



Town Manager's Report for September 21 - 25, 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.

The Mayor and staff met with two Town Hall neighbors to discuss issues concerning the **Town Hall**. Complaints included missing landscape, runoff ponding on pathway, amplified music at certain events, "unauthorized" parks and rec' building, complaint about existing cell tower, complaint about use of land "pledged" as open space and inquiry on MDA and MFA numbers for Town Hall property. Staff is working on addressing the issues.

Planning Director Suzanne Avila will be out of the office next week until Wednesday.

Public Safety Update:

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

City Council Member John Harpootlian, Fire Commission President Duffy Price and I attended the Santa Clara County Fire Department **Excellence in Service Awards** Luncheon in Los Gatos last week. Among the honored were our CERT volunteers Richard Green and Carol Starbuck. This week we attended the **Legislators Day with the Bench** and met with many of the Judges of the Santa Clara County Superior Court. We also had the opportunity to thank Senator Jim Beall for his part in the passage of SB 107.

Administrative Services Update:

The FY 2015-16 Adopted **Budget** was finished and posted on Town's website this week. The Budget was also submitted to GFOA for award consideration.

The staff is in the middle of prepping for audit field work which starts on Monday.

The Mayor welcomed City Clerks from around the Bay Area at a Clerks Association meeting held at Fremont Hills Country Club and presented the City Clerk with a special tee-shirt recognizing her ongoing valuable service to the Town. Deborah Padovan is President of the City Clerk's Association this year.

Parks and Recreation Update:

Staff met with **Victoria Dye Equestrian (VDE)** this week to discuss finances. Attached please find the monthly report and profit loss statement. An oak tree by the lower arena is scheduled to be pruned Tuesday, September 29th. Staff and VDE also met with a contractor to discuss upper arena work.

Staff and Mayor Pro Tem, John Harpootlian met with Los Altos Golf & Country Club to discuss the **60th Anniversary Gala**.

Vines and Wines is on track to sell out, currently 152 are registered with a maximum of 200. To register visit the below link or call 650-947-2518:

<http://www.losaltoshills.ca.gov/announcements/621-vines-wines-sunday-october-25>

The Town Crier featured photos of the **Hoedown** on last week's cover. Additional photos can be found here: <http://towncrier.photoshelter.com/gallery/2015-Los-Altos-Hills-Hoedown/G0000hQzx1X0GYOc/>

The Parks and Recreation Building is scheduled to be **fumigated** on Friday, October 2nd the tenting will be removed Monday, October 5th.

Community Services Supervisor, **Sarah Gualtieri will be out of the office** from Tuesday, September 29th – Tuesday, October 6th and returning to work Wednesday, October 7th. Aloha!

I will be out of the office next week attending the City Manager's Conference. I will return to the office on Thursday, October 1st. I will be monitoring e-mail and should be able to periodically return cell phone calls. City Engineer **Richard Chiu** is the designated **manager pro tem**.

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.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
2	El Monte Road Rehabilitation Project	<p>(8-29-14) Consultant working on design and CalTrans paperwork. Field review scheduled with CalTrans for September 19, 2014. (9-4-14) Staff and consultant working on environmental documents for CalTrans staff. (9-11-14) Field Review package sent to Caltrans for review. (9-19-14) Field review by CalTrans staff was conducted. Staff and consultant working on Caltrans paperwork. (11-6-14) E-76 package has been submitted to Caltrans. Documents being reviewed by Caltrans staff. (11-21-14) Caltrans has new requirement for a Quality Assurance Plan (QAP). Consultants working on revising the QAP. (12-5-14) Consultants working on additional technical memos required by Caltrans. (12-12-14) Caltrans reviewing documents. (12-19-14) Town received Caltrans NEPA-Categorical Exemption approval on 12-18-14. (1-9-15) Caltrans reviewing encroachment permit application. (1-16-15) Staff is clarifying some deadlines and escalating the encroachment permit issue to the Caltrans Encroachment Permit Office Chief. (1-23-15) Caltrans had comments on the E76 paperwork and Town consultants made revisions and resubmitted. (1-28-15) Caltrans local assistance forwarded the E76 request to Caltrans headquarters for approval. (2-6-15) Caltrans has more comments on paperwork. Town staff and consultant made necessary revisions and resubmitted to Caltrans for review. (2-13-15) E76 approval has been received from Caltrans. Project to be advertised end of February. Funds will need to be requested at the mid-year budget adjustment. (2-27-15) Project bid opening is scheduled for March 31. (3-5-15) Project has been advertised. (3-20-15) Project to be presented to Council at the March 31 meeting for award of contract. (4-3-15) Council authorized the award of construction contract. Staff confirming paperwork needed per Caltrans requirements. (4-10-15) Pre-construction meeting scheduled for 4/13. Staff reviewing bonds and insurance information from contractor. (4-17-15) Contractor working on project schedule for Town to review. (4-24-15) Contractor waiting for encroachment permit approval from Caltrans. Paving work may be done on the weekend. (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.</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.</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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<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.</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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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.</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.</p>
11	VTA Bicycle Expenditure Plan applications	<p>(12-14-12) Staff to work on application to add Nicholson Path Extension and Fremont Road Bike path phase 2 to the Bicycle Expenditure Plan. Applications due 1-31-13. (2-1-13) Applications have been submitted and received by VTA. (3-22-13) Staff provided supplemental information to VTA regarding Hale Creek Path in an effort to secure additional points to qualify to be in the BEP. (4-3-13) All submitted projects were approved to be added to the new BEP. (4-11-13) Hale Creek path and Fremont Road Safe Route to School phase 2 are now on the BEP.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
12	Annual Tree Inspection	<p>(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.</p>
13	El Monte/I-280 interchange	<p>Traffic Safety Committee had some concerns about the stop sign and alignment of the northbound El Monte/I-280 off-ramp. Staff contact CalTrans to discuss. The Stop sign was requested by the Town in 2003, however, there is still a high number of accidents. Town staff worked with CalTrans to improve the safety concern. CalTrans requested funds under their SHOPP program and \$1.2 million was approved to realign the off-ramp so that it comes in more perpendicular to El Monte. TSC supports the proposed realignment. (3-1-13) Tentative schedule is to do the design in 2015 and construct in 2016/2017. (8-22-14) Project study report has been provided by CalTrans. Staff reviewing. (8-29-14) Staff to provide update at an upcoming City Council meeting. (9-19-14) Staff to provided an update to council. Any proposed construction would not likely begin until 2017. (9-26-14) Staff provided update to Traffic Safety Committee. (10-17-14) Staff provided an update to City Council at the 10-16-2014 meeting. (3-27-15) Caltrans has this project scheduled for construction in 2017. Staff trying to get more details from Caltrans. (4-3-15) Caltrans working on paperwork to begin design work. Per Caltrans, construction is still scheduled for 2017.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
14	Townwide Traffic Signs	<p>(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.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
15	Anacapa/La Cresta Utility Undergrounding	<p>(1-16-15) Council approved agreement. Staff to execute agreement with consultant. (1-23-15) Agreement has been executed. Consultant working on a schedule. (1-28-15) Staff to set up kick off meeting with consultant and neighborhood representative. (2-6-15) Meeting with consultant and neighbors scheduled for 2/9/15. Consultants walked some areas with neighborhood representatives and are now working on developing the district boundary. (3-5-15) Neighborhood group provided update to the entire neighborhood. Staff provided electronic files to consultant for their use. (3-27-15) Consultants preparing drawing showing preliminary trench layout and the proposed substructures to replace the overhead facilities. (4-10-15) Consultant submitted preliminary estimate and trench layout plans. Staff sent to neighborhood representative for review. (4-17-15) Staff to meet with neighborhood representative on 4-24-15 to discuss information received from consultants. (4-24-15) Staff met with neighborhood representative and they requested staff to clarify information from the consultants and also reach out to the previous contractor that did the Purissima undergrounding project to obtain trenching cost. (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.</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.</p>
17	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.</p>

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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
18	Emergency communication antenna	(7-19-13) Staff met with Jim Abraham to discuss requirements for emergency antenna. Height needs to be 100 feet above ground. Staff to research antenna poles/towers and cost for installation. (8-9-13) Staff meet with antenna tower contractor to obtain budgetary cost information. (8-16-13) Rough cost estimate provided to Jim Abraham.
19	Long Range Trash Management Plan	(1-31-14) Staff prepared and submitted the Town's Long Term Trash Management Plan for submittal to the water board. (2-6-14) Plan has been submitted and is on the Boards website.
20	Open Space Stewardship	(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.
21	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.
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<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
23	P-TAP Round 15 grant funds	(1-17-14) Staff applied for and received approval for \$18,600 in grant funds to update the Town's Pavement Management Program. (3-13-14) MTC to assign consultant to work on LAH project. (4-11-14) Staff meeting with consultant on 4-11-14 to begin project. (4-18-14) Staff reviewing work plan from consultant. (4-25-14) Work Plan budget approved. (5-2-14) Consultant working on project schedule. (5-16-14) Waiting for MTC approval of work plan. (5-23-14) MTC has approved the project. Consultant to provide schedule. (6-6-14) Consultant to begin field work week of June 16, 2014. (6-20-14) Work underway. (8-22-14) Staff reviewed draft report and provided comments to consultant. Consultant working on finalizing the report. (10-10-14) Draft final report has been submitted to staff for review. (10-24-14) Project has been completed. Staff to post new report on Town's website. (10-31-14) Report has been posted on Town's website. (11-14-14) Town's pavement management certification has been renewed with MTC. (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.
24	Town Cupola Restoration	(2-13-15) Restoration work in progress. (2-27-15) Restoration work completed. Cupola to be bolted in place. Staff working with History committee member on a time capsule. (3-5-15) Staff met with contractor to discuss minor items to complete. (3-20-15) Project completed. History committee members working on a time capsule that would be placed inside the cupola. (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.
25	I-280 Repaving	(12-13-13) Staff contacting CalTrans again to see if they have an update on when I-280 within Los Altos Hills will be scheduled to be repaved. (12-20-13) E-mail received from Jeremy Dennis discussing the CalTrans process. By fall of 2014 Caltrans will decide which projects will be included in the 2016 SHOP program for bidding in 2018-19. Not sure if a section of I-280 within LAH will be selected. (7-18-14) Mayor will be sending a letter to CalTrans to request expediting the paving schedule for I-280 within Los Altos Hills. (9-19-14) Letter was sent to Caltrans. (10-17-14) Caltrans staff indicated that per the program schedule, the soonest the paving work would occur is in 2018/2019 and the latest it would occur is in 2019/2020. Staff still trying to contact the District Director. (11-21-14) Senator Jerry Hill's office is getting involved. (1-9-15) Caltrans district director to meet with Town Mayor and councilmember to discuss project. Assemblyman Rich Gordon's office is involved. (1-16-15) On-line petition being developed. (1-28-15) Caltrans working on project initiation document (PID) for pavement improvement and expects to submit in June as a candidate for funding in the 2016 SHOPP. (4-17-15) Caltrans has some questions regarding the noise measurements provided to them. Staff forwarded responses to Caltrans. (5-29-15) Supervisor Joe Simitiani 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.

Last Updated on 9/25/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
26	El Monte Segment 4	El Monte will remain on the list for future BEP funds. (9-14-12) Based on the revised OBAG grant program the scope of work will need to be increased to qualify for the discretionary program. (2-21-13) Staff submitted a new application for the BEP list as all project will be re-evaluated. (4-3-13) Project was approved to be on the new BEP list. (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.
27	Barron Creek Drainage Channel Maintenance (26170 W. Fremont Road)	Town will need to do a project to restore the flow line of the channel. Funds will need to be allocated for design with construction funds to follow. (11-30-12) Staff met with SCVWD to discuss how the district may be able to help. Town and District staff to discuss further. (1-11-13) Staff meeting with SCVWD staff on 1-17-13 to discuss how the district may be able to help. (1-18-13) Staff met with SCVWD and there is no assistance they can provide for this project. (1-25-13) Project needs to be budgeted. (11-15-13) Staff will be working on flushing out the pipe segment upstream of the open channel. (11-22-13) Staff completed flushing of the upstream storm drain pipe. (5-9-14) Staff working on budget for this project. (6-12-14) Budget not approved. (11-21-14) Staff will consider in future budgets based on priority and staffing. (12/12/14) Staff inspected the channel during the rains on 12/11 and the channel has sufficient capacity to prevent overtopping. (3-27-15) Adjacent property owner may be interested in assisting with the project. (4-3-15) Staff in communication with adjacent property owner regarding scope of work for a possible joint project. (4-10-15) Adjacent property owner is interested in a joint project with the Town to improve the aesthetics of the channel work. Staff will proposed funding in the upcoming budget cycle. (4-17-15) Property owner contacting consultants to work on the project. Staff will propose budget in the upcoming budget cycle. (4-24-15) Property owner contacting potential consultants to work on the project. Staff had discussion with consultant to provide additional information. (5-1-15) Staff to discuss project with adjacent property owner's representative week of May 4th. (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.

Last Updated on 9/25/2015

<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.</p>

Last Updated on 9/25/2015

<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.</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.</p>

Last Updated on 9/25/2015

<u>Tasks</u>	<u>Project Name</u>	<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.</p>

Last Updated on 9/25/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
32	2014-2 Road Rehabilitation Project	<p>(8-29-14) Staff working on second road rehabilitation project. Design being done in-house. (11-21-14) Staff reviewing Pavement Management report for roads to be included. Updated pavement manager report includes new public roads previously thought to be private. (12-19-14) Tentative schedule is to advertise the project in February 2015 with construction to begin in April/May. (1-9-15) Staff working on design of project and putting bid package together. (1-16-15) Project to be advertised end of January. (1-28-15) Staff working on an amendment for issuance. (2-6-15) Bid opening scheduled for March 3, 2015. (2-27-15) Item to be presented to Council at their March meeting for award of contract. (3-5-15) Bids were received from 7 contractors. Staff reviewing bids and will present to Council at the March meeting. (3-20-15) Award of contract to be presented at the March 30 Council meeting. (4-3-15) Council approved the award of construction contract at the March council meeting. (4-10-15) Staff waiting for bonds and insurance from contractor. (4-17-15) Staff to set up pre-construction meeting. (4-24-15) Pre-construction meeting scheduled for week of April 26, 2015. (5-1-15) Pre-construction meeting was held on 4-28-15. Work scheduled to begin on May 8th. (5-8-15) Contractors began lowering utility boxes. Pavement grinding to begin week of May 11th. (5-15-15) Contractor scheduled to complete the paving work on 5-15-15. (5-22-15) Paving work completed. (5-29-15) Punchlist being prepared and worked on. (6-19-15) Council accepted the project at the June council meeting. (7-31-15) Staff verifying settlement of damaged private landscaping light prior to release of retention. (8-28-15) Project completed.</p>
33		
34		
35	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.</p>



Santa Clara County Office of the Sheriff
Weekly Activity Summary
9/14/2015 – 9/20/2015
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
9/14	L4	Petty Theft	Between 2:00 PM on 9/13 and 5:00 PM on 9/14, unknown suspect(s) stole mail from the mailbox of a residence in the 25000 block for a total loss of about \$209.
9/14	L1	Stolen Vehicle	Between 5:30 AM and 7:45 AM, unknown suspect(s) stole a vehicle parked at a residence in the 27000 block of Altamont Circle. The vehicle had an unknown value.
9/16	L2	Solicitation of Subscription without Authorization ARREST	At 5:49 PM, deputies responded to a complaint call in the 24000 block of Amigos Court. An investigation revealed the suspect was soliciting door-to-door without a permit. The suspect was cited and released.
9/19	L3	Vehicle Burglary	Between 7:30 AM and 12:30 PM, unknown suspect(s) broke the windows of four vehicles parked at the Caltrans Park and Ride lot on Arastradero Road and Page Mill Road and stole a laptop, tablet, purse and miscellaneous personal items for a total loss of about \$3,650.
9/20	L5	Possession of a Controlled Substance ARREST	At 10:08 PM, deputies stopped a motorist at El Monte Road and Stonebrook Drive for a traffic violation. An investigation revealed the suspect was in possession of a controlled substance. The suspect was cited and released.

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
DISTURBANCE					
9/16/2015 23:48	L4	15-259-0598	415	MOODY RD @ ALTAMONT RD	INVESTIGATED
9/17/2015 14:46	L2	15-260-0282	415	HILLTOP DR @ BARLEY HILL RD	INVESTIGATED
9/17/2015 19:27	L2	15-260-0424	415N	HILLTOP DR @ BARLEY HILL RD	INVESTIGATED
9/19/2015 21:55	L1	15-262-0351	415M	CAMPO VISTA LN @ W FREMONT RD	INVESTIGATED

VEHICLE

BURGLARY						
9/19/2015 14:13	L3	15-262-0179	459VEH	PAGE MILL RD @ ARASTRADERO RD		INVESTIGATED
CONTACT THE OFFICE						
9/14/2015 12:19	L1	15-257-0196	1021	71L1		COMPLETE
9/14/2015 14:47	L1	15-257-0271	1021	71L1		INFORMATION GIVEN
9/15/2015 9:19	L1	15-258-0092	1021	71L1		INFORMATION GIVEN
9/15/2015 13:04	L1	15-258-0220	1021	71L1		INFORMATION GIVEN
ALARM CALLS						
9/14/2015 13:16	L4	15-257-0223	1033A	ALTAMONT CT @ ALTAMONT RD		FALSE ALARM
9/15/2015 7:20	L3	15-258-0062	1033A	ALTAMONT CL @ PAGE MILL RD		FALSE ALARM
9/15/2015 8:11	L5	15-258-0070	1033A	OAK KNOLL CL @ OAK PARK CT		FALSE ALARM
9/16/2015 15:22	L3	15-259-0343	1033A	FOOTHILL LN @ ELENA RD		FALSE ALARM
9/16/2015 19:19	L1	15-259-0489	1033A	SCARFF WY @ MANUELLA RD		FALSE ALARM
9/16/2015 19:46	L5	15-259-0497	1033A	RAVENSBURY AV @ HILLPARK LN		FALSE ALARM
9/17/2015 1:38	L3	15-260-0024	1033A	LUCERO LN @ NATOMA RD		FALSE ALARM
9/17/2015 9:36	L3	15-260-0125	1033A	VINEDO LN @ RIDGEWOOD LN		FALSE ALARM
9/17/2015 12:26	L2	15-260-0220	1033A	HILLVIEW RD @ HILLTOP DR		FALSE ALARM
9/17/2015 17:01	L3	15-260-0354	1033A	VINEDO LN @ RIDGEWOOD LN		FALSE ALARM
9/17/2015 20:17	L2	15-260-0443	1033S	EL MONTE RD @ O KEEFE LN		FALSE ALARM
9/18/2015 10:14	L1	15-261-0135	1033A	NEW BRIDGE DR @ LA PALOMA RD		FALSE ALARM
9/18/2015 16:54	L3	15-261-0328	1033A > AC	MELODY LN @ BLACK MOUNTAIN RD		FALSE ALARM
9/18/2015 21:51	L3	15-261-0474	1033A	ALTAMONT RD @ BLACK MOUNTAIN RD		FALSE ALARM
9/19/2015 13:19	L3	15-262-0165	1033	VIA FELIZ @ PAGE MILL RD		FALSE ALARM
9/19/2015 13:41	L1	15-262-0171	1033A	ALEXANDER PL @ SHOLES CT		FALSE ALARM
9/19/2015 17:59	L1	15-262-0258	1033A	W FREMONT RD @ DONELSON PL		FALSE ALARM
9/20/2015 16:53	L5	15-263-0301	1033A	FRAMPTON CT @ MAGDALENA RD		FALSE ALARM

**SUSPICIOUS
PERSONS**

9/15/2015 15:18	L3	15-258-0281	1066	ROBLEDA RD @ ELENA RD	INVESTIGATED
9/15/2015 16:07	L1	15-258-0314	1066	ESPERANZA DR @ CONCEPCION RD	INVESTIGATED
9/15/2015 21:25	L5	15-258-0439	1066	STONEBROOK DR @ ONEONTA DR	INVESTIGATED
9/16/2015 17:13	L2	15-259-0426	1066	SUMMERHILL AV @ QUINNHILL AV	INVESTIGATED
9/16/2015 17:51	L2	15-259-0449	1066	BELLA LADERA DR @ AMIGOS CT	INVESTIGATED

**ANIMAL
COMPLAINT**

9/16/2015 0:59	L2	15-259-0029	1091B	HILLTOP DR @ BARLEY HILL RD	INVESTIGATED
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**PEDESTRIAN
STOP**

9/15/2015 13:20	L3	15-258-0230	1095	PAGE MILL RD @ FY 280	CITATION ISSUED
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**ABANDONED
VEHICLE**

9/15/2015 2:57	L3	15-258-0032	1124	PAGE MILL RD @ ARASTRADERO RD	CITATION ISSUED
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TRAFFIC HAZARD

9/18/2015 10:55	L3	15-261-0155	1125	TAAFFE RD @ VISTA DEL VALLE CT	CITATION ISSUED
9/18/2015 19:57	L1	15-261-0419	1125	EL MONTE RD @ VOORHEES DR	NO REPORT

**SUSPICIOUS
VEHICLES**

9/14/2015 19:21	L5	15-257-0364	1154	MAGDALENA AV @ EASTBROOK AV	INVESTIGATED
9/14/2015 22:46	L1	15-257-0440	1154	FREMONT HILLS COUNTRY CLUB/ VISCAINO PL @ VIS	INVESTIGATED
9/16/2015 2:09	L3	15-259-0047	1154	PAGE MILL RD @ ARASTRADERO RD	VEHICLE MARKED
9/17/2015 0:27	L1	15-260-0006	1154OC	VOORHEES DR @ EL MONTE RD	INVESTIGATED
9/17/2015 21:57	L1	15-260-0477	1154	ESPERANZA DR @ CONCEPCION RD	INVESTIGATED
9/19/2015 17:01	L3	15-262-0239	1154	OLD PAGE MILL RD @ OLD PAGE MILL LN	INFORMATION ONLY

9/20/2015 1:54	L3	15-263-0056	1154OC	ARASTRADERO RD @ PAGE MILL RD	INVESTIGATED
9/20/2015 2:10	L3	15-263-0063	1154OC	PAGE MILL RD @ PASEO DEL ROBLE	INVESTIGATED
9/20/2015 12:42	L3	15-263-0198	1154	ELENA RD @ NATOMA RD	INVESTIGATED

TRAFFIC COLLISION

9/19/2015 13:33	L1	15-262-0169	1180	S EL MONTE AV @ UNIVERSITY AV	INFO TO LOS ALTOS PD
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VEHICLE STOPS

9/14/2015 6:44	L1	15-257-0070	1195	FY 280 @ EL MONTE RD	CITATION ISSUED
9/14/2015 9:10	L1	15-257-0125	1195	FOOTHILL EX @ HILLVIEW AV	CITATION ISSUED
9/14/2015 18:17	L4	15-257-0341	1195	MOODY RD @ ALTAMONT RD	CITATION ISSUED
9/14/2015 18:33	L3	15-257-0350	1195	CRESCENT LN @ ELENA RD	CITATION ISSUED
9/14/2015 19:22	L1	15-257-0366	1195	DEER CREEK RD @ ARASTRADERO RD	WARNING ISSUED
9/14/2015 19:31	L1	15-257-0372	1195	ARASTRADERO RD @ W FREMONT RD	CITATION ISSUED
9/14/2015 23:01	L3	15-257-0448	1195	ARASTRADERO RD @ PAGE MILL RD	CITATION ISSUED
9/15/2015 6:26	L2	15-258-0052	1195	MAGDALENA RD @ FY 280	CITATION ISSUED
9/15/2015 10:25	L1	15-258-0129	1195	EL MONTE RD @ VOORHEES DR	CITATION ISSUED
9/15/2015 22:41	L5	15-258-0457	1195	RAVENSBURY AV @ CRESTRIDGE DR	WARNING ISSUED
9/16/2015 5:22	L1	15-259-0066	1195	ARASTRADERO RD @ FOOTHILL EX	WARNING ISSUED
9/16/2015 8:23	L2	15-259-0102	1195	FY 280 @ MAGDALENA RD	CITATION ISSUED
9/16/2015 11:51	L3	15-259-0219	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
9/17/2015 10:15	L3	15-260-0144	1195	DUVAL WY @ ROBLEDA RD	CITATION ISSUED
9/17/2015 10:41	L3	15-260-0161	1195	ELENA RD @ ROBLEDA RD	CITATION ISSUED
9/17/2015 10:55	L1	15-260-0168	1195	ALTA TIERRA RD @ ROBLEDA RD	CITATION ISSUED
9/17/2015 11:54	L1	15-260-0203	1195	W FREMONT RD @ FREMONT PINES LN	CITATION ISSUED
9/17/2015 13:15	L2	15-260-0246	1195	MAGDALENA RD @ FY 280	CITATION ISSUED
9/17/2015 16:22	L2	15-260-0331	1195	EL MONTE RD @ SUMMERHILL AV	WARNING ISSUED
9/17/2015 16:32	L3	15-260-0338	1195	ELENA RD @ JOSEFA LN	CITATION ISSUED
9/17/2015 16:58	L3	15-260-0350	1195	ELENA RD @ JOSEFA LN	CITATION ISSUED
9/17/2015 17:19	L3	15-260-0365	1195	ELENA RD @ JOSEFA LN	CITATION ISSUED

9/17/2015 17:34	L3	15-260-0377	1195	ELENA RD @ JOSEFA LN	CITATION ISSUED
9/18/2015 12:38	L3	15-261-0203	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
9/18/2015 12:52	L3	15-261-0210	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
9/18/2015 13:11	L3	15-261-0218	1195	SADDLE MOUNTAIN DR @ STIRRUP WY	CITATION ISSUED
9/18/2015 14:40	L2	15-261-0255	1195	MAGDALENA AV @ SUMMERHILL AV	CITATION ISSUED
9/18/2015 16:43	L1	15-261-0321	1195	ROBLEDA RD @ ALTA TIERRA RD	CITATION ISSUED
9/18/2015 16:57	L1	15-261-0332	1195	GINNY LN @ PURISSIMA RD	CITATION ISSUED
9/18/2015 17:08	L1	15-261-0340	1195	PURISSIMA RD @ GINNY LN	CITATION ISSUED
9/18/2015 17:39	L1	15-261-0351	1195	ROBLEDA RD @ ALTA TIERRA RD	CITATION ISSUED
9/18/2015 18:41	L4	15-261-0382	1195	EL MONTE RD @ MOODY RD	CITATION ISSUED
9/18/2015 18:55	L1	15-261-0386	1195	ROBLEDA RD @ ALTA TIERRA RD	CITATION ISSUED
9/18/2015 19:16	L1	15-261-0394	1195	DEER CREEK RD @ ARASTRADERO RD	WARNING ISSUED
9/18/2015 19:23	L1	15-261-0401	1195	ARASTRADERO RD @ DEER CREEK RD	WARNING ISSUED
9/18/2015 19:29	L1	15-261-0405	1195	DEER CREEK RD @ PAGE MILL RD	CITATION ISSUED
9/20/2015 19:41	L2	15-263-0371	1195	SUMMERHILL AV @ EL MONTE RD	WARNING ISSUED
9/20/2015 20:43	L1	15-263-0402	1195	ARASTRADERO RD @ DEER CREEK RD	CITATION ISSUED

**PARKING
VIOLATIONS**

9/18/2015 10:07	L3	15-261-0130	22500	TAAFFE RD @ ELENA RD	INFORMATION GIVEN
9/19/2015 22:35	L5	15-262-0373	22500	LAURA CT @ KATE DR	WARNING ISSUED

**RECKLESS
DRIVING**

9/16/2015 17:29	L3	15-259-0436	23103	FY 280 @ PAGE MILL RD	INFORMATION GIVEN
9/17/2015 15:57	L3	15-260-0321	23103	ELENA RD @ NATOMA RD	INFORMATION GIVEN
9/18/2015 15:02	L1	15-261-0273	23103	W FREMONT RD @ FREMONT	INFORMATION GIVEN

**MISDEMEANOR
WARRANT**

9/14/2015 14:11	L1	15-257-0249	1195 > 6M	ROBLEDA RD @ W FREMONT RD	ARRESTED
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**9-1-1
ABANDONED
CALLS**

9/16/2015 11:33	L1	15-259-0208	911ABN	PURISSIMA RD @ LA PALOMA RD	NO REPORT
9/16/2015 16:04	L3	15-259-0376	911CEL	EL MONTE RD @ STONEBROOK DR	DOCUMENTED
9/17/2015 8:57	L4	15-260-0107	911CEL	MOODY RD @ ELENA RD	NO REPORT
9/17/2015 12:21	L3	15-260-0219	911CEL	ELENA RD @ JOSEFA LN	NO REPORT
9/18/2015 9:00	L1	15-261-0096	911CEL	MIRANDA RD @ LA LANNE CT	NO REPORT
9/18/2015 15:34	L5	15-261-0289	911ABN	PROSPECT AV @ STONEBROOK DR	NO REPORT
9/19/2015 20:54	L3	15-262-0328	911CEL	EL MONTE RD @ STONEBROOK DR	NO REPORT

**ATTEMPT TO
CONTACT**

9/19/2015 10:27	L4	15-262-0097	ATC	RHUS RIDGE RD @ PECK LN	AID TO ELDORADO SO
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**BEAT
INFORMATION**

9/15/2015 21:49	L2	15-258-0443	BTINFO	HILLTOP DR @ COLINA DR	INFORMATION GIVEN
9/18/2015 7:19	L4	15-261-0066	BTINFO	ALTAMONT RD @ TAAFFE RD	INFORMATION GIVEN

TRESPASSING

9/20/2015 16:21	L1	15-263-0284	602 > CITE	ROBLEDA RD @ ATHERTON CT	CITATION ISSUED
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FOLLOW UP

9/14/2015 12:50	L3	15-257-0213	FU	ALTAMONT CL @ PAGE MILL RD	COMPLETE
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**INFORMATION
ONLY**

9/14/2015 18:44	L2	15-257-0354	INFO	FY 280 @ MAGDALENA RD	INFORMATION GIVEN
9/18/2015 10:29	L1	15-261-0142	INFO	EL MONTE RD @ HY 280	NO REPORT
9/20/2015 8:47	L3	15-263-0129	INFO	LUPINE RD @ PAGE MILL RD	INFORMATION GIVEN

9/20/2015 10:36	L3	15-263-0159	INFO	EL MONTE RD @ STONEBROOK DR	INFORMATION GIVEN
PATROL CHECKS					
9/20/2015 20:14	L1	15-263-0387	PATCHK	PURISSIMA RD @ ELENA RD	COMPLETE
9/16/2015 17:46	L2	15-259-0444	PATCK	HILLTOP DR @ BARLEY HILL RD	COMPLETE
9/19/2015 23:02	L3	15-262-0386	PATCK	ARASTRADERO RD @ PAGE MILL RD	COMPLETE
9/20/2015 21:45	L4	15-263-0431	PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
SPECIAL ASSIGNMENTS					
9/17/2015 16:11	L3	15-260-0328	SA	ROBLEDA RD @ ELENA RD	COMPLETE
STRANDED MOTORIST					
9/14/2015 9:27	L1	15-257-0128	STRAND	PAGE MILL RD @ COYOTE HILL RD	NO REPORT
SUSPICIOUS CIRCUMSTANCES					
9/14/2015 19:43	L1	15-257-0380	459 > SUSCIR	MANUELLA RD @ ROBB RD	NO REPORT
9/15/2015 21:22	L5	15-258-0436	SUSCIR	STONEBROOK DR @ ONEONTA DR	NO REPORT

Westwind Community Barn Monthly Report September 2015

Horse Summary

Occupancy	Barn	Paddock	Pasture	Total Boarding	Total inc 4-H and School horses
January	16	6	14	36	$36+7+13 = 56$
February	15	5 2 in shared	15	37	$37+13+7 = 57$
March	11	4 4 in shared	15	34	$34+13+7 = 54$
April	17	4 4 in shared	14	39	$39+14+7 = 60$
May	16	5 4 in shared	15	40	$40+15+7=62$
June	15	5 4 in shared	15(16)	40	$40+14+7=62$
July	16 (15)	5 4 in shared	14 (15)	39	$39 + 14 + 7 = 61$
August	15	5 4 in shared	14 (15)	39	$39+14+7=61$
September	17	4 4 in shared	14	39	$39+15+7=62$
October					
November					
December					

New/ lost Boarders

Lost/Leaving

Stall

**New
Stall**

Paddock

Pasture

Current Trainers

Heather Franco
Sharon Wormhoudt
Marion Briggs
Jenny Whitworth
Kelly Pugh

Leaving Trainers –

Activities –this month

ABOL rodent control

Activities planned for next month

Work on capital budget for 15-16 – master plan

Issues-

Disputes-

Injuries-

Heathers mom slipped on hill and broke ankle

Repairs made –

Capital Repairs –

Things to discuss:

Lower arena gap in fence

Stairs to continue down hill (injuries)

Purchase of drag

Insurance questions

Horse show/ working to fundraise for covered arena

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

	Boarding		School		TOTAL	
	Aug 15	Jan - Aug 15	Aug 15	Jan - Aug 15	Aug 15	Jan - Aug 15
Ordinary Income/Expense						
Income						
Camps - Town Sold				32,092.50		32,092.50
Consulting Fees				90.00		90.00
Promotional Products				893.00		893.00
Reimbursements						
Bedding Reimbursement		117.00				117.00
Feed Reimbursements	1,540.00	7,406.50	95.00	95.00	1,635.00	7,501.50
Reimbursed Expenses			517.94	6,505.93	517.94	6,505.93
Show Reimbursement			345.00	1,488.00	345.00	1,488.00
Town Water Reimbursements		1,443.96				1,443.96
Total Reimbursements	1,540.00	8,967.46	957.94	8,088.93	2,497.94	17,056.39
Services						
Boarding	25,301.50	200,859.86			25,301.50	200,859.86
Lessons			18,670.00	138,140.00	18,670.00	138,140.00
Total Services	25,301.50	200,859.86	18,670.00	138,140.00	43,971.50	338,999.86
Subsidy	3,000.00	24,000.00			3,000.00	24,000.00
Total Income	29,841.50	233,827.32	19,627.94	179,304.43	49,469.44	413,131.75
Gross Profit	29,841.50	233,827.32	19,627.94	179,304.43	49,469.44	413,131.75
Expense						
Advertising and Promotion				2,226.44		2,226.44
Automobile Expense						
Insurance	259.85	2,000.28			259.85	2,000.28
Total Automobile Expense	259.85	2,000.28			259.85	2,000.28
Bank Service Charges		(12.00)	10.00	21.53	10.00	9.53
Bedding		5,724.00		117.00		5,841.00
Boarding Expense			1,525.00	10,745.00	1,525.00	10,745.00
Camp Expenses			867.44	3,026.35	867.44	3,026.35
Commissions						
Town of Los Altos			3,583.75	31,083.75	3,583.75	31,083.75
Total Commissions			3,583.75	31,083.75	3,583.75	31,083.75
Contributions				250.00		250.00
Dues and Subscriptions		72.00				72.00
Equipment Rental			80.00	80.00	80.00	80.00
Equipment Under \$500		115.00				115.00
Feed, Grain and Hay	311.46	54,053.71	1,722.03	10,044.48	2,033.49	64,098.19
Insurance						
Equine Insurance		2,190.00		2,806.00		4,996.00
Umbrella Policy		2,462.00				2,462.00
Total Insurance		4,652.00		2,806.00		7,458.00
IPN Fees		41.50				41.50
Merchant deposit fees	50.45	124.30			50.45	124.30
Office Supplies	14.14	426.45		212.78	14.14	639.23
Offsite School Horse Boarding				1,620.00		1,620.00
Outside Services		609.00	1,400.00	4,680.00	1,400.00	5,289.00
Payroll Expenses						
Health Insurance	413.60	3,401.10			413.60	3,401.10
Officer Salary	4,000.00	32,000.00			4,000.00	32,000.00
Processing Fee	4.80	46.40	4.80	36.80	9.60	83.20
Sick Leave	164.00	164.00			164.00	164.00
Taxes	868.63	8,356.63	239.60	2,321.16	1,108.23	10,677.79
Wages	7,190.50	63,657.50	3,132.00	25,471.00	10,322.50	89,128.50
Work Comp	1,307.14	16,080.07	560.19	6,891.35	1,867.33	22,971.42
Total Payroll Expenses	13,948.67	123,705.70	3,936.59	34,720.31	17,885.26	158,426.01
Pest Control	157.50	1,475.00			157.50	1,475.00
Postage and Delivery		76.29		2.78		79.07
Professional Development				250.00		250.00
Professional Fees						
Accounting	940.00	8,125.00		605.00	940.00	8,730.00
Total Professional Fees	940.00	8,125.00		605.00	940.00	8,730.00
Rent	204.00	408.00			204.00	408.00
Repairs						
Equipment Repairs				615.00		615.00
Facility Repairs	302.10	5,304.39	302.09	302.09	604.19	5,606.48
Total Repairs	302.10	5,304.39	302.09	917.09	604.19	6,221.48
Shoeing			675.00	7,050.00	675.00	7,050.00
Supplies	372.88	3,425.94	1,092.24	9,948.21	1,465.12	13,374.15
Taxes						
State		1,300.00		1,300.00		2,600.00
Total Taxes		1,300.00		1,300.00		2,600.00
Telephone & Communications	222.24	1,878.97	68.37	596.33	290.61	2,475.30

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

	Boarding		School		TOTAL	
	Aug 15	Jan - Aug 15	Aug 15	Jan - Aug 15	Aug 15	Jan - Aug 15
Tractor Expense						
Fuel	232.66	1,191.89			232.66	1,191.89
Rental	50.00	400.00			50.00	400.00
Repairs & Maintenance		733.40				733.40
Total Tractor Expense	<u>282.66</u>	<u>2,325.29</u>			<u>282.66</u>	<u>2,325.29</u>
Travel & Ent						
Meals		100.46		508.62		609.08
Total Travel & Ent		<u>100.46</u>		<u>508.62</u>		<u>609.08</u>
Utilities						
Gas and Electric and Propane	9.86	357.79			9.86	357.79
Water	910.07	3,952.35			910.07	3,952.35
Total Utilities	<u>919.93</u>	<u>4,310.14</u>			<u>919.93</u>	<u>4,310.14</u>
Vet			1,801.58	14,670.86	1,801.58	14,670.86
Total Expense	<u>17,985.88</u>	<u>220,241.42</u>	<u>17,064.09</u>	<u>137,482.53</u>	<u>35,049.97</u>	<u>357,723.95</u>
Net Ordinary Income	<u>11,855.62</u>	<u>13,585.90</u>	<u>2,563.85</u>	<u>41,821.90</u>	<u>14,419.47</u>	<u>55,407.80</u>
Other Income/Expense						
Other Expense						
Gain (loss) on sale of horses				(500.00)		(500.00)
Total Other Expense				<u>(500.00)</u>		<u>(500.00)</u>
Net Other Income				<u>500.00</u>		<u>500.00</u>
Net Income	<u>11,855.62</u>	<u>13,585.90</u>	<u>2,563.85</u>	<u>42,321.90</u>	<u>14,419.47</u>	<u>55,907.80</u>