



Town Manager's Report for March 14 - 18, 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** mark status changes from the previous report. Also attached is the Sewer System maintenance report for January 2016.

The following application was continued to the March 22, 2016 **Site Development** hearing:

- A landscape screening plan, pool and driveway modification for a new residence under construction at **12179 Hilltop Drive**. Three neighbors were in attendance. Due to a concern about drainage the application was continued to March 22, 2016. The project engineer will submit revised drainage calculations for review by Engineering staff.

Planning and Building staff are in the process of reviewing and revising handouts and information and will be updating the Town website as items are completed.

Planning and Building staff are surveying other small cities to see how they solicit feedback from building and planning permit applicants subsequent to permit issuance.

Public Safety Update:

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

With regard to the CERT program I forgot to mention that CERT member Alice Sakamoto is the semi-official photographer who takes many of the photos of CERT training exercises including the ones I sent last week. She also does the headshots for the CERT ID badges.

Administrative Services Update:

For the 2015/16 financial **audit** year, the Department noted that the Town's contract with Vavrinek, Trine, Day & Co (VTD) started in 2006. According to Government Finance officers Association's (GFOA) Best Practice on [Audit Procurement](#), it is recommended for government entities to undertake a full-scale competitive process at the end of the term of each audit contract. Although the relationship between current Finance Staff and VTD is fairly new, Finance Staff felt that it is important to at least undertake a full-scale competitive process to evaluate the effectiveness of continuing the Town's audit services with VTD.

Town management's solicitation of proposals for professional services is consistent with the Town's [Municipal Code](#) Section 2-4 and Administrative Policy on Procurement of Professional Services, approved by City Council on February 16, 2012.

The Town's Audit Services RFP was issued on Monday, March 14, 2016 and the schedule is as follows:



Parks and Recreation Update:

Staff is gearing up for our two **Easter Events** next weekend Saturday, March 26th:
[13th Annual Hoppin' Hounds Easter Biscuit Hunt](#) from 9:00-10:30am at Byrne Preserve
[Easter Egg Hunt](#) from 11:00am-1:00pm at Purissima Park. Hunt times: 5 and under 11:30am, 6 and up Noon.

Staff met with **Victoria Dye Equestrian** to go over financials. Attached please find the profit/loss statement and monthly report.

Staff met with Scott Vanderlip to review **Pathways Run/Walk** items. We currently have 99 people registered for the Saturday, May 7th event. This year there are marketing campaigns tailored to this year's BEE FRIENDLY theme like the Swarm Challenge. For more information please visit the event [website](#).

Feel free to call or e-mail with any questions.

Thanks.

Carl

Last Updated on 3/18/2016

<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.</p>
2	El Monte Road Rehabilitation Project	<p>(10-30-15) Reimbursement check received for about 80% of grant amount. Final reimbursement request documentation will need to be prepared after project closeout and final retention payment has been made. (11-5-15) Project to be presented to Council at the November meeting for acceptance and release of retention. (11-20-15) Council approved the acceptance of the project at the November meeting. Staff to record notice of completion. (11-25-15) Notice of completion recorded. (12-4-15) Retention payment to be made after completion of 30 day recording period. Final reimbursement paperwork to be processed after payment of retention. (1-8-16) Staff submitted reimbursement paperwork to Caltrans for review. Caltrans staff provided comments and staff resubmitted documents. Caltrans staff reviewing reimbursement request. (2-19-16) Caltrans local assistance approved the payment request and forwarded to Caltrans headquarters for review. (3-11-16) Town received final payment from Caltrans for grant fund reimbursement.</p>

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Tasks	Project Name	Latest Status
3	Miranda Road Path	<p>(8-21-15) Final plans sent to pathway committee and neighborhood representative. Pathway committee to review and discuss priority to make recommendation to council. (8-28-15) Pathway committee recommends moving forward with the Miranda Path. Item to be presented to Council for approval. (9-4-15) Staff notified neighbor representative of status. Item to be discussed at the September Council meeting. (9-11-15) Staff will be requesting authorization to solicit construction bids for the project at the September 17 Council meeting. (9-18-15) Council approved the project to be advertised for bids. (10-9-15) Project scheduled to be advertised on 10-14-15. Bid opening scheduled for November 18, 2015. (10-25-15) project has been advertised. (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.</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.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
7	Sewer Operations	<p>(6-12-15) Amendment to West Bay's agreement to increase scope of work and provide a three year extension to be presented to Council at their June meeting. (6-19-15) Council approved a three years extension to West Bay's contract. (7-10-15) Amendment to extend West Bay's contract has been sent for West Bay's review. The April 2015 summary of O&M activities is attached. (7-17-15) West Bay has approved the three year contract extension. Signatures being obtained. The May 2015 summary of O&M activities is attached. (8-14-15) Staff received and is reviewing the June invoice for O&M. West Bay's May report for LAH to their board is attached. (8-21-15) The June 2015 summary of O&M activities is attached. West Bay discovered a major offset at a drop manhole during routine maintenance. Staff performing emergency repair work. (8-28-15) Staff setting up meeting with West Bay to discuss planning of upcoming activities. West Bay's July report to their board for LAH activities is attached. (9-4-15) Meeting with West Bay scheduled for mid September. The July 2015 summary of O&M activities is attached. (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.</p>

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Tasks	Project Name	<u>Latest Status</u>
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.</p>
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) RQWCB 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.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
10	VTA Bicycle Expenditure Plan applications	(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.
11	El Monte/I-280 interchange	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.

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Tasks	Project Name	Latest Status
12	Anacapa/La Cresta Utility Undergrounding	<p>(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. (5-15-15) Per request from neighborhood representative, staff provided rough cost information from previous contractor. Staff trying to get PG&E to review and provide comments on the preliminary trench layout. (5-22-15) Staff in contact with PG&E to schedule a meeting. (6-5-15) Meeting with PG&E and design consultant scheduled for 6/22. (7-10-15) PG&E agreed to provide some input and review comments at the 6/22 meeting. PG&E will begin tapping into the \$5,000 rule 20a allocation that the council approved about a year ago. (7-17-15) Designers working with PG&E staff to clarify comments. (7-23-15) PG&E providing feedback to designers. (7-31-15) Designers scheduled to provide revised map and estimates in the first week of August. (8-14-15) Updated map and estimate has been submitted and provided to neighborhood representative. Staff to set up meeting to discuss. (8-21-15) Meeting scheduled for August 25th. (8-28-15) Consultant and neighbor representatives discussed engineering and assessment district formation. Staff working on getting register voter and election information. (9-18-15) Consultant met with neighborhood representative to look at a particular site. Staff provided information regarding how to obtain registered voter information to the neighborhood representative. (9-25-15) Neighborhood representative will discuss going to the County to get registered voter information. (10-16-15) Staff to meet with neighborhood representative week of 10-19-15. (10-23-15) Meeting to be rescheduled due to schedule conflict. (10-30-15) Staff met with neighbor representatives and they will do a poll of the residents to see how many would like to move forward. (11-13-15) Staff received draft survey to residents. Staff checking with consultants on estimated amounts indicated in the survey. (12-4-15) Neighborhood representative sent out survey to rest of neighbors to determine feasibility of moving the project forward. (12-11-15) Staff provided some additional comments to consultant regarding estimate for bond transactions. (1-22-16) Neighborhood representative will be setting up meeting to discuss survey results. (2-5-16) Neighborhood meeting scheduled for week of February 8th to discuss survey results and next steps. (2-12-16) Survey results did not indicate a lot of support due to high cost. (2-19-16) Staff was notified by neighborhood representative that they have decided to abandon the project. Town will be working on refunding the remaining deposit. (3-3-16) Staff working with neighborhood representative to confirm refund amounts.</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.</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	Latest Status
16	Open Space Stewardship	<p>(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. (5-8-15) Staff working with Acterra on mowing schedule. (5-15-15) Mowing was performed at Byrne Preserve in coordination with Acterra and the Town's mowing contractor. (5-29-15) Staff to coordinate another round of mowing in June. (6-5-15) Mowing in Byrne Preserve and O'Keeffe scheduled for week of 6-15-15. (6-12-15) Area for mowing at Byrne Preserve has been marked. Town's mowing contractor will be mowing Byrne Preserve and O'Keeffe week of 6-15-15. (6-19-15) A section of Byrne Preserve and O'Keeffe was mowed for yellow star thistle. Town's mowing contractor to return in two weeks to mow again. (7-10-15) Staff working with Acterra to set up quarterly meeting in July. Mowing of Byrne Preserve and O'Keeffe scheduled for week of 7-13-15. (7-17-15) Acterra quarterly meeting scheduled for 7-20-15. (7-23-15) Quarterly meeting was held with Acterra and members of the Open Space Committee (OSC). Acterra submitted a draft grant proposal for comments. Staff forwarded to members of OSC for comment. Grant request due August 10, 2015. (7-31-15) Comments on grant application provided to Acterra. (8-14-15) Staff obtaining final version of grant application. Staff reviewing proposal for grazing consultant to assess Byrne Preserve. (8-21-15) Staff contacting references for proposed grazing consultant. (8-28-15) Agreement with grazing consultant executed. Consultant to schedule site visit. (9-11-15) Staff met with members of the OSC to discuss SOD in Byrne Preserve and that Committee members would like some more time to research latest recommendations for SOD treatment. Staff did some mowing in the Saddle Mountain area. (9-18-15) Acterra held a volunteer event on 9/14 to do weeding in Byrne Preserve. (9-25-15) Acterra will be hosting additional volunteer days at Byrne Preserve for 9/26 and 10/5. (10-2-15) Acterra's second quarter progress report is attached. (10-16-15) Staff scheduling meeting with Acterra to provide status update. (11-5-15) Acterra has done some restructuring, making the Stewardship Program a fiscally sponsored project of Acterra. Town contacts will remain the same. (12-18-15) Meeting with Acterra has been scheduled for January 2016. (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.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
17	Drainage improvement at Newbridge	(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.
18	P-TAP Round 17 grant funds	(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.
19	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. (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.

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
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 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. (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.</p>
21	El Monte Segment 4	<p>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.</p>

Last Updated on 3/18/2016

Tasks	Project Name	Latest Status
22	Barron Creek Drainage Channel Maintenance (26170 W. Fremont Road)	<p>(5-8-15) Staff requesting funds in the budget for this joint project with the adjacent property owner. (6-19-15) Consultant working on proposal for property owner. (7-10-15) Property owner provided proposal to Town for review. Staff reviewing. (7-17-15) Staff to discuss proposal with property owners representative. (7-23-15) Staff discussed agreement comments and consultant proposal with property owners representative. (7-31-15) Property owner working on drafting a formal agreement and a maintenance agreement. (8-28-15) Property owner's representative is preparing to engage an attorney to draft the necessary agreements for Town to review. (9-4-15) Property owner looking for attorney. (10-2-15) Property owner has attorney on board to work on agreement. (10-9-15) Staff met with property owner's representative and their attorney to discuss project. (10-30-15) Property owner's consultant provided draft report for staff to review. (11-5-15) Property owner's representative submitted a draft agreement for Town to review. Meeting with property owner scheduled for week of November 9. (11-13-15) Staff met with designers to discuss schedule. Town attorney reviewing proposed cost sharing and maintenance agreement. Staff reviewing consultants draft report. (11-20-15) Staff contacting applicants consultants to obtain electronic files for the hydraulic analysis so that a review can be performed. (11-25-15) Hydraulic model has been provided to the Town's consultant to review. (12-4-15) Staff and consultant reviewing concept plan and hydraulic analysis. Staff provided comments to Town Attorney's office on the draft cost sharing agreement. Attorney to incorporate Town comments. (12-11-15) Town Attorney's office to provide revised comments on cost sharing agreement 12-11-15. Applicant's representative is being changed and Town staff to meet with new representative on 12-15-15. (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.</p>

Last Updated on 3/18/2016

Tasks	Project Name	Latest Status
23	VTA TAC Meetings	<p>(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. (8-28-15) Staff attended the 8-13-15 TAC meeting. Information was provided on the One Bay Area Cycle 2 program development. (9-11-15) Staff attended the 9-10-15 TAC meeting and the Envision Silicon Valley working group meeting. There were some projects within Town that were inadvertently left off the preliminary project list. Staff notified VTA staff and they will make corrections. (9-25-15) Staff received revised list from VTA and confirmed that Town projects are on the revised list. (10-9-15) Staff attended the TAC meeting and the Envision Silicon Valley (ESV) ad-hoc committee meeting on 10-8-15. OBAG round 2 is coming up and the program structure is being discussed. ESV distribution and formula is being discussed at the Ad-Hoc committee. (11-13-15) VTA TAC and other committees working on completing recommendations for Envision Silicon Valley ballot measure so that the Board can discuss at their April 2016 meeting. (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.</p>
24		

Last Updated on 3/18/2016

Tasks	Project Name	Latest Status
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.</p>

Last Updated on 3/18/2016

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
26	Review of non-residential sewer units	(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.
27	West Sunset Sewer Main Extension	(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.

Los Altos Hills Maintenance January 2016

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: The weekly inspections, ATS and Generator testing were performed. O'Keefe Court Station: The weekly inspections, ATS and Generator testing were performed. Items to be addressed: Guide Rails should be changed out to Stainless Steel per industry standard and for reliable use from the current rusted galvanized rails. (See Tab 1.)	\$1,720	12	\$20,640.00	1	\$1,720.00	\$10,320.00	6	6	\$10,320.00
Bid Item No. 2. Cleaning and Flushing in Right of Way	Work Performed: Cleaned 4,467 feet of pipe within the public right-of-way. (786 feet were January's 12 Month High Frequency and 3,681 feet were in regular PM cleaning) Results were noted in the CMMS. Recommendation: Continue to clean ahead of the CCTV unit. (See Tab 2.)	\$1.05	99,000	\$103,950.00	4,467	\$4,690.35	\$44,482.20	42,364	56,636	\$59,467.80
Bid Item No. 3. Cleaning and Flushing in Easements	Work Performed: Cleaned 6,311 feet of pipelines in easements. (1,716 feet were January's 12 Month High Frequency and 4,595 feet were in regular PM cleaning) Results were noted in the CMMS. Recommendation: Continue to clean ahead of the CCTV unit. (See Tab 3.)	\$1.45	36,000	\$52,200.00	6,311	\$9,150.95	\$48,274.85	33,293	2,707	\$3,925.15
Bid Item No. 4. CCTV Inspection within Right of Way	Work Performed: CCTV inspected 5,360 feet of pipelines that are Right of Way. NASSCO PACP standards were used and Structural and O&M condition ratings and defect codes were used and entered into the CMMS system. Recommendation: Perform 2 Pipe Patches and 2 Open Trench Repairs; and review a lower priority crack/break (See Tab 4.)	\$1.44	68,000	\$97,920.00	5,360	\$7,718.40	\$46,468.80	32,270	35,730	\$51,451.20
Bid Item No. 5. CCTV Inspection within Easements	Work Performed: CCTV inspected 4,952 feet of pipelines in easements. NASSCO PACP standards were used and Structural and O&M condition ratings and defect codes were used and entered into the CMMS system. Recommendation: Perform 8 Pipe Patches and 4 Open Trench Repairs (See Tab 5.)	\$1.85	25,000	\$46,250.00	4,952 4,773	\$9,161.20	\$39,750.95	21,487	3,513	\$6,499.05
Bid Item No. 6. Response to SSOs with access from Right of Way	West Bay responded to a Category 3 Sanitary Sewer Overflow on Rhus Ridge this month with in the Right of Way.	\$1,500	6	\$9,000.00	-	\$0.00	\$4,500.00	3	3	\$4,500.00
Bid Item No. 7. Response to SSOs with access from Easements only	West Bay did not respond to Sanitary Sewer Overflows for the Town this month with in an Easement.	\$1,680	6	\$10,080.00	-	\$0.00	\$1,680.00	1	5	\$8,400.00
Bid Item No. 8. GIS Mapping Maintenance and Updates (By the Hour)	Developed the monthly summary report and follow up work for the Town.	\$129	120	\$15,480.00	6	\$774.00	\$3,483.00	27	93	\$11,997.00
Bid Item No. 9. Monthly Management Reports	West Bay did not respond to SSOs related to private laterals.	\$361	12	\$4,332.00	1	\$361.00	\$2,166.00	6	6	\$2,166.00
Bid Item No. 10. 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.	\$319	6	\$1,914.00	-	\$0.00	\$0.00	-	6	\$1,914.00
			Total	\$361,766.00		\$33,575.90	\$201,125.80			\$160,640.20

33,244.75
 199,590.24
 162,175.76



Santa Clara County Office of the Sheriff
Weekly Activity Summary
3/7/2016 – 3/13/2016
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
3/9	L2	Residential Burglary	Between 3:30 PM on 3/8 and 4:00 PM on 3/9, unknown suspect(s) entered a residence in the 24000 block of Summerhill Avenue by breaking a second floor glass door and took an unknown amount of jewelry.
3/12	L5	Commercial Burglary	Between 5:30 PM on 3/11 and 3:00 PM on 3/12, unknown suspect(s) entered an unoccupied residence under construction in the 11000 block of Magdalena Road by bypassing a chain link fence and entering through the unlocked front door. The suspect(s) then took assorted electronics for a total loss of about \$4,200.

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
DISTURBANCES					
3/13/2016 1:12	L6	16-073-0027	415E	W LOYOLA DR @ EASTBROOK AV	INVESTIGATED
3/7/2016 14:43	L1	16-067-0249	415N	SEVEN ACRES LN @ W FREMONT RD	INVESTIGATED
PHONE THE OFFICE					
3/7/2016 10:08	L1	16-067-0112	1021	71L1	COMPLETE
3/8/2016 9:44	L3	16-068-0141	1021	71L1	COMPLETE
3/9/2016 13:18	L1	16-069-0243	1021	74C5	COMPLETE
FALSE ALARMS					
3/7/2016 12:35	L2	16-067-0183	1033A	SUMMERHILL AV @ VALLEY VIEW DR	FALSE ALARM

3/7/2016 15:02	L1	16-067-0258	1033A	W EDITH AV @ CYPRESS DR	FALSE ALARM
3/8/2016 7:12	L1	16-068-0069	1033A	MIRANDA RD @ LA LANNE CT	FALSE ALARM
3/8/2016 9:31	L1	16-068-0129	1033A	ORTEGA DR @ ST FRANCIS DR	FALSE ALARM
3/8/2016 9:35	L3	16-068-0132	1033A	MATADERO CREEK LN @ MATADERO CREEK CT	FALSE ALARM
3/8/2016 9:39	L2	16-068-0137	1033A	COLINA DR @ HILLTOP DR	FALSE ALARM
3/10/2016 10:14	L3	16-070-0136	1033A	VIA VENTANA @ BRIONES WY	FALSE ALARM
3/11/2016 2:43	L1	16-071-0044	1033A	W FREMONT RD @ DONELSON PL	FALSE ALARM
3/11/2016 5:10	L1	16-071-0069	1033A	W FREMONT RD @ DONELSON PL	FALSE ALARM
3/11/2016 5:52	L1	16-071-0071	1033A	W FREMONT AV @ BELLEVUE CT	FALSE ALARM
3/11/2016 6:48	L1	16-071-0076	1033A	W FREMONT RD @ DONELSON PL	FALSE ALARM
3/11/2016 12:54	L3	16-071-0210	1033A	YALE CT @ LIDDICOAT CL	FALSE ALARM
3/11/2016 12:56	L4	16-071-0213	1033A	JULIETTA LN @ ALTAMONT RD	FALSE ALARM
3/11/2016 13:14	L5	16-071-0220	1033A	FERNHILL DR @ LOMITA LINDA CT	FALSE ALARM
3/11/2016 14:24	L1	16-071-0260	1033A	ALTADENA DR @ MANUELLA RD	FALSE ALARM
3/11/2016 15:28	L3	16-071-0285	1033A	BLACK MOUNTAIN RD @ VOGUE CT	FALSE ALARM
3/11/2016 22:06	L3	16-071-0407	1033A	VIA FELIZ @ PAGE MILL RD	FALSE ALARM
3/11/2016 22:15	L6	16-071-0411	1033A	W LOYOLA DR @ SUNHILLS DR	FALSE ALARM
3/12/2016 0:30	L3	16-072-0009	1033A	COUNTRY WY @ THREE FORKS LN	FALSE ALARM
3/12/2016 12:22	L1	16-072-0182	1033A	ROBLEDA CT @ ROBLEDA RD	FALSE ALARM
3/12/2016 21:07	L4	16-072-0365	1033A	HIDDEN SPRINGS CT @ ALTAMONT RD	FALSE ALARM
3/13/2016 11:52	L3	16-073-0171	1033A	MATADERO CREEK LN @ MATADERO CREEK CT	FALSE ALARM

**MEET WITH
CITIZENS**

3/7/2016 11:59	L1	16-067-0169	1062	BAKER LN @ PURISSIMA RD	COMPLETE
3/8/2016 11:43	L3	16-068-0196	1062	MIRAMONTE AV @ DOLORES AV	COMPLETE

ANIMAL COMPLAINTS						
3/13/2016 16:10	L3	16-073-0255	1091	BRIONES WY @ WESTRIDGE CT		INVESTIGATED
PEDESTRIAN STOPS						
3/8/2016 16:43	L1	16-068-0337	1095	BAKER LN @ PURISSIMA RD		FIELD INTERVIEW
TRAFFIC HAZARDS						
3/7/2016 7:50	L1	16-067-0046	1125	EL MONTE RD @ VOORHEES DR		INVESTIGATED
3/7/2016 7:52	L1	16-067-0047	1125	CONCEPCION RD @ W FREMONT RD		DEPT PUBLIC WORKS HANDLED
3/11/2016 3:47	L2	16-071-0059	1125	FY 280 @ MAGDALENA RD		INFO TO CHP
3/11/2016 7:28	L2	16-071-0080	1125	FY 280 @ MAGDALENA RD		INFORMATION ONLY
3/11/2016 18:58	L1	16-071-0361	1125	FY 280 @ EL MONTE RD		INFORMATION ONLY
3/13/2016 10:31	L3	16-073-0130	1125	HY 280 @ PAGE MILL RD		INFO TO CHP
SUSPICIOUS VEHICLES						
3/11/2016 23:22	L4	16-071-0428	1154OC	LA LOMA DR @ LA LOMA CT		FIELD INTERVIEW
3/8/2016 9:26	L2	16-068-0123	1154	MAGDALENA RD @ FY 280		INVESTIGATED
3/9/2016 11:47	L4	16-069-0195	1154	ADOBE CREEK LODGE RD @ MOODY RD		MARKED FOR TOWING
3/10/2016 17:08	L5	16-070-0335	1154OC	LAURA CT @ KATE DR		INVESTIGATED
3/11/2016 3:18	L3	16-071-0051	1154	PAGE MILL RD @ ARASTRADERO RD		CITATION ISSUED
3/11/2016 19:23	L5	16-071-0364	1154	EL MONTE RD @ STONEBROOK DR		INVESTIGATED
3/11/2016 19:44	L5	16-071-0375	1154	LAURA CT @ KATE DR		INVESTIGATED
3/12/2016 20:25	L3	16-072-0356	1154OC	PAGE MILL RD @ ARASTRADERO RD		INVESTIGATED
3/12/2016 22:49	L1	16-072-0397	1154OC	GARDNER BULLIS SCHOOL/W FREMONT RD		INVESTIGATED

3/13/2016 14:05	L4	16-073-0221	1154	ESHNER CT @ ALTAMONT RD	INVESTIGATED
3/13/2016 15:33	L4	16-073-0246	1154	ESHNER CT @ ALTAMONT RD	INVESTIGATED
3/13/2016 21:55	L1	16-073-0362	1154	PAGE MILL RD @ DEER CREEK RD	INVESTIGATED

**TRAFFIC
COLLISIONS**

3/7/2016 16:21	L1	16-067-0298	1180	FY 101 @ SAN ANTONIO RD	INFO TO CHP
3/7/2016 9:08	L1	16-067-0082	1182	EL MONTE RD @ VOORHEES DR	INVESTIGATED
3/12/2016 6:52	L1	16-072-0068	1183	FY 280 @ EL MONTE RD	INFO TO CHP
3/13/2016 10:31	L3	16-073-0132	1182	FY 280 @ PAGE MILL RD	INFO TO CHP

VEHICLE STOPS

3/7/2016 8:39	L1	16-067-0067	1195	ARASTRADERO RD @ PURISSIMA RD	WARNING ISSUED
3/7/2016 8:49	L1	16-067-0074	1195	PURISSIMA RD @ ARASTRADERO RD	CITATION ISSUED
3/7/2016 10:50	L3	16-067-0131	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
3/7/2016 21:50	L1	16-067-0412	1195	W FREMONT RD @ ARASTRADERO RD	CITATION ISSUED
3/8/2016 17:00	L5	16-068-0348	1195	EL MONTE RD @ STONEBROOK DR	WARNING ISSUED
3/8/2016 22:55	L2	16-068-0438	1195	MAGDALENA RD @ HILLVIEW DR	CITATION ISSUED
3/9/2016 0:26	L3	16-069-0008	1195	PAGE MILL RD @ ARASTRADERO RD	WARNING ISSUED
3/9/2016 4:19	L2	16-069-0043	1195	FY 280 @ MAGDALENA RD	WARNING ISSUED
3/9/2016 22:49	L3	16-069-0473	1195	FY 280 @ PAGE MILL RD	CITATION ISSUED
3/10/2016 13:44	L4	16-070-0248	1195	MOODY RD @ ALTAMONT RD	CITATION ISSUED
3/10/2016 17:47	L1	16-070-0348	1195	PURISSIMA RD @ MINORCA CT	WARNING ISSUED
3/10/2016 22:48	L2	16-070-0443	1195	FY 280 @ MAGDALENA RD	WARNING ISSUED
3/10/2016 23:20	L4	16-070-0463	1195	MOODY RD @ OLD SNAKEY RD	WARNING ISSUED
3/10/2016 23:35	L1	16-070-0471	1195	EL MONTE RD @ FOOTHILL EX	WARNING ISSUED
3/11/2016 3:34	L2	16-071-0056	1195	FY 280 @ MAGDALENA RD	WARNING ISSUED
3/12/2016 7:40	L3	16-072-0077	1195	PAGE MILL RD @ FAWN CREEK CT	WARNING ISSUED
3/12/2016 8:23	L1	16-072-0089	1195	ARASTRADERO RD @ PURISSIMA RD	CITATION ISSUED

3/12/2016 11:20	L3	16-072-0153	1195	PAGE MILL RD @ HY 280	WARNING ISSUED
3/12/2016 11:48	L1	16-072-0170	1195	ARASTRADERO RD @ PURISSIMA RD	CITATION ISSUED
3/12/2016 13:41	L3	16-072-0217	1195	NB 280 @ PAGE MILL RD	CITATION ISSUED
3/12/2016 14:39	L1	16-072-0241	1195	ARASTRADERO RD @ PURISSIMA RD	CITATION ISSUED
3/13/2016 0:30	L1	16-073-0008	1195	FOOTHILL EX @ PAGE MILL RD	WARNING ISSUED
3/13/2016 0:58	L1	16-073-0019	1195	GEORGIA AV @ ARASTRADERO RD	WARNING ISSUED
3/13/2016 7:29	L3	16-073-0072	1195	PAGE MILL RD @ FY 280	CITATION ISSUED
3/13/2016 10:56	L1	16-073-0145	1195	ARASTRADERO RD @ PURISSIMA RD	WARNING ISSUED
3/13/2016 11:34	L3	16-073-0165	1195	ARASTRADERO RD @ PAGE MILL RD	CITATION ISSUED
3/13/2016 23:02	L1	16-073-0387	1195	MAIN ST @ 1ST ST	CITATION ISSUED

**HIT AND RUN,
PROPERTY
DAMAGE ONLY**

3/8/2016 9:00	L3	16-068-0106	20002	ROBLE BLANCO @ PASEO DEL ROBLE	INVESTIGATED
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**PARKING
VIOLATION**

3/8/2016 9:38	L3	16-068-0136	22500	ALMADEN CT @ ALTAMONT RD	INVESTIGATED
3/11/2016 9:03	L1	16-071-0109	22500	MIRANDA RD @ MIRANDA WY	INVESTIGATED

**MISDEMEANOR
WARRANT**

3/7/2016 12:21	L1	16-067-0176	6MATC	ALMA ST @ HOMER AV	COMPLETE
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**9-1-1
ABANDONED
CALLS**

3/8/2016 11:17	L5	16-068-0179	911ABN	DAWSON DR @ REBECCA LN	9-1-1 ABANDONED
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3/7/2016 10:26	L1	16-067-0122	911CEL	MINORCA CT @ PURISSIMA RD	9-1-1 ABANDONED
3/7/2016 14:59	L3	16-067-0255	911CEL	FY 280 @ ELENA RD	9-1-1 ABANDONED
3/8/2016 15:21	L4	16-068-0300	911UNK	ALTAMONT RD @ CORBETTA LN	INVESTIGATED
3/9/2016 11:48	L1	16-069-0196	911CEL	BURKE RD @ CHAPIN RD	9-1-1 ABANDONED
3/9/2016 11:55	L1	16-069-0200	911CEL	BURKE RD @ CHAPIN RD	9-1-1 ABANDONED
3/10/2016 10:12	L1	16-070-0135	911CEL	1ST ST @ STATE ST	9-1-1 ABANDONED
3/10/2016 10:16	L1	16-070-0137	911CEL	BURKE RD @ CHAPIN RD	9-1-1 ABANDONED
3/11/2016 15:59	L1	16-071-0296	911UNK	JUNIPERO SERRA BL @ STANFORD AV	INVESTIGATED
3/11/2016 17:01	L1	16-071-0319	911CEL	FY 280 @ EL MONTE RD	9-1-1 ABANDONED
3/11/2016 20:04	L1	16-071-0383	911ABN	LOS TRANCOS RD @ ALPINE RD	9-1-1 ABANDONED
3/12/2016 13:18	L3	16-072-0209	911CEL	LUPINE RD @ PAGE MILL RD	9-1-1 ABANDONED
3/13/2016 11:37	L3	16-073-0166	911CEL	DUVAL WY @ ROBLEDA RD	9-1-1 ABANDONED
3/13/2016 11:37	L3	16-073-0167	911CEL	DUVAL WY @ ROBLEDA RD	9-1-1 ABANDONED

**PUBLIC SAFETY
ASSISTANCE**

3/8/2016 15:00	L3	16-068-0287	AID	STIRRUP WY @ ARASTRADERO RD	ASSISTED FIRE/EMS
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CITATION

3/13/2016 3:11	L3	16-073-0039	CITE	PAGE MILL RD @ ARASTRADERO RD	CITATION ISSUED
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**DOCUMENT
SERVICE**

3/7/2016 11:30	L1	16-067-0154	DOCSVC	DURAND WY @ SAND HILL RD	COMPLETE
3/10/2016 9:08	L1	16-070-0094	DOCSVC	WATSON CT @ E BAYSHORE RD	COMPLETE
3/11/2016 9:58	L1	16-071-0134	DOCSVC	WATSON CT @ E BAYSHORE RD	COMPLETE

FOOT PATROL

3/10/2016 0:07	L1	16-070-0004	FOOT	FREMONT HILLS COUNTRY CLUB/VISCAINO	COMPLETE
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**INFORMATION
ONLY**

3/7/2016 4:14	L1	16-067-0025	INFO	SNELL LN @ SNELL CT	INFORMATION GIVEN
3/7/2016 11:29	L3	16-067-0152	INFO	280 @ EL MONTE	INFO TO CALTRANS
3/7/2016 12:15	L1	16-067-0173	INFO	SNELL LN @ SNELL CT	INFORMATION GIVEN
3/8/2016 9:25	L3	16-068-0122	INFO	EL MONTE RD @ STONEBROOK DR	INFORMATION GIVEN
3/9/2016 14:31	L4	16-069-0282	INFO	BUENA VISTA DR @ MOODY RD	INFORMATION GIVEN
3/11/2016 14:03	L5	16-071-0242	INFO	FERNHILL DR @ LOMITA LINDA CT	INFORMATION GIVEN
3/11/2016 18:16	L1	16-071-0348	INFO	FY 280 @ EL MONTE RD	INFORMATION GIVEN
3/12/2016 6:49	L1	16-072-0067	INFO	FY 280 @ EL MONTE RD	INFO TO CHP
3/12/2016 9:36	L4	16-072-0111	INFO	PADRE CT @ ALTAMONT RD	INFORMATION GIVEN
3/13/2016 7:34	L4	16-073-0073	INFO	PADRE CT @ ALTAMONT RD	INFORMATION GIVEN
3/13/2016 18:58	L6	16-073-0314	INFO	W LOYOLA DR @ BERKSHIRE DR	INFORMATION GIVEN

PATROL CHECKS

3/7/2016 20:32	L6	16-067-0388	PATCK	SUNHILLS DR @ W LOYOLA DR	COMPLETE
3/9/2016 0:31	L3	16-069-0010	PATCK	PAGE MILL RD @ ARASTRADERO RD	COMPLETE
3/10/2016 17:00	L2	16-070-0332	PATCK	SUMMERHILL AV @ S EL MONTE AV	COMPLETE
3/11/2016 19:43	L5	16-071-0374	PATCK	STONEBROOK DR @ TERESA WY	COMPLETE
3/11/2016 22:15	L4	16-071-0412	PATCK	ADOBE LN @ TEPA WY	COMPLETE
3/12/2016 21:57	L6	16-072-0384	PATCK	SUNHILLS DR @ W LOYOLA DR	COMPLETE
3/13/2016 20:38	L6	16-073-0333	PATHCK	SUNHILLS DR @ W LOYOLA DR	COMPLETE

**STRANDED
MOTORIST**

3/7/2016 9:34	L4	16-067-0093	STRAND	PAGE MILL RD @ MOODY RD	ASSISTED MOTORIST
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**SUSPICIOUS
CIRCUMSTANCES**

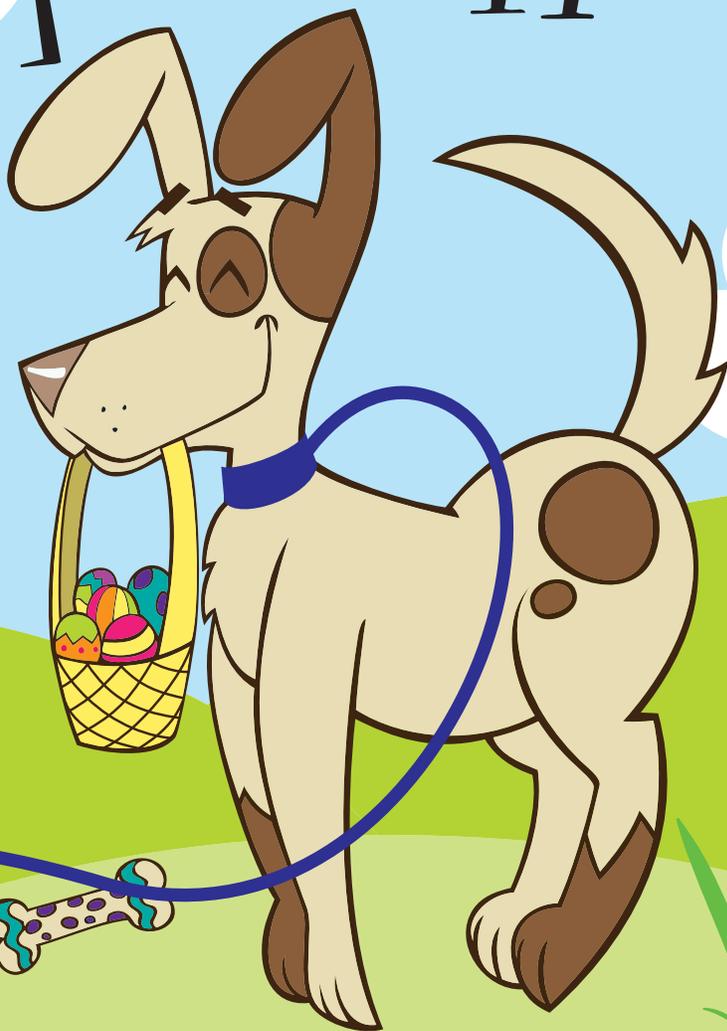
3/8/2016 15:49	L3	16-068-0318	SUSCIR	LUPINE RD @ PAGE MILL RD	INVESTIGATED
3/8/2016 18:53	L1	16-068-0383	1154 > SUSCIR	ROBLEDA RD @ W FREMONT RD	INVESTIGATED
3/9/2016 16:31	L5	16-069-0340	SUSCIR	DAWSON DR @ REBECCA LN	INVESTIGATED
3/10/2016 20:03	L1	16-070-0395	SUSCIR	MIRANDA RD @ WILD PLUM LN	INVESTIGATED
3/12/2016 18:39	L4	16-072-0327	1033A > SUSCIR	SHERLOCK RD @ MOODY	INVESTIGATED

**TRAFFIC
ENFORCEMENT**

3/10/2016 13:40	L4	16-070-0245	TRFC	MOODY RD @ ALTAMONT RD	COMPLETE
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13th Annual!

Hoppin' Hounds



Saturday, March 26
9:00 -10:30 AM

Easter Biscuit Hunt

On-Leash Easter Biscuit Hunt for dogs! **Sponsored by K9 Krunchies.**

Recommended \$5 donation. All proceeds go to benefit

Palo Alto Animal Services and Shelter

Byrne Preserve at Westwind Barn

27210 Altamont Road, Los Altos Hills

For more info, contact 650-947-2518

or sgualtieri@losaltoshills.ca.gov

CITY OF PALO ALTO



ANIMAL SERVICES

LOS ALTOS HILLS



CALIFORNIA

Easter Egg Hunt

Get your basket ready
for a friendly Easter Egg Hunt!

Over 5,000 eggs will be hidden ensuring a fun time for everyone. Eggs can be redeemed for prizes, snacks and goodies. Bring your own hard boiled eggs as decorations and dye kits will be available.

Saturday, March 26th
11:00am - 1:00pm

Hunt Times: 11:30am for ages 0-5
12:00pm for ages 6-10

Purissima Park
27500 Purissima Road
Los Altos Hills 94022



Contact 650-947-2518 or sgualtieri@losaltoshills.ca.gov for more info.

Westwind Community Barn Monthly Report March 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					
May					
June					
July					
August					
September					
October					
November					
December					

New/ lost Boarders

Lost/Leaving

Stall

Claire Michel – moved horse to training program

New

Stall

Paddock

Pasture

Current Trainers

Heather Franco

Sharon Wormhoudt

Marion Briggs

Jenny Whitworth

Leaving Trainers –

Activities –this month

New bedding

Capital improvement budget 1016/2017

Town crew repaired drainage pipe in feeding pasture

Activities planned for next month

Study 2016 boarding price increases.

Study raising lesson prices

Audit- plans and schedule

Spring break camp

Issues-

Disputes-

Injuries-

Repairs made –

Capital Repairs –

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

	Boarding		School		TOTAL	
	Feb 16	Jan - Feb 16	Feb 16	Jan - Feb 16	Feb 16	Jan - Feb 16
Ordinary Income/Expense						
Income						
Camps - Town Sold			1,884.98	1,884.98	1,884.98	1,884.98
Reimbursements						
Bedding Reimbursement		30.00				30.00
Feed Reimbursements	716.00	1,926.00			716.00	1,926.00
Overpayment		(110.00)				(110.00)
Reimbursed Expenses			1,576.00	4,623.94	1,576.00	4,623.94
Total Reimbursements	716.00	1,846.00	1,576.00	4,623.94	2,292.00	6,469.94
Services						
Boarding	26,770.50	54,012.50			26,770.50	54,012.50
Lessons			14,590.00	24,606.00	14,590.00	24,606.00
Total Services	26,770.50	54,012.50	14,590.00	24,606.00	41,360.50	78,618.50
Subsidy	3,000.00	6,000.00			3,000.00	6,000.00
Total Income	30,486.50	61,858.50	18,050.98	31,114.92	48,537.48	92,973.42
Gross Profit	30,486.50	61,858.50	18,050.98	31,114.92	48,537.48	92,973.42
Expense						
Advertising and Promotion				592.66		592.66
Automobile Expense						
Fuel			42.11	42.11	42.11	42.11
Insurance	407.39	407.39			407.39	407.39
Total Automobile Expense	407.39	407.39	42.11	42.11	449.50	449.50
Bedding	5,009.38	5,065.84		30.00	5,009.38	5,095.84
Boarding Expense			1,440.00	2,880.00	1,440.00	2,880.00
Commissions						
Town of Los Altos			2,489.00	2,489.00	2,489.00	2,489.00
Total Commissions			2,489.00	2,489.00	2,489.00	2,489.00
Feed, Grain and Hay	19,853.40	19,953.40	1,003.05	2,577.37	20,856.45	22,530.77
Licenses and Fees	85.50	85.50	85.50	85.50	171.00	171.00
Merchant deposit fees	16.45	34.90			16.45	34.90
Office Supplies		71.00	5.43	27.72	5.43	98.72
Offsite School Horse Boarding			800.00	800.00	800.00	800.00
Outside Services		250.00	322.98	322.98	322.98	572.98
Payroll Expenses						
Health Insurance	413.60	827.20			413.60	827.20
Officer Salary	4,250.00	8,500.00			4,250.00	8,500.00
Processing Fee	5.25	10.50	5.25	10.50	10.50	21.00
Taxes	1,544.96	3,173.86	190.54	364.12	1,735.50	3,537.98
Wages	8,314.25	16,357.75	1,438.00	2,748.00	9,752.25	19,105.75
Work Comp	6,616.89	6,616.89	2,835.80	2,835.80	9,452.69	9,452.69
Total Payroll Expenses	21,144.95	35,486.20	4,469.59	5,958.42	25,614.54	41,444.62
Pest Control		315.00				315.00
Professional Development				312.00		312.00
Professional Fees						
Accounting	1,200.00	2,400.00			1,200.00	2,400.00
Total Professional Fees	1,200.00	2,400.00			1,200.00	2,400.00
Repairs						
Facility Repairs		108.61				108.61
Total Repairs		108.61				108.61
Shoeing			1,255.00	1,845.00	1,255.00	1,845.00
Supplies	52.18	106.75	201.61	774.66	253.79	881.41
Telephone & Communications	294.74	548.74	134.98	231.48	429.72	780.22
Tractor Expense						
Fuel	172.61	323.12			172.61	323.12
Rental	50.00	100.00			50.00	100.00
Total Tractor Expense	222.61	423.12			222.61	423.12
Travel & Ent						
Meals	34.87	66.29	113.23	113.23	148.10	179.52
Total Travel & Ent	34.87	66.29	113.23	113.23	148.10	179.52
Utilities						
Gas and Electric and Propane	9.86	321.61			9.86	321.61
Water	163.35	163.35			163.35	163.35
Total Utilities	173.21	484.96			173.21	484.96
Vet & Medical Expense				2,879.87		2,879.87
Total Expense	48,494.68	65,807.70	12,362.48	21,962.00	60,857.16	87,769.70
Net Ordinary Income	(18,008.18)	(3,949.20)	5,688.50	9,152.92	(12,319.68)	5,203.72
Net Income	(18,008.18)	(3,949.20)	5,688.50	9,152.92	(12,319.68)	5,203.72