



Town Manager's Report for October 26 - 30, 2015

Items to report on this week include the following:

Planning/ Building/ Engineering Update:

The City **Engineer's Report** is attached. Items in **red text** note changes in project status from last week.

A written response to comments by Allan Epstein on the Town's July Sanitary **Sewer System Manager's Report** is attached. The Report and map exhibit have been included as attachments again this week for reference purposes.

The following project was approved at the October 27 **Site Development** hearing:

- Permit modification for a new residence under construction at **25620 St. Francis Drive**, including relocation of a previously approved pool, decking and cabana. No neighbors were in attendance.

Public Safety Update:

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

Administrative Services Update:

The **Administrative Services Department** had reached out to two different vendors for quotes on business license operation management. Currently, majority of the local agencies contract with HdL Consulting and MuniServices or manage business license issuance in-house. Upon completion of the evaluation, the Department will present the information to the City Council for consideration.

Town Hall cell tower manager **Crown Castle** has updated the Town on the utility payment validation. In September, at our repeated insistence, a Crown Castle technical personnel finally began monitoring the cell tower electricity usage. After one month of monitoring, they have identified average daily power usage to be 122 kWh. We are hopeful this matter will be resolved in the next 30 - 60 days with utility payments to the Town being increased to cover the current power usage.

Parks and Recreation Update:

Vines and Wines event total count was 296 at the registration table. Staff took that are posted at the following

link: <https://www.facebook.com/media/set/?set=a.10152760609852609.1073741893.114351562608&type=3>, Jitze also took some photos: <http://www.couperus.org/Tasting/>

Last year's **Los Altos Hills Youth Commissioner** Tiffany Zhong was voted by Time Magazine on The 30 Most influential Teens of 2015. <http://time.com/4081618/most-influential-teens-2015/>, <http://www.wsj.com/articles/meet-venture-capitals-teenage-analyst-1445227201>

Staff met with **Victoria Dye Equestrian** (VDE) to review monthly financials and discuss operations. Attached please find the Concessionaire's monthly report and profit loss.

The **4-H riding for the handicapped program** did their Trick or Treat Ride this week. See photos at <http://www.couperus.org/Halloween2015/>

Staff is evaluating a new on-line class registration software call **RecPro** and they are following up with a quote. Staff plans to continue to demo other software and possibility make a decision to upgrade for the next fiscal year.

Councilmember Gary Waldeck and I attended the City of Cupertino hosted **TEA party** this week to celebrate the restoration (over 5 years) of the Town's share of local property tax revenue with the passage of SB 107. Representatives from all four affected cities and Senator Jim Beall were on hand to celebrate the auspicious occasion.

Feel free to call or send me an e-mail if you have comments or questions.

Thanks.

Carl

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
1	I-280/Page Mill Interchange	<p>(1-9-15) County and Town staff to meet end of January to continue discussions. (1-16-15) County working on recommendations for Park n Ride, East side of I-280 and West side of I-280. (1-23-15) Staff met with County to discuss progress. County preparing to complete their proposal for the interchange and Page Mill/Oregon expressway. County staff to provide update to Council at the February meeting. (1-28-15) Staff provided update to Traffic Safety Committee on the roundabout plan that County is refining and notified the committee that the County will present an update at the February Council meeting. (2-6-15) Staff attended meeting with County and Caltrans staff to discuss roundabout concept. Caltrans is concerned about timing of project. Caltrans is looking to see if there are any other interim measures that they can consider to address their safety concerns. Caltrans also provided comments on the traffic modeling done by the County's consultant. Consultant will review traffic model as requested by Caltrans staff. (2-13-15) County staff provided update at the February City Council meeting date. County staff to return in March to present proposed final concept plan. (2-27-15) Staff working with County staff on March presentation to City Council. (3-5-15) County presentation may be postponed to the April Council meeting. (3-20-15) County staff will present the updated plan of the Page Mill/I-280 interchange at the April Council meeting. County proposing traffic signal at Page Mill and Coyote Hill. (4-10-15) Town staff meeting with County staff to discuss upcoming Council presentation. (4-17-15) Town staff met with County staff and County requested to move their presentation to the June meeting as they need more time to address comments raised by the Town and members of the public. (5-8-15) County staff looking at the feasibility of switching the Caltrans maintenance yard with the Park n Ride facility. (6-5-15) Staff reviewing administrative draft from county. (6-12-15) County submitted Page Mill Road Expressway Corridor Study report. Staff reviewing. County to provide presentation at the June 18th Council meeting. (6-19-15) County staff presented the Page Mill Road Expressway Corridor Study report to council. Council requested County to discuss Park n Ride lot issues with Caltrans and Stanford, move forward with the process of widening Page Mill to six lanes and move forward with the interim measures to improve bicycle safety with new pavement markings. Comments from the public are due to the County by August 7, 2015. (8-28-15) The Expressway Plan will be discussed at the 8-31-15 County Policy Advisory Board. (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. (10-16-15) Caltrans and County discussing interim measures to improve ped and bike travel through the interchange. Staff requested copy of plans, when available, for review and comment. (10-23-15) A Town resident notified the Town to see if something can be done with the use of the shoulder as a travel lane at the I-280 southbound Page Mill off-ramp. Resident feels that it is unsafe. Staff forwarded the concern to Caltrans and they indicated that they will review. (10-30-15) Staff, County and Caltrans to meet mid November to discuss current status of short and long term plans.</p>

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Tasks	Project Name	<u>Latest Status</u>
2	El Monte Road Rehabilitation Project	<p>(2-13-15) E76 approval has been received from Caltrans. Project to be advertised end of February. Funds will need to be requested at the mid-year budget adjustment. (2-27-15) Project bid opening is scheduled for March 31. (3-5-15) Project has been advertised. (3-20-15) Project to be presented to Council at the March 31 meeting for award of contract. (4-3-15) Council authorized the award of construction contract. Staff confirming paperwork needed per Caltrans requirements. (4-10-15) Pre-construction meeting scheduled for 4/13. Staff reviewing bonds and insurance information from contractor. (4-17-15) Contractor working on project schedule for Town to review. (4-24-15) Contractor waiting for encroachment permit approval from Caltrans. Paving work may be done on the weekend. (5-8-15) Town staff trying to help the contractor secure approval of the Caltrans permit. (5-15-15) Caltrans permit for contractor has been obtained. Contractor to provide schedule for work. (5-22-15) Construction in progress. Work scheduled to be complete by early July. (5-29-15) Contractors working on curb ramps. (6-5-15) Some field adjustment being discussed for ADA requirements. (6-12-15) Contractor will be grinding pavement on 6/13/15. (6-19-15) Loop detector repair work in progress. Contractor will be paving on 6/20/15. (7-10-15) Paving work completed. Striping work in progress and push button modifications are required. (7-17-15) Contractors working on electrical push button work under force account since proposal could not be agreed upon. (7-23-15) Staff preparing punchlist with inspector. (7-31-15) A faulty ped pushbutton was repaired. Still need to install a School Xing pavement marking and completion of punchlist items. (8-14-15) Construction work has been completed. Payment and reimbursement paperwork still in progress. (9-25-15) Reimbursement paperwork revised per Caltrans comments and resubmitted for review. (10-2-15) Caltrans Local Assistance indicated that the Town payment request has been approved and they forwarded to Caltrans headquarters for review. (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.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
3	Miranda Road Path	<p>(5-1-15) Design in progress. Staff had arborist look at an oak tree and based on poor form and location under power lines, design will proposed to remove the tree for the new path. (5-15-15) Pathway design in progress, draft pathway plans scheduled to be submitted to the Town week of 5-18-15 for review. (5-22-15) Draft plans have been received and sent to the neighborhood representative and pathway committee chair for comments. (5-29-15) Staff met with neighborhood representative to discuss comments on draft plans. Pathway committee to provide any comments they may have. (6-5-15) Staff to finalize review and provided comments to designer week of 6-8-15. (6-12-15) Pathway committee did not provide any comments on the preliminary design. Staff and neighborhood representative comments provided to designers. (6-19-15) Designers working on addressing comments provided by the Town. (7-10-15) Designers resubmitted revised plans. Staff sent to neighborhood representative and Pathway committee chair for comment. (7-17-15) Comments received from neighborhood representative, but still waiting for comments from pathway committee. Staff to provide comments to designer week of 7-20-15. (7-23-15) No comments provided by pathway committee. Staff comments provided to designers. Final documents to be submitted first week of August. (8-14-15) Final plans received from designers, staff to send to pathway committee and neighbor representative. Staff received approval of TDA article 3 grant funds in the amount of about \$15,000 for this project. (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.</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.</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.</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. (3-5-17) Committee chair requested hard copies of the drawings for their use to discuss possible grant funding. Staff provided drawings.</p>

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Tasks	Project Name	<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.</p>
8	Wet weather flow monitoring	<p>(12-19-14) Due to the amount of wet weather we had recently, there is an opportunity to obtain good wet season sewer flow data. Staff will propose to obtain approval for the City Manger to authorize flow meter installation prior to a storm event. (1-9-15) Staff will be requesting Council approval at the January meeting. (1-16-15) Council authorized City Manager to execute necessary agreements for flow meter installation.</p>

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Tasks	Project Name	Latest Status
9	Erosion on Page Mill Road near Baleri Ranch Rd	<p>(10-17-14) Consultants are working on preliminary environmental work and expect to be completed by the end of October. After that, consultants will start taking a look at the initial project description and preliminary engineering studies. (11-14-14) Consultants completed the preliminary environmental work and is working on the preliminary design. Should have preliminary design completed by early December. (12-12-14) Consultants are a little behind schedule. Will try to catch up in the next few weeks. (12-19-14) Consultant provided preliminary design proposal and project description. Staff reviewing. (1-9-15) Staff provided comments and will set up conference call to discuss. (1-16-15) Staff discussed comments with consultant. Consultant will do some analysis and get back to staff. (2-6-15) Consultant submitted modified preliminary design for staff to review. (2-13-15) Staff provided comments to consultant. (2-27-15) Consultant prepared a Biological Assessment and the Wetlands Delineation Report. They are working on documents for permit applications to outside agencies. (3-5-15) Planning reviewing format for environmental document. (3-20-15) Format for environmental document is acceptable. Consultant will begin working on the CEQA documents. (3-27-15) Hydraulic analysis, Biological Assessment and the Wetlands Delineation Report have been completed. Consultants working on documents for permit application to regulatory agencies. (4-3-15) Consultant submitted project description for environmental document. Staff to review. (4-24-15) Consultant prepared permit applications for submittal. Staff reviewing permit applications for outside regulatory agencies. (5-1-15) Staff provided comments on applications. Consultant finalizing application for Town signature. (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.</p>
10	Inspection for dead pine trees	<p>(7-31-15) Consulting Town arborist performing Townwide inspection for dead/dying pine trees. (8-14-15) Staff and consulting arborist performed Townwide survey for dead trees. Staff sent out approximately 100 notices to property owners requesting that they remove dead trees on or abutting their property. (8-21-15) Consulting arborist verifying several locations at the request of the Town. Staff working with property owners on the removal schedule. (8-28-15) Staff met with fire district and they are working with property owners to schedule removal of many of the dead trees identified on the Town's list. Fire district is prioritizing trees for scheduling. (10-23-15) Fire district's contractor is continuing to assist property owners with the removal of dead pine trees.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
11	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.
12	Annual Tree Inspection	(12-5-14) Staff met with fire district regarding dead pine trees and other at risk trees. Fire district requested Town staff to send letters out to property owners. Staff working on sending out additional letters. (12-12-14) Letters for dead pine trees have been sent with copies to the Fire District. (12-19-14) Tree removal letters have been received. Per discussion with residents, Fire district is providing assistance with the removals, however the district's contractor needs additional time to do the work. (1-9-15) Staff continuing to work with Fire District to verify which trees they can provide assistance. (4-24-15) Staff working on agreement with arborist for the 2015 Townwide tree survey. (5-1-15) Agreement sent to consultant for signature. (5-15-15) Agreement has been executed. Staff to authorized consultant to begin. (5-22-15) Consultant scheduling work. (6-19-15) Work in progress. Draft report should be received in July. (7-31-15) Staff checking on the status of the report. (8-21-15) Report received. Staff reviewing and preparing additional letters to be sent to property owners. (8-28-15) Staff reviewing report. Fire district requesting a meeting prior to the Town sending out additional letters on the list. (9-4-15) Staff has a modified list. Staff to set up meeting with fire district. (9-11-15) Staff meeting with fire district 9-11-15 to discuss Townwide tree survey. (9-18-15) Staff met with Fire district and will be preparing a modified list for the fire district to review. (9-25-15) Staff sent Fire District a revised list for their review. (10-2-15) Fire district to notify Town which trees they can assist with. (10-9-15) Staff sending out additional letters to property owners for tree maintenance. (10-16-15) Additional letters have been sent to property owners.
13	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.

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Tasks	<u>Project Name</u>	<u>Latest Status</u>
14	Townwide Traffic Signs	<p>(3-5-15) Revised report has been submitted. Consultant to present the report at the March 31st Council meeting. (4-3-15) Presentation provided to council at the March meeting. Council requested staff to develop a sign removal plan that includes obtaining neighborhood input and return to council for consideration. (4-10-15) Staff will provide verbal update to council at the April meeting. (4-17-15) Assistance will be needed from the Engineering intern. (4-24-15) Per Council direction, staff will proceed with the removal of No Parking signs per the Nelson Nygarrd report except for the area of Moody Road. Not Through Road/Dead End signs will not be removed per Council direction. Staff will also work on a plan to reduce the number of warning signs. (5-1-15) Additional signs have been removed, staff continuing to work with crew to remove signs as directed by Council. (5-8-15) Councilmember Waldeck provided a map showing additional signs for removal. Staff reviewing. (5-15-15) Staff removed an additional 23 signs. Staff to drive roads to verify additional sign removal/modification. (5-29-15) Staff performing site review of signs in the north-east section of Town. (6-12-15) Staff working with the Town crew to remove some additional signs. (7-31-15) For the months of June and July Town staff removed approximately 20 signs. (8-14-15) An additional 5 signs have been removed. As of April 2015 to date approximately 70 signs have been removed. (9-4-15) Staff removed 2 signs in August. (10-9-15) Staff removed an additional 3 signs. As of early October a total of approximately 75 signs have been removed.</p>

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Tasks	Project Name	Latest Status
15	Anacapa/La Cresta Utility Undergrounding	<p>(1-16-15) Council approved agreement. Staff to execute agreement with consultant. (1-23-15) Agreement has been executed. Consultant working on a schedule. (1-28-15) Staff to set up kick off meeting with consultant and neighborhood representative. (2-6-15) Meeting with consultant and neighbors scheduled for 2/9/15. Consultants walked some areas with neighborhood representatives and are now working on developing the district boundary. (3-5-15) Neighborhood group provided update to the entire neighborhood. Staff provided electronic files to consultant for their use. (3-27-15) Consultants preparing drawing showing preliminary trench layout and the proposed substructures to replace the overhead facilities. (4-10-15) Consultant submitted preliminary estimate and trench layout plans. Staff sent to neighborhood representative for review. (4-17-15) Staff to meet with neighborhood representative on 4-24-15 to discuss information received from consultants. (4-24-15) Staff met with neighborhood representative and they requested staff to clarify information from the consultants and also reach out to the previous contractor that did the Purissima undergrounding project to obtain trenching cost. (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</p>
16	2015 Road Rehabilitation Project	<p>(7-10-15) Staff preparing contract documents for the 2015 Road Rehabilitation Project. (7-17-15) Project has been advertised. Bid opening scheduled for August 5, 2015. Staff plans to present bid results to Council at the August council meeting. (8-14-15) Award of project to be presented at the August council meeting. (8-21-15) Council approved the award of contract. Staff preparing award documents. (8-28-15) Award documents sent to contractor. Staff waiting for bonds and insurance paperwork. (9-4-15) Contractor working on schedule. (9-11-15) Construction work underway. (9-18-15) Contractor performing concrete work. (9-25-15) Paving work to begin week of 9/28. (10-2-15) Paving and micro-surfacing work in progress. (10-9-15) Staff working with contractor and inspectors to improve traffic control for micro-paving work. (10-16-15) Paving work substantially complete. Striping work in-progress. (10-23-15) Preliminary punchlist being prepared. (10-30-15) Project substantially complete. Contractor completing striping work and punchlist items.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
17	Hale Creek/Magdalenena connector Path	(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.
18	Emergency communication antenna	(7-19-13) Staff met with Jim Abraham to discuss requirements for emergency antenna. Height needs to be 100 feet above ground. Staff to research antenna poles/towers and cost for installation. (8-9-13) Staff meet with antenna tower contractor to obtain budgetary cost information. (8-16-13) Rough cost estimate provided to Jim Abraham.
19	Long Range Trash Management Plan	(1-31-14) Staff prepared and submitted the Town's Long Term Trash Management Plan for submittal to the water board. (2-6-14) Plan has been submitted and is on the Boards website.

Last Updated on 10/30/2015

Tasks	Project Name	<u>Latest Status</u>
20	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.</p>
21	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.</p>
22	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.</p>

Last Updated on 10/30/2015

Tasks	Project Name	<u>Latest Status</u>
23	P-TAP Round 15 grant funds	<p>(1-17-14) Staff applied for and received approval for \$18,600 in grant funds to update the Town's Pavement Management Program. (3-13-14) MTC to assign consultant to work on LAH project. (4-11-14) Staff meeting with consultant on 4-11-14 to begin project. (4-18-14) Staff reviewing work plan from consultant. (4-25-14) Work Plan budget approved. (5-2-14) Consultant working on project schedule. (5-16-14) Waiting for MTC approval of work plan. (5-23-14) MTC has approved the project. Consultant to provide schedule. (6-6-14) Consultant to begin field work week of June 16, 2014. (6-20-14) Work underway. (8-22-14) Staff reviewed draft report and provided comments to consultant. Consultant working on finalizing the report. (10-10-14) Draft final report has been submitted to staff for review. (10-24-14) Project has been completed. Staff to post new report on Town's website. (10-31-14) Report has been posted on Town's website. (11-14-14) Town's pavement management certification has been renewed with MTC. (6-5-15) Staff working with consultant to correct typo in the report. (6-12-15) Staff reviewing modifications from the consultants. (6-19-15) Staff provided comments to consultant. (7-23-15) Consultant working on final revised report. (9-18-15) Revised report received. Staff reviewing. (10-30-15) Staff working on posting the revised final report on the Town website.</p>
24	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.</p>

Last Updated on 10/30/2015

Tasks	Project Name	<u>Latest Status</u>
25	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.</p>
26	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 10/30/2015

Tasks	Project Name	Latest Status
27	Barron Creek Drainage Channel Maintenance (26170 W. Fremont Road)	<p>Town will need to do a project to restore the flow line of the channel. Funds will need to be allocated for design with construction funds to follow. (11-30-12) Staff met with SCVWD to discuss how the district may be able to help. Town and District staff to discuss further. (1-11-13) Staff meeting with SCVWD staff on 1-17-13 to discuss how the district may be able to help. (1-18-13) Staff met with SCVWD and there is no assistance they can provide for this project. (1-25-13) Project needs to be budgeted. (11-15-13) Staff will be working on flushing out the pipe segment upstream of the open channel. (11-22-13) Staff completed flushing of the upstream storm drain pipe. (5-9-14) Staff working on budget for this project. (6-12-14) Budget not approved. (11-21-14) Staff will consider in future budgets based on priority and staffing. (12/12/14) Staff inspected the channel during the rains on 12/11 and the channel has sufficient capacity to prevent overtopping. (3-27-15) Adjacent property owner may be interested in assisting with the project. (4-3-15) Staff in communication with adjacent property owner regarding scope of work for a possible joint project. (4-10-15) Adjacent property owner is interested in a joint project with the Town to improve the aesthetics of the channel work. Staff will proposed funding in the upcoming budget cycle. (4-17-15) Property owner contacting consultants to work on the project. Staff will propose budget in the upcoming budget cycle. (4-24-15) Property owner contacting potential consultants to work on the project. Staff had discussion with consultant to provide additional information. (5-1-15) Staff to discuss project with adjacent property owner's representative week of May 4th. (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.</p>

Last Updated on 10/30/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
28	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.</p>

Last Updated on 10/30/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
29	2015 Sewer rehabilitation project	<p>(3-20-15) Bids were received from 2 contractors. Award of contract to be presented at the March 30 Council meeting. (4-3-15) Council approved the award of construction contract at the March council meeting. Council requested staff to get input from Town's sewer consultant regarding the bids received and reasonableness of the Town moving forward with the award of the contract to the low bidder. Staff provided information to the Town's sewer consultant for review. (4-10-15) Staff to issue award letter to contractor. (4-17-15) Award letter has been issued. Staff waiting for bonds and insurance. (4-24-15) Staff scheduling preconstruction meeting for week of April 26, 2015. (5-1-15) Pre-construction meeting was held on 4-29-15. Contractor sending notices out to affected residents. (5-8-15) Project underway. Staff working with consultant to review and modify work as needed. (5-15-15) Contractor performing repair work. Staff and consultant are reviewing pre-construction video and adjusting scope of work as required. (5-29-15) Preliminary adjustments to work based on video and site specific location are one less point repair, two additional pipe bursting and one additional pipe reaming. Changes due to unforeseen conditions and additional information will further modify work activities. (6-19-15) Contractor not working in Town due to emergency project in another city. Construction activity will resume end of June. Project is approximately 70% complete. (7-10-15) Contractor continuing work in Town. Staff had contractor perform emergency repair on a collapsed pipe segment on Murietta Lane. (7-17-15) Staff to add two additional segments based on recent video information. (7-23-15) Contractor plans to complete the project in early to mid August. (7-31-15) Three locations remain to be completed. (8-14-15) Contractor completing miscellaneous work and testing activities. Staff to develop punchlist. (8-21-15) Work completed. Paperwork still in progress. (8-28-15) Staff still waiting for some post construction video. (10-16-15) Video of line segments submitted. Staff reviewing final videos from contractor for payment.</p>
30	ATP Grant	<p>(5-29-15) Staff working with consultant to complete grant application for Fremont Road Safe Route to School phase 2. (6-5-15) Application submitted. (6-19-15) Results should be available in October and November 2015. (9-25-15) Town application did not make the cut for the State program. (10-9-15) Results of the regional program was released and the Town's application did not make the cut.</p>

Last Updated on 10/30/2015

Tasks	Project Name	<u>Latest Status</u>
31	Gardner Bullis Crosswalk study	<p>(7-25-14) Staff working with school parents and traffic consultant to study the existing crosswalk on Fremont Road near the school. (8-7-14) Crosswalk study to be presented at the August City Council meeting. (8-22-14) Council approved the relocation of the crosswalk and the installation of push button operated lighted signs. Staff to obtain quotes to perform the work. (9-11-14) Staff preparing agreement for crosswalk relocation, still waiting for flashing sign proposals. (9-19-14) Curb ramp installation underway. (9-26-14) Curb ramps installation completed. Need custom application for lighted signs to be visible from Fremont Pines Lane. Funding authorization to be requested at the October council meeting. (10-17-14) Council approved the funding to install the lighted crosswalk signs. (11-6-14) Agreement being executed with contractor. (12-19-14) Work is scheduled to be completed by the end of February. (2-13-15) Contractor waiting for material delivery. Foundation work has been completed. (2-27-15) The signs are in transit and expected to arrive mid next week. Staff is working with the contractor to see if they can intercept the delivery earlier in order to install ASAP. (3-5-15) Installation has been completed. Staff and contractor verifying delivered components. Some further adjustments may be needed. (3-20-15) Staff reviewing options to slow students on bicycles down prior to entering the crosswalk. (3-27-15) Signs are operational after replacement of controller. (4-10-15) Staff working on sketch for reconfiguration of the pathway to slow bikes down prior to entering the crosswalk. Staff ordered "Walk Your Bike" signs for the crosswalk. (4-24-15) "Walk Your Bike" signs have arrived, staff to schedule installation. (5-1-15) "Walk Your Bike" signs have been installed. (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.</p>
32	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.</p>
33	Ginny Lane	<p>(10-16-15) Staff working with applicant to implement reimbursement agreement. Staff reviewing eligible cost spent on project.</p>

Last Updated on 10/30/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
34	Moody Road traffic study	(10-16-15) A resident on Bledsoe Ct. expressed concerns of speeding on Moody Road to the Traffic Safety Committee. A traffic study was prepared by the Town's consulting Traffic Engineer. Report indicates no action needed at this time. Traffic study is attached and will be provided to the resident, interested members of the public and the Traffic Safety Committee. (10-23-15) Technical Memo has been distributed to Traffic Safety Committee and interested members of the public.
35	Byrne Preserve SOD spraying	(10-30-15) Contractor scheduled to spray Byrne Preserve oak trees for SOD on November 12 and 13.

Subject: FW: Comments on Sewer System Progress Report Dated September 15, 2015

Please see the responses in blue.

Subject: Comments on Sewer System Progress Report Dated September 15, 2015

Hi Richard, Vivian,

Congratulations on the report. It is a great start. I have reviewed the report and have the following comments/recommendations. Also attached is a copy of the text of the document with some additional comments.

Am I to presume that this is the format for a report that will be published monthly?

Recommendations/ Comments.

1. Include map exhibit that shows location of Customer complaints and SSO's color coded by year with Class shown. See Figure 3-5 January 2015 Assessment. Also include map exhibit that shows hot spots color coded by cleaning frequency. [Staff can include SSO location map in future updates. We will identify how many of the pipe segments that were cleaned each month were hot spots. All supporting information is stored in the CMMS.](#)
2. Consultant prepared a list of recommendations in her report dated January 2015 . Please update the current status of these recommendations.
 - West Bay identified data updates and improvement recommendations are under discussion between West Bay and Town staff, and include a number of map corrections to more accurately represent field conditions. Develop a temporary "workaround" plan for addressing map inconsistencies in the field and process to track and address these needs in a cost effective manner. West Bay anticipates that maintenance inefficiencies related to mapping errors will not be fully resolved. Therefore, this issue should be corrected as soon as practical through future map updates. [This is an on-going activity. WB's crew has been noting the inconsistencies found in the field and update system map and CMMS accordingly.](#)
 - Mark Thomas & Company, completed 9,000 lineal feet of pipeline inspection, which is under review, and may result in additional recommendations for pipeline repair. VWHA is in the process of evaluating the MTCO information and will provide an amendment to this TM summarizing results. [The Mark Thomas database did not include information that changed the original TM. West Bay reviewed the Mark Thomas videos and flagged, re-videoed, inspected, and re-assessed as needed.](#)
 - The Town has over 2,800 lineal feet of pipe that have not been cleaned in several years and must be prioritized for near-term cleaning. Conduct a 6-month review of the Lucity CMMS and O&M activities to confirm that data is collected and stored in a manner that is acceptable and useful to Town staff. [Between August 2014 and July 2015 WB cleaned](#)

all the 2,800 linear feet of pipes identified by VWHA. Staff and VWHA have been able to retrieve useful data that WB entered in the CCMS.

- Develop a strategy for collecting manhole elevation data, depths to pipe invert, and to confirm inlet and outlet pipe diameters where visible during maintenance operations, and to add this information to the GIS database. VWHA has finalized the MH location map and will provide it to the City and WB for review at the end of October; WB will start collecting manhole invert data at the end of 2015.
- West Bay conducted CCTV inspection of a small portion of the system that received chemical root control. After reviewing the associated inspection videos, West Bay placed approximately 80 percent of the inspected pipes on a high frequency or “hot spot” list due to the continued presence of roots. By monitoring these locations, the Town and West Bay can use the rate of root regrowth as one factor in determining locations that should receive reapplication of root control agent within the next two years. Develop plan for 2nd round of chemical root control within the next two years. This is an on-going activity. The Town’s contract with WB allows the Town to use WB’s agreement with their root foaming contractor and contract unit prices. WB is developing a program that coordinates the Town’s work with the contractor’s other planned work on the Peninsula, to minimize cost to the Town.
- The current GIS database does not delineate between gravity and pressure or forcemain pipelines. Pipes that serve as forcemains should be identified. GIS currently identifies whether a line is a force main. We will check the maps to confirm that the forcemains are labeled as such on future reports.
- Develop cleaning schedules that also maximize system data gained for the future hydraulic model update. Staff, VWHA, and WB are reviewing cleaning schedules in order to maximize coordination of data collection with cleaning locations.
- Formalize an initial hot spot cleaning program, and develop Standard Operating Procedures for adding and removing future lines from this program. Hot Spot Program and Cleaning Program are updated regularly. WB has a Standard Operating Procedures for editing the Hot Spot list/program.
- Conduct a peer review of West Bay cleaning results using post-cleaning CCTV data. On-going activity
- Review West Bay CCTV inspection results and utilize these results, and associated recommendations, to develop a prioritized near-term rehabilitation strategy that reduces risk through consideration of likelihood and consequence of failure. VWHA is developing a proposed list of lines for repair or rehab for the 2016 CIP using the CCTV inspection results. Staff will also be working with VWHA to develop a long term rehabilitation strategy that includes risk factors/analysis.

3. Add table listing pipeline rehabilitation recommendations and status from cleaning and CCTV work from which annual rehabilitation projects will be selected. The proposed 2016 CIP list is scheduled to be completed at the end of December.

4. Add table showing hot spots and cleaning frequency and date of last cleaning. [Hot Spot information is stored in the CMMS and hot spots that were cleaned each month will be included in the maps.](#)

5. January 2015 report stated, “Although many pipes were cleaned every year, the data shows that over 2,800 lineal feet of pipe have not been cleaned since 2011” After an SSO in an uncleaned line, Tina recently ran a report that showed 15 miles have not been cleaned in three years. Please explain this difference. [The original report WB ran for the Town included City of Palo Alto lines, City of Los Altos lines, and public and private force mains. After correcting the report, the data shows that the entire system had been cleaned at least once. This result is correct as WB had cleaned the 2,800 linear feet of lines that hadn’t been cleaned.](#)

Best,

**Town of Los Altos Hills
Sanitary Sewer Collection System Progress Report
Contract Year 2015**

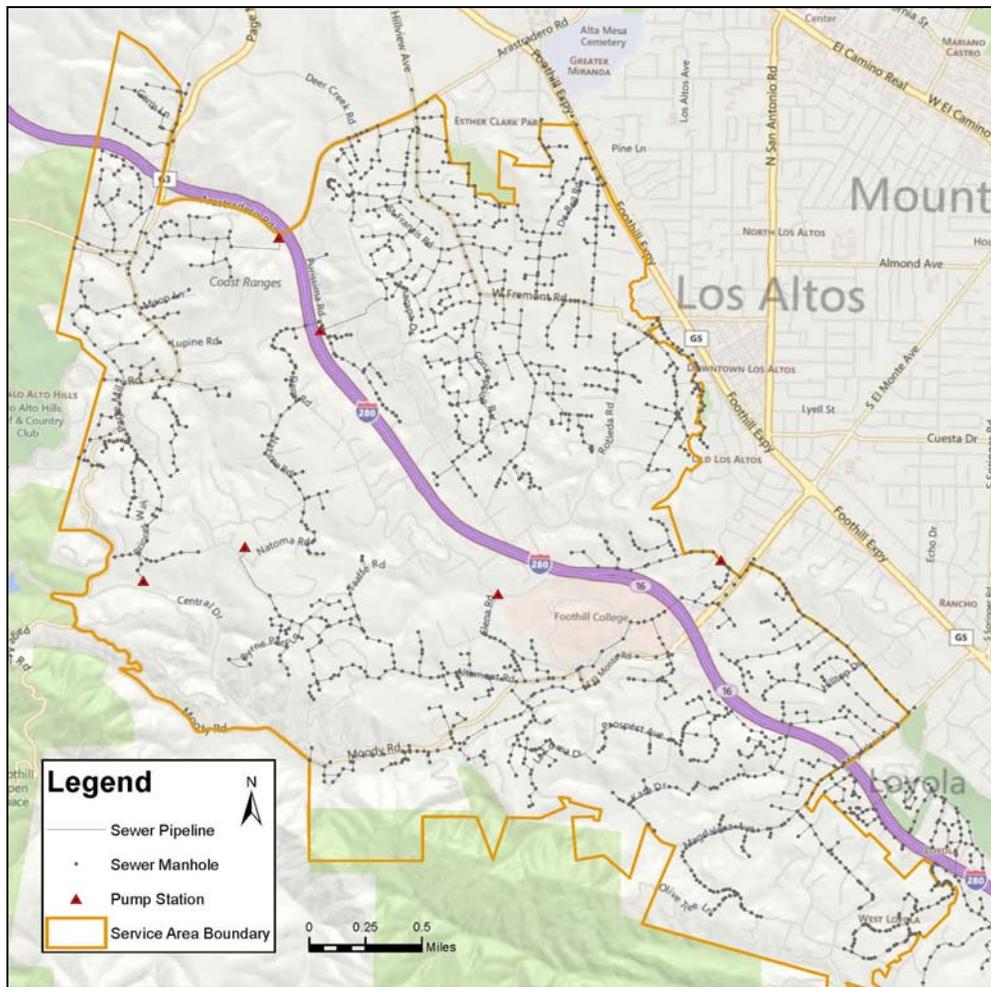
**Reporting Month: July 2015
Report Date: September 15, 2015**

I. INTRODUCTION

Figure 1 shows the Town of Los Altos Hills sewer system.

- Area served: 8.4 sq mi
- Miles of sewer pipelines: 56
- Number of residential parcels: 1,750
- Number of non-residential connections: 8

Figure 1. Town of Los Altos Hills Sewer System



II. PUBLIC WORKS DIRECTOR/CITY ENGINEER HIGHLIGHTS

a. SEWER SYSTEM MAINTENANCE HIGHLIGHTS

During the month of July 2015, the Town’s sewer maintenance contractor, West Bay Sanitary District (West Bay), completed all contract tasks on schedule. No significant issues were noted during cleaning, CCTV inspection, or pump stations inspections. However, a category 3 SSO event (i.e., less than 1,000 gallons that does not reach a surface water or storm drain) occurred at a private lateral during this period caused by poor connection to the mainline and root intrusion.

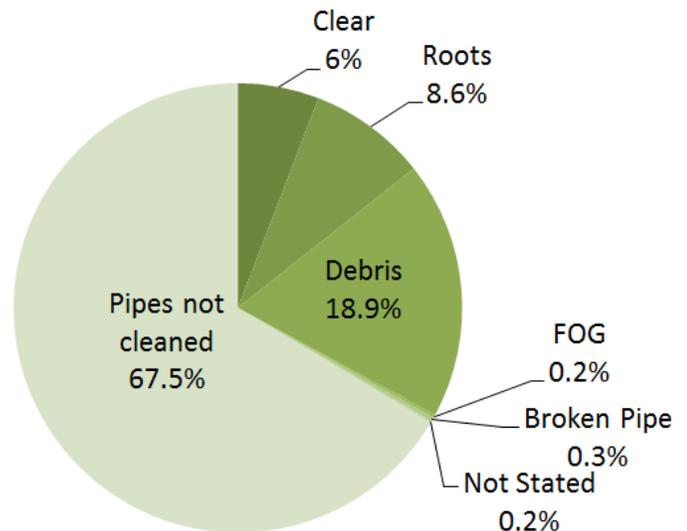
A summary of completed tasks is provided in the table below. More detailed information is provided later in this report, and is also shown in the attached maps.

Table 1. Summary of Completed Tasks (Contract Year Aug 2014 – July 2015)

Task	Month of July 2015	Contract Year to Date	Compare to Contract Goal
Sewer Cleaning <ul style="list-style-type: none"> • Biennial (24-month) and Annual (12-month) Schedule • High Frequency (< 12-month) • Other, Unscheduled Cleaning 	<ul style="list-style-type: none"> • 0 miles • 0 miles • 0.7 miles 	<ul style="list-style-type: none"> • 17 miles • 0.2 mile • 6.1 miles 	103.7% of Goal
Pump Station <ul style="list-style-type: none"> • Preventive Maintenance • Unscheduled repairs 	<ul style="list-style-type: none"> • 4X • 0 	<ul style="list-style-type: none"> • 50X • 2X 	96% of Goal
CCTV Inspection <ul style="list-style-type: none"> • Routine Schedule (30 mos) • Other Unscheduled CCTV 	<ul style="list-style-type: none"> • 0.6 miles • 0.4 mile 	<ul style="list-style-type: none"> • 11.3 miles • 3 miles 	101.3% of Goal
SSO Response <ul style="list-style-type: none"> • No. of SSOs – Sewer Mains 	<ul style="list-style-type: none"> • 1 	<ul style="list-style-type: none"> • 7 	N/A

Figure 2 shows contract year-to-date cleaning results for the Town's pipes. Since August 2014, 32.5% of the pipes within the Town's collection system have been cleaned. Based on the cleaning results, debris and roots have been the two main cleaning issues for pipes without a clear result. In comparison to the entire system, 18.9 percent had debris, 8.6 percent had roots, and 6 percent had clear results.

Figure 2. 2015 Cleaning Results as of July 31, 2015



Figures 3a and 3b show contract year-to-date CCTV inspection findings. As of July 2015, 19 percent of the Town's collection system has been inspected. Nineteen percent of the pipes in the system that have been inspected were determined to have National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP) Structural Grade 3 defects or less. NASSCO PACP characterizes Structural Grade 3 defects as requiring action in 10 or more years. The remaining 0.7% represents inspected pipes that have Structural Grade 4 or 5 defects most of which are likely to require action within 5 to 10 years.

Figure 3a. 2015 CCTV Inspection Results as of July 31, 2015 (Structural)

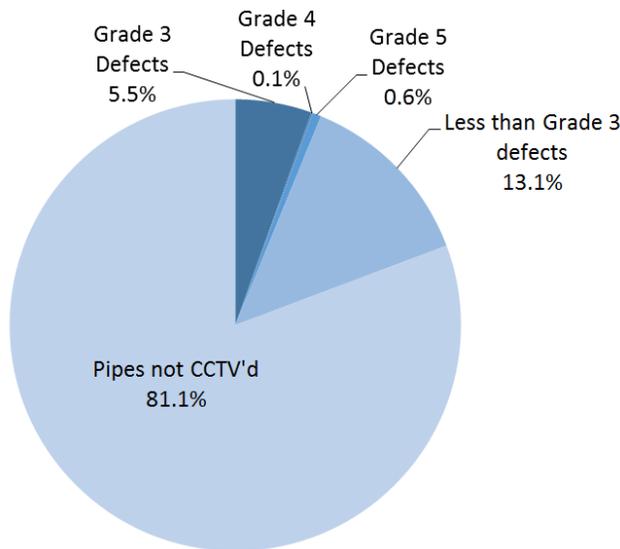
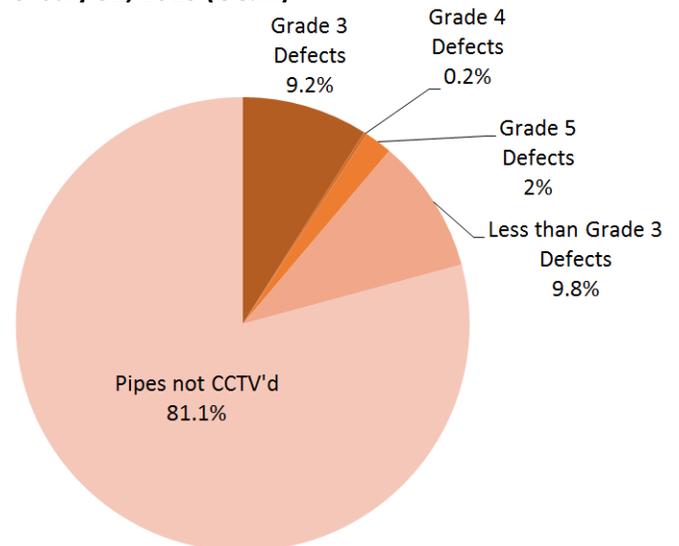


Figure 3b. 2015 CCTV Inspection Results as of July 31, 2015 (O&M)



Less than three percent of the pipes in the system that have been inspected have NASSCO PACP Operations and Maintenance (O&M) Grade 4 or 5 defects. These pipes have been or will be placed on the hot spot list until the O&M issues are resolved.

The remaining 81% of pipes in the system, once inspected, will provide results that would help determine future maintenance operations.

Table 2 on the following page shows SSOs to date by cause. Over the past 5 years, the predominant cause of SSOs has been roots. However, as indicated by the reduced number of SSOs in 2015, the use of chemical root control, combined with improved sewer maintenance methods in place by West Bay, have reduced root-related issues within the Town’s sewer system.

Table 2. 2015 SSOs to Date, by Cause

Cause of SSOs	2015	2014	2013	2012	2011
Root Intrusion	2	16	9	10	18
Debris	0	1	2	0	1
Grease	0	0	0	0	0
Structural	0	1	0	1	1
Pump Station Failure	0	0	0	1	0
Other	1	0	1	2	1
Total SSOs/yr	3	18	12	14	21

Attachment I includes maps providing additional information on cleaning and CCTV inspection results.

b. Summary of Meetings Held during Reporting Month

There were no meetings held during this reporting month.

c. Computerized Maintenance Management System (CMMS) Updates

During the reporting month, aside from routine input of cleaning and CCTV inspection progress to date, there were no further changes made to the CMMS.

d. Geographic Information System (GIS) and Progress on Manhole Data Collection

During the reporting month, West Bay made no changes to the Town’s sewer GIS maps. West Bay collected GIS map changes during work completed in the first year of the contract, and will incorporate these changes into the current maps by December 2015.

e. Maintenance Planning

During the reporting month, no issues were identified to warrant changes to the Town’s cleaning or CCTV inspection program. West Bay will continue to clean basins that have the highest risk for maintenance-related SSOs, including Branch 5 and the remainder of Branch 2, as defined by the Town’s GIS maps.

The Town, West Bay, and VWHA have discussed next steps related to the review and update of the cleaning, root control, and CCTV inspection programs. Updates on these efforts will be provided in future monthly reports as they occur.

f. Other

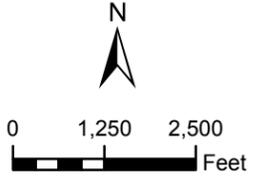
This section provides updates on the Town’s sewer system management activities that are completed in addition to operations, maintenance, and SSO response.

Staff Support Activities	Progress	Comments
2015 Sewer Capital Improvements <ul style="list-style-type: none"> • % Completion • Line replacement • Spot repairs 	<ul style="list-style-type: none"> • 90% • 2,350 LF • 190 LF 	<ul style="list-style-type: none"> • Substantial completion is anticipated by August 2015.
SSMP 3 rd Party Review	<ul style="list-style-type: none"> • Town has entered into a contract with Humphrey Consulting for 3rd party review of the Town’s SSMP. • Audit began on July 2015 	<ul style="list-style-type: none"> • Expected completion date is December 2015
2016 Sewer CIP	<ul style="list-style-type: none"> • VWHA collecting data through July 31, 2015 for development of program 	<ul style="list-style-type: none"> • The program will be developed using data collected through July 31, 2015 • A draft pipeline and pump station CIP will be provided to Town staff for discussion by December 2015.
2015-16 Hot Spot program	<ul style="list-style-type: none"> • VWHA reviewing current hot-spot cleaning program 	<ul style="list-style-type: none"> • Recommendations for the ongoing program will be developed in collaboration with West Bay and included in the annual 2015-16 West Bay sewer maintenance program. • Preliminary results will be presented to Town staff for discussion by October 31, 2015.

Town of Los Altos Hills
 Sewer Collection System Maintenance Progress Report
 July 2015

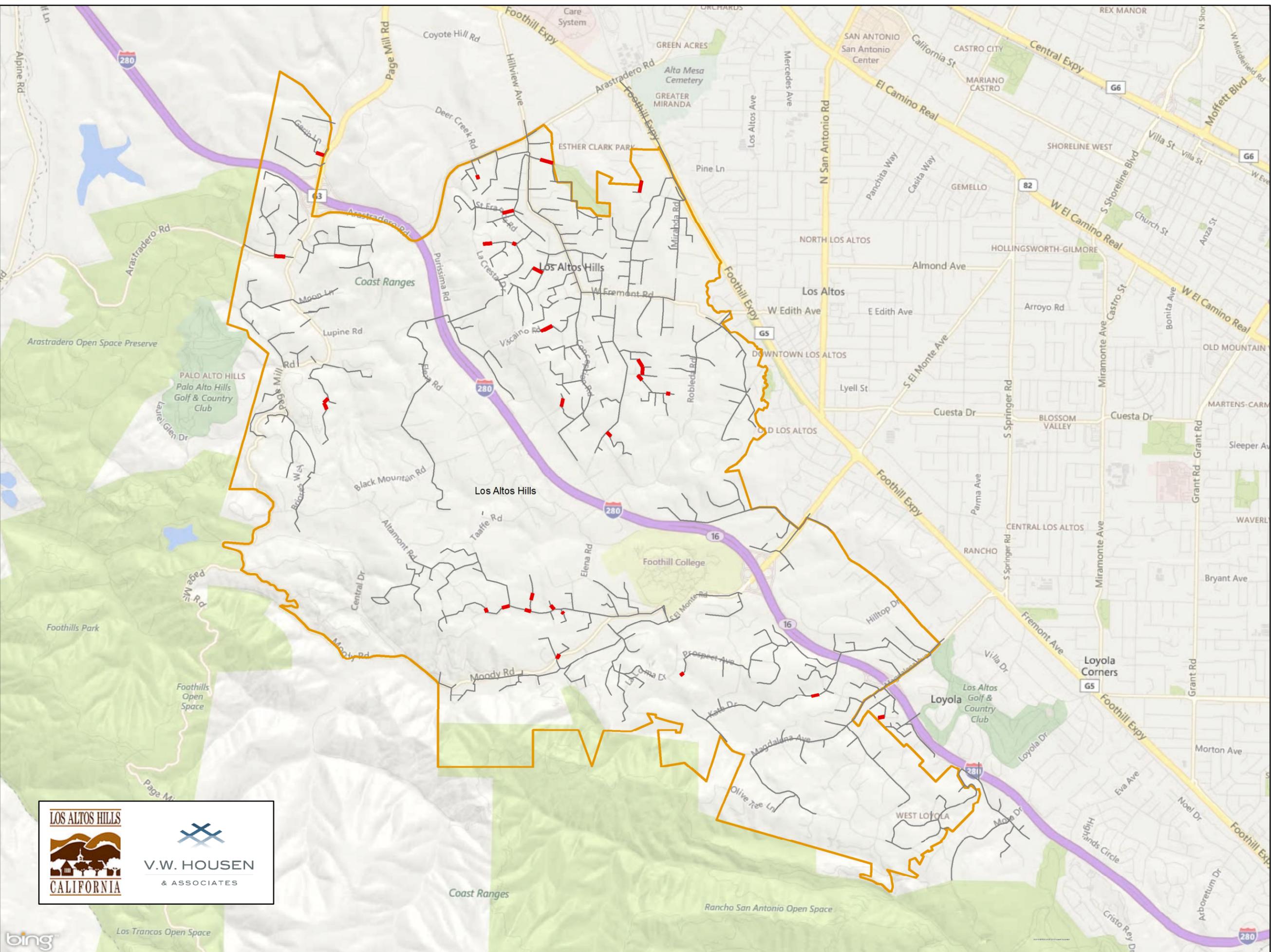
Staff Support Activities	Progress	Comments
CCTV inspection program	<ul style="list-style-type: none"> VWHA reviewing current CCTV inspection program 	<ul style="list-style-type: none"> Recommendations for ongoing program will be developed in collaboration with West Bay and included in the annual 2015-16 West Bay sewer maintenance program. Preliminary results will be presented to Town staff for discussion by October 31, 2015.
Sanitary Sewer Master Plan <ul style="list-style-type: none"> Manhole data collection 2015-16 wet weather flow data 	<ul style="list-style-type: none"> Task have not been initiated Town has contracted with V&A Consulting to obtain system flow data 	<ul style="list-style-type: none"> Beginning of Fall 2015, WBSD will collect manhole rim elevations, as well as depth-to-invert measurements for all pipes entering/leaving each manhole that is identified as needed for development of the sewer hydraulic model. If sufficient rainfall occurs and the required data is collected, Town staff will move forward with consultant procurement for the Sewer System Master Plan update.

Town of Los Altos Hills Sanitary Sewer Collection System Map Pipes Repaired and Rehabilitated (R&R) in 2015

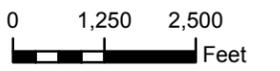


Legend

- 2015 CIP Pipelines
- Town of Los Altos Hills
- LAH Service Area

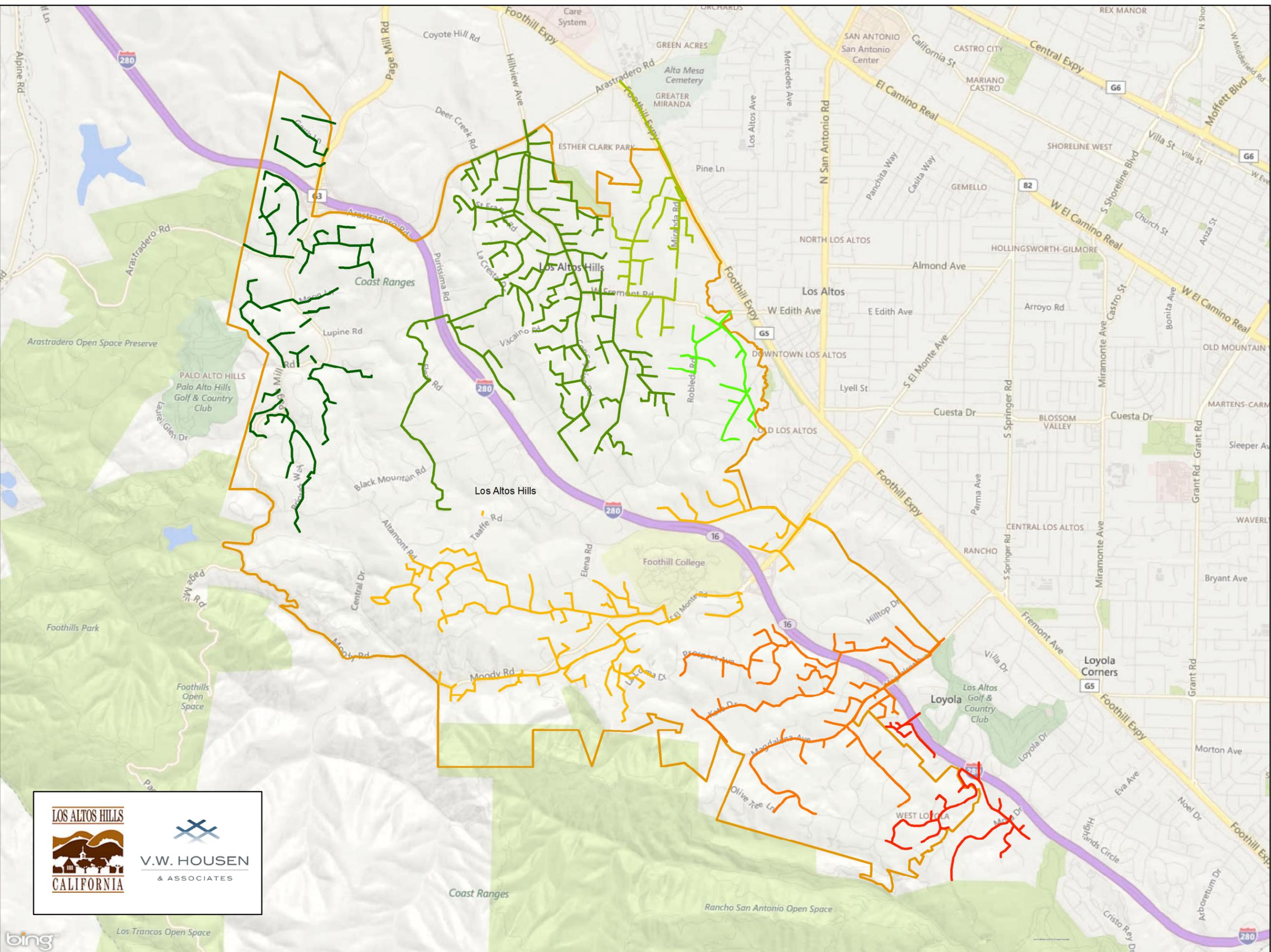


Town of Los Altos Hills Sanitary Sewer Collection System Map Sewer Basins (Branches)

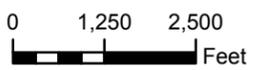


Legend

- Branch 1
- Branch 2
- Branch 3
- Branch 4
- Branch 5
- Branch 6
- Branch 7
- LAH Boundary

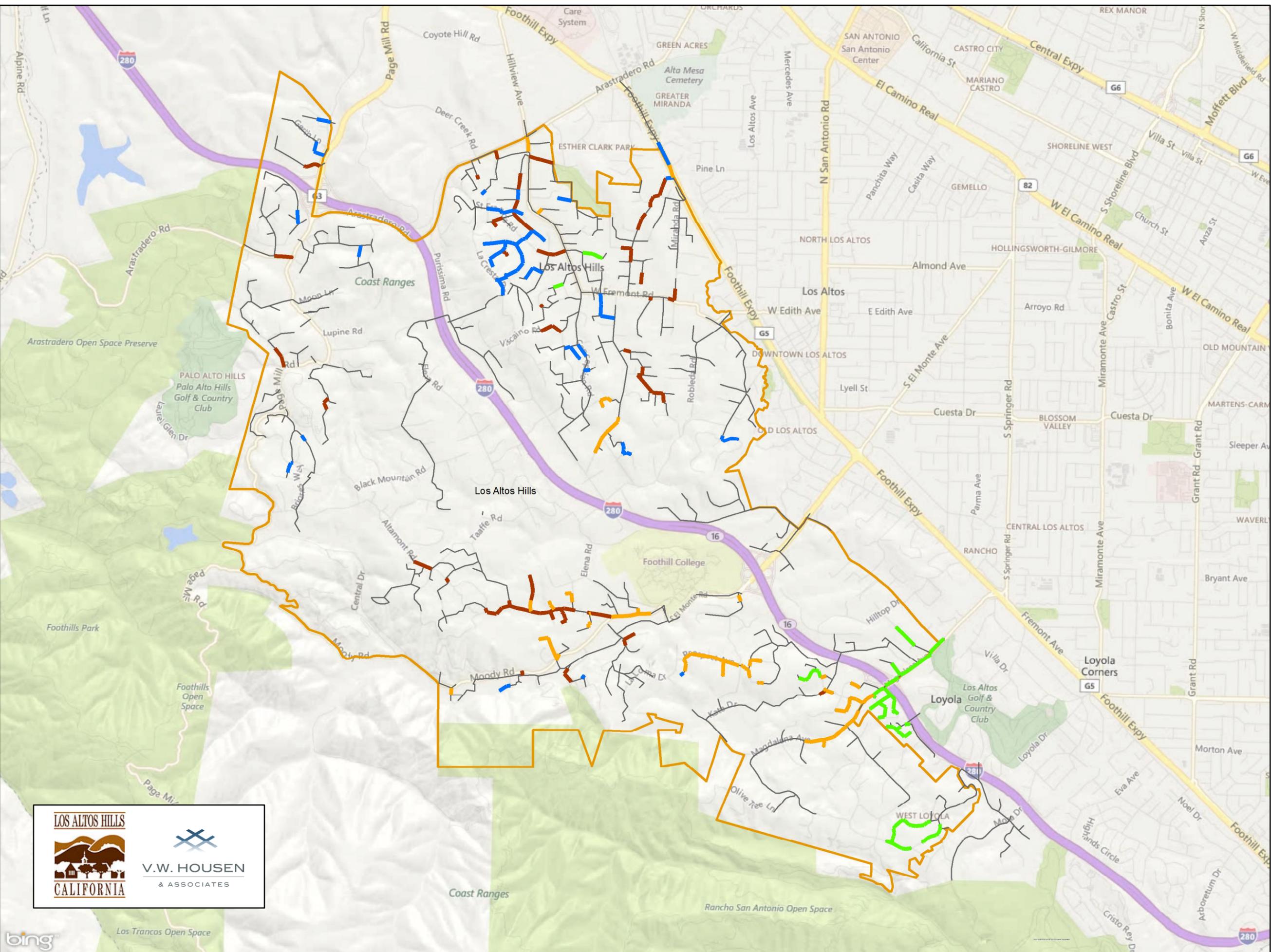


Town of Los Altos Hills
 Sanitary Sewer Collection System Map
 Pipes CCTV'd from Aug 2014 - Jul 2015

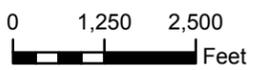


Legend

- Qtr 4 (May 15 - Jul 15)
- Qtr 3 (Feb 15 - Apr 15)
- Qtr 2 (Nov 14 - Jan 15)
- Qtr 1 (Aug 14 - Oct 14)
- Town of Los Altos Hills
- LAH Boundary

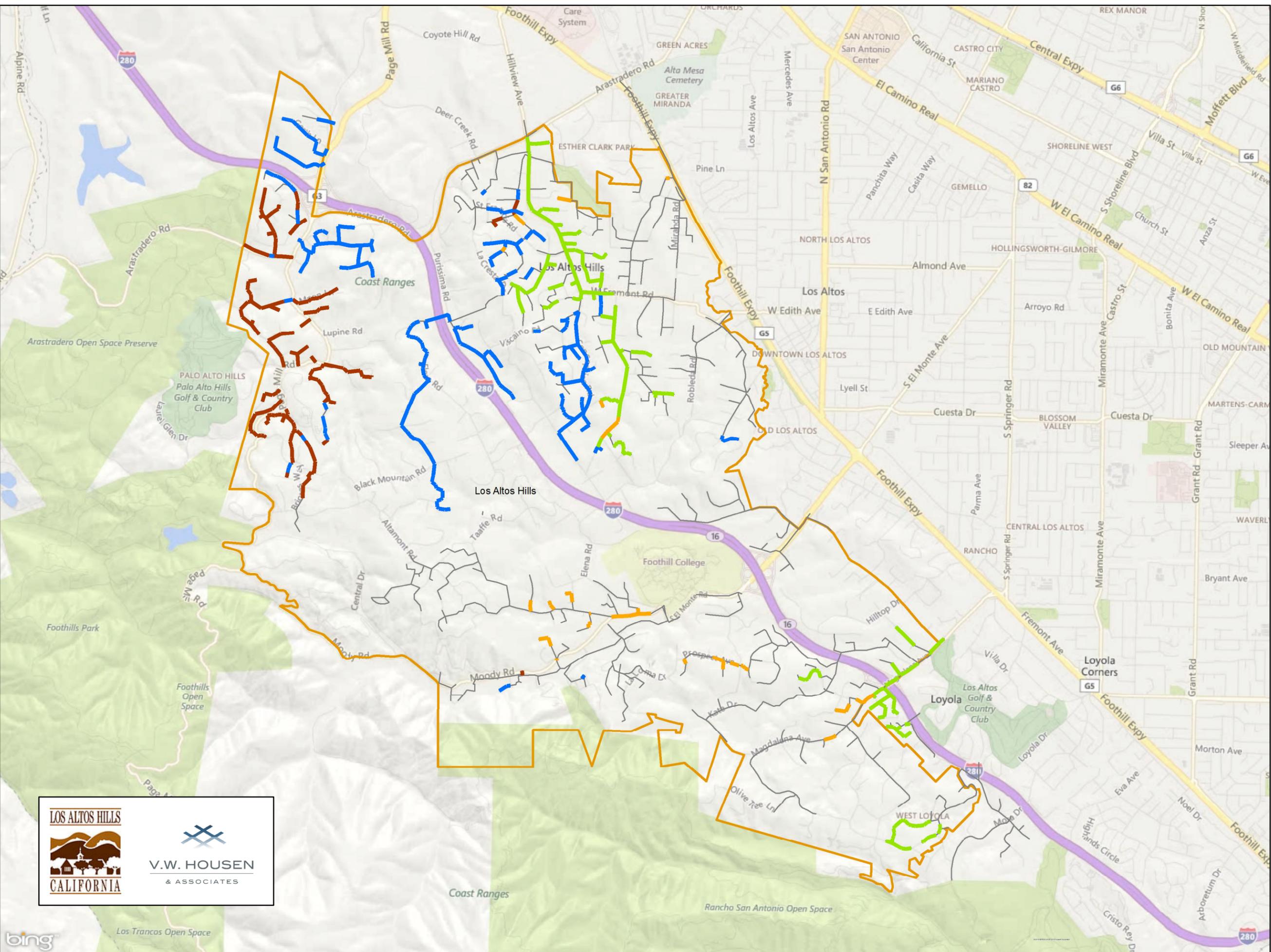


Town of Los Altos Hills
 Sanitary Sewer Collection System Map
 Pipes Cleaned from Aug 2014 - Jul 2015



Legend

- Qtr 4 (May 15 - Jul 15)
- Qtr 3 (Feb 15 - Apr 15)
- Qtr 2 (Nov 14 - Jan 15)
- Qtr 1 (Aug 14 - Oct 14)
- Town of Los Altos Hills
- LAH Boundary





Santa Clara County Office of the Sheriff
Weekly Activity Summary
10/19/2015 – 10/25/2015
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
10/20	L1	Grand Theft	Between 6/5 and 9/8, unknown suspect(s) took assorted music and electronic equipment from a multi-purpose room at Gardner Bullis School on Fremont Road for a total loss of about \$3,950.
10/22	L1	Non-Injury Hit and Run Collision	Occurred at 5:53 PM at El Monte Road and Voorhees Drive.
10/23	L3	Residential Burglary	Between 11:00 AM and 4:10 PM, unknown suspect(s) entered a residence in the 14000 block of Yale Court by breaking a rear glass door and took an unknown amount of jewelry for an unknown total loss.

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
DISTURBANCES					
10/25/2015 16:55	L6	15-298-0275	415E	W LOYOLA DR @ ROLLY RD	INVESTIGATED
10/25/2015 21:48	L5	15-298-0363	415F	STONEBROOK DR @ PROSPECT AV	INVESTIGATED
REPORT ON CONDITIONS					
10/21/2015 7:29	L1	15-294-0055	952	O KEEFE LN @ EL MONTE RD	INVESTIGATED

**PHONE THE
OFFICE**

10/19/2015 10:15	L1	15-292-0136	1021	71L1	INFORMATION GIVEN
10/21/2015 19:31	L1	15-294-0449	1021	81L1	INFORMATION GIVEN
10/23/2015 11:05	L1	15-296-0193	1021	PURISSIMA RD @ CONCEPCION RD	INFORMATION GIVEN
10/23/2015 17:46	L1	15-296-0396	1021	81L1	INFORMATION GIVEN

ALARM CALLS

10/19/2015 14:09	L3	15-292-0257	1033A	VINEDO LN @ RIDGEWOOD LN	FALSE ALARM
10/19/2015 14:24	L5	15-292-0265	1033A	FINN LN @ PROSPECT AV	FALSE ALARM
10/19/2015 21:25	L3	15-292-0434	1033A	SADDLE MOUNTAIN DR @ SADDLE CT	FALSE ALARM
10/20/2015 0:36	L5	15-293-0011	1033S	WINTON WY @ CAMINO HERMOSO	FALSE ALARM
10/20/2015 18:26	L1	15-293-0420	1033A	WILDCREST DR @ WILDFLOWER LN	FALSE ALARM
10/21/2015 6:42	L1	15-294-0044	ALARM	ATHERTON CT @ ROBLEDA RD	FALSE ALARM
10/21/2015 11:12	L1	15-294-0179	1033A	CAMINO MEDIO LN @ VISCAINO RD	FALSE ALARM
10/21/2015 11:45	L3	15-294-0202	1033A	BALERI RANCH RD @ PAGE MILL RD	FALSE ALARM
10/21/2015 18:26	L1	15-294-0421	1033A	WILDCREST DR @ WILDFLOWER LN	FALSE ALARM
10/22/2015 20:58	L1	15-295-0453	1033A	WILD PLUM LN @ MIRANDA RD	FALSE ALARM
10/23/2015 21:01	L1	15-296-0493	1033A	WILD PLUM LN @ MIRANDA RD	FALSE ALARM
10/23/2015 22:53	L3	15-296-0548	1033A	STANFORD CT @ LIDDICOAT CL	FALSE ALARM
10/24/2015 12:30	L1	15-297-0184	1033A	ST FRANCIS DR @ ASCENSION DR	FALSE ALARM
10/24/2015 20:56	L1	15-297-0376	1033A	WILD PLUM LN @ MIRANDA RD	FALSE ALARM
10/25/2015 20:57	L1	15-298-0348	1033A	WILD PLUM LN @ MIRANDA RD	FALSE ALARM

**SUSPICIOUS
PERSONS**

10/24/2015 17:11	L1	15-297-0295	1066	E SUNSET DR @ BURKE RD	INVESTIGATED
10/24/2015 17:13	L1	15-297-0297	1066	E SUNSET DR @ BURKE RD	INVESTIGATED
10/24/2015 17:56	L1	15-297-0308	1066	BURKE RD @ E SUNSET DR	INVESTIGATED
10/25/2015 12:05	L4	15-298-0163	1066	MOODY RD @ MOODY CT	INVESTIGATED
10/21/2015 8:58	L3	15-294-0087	1066	PAGE MILL RD @ BERRY HILL LN	FIELD INTERVIEW

TREE DOWN

10/25/2015 20:28	L4	15-298-0339	1068	MOODY RD @ PAGE MILL RD	INFO TO DPW
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**ANIMAL
COMPLAINTS**

10/19/2015 20:05	L1	15-292-0403	1091B	ALICANTE LN @ MANUELLA RD	INVESTIGATED
10/20/2015 17:21	L3	15-293-0377	1091	MAPLE LEAF CT @ ELENA RD	INVESTIGATED
10/25/2015 15:14	L5	15-298-0231	1091C	MAGDALENA AV @ EASTBROOK AV	INVESTIGATED

**ABANDONED
VEHICLES**

10/23/2015 12:09	L1	15-296-0223	1124	GARDNER BULLIS SCHOOL/ W FREMONT RD	MARKED FOR TOW
10/23/2015 14:29	L4	15-296-0296	1124	SHERLOCK RD @ MOODY CT	INVESTIGATED

**TRAFFIC
HAZARDS**

10/20/2015 13:58	L2	15-293-0279	1125	HY 280 @ MAGDALENA RD	INFO GIVEN TO CHP
10/23/2015 22:41	L1	15-296-0536	1125	W SUNSET DR @ BURKE RD	INVESTIGATED

**SUSPICIOUS
VEHICLES**

10/22/2015 18:19	L1	15-295-0390	1154	LA BARRANCA RD @ PURISSIMA RD	INVESTIGATED
10/22/2015 21:49	L1	15-295-0479	1154	OLD PAGE MILL RD @ PAGE MILL RD	INVESTIGATED
10/22/2015 22:34	L4	15-295-0495	1154	MOODY RD @ CANYON RD	INVESTIGATED
10/23/2015 3:09	L3	15-296-0043	1154	PAGE MILL RD @ CHRISTOPHERS LN	INVESTIGATED
10/23/2015 20:36	L5	15-296-0476	1154	DAWSON DR @ REBECCA LN	INVESTIGATED
10/23/2015 21:25	L1	15-296-0503	1154	ANACAPA DR @ ST FRANCIS DR	INVESTIGATED
10/24/2015 8:23	L1	15-297-0096	1154	E SUNSET DR @ BURKE RD	INVESTIGATED

**TRAFFIC
COLLISIONS**

10/19/2015 15:06	L1	15-292-0284	1182	EL MONTE RD @ FY 280	INVESTIGATED
10/24/2015 6:12	L3	15-297-0075	1182	FY 280 @ PAGE MILL RD	INFO TO CHP
10/24/2015 16:16	L3	15-297-0277	1180	PAGE MILL RD @ COUNTRY WY	INVESTIGATED

**VEHICLE
ACCIDENTS**

10/20/2015 14:56	L1	15-293-0299	1183	PAGE MILL RD @ DEER CREEK RD	AID TO CHP
10/23/2015 15:29	L1	15-296-0327	1183	FY 280 @ EL MONTE RD	INFO TO CHP
10/24/2015 16:16	L3	15-297-0276	1183	PAGE MILL RD @ LUPINE RD	INVESTIGATED

VEHICLE STOPS

10/19/2015 17:11	L1	15-292-0334	1195	S EL MONTE AV @ UNIVERSITY AV	WARNING ISSUED
10/19/2015 17:17	L3	15-292-0335	1195	ELENA RD @ VINEDO LN	CITATION ISSUED
10/19/2015 18:02	L1	15-292-0355	1195	W FREMONT RD @ OHLONE LN	CITATION ISSUED
10/19/2015 18:17	L1	15-292-0361	1195	DEER CREEK RD @ ARASTRADERO RD	CITATION ISSUED
10/19/2015 18:33	L1	15-292-0368	1195	ARASTRADERO RD @ W FREMONT RD	CITATION ISSUED
10/19/2015 18:50	L1	15-292-0374	1195	DEER CREEK RD @ ARASTRADERO RD	CITATION ISSUED

10/19/2015 20:47	L3	15-292-0421	1195	ARASTRADERO RD @ PAGE MILL RD	CITATION ISSUED
10/19/2015 21:07	L1	15-292-0429	1195	ARASTRADERO RD @ OLD ADOBE RD	WARNING ISSUED
10/20/2015 10:43	L3	15-293-0158	1195	PAGE MILL RD @ ALEXIS DR	CITATION ISSUED
10/20/2015 12:19	L1	15-293-0222	1195	W FREMONT RD @ FREMONT PINES LN	CITATION ISSUED
10/20/2015 12:59	L3	15-293-0248	1195	ELENA RD @ KRISTE LN	WARNING ISSUED
10/20/2015 13:14	L2	15-293-0255	1195	HY 280 @ MAGDALENA RD	CITATION ISSUED
10/20/2015 14:12	L3	15-293-0282	1195	FY 280 @ PAGE MILL RD	CITATION ISSUED
10/20/2015 16:23	L1	15-293-0339	1195	BRENDEL DR @ ROBLEDA RD	CITATION ISSUED
10/20/2015 16:37	L3	15-293-0346	1195	VINEDO LN @ ELENA RD	CITATION ISSUED
10/20/2015 17:08	L3	15-293-0367	1195	ELENA RD @ JOSEFA LN	CITATION ISSUED
10/20/2015 17:22	L3	15-293-0380	1195	ELENA RD @ JOSEFA LN	CITATION ISSUED
10/20/2015 17:51	L3	15-293-0399	1195	ELENA RD @ ROBLEDA RD	CITATION ISSUED
10/21/2015 8:02	L2	15-294-0064	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
10/21/2015 14:02	L5	15-294-0267	1195	STONEBROOK DR @ EL MONTE RD	CITATION ISSUED
10/21/2015 14:50	L1	15-294-0291	1195	FY 280 @ EL MONTE RD	CITATION ISSUED
10/21/2015 15:16	L1	15-294-0306	1195	W FREMONT RD @ LA PALOMA RD	CITATION ISSUED
10/21/2015 16:25	L3	15-294-0343	1195	ELENA RD @ GREEN HILLS CT	CITATION ISSUED
10/21/2015 16:53	L3	15-294-0363	1195	ELENA RD @ ROBLEDA RD	CITATION ISSUED
10/21/2015 17:01	L3	15-294-0371	1195	ELENA RD @ JOSEFA LN	CITATION ISSUED
10/21/2015 17:11	L3	15-294-0378	1195	ELENA RD @ JOSEFA LN	CITATION ISSUED
10/21/2015 17:40	L3	15-294-0396	1195	ELENA RD @ TAAFFE RD	WARNING ISSUED
10/21/2015 17:44	L3	15-294-0401	1195	ELENA RD @ JOSEFA LN	CITATION ISSUED
10/22/2015 10:45	L2	15-295-0157	1195	MAGDALENA RD @ FY 280	CITATION ISSUED
10/22/2015 13:24	L3	15-295-0231	1195	HY 280 @ PAGE MILL RD	CITATION ISSUED
10/22/2015 14:30	L3	15-295-0266	1195	PAGE MILL RD @ MOON LN	CITATION ISSUED
10/22/2015 17:36	L3	15-295-0373	1195	ELENA RD @ ROBLEDA RD	CITATION ISSUED
10/22/2015 23:06	L4	15-295-0509	1195	MOODY CT @ MOODY RD	WARNING ISSUED
10/23/2015 9:50	L3	15-296-0143	1195	PAGE MILL RD @ ALEXIS DR	CITATION ISSUED

10/23/2015 14:08	L1	15-296-0284	1195	ELENA RD @ PURISSIMA RD	CITATION ISSUED
10/23/2015 23:41	L5	15-296-0577	1195	EL MONTE RD @ STONEBROOK DR	WARNING ISSUED
10/25/2015 0:23	L1	15-298-0010	1195	ARASTRADERO RD @ W FREMONT RD	CITATION ISSUED
10/25/2015 14:54	L1	15-298-0225	1195	S EL MONTE AV @ FOOTHILL EX	CITATION ISSUED
PARKING VIOLATION					
10/25/2015 10:45	L4	15-298-0124	22500	TEPA WY @ MOODY RD	WARNING ISSUED
SPEED CONTEST					
10/24/2015 21:40	L4	15-297-0396	23109	PAGE MILL RD @ CENTRAL DR	INFO TO CHP
MISDEMEANOR DUI					
10/19/2015 16:24	L2	15-292-0318	23152	FY 280 @ MAGDALENA RD	INFORMATION ONLY
10/20/2015 19:04	L2	15-293-0438	23152	FY 280 @ MAGDALENA RD	INFORMATION ONLY
ASSAULT & BATTERY					
10/24/2015 17:15	L1	15-297-0298	240242	FREMONT HILLS COUNTRY CLUB/ VISCAINO PL	INVESTIGATED
MISDEMEANOR WARRANT					
10/19/2015 14:42	L3	15-292-0276	6M	FOOTHILL LN @ ELENA RD	WARRANT ISSUED
9-1-1 ABANDONED CALLS					
10/21/2015 9:57	L1	15-294-0125	911CEL	TODD LN @ LA PALOMA RD	INVESTIGATED

10/23/2015 9:12	L1	15-296-0122	911ABN	VISCAINO RD @ CAMINO MEDIO LN	INVESTIGATED
10/25/2015 11:59	L4	15-298-0159	911UNK	MOODY RD @ MOODY CT	INVESTIGATED
PUBLIC SAFETY ASSISTANCE					
10/22/2015 9:52	L1	15-295-0126	AID	FOOTHILL EX @ S SAN ANTONIO RD	AID TO LOS ALTOS PD
ATTEMPT TO CONTACT					
10/22/2015 15:02	L5	15-295-0289	ATC	MAGDALENA RD @ STONEBROOK DR	COMPLETE
BEAT INFORMATION					
10/23/2015 11:13	L1	15-296-0197	BTINFO	LOS ALTOS HILLS TOWN HALL/W FREMONT RD	INFORMATION GIVEN
10/23/2015 11:59	L1	15-296-0219	BTINFO	ROBLEDA CT @ ROBLEDA RD	INFORMATION GIVEN
10/24/2015 6:23	L2	15-297-0076	BTINFO	HILLTOP DR @ COLINA DR	INFORMATION GIVEN
10/24/2015 15:02	L1	15-297-0247	BTINFO	FY 280 @ EL MONTE RD	INFORMATION GIVEN
10/24/2015 18:09	L2	15-297-0315	BTINFO	HILLTOP DR @ COLINA DR	INFORMATION GIVEN
PROBATION CHECKS					
10/21/2015 12:03	L1	15-294-0207	COMPLY	CARLSON CL @ REDWOOD CL	COMPLETE
10/21/2015 12:45	L1	15-294-0230	COMPLY	MIDDLEFIELD RD @ ELLSWORTH PL	COMPLETE

DOCUMENT SERVICE					
10/22/2015 12:51	L1	15-295-0219	DOCSVC	LAGUNA CT @ LAGUNA AV	COMPLETE
10/23/2015 10:42	L1	15-296-0171	DOCSVC	PALO ALTO COURTHOUSE/ GRANT AV @ BIRCH ST	COMPLETE
FOLLOW UP					
10/21/2015 14:41	L1	15-294-0288	FU	LOS ALTOS HILLS TOWN HALL/ W FREMONT RD	COMPLETE
10/22/2015 10:32	L1	15-295-0150	FU	N EL MONTE AV @ MARICH WY	COMPLETE
INFORMATION ONLY					
10/19/2015 6:57	L3	15-292-0050	INFO	MIR MIROU DR @ PASEO DEL ROBLE	INFORMATION GIVEN
10/19/2015 17:31	L3	15-292-0341	INFO	LUPINE RD @ PAGE MILL RD	INFORMATION GIVEN
10/20/2015 8:33	L3	15-293-0095	INFO	HY 280 @ PAGE MILL RD	INFORMATION GIVEN
10/20/2015 23:22	L4	15-293-0542	INFO	MOODY RD @ SHERLOCK RD	INFORMATION GIVEN
10/23/2015 0:51	L3	15-296-0020	INFO	TRIPOLI CT @ NATOMA RD	INFORMATION GIVEN
10/23/2015 15:49	L3	15-296-0332	INFO	VIA VENTANA @ BRIONES WY	INFORMATION GIVEN
10/23/2015 20:34	L3	15-296-0474	INFO	VOGUE CT @ BLACK MOUNTAIN RD	INFORMATION GIVEN
10/23/2015 23:44	L3	15-296-0581	INFO	DEZAHARA WY @ TAAFFE RD	INFORMATION GIVEN
10/24/2015 9:26	L5	15-297-0117	INFO	RAVENSBURY AV @ ENCINAL CT	INFORMATION GIVEN
10/24/2015 9:43	L6	15-297-0127	INFO	W LOYOLA DR @ CHARDONNAY LN	INFORMATION GIVEN

10/24/2015 9:43	L1	15-297-0128	INFO	LA PALOMA RD @ MAURER LN	INFORMATION GIVEN
10/25/2015 6:11	L2	15-298-0067	INFO	HILLTOP DR @ COLINA DR	INFORMATION GIVEN
10/25/2015 17:54	L2	15-298-0296	INFO	HILLTOP DR @ COLINA DR	INFORMATION GIVEN
MUNICIPAL CODE VIOLATION					
10/25/2015 11:52	L5	15-298-0155	MUNI	RAVENSBURY AV @ MAGDALENA RD	INVESTIGATED
PATROL CHECKS					
10/19/2015 23:48	L4	15-292-0481	PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
10/22/2015 17:02	L2	15-295-0354	PATCK	HILLTOP DR @ COLINA DR	COMPLETE
10/24/2015 21:10	L1	15-297-0383	PATCK	LA BARRANCA RD @ PURISSIMA RD	COMPLETE
STRANDED MOTORIST					
10/21/2015 18:33	L1	15-294-0426	STRAND	HY 280 @ EL MONTE RD	INFO TO CHP
SUSPICIOUS CIRCUMSTANCES					
10/23/2015 20:18	L2	15-296-0470	1033A > SUSCIR	HILLTOP DR @ HILLVIEW RD	INVESTIGATED
TRAFFIC ENFORCEMENT					
10/24/2015 9:35	L3	15-297-0123	TRAFIC > X5	PAGE MILL RD @ ARASTRADERO RD	5 CITATIONS ISSUED

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

	Boarding		School		TOTAL	
	Sep 15	Jan - Sep 15	Sep 15	Jan - Sep 15	Sep 15	Jan - Sep 15
Ordinary Income/Expense						
Income						
Camps - Town Sold			5,208.75	37,301.25	5,208.75	37,301.25
Consulting Fees				90.00		90.00
Promotional Products				893.00		893.00
Reimbursements						
Bedding Reimbursement		117.00				117.00
Feed Reimbursements	1,635.00	9,041.50		95.00	1,635.00	9,136.50
Reimbursed Expenses			970.00	7,475.93	970.00	7,475.93
Show Reimbursement			135.00	1,623.00	135.00	1,623.00
Town Water Reimbursements	455.03	1,898.99			455.03	1,898.99
Total Reimbursements	2,090.03	11,057.49	1,105.00	9,193.93	3,195.03	20,251.42
Services						
Boarding	26,522.50	227,382.36			26,522.50	227,382.36
Lessons			28,720.00	166,860.00	28,720.00	166,860.00
Total Services	26,522.50	227,382.36	28,720.00	166,860.00	55,242.50	394,242.36
Subsidy	3,000.00	27,000.00			3,000.00	27,000.00
Total Income	31,612.53	265,439.85	35,033.75	214,338.18	66,646.28	479,778.03
Gross Profit	31,612.53	265,439.85	35,033.75	214,338.18	66,646.28	479,778.03
Expense						
Advertising and Promotion			25.02	2,251.46	25.02	2,251.46
Automobile Expense						
Fuel			62.87	62.87	62.87	62.87
Insurance	259.85	2,260.13			259.85	2,260.13
Total Automobile Expense	259.85	2,260.13	62.87	62.87	322.72	2,323.00
Bank Service Charges	12.00			21.53	12.00	21.53
Bedding		5,724.00		117.00		5,841.00
Boarding Expense			1,480.00	12,225.00	1,480.00	12,225.00
Camp Expenses			511.51	3,537.86	511.51	3,537.86
Commissions						
Town of Los Altos			4,666.25	35,750.00	4,666.25	35,750.00
Total Commissions			4,666.25	35,750.00	4,666.25	35,750.00
Contributions				250.00		250.00
Dues and Subscriptions		72.00	147.94	147.94	147.94	219.94
Equipment Rental				80.00		80.00
Equipment Under \$500	2,115.80	2,230.80			2,115.80	2,230.80
Feed, Grain and Hay	10,944.60	64,998.31	2,923.73	12,968.21	13,868.33	77,966.52
Insurance						
Equine Insurance		2,190.00	671.00	3,477.00	671.00	5,667.00
Umbrella Policy		2,462.00				2,462.00
Total Insurance		4,652.00	671.00	3,477.00	671.00	8,129.00
IPN Fees		41.50				41.50
Merchant deposit fees	6.00	130.30			6.00	130.30
Office Supplies	5.43	431.88		212.78	5.43	644.66
Offsite School Horse Boarding				1,620.00		1,620.00
Outside Services		609.00		4,680.00		5,289.00
Payroll Expenses						
Health Insurance	413.60	3,814.70			413.60	3,814.70
Officer Salary	4,000.00	36,000.00			4,000.00	36,000.00
Processing Fee	5.03	51.43	5.02	41.82	10.05	93.25
Sick Leave		164.00				164.00
Taxes	920.18	9,276.81	165.24	2,486.40	1,085.42	11,763.21
Wages	8,028.50	71,686.00	2,160.00	27,631.00	10,188.50	99,317.00
Work Comp	1,307.14	17,387.21	560.19	7,451.54	1,867.33	24,838.75
Total Payroll Expenses	14,674.45	138,380.15	2,890.45	37,610.76	17,564.90	175,990.91
Pest Control	157.50	1,632.50			157.50	1,632.50
Postage and Delivery	13.00	89.29		2.78	13.00	92.07
Professional Development				250.00		250.00
Professional Fees						
Accounting	940.00	9,065.00		605.00	940.00	9,670.00
Total Professional Fees	940.00	9,065.00		605.00	940.00	9,670.00
Rent		408.00				408.00
Repairs						
Equipment Repairs				615.00		615.00
Facility Repairs	1,031.18	6,335.57		302.09	1,031.18	6,637.66
Total Repairs	1,031.18	6,335.57		917.09	1,031.18	7,252.66
Shoeing			1,175.00	8,225.00	1,175.00	8,225.00
Supplies	108.45	3,534.39	1,962.35	11,910.56	2,070.80	15,444.95
Taxes						
State		1,300.00		1,300.00		2,600.00
Total Taxes		1,300.00		1,300.00		2,600.00
Telephone & Communications	229.97	2,108.94	75.89	672.22	305.86	2,781.16
Tractor Expense						
Fuel	230.38	1,422.27			230.38	1,422.27

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

	Boarding		School		TOTAL	
	Sep 15	Jan - Sep 15	Sep 15	Jan - Sep 15	Sep 15	Jan - Sep 15
Rental	50.00	450.00			50.00	450.00
Repairs & Maintenance		733.40				733.40
Total Tractor Expense	280.38	2,605.67			280.38	2,605.67
Travel & Ent						
Meals	78.33	178.79	113.60	622.22	191.93	801.01
Total Travel & Ent	78.33	178.79	113.60	622.22	191.93	801.01
Utilities						
Gas and Electric and Propane	9.86	367.65			9.86	367.65
Water	763.20	4,715.55			763.20	4,715.55
Total Utilities	773.06	5,083.20			773.06	5,083.20
Vet & Medical Expense			772.00	15,442.86	772.00	15,442.86
Total Expense	31,630.00	251,871.42	17,477.61	154,960.14	49,107.61	406,831.56
Net Ordinary Income	(17.47)	13,568.43	17,556.14	59,378.04	17,538.67	72,946.47
Other Income/Expense						
Other Expense						
Gain (loss) on sale of horses				(500.00)		(500.00)
Total Other Expense				(500.00)		(500.00)
Net Other Income				500.00		500.00
Net Income	(17.47)	13,568.43	17,556.14	59,878.04	17,538.67	73,446.47