



Town Manager's Report for January 15 - 19, 2018

Items to report on from this week include the following:

Planning/ Building/ Engineering Update:

The **City Engineer's Report** is attached. Changes in project status from the previous City Engineer's Report are shown in **red text**.

The following project was approved at the January 16 Site Development hearing:

- A landscape screening plan for a new residence under construction at **26727 Taaffe Road**. There were no neighbors in attendance and no project issues.

The long range planning projects matrix is attached.

Public Safety Update:

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

Administrative Services Update:

For the next few weeks, Finance will be focused on completing the mid-year financial update and budget amendment. We are aiming to complete mid-year update by February 2, which will be presented and reviewed by the FIC on February 5 and the City Council February 15.

Other projects on the department's list includes begin working on cost allocation plan and user fee study and preparing for the 2018-19 Budget process.

Parks & Recreation Update:

Sarah Robustelli tested and earned the **Certified Park and Recreation Professional (CPRP) Certification** from the National Recreation and Park Association. The Certified Park and Recreation Professional certification is the national standard for all parks and recreation professionals.

On Saturday January 13th from 9:00-Noon, the Los Altos Hills Youth Commission held **Technology for Seniors** in the Council Chambers. Staff partnered with Verizon Wireless Crisis Response Team to setup cradle point routers for the event.

Staff held our monthly meeting with **Victoria Dye Equestrian**. Attached please find the calendar year P & L. VDE had the largest profit margin in 2017 than any other year. VDE doubled the profit of the Barn from 2016 to 2017, which is partially attributed to the drier weather.

The **El Monte Fire Station Tour** takes place this Saturday, January 20th from 10:00-10:45 am, Parks and Recreation has received 25 RSVP's for the event.

On Wednesday, January 24th, all Recreation Activities will be held in the Parks and Rec Building to accommodate an all staff training for **Personal Preparedness (PEP)** from 10:00 am – 2:00 pm.

On Thursday, January 25th, select Town Staff will participate in a Twitter “**Tricks of the Trade**” Tour and Workshop from 10:30 am – 12:30 pm.

Chamber Music Concert will be held at Town Hall, Council Chambers on Saturday, January 27th from 7:30-9:00 pm. Tickets are \$5 and limited to the first 70 people, visit:
<http://www.losaltoshills.ca.gov/201>.

Los Altos Hills Youth Commission will host **Teen Movie Night** held on Friday, February 2nd from 7:00 -9:00 pm in the Council Chambers.

Feel free to call or email if you have questions.

Thanks.

Carl

Tasks	Project Name	Project Manager	Latest Status
1	Page Mill Interchange /I-280 Safety Bicycle Improvement (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 109)	AC	<p>(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. (5-12-27) County put project to bid with bid opening of May 18, 2017. County is still waiting for Caltrans to provide encroachment permit in time or forced to issue an addendum to delay the bid opening. (6-23-17) Santa Clara County notified the Town this project will be put on hold pending further maintenance agreement between Caltrans and County. County indicated that Caltrans required strict maintenance agreement requirements which were not approved by the Board of Supervisors. (8-11-17) Santa Clara County Road and Airport Department Director will give a presentation at 8/17/17 Council meeting to update the status (8-18-17) City Council directed staff to provide assistance to the County and Caltrans if applicable for the maintenance agreement between the two parties. (9-1-17) Staff has contacted the County Road and Air Port Department to offer assistance</p>
2	Purissima Pump Station Pump Replacement	C	<p>(9-15-17) Pumps have been ordered (Shape) and anticipated delivery in 8 weeks. (11-17-17) Status update: Pumps are tentatively scheduled to be delivered the end of November 2017 and to be installed the second week of December by West Bay Sanitary District. (12-22-17) Pumps were received by contractor. One pump fell over during shipment, contractor is doing a complete overhaul and inspection of the unit prior to installation. Needs to replace lifting handle and power cable. (1-11-18) Replacement pumps installed, One spare drywell pump and one spare wetwell pump kept on site, third spare pump kept at Corp yard as emergency spare. (1-19-18) Second drywell pump is scheduled to be installed 1/22/18</p>

Tasks	Project Name	Project Manager	Latest Status
3	Sewer Operations	C	<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&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&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&M activities is attached. (9-30-16) The June 2016 status update of sewer activities and the July 2016 summary of O&M activities are attached. (11-10-16) The August 2016 summary of O&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&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&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&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&M activities is attached. (3-17-2017) The January 2017 summary of O&M activities is attached. (4-14-2017) The December 2016 status update of sewer activities and the February 2017 summary of O&M activities are attached. (5-5-2017) The January 2017 status update of sewer activities and the March 2017 summary of O&M activities are attached. (6-2-2017) The February 2017 status update of sewer activities and the April 2017 summary of O&M activities are attached. (6-30-2017) West Bay's Board report for activities in LAH in the month of March and April are attached. (8-18-2017) The April 2017 status update of sewer activities is attached. (9-15-2017) The April/May 2017 status update of sewer activities and the June 2017 summary of O&M activities are attached. (9-29-2017) Town staff met with WBSD to discuss the remaining cleaning and CCTV status and the upcoming cleaning, CCTV, and root foaming maintenance program. (11-3-17) 2017 August O&M summary and 2017 June progress report are attached. (1-4-18) 2017 September O&M summary and 2017 July progress report are attached. August progress report is scheduled to be sent to Town week of 8 JAN. (1-11-18) 2017 October O&M summary is attached.</p>

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4	Sanitary Sewer Master Plan Update (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 114)	C	<p>(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. (3-31-2017) One of the data the master plan consultant needs prior to loading the network is data for the manholes along the selected trunk line. To date, 225 out of 286 manholes have been surveyed. The manhole survey effort has been much more difficult than anticipated due to most of manholes survey have been under heavy tree shades which prevent GPS satellites reading. Staff is facilitating this effort by locating the remaining manholes in advance of the survey work. (6-16-17) Staff had a milestone meeting with the master plan team. In short, the dry weather flow was been calibrated and the wet weather flow calibration is in progress. The team discussed some anomalies found during the model calibration, steps taken to address them, and information needed to further refine the model, which is based on water consumption data. (8-11-17) Dry weather calibration has been completed. Consultant is reviewing and confirming wet weather calibration. (8-18-2017) Consultant finalized the wet weather calibration. Consultant is completing the existing scenario analysis and is nearly ready to run the future scenario of the hydraulic model. (9-15-2017) Consultant and Town staff reviewed the preliminary capacity analysis results for three scenarios (existing flows; flows with all properties within 200 ft of existing main connected; and a full septic conversion scenario). Consultant is reviewing capacity deficiencies in more detail, and developing capacity projects to address those deficiencies. Consultant and Town staff to meet on September 25 to review the capacity projects. (9-29-2017) Consultant and Town staff reviewed the revised capacity analysis results for three scenarios (existing flows; flows with all properties within 200 ft of existing main connected; and a full septic conversion scenario). Consultant and Town staff reviewed the draft capacity projects to address identified deficiencies and will request additional invert and pipe size information from Palo Alto and WBSD. (12-1-2017) Waiting for additional information from Palo Alto to finalize the draft report. (1-5-2018) Pipe size and depth information for the Page Mill Road sewer has been received from Palo Alto and forwarded to Woodard & Curran.</p> <table border="1" data-bbox="724 781 1961 1052"> <thead> <tr> <th colspan="13">Current Schedule</th> </tr> <tr> <th rowspan="2">Task</th> <th colspan="12">2017</th> </tr> <tr> <th>JAN</th> <th>FEB</th> <th>MAR</th> <th>APR</th> <th>MAY</th> <th>JUN</th> <th>JUL</th> <th>AUG</th> <th>SEPT</th> <th>OCT</th> <th>NOV</th> <th>DEC</th> </tr> </thead> <tbody> <tr> <td>Data Collection & Review</td> <td>█</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hydraulic Model Development & Calibration</td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>System Evaluation</td> <td></td> <td></td> <td></td> <td></td> <td>█</td> <td>█</td> <td>█</td> <td>█</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Capacity CIP Development</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>█</td> <td>█</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Draft Master Plan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>█</td> <td>█</td> <td>█</td> </tr> <tr> <td>Final Master Plan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>█</td> </tr> <tr> <td>City Council Adoption (TBD)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Current Schedule													Task	2017												JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Data Collection & Review	█												Hydraulic Model Development & Calibration	█	█	█	█	█	█							System Evaluation					█	█	█	█					Capacity CIP Development								█	█				Draft Master Plan										█	█	█	Final Master Plan												█	City Council Adoption (TBD)												
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5	Wet weather flow monitoring	C	<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 of the vice-chair, the preliminary report was sent to Finance and Investment Committee for review. (6-16-17) Staff still has not received comments from the Cities. However, since water consumption data is going to be used as the primary data to calibrate the hydraulic model after meeting with the master plan team, VWHA is going amend the average flow calculation based on water consumption data. (8-4-2017) VWHA provided an updated draft average flow calculation technical memo. Staff provided the updated draft to Vice Chair of FIC. (12-1-2017) Staff had discussions with Los Altos and Palo Alto about the flow monitoring report and will resume discussions later.</p>
6	Town-Wide Creek Maintenance Permit	JC/JK	<p>(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. (3-31-2017) Staff met with the consultant to study the feasibility of obtaining a permit to maintain the creek. (5-5-17) Consultant study recommends to obtain a town-wide creek maintenance permit. Staff will request for approval under 2017-18 budget. (6-16-17) The City Council approved the town-wide/10-year maintenance permit budget request on 06-15-2017 City Council Meeting. (12-22-17) Staff has started the RFP preparation</p>

Tasks	Project Name	Project Manager	Latest Status
7	Matadero Creek Erosion - Erosion on Page Mill Road near Baleri Ranch Rd (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 106)	AC	<p>(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 (4-28-17) Water Board has responded and will issue the permit, currently the consultant is applying permit with California Department of Fish and wildlife (9-15-17) The Regional Water Quality Control Board has additional concerns of some missing information in application. The RWQCB is also require written documentation from the land owners SCVWD and Caltrans to agree to off-site mitigation plantings. Town consultant is addressing both concerns. (10-6-2017) Consultant is preparing the project design for Caltrans encroachment permit. (1-12-18) Consultant will finish the design in two weeks and submit to Caltrans. They expect Caltrans to finish in two months. RWQCB indicated they will issue a permit pending on Caltrans approves of plans. Concurrently, consultant will to get the USACE permitting redone.</p>
8	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 to 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. (4-21-17) Staff reached out to Caltrans for permit status again, but have not heard back. (6-9-2017) Staff has began to prepare for the bid package for this project. Still no answers from Caltrans about the permit. (6-16-2017) Staff is working with the design consultant updating the plans and specifications. (7-7-17) Staff prepared Bid package (Spec and Drawing) for advertisement. (7-21-17) Bid Open 7/27/17 (7-28-17) There was no bidder submit bids. Staff is evaluating the timing for re-bid. (8-4-17) Tentatively the re-bid will be scheduled to early spring 2018 for potentially more participants. (8-11-17) Town received Caltrans permit which is valid through August 1 2018. (12-22-17) Project is targeted to be advertised in January, 2018 (1-12-18) Project was advertised on January 11, 2018.</p>

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9	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. (1-13-17) Grassroots Ecology quarterly report (2016 Oct-Dec) is attached. (2-3-17) 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. (2-24-17) Construction of the 250' fence is tentatively scheduled for the week of 2-27-2016 (3-3-17) 250' fence at Byrne Preserve is constructed. Nearby Drainage is upgraded from 12" to 24". (5-5-17) Grassroots Ecology's quarterly report (2017 January-March) is attached. (7-21-17) Grassroots Ecology's quarterly (2017-Apr-Jun) and 2016-17 Annual Report are attached. (11-9-17) Grassroots Ecology's quarterly progress report 2017 July-September attached (12-08-17) Open Space Committee and Grassroots Ecology are preparing for another SCVWD grant application. (1-12-2018) Grassroots Ecology drafted the grant application and submitted 1/12/2018</p>
10	Annual Road Rehabilitation Project - 2017 (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 96)	JC	<p>(5-5-17) Staff is preparing for the project: inventory, design, estimates, and finalize the street list. (5-19-17) under 05-13-17 City Council meeting (joint FIC) decision, staff is preparing a list for additional standard road condition streets and add to the 2017 Road Rehab project (up to \$2 Million total project). (5-26-17) Staff continues to finalize the final road rehab list and design. (6-9-17) Staff has completed the additional project street list. Project was advertised on 6/7/2017. Bid open date is 6/28/2017. (6-16-17) Additional streets were approved by the City Council in the 6-15-2017 City Council Meeting. (6-23-17) Pre-bid meeting was held on 6-21-17. (6-30-17) Bid open 6-28-17. One bidder submitted bid. Staff is evaluating the single bid result. (7-21-17) City Council approved the 2017 Road Rehab and Newbridge Drainage improvement contract with O'Grady Paving at 7/20/17 City Council Meeting (8-4-17) Microsurfacing is scheduled for the week of 8/21 to 8/25. Pre-construction meeting is scheduled on 8/4/17 (8/11/17) Notice to proceed issued to Contractor, begin to work 8/14/17, project information posted on Town website (8-25-17) Contractor performed microsurfacing this work and to be completed by 8/25/17. Extra traffic control restriction has been applied to this year's contract to minimize inconvenience. (9-1-17) Contractor continues to work on the road rehab project. Microsurfacing is completed. (9-8-17) Complete striping cat-tract on microsurfacing streets (9-15-17) Completed overlay on various Town streets per schedule (10-06-17) Contractor worked on Atherton, Albertsworth, Olive Tree and various AC Dike locations, project is about 93% completed (10-13-17) Project 97% completed. Remaining work: traffic striping, pavement markings, and asphalt dikes. (10-27-17) Contractor has completed contracted work and is working on the change order items. (11/3/17) Contractor continues to work on the change order items of Elena Rd striping and road crack repairs. (11-9-17) Contractor finished additional work to repair Elena Rd creeping. (12-08-17) Work completed including striping, staff will bring the project acceptance to January 2018 Council Meeting. (01-19-18) City Council approved the acceptance of the project.</p>

Tasks	Project Name	Project Manager	Latest Status
11	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. (3-24-17) P-TAP 2018 kick-off meeting is schedules tentatively at the end of April. (4-21-17) Staff is meeting with MTC's assigned PMP consultant next week to go over scope, schedule, and information required from the Town. (4-28-17) Staff had a kick-off meeting with the consultant to discuss the project. (6-9-2017) Consultant is working on pavement condition field survey to be completed next week. (6-16-2017) The MTC's consultant, Quality Engineering Solutions has completed the distress surveys. (7-28-17) MTC's Consultant is compiling the data. (11-17-17) Status update: a quality monitoring report will be submitted in a week and a draft of the Budget Options Report to be completed by the end of November. (12-1-2017) Contractor delayed the report submittal due to StreetSaver glitch. (1-12-18) StreetSaver glitch was resolved and consultant is working on the final draft report with staff.
12	I-280 Repaving	AC	(2-24-2017) Repaving work is scheduled for 2018/19 Program year as shown in approved 2016 SHOPP program (http://www.dot.ca.gov/hq/transprog/shopp.htm) (12-22-17) Latest SHOPP indicates I-280 repaving begins 10/8/2019
13	Page Mill/Moon Lane Pedestrian Bridge (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 110)	JC/AC	(3-10-2017) Staff has started the design phase by preparing documentation and contacting consultants. (3-17-17) RFP sent out to consultants. (4-28-17) Three proposals received and staff has met with Pathway Committee for project update. (6-30-17) Staff has selected consultant for the design project. (7-14-17) Agreement for design project will be presented to 7/20 Council meeting for approval at not to exceed \$20,000 (7-21-17) City Council approved the design contract with ENGEO at 7/20/17 City Council meeting. (8-4-17) Kick off Meeting scheduled on 8/4/17 (9-8-17) Consultant started topographic survey and soil testing (10-06-17) Consultant submitted preliminary design plan for review (10-20-17) Consultant submitted Notification of Streambed alteration to CA Fish and Game (12-1-17) CA Fish and Game has received the application will notify the Town within 60 days (by end of January 2018) (1-19-18) Town is submitting CEQA document (SCC recording) and to the Department of Fish and Wildlife. The agreement with Fish and Wildlife should be completed soon after.
14	VTA TAC Meetings and CIP-WG Meeting	AC	(1-5-18) Next VTA TAC meeting is scheduled fo 1-10-18 (1-19-18) Next CIP-WG Meeting on 1-23-18
15	Green Infrastructure	JK	(8-18-17) City Council approved Green Infrastructure (GI) Framework at the 8/17/17 Council meeting. GI Plan deadline September 30, 2019. (10-20-17) Staff begins to reach out to consultant for the Green Infrastructure Plan. (11-3-17) Staff met with the consultant to solicit for proposal
16	Gardner Bullis Solar Project	AC	(9-1-17) Staff has met with LASD and Sheriff Department on-site to discuss the solar project and potential traffic concerns. Staff and Sheriff made recommendations to LASD to minimize the traffic impact. Staff will evaluate posting no parking signs (temporary signs) along roadside path on Fremont Road. (9-8-17) Solar project begins 9/18/17, a test run conducted by school on 9/7 (9-15-17) No Parking signs were installed on Fremont Rd between La Paloma and school for the construction period. LASD notified the Town that the project starting date is delayed to early October. (9-29-2017) LASD released the new construction schedule 10/25 to 12/18 (10-27-17) LASD Solar project has started, additional no parking signs has been installed on Marinda Rd (1-5-17) LASD indicated the project to complete and remove the fencing toward the end of January 2018
17	Gardner Bullis Pathway Project	AC	(10-6-2017) Staff met with LASD Maintenance Department Director on site to discuss about building a pathway at the existing landscaping area next to the AC Dike. LASD has expressed that they are supportive for this idea. (10-27-17) Staff sent the draft agreement to LASD for review (1-12-18) LASD has sent a revised agreement currently under review by the City Attorney Office and staff. (1-19-18) City Attorney Office has made additional edits on the agreement now is back to LASD for 2nd review.

Tasks	Project Name	Project Manager	Latest Status
18	Summerhill Ave Pathway Project	AC	(11-17-17) Staff completed the neighborhood outreach with the most impacted 5 residents on Summerhill Ave. All 5 residents are in supportive of the pathway project but would require some mitigations to reduce the impact. Staff and Pathway Committee will send out letters to the rest of residents on Summerhill Ave to notify residents about the project and soliciting for feedback. (12-08-17) Staff made status report at the Nov/Dec Pathways Committee meeting. (12-15-17) Staff sent out letters to the remaining property owners on Summerhill Ave to solicit for support and input
19	Maintenance Work of the Week	JA	(01-19-18) Routine Winter Maintenance

Long-Range Planning Projects 2017-2018		
Application #	Project	Status/Milestones
16-17-MISC	Annexation - Mora Drive No. 2 11120 Mora Drive completed	<ul style="list-style-type: none"> - Exhibits to County Surveyor 1/25/17 - Comments to Lea & Braze 3/24/17 - Exhibits to Co. Assessor 1/25/17 - Exhibits approved 5/1/17 - City Council introduction 5/18/17 - City Council approval 6/15/17 - LAFCO certification 6/29/17
86-17-MISC	Annexation - Mora Glen Island completed	<ul style="list-style-type: none"> - Property Owner notice 03/28/17 - Initial analysis completed - City Council decided not to proceed with annexation 04/20/17
S C County	Church of the Redeemer 380 Magdalena Road completed	<ul style="list-style-type: none"> - Web page established - County PC decision appealed - Public hearing 7/27/17: CUP approved with modified conditions agreed on between applicant and neighbors
119-17-MISC	Green Building Ordinance Update <i>Target Completion Date:</i> Council direction needed	<ul style="list-style-type: none"> - EIC developing recommendation 5/17 - City Council 6/15/17 – EIC recommendation to update the ordinance not authorized by Council - LAHMC amendment needed to remove mandate for green building certification
-	Geographic information System (GIS) completed	<ul style="list-style-type: none"> - Pathway inventory completed - Council approved budget includes funding for GIS services for FY 2017-18 - Consultant agreement approved by Council 7/20/17 - Meeting w/consultant 8/25/17 - Data provided to consultant - GIS up and operational 12/17
233-17-MISC	Green Infrastructure Plan <i>Target completion date:</i> September 2018	<ul style="list-style-type: none"> - Staff met with SCVURRP Jan 2017 - Developed draft plan with assistance from CSG - City Council approved work plan 8/17/17 -PW staff meeting w/consultant 11/3/17
238-15-MISC	Master Path Map Update <i>Target completion date:</i> 2018	<ul style="list-style-type: none"> - Planning Commission hearing 10/26/16 - Council-PC Study Session 2/28/17 - PC 7/6/17 (phase I) continued to 8/3 - 3 off-road segments recommended 8/3 - PC 3/1/17 (phase 2)

Long-Range Planning Projects 2017-2018		
Application #	Project	Status/Milestones
-	Metal Roofing <i>Target completion date:</i> 2018	<ul style="list-style-type: none"> - PC Subcommittee (JC/JB) reviewing and developing draft policy for consideration by Commission with recommendation to Council - Staff now reviewing roof color and material for re-roof permits - Policy drafted and reviewed by EDPC; will be agendized for PC discussion
-	Outdoor Lighting Policy update <i>Target completion date:</i> none	<ul style="list-style-type: none"> - PC Subcommittee (SM/KT) reviewing w/input from EDPC - Evening site visits conducted - Currently on hold due to higher priority of other projects
117-17-MISC	Short Term Rentals <i>Target completion date:</i> Feb. 1, 2018 Commission City Council April 2018 (tent.)	<ul style="list-style-type: none"> - Town Hall meeting 03/23/17 - Council directed staff and PC to prepare regulating ordinance 04/20/17 - PC discussion 6/1/17 - Draft Ordinance to PC 8/3/17 (recommended adoption w/changes) - City Council referred back to Commission 9/21/17 - 2/1/18 Planning Commission consideration of revised ordinance
S C County 7165-16P-16GP- 16Z-16EIR	Stanford University Master Use Permit Update (Town review) <i>Target completion date:</i> n/a	<ul style="list-style-type: none"> - Web page established - On County and Stanford mailing lists - EIR released for 60-day public review 10/6/17 (review period ends 12/4/17) - Community meeting 10/19/17 - Presentation to Council 11/16/17 - Public review DEIR ended 12/04/17 (Town submitted comments on DEIR)
349-16-MISC	Subdivision Ordinance Update <i>Target completion date:</i> November 16, 2018 introduce ordinance January 18, 2018 adoption completed	<ul style="list-style-type: none"> - Introduced to Planning Commission - Public hearing 4/7/17 - Continued public hearing 5/4/17 - Continued public hearing 6/1/17 - Continued public hearing 8/3/17 - Continued public hearing 10/6/17 - City Council 11/16/17 - City Council adoption 1/18/18

Long-Range Planning Projects 2017-2018		
Application #	Project	Status/Milestones
150-17-MISC	Tree Ordinance Update <i>Target Completion Date:</i> FY 2017-18 FTE .20	<ul style="list-style-type: none"> - Reviewed proposal by EDPC - City Council authorized staff and PC to move forward 4/20/17 - Kick-off meeting with EDPC, OSC 5/1/17 - Compiled info from other communities - Evaluating consulting arborists - Currently on hold pending completion of Subdivision and STR Ordinances
118-17-MISC	TRAKiT implementation <i>Target completion date:</i> May 2018 (Go Live March 28-29, 2017)	<ul style="list-style-type: none"> - Council authorized CM to execute Agreement w/Sungard 10/20/16 - Agreement signed & returned to Sungard 12/30/16 - Hand-off call w/Sungard 1/24/17 - Conference call w/Sungard 3/1/17 - Conference call w/Sungard 4/7/17 - New servers installed 4/17 - Webinar 4/25/17 - On-site meeting 4/26-27/17 (Sungard now Superior) - Phase 1 of workbooks completed - Conference call w/Superion 5/31/17 - Software installed 6/12/17 - On-site meeting w/consultant 6/14-15 - Phase 2 of workbooks started - Conference call with Superior 7/7/17 - On-site meeting 9/6-7/17 - Workbooks completed 9/22/17 - On-site meeting 11/7-9/2017 - Testing in progress
386-17-MISC	Annexation - Mora Heights Way No. 1 23220 Mora Glen Drive 23261 Mora Heights Way <i>Target completion date:</i> February 2018	<ul style="list-style-type: none"> - Exhibits to County Surveyor 11/9/17 - Exhibits to Co. Assessor 11/9/17 - Comments to surveyor 12/11/17 - Exhibits approved 12/22/17 - City Council introduction 1/18/18 - City Council approval 2/15/18
407-17-MISC	Annexation - Mora Heights Way No. 2 23281 Mora Heights Way <i>Target completion date:</i> February 2018	<ul style="list-style-type: none"> - Exhibits to County Surveyor 11/27/17 - Exhibits to Co. Assessor 11/27/17 - Exhibits approved 12/29/17 - City Council introduction 1/18/18 - City Council approval 2/15/18



Santa Clara County Office of the Sheriff
Weekly Activity Summary
1/8/2018 – 1/14/2018
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY

DATE	BEAT	ACTIVITY	COMMENTS
			***See CAPSS Below

DATE/TIME	BEAT	EVENT	TYPE	LOCATION	INFORMATION
DISTURBANCES					
1/8/2018 09:23	L3	10-008-0090	415	ELENA RD @ CUMBRA VISTA CT	INVESTIGATED
1/9/2018 14:08	L3	18-009-0261	415F	ELENA RD @ CUMBRA VISTA CT	INVESTIGATED
1/12/2018 07:13	L3	18-012-0046	415F	ELENA RD @ CUMBRA VISTA CT	INVESTIGATED
1/13/2018 15:18	L3	18-013-0218	415F	ELENA RD @ CUMBRA VISTA CT	INVESTIGATED
VANDALISM					
1/10/2018 14:53	L3	18-010-0308	594	HIDDEN SPRINGS CT @ ALTAMONT RD	INVESTIGATED
1/11/2018 20:41	L1	18-011-0464	594	W EDITH AV @ W FREMONT RD	INVESTIGATED
MUNICIPAL CODE VIOLATION					
1/10/2018 9:54	L1	18-010-0153	MUNI	PURISSIMA RD @ ROBLEDA RD	INVESTIGATED
1/12/2018 7:37	L1	18-012-0049	MUNI	WILDCREST DR @ WILDFLOWER LN	INVESTIGATED
1/12/2018 9:25	L5	18-012-0095	MUNI	MAGDALENA RD @ STONEBROOK DR	INVESTIGATED
HARASSING PHONE CALLS					

1/14/2018 18:23	L3	18-014-0249	653M	VOGUE CT @ BLACK MOUNTAIN RD	INVESTIGATED
PHONE THE OFFICE					
1/8/2018 00:27	L3	18-008-0012	1021	81L1	COMPLETE
1/8/2018 12:20	L1	18-008-0170	1021	71L1	COMPLETE
1/8/2018 16:28	L1	18-008-0287	1021	WILLOW POND LN @ TEPA WY	COMPLETE
1/11/2018 10:19	L1	18-011-0144	1021	71L1	COMPLETE
1/12/2018 08:56	L3	18-012-0079	1021	ELENA RD @ CUMBRA VISTA CT	COMPLETE
1/14/2018 13:40	L1	18-014-0173	1021	71L1	COMPLETE
SUSPICIOUS PERSONS					
1/11/2018 17:11	L2	18-011-0378	1066	HILLVIEW RD @ HILLTOP DR	INVESTIGATED
ANIMAL COMPLAINTS					
1/10/2018 08:32	L1	18-010-0102	1091H	CAMPO VISTA LN @ W FREMONT RD	INVESTIGATED
1/10/2018 17:32	L3	18-010-0394	1091B	DAWN LN @ ELENA RD	INVESTIGATED
1/12/2018 16:08	L3	18-012-0313	1091	MELODY LN (D1) @ BLACK MOUNTAIN	INVESTIGATED
1/12/2018 17:03	L5	18-012-0337	1091	ARROYO OAKS @ RAVENSBURY AV	INVESTIGATED
1/12/2018 18:27	L5	18-012-0361	1091B	BLANDOR WY @ OLIVE TREE LN	INVESTIGATED
1/13/2018 19:05	L4	18-013-0293	1091	ZAPPETTINI CT @ ALTAMONT RD	INVESTIGATED
ATTEMPT TO CONTACT					
1/13/2018 4:39	L4	18-013-0041	ATC	OLD SNAKEY RD @ MOODY RD	COMPLETE
1/13/2018 4:42	L4	18-013-0043	ATC	SUMMIT WOOD RD @ TEPA WY	COMPLETE
1/13/2018 4:44	L4	18-013-0044	ATC	WILLOW POND LN @ TEPA WY	COMPLETE
1/13/2018 4:46	L4	18-013-0045	ATC	MURIETTA LN @ MOODY RD	COMPLETE
1/13/2018 4:48	L5	18-013-0046	ATC	OAK KNOLL CL @ STONEBROOK DR	COMPLETE
1/13/2018 4:51	L4	18-013-0047	ATC	LA LOMA DR @ SUMMIT WOOD RD	COMPLETE

1/13/2018 4:53	L3	18-013-0049	ATC	PASEO DEL ROBLE @ ROBLE BLANCO	COMPLETE
TRAFFIC HAZARDS					
1/12/2018 12:45	L4	18-012-0205	1125	PADRE CT @ ALTAMONT RD	INVESTIGATED
VEHICLE STOPS					
1/8/2018 10:37	L3	18-008-0131	1195	PAGE MILL RD (D1) @ LUPINE RD	WARNING ISSUED
1/8/2018 15:31	L5	18-008-0262	1195	EL MONTE RD @ STONEBROOK DR	WARNING ISSUED
1/9/2018 13:16	L5	18-009-0230	1195	MAGDALENA AV @ SPALDING AV	CITATION ISSUED
1/11/2018 9:36	L1	18-011-0119	1195	EL MONTE RD @ VOORHEES DR	CITATION ISSUED
1/11/2018 13:02	L3	18-011-0243	1195	COUNTRY WY @ PAGE MILL RD	CITATION ISSUED
1/11/2018 13:31	L3	18-011-0251	1195	PAGE MILL RD @ PASEO DEL ROBLE	CITATION ISSUED
1/12/2018 8:56	L5	18-012-0078	1195	STONEBROOK DR @ ONEONTA DR	CITATION ISSUED
1/12/2018 11:48	L1	18-012-0179	1195	SNELL LN @ SNELL CT	CITATION ISSUED
PARKING VIOLATIONS					
1/13/2018 13:28	L4	18-013-0176	22500	RHUS RIDGE RD @ PECK LN	CITATION ISSUED
ALARM CALLS					
1/8/2018 10:17	L3	18-008-0118	1033A	ROBLE BLANCO @ PASEO DEL ROBLE	FALSE ALARM
1/8/2018 11:06	L3	18-008-0142	1033A	ROBLE BLANCO @ PASEO DEL ROBLE	FALSE ALARM
1/9/2018 17:10	L3	18-009-0286	1033A	NATOMA RD @ SIMON LN	FALSE ALARM
1/10/2018 2:31	L1	18-010-0035	1033A	TODD LN @ LA PALOMA RD	FALSE ALARM
1/11/2018 11:38	L3	18-011-0198	1033A	ALMADEN CT @ ALTAMONT RD	FALSE ALARM
1/12/2018 12:50	L4	18-012-0210	1033A	MOODY RD @ RHUS RIDGE RD	FALSE ALARM
1/13/2018 13:22	L1	18-013-0172	1033A	CAMPO VISTA LN @ W FREMONT RD	ALARM CARD
1/14/2018 17:58	L1	18-014-0243	1033A	O KEEFE LN (D1) @ DOVER CT	FALSE ALARM

SUSPICIOUS VEHICLE

1/12/2018 10:55	L1	18-012-0144	1154	SPRINGHILL RD @ MANUELLA RD	INVESTIGATED
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STRANDED VEHICLE

1/10/2018 13:51	L5	18-010-0264	STRAND	EL MONTE RD @ STONEBROOK DR	COMPLETE
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9-1-1**ABANDONED CALLS**

1/8/2018 12:22	L3	18-008-0173	911CEL	DELSON CT @ ELENA RD	INVESTIGATED
1/8/2018 18:39	L1	18-008-0322	911CEL	PURISSIMA RD @ ROBLE LADERA RD	INVESTIGATED
1/9/2018 13:45	L1	18-009-0242	911CEL	W FREMONT RD @ CONCEPCION RD	INVESTIGATED
1/11/2018 18:58	L4	18-011-0432	911CEL	MOODY RD @ MOODY CT	INVESTIGATED
1/12/2018 21:43	L4	18-012-0429	911CEL	DEER SPRINGS WY @ BYRNE PARK LN	INVESTIGATED

FOUND PROPERTY

1/13/2018 12:23	L2	18-013-0151	FNDPRO	CLAUSEN CT @ VOORHEES DR	INVESTIGATED
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INFORMATION ONLY

1/8/2018 17:29	L3	18-008-0306	INFO	GERTH LN @ OLD PAGE MILL RD	INFORMATION GIVEN
1/9/2018 9:37	L1	18-009-0131	INFO	FY 280 @ EL MONTE RD	INFORMATION GIVEN
1/11/2018 15:18	L1	18-011-0315	INFO	EL MONTE RD @ FY 280	INFORMATION GIVEN
1/11/2018 15:31	L1	18-011-0325	INFO	ALTA LANE SOUTH @ ALTA TIERRA RD	INFORMATION GIVEN
1/11/2018 17:53	L3	18-011-0401	INFO	EL MONTE RD @ STONEBROOK DR	INFORMATION GIVEN
1/12/2018 11:02	L1	18-012-0155	INFO	ASCENSION DR @ ST FRANCIS DR	INFORMATION GIVEN
1/12/2018 12:43	L4	18-012-0204	INFO	PADRE CT @ ALTAMONT RD	INFORMATION GIVEN
1/12/2018 21:31	L1	18-012-0425	INFO	ANACAPA DR @ ST FRANCIS DR	INFORMATION GIVEN
1/13/2018 9:51	L4	18-013-0091	INFO	ALTAMONT RD @ PADRE CT	INFORMATION GIVEN
1/13/2018 11:54	L1	18-013-0140	INFO	PADRE CT @ ALTAMONT RD	INFORMATION GIVEN

1/13/2018 15:09	L1	18-013-0216	INFO	ANACAPA DR @ ST FRANCIS DR	INFORMATION GIVEN
PATROL CHECKS					
1/8/2018 16:23	L3	18-008-0215	PATCK	PAGE MILL RD @ ARASTRADERO RD	COMPLETE
1/9/2018 2:00	L3	18-009-0017	PATCK	PAGE MILL RD @ ARASTRADERO RD	COMPLETE
1/13/2018 21:15	L3	18-013-0337	PATCK	LIDDICOAT DR @ LIDDICOAT CL	COMPLETE
SUSPICIOUS CIRCUMSTANCES					
1/9/2018 15:01	L4	18-009-0286	SUSCIR	HIDDEN SPRINGS CT @ ALTAMONT RD	INVESTIGATED

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

	Boarding		School		TOTAL	
	Dec 17	Jan - Dec 17	Dec 17	Jan - Dec 17	Dec 17	Jan - Dec 17
Ordinary Income/Expense						
Income						
Returned Check Charges		10.00				10.00
Camps - Town Sold				45,289.51		45,289.51
Clinics			(1,500.00)	2,075.00	(1,500.00)	2,075.00
IEA - Show Program			1,335.50	30,530.00	1,335.50	30,530.00
Reimbursements						
Bedding Reimbursement	108.00	975.50			108.00	975.50
Feed Reimbursements	2,263.00	19,943.00			2,263.00	19,943.00
Reimbursed Expenses		(91.95)	660.00	10,168.53	660.00	10,076.58
Show Reimbursement				5,506.00		5,506.00
Town Water Reimbursements		4,271.84				4,271.84
Reimbursements - Other	(200.00)	(3,001.00)			(200.00)	(3,001.00)
Total Reimbursements	2,171.00	22,097.39	660.00	15,674.53	2,831.00	37,771.92
Services						
Boarding	27,720.09	356,905.59			27,720.09	356,905.59
Lessons			21,305.00	232,354.75	21,305.00	232,354.75
Services - Other		(820.00)				(820.00)
Total Services	27,720.09	356,085.59	21,305.00	232,354.75	49,025.09	588,440.34
Subsidy	3,000.00	36,000.00			3,000.00	36,000.00
Total Income	32,891.09	414,192.98	21,800.50	325,923.79	54,691.59	740,116.77
Gross Profit	32,891.09	414,192.98	21,800.50	325,923.79	54,691.59	740,116.77
Expense						
Advertising and Promotion		300.00	1,363.75	5,394.68	1,363.75	5,694.68
Automobile Expense						
Tolls			56.00	56.00	56.00	56.00
Fuel		226.58		330.08		556.66
Insurance		3,370.00				3,370.00
Registration				678.00		678.00
Repairs & Maintenance				451.95		451.95
Total Automobile Expense		3,596.58	56.00	1,516.03	56.00	5,112.61
Bank Service Charges	16.75	26.75	16.75	105.75	33.50	132.50
Bedding		20,475.46	108.00	975.50	108.00	21,450.96
Boarding Expense		1,398.65		3,548.00		4,946.65
Camp Expenses				(1,296.26)		(1,296.26)
Commissions						
Town of Los Altos			5,440.00	59,868.64	5,440.00	59,868.64
Total Commissions			5,440.00	59,868.64	5,440.00	59,868.64
Donation			600.00	800.00	600.00	800.00
Dues and Subscriptions			9.99	204.91	9.99	204.91
Equipment Rental		1,579.80				1,579.80
Equipment Under \$500		513.50				513.50
Feed, Grain and Hay	24,010.52	89,258.31	2,263.00	21,326.30	26,273.52	110,584.61
IEA School			640.00	16,332.71	640.00	16,332.71
Insurance						
Equine Insurance				2,296.00		2,296.00
Liability		5,277.50		1,375.50		6,653.00
Umbrella Policy		2,455.00				2,455.00
Total Insurance		7,732.50		3,671.50		11,404.00
Interest Expense						
Loan Interest			145.75	1,020.31	145.75	1,020.31
Total Interest Expense			145.75	1,020.31	145.75	1,020.31
IPN Fees		12.00		12.00		24.00
Licenses and Fees		102.50		191.25		293.75
Materials		2,392.34				2,392.34
Merchant deposit fees	26.95	269.90			26.95	269.90
Office Supplies	127.80	252.92	118.00	358.80	245.80	611.72
Offsite School Horse Boarding				648.57		648.57
Outside Services	3,120.00	12,570.40	100.00	9,006.71	3,220.00	21,577.11
Payroll Expenses						
Health Insurance	138.45	3,158.38	489.78	(44.30)	628.23	3,114.08
Officer Salary	4,250.00	51,000.00			4,250.00	51,000.00
Processing Fee		48.13	29.75	184.62	29.75	232.75
Sick Leave		1,043.00				1,043.00
Taxes	1,376.76	15,705.94	1,529.64	4,693.07	2,906.40	20,399.01
Wages	13,202.10	122,601.85	3,390.58	36,141.30	16,592.68	158,743.15
Work Comp		2,080.29		891.58		2,971.87
Payroll Expenses - Other		2,100.00				2,100.00
Total Payroll Expenses	18,967.31	197,737.59	5,439.75	41,866.27	24,407.06	239,603.86
Pest Control	157.50	2,827.92			157.50	2,827.92
Postage and Delivery				23.67		23.67
Professional Development				964.90		964.90
Professional Fees						
Accounting	1,200.00	15,201.88		801.87	1,200.00	16,003.75
Professional Fees - Other				404.99		404.99

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

	Boarding		School		TOTAL	
	Dec 17	Jan - Dec 17	Dec 17	Jan - Dec 17	Dec 17	Jan - Dec 17
Total Professional Fees	1,200.00	15,201.88		1,206.86	1,200.00	16,408.74
Rent		228.00		228.00		456.00
Repairs						
Equipment Repairs		6,565.76		2,559.83		9,125.59
Facility Repairs	523.71	3,496.25	286.00	286.00	809.71	3,782.25
Total Repairs	523.71	10,062.01	286.00	2,845.83	809.71	12,907.84
Shoeing			250.00	14,320.00	250.00	14,320.00
Show				1,400.00		1,400.00
Supplies	188.49	4,658.57	2,814.81	20,656.64	3,003.30	25,315.21
Taxes						
State		525.00		525.00		1,050.00
Total Taxes		525.00		525.00		1,050.00
Telephone & Communications	318.96	3,358.26	137.94	2,474.35	456.90	5,832.61
Tractor Expense						
Fuel		1,652.35	71.48	138.96	71.48	1,791.31
Rental	100.00	650.00			100.00	650.00
Total Tractor Expense	100.00	2,302.35	71.48	138.96	171.48	2,441.31
Trailing		(100.00)		525.00		425.00
Travel & Ent						
Meals		116.94		1,219.49		1,336.43
Total Travel & Ent		116.94		1,219.49		1,336.43
Utilities						
Gas and Electric and Propane	10.51	1,953.05			10.51	1,953.05
Water		9,349.12				9,349.12
Total Utilities	10.51	11,302.17			10.51	11,302.17
Vet & Medical Expense		191.40	2,896.05	28,115.27	2,896.05	28,306.67
Total Expense	48,768.50	388,893.70	22,757.27	240,195.64	71,525.77	629,089.34
Net Ordinary Income	(15,877.41)	25,299.28	(956.77)	85,728.15	(16,834.18)	111,027.43
Other Income/Expense						
Other Income						
Other Income	170.00	1,406.50			170.00	1,406.50
Total Other Income	170.00	1,406.50			170.00	1,406.50
Other Expense						
Loss (gain) on horses				2,000.00		2,000.00
Total Other Expense				2,000.00		2,000.00
Net Other Income	170.00	1,406.50		(2,000.00)	170.00	(593.50)
Net Income	<u>(15,707.41)</u>	<u>26,705.78</u>	<u>(956.77)</u>	<u>83,728.15</u>	<u>(16,664.18)</u>	<u>110,433.93</u>