



Town Manager's Report for May 16 - 20, 2016

Items to report on this week include the following:

Planning/ Building/ Engineering Update:

The City **Engineer's Report** is attached. Items in **red text** show updates in status from the prior report.

The following project was approved at the May 17 **Fast Track** hearing:

- A new residence at **24183 Dawnridge Drive**. One neighbor was in attendance and was supportive of the project. There was discussion about the use of appropriate outdoor lighting.

On June 2 **the Planning Commission** will be considering Conditional Development Permit applications for development of two substandard lots on **Mora Drive** (Lands of Linebarger).

Public Safety Update:

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

Eight members of the Town staff reported to the **Town EOC** for **training** this past Saturday from 9AM to noon (see attached photo). The training included some communication coordination with ECC and CERT volunteers. Training objectives were met. We found areas where we need to improve and also identified certain in-EOC equipment needs. Additional training exercises are planned.

Administrative Services Update:

Administrative Services Department has reached out to **Maze & Associates**, the Town's new auditors, to schedule audit fieldwork. Fieldwork includes internal control testing and financial statements testing. The Finance Department will also work with the auditors to correctly implement the second year for GASB 68 Unfunded Pension Liability.

The **Budget** model is near completion and will be available next week. The model will include financial summaries, request summaries, and the master data. The Finance Budget Team will be available to meet with the City Council and FIC members to go over the model upon publication.

Bank service migration from Bank of America to Wells Fargo is now complete. The Town's Bank of America account will be closed early next week.

Parks and Recreation Update:

The 19th Annual Los Altos Hills Town **Picnic** is scheduled for Sunday, June 5th from 1:00-4:30pm at Purissima Park. To register visit [here](#).

Staff met with **Victoria Dye Equestrian (VDE)**. Attached please find the profit loss statement and monthly report.

There will be a second meeting for residents interested in **Brainstorming Senior Programing** on Tuesday, May 24th 9:30 –10:30 am in the Parks and Recreation Building.

The **Los Altos Hills Youth Commission** and **Parks and Recreation Committee** gave a surprise bridal shower for staff member, Sarah Gualtieri. The Youth Commission will break for the summer.

Last week the Parks and Recreation Department sent out a marketing campaign for **summer camps** went out to the Town's email list this week. Summer classes and camps will begin in June.

VDE Summer Riding Camp enrollment numbers are as follows:

Beginner 1: 16

Beginner 2: 13

Beginner 3: 5

Beginner 4: 10

Intermediate 1: 17

Intermediate 2: 11

Advanced: 9

Preschool Playgroup Adventures went and toured Smitten Ice Cream on Friday, May 13rd.

Feel free to call or e-mail if you have questions.

Thanks.

Carl

Last Updated on 5/20/2016

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
1	I-280/Page Mill Interchange	<p>(11-20-15) Staff met with County, Caltrans, VTA, and Palo Alto to discuss implementing the interim plan that the County had prepared to improve bicycle travel through the interchange. Caltrans stated that they would need 2.5 to 3 years before anything can be implemented, which everyone agreed was too long, County indicated that they do not have any funds, VTA and Palo Alto indicated that they would check to see if there are funds that can be used. Town staff indicated that if other agencies are contributing to the cost of the project, we would recommend that LAH also provide some financial support. (11-25-15) Mayor sent letter to County Board of Supervisors requesting that they make it a high priority to implement improvements on Page Mill Road to facilitate safer bicycle travel through the interchange. (12-11-15) Staff checking with County to see if VTA and/or Palo Alto has provided any update on possible funding for implementing an interim plan on Page Mill Road. (12-18-15) County indicated that VTA may be able to provide \$250k for the project. County is estimating the cost may be about \$450k and is looking for possible grant funds. Staff also met with Palo Alto staff and they are reviewing the County's concept interim plan and will likely be providing comments. (1-8-16) VTA has identified \$250K in leftover Measure B funding and is going to the VTA committees in January to start the process of allocating this funding to the County's interim plan. County staff will also apply for \$150K in TFCA grant funding. With an estimated cost of \$480k for design and construction, County is about \$80k short. County may be reaching out to Los Altos Hills and Palo Alto for cost sharing. (1-15-16) The staff attended the VTA TAC meeting and supported the allocation of \$250,000 of measure B fund for the County's interim plan. The committee voted unanimously to approve the allocation of funds. (1-22-16) County to set up meeting to discuss design of interim plan. (1-28-16) Stakeholders meeting scheduled for week of February 8th to discuss design of interim plan. (2-12-16) Stakeholders met to discuss ideas for the interim plan. County will be hiring design consultant to develop the draft plans for the public input process. County will also be working with VTA to apply for grant funding. (3-25-16) A community meeting has been scheduled for April 20, 2016. County also setting up a working group meeting for early April. (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.</p>
2	2016 Sanitary Sewer Repair and Rehabilitation Project	<p>(3-25-16) Project has been advertised and bid opening is scheduled for 4-12-16. Project is scheduled to be presented to Council in May for award of contract. List of repair segments is attached. (4-8-16) Staff released an addendum to modify segments in the base bid and alternate bid. (4-14-16) Bids were received from 2 contractors. Award of contract to be presented at the May 19 Council meeting. (5-20-16) Council authorized the award of the construction contract at the May 19 council meeting.</p>

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Tasks	Project Name	<u>Latest Status</u>
3	Miranda Road Path	<p>(11-20-15) Bids were opened on November 18, 2015. Apparent low bid amount is \$155,633.50. (12-4-15) Project will be presented to Council at their December meeting for authorization to award project. (12-18-15) Council continued the project to the January council meeting. Council wanted staff to reach out to the property owners to make them aware of the potential impact from the pathway installation and they also wanted to get input from the pathway committee. (1-8-16) Staff met with neighborhood representative and provided update on council action. Per council direction, authorization to award for construction will be brought back to council at the January meeting. (1-15-16) Staff sent letter to all the residents on the west side of Miranda Road notifying them that parking would not be allowed on the path if constructed and that certain properties may be subject to a pathway in-lieu fee in the future. (1-22-16) Pathway committee will be discussing their priority for Miranda Path at their 1-25-16 meeting. Item will be discussed at the 1-27-16 Council meeting. (1-28-16) Council authorized award of the construction contract at the January council meeting. Staff sent award letter to contractor. Contractor to provide bonds and insurance paperwork for Town staff to review. (2-5-16) Contractor submitted bonds and insurance paperwork. Staff reviewing. Contract being executed. (2-12-16) Staff to set up pre-construction meeting with contractor. (2-25-16) Preconstruction meeting scheduled for March 1, 2016. (3-3-16) Staff had pre-construction meeting with contractor and inspector. Contractor tentatively scheduled to begin work on March 14 depending on weather. (3-11-15) Contractor sent letters to residents notifying them of the construction. (3-18-16) Construction is in progress. Contractor working on vegetation clearing. (3-25-16) Contractor working on retaining walls and a utility conflict was discovered. Staff working with contractor to resolve. (4-8-16) Contractor working on ramp layout. (4-14-16) Retaining walls and pathway work in progress. (4-22-16) Staff working with contractor to resolve some resident concerns. (4-29-16) Contractor working to complete the path week of May 2nd. Staff will perform inspection and develop punchlist as needed. (5-6-16) Staff working with contractor on change order issues and correcting some unacceptable work. (5-13-16) Staff to meet with contractor week of May 16th to discuss unacceptable work and change orders. (5-20-16) Staff working out construction issues with the contractor.</p>
4	O'Keefe Lane and Vista Serena Drainage (Creek Clearing)	<p>(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. (9-25-15) Staff will inspect and prepare for upcoming rains. (3-18-16) Area performed well during the rains.</p>

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Tasks	Project Name	Latest Status
5	Townwide Pathway and Roadway safety inspection program	<p>(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. (7-17-15) Staff training intern to perform inspections. (7-23-15) Intern doing inspections and working with field crew to address. (7-31-15) Town staff looking for dead pine trees and sending notices out as appropriate. (8-21-15) Tree notices being sent to property owners. (9-4-15) Staff completed sending dead tree notices identified by arborist. Staff also met with Fire district regarding the dead trees. (9-18-15) Town staff working with the Fire District and the district's consultant has just about completed a large project of removing several large hazardous trees near Purissima Park. Work involved large cranes, traffic control, closing parking lots, coordinating with park users, and working with property owner. (9-25-15) For the months of February to September staff performed corrective action on 43 potential liability issues identified by routine inspections. (1-8-16) For the months of October to December staff performed corrective action on 12 potential liability issues identified by routine inspections.</p>
6	Robleda Road Pathway (Fremont to Beatrice) (Project #4)	<p>(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. (3-5-15) Committee chair requested hard copies of the drawings for their use to discuss possible grant funding. Staff provided drawings. (4-29-16) Pathway committee to prioritize this project among other pathway projects.</p>

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Tasks	Project Name	<u>Latest Status</u>
7	Sewer Operations	<p>(9-18-15) West Bay's August report to their board for LAH activities is attached. The sewer system assessment and status update report is attached. Council authorized the City Manager to execute an agreement with V.W. Housen and Associates to provide staff augmentation services to the Town. (9-25-15) Staff working with Town's sewer contractor and consultant to prepare presentation for Council. (10-2-15) Presentations will be provided to Council at their October meeting. (10-9-15) Staff working with West Bay and V.W. Housen on Council presentation. (10-16-15) The August status update of sewer activities is attached. (10-30-15) Response to comments from interested resident is attached. (11-5-15) West Bay's September report to their board for LAH activities is attached. (11-13-15) The August 2015 summary of O&M activities is attached. (12-4-15) The September status update of sewer activities is attached. (12-18-15) The October 2015 summary of O&M activities is attached. (1-22-16) The November 2015 summary of O&M activities is attached. (2-5-16) The October status update of sewer activities is attached. (2-19-16) The November status update of sewer activities is attached. Staff also provided responses to questions from the public regarding flow monitoring, SSO's in November, 2015 Sanitary Sewer Repair and Rehabilitation project, and the September status update of sewer activities. (2-25-16) The December 2015 summary of O&M activities is attached. The November status update of sewer activities is attached again with the appropriate attachments. (3-3-16) Staff will be providing council with a status update on sewer system activities at the March 21 council meeting. (3-11-16) Staff working on council presentation for the March meeting. Staff prepared a memo to Council responding to comments from a member of the public regarding the 2015 Sanitary Sewer Repair and Rehabilitation project. The December status update of sewer activities is attached. (3-18-16) The January 2016 summary of O&M activities is attached. (4-14-16) SSMP will be presented for re-adoption at the May 19 Council meeting. (4-22-16) The February 2016 summary of O&M activities is attached. (4-29-16) Root foaming of approximately 10 miles of line in progress. The January 2016 status update of sewer activities is attached. (5-20-16) The Sanitary Sewer Management Plan update was approved by Council at the May 19 meeting. Staff working on posting it on the Town's new website.</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. (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.</p>

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Tasks	Project Name	Latest Status
9	Erosion on Page Mill Road near Baleri Ranch Rd	<p>(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. (5-8-15) Applications to regulatory agencies have been submitted for review. (5-22-15) Comments from Regional Water Quality Control Board received. Consultants working on addressing comments and continuing to work on CEQA documents. (5-29-15) Still waiting for comments from other agencies. (7-23-15) Consultant prepared revised vegetation plan to address RWQCB comments for incorporation into CEQA document. (8-14-15) Draft CEQA document has been submitted. Staff reviewing. (9-4-15) Staff comments sent to consultant. (9-11-15) Consultants incorporating staff comments on the environmental document. (9-25-15) CEQA document to be released for public comment within a week or two. (10-9-15) Additional minor comments to be addressed in the CEQA document. Schedule for 30 day public review is planned for mid-October to mid-November. (10-16-15) Public commenting period to start on October 21, 2015. (10-23-15) The environmental document has been filed, recorded, and noticed for public comment. (11-5-15) Environmental document has been posted on Town's website. (11-25-15) Initial study and Mitigated Negative Declaration will be presented to Planning Commission at their December meeting. (12-4-15) Planning Commission voted to recommend approval of the Initial Study and Mitigated Negative Declaration. (12-11-15) Initial Study and Mitigated Negative Declaration to be presented to Council for approval at the January meeting. (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.</p>
10	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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Tasks	Project Name	<u>Latest Status</u>
11	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. (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.</p>
12	Robleda and Purissima intersection study	<p>(4-22-16) Agreement with consultant executed. (4-29-16) Work underway. (5-6-16) Data collection and analysis being performed. (5-20-16) Data collection completed and draft report submitted. Staff reviewing draft report.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
13	Hale Creek/Magdalena connector Path	<p>(9-11-15) Design of path from Magdalena to the Bob Stutz path is underway. (9-18-15) Staff received plans from designers for review. Plans sent to the Pathway Committee for review and comment. (9-25-15) Awaiting comments from pathway committee. (10-2-15) Staff confirming if there are any comments from the Pathway Committee. (10-16-15) Staff working with design engineer to verify appropriate agency approval/documentation needed to complete pathway. (10-23-15) Staff working on sketch to obtain additional easement from Cal Water. (10-30-15) Staff to work with CalWater to obtain additional easement for pathway. (11-13-15) CalWater reviewing easement request. (12-11-15) CalWater district manager staff has returned after a leave of absence and will be reviewing the easement request. (1-8-16) Additional information provided to CalWater. (1-15-16) Staff spoke to CalWater and clarified the need for the easement. (1-22-16) CalWater real estate attorney has some comments on the easement language. (1-28-16) City attorney office to discuss comments with CalWater attorney. (2-5-16) Staff working on obtaining some field survey stakes to look at alternatives. (2-19-15) CalWater attorney preparing a proposed amendment. (2-25-16) Alternate path layout to avoid need for additional CalWater easement is possible with encroachment onto CalTrans R-O-W. Staff to work on encroachment permit application to CalTrans. (3-3-16) Staff completed encroachment permit application and submitted to Caltrans for review and approval. (3-11-16) Caltrans encroachment permit section did not receive application. Staff resent application, waiting for confirmation. (3-18-16) Staff resent electronic and hard copy of encroachment permit application to Caltrans. (3-25-16) Caltrans reviewing encroachment permit application and has questions. Staff working on addressing Caltrans concerns. (4-8-16) Staff sent new photos and additional details to Caltrans to clarify questions. Caltrans reviewing. (4-22-16) Caltrans headquarters is reviewing. (5-13-16) Caltrans is requiring an exception request to allow construction of a pedestrian facility passing through an access-controlled off-ramp fringe area. Staff to work on exception request. (5-20-16) Staff reviewing sample request from another agency.</p>
14	Emergency communication antenna	<p>(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.</p>
15	Long Range Trash Management Plan	<p>(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.</p>

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Tasks	Project Name	<u>Latest Status</u>
16	Open Space Stewardship	<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.</p>
17	Drainage improvement at Newbridge	<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.</p>
18	P-TAP Round 17 grant funds	<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.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
19	Town Cupola Restoration	<p>(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. (5-22-15) Council approved the wording for a plaque at the May 21, 2015 Council meeting. (8-14-15) Plaque received. (8-21-15) Staff working on getting a stand to mount the plaque. (10-2-15) Staff has contractor on board. Plaque stand being made. (10-9-15) Stand being painted. (10-16-15) Plaque stand completed. Town staff preparing for installation. (10-23-15) Cupola plaque has been installed. (11-20-15) At the request of the history committee, staff verified that the proposed time capsule will fit inside the Cupola. (12-18-15) Time capsule has been purchased by the history committee. (4-8-16) History committee collecting items for the time capsule. (5-20-16) Time Capsule Ceremony scheduled for June 16 at 5:30pm.</p>
20	I-280 Repaving	<p>(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 SHOPP 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. (5-29-15) Supervisor Joe Simitian sent letter to Caltrans requesting that they program the I-280 repaving project in the next programming cycle. (7-31-15) Caltrans completed and approved a Project Initiation Document to resurface I-280 from Foothill Boulevard to 0.5 mile north of Sand Hill Road. Project to be submitted for the 2016 SHOPP program to compete for funds. (8-14-15) Per discussion with Caltrans staff, project is approved under the 2016 SHOPP program. Construction should occur around 2018. (11-20-15) Per Caltrans project development for this project is pending CTC approval of the SHOPP candidates in April 2016. If approved, target construction is Summer of 2019. (4-14-16) The California Transportation Commission approved the project. Estimated cost is \$59.5 million.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
21	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. (9-11-15) Project is on the preliminary list for Envision Silicon Valley. (9-25-15) Project was missed on the draft Envision Silicon Valley (ESV) project list. Staff confirmed that it is now on the revised list from VTA.
22	Barron Creek Drainage Channel Maintenance (26170 W. Fremont Road)	(12-18-15) Staff provided comments on the cost sharing agreement, hydraulic analysis, draft schedule, and preliminary plans to the applicants consultants. (1-16-15) Applicant's consultant submitted an addendum to the environmental document previously approved. Staff reviewing. (1-22-16) Comments on the addendum document to be provided to consultant by end of January. (1-28-16) Comments provided to applicants consultant. Applicant provided comments on cost sharing agreement, staff and attorney reviewing. (2-5-16) Staff getting clarification from applicant regarding the various versions of the agreement sent to the Town. (2-12-16) Applicant's attorney did not accept many comments provided by Town. Staff to meet with applicant representative to discuss. (2-19-15) Staff met with applicant's representative to discuss attorney comments. Applicant's representative agreed that many of the Town's request were reasonable. Town working on another revised cost sharing agreement for applicant's representative. (2-25-16) Revised cost sharing agreement sent to applicant's representative for review. Amendment to environmental document scheduled for the April Planning Commission meeting. (3-3-16) Applicant's representative reviewing the cost sharing agreement. (3-11-16) Applicant's consultant working with RWQCB to clarify project scope and purpose. (3-18-16) RWQCB has indicated that they will likely approve the project. Still waiting to hear from California Department of Fish and Wildlife. (3-25-16) Staff working with applicant's representative to finalize cost sharing agreement. (4-8-16) Planning Commission approved the amendment to the environmental document. (4-22-16) Proposed final cost sharing language sent to applicant for review. Applicant consultants working on revised plans to address staff preliminary comments. (4-29-16) Applicant to get back to the Town on status of cost sharing agreement language. (5-6-16) Approval of the amendment to environmental document scheduled for the May City Council meeting. (5-13-16) Applicant submitted revised drawings for review. (5-20-16) Amendment to the environmental document was approved by Council at the May 19th council meeting.

Last Updated on 5/20/2016

Tasks	Project Name	<u>Latest Status</u>
23	VTA TAC Meetings	<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.</p>
24		

Last Updated on 5/20/2016

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
25	Gardner Bullis Crosswalk study	<p>(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. (5-8-15) Staff sent recommendation for a revised school sidewalk layout to school district for consideration. (5-15-15) Staff working on crosswalk sign adjustment for increased visibility. (5-22-15) Staff coordinating further sign adjustment with contractor. (9-4-15) Staff checked operation of signs on 9/1 and 9/2, all working properly. (9-11-15) Over the last five years the Town has implemented approximately \$1.28 million worth of improvements to facilitate safer pedestrian and bicycle access to the school. List of improvements attached. (9-25-15) Staff working on agreement for Traffic consultant to review and study the area of the crosswalk. (10-2-15) Consultant working on study. (10-16-15) Item discussed at 10-14-15 City Council meeting. Draft consultant report scheduled to be submitted by end of October. (10-30-15) Staff reviewing draft report from consultant. (11-5-15) Traffic consultant's technical memo to be presented to Council at the November meeting. (11-20-15) At the November Council meeting, Council directed staff to provide notices for the removal of the crosswalk. Staff working on posting and sending notices out on November 23, 2015. (11-25-15) Crosswalk removal notices have been posted and sent. Public hearing scheduled for December 16, 2015. (12-18-15) At the December council meeting an Ad-Hoc committee was formed to study the crosswalk with the school district. (1-8-16) First Ad-Hoc committee meeting scheduled for January. Staff the Town consulting traffic engineer will be attending. (1-16-15) Update on the Ad-Hoc committee meeting will be provided at the January council meeting. (1-22-16) Staff marked the layout for additional curbing to prevent U-turns at Fremont Pines Lane. Neighbors to provide input. (1-28-16) Staff scheduled to install test curb on Fremont Pines Lane during the week of February 8, 2016. (2-12-16) Median curb was installed on Fremont Pines Lane to prevent unsafe U-turns. Staff working on agreement to purchase raised crosswalk to be installed on Fremont Road. (2-19-16) Council directed staff not to proceed with the raised crosswalk at this time. Town will check with the school district on the status of getting a crossing guard. (2-25-16) Staff collecting data to establish baseline vehicle count and speed information. (3-3-16) Next ad Hoc committee meeting scheduled for 3-11-16. (3-11-16) Committee voted to recommend installation of temporary raised crosswalk. (3-18-16) Staff washed and cleaned the yellow crosswalks to make them more visible. (3-25-16) Council directed staff not install any improvements at this time. Council will revisit the issue in June to get input from the parents and school district regarding the crosswalk with the presence of a crossing guard.</p>

Last Updated on 5/20/2016

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
26	Review of non-residential sewer units	<p>(6-19-15) Sewer consultant to visit Town properties week of 6-22-15. Consultant will visit and meet with all non-residential users to inspect facility and discuss usage. (7-10-15) Consultant coordinating with non-residential facilities to set up appointments to visit and inspect. (7-23-15) Site visits to non-residential facilities in progress. (10-2-15) Most of the sites have been visited. Consultant hope to complete site visits by the end of October. (10-30-15) All site visits have been completed. Consultant working on analysis. (11-13-15) Staff and consultant to discuss draft results in early December. (12-11-15) Draft results submitted to staff. Staff to review and schedule discussion with consultant. (12-18-15) Staff to discuss draft results with consultant in January 2016. (1-8-16) Consultant preparing data sheets with preliminary findings to send to non-residential users for their review and comment. (1-15-16) Staff working with consultant on documents to be sent to each non-residential user. (1-28-16) Draft site specific data sheets with preliminary findings have been sent to each non-residential user for review and comment. (2-5-16) Staff and consultant has been contacted by two non-residential users to discuss preliminary findings. Comments from non-residential users are due February 22, 2016. (3-11-16) Staff received draft report from consultant. Staff reviewing. (4-8-16) Staff working with attorney's office to verify information that may need to be removed for privacy concerns. (5-6-16) Staff to present findings and recommendation to FIC. (5-13-16) Consultant findings and recommendations to be presented to FIC at their July 11, 2016 meeting. (5-20-16) FIC meeting rescheduled for July 6th.</p>
27	West Sunset Sewer Main Extension	<p>(11-5-15) The proposed project includes about 230 feet of 8" pipe and three manholes with depths ranging from 4 feet to 6 feet. Construction to begin soon. (11-13-15) Construction in progress. (12-4-15) Construction substantially complete. (12-11-15) Construction work completed. Staff to work with applicant to review and approve as-built plans. (2-26-16) Staff waiting for final as built plans from applicant. (4-29-16) As-built drawings received. (5-20-16) Project completed.</p>



Acterra
Action for a Healthy Planet
3921 East Bayshore Road
Palo Alto ca 94303-4303

tel 650.962.9876
fax 650.962.8234
www.Acterra.org
info@Acterra.org

Acterra Stewardship Progress Report to the Town of Los Altos Hills Quarter 4: January – April 2016

Project Promotion and Outreach

- We created educational content to display during volunteer workdays. Our goal is to increase visibility and awareness of the restoration for current Byrne Preserve users.
- The creation of this additional educational content was inspired by an increase in interest and appreciation of the restoration accomplishments at Byrne Preserve. In the past months we have received numerous accolades from neighbors and recreational visitors of Byrne on the progress we have made removing invasive species. We are also experiencing an increase in preserve visitors asking us about our work and how they can get involved.
- We continue to provide email blasts to our LAH email list to highlight upcoming events and volunteer opportunities. Acterra Stewardship has begun to send out weekly program wide announcements sharing the upcoming week's volunteer opportunities, which include all upcoming LAH workdays and events.



Site Assessment and Planning

- In early April Acterra Stewardship staff Kristen, Paul, and Stacey met with the LAH town crew (Jacob, Oswaldo, and Hector) to share the restoration strategies that are taking place at the three Los Altos Hills Open Space Preserves. The conversation focused on invasive plant management and removal. Acterra Stewardship provided information on identification of common invasive species in LAH and best practices for removal. Future meetings will build upon this initial meeting and will also include native plant identification.
- A second meeting with Hector and Oswaldo took place in late April to go over specifications for mowing along the trails within Byrne Preserve. Acterra Stewardship staff pointed out areas and species to try and avoid while mowing along the trails.
- Winter and spring photomonitoring was conducted at fixed locations. We have been monitoring at these locations since spring 2015, allowing us to see year to year changes in the landscape.

Community Engagement and Education

- This quarter Acterra Stewardship hosted a total of eleven workdays and five educational events at Byrne Preserve and one volunteer workday at Juan Prado Mesa Preserve.
- Acterra Stewardship staff Kristen Williams, Paul Heiple, and Stacey Dixon held four Byrne Brigade sessions on Monday mornings this quarter. These semi regular volunteer workdays are open to all community members. This quarter Byrne Brigade workdays primarily focused on removing Italian thistle and purple starthistle.
- We hosted two corporate groups at Byrne Preserve this quarter. AeroFS and Tableau, both based in Palo Alto, came out to volunteer and remove invasive species. A handful of corporate groups have enjoyed coming out to Byrne Preserve this year to learn more about their local open spaces and give back to their community.
- School and service groups that recently volunteered at Byrne Preserve include: Gunn High School, Sacred Heart Preparatory, and Girl Scouts.
- The final Bullis Charter School fourth grade class came to Byrne Preserve in January for a winter educational field trip after their December date was cancelled due to rain. Acterra Stewardship staff Kristen Williams, Stacey Dixon, and Claire Elliott led the students on an interpretive hike through Byrne Preserve. The field trip focus was native biodiversity and watershed health. In addition to the hike, students rotated through a series of stations where they participated in hands on activities such as planting native creeping wild rye, playing educational games to learn about animal habitat, and a water quality monitoring station where students tested the turbidity of the water in the Moody Creek tributary.
- All four Bullis Charter School classes returned to Byrne Preserve in April for a springtime follow up field trip. The field trips focused on greater environmental and spatial understanding, and environmental changes over time. Students participated in an interactive nature walk and helped remove invasive black mustard from the preserve.
- See the chart below for quarterly and year to date progress on project deliverables.



Deliverable	Annual Target	Progress this Qtr (Jan-April)	YTD Progress (May-April)	% Annual Target Reached
<i>Workdays</i>	24	12	38	158%
<i>Volunteers</i>	350	199	379	108%
<i>Volunteer Hours</i>	1,000	632	1160	116%
<i>Educational Events</i>	10	5	16	160%
<i>Ed. Event Attendees</i>	100	157	395	395%

Native Plant Installation and Maintenance

- We wrapped up this year's planting season at Byrne Preserve, getting a total of 500 native plants in the ground this winter. Revegetation was focused along the Moody Creek tributary within the Byrne Preserve Grassland. See a complete species list below:

Botanical Name	Common Name	Quantity
<i>Artemisia douglasii</i>	Mugwort	49
<i>Baccharis glutinosa</i>	Marsh Baccharis	49
<i>Scrophularia californica</i>	Beeplant	32
<i>Stachys rigida</i>	Hedgenettle	32
<i>Rosa californica</i>	California Rose	16
<i>Ribes aureum</i>	Golden Currant	5
<i>Asclepias fascicularis</i>	Narrowleaf Milkweed	32
<i>Elymus triticoides</i>	Creeping Wild Rye	196
<i>Juncus patens</i>	Common Rush	16
<i>Symphoricarpos albus</i>	Snowberry	8
<i>Stipa pulcra</i>	Purple Needle Grass	32
<i>Mimulus cardinalis</i>	Scarlet Monkeyflower	16
<i>Helenium</i> ssp.	Sneezeweed	16
Total		499

- Native plants previously installed at Byrne Preserve have begun to seed and spread. This is a great sign of success and means we have many more native plants in our restoration areas than we have physically planted.
- Our live willow staking installation from this past fall is off to a successful start. All willow bundles have set roots and leafed out, and erosion in this area has decreased. This is a great indicator of the success we should expect with the upcoming Santa Clara Valley Water District grant that begins this July.





Invasive Plant Management

This quarter volunteers focused on removal of a variety of invasive species. With plentiful winter rains and the beginning of spring, invasive plant removal was a primary project focus. Please refer to the chart below for progress by species completed this quarter.

Target species	# of workdays (Jan-April 2016)	Progress
Fuller's Teasel	2	We focused on removing teasel rosettes from the grassland drainage. This helps reduce the need for removal in late spring which is when we get removal of mature teasel plants.
Purple Starthistle	7	We focused on removing purple starthistle rosettes along the trails and greater Byrne grassland. This will minimize the amount of flowering and spiny purple starthistle along the trail next summer.
Italian Thistle	9	Italian thistle may be the most widespread invasive species within Byrne Preserve. Volunteers helped strategically identify and remove especially troublesome patches of this thistle.
Poison Hemlock	3	Volunteers helped remove the majority of poison hemlock within Byrne Preserve before it bloomed and set seed. There is a large population of poison hemlock on Westwind Barn property that will continue to seed into Byrne Preserve unless removed.
French Broom	2	French broom was removed from both Byrne and JPM preserves. All accessible mature plants were removed this year.
Black Mustard	5	The black mustard population has greatly decreased at Byrne Preserve due to strategic mowing over the past two years. Volunteers helped clip mustard plants that will not be accessible to be mowed this year.
Milk Thistle	2	Milk thistle has appeared in areas that were previously a black mustard monoculture. Volunteers have helped remove thistle using hand tools. This species will begin to be a primary target as we are seeing it move into areas that other invasives previously occupied.

Other

- Tori at Westwind Community Barn has provided us with promotional materials for upcoming summer programs at the barn. We are happy to share information and promote Westwind Barn activities to our volunteers.
- We provided current project statistics and photos with the Open Space Committee for their April presentation to the Town Council. Stewardship Director, Alex Von Feldt, and Project Manager, Kristen Williams, attended the council meeting and are pleased with the approved two month bridge funding that will align future project years with the fiscal year.
- We have been preparing documents (CEQA exemption, concise project scope, etc.) for the Santa Clara Valley Water District so that the project is ready to begin in July 2016.
- In April, Kristen attended a field day workshop hosted by the California Native Grassland Association to learn about new findings and best practices of removing invasive species in California grasslands and rangelands. The workshop was hosted at Hedgerow Farms and also covered seeding of native grasses which is a required practice for the upcoming SCVWD grant.

Black mustard at Byrne Preserve





Santa Clara County Office of the Sheriff
Weekly Activity Summary
5/9/2016 – 5/15/2016
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY

DATE	BEAT	ACTIVITY	COMMENTS
5/10	L3	Residential Burglary	Between 3:00 PM on 5/3 and 3:00 PM on 5/10, unknown suspect(s) entered a residence in the 14000 block of Berry Hill Court by breaking a rear door. It is unknown if anything was taken from the residence.

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
DISTURBANCE					
5/13/2016 12:05	L3	16-134-0175	415	VIA VENTANA @ BRIONES WY	INVESTIGATED
MALICIOUS MISCHIEF					
5/13/2016 18:26	L3	16-134-0335	594	ELENA RD @ GIGLI CT	INVESTIGATED
PHONE THE OFFICE					
5/11/2016 0:24	L1	16-132-0007	1021	61L1	COMPLETE
ALARM CALLS					
5/9/2016 13:06	L1	16-130-0206	1033A	ALEXANDER PL @ SHOLES CT	FALSE ALARM
5/9/2016 14:58	L6	16-130-0256	1033A	W LOYOLA DR @ SUNHILLS DR	FALSE ALARM
5/10/2016 0:32	L3	16-131-0011	1033A	LUPINE RD @ PAGE MILL RD	FALSE ALARM

5/10/2016 12:09	L1	16-131-0185	1033A	ALEXANDER PL @ SHOLES CT	FALSE ALARM
5/10/2016 13:57	L1	16-131-0234	1033A	ORTEGA DR @ ST FRANCIS DR	FALSE ALARM
5/11/2016 11:50	L1	16-132-0154	1033A	ARASTRADERO RD @ CABALLO LN	FALSE ALARM
5/11/2016 16:17	L4	16-132-0242	1033A	JULIETTA LN @ ALTAMONT RD	FALSE ALARM
5/11/2016 19:58	L1	16-132-0306	1033	MIRANDA RD @ LA LANNE CT	FALSE ALARM
5/12/2016 14:48	L1	16-133-0210	1033A	LA CRESTA DR @ VISCAINO RD	FALSE ALARM
5/13/2016 19:16	L6	16-134-0348	1033A	W LOYOLA DR @ SUNHILLS DR	FALSE ALARM
5/14/2016 3:27	L3	16-135-0059	1033C	EL MONTE RD @ STONEBROOK DR	FALSE ALARM
5/14/2016 20:09	L5	16-135-0373	1033A	OLD RANCH LN @ OLD RANCH RD	FALSE ALARM
5/14/2016 21:53	L1	16-135-0415	1033	WESTON DR @ W FREMONT RD	ACCIDENTAL
5/15/2016 20:03	L1	16-136-0290	1033A	LA CRESTA DR @ VISCAINO RD	FALSE ALARM
5/15/2016 20:22	L1	16-136-0295	1033A	LA CRESTA DR @ VISCAINO RD	FALSE ALARM

**SUSPICIOUS
PERSONS**

5/9/2016 18:46	L5	16-130-0342	1066	LAURA CT @ KATE DR	INVESTIGATED
5/12/2016 9:53	L1	16-133-0086	1066	ESPERANZA DR @ CONCEPCION RD	INVESTIGATED

**SUSPICIOUS
VEHICLES**

5/9/2016 10:39	L6	16-130-0154	1154	W LOYOLA DR @ EASTBROOK AV	INVESTIGATED
5/13/2016 21:47	L2	16-134-0393	1154	DAWNRIDGE DR @ MAGDALENA RD	INVESTIGATED
5/14/2016 14:04	L4	16-135-0235	1154OC	ALTAMONT RD @ BLACK MOUNTAIN RD	INVESTIGATED
5/15/2016 2:52	L3	16-136-0042	1154	PAGE MILL RD @ ARASTRADERO RD	INVESTIGATED

VEHICLE STOPS

5/10/2016 3:41	L1	16-131-0042	1195	FOOTHILL EX @ ARASTRADERO RD	WARNING ISSUED
5/10/2016 13:00	L1	16-131-0205	1195	W FREMONT RD @ LA PALOMA RD	CITATION ISSUED
5/10/2016 13:43	L1	16-131-0226	1195	BURKE RD @ HILL WY	CITATION ISSUED

5/11/2016 8:35	L2	16-132-0062	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
5/11/2016 8:54	L3	16-132-0070	1195	FY 280 @ PAGE MILL RD	CITATION ISSUED
5/12/2016 16:43	L2	16-133-0259	1195	S EL MONTE AV @ SUMMERHILL AV	WARNING ISSUED
5/12/2016 16:56	L1	16-133-0266	1195	S EL MONTE AV @ UNIVERSITY AV	WARNING ISSUED
5/12/2016 17:26	L1	16-133-0275	1195	EL MONTE RD @ FY 280	CITATION ISSUED
5/13/2016 9:41	L3	16-134-0119	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
5/13/2016 17:31	L1	16-134-0308	1195	LA CRESTA DR @ ST FRANCIS DR	CITATION ISSUED
5/13/2016 19:29	L2	16-134-0351	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
5/14/2016 16:41	L3	16-135-0292	1195	ARASTRADERO RD @ STIRRUP WY	WARNING ISSUED
5/14/2016 16:54	L3	16-135-0301	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
5/14/2016 22:47	L1	16-135-0436	1195	EL MONTE RD @ FY 280	WARNING ISSUED
5/15/2016 15:50	L3	16-136-0210	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED

**PARKING
VIOLATION**

5/9/2016 17:26	L1	16-130-0321	22500	PURISSIMA RD @ CONCEPCION RD	IINVESTIGATED
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**RECKLESS
DRIVING**

5/9/2016 16:43	L1	16-130-0309	23103	FY 280 @ EL MONTE RD	INVESTIGATED
5/15/2016 14:32	L3	16-136-0190	23103	PAGE MILL RD @ FY 280	INVESTIGATED

**9-1-1
ABANDONED
CALLS**

5/9/2016 16:18	L3	16-130-0298	911CEL	EL MONTE RD @ STONEBROOK DR	9-1-1 ABANDONED
5/10/2016 21:36	L3	16-131-0400	911CEL	EL MONTE RD @ STONEBROOK DR	9-1-1 ABANDONED
5/12/2016 15:56	L3	16-133-0241	911CEL	DUVAL WY @ ROBLEDA RD	9-1-1 ABANDONED
5/14/2016 20:27	L3	16-135-0376	911ABN	VIA CERRO GORDO @ BRIONES WY	9-1-1 ABANDONED

**PUBLIC SAFETY
ASSISTANCE**

5/12/2016 14:12	L1	16-133-0195	AID	ECHO DR @ HARRINGTON AV	AID TO LOS ALTOS PD
5/12/2016 19:29	L5	16-133-0318	AID	JABIL LN @ MAGDALENA RD	AID TO FIRE

CITATION

5/9/2016 2:30	L3	16-130-0055	CITE	PAGE MILL RD @ ARASTRADERO RD	CITATION ISSUED
5/14/2016 2:40	L3	16-135-0047	CITE	PAGE MILL RD @ ARASTRADERO RD	CITATION ISSUED

**INFORMATION
ONLY**

5/9/2016 16:48	L1	16-130-0310	INFO	FY 280 @ EL MONTE RD	INFO TO CHP
5/9/2016 7:14	L3	16-130-0087	INFO	FY 280 @ PAGE MILL RD	INFO TO CHP
5/9/2016 20:14	L3	16-130-0369	INFO	ROBLEDA RD @ ELENA RD	INFORMATION GIVEN
5/11/2016 11:59	L1	16-132-0159	INFO	W FREMONT RD @ WESTON DR	INFORMATION GIVEN
5/13/2016 10:36	L1	16-134-0151	INFO	VISCAINO PL @ VISCAINO RD	INFORMATION GIVEN
5/14/2016 0:24	L1	16-135-0005	INFO	N SAN ANTONIO RD @ ALVARADO AV	INFO TO LOS ALTOS PD
5/14/2016 14:16	L1	16-135-0238	INFO	FY 280 @ EL MONTE RD	AID TO CHP
5/14/2016 23:47	L3	16-135-0458	INFO	FY 280 @ PAGE MILL RD	INFO TO CHP
5/15/2016 19:52	L1	16-136-0281	INFO	FY 280 @ EL MONTE RD	INFO TO CHP

PATROL CHECKS

5/10/2016 1:14	L1	16-131-0020	PATROL	PAGE MILL RD @ HY 35	COMPLETE
5/10/2016 18:04	L1	16-131-0332	PATCK	PURISSIMA PARK/ PURISSIMA RD @ SAMUEL LN	COMPLETE
5/14/2016 13:50	L4	16-135-0230	PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
5/15/2016 2:10	L5	16-136-0033	UTL	KATE DR @ TERESA WY	COMPLETE

**SUSPICIOUS
CIRCUMSTANCES**

5/9/2016 16:16	L1	16-130-0297	SUSCIR	LA RENA LN @ DIANNE DR	INVESTIGATED
5/11/2016 23:46	L3	16-132-0364	SUSCIR	MATADERO CREEK CT @ MATADERO CREEK LN	INVESTIGATED
5/12/2016 2:21	L1	16-133-0038	SUSCIR	VISCAINO RD @ CAMINO MEDIO LN	INVESTIGATED
5/15/2016 19:17	L3	16-136-0270	SUSCIR	SADDLE CT @ SADDLE MOUNTAIN DR	INVESTIGATED

**TRAFFIC
SITUATION**

5/13/2016 16:57	L1	16-134-0287	TRAFF	LA CRESTA DR @ ST FRANCIS DR	INVESTIGATED
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WELFARE CHECK

5/9/2016 23:24	L1	16-130-0446	WELCK	LEANDER DR @ PURISSIMA RD	COMPLETE
5/15/2016 10:47	L3	16-136-0127	WELCK	MELODY LN @ BLACK MOUNTAIN RD	COMPLETE



Victoria Dye Equestrian, LLC
Profit & Loss - Current Month and YTD
April 2016

	Boarding		School		TOTAL	
	Apr 16	Jan - Apr 16	Apr 16	Jan - Apr 16	Apr 16	Jan - Apr 16
Ordinary Income/Expense						
Income						
Camps - Town Sold				1,884.98		1,884.98
Clinics			3,750.00	3,750.00	3,750.00	3,750.00
Reimbursements						
Bedding Reimbursement	31.50	111.50			31.50	111.50
Feed Reimbursements	1,030.00	4,084.00			1,030.00	4,084.00
Overpayment		(110.00)				(110.00)
Reimbursed Expenses				6,735.51		6,735.51
Town Water Reimbursements		81.68				81.68
Total Reimbursements	1,061.50	4,167.18		6,735.51	1,061.50	10,902.69
Services						
Boarding	27,725.00	108,949.25			27,725.00	108,949.25
Lessons			13,405.02	49,951.02	13,405.02	49,951.02
Total Services	27,725.00	108,949.25	13,405.02	49,951.02	41,130.02	158,900.27
Subsidy	3,000.00	12,000.00			3,000.00	12,000.00
Total Income	31,786.50	125,116.43	17,155.02	62,321.51	48,941.52	187,437.94
Gross Profit	31,786.50	125,116.43	17,155.02	62,321.51	48,941.52	187,437.94
Expense						
Advertising and Promotion			24.22	647.63	24.22	647.63
Automobile Expense						
Fuel				42.11		42.11
Insurance	240.08	887.55			240.08	887.55
Total Automobile Expense	240.08	887.55		42.11	240.08	929.66
Bedding		5,065.84	31.50	111.50	31.50	5,177.34
Boarding Expense	1,080.00	1,080.00		3,575.00	1,080.00	4,655.00
Commissions						
Town of Los Altos			2,985.00	9,121.50	2,985.00	9,121.50
Total Commissions			2,985.00	9,121.50	2,985.00	9,121.50
Dues and Subscriptions		20.00				20.00
Equipment Rental	50.00	50.00			50.00	50.00
Feed, Grain and Hay	177.15	20,240.17	1,030.00	5,125.70	1,207.15	25,365.87
Insurance						
Equine Insurance		1,180.50		2,901.50		4,082.00
Umbrella Policy		824.00				824.00
Total Insurance		2,004.50		2,901.50		4,906.00
Licenses and Fees		85.50		85.50		171.00
Merchant deposit fees	19.45	71.80			19.45	71.80
Office Supplies	10.86	81.86		33.15	10.86	115.01
Offsite School Horse Boarding			800.00	2,400.00	800.00	2,400.00
Outside Services	380.00	2,245.00	2,500.00	3,527.98	2,880.00	5,772.98
Payroll Expenses						
Health Insurance	505.90	1,746.70			505.90	1,746.70
Officer Salary	4,250.00	17,000.00			4,250.00	17,000.00
Processing Fee	7.00	25.37	3.50	21.88	10.50	47.25
Taxes	1,221.96	5,310.57	427.38	1,016.34	1,649.34	6,326.91
Wages	11,723.25	35,788.50	3,643.00	8,088.00	15,366.25	43,876.50
Work Comp		8,915.99		3,821.12		12,737.11
Total Payroll Expenses	17,708.11	68,787.13	4,073.88	12,947.34	21,781.99	81,734.47
Pest Control	157.50	787.50			157.50	787.50
Postage and Delivery	13.00	64.00		51.00	13.00	115.00
Professional Development				312.00		312.00
Professional Fees						
Accounting	1,810.00	5,410.00	610.00	610.00	2,420.00	6,020.00
Total Professional Fees	1,810.00	5,410.00	610.00	610.00	2,420.00	6,020.00
Repairs						
Equipment Repairs	174.67	174.67			174.67	174.67
Facility Repairs	89.00	892.61			89.00	892.61
Total Repairs	263.67	1,067.28			263.67	1,067.28
Shoeing			925.00	5,360.00	925.00	5,360.00
Supplies	102.49	564.91	1,804.73	5,498.19	1,907.22	6,063.10
Taxes						
State	1,200.00	1,200.00	1,200.00	1,200.00	2,400.00	2,400.00
Total Taxes	1,200.00	1,200.00	1,200.00	1,200.00	2,400.00	2,400.00
Telephone & Communications	283.96	1,118.98	124.20	482.20	408.16	1,601.18
Tractor Expense						
Fuel	176.06	499.18			176.06	499.18
Rental		150.00				150.00
Repairs & Maintenance	211.00	211.00			211.00	211.00
Total Tractor Expense	387.06	860.18			387.06	860.18
Travel & Ent						
Meals	68.58	134.87	159.15	272.38	227.73	407.25

Victoria Dye Equestrian, LLC
Profit & Loss - Current Month and YTD
April 2016

	Boarding		School		TOTAL	
	Apr 16	Jan - Apr 16	Apr 16	Jan - Apr 16	Apr 16	Jan - Apr 16
Total Travel & Ent	68.58	134.87	159.15	272.38	227.73	407.25
Utilities						
Gas and Electric and Propane	10.18	341.65			10.18	341.65
Water	337.50	840.45			337.50	840.45
Total Utilities	347.68	1,182.10			347.68	1,182.10
Vet & Medical Expense			398.12	4,427.99	398.12	4,427.99
Total Expense	24,299.59	113,009.17	16,665.80	58,732.67	40,965.39	171,741.84
Net Ordinary Income	7,486.91	12,107.26	489.22	3,588.84	7,976.13	15,696.10
Net Income	<u>7,486.91</u>	<u>12,107.26</u>	<u>489.22</u>	<u>3,588.84</u>	<u>7,976.13</u>	<u>15,696.10</u>

Westwind Community Barn Monthly Report May 2016

Horse Summary

Occupancy	Barn	Paddock	Pasture	Total Boarding	Total inc 4-H and School horses
January	16	3/ 4 in shared	15	38	38+7+15= 60
February	19	4/4 in shared	15	42	42+7+13=62
March	19	3/4 in shared	14	40	40 + 7 + 14 = 61
April	19	4/3 in shared	15	41	41+6+15=62
May	19	5/3 in shared	14	41	41+6+15=62
June					
July					
August					
September					
October					
November					
December					

New/ lost Boarders

**Lost/Leaving
Stall**

**New
Stall**

Paddock

Pasture

Current Trainers

Heather Franco
Sharon Wormhoudt
Marion Briggs
Jenny Whitworth

Leaving Trainers –

Activities –this month

Raise board

Stall – 805

Pasture – 385

Paddock – 725

Issues-

Disputes-

Injuries-

Repairs made –

Capital Repairs –

VDE HORSES AND LOCATION

BYRNE PASTURE

Sarge

Apples

Aj

Checkers

Caramia

Dublin

Luna

Boots

PADDOCK

Magic

Simon

VDE PENS

Danny

Ole

Jasper

Fox

4H Barn

JoJo

