



**Town Manager's Report for March 13 -17, 2017**

Items to report on from last week include the following:

**Planning/ Building/ Engineering Update:**

The City **Engineer's Report** is attached. Items in **red text** indicate changes in status since prior report. The Town sewer O&M report for January 2017 prepared by Westbay Sanitary Sewer District.

The following project was approved at the March 14 **Site Development** hearing:

- A landscape screening plan for a new residence under construction at 11475 Summit Wood Road. Seven neighbors were in attendance. Conditions were added limiting the height and placement of new trees and shrubs so as to not block views from neighboring homes.

The following project was approved at the March 14 **Fast Track** hearing:

- A lot line adjustment between properties at La Loma Drive. No neighbors were in attendance.

Planning and Engineering staff have been working on the **Mora Drive-Mora Glen Annexation**. The Town received input from Santa Clara County LAFCO that the proposed annexation area would not be considered an island, so the annexation will proceed under the City Conducted Annexation process as an Inhabited area (territory with more than 12 registered voters). The annexation area is approximately 106 acres and includes properties on Mora Drive, Terry Way, Eastbrook Avenue, Eastbrook Court, Partridge Lane, Mora Glen Drive and Mora Heights Way. Consideration of a resolution initiating the annexation will be on the April 20 City Council agenda.

**Public Safety Update:**

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

**Administrative Services Update:**

For the remainder of Calendar Year 2017, the Administrative Services Department will be focused on completing the 2017-18 Budget, 2016-17 Audit, Organizational Assessment, Pension Audit, Unfunded Pension Funding Option Study, and Other Post Employment Benefit (OPEB) Valuation Report. All other projects, including modifications to the Town's reserve policy and completing the Cost Recovery/Cost Allocation Study will be delayed until the Administrative Services Director returns from maternity leave in January 2018.

<b>Priority Project</b>	<b>Status</b>
2017-18 Budget	The 2016-17 Personnel Cost is completed. The Year End Estimate will be completed by 3/22/17.
2016-17 Audit	The interim audit fieldwork is completed. To ensure quality control, the Finance Manager has taken on the responsibility of producing the CAFR. Previously, the CAFR is prepared by the auditors and reviewed by Staff.

Priority Project	Status
Organizational Assessment	On 3/15/17, Management Partners (MP) and Town representatives held a phone conference to kick off the project. The discussion included a list of requested documents, proposed interview individuals and project timeline, and assessment scope and process. The documents were sent to MP on 3/17/17.
Pension Audit	Of recent years, CalPERS has been auditing agencies for compliance with "PERSable" salary. Violations may result in late fees and penalties. Areas of focus includes part-time staff, retired CalPERS member consultants, and long-term consultants. To ensure compliance, Staff is working with LCW to review these focus areas. The requested documents were sent to LCW on 3/17/17. Results will be presented to the City Council.
Unfunded Pension Funding Option Study	Staff discussed the proposal provided by Bartel Associates on the scope of the project. The proposal will be presented to the FIC in the April meeting.
OPEB Valuation Report	The OPEB valuation is an estimate of Town's OPEB liability. This valuation report is completed every two years. Staff reviewed the proposal from Bartel Associates. The proposal includes assistance in implementing two new GASB rules, GASB 74 and GASB 75. These rules require a different reporting method on the Town's financial effective June 30, 2017. The proposal will be presented to the FIC and will go to the City Council for consideration.

### Parks and Recreation Update:

Staff received training on [Nixle](#) which is a public safety mass communications solution, which is replacing our Rapid Notify system.

Staff received shirt samples and medals for the **Pathways Run/Walk** happening Saturday, May 13<sup>th</sup>. Early registration with \$10 discount ends on March 31<sup>st</sup> – register [here](#) today.

Management met with **Victoria Dye Equestrian** for our monthly meeting; profit loss and monthly reports are attached.

Staff purchased and received a high powered outdoor public address **speaker system** for use for all Town events including the upcoming Pathway's Run.

Thanks.

Carl

**Last Updated on 3/17/2017**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Project Manager</u></b>	<b><u>Latest Status</u></b>
1	Page Mill Interchange /I-280 Safety Bicycle Improvement (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 109)	AC	(4-8-16) Staff attended a working group meeting on 4-7-16 to discuss options for presentation. (4-22-16) Community meeting was held on 4-20-16 with good attendance. County will review input received from the public. (5-27-16) Staff meeting with County and other stakeholders at the site to look at site distance issues. (6-10-16) County working on revised concept plan based on site visit. (6-23-16) County prepared draft layout for the interim improvements for review. County scheduling another meeting with stakeholders. (7-22-16) County prepared concept plan for the interim bicycle improvement project and expects to construct the project this year. City attorney reviewing draft funding agreement with County and Palo Alto. Concept plan is attached. (8-19-16) City attorney has completed their review. County preparing final funding agreement and will send to Palo Alto and Town for approval. (9-9-16) City Attorney reviewed and approved edits made by the County. Item to be presented to Council at their October meeting. (10-21-16) The City Council approved the cost sharing agreement with the County and City of Palo Alto. The Town's share of the project is \$20,000. (12-9-2016) The Town has issued \$20,000 shared payment to the County. (1-27-2017) Caltrans is reviewing the encroachment permit application from the County. County indicated it is expected to obtain the permit from Caltrans in February and then advertising with the tentative award date in early April.
2	Annual Sewer Rehabilitation Project - 2016 Sanitary Sewer Repair and Rehabilitation Project (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 98)	TT	(3-25-16) Project has been advertised and bid opening is scheduled for 4-12-16. Project is scheduled to be presented to Council in May for award of contract. List of repair segments is attached. (4-8-16) Staff released an addendum to modify segments in the base bid and alternate bid. (4-14-16) Bids were received from 2 contractors. Award of contract to be presented at the May 19 Council meeting. (5-20-16) Council authorized the award of the construction contract at the May 19 council meeting. (5-27-16) Award documents have been sent to the contractor. Staff waiting for bonds and insurance paperwork. (6-10-16) Staff received bonds and insurance paperwork. Staff reviewing. (6-16-16) Review of bonds and insurance has been completed. Staff working on scheduling a pre-construction meeting with the contractor. (7-22-16) Pre-construction meeting scheduled for 7-25-16. (7-29-16) Preconstruction meeting with the contractor was conducted. Contractor working on scheduling video work for August and will send schedule to Town for review. (8-12-16) Contractor is to begin pre-installation video inspection work starting 8/15/2016. (8-19-16) Pre-construction video is in progress. (9-9-16) Pre-construction video has been completed. Contractor will submit videos for staff's review. (9-23-16) Contractor submitted pre-construction videos and submittals for review. (9-30-16) Contractor has mobilized and started construction activities. (11-04-2016) Project is still under construction. (11-10-16) Contractor has completed 80% of the contract base bid items and is scheduled to complete all base bid items by middle of December 2016. Contractor will return to start the alternate bid items after the New Year to avoid impact to the nearby residents during the holiday season. (11-18-16) Contractor has completed 95% of the contract base bid items. (12/9/2016) Three manholes remaining to be repaired. Due to weather conditions, contractor will resume after the holidays. (01-06-17) Contractor has completed 100% of the base bid items. Contractor will return to complete the alternate bid items in January pending weather conditions. (3/10/2017) Staff reviewed and accepted contractor's proposal to install a new pipe via a trenchless construction. The existing sewer pipe will be abandoned in place. Staff is coordinating with the contractor to start end of March after completing extra work as directed by staff.

**Last Updated on 3/17/2017**

Tasks	Project Name	Project Manager	Latest Status
3	Sewer Operations	TT	<p>(6-3-16) The Town's Sanitary Sewer Management Plan has been posted on the Town's website. The February 2016 status update of sewer activities is attached. (6-10-16) The April 2016 summary of O&amp;M activities is attached. Root foaming has been completed. (6-23-16) Pipe patch work for 12 locations currently underway. (7-15-16) The March and April 2016 status update of sewer activities is attached. An update of the sewer system will be presented to Council at the July meeting. (7-22-16) Sewer system update was presented to Council at the July Council meeting. (7-29-16) The May 2016 summary of O&amp;M activities is attached. (8-12-16) The May 2016 status update of sewer activities is attached. (8-26-16) The June 2016 summary of O&amp;M activities is attached. (9-30-16) The June 2016 status update of sewer activities and the July 2016 summary of O&amp;M activities are attached. (11-10-16) The August 2016 summary of O&amp;M activities is attached. An update of the sewer system will be presented to the City Council at the November meeting. (11-18-16) The July 2016 status update of sewer activities. An update of the sewer system has been postponed to the January 2017 City Council meeting. (12-2-16) The September 2016 summary of O&amp;M activities is attached. (12-16-16) The August 2016 status update of sewer activities is attached. (1/13/2017) The October 2016 summary of O&amp;M activities is attached. The September 2016 status update of sewer activities is attached. (1/20/2017) An update of the sewer system will be presented to the City Council at the January meeting. (2-3-2017) Sewer system operation was updated to the City Council on 1-25-2017 Council meeting. (2/10/2017) The November 2016 summary of O&amp;M activities and the October 2016 status update of sewer activities are attached. (3/3/2017) The November 2016 status update of the sewer activities are attached. (3/10/2017) The December 2016 summary of O&amp;M activities is attached. <b>(3/17/2017) The January 2017 summary of O&amp;M activities is attached.</b></p>
4	Wet weather flow monitoring	TT	<p>(12-19-14) Due to the amount of wet weather we had recently, there is an opportunity to obtain good wet season sewer flow data. Staff will propose to obtain approval for the City Manger to authorize flow meter installation prior to a storm event. (1-9-15) Staff will be requesting Council approval at the January meeting. (1-16-15) Council authorized City Manager to execute necessary agreements for flow meter installation. (1-15-16) Staff and consultant monitoring the weather for flow meter installation. (1-22-16) Flowmeters will be installed end of January but monitoring period will begin at the start of a significant rain event. (1-28-16) Meter installation in progress. (2-5-16) Meters have been installed. (2-12-16) Staff continues to monitor weather forecast. (3-11-16) Flow monitoring in progress. (4-8-16) Consultants removed the flowmeters and are downloading the data. (5-6-16) Staff should be receiving flow data for review within two weeks. (5-27-16) Staff following up with consultant to check on the status of the flow data. (6-3-16) Staff received draft flow data from the consultant for review. Consultant working on report. (6-16-16) Staff received draft report for review. (7-29-16) Consultant working on finalizing the report to incorporate Town comments. (8-5-16) Consultant is scheduled to submit the final report on 8/12. (8-12-16) Consultant submitted the final report on 8/8. (8-19-16) Final Flow Monitoring and Inflow/Infiltration report is attached. Data from the report will be used for the Sanitary Sewer Master Plan development. Staff also reviewing the report for average residential flow and analyzing inflow/infiltration issues to be addressed. (1-20-2017) VWHA completed their effort to estimate average daily flow using the 2016 flow monitoring data. Staff is reviewing the preliminary report prior to discussion with the Cities of Los Altos and Palo Alto. (2-3-2017) At the request, the preliminary report was sent to Finance and Investment Committee for review</p>

**Last Updated on 3/17/2017**

Tasks	Project Name	Project Manager	Latest Status
5	Sanitary Sewer Master Plan Update (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 114)	TT	(8-26-16) The Request for Proposal has been released and is also on the Town's website. Proposals are due 9-19-16. (9-9-16) Staff received some minor questions and requests. Response will be posted on Town website on 9/12. (9-16-16) Response to questions have been posted on the Town's website. (9-23-16) Staff received two proposals for the Sanitary Sewer Master Plan Update on 9/19. Staff will be reviewing, ranking, and determining whether interview is necessary prior to consultant selection. (10-7-16) Staff completed the review of proposals. Staff will recommend the City Council awarding a contract at the November meeting. (11-18-2016) The City Council approved the contract in the November Council meeting. (12-2-16) Staff to have the kick-off meeting with Woodard and Curran, Inc (12-22-16) Kick-off meeting was held on 12/14/2016. (1-20-2017) Consultant is in the process of gathering data to form the basis of the hydraulic model. Data includes GIS information, manhole survey, flow monitoring and rainfall data, population, parcel, water consumption, and etc. The initial hydraulic model network development effort will take approximately 2 months. Development of existing model loads will follow after the completion of the network. (3/10/2017) Staff received water usage data from Purissima Water District and Cal Water.
6	Matadero Creek Erosion - Erosion on Page Mill Road near Baleri Ranch Rd (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 106)	TT/AC	(1-28-16) Council approved the Initial Study and Mitigated Negative Declaration at the January meeting. Consultant to contact Regional Water Quality Control Board to discuss permitting. (2-12-16) Consultant submitted a letter to RWQCB regarding some of their comments. RWQCB staff to review and respond. (2-25-16) RWQCB staff indicated that the revised plans look much better. Consultant scheduled to discuss project with RWQCB staff week of 2-29-16. (3-11-16) Consultant working with Army Corp of Engineers to clarify scope of project. (3-18-16) RWQCB is requesting additional mitigation measures to be included in the project. (3-25-16) Staff met with consultant on-site to discuss possible mitigation proposal to the RWQCB and strategy for moving the project forward in the permitting process. (4-14-16) Additional information provided to US Army Corp of Engineers for their review. (4-29-16) US Army Corp. is requesting informal consultation with US Fish and Wildlife Service. (5-13-16) Consultant trying to contact Army Corp. for status update. (6-3-16) US Fish and Wildlife Service has assigned a staff member and is reviewing the project. (6-23-16) US Fish and Wildlife Service has approved the project. Waiting for US Army Corp to approve. (8-19-16) Consultant continues to follow up with US Army Corp for their approval. Staff also reached out to US Army Corp for an update. (8-26-16) Army Corp staff indicated that he should be able to get to our project soon. (9-16-16) Army Corp staff indicated that they were pulled away to work on other projects that have become higher priority and that they should be able to review our project soon. (1-20-2017) Army Corps staff has completed 80% of their authorization letter. A mitigation proposal for the Matadero Creek Bank Stabilization project was submitted to the Regional Water Quality Control Board. Staff is working with the consultant to respond to questions/comments from the Board. (1-27-2017) A revised proposal is resubmitted to the Water Quality Control Board for comments.(2/10/2017) US Army Corps of Engineers issued Nationwide Permit 13 for the project. San Francisco Bay Regional Water Quality Control Board (RWQCB) is in the final stage of their review. Consultant will proceed to obtain streambed alteration agreement from the CA Department of Fish and Wildlife Services. (3/17/17) Staff contacted Water Board via voice mail and email to request for status update
7	Matadero Creek Bridge at Page Mill Rd - Maintenance Evaluation	AC	(2/24/2017) A concerned resident contacted staff about the bridge culvert and immediate upstream maintenance issue for Matadero Creek at Page Mill Road. Staff is evaluating the site condition. (3/17/2017) Staff is working with consultant to evaluate the bridge culvert and maintenance issue.

Tasks	Project Name	Project Manager	Latest Status
8	EI Monte/I-280 interchange off ramp redesign	AC	<p>Traffic Safety Committee had some concerns about the stop sign and alignment of the northbound EI 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 EI Monte. TSC supports the proposed realignment. (3-1-13) Tentative schedule is to do the design in 2015 and construct in 2016/2017. (8-22-14) Project study report has been provided by Caltrans. Staff reviewing. (8-29-14) Staff to provide update at an upcoming City Council meeting. (9-19-14) Staff to provided an update to council. Any proposed construction would not likely begin until 2017. (9-26-14) Staff provided update to Traffic Safety Committee. (10-17-14) Staff provided an update to City Council at the 10-16-2014 meeting. (3-27-15) Caltrans has this project scheduled for construction in 2017. Staff trying to get more details from Caltrans. (4-3-15) Caltrans working on paperwork to begin design work. Per Caltrans, construction is still scheduled for 2017. (11-25-15) Per Caltrans, they expect to have project plans sometime around September 2016. (4-14-16) The California Transportation Commission approved the project. Estimated cost is \$1.6 million. (7-15-16) Caltrans submitted plans to staff for comment. This project proposes to realign I-280 NB off-ramp to EB EI Monte Road. The work includes new pavement sections, super elevation correction, pavement removal of the abandoned segment within the existing off-ramp, removal and trimming of trees, and drainage work. (7-22-16) Town consultant is reviewing the draft plans from Caltrans. (7-29-16) Draft review comments to be submitted to Town for staff review week of August 1. (8-19-16) Comments sent to Caltrans for consideration. (8-26-16) Caltrans provided additional information and Town traffic consultant reviewing. (9-16-16) Additional comments sent to Caltrans for their consideration and response. (11-04-2016) Caltrans is planning to perform trees removal in December for realignment of ramp to be constructed next summer. Staff is meeting with Caltrans on 11/08/2016. (11-18-16) Caltrans notified the Town and neighbors adjacent to the I-280/EI Monte NB off-ramp that trees removal work will start on December 5 for 5 working days. (11-23-16) Plant Removal Plan and Planting Plan attached (1-20-2017) Caltrans tree removal &amp; replanting project was completed on 12-16-2017 (1-27-2017) Schedule update from Caltrans: Construction contract tentatively to be awarded in May 2017. Caltrans estimates 100 working days and indicates only minimal impact to the public.</p>
9	Magdalena/Bob Stutz Connector (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 105)	JC	<p>(6-10-16) Staff to complete and file environmental document with County Recorder's office.(6-23-16) Environmental document has been filed with County Recorder's office. (7-15-16) Staff working on resubmittal to Caltrans. (7-29-16) Staff resubmitted additional information to Caltrans for review and approval. (8-19-16) Caltrans provided some additional comments on our application. Staff working on comments. (9-9-16) Staff resubmitted the requested additional information to Caltrans for review and approval. (9-30-16) At Caltrans request, staff is preparing additional certification forms to be signed by the project designer. (Oct- 2016) Staff has resubmitted all documentation required by Caltrans early October. (1-20-2017) Awaiting for Caltrans' approval or additional comments for encroachment permit request. (1-27-2017) Staff contacted Caltrans and is invited to a meeting with Caltrans at District 4 Oakland office on 1-30-2017 to discuss this encroachment permit. (2-3-2017) Staff met with Caltrans at District 4 Oakland Office. Caltrans requested additional document and staff quickly provided to Caltrans this week. Caltrans indicated in the meeting the permit process could complete soon but did not give a specific date. (2-17-2017) Caltrans sent additional feedback for the Town to respond. Staff will address them accordingly. (2-24-2017) Staff has addressed and responded to Caltrans' latest feedback (3/10/2017) Staff has contacted Caltrans for the permit status but told still under review. (3/17/2017) Staff contacted Caltrans for status - the application is in circulation for approval.</p>

Tasks	Project Name	Project Manager	Latest Status
10	Robleda and Purissima intersection study	JC/AC	<p>(4-22-16) Agreement with consultant executed. (4-29-16) Work underway. (5-6-16) Data collection and analysis being performed. (5-20-16) Data collection completed and draft report submitted. Staff reviewing draft report. (5-27-16) Report has been completed and will be shared with the neighbors for discussion. (6-3-16) Report has been received by the neighbors. Staff setting up meeting to discuss report with the neighbors. (6-10-16) Staff to meet with neighbors on 6-13-16 to discuss the traffic consultant's technical memo. (6-16-16) A few neighbors attended the meeting at Town Hall. Staff discussed the report, answered questions and explained the process. Staff indicated that a three way stop sign is not recommended by staff as it does not meet the warrant analysis. Neighbors to discuss and decided what concept they have support for and get back to staff. (7-15-16) Staff working with neighborhood representative to prepare map showing recommendations from the residents. (7-22-16) Draft map sent to neighborhood representative for review. (7-29-16) Staff revising map to incorporate comments from neighborhood representative. (8-19-16) Revised map sent to neighborhood representative for review. Neighbors are requesting a 3 way stop sign to be installed. Per consultant's study, a stop intersection is not warranted. (8-26-16) Neighborhood representative picked up map for review and comment. (1-20-2017) Staff has reviewed and evaluated Consultant's study and concurred on the recommendation for intersection improvements; Staff is preparing for a striping design/contract/quote for the improvement. (2/10/2017) Staff continues to prepare for the striping contract and will send notification letter to nearby residents. (3/10/2017) Staff is in the process soliciting quotes from contractors.</p>
11	Open Space Vegetation Management (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 108)	AC	<p>(1-15-16) Draft grazing recommendation memo has been received from the consultant. Staff and committee reviewing. (1-28-16) Staff met with Open Space Committee and Acterra to get an update on activities and to discuss contract extension. Acterra to submit proposal to Town. (2-5-16) Acterra submitted a three year proposal for staff to review. (2-12-16) Open Space Committee also reviewing proposal and will provide recommendation. (3-11-16) Staff discussed schedule with members of the OSC. (3-25-16) OSC supports the proposal from Acterra and will be presenting the project to Council at the April meeting. (4-8-16) Council approved 2 month extension to Acterra's contract to align with the fiscal cycle. Contract renewal will be discussed with the budget. (4-14-16) Staff working with Acterra and Open Space Committee for proposed longer term contract. (4-22-16) Acterra 2 month extension has been executed. Proposed longer term contract will be discussed with the upcoming budget. (4-29-16) Open Space Committee and Acterra to present project for funding at the joint Council/FIC meeting on May 31. (5-13-16) Open Space Committee discussed Acterra's three year contract proposal for restoration activity and the committee is in support of the proposed contract. (5-20-16) Acterra's quarterly report for January to April 2016 is attached. (5-27-16) Acterra completed their second year of stewardship services. Acterra's final report for May 2015 to April 2016 is attached. (6-3-16) A three year restoration program and a one year maintenance and education service agreement will be presented to Council at their June meeting. (6-23-16) Contract with Acterra has been approved. Contract being executed. (7-22-16) Contract has been executed. Acterra progress report for the months of May and June is attached. (7-29-16) Mowing of O'Keeffe and Byrne Preserve for yellow star thistle was performed. (10-14-16) As of July 1, 2016 the Acterra Stewardship Program became Grassroots Ecology. Grassroots Ecology is a fiscally sponsored project of Acterra. Grassroots Ecology quarterly report for July to September 2016 is attached. (1/13/2017) Grassroots Ecology quarter report (2016 Oct-Dec) is attached. (2-3-2017) Working with Open Space Committee, the Town has received \$1,000 cost sharing from Grassroots Ecology for the request of building a 250' fence on Byrne Preserve to protect vegetation. (2/24/2017) Construction of the 250' fence is tentatively scheduled for the week of 2/27/2016 (3/3/2017) 250' fence at Byrne Preserve is constructed. Nearby Drainage is upgraded from 12" to 24".</p>

**Last Updated on 3/17/2017**

<b>Tasks</b>	<b>Project Name</b>	<b>Project Manager</b>	<b>Latest Status</b>
12	Newbridge Drainage improvement (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 107)	JC	(8-28-15) Staff identified a drainage problem on Newbridge. Staff working on getting quotes to prepare a design. (9-4-15) Staff in process of meeting designers. (9-11-15) Designers working on proposals. (9-18-15) Staff received one proposal and still waiting for one more. (9-25-15) Staff received two proposals and is working on agreement for consultant. (10-9-15) Designer to provide schedule for design work. (10-23-15) Survey work completed, design underway. (10-30-15) Preliminary design scheduled to be submitted mid November for staff review. (11-5-15) Design in progress. (11-20-15) Staff to follow up on status of preliminary design submittal. (11-25-15) Staff received preliminary plans for review. (12-4-15) Staff received a revised preliminary design package and is in the process of reviewing the documents. (12-18-15) Comments on the design have been provided to the designer to incorporate. (1-22-16) Staff checking on possible utility conflict for proposed storm drain improvements. (2-5-16) Consultant working on finalizing the design and estimate. (2-12-16) Consultant submitted design and estimate for Town to review. Staff Reviewing. (2-19-16) Design is complete. Staff waiting for final hard and soft copies. (3-3-16) Project will be advertised at the same time as the 2016 Townwide pavement rehabilitation project. (4-29-16) Budget request for construction will be made for this project. (6-3-16) Project will be advertised on 6-8-16. (6-10-16) Project has been advertised. Bid opening scheduled for 6-30-16. (7-15-16) One bid was received and it was high. Staff will be requesting council to reject the one bid received at the July Council meeting. (7-22-16) Council approved the rejection of the bids. Staff will likely include with next years road rehabilitation project.
13	P-TAP Round 18 grant funds	JC	(10-9-15) Staff working on application for grant funds. (10-30-15) Staff completed and submitted grant request. (12-11-15) Results of grant request should be available in early 2016. (1-22-16) Town did not get selected to receive the grant. (1-28-16) Town will re-apply next year for grant. (9-30-16) MTC will announce the Call-for-Projects for its Pavement Management Technical Assistance Program (P-TAP) Round 18 next month. Once the Call-for-Project is announced this October or November, we intend to apply. If we are selected as recipient of P-TAP, we will work with MTC's consultant to update our PMP. (10-21-16) MTC announced the Call-for-Project for the P-TAP 18. The Town will apply for the grant to update our PMP. The application is due 11/21/2016. (11-10-2016) Staff completed the P-TAP 18 grant application and submitted it to MTC. (1-20-2017) MTC notified the Town of the P-Tap 18 selection is delayed until Feb 2017. (2-17-2017) MTC informed the Town that our project has been selected for P-TAP Round 18 assistance. The contract for MTC's consultant total project cost is \$18,000 which the Town is responsible for 20% = \$3,600.
14	I-280 Repaving	AC	(2-24-2017) Repaving work is scheduled for 2018/19 Program year as shown in approved 2016 SHOPP program



Tasks	Project Name	Project Manager	Latest Status
15	VTA TAC Meetings and CIP-WG Meeting	AC	<p>(1-15-16) Staff attended the 1-14-16 TAC meeting and the Envision SV Ad-Hoc committee meeting. A new chair and vice chair was selected. Committee took action to approve allocation of \$250,000 to help fund the interim bicycle improvements on Page Mill/I-280 interchange. Ad-Hoc committee working on selection criteria for projects listed for Envision SV. (2-5-16) Staff attended the VTA Board meeting and the Board approved the \$250,000 to the County to help fund the interim bicycle improvements. (3-11-16) Staff attended the 3-10-16 TAC meeting. Committee received update on Envision Silicon Valley. VTA staff is developing categories for ESV to distribute an estimated \$6.5 Billion. (4-14-16) Staff attended the April TAC meeting. (4-14-16) TAC committee did not reach agreement on a formal recommendation of the Envision Silicon Valley policies to the Board. VTA staff will provide TAC comments to the Board at their April 22 workshop. (6-10-16) June TAC meeting was canceled. Next meeting is in July. (8-26-16) Staff met with VTA staff to discuss Countywide bicycle plan. VTA working on draft map for upcoming BPAC meeting. (10-14-16) Staff attended the 10-13-16 TAC meeting. Committee received update on Caltrans I-80 Smart Corridor project. Committee also received an update on the Countywide Bicycle Plan prioritization criteria. (11-10-16) Measure B is currently polling at 70%. VTA expects the poll to be final by Monday, 11/14/16. (12/9/2016) VTA has provided 2016 Measure B update and is expected to begin receiving funds in June 2017 and the allocation is for Fiscal Year 2018-2019 (1/13/2017) Staff attended the 1/11/2017 TAC meeting. Committee received a report on the Draft Transit Service Plan. Committee received and discuss 2016 Measure B Program Areas. (2/10/2017) Staff attended the 1/08/2017 TAC meeting. Committee reviewed and discussed 2016 Measure B - Bicycle &amp; Pedestrian and Caltrans Corridor Capacity and Caltrans Grade Separation Program Areas. Committee received a summary of community feedback collected to date on the draft Next Network transit service plan and a report on the "State Route 85 Noise Reduction Study Final Phase 1 Report" (3/3/17) Staff attended February 2017 CIP-WG meeting to discuss 2016 Measure B, VERBS, and various funding. (3/10/17) Staff attended the 3/8/2017 TAC meeting. Committee received updates regarding VERBS and various 2016 Measure B programs.</p>
16	Evaluation of Cut Through Commuter Traffic Method - Waze	AC	<p>(11-10-2016) Waze is popular traffic mobile application that provides navigation guidance by combining real time traffic reported by users. When the first Waze-enabled car finds its way to a promising shortcut, thousands can follow. Recently, staff received complaints from residents about Waze directing traffic to Town streets such as Purissima, Robelda, Elena Roads. Staff will initiate contact with Waze and request removal these three streets from their alternate routing list for I-280. (1-6-2017) Staff has successfully contacted Waze and participated with Waze's Connected Citizen Program (CCP). CCP will enable the Town to exchange data (traffic) with Waze and potentially to influence Waze's routing algorithm on route traffic to Town's local streets (1/13/2017) Staff continues to participate Waze's Connected Citizen Program.</p>
17	Pathway Inventory, Assessment, and GIS Services	MM	<p>(1-6-2017) Staff Report was pulled from December 2016 City Council Meeting. Staff will present this to Pathway Committee in the coming meeting for recommendations before presenting to the Council. (1-20-2017) Staff will meet with Pathway Committee on 1-23-2017. (2-3-2017) Staff met with Pathway Committee to discuss the service contract and will present this revised service to the City Council on 2-16-2017 Council Meeting. (2/10/2017) Staff (Marni Moseley) has added this to February 2017 City Council consent calendar. (2/17/2017) The City Council approved a GIS based pathway inventory and assessment to Alta Planning + Design at their 2/16/17 meeting. (3/17/2017) Staff had a kick-off meeting with Alta Planning plus Design</p>

**Last Updated on 3/17/2017**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Project Manager</u></b>	<b><u>Latest Status</u></b>
18	Traffic Signal Maintenance Contract	AC	(2-3-2017) The current traffic signal maintenance contractor, Siemens, has notified the Town on January 27, 2017 to terminate the maintenance agreement effective by the end of day on February 28, 2017. Staff is preparing for a Request For Proposal for soliciting a new traffic signal maintenance contractor to replace Siemens. (2/10/2017) Staff has finished the Signal Maintenance RFP and reviewed by City Attorney. The RFP will be sent to 3 traffic signal maintenance contractors for proposals. The proposal due date is 2/21/2017. (2/17/17) Staff sent the RFP to 3 contractors inviting them to submit proposals. (2/24/2017) Two proposals were received for the RFP. Staff is reviewing the proposals and will make a selection to continue traffic signal maintenance services in March 2017. (3/3/17) Bear Electrical Solutions (BES) is selected for the traffic signal maintenance contractor. Signal Maintenance will resume in March to prevent service interruption. (3/17/17) <b>Contract agreement executed and staff had a kick-off meeting with BES.</b>
19	Eastbrook Geotechnical Report	TT/AC	(2/17/17) Staff provided an update of the final Eastbrook Geotechnical Report at the 2/16/17 City Council Meeting. Staff will provide a copy of this report to the County for their review. Staff plan to meet with the County after their review of the report. (2/24/2017) Staff provided a copy of the report to Santa Clara County. Staff is preparing to notify Caltrans about the study result by sending a copy of the report. (3/3/17) Staff Sent a copy of investigation report to Caltrans (3/17/17) <b>an assessment study to the south of previous study limit is in order to evaluate Mora Annexation project.</b>
20	Summerhill Pathway Project (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 115)	AC	(3/10/17) On 06/16/2016 Pathway Committee requested for the City Council to designate \$30,000 for consulting services to review and prepare a pathway design concept. Staff has started to prepare documentation for consultants. (3/17/17) <b>RFP sent out to consultants.</b>
21	Page Mill/Moon Lane Pedestrian Bridge (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 110)	AC	(3/10/2017) Staff has started the design phase by preparing documentation and contacting consultants. (3/17/17) <b>RFP sent out to consultants.</b>

### Los Altos Hills Maintenance January 2017

Task	Monthly Summary	Unit Cost	Quantity	12-Month Cost	Actual Unit Per Month	Cost Per Month	Year to Date Cost	Year to Date Quantity	Quantity Remaining	Remaining Budget
Bid Item No. 1. Pump Station Maintenance	<b>PURISSIMA Station:</b> The weekly inspections, ATS and Generator testing were performed. <b>O'Keefe Court Station:</b> The weekly inspections, ATS and Generator testing were performed. <b>Unscheduled repairs at Purissima Station:</b> On January 24th Pump 2 in the dry pit failed as well as the overload and soft starter. Pump 2 was removed and replaced on the same day. On January 25th a new overload unit and soft start were installed to complete the repairs. (See Tab 1.)	\$1,771.59	12	\$21,259.08	1	\$1,771.59	\$10,629.54	6	6	\$10,629.54
Bid Item No. 2. Cleaning and Flushing in Right of Way	<b>Work Performed:</b> Cleaned 1,830 feet of pipe within the public right-of-way. Results were noted in the CMMS. <b>Recommendation:</b> Finish Cleaning the Town's sewer system. (See Tab 2.)	\$1.08	99,000	\$106,920.00	1,830	\$1,976.40	\$27,543.24	25,503	73,497	\$79,376.76
Bid Item No. 3. Cleaning and Flushing in Easements	<b>Work Performed:</b> Cleaned 8,495 feet of pipelines in easements. Results were noted in the CMMS. Recommendation: Focus on finishing the Cleaning. (See Tab 3.)	\$1.49	36,000	\$53,640.00	8,495	\$12,657.55	\$36,776.18	24,682	11,318	\$16,863.82
Bid Item No. 4. CCTV Inspection within Right of Way	<b>Work Performed:</b> CCTV inspected 2,097 feet of pipelines that are Right of Way. NASSCO PACP standards were used and Structural and O&M condition ratings and defect codes were used and entered into the CMMS system. <b>Recommendation:</b> Perform 1 Open Trench Repair (See Tab 4.)	\$1.49	68,000	\$101,320.00	2,097	\$3,124.53	\$31,945.60	21,440	46,560	\$69,374.40
Bid Item No. 5. CCTV Inspection within Easements	<b>Work Performed:</b> CCTV inspected 4,449 feet of pipelines in easements. NASSCO PACP standards were used and Structural and O&M condition ratings and defect codes were used and entered into the CMMS system. <b>Recommendation:</b> Perform 1 Open Trench Repair and locate manhole EMH1032 to access for CCTV inspection(See Tab 5.)	\$1.91	25,000	\$47,750.00	4,449	\$8,497.59	\$25,884.32	13,552	11,448	\$21,865.68
Bid Item No. 6. Response to SSOs with access from Right of Way	West Bay did not respond to a Sanitary Sewer Overflow in the Right of Way.	\$1,545.00	6	\$9,270.00	-	\$0.00	\$0.00	-	6	\$9,270.00
Bid Item No. 7. Response to SSOs with access from Easements only	West Bay responded to a Category 1 Sanitary Sewer Overflows of off Fremont Road on January 11th 2017.	\$1,730.34	6	\$10,382.04	1	\$1,730.34	\$1,730.34	1	5	\$8,651.70
Bid Item No. 8. GIS Mapping Maintenance and Updates (By the Hour)	Updated GIS Mapping and Maintenance Data Updates.	\$132.87	120	\$15,944.40	5	\$664.35	\$2,524.53	19	101	\$13,419.87
Bid Item No. 9. Monthly Management Reports	Developed the monthly summary report and follow up work for the Town.	\$371.83	12	\$4,461.96	1	\$371.83	\$2,230.98	6	6	\$2,230.98
Bid Item No. 10. Sanitary Sewer Overflow Response for Private Laterals	West Bay will respond to SSOs related to private laterals, including determining ownership, notifying the owner of the issue, providing the owner with the Town's Sewer Spill Reference Plan, and entering information into the CMMS system.	\$328.50	6	\$1,971.00	-	\$0.00	\$0.00	-	6	\$1,971.00
			Total	\$372,918.48		\$30,794.18	\$139,264.73			\$233,653.75



**Santa Clara County Office of the Sheriff**  
**Weekly Activity Summary**  
**3/6/2017 – 3/12/2017**  
**LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
3/7	L1	Identity Theft	On 3/7, the victim received notification that unknown suspect(s) used the victim's personal information to open several credit card accounts for an unknown total loss. The victim lives in Los Altos Hills.
3/7	L2	Non-Injury Collision	Occurred at 5:56 PM at El Monte Road and O Keefe Lane.
3/10	L1	Injury Collision	Occurred at 2:53 PM at Anacapa Drive and Ascension Drive.
3/11	L3	Contributing to the Delinquency of Minors ARREST	At 10:46 PM, deputies responded to a party call in the 14000 block of Baleri Ranch Road. An investigation revealed the homeowner hosted and provided alcohol for a party involving several juveniles. The suspect was cited and released.

DATE/TIME	BEAT	EVENT NUMBER	EVENT TYPE	LOCATION	INFORMATION
<b>BURGLARIES</b>					
3/11/2017 19:38	L5	17-070-0350	459	MAGDALENA RD @ HOOPER LN	INVESTIGATED
<b>DISTURBANCES</b>					
3/9/2017 22:15	L1	17-068-0528	415E	MIRANDA RD @ WILD PLUM LN	INVESTIGATED
3/11/2017 22:46	L3	17-070-0413	415J	BALERI RANCH RD @ PAGE MILL RD	INVESTIGATED

**THEFTS**

3/7/2017 18:48	L1	17-066-0526	530.5	E SUNSET DR @ BURKE RD	INVESTIGATED
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**PHONE THE OFFICE**

3/12/2017 9:37	L1	17-071-0094	1021	71L1	COMPLPLETE
3/9/2017 16:27	L1	17-068-0382	1021	81L1	COMPLPLETE
3/9/2017 16:12	L1	17-068-0378	1021	81L1	COMPLPLETE

**ABANDON VEHICLES**

3/9/2017 11:00	L1	17-068-0195	1124	PURISSIMA RD @ VISCAINO RD	INVESTIGATED
3/8/2017 9:23	L1	17-067-0137	1124	PURISSIMA RD @ VISCAINO RD	INVESTIGATED

**TRAFFIC HAZARDS**

3/12/2017 17:41	L3	17-071-0282	1125	FY 280 @ PAGE MILL RD	INVESTIGATED
3/8/2017 9:27	L1	17-067-0138	1125	LA PALOMA RD @ W FREMONT RD	INVESTIGATED
3/8/2017 5:47	L2	17-067-0050	1125	HILLTOP DR @ HILLVIEW RD	INVESTIGATED
3/6/2017 17:21	L3	17-065-0317	1125	PAGE MILL RD @ ARASTRADERO RD	INVESTIGATED

**SUSPICIOUS  
VEHICLES**

3/12/2017 14:27	L1	17-071-0211	1154	PURISSIMA RD @ LA PALOMA RD	INVESTIGATED
3/9/2017 12:15	L1	17-068-0225	1154	PURISSIMA RD @ VISCAINO RD	INVESTIGATED
3/9/2017 6:27	L4	17-068-0065	1154	CHAPARRAL WY @ MOODY RD	INVESTIGATED
3/8/2017 3:20	L3	17-067-0031	1154	PAGE MILL RD @ ARASTRADERO RD	CITATION GIVEN

**TRAFFIC COLLISIONS**

3/10/2017 14:53	L1	17-069-0319	1182	ANACAPA DR @ ASCENSION DR	INVESTIGATED
3/7/2017 17:56	L2	17-066-0503	1182	EL MONTE RD @ O KEEFE LN	INVESTIGATED

3/6/2017 17:30	L1	17-065-0321	1182	VOORHEES DR @ EL MONTE RD	INVESTIGATED
<b>TRAFFIC STOPS</b>					
3/11/2017 14:28	L2	17-070-0256	1195	S EL MONTE AV @ BAY TREE LN	CITATION GIVEN
3/11/2017 14:15	L2	17-070-0251	1195	S EL MONTE AV @ SUMMERHILL AV	CITATION GIVEN
3/11/2017 12:11	L1	17-070-0200	1195	W FREMONT RD @ W EDITH AV	WARNING GIVEN
3/11/2017 10:57	L1	17-070-0167	1195	S EL MONTE AV @ FOOTHILL EX	CITATION GIVEN
3/11/2017 9:52	L1	17-070-0139	1195	EL MONTE RD @ VOORHEES DR	CITATION GIVEN
3/11/2017 1:33	L1	17-070-0030	1195	FY 280 @ EL MONTE RD	WARNING GIVEN
3/10/2017 23:19	L5	17-069-0530	1195	MAGDALENA RD @ DAWSON DR	CITATION GIVEN
3/10/2017 16:15	L2	17-069-0359	1195	EL MONTE RD @ SUMMERHILL AV	CITATION GIVEN
3/10/2017 16:03	L2	17-069-0348	1195	EL MONTE RD @ SUMMERHILL AV	CITATION GIVEN
3/10/2017 14:56	L3	17-069-0321	1195	ELENA RD @ BECKY LN	CITATION GIVEN
3/10/2017 14:16	L2	17-069-0298	1195	FY 280 @ MAGDALENA RD	CITATION GIVEN
3/10/2017 12:19	L3	17-069-0238	1195	FY 280 @ PAGE MILL RD	CITATION GIVEN
3/9/2017 18:28	L2	17-068-0448	1195	S EL MONTE AV @ SUMMERHILL AV	CITATION GIVEN
3/9/2017 18:14	L2	17-068-0443	1195	EL MONTE RD @ SUMMERHILL AV	CITATION GIVEN
3/9/2017 18:03	L2	17-068-0434	1195	S EL MONTE AV @ SUMMERHILL AV	WARNING GIVEN
3/9/2017 17:55	L1	17-068-0432	1195	EL MONTE RD @ VOORHEES DR	CITATION GIVEN
3/9/2017 16:47	L1	17-068-0394	1195	FOOTHILL EX @ S SAN ANTONIO RD	CITATION GIVEN
3/9/2017 15:26	L5	17-068-0353	1195	EASTBROOK AV @ MAGDALENA AV	CITATION GIVEN
3/9/2017 15:11	L5	17-068-0341	1195	EASTBROOK AV @ MAGDALENA AV	WARNING GIVEN
3/9/2017 14:55	L5	17-068-0329	1195	EASTBROOK AV @ MAGDALENA AV	CITATION GIVEN
3/9/2017 14:53	L5	17-068-0327	1195	MAGDALENA AV @ EASTBROOK AV	CITATION GIVEN
3/9/2017 13:45	L3	17-068-0270	1195	ARASTRADERO RD @ STIRRUP WY	CITATION GIVEN
3/9/2017 10:13	L1	17-068-0162	1195	W FREMONT RD @ LA PALOMA RD	CITATION GIVEN
3/9/2017 9:42	L1	17-068-0139	1195	TORELLO LN @ MANUELLA RD	CITATION GIVEN
3/8/2017 12:02	L2	17-067-0247	1195	SUMMERHILL AV @ ROCKPOINT LN	CITATION GIVEN

3/8/2017 10:24	L1	17-067-0180	1195	EL MONTE RD @ VOORHEES DR	CITATION GIVEN
3/8/2017 10:10	L2	17-067-0169	1195	S EL MONTE AV @ SUMMERHILL AV	CITATION GIVEN
3/8/2017 9:21	L1	17-067-0133	1195	S SAN ANTONIO RD @ CUESTA DR	CITATION GIVEN
3/7/2017 14:46	L2	17-066-0391	1195	MAGDALENA RD @ HY 280	CITATION GIVEN
3/7/2017 14:29	L2	17-066-0381	1195	MAGDALENA RD @ FY 280	CITATION GIVEN
3/7/2017 13:10	L5	17-066-0321	1195	EL MONTE RD @ STONEBROOK DR	CITATION GIVEN
3/7/2017 11:56	L2	17-066-0276	1195	FY 280 @ MAGDALENA RD	CITATION GIVEN
3/7/2017 11:54	L3	17-066-0272	1195	STIRRUP WY @ SADDLE MOUNTAIN DR	CITATION GIVEN
3/7/2017 9:07	L2	17-066-0146	1195	FY 280 @ MAGDALENA RD	CITATION GIVEN

**PARKING  
VIOLATIONS**

3/11/2017 10:26	L4	17-070-0154	22500	MOODY RD @ RHUS RIDGE RD	CITATION GIVEN
3/11/2017 9:52	L4	17-070-0141	22500	MOODY RD @ TEPA WY	CITATION GIVEN
3/7/2017 14:42	L1	17-066-0385	22500	W FREMONT RD @ BURKE RD	CITATION GIVEN
3/9/2017 4:45	L3	17-068-0058	CITE	ARASTRADERO RD @ PAGE MILL RD	CITATION GIVEN

**RECKLESS DRIVING**

3/12/2017 20:06	L5	17-071-0330	23103	MAGDALENA AV @ EASTBROOK AV	INVESTIGATED
3/12/2017 19:53	L2	17-071-0325	23103	MAGDALENA RD @ FY 280	INVESTIGATED

**ALARMS**

3/12/2017 12:17	L3	17-071-0167	1033A	VIA VENTANA @ BRIONES WY	FALSE ALARM
3/11/2017 15:26	L1	17-070-0275	1033A	LA CRESTA DR @ VISCAINO RD	FALSE ALARM
3/11/2017 14:59	L4	17-070-0262	1033A	TANGLEWOOD LN @ MOODY RD	FALSE ALARM
3/8/2017 12:38	L5	17-067-0272	1033A	OLIVE TREE LN @ BLANDOR WY	FALSE ALARM
3/6/2017 14:17	L1	17-065-0228	1033A	MIRANDA RD @ LA LANNE CT	FALSE ALARM
3/6/2017 11:56	L3	17-065-0168	1033A	ALTAMONT RD @ ALMADEN CT	FALSE ALARM
3/6/2017 7:15	L1	17-065-0059	1033A	MIRANDA RD @ LA LANNE CT	FALSE ALARM

**PUBLIC SAFETY  
ASSISTANCE**

3/12/2017 13:36	L3	17-071-0191	AID	OLD PAGE MILL RD @ GERTH LN	COMPLPLETE
3/8/2017 21:57	L3	17-067-0545	AID	ROBLEDA RD @ ELENA RD	COMPLPLETE
3/8/2017 14:53	L3	17-067-0356	AID	PASEO DEL ROBLE @ ROBLE ALTO	COMPLPLETE
3/6/2017 11:46	L1	17-065-0163	AID	PURISSIMA RD @ SAMUEL LN	COMPLPLETE

**ATTEMPT TO  
CONTACT**

3/12/2017 12:29	L1	17-071-0172	ATC	LEANDER DR @ PURISSIMA RD	COMPLPLETE
3/9/2017 17:04	L1	17-068-0405	ATC	ORCHARD HILL LN @ ROBLEDA RD	COMPLPLETE

**INFORMATION ONLY**

3/8/2017 15:10	L1	17-067-0368	BTINFO	ROBLEDA RD @ W FREMONT RD	INFORMATION GIVEN
3/11/2017 23:48	L3	17-070-0435	INFO	BALERI RANCH RD @ PAGE MILL RD	INFORMATION GIVEN
3/11/2017 14:23	L1	17-070-0254	INFO	W FREMONT RD @ DONELSON PL	INFORMATION GIVEN
3/10/2017 14:57	L4	17-069-0322	INFO	RHUS RIDGE RD @ PECK LN	INFORMATION GIVEN
3/9/2017 23:19	L1	17-068-0555	INFO	SEVEN ACRES LN @ W FREMONT RD	INFORMATION GIVEN
3/9/2017 10:05	L1	17-068-0153	INFO	FY 280 @ EL MONTE RD	INFORMATION GIVEN
3/9/2017 9:35	L4	17-068-0134	INFO	ALTAMONT RD @ BRIONES WY	INFORMATION GIVEN
3/8/2017 7:35	L1	17-067-0066	INFO	FY 280 @ EL MONTE RD	INFORMATION GIVEN
3/6/2017 13:00	L3	17-065-0185	INFO	TRACY CT @ ARASTRADERO RD	INFORMATION GIVEN

**STRANDED  
MOTORIST**

3/6/2017 6:21	L3	17-065-0052	STRAND	PAGE MILL RD @ FY 280	INFORMATION GIVEN
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**SUSPICIOUS  
CIRCUMSTNACE**

3/11/2017 10:10	L3	17-070-0148	SUSCIR	GREEN HILLS CT @ ELENA RD	INVESTIGATED
3/11/2017 1:52	L1	17-070-0036	SUSCIR	KINGSLEY AV @ ALTADENA DR	INVESTIGATED



3/9/2017 20:18	L1	17-068-0486	SUSCIR	ESTACADA WY @ ESTACADA DR	INVESTIGATED
			<b>WELFARE CHECK</b>		
3/7/2017 9:42	L2	17-066-0171	WELCK	DAWNRIDGE DR @ MAGDALENA RD	COMPLPLETE
			<b>CITIZEN ASSISTANCE</b>		
3/9/2017 15:57	L3	17-068-0371	CITFD	ELENA RD @ MOODY RD	INFORMATION GIVEN

Victoria Dye Equestrian, LLC  
Profit & Loss - Current Month and YTD  
February 2017

	Boarding		School		TOTAL	
	Feb 17	Jan - Feb 17	Feb 17	Jan - Feb 17	Feb 17	Jan - Feb 17
Ordinary Income/Expense						
Income						
Camps - Town Sold				735.00		735.00
Reimbursements						
Bedding Reimbursement	135.00	270.00			135.00	270.00
Feed Reimbursements	1,258.00	2,516.00			1,258.00	2,516.00
Reimbursed Expenses			1,010.00	2,335.00	1,010.00	2,335.00
Town Water Reimbursements	103.75	103.75			103.75	103.75
Reimbursements - Other	(40.00)	(90.00)			(40.00)	(90.00)
Total Reimbursements	1,456.75	2,799.75	1,010.00	2,335.00	2,466.75	5,134.75
Services						
Boarding	28,451.00	59,355.00			28,451.00	59,355.00
Lessons			13,435.00	27,766.00	13,435.00	27,766.00
Total Services	28,451.00	59,355.00	13,435.00	27,766.00	41,886.00	87,121.00
Subsidy	3,000.00	6,000.00			3,000.00	6,000.00
Total Income	32,907.75	68,154.75	14,445.00	30,836.00	47,352.75	98,990.75
Gross Profit	32,907.75	68,154.75	14,445.00	30,836.00	47,352.75	98,990.75
Expense						
Advertising and Promotion	75.00	75.00			75.00	75.00
Automobile Expense						
Insurance	279.97	279.97			279.97	279.97
Total Automobile Expense	279.97	279.97			279.97	279.97
Bedding	5,128.84	5,128.84	135.00	270.00	5,263.84	5,398.84
Boarding Expense			300.00	550.00	300.00	550.00
Camp Expenses			(1,607.83)	(1,607.83)	(1,607.83)	(1,607.83)
Commissions						
Town of Los Altos			3,358.75	6,977.75	3,358.75	6,977.75
Total Commissions			3,358.75	6,977.75	3,358.75	6,977.75
Feed, Grain and Hay	8,578.20	8,828.20	1,258.00	2,643.46	9,836.20	11,471.66
IEA School			9.99	659.98	9.99	659.98
Insurance						
Equine Insurance	1,305.50	2,611.00	2,123.50	3,923.00	3,429.00	6,534.00
Total Insurance	1,305.50	2,611.00	2,123.50	3,923.00	3,429.00	6,534.00
IPN Fees	3.00	6.00	3.00	6.00	6.00	12.00
Merchant deposit fees	18.95	38.40			18.95	38.40
Office Supplies		5.41		114.39		119.80
Outside Services	449.99	1,529.99		389.11	449.99	1,919.10
Payroll Expenses						
Health Insurance	346.62	785.54			346.62	785.54
Officer Salary	4,250.00	8,500.00			4,250.00	8,500.00
Processing Fee	7.00	12.25	5.25	10.50	12.25	22.75
Sick Leave		468.00				468.00
Taxes	1,247.38	2,915.69	176.60	447.82	1,423.98	3,363.51
Wages	6,612.50	15,403.00	1,430.00	3,626.00	8,042.50	19,029.00
Work Comp	1,562.16	32.09	669.50	13.76	2,231.66	45.85
Payroll Expenses - Other				(4.50)		(4.50)
Total Payroll Expenses	14,025.66	28,116.57	2,281.35	4,093.58	16,307.01	32,210.15
Pest Control	157.50	315.00			157.50	315.00
Professional Development				187.00		187.00
Professional Fees						
Accounting	1,200.00	2,400.00			1,200.00	2,400.00
Total Professional Fees	1,200.00	2,400.00			1,200.00	2,400.00
Repairs						
Equipment Repairs		307.66				307.66
Facility Repairs	2,460.00	2,460.00			2,460.00	2,460.00
Total Repairs	2,460.00	2,767.66			2,460.00	2,767.66
Shoeing			1,165.00	2,145.00	1,165.00	2,145.00
Supplies	(2,430.66)	(2,430.66)	(93.02)	409.28	(2,523.68)	(2,021.38)
Telephone & Communications	251.59	501.14	248.28	532.50	499.87	1,033.64
Tractor Expense						
Fuel	173.89	173.89			173.89	173.89
Rental	50.00	100.00			50.00	100.00
Total Tractor Expense	223.89	273.89			223.89	273.89
Travel & Ent						
Meals	25.01	25.01	84.00	129.12	109.01	154.13
Total Travel & Ent	25.01	25.01	84.00	129.12	109.01	154.13
Utilities						
Gas and Electric and Propane	9.86	1,548.49			9.86	1,548.49
Water	493.45	836.43			493.45	836.43
Total Utilities	503.31	2,384.92			503.31	2,384.92
Vet & Medical Expense			2,179.58	2,553.58	2,179.58	2,553.58
Total Expense	32,255.75	52,856.34	11,445.60	23,975.92	43,701.35	76,832.26
Net Ordinary Income	652.00	15,298.41	2,999.40	6,860.08	3,651.40	22,158.49
Net Income	652.00	15,298.41	2,999.40	6,860.08	3,651.40	22,158.49

# Westwind Community Barn Monthly Report March 2017

## Horse Summary

Occupancy	Barn	Paddock	Pasture	Total Boarding	Total inc 4-H and School horses
January	19	3/ 6 shared	16	44	44 + 15 + 7 = 66
February	19	3/6	16	44	44+15+7=66
March	19	2/5	15	41	41+14+7=63
April					
May					
June					
July					
August					
September					
October					
November					
December					

### Lost Boarders

### New boarders

### Current Trainers

Heather Franco

Sharon Wormhoudt

### Activities –this month

Move paddocks to new location

Finish shelter on new paddock

Hired new employee Esteban Garibay

Hay purchase

### Disputes-

**Injuries-**  
**Repairs made –**  
**Capital Repairs –**

**VDE HORSES AND LOCATION (14)**

BYRNE PASTURE(7)

Sarge

Aj

Checkers

Caramia

Luna

Bojack

Tater

PADDOCK (4)

Magic

Jasper

Pari

JD

VDE PENS (3)

Danny

Ole

Simon

4H Horses (7)

Steele

Sparky

Libby

Tango

Cinders

Reno

Trinity