.57	2,701.56	9,752.54	14,910.27	52,031.11
Pest Control	247.50	687.50			247.50	687.50
Postage and Delivery		63.29				63.29
Professional Fees						
Accounting	940.00	2,820.00			940.00	2,820.00
Total Professional Fees	940.00	2,820.00			940.00	2,820.00
Rent		204.00				204.00
Repairs						
Equipment Repairs			615.00	615.00	615.00	615.00
Facility Repairs		2,900.71				2,900.71
Total Repairs		2,900.71	615.00	615.00	615.00	3,515.71
Shoeing			1,050.00	2,470.00	1,050.00	2,470.00
Supplies	741.73	1,152.61	2,322.61	3,959.56	3,064.34	5,112.17
Telephone & Communications	216.46	766.57	67.69	238.03	284.15	1,004.60
Tractor Expense						
Fuel	213.62	434.97			213.62	434.97
Rental	50.00	150.00			50.00	150.00
Repairs & Maintenance	242.40	337.40			242.40	337.40
Total Tractor Expense	506.02	922.37			506.02	922.37
Travel & Ent						
Meals				167.85		167.85
Total Travel & Ent				167.85		167.85
Utilities						
Gas and Electric and Propane	9.85	307.87			9.85	307.87

Victoria Dye Equestrian, LLC
Profit & Loss - Current Month and YTD
 March 2015

	Boarding		School		TOTAL	
	Mar 15	Jan - Mar 15	Mar 15	Jan - Mar 15	Mar 15	Jan - Mar 15
Water	250.84	645.32			250.84	645.32
Total Utilities	260.69	953.19			260.69	953.19
Vet			1,373.20	4,881.85	1,373.20	4,881.85
Total Expense	18,242.75	79,234.87	15,703.99	45,287.28	33,946.74	124,522.15
Net Ordinary Income	8,239.03	5,864.47	3,864.01	12,365.31	12,103.04	18,229.78
Net Income	8,239.03	5,864.47	3,864.01	12,365.31	12,103.04	18,229.78