



## Town Manager's Report for April 17-21, 2017

Dear Honorable Mayor, Members of the City Council,

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 report are shown in **red** text.

The following project was approved at the April 18 Site Development hearing:

- Pool, spa and hardscape for property at **24555 Voorhees Drive**. No neighbors were in attendance and one neighbor provided comments in advance of the meeting. Landscape screening was required as a condition of approval.

There were no Fast Track hearings this week.

TRAKiT update: Staff will be participating in a webinar on April 25 and meeting with a Sungard representative on April 26 and 27 to start the transition from Filemaker to TRAKiT.

### Public Safety Update:

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

### Administrative Services Update:

Priority Project	Status
2017-18 Budget	Finance continues to refine the base budget and incorporating changes from Departments. Next step is to summarize the service enhancements and the capital improvement program and to develop the budget model.
2016-17 Audit	No significant changes since last week.
Organizational Assessment	Coordinated employee focus group meeting, coordinated follow-up Public Works procurement process interview, and completed the Peer survey per Management Partners' request. Additionally, Finance had a phone conversation with Management Partners' to discuss Finance's role in the Public Works procurement process.
Pension Audit	Telephone meeting with LCW to answer questions regarding the Pension Audit. Questions include understanding the nature of a number of Town contract services. Based on the telephone conversation, the project should be completed by July 2017.
Unfunded Pension Funding Option Study	No Change since last week. To begin after the CalPERS 2016 Valuation report is available, roughly August 2017.
OPEB Valuation Report	No Change since last week. To begin after June 30, 2017. This valuation report is completed every two years.

Other activities include:

- The Administrative Services Director attended the ABAG PLAN Actuary Committee on Wednesday to review the 2016-17 Actuary Report and receive insurance market update. Overall, the PLAN's loss history increased as a result of a recent settlement of a 2012-13 accident, where the actual loss exceeded the expected loss by \$700k. This plus a 6.7% increase in payroll for the entire PLAN, resulted in an average 3.5% premium contribution. This increase does not include the final 2017-18 ABAG Administrative budget and the cost of changing to a new insurance liability carrier – the carrier gave notice that it will no longer insure the pool. Of recent years, there are a number of insurance carrier who pulled out of the municipal industry, due to public safety coverage risk. The final actuary report will be available after the June Board of Director meeting.
- Finance is also looking to a Point of Sales system to tighten up the cash receipt process while simplifying the entry at the front counter. A new system will be proposed to the City Council for approve in the next few months.

### **Parks and Recreation Update:**

[Hoppin' Hounds Easter Biscuit Hunt](#) was held on Saturday, April 15<sup>th</sup> from 9:00-10:00 am in Byrne Preserve. This event successfully fundraised \$845 for the Palo Alto Animal Services.

The Town's [Easter Egg Hunt](#) took place on Saturday, April 15<sup>th</sup> in Purissima Park. The event was oversubscribed. One volunteer counted 300 children at the event, not including parents and grandparents in attendance. Parks and Recreation subcommittee members will meet to debrief on the event.

This Saturday, April 22<sup>nd</sup>, the Los Altos Hills Youth Commission will be hosting an **Earth Day Clean-up** event starting at Purissima Park, 27400 Purissima Road, from 9:30am-11:30am. An [article about the clean-up](#) was written in the Los Altos Town Crier.

**Earth Day Celebration** will be happening Sunday, April 23<sup>rd</sup> from 1:00-4:00 pm at Westwind Community Barn. We have a total of 24 exhibitors confirmed. Two large cat presentations will be happening at 1:30 and 3:00 pm.

Monday, April 24<sup>th</sup> from 9:30-10:45 am the town has arranged for a **Preschool Playgroup Adventures** at Tour at Pizza My Heart. There is a total of 20 participants.

The Town held a monthly meeting with **Victoria Dye Equestrian (VDE)**. Attached please find the profit loss and monthly report.

Staff, volunteers, VDE and our landscape contractor meet to discuss **landscaping** the front entrances of **Westwind Community Barn**. The consensus of the group was to carry around the plants, which have done well by the upper arena. These plants are drought resistant and existing hedge not be removed. The next steps are to receive a quote from our current contractor who installed the plants near the upper arena. The quote will also include a small retaining wall as the current retaining poles are splitting.

[Pathways Run/Walk](#) is happening on Saturday, May 13<sup>th</sup> at 9:00 am. We currently have a total of 242 registered runners and walkers.

The **20<sup>th</sup> Annual Town Picnic mailer** has been redesigned and approved by the CRC. This is scheduled to be mailed out on Monday, April 24<sup>th</sup>.

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	(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 4/21/2017**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Project Manager</u></b>	<b><u>Latest Status</u></b>
3	2017 Sanitary Sewer Repair and Replacement Project	TT	(3-24-17) Project has been advertised and bid opening is scheduled for 4-11-17. List of repair-replacement segments is attached. (4-14-17) 3 bids were received on 4/11/2017. Award of contract is scheduled for the April 20 City Council Meeting. (4-21-17) <b>The City Council authorized the award of the construction contract at the April 20 City Council Meeting.</b>
4	Sewer Operations	TT	(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.

Tasks	Project Name	Project Manager	Latest Status
5	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 of the vice-chair, the preliminary report was sent to Finance and Investment Committee for review.</p>
6	Sanitary Sewer Master Plan Update (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 114)	TT	<p>(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. (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. (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.</p>

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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)	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
8	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. (3/31/2017) Staff met with the consultant to study the feasibility of obtaining a permit to maintain the creek.

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



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10	Magdalena/Bob Stutz Connector (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 105)	JC	(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. <b>(4-21-17) Staff reached out to Caltrans for permit status again, but have not heard back.</b>
11	Robleda and Purissima intersection study	JC/AC	(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. (3-24-17) Staff is working with the contractor for scheduling work. (3-31-17) Striping modification work is scheduled for 4/3/2017. Staff has notified residents via mail and social media. (4-14-17) Striping modification has been completed.

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12	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>

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13	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.
14	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 informtion required from the Town.
15	I-280 Repaving	AC	(2-24-2017) Repaving work is scheduled for 2018/19 Program year as shown in approved 2016 SHOPP program ( <a href="http://www.dot.ca.gov/hq/transprog/shopp.htm">http://www.dot.ca.gov/hq/transprog/shopp.htm</a> )

<b>Tasks</b>	<b>Project Name</b>	<b>Project Manager</b>	<b>Latest Status</b>
16	VTA TAC Meetings and CIP-WG Meeting	AC	(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 & Pedestrian and Caltrains Corridor Capacity and Caltrains 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.
17	Pathway Inventory, Assessment, and GIS Services (Project Described in 2016-2021 Five-Year Capital Improvement Plan page 111)	MM	(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 (3-31-17) Staff met with pathway sub-committee and the consultant. The Consultant is starting the data collection and to complete in about two weeks.
18	Mora-Eastbrook Annexation Project	AC/JC	(3-24-17) To provide public works assessment for the Mora-Eastbrook Annexation project, staff has initiated internal assessment studies. Staff has requested consultants to propose specialized engineering studies for geotechnical and storm drain systems. Staff also contacted the Santa Clara County to obtain engineering and maintenance records. (3-31-17) Santa Clara County does not have storm drain records. Geotechnical Engineering consultant submitted draft report. Staff is completing the public works assessment for infrastructure.

**Last Updated on 4/21/2017**

<b><u>Tasks</u></b>	<b><u>Project Name</u></b>	<b><u>Project Manager</u></b>	<b><u>Latest Status</u></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 and an assessment study to the south of previous study limit is in order to evaluate Mora Annexation project.
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) RFP sent out to consultants.
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) RFP sent out to consultants.
22	Maintenance Work of the Week	JA	(3-24-17) Town Crew has started installing the "Bike Must Stop At All Stop Signs" throughout major intersections; Repaired the pavement edge erosion on Ascension Dr. (3-31-2017) Bike Stop message signs are installed in the vicinity of school areas. (4-14-17) The April 6 storm with rain and wind gusts approaching 70 mph. Wet and windy conditions caused many limbs off trees to fall onto streets, pathway, and into powerlines. To help keep the Town's streets and pathways safe an accessible, the Public Works crew worked through Thursday (4/6/17) night, Friday, and Saturday cleaning and clearing fallen trees and debris around Town.



**Santa Clara County Office of the Sheriff**  
**Weekly Activity Summary**  
**4/10/2017 – 4/16/2017**  
**LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
4/10	L1	Identity Theft	On 4/9, the victim discovered that unknown suspect(s) used the victim's personal information to access the victim's credit card account and made fraudulent purchases at out-of-state retail stores for a total loss of about \$10,758. The victim lives in Los Altos Hills.
4/14	L1	Injury Collision	Occurred at 4:43 PM at El Monte Road and Voorhees Drive.

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	INFORMATION
<b>DISTURBANCE</b>					
4/14/2017 21:29	L3	17-104-0483	415P	AMHERST CT @ LIDDICOAT DR	INVESTIGATED
<b>IDENTITY THEFT</b>					
4/10/2017 10:45	L1	17-100-0122	530.5	VISCAINO RD @ ANACAPA DR	INVESTIGATED
<b>FIRE CALL</b>					
6/5/2016 18:24	L2	16-157-0297	904	I-280 @ MAGDALENA RD	INVESTIGATED
<b>PHONE THE OFFICE</b>					
6/5/2016 19:41	L1	16-157-0324	1021	81L1	COMPLETE

**MEET THE CITIZEN**

4/10/2017 15:02	L5	17-100-0231	1062	MAGDALENA RD @ HOOPER LN	COMPLETE
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**SUSPICIOUS PERSON**

4/10/2017 13:54	L1	17-100-0200	1066	ROBLEDA RD @ CHAPIN RD	INVESTIGATED
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**ABANDONED VEHICLES**

4/14/2017 12:41	L1	17-104-0207	1124	FREMONT PINES LN @ W FREMONT RD	INVESTIGATED
4/10/2017 15:20	L1	17-100-0242	1124	NORMANDY LN @ O KEEFE LN	INVESTIGATED

**TRAFFIC HAZARDS**

4/13/2017 15:55	L3	17-103-0336	1125	I-280 @ PAGE MILL RD	INVESTIGATED
6/5/2016 11:38	L1	16-157-0171	1125	I-280 @ EL MONTE RD	INVESTIGATED
6/5/2016 14:08	L1	16-157-0217	1125	PURISSIMA RD @ ELENA RD	INVESTIGATED
6/5/2016 15:24	L1	16-157-0239	1125	PURISSIMA RD @ LA PALOMA RD	INVESTIGATED

**SUSPICIOUS VEHICLES**

4/16/2017 17:00	L5	17-106-0255	1154	STONEBROOK DR @ ONEONTA DR	INVESTIGATED
4/15/2017 22:07	L4	17-105-0421	1154	TEPA WY @ SUMMIT WOOD RD	INVESTIGATED
4/14/2017 11:12	L3	17-104-0170	1154	LA BARRANCA RD @ ELENA RD	INVESTIGATED
4/14/2017 11:11	L4	17-104-0168	1154	MOODY RD @ SHERLOCK RD	INVESTIGATED
4/10/2017 16:56	L3	17-100-0278	1154	PAGE MILL RD @ STORY HILL LN	INVESTIGATED

**VEHICLE ACCIDENTS**

4/14/2017 16:45	L1	17-104-0338	1180	EL MONTE RD @ VOORHEES DR	INVESTIGATED
4/14/2017 16:43	L1	17-104-0337	1181	EL MONTE RD @ VOORHEES DR	INVESTIGATED

**VEHICLE STOPS**

4/14/2017 13:41	L5	17-104-0233	1195	EASTBROOK AV @ MAGDALENA AV	CITATION ISSUED
4/13/2017 16:03	L5	17-103-0339	1195	MAGDALENA AV @ EASTBROOK AV	CITATION ISSUED
4/13/2017 15:19	L1	17-103-0314	1195	W FREMONT RD @ LA PALOMA RD	CITATION ISSUED
4/13/2017 15:03	L1	17-103-0306	1195	W FREMONT RD @ LA PALOMA RD	CITATION ISSUED
4/13/2017 12:25	L2	17-103-0226	1195	MAGDALENA AV @ PRINCESS ELLEENA CT	CITATION ISSUED
4/12/2017 14:13	L3	17-102-0264	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
4/12/2017 13:54	L3	17-102-0255	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
4/12/2017 13:39	L3	17-102-0246	1195	ARASTRADERO RD @ TWIN OAKS CT	CITATION ISSUED
4/11/2017 11:11	L3	17-101-0149	1195	ARASTRADERO RD @ STIRRUP WY	CITATION ISSUED
4/11/2017 9:41	L2	17-101-0103	1195	I-280 @ MAGDALENA RD	CITATION ISSUED

**PARKING VIOLATIONS**

4/15/2017 11:20	L5	17-105-0158	22500	RAVENSBURY AV @ ENCINAL CT	INVESTIGATED
4/14/2017 9:54	L1	17-104-0137	22500	NEW BRIDGE DR @ LA PALOMA RD	INVESTIGATED

**SPEED CONTEST**

4/10/2017 17:28	L1	17-100-0286	23109	PURISSIMA RD @ ARASTRADERO RD	INVESTIGATED
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**ALARM CALLS**

4/11/2017 22:25	L1	17-101-0435	1033	SAMUEL LN @ PURISSIMA RD	FALSE ALARM
4/16/2017 14:47	L1	17-106-0224	1033A	TEMPLETON PL @ W FREMONT RD	FALSE ALARM
4/16/2017 8:39	L5	17-106-0103	1033A	OAK PARK CT @ OAK KNOLL CL	FALSE ALARM
4/14/2017 17:39	L1	17-104-0372	1033A	ST FRANCIS DR @ ANACAPA DR	FALSE ALARM
4/12/2017 14:42	L1	17-102-0288	1033A	W FREMONT RD @ FREMONT PINES LN	FALSE ALARM
4/11/2017 16:18	L1	17-101-0303	1033A	BURKE LN @ BURKE RD	FALSE ALARM
4/10/2017 16:38	L1	17-100-0271	1033A	NEW BRIDGE DR @ LA PALOMA RD	FALSE ALARM



4/10/2017 15:15	L3	17-100-0239	1033A	DUVAL WY @ ROBLEDA RD	FALSE ALARM
4/10/2017 14:23	L3	17-100-0214	1033A	DUVAL WY @ ROBLEDA RD	FALSE ALARM
4/10/2017 13:29	L1	17-100-0192	1033A	BURKE LN @ BURKE RD	FALSE ALARM
4/10/2017 12:08	L3	17-100-0159	1033A	AMHERST CT @ LIDDICOAT DR	FALSE ALARM
4/10/2017 10:49	L3	17-100-0126	1033A	LA BARRANCA RD @ ELENA RD	FALSE ALARM
6/5/2016 13:14	L3	16-157-0200	1033A	ALTAMONT RD @ BLACK MOUNTAIN RD	FALSE ALARM
6/5/2016 13:20	L3	16-157-0205	1033A	ELENA RD @ CUMBRA VISTA CT	FALSE ALARM
6/5/2016 15:29	L1	16-157-0240	1033A	MIRANDA RD @ LA LANNE CT	FALSE ALARM
4/14/2017 7:16	L1	17-104-0071	1033C	MIRANDA RD @ LA LANNE CT	FALSE ALARM
4/13/2017 5:54	L3	17-103-0052	1033C	EL MONTE RD @ STONEBROOK DR	FALSE ALARM

**9-1-1**

**ABANDONED CALLS**

4/13/2017 22:58	L1	17-103-0495	911ABN	MIRANDA RD @ LA LANNE CT	INVESTIGATED
4/15/2017 12:40	L4	17-105-0191	911CEL	BASSETT LN @ RHUS RIDGE RD	INVESTIGATED
4/12/2017 8:01	L1	17-102-0091	911UNK	ASCENSION DR @ CONEJO CT	INVESTIGATED

**PUBLIC SAFETY  
ASSISTANCE**

4/13/2017 21:06	L1	17-103-0457	AID	ESTACADA WY @ ESTACADA DR	COMPLETE
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**ATTEMPT TO CONTACT**

4/13/2017 18:50	L1	17-103-0410	ATC	ESTACADA WY @ ESTACADA DR	COMPLETE
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**INFORMATION ONLY**

4/16/2017 7:27	L3	17-106-0095	INFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN
4/15/2017 12:41	L4	17-105-0192	INFO	LA LOMA DR @ SUMMIT WOOD RD	INFORMATION GIVEN
4/13/2017 22:24	L3	17-103-0477	INFO	BLACK MOUNTAIN RD @ EDGERTON RD	INFORMATION GIVEN
4/13/2017 14:09	L1	17-103-0279	INFO	ROBLEDA RD @ CICERONI LN	INFORMATION GIVEN
4/13/2017 7:55	L6	17-103-0081	INFO	W LOYOLA DR @ ROLLY RD	INFORMATION GIVEN

4/12/2017 10:06	L5	17-102-0147	INFO	MAGDALENA RD @ BLANDOR WY	INFORMATION GIVEN
4/11/2017 19:56	L5	17-101-0389	INFO	MAGDALENA RD @ STONEBROOK DR	INFORMATION GIVEN
4/11/2017 14:20	L3	17-101-0241	INFO	LIDDICOAT CL @ YALE CT	INFORMATION GIVEN
4/10/2017 20:59	L3	17-100-0344	INFO	PASEO DEL ROBLE @ PASEO DEL ROBLE CT	INFORMATION GIVEN
4/10/2017 10:04	L6	17-100-0101	INFO	W LOYOLA DR @ ROLLY RD	INFORMATION GIVEN

**MUNICIPAL CODE  
VIOLATION**

6/5/2016 12:13	L1	16-157-0182	MUNI	BURKE RD@ DARLING LN	INVESTIGATED
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**PATROL CHECKS**

4/16/2017 10:44	L1	17-106-0141	PATCK	W FREMONT RD @ ROBLEDA RD	COMPLETE
4/16/2017 3:51	L1	17-106-0060	PATCK	SNELL LN @ SNELL CT	COMPLETE
4/14/2017 19:15	L5	17-104-0424	PATCK	MAGDALENA RD @ STONEBROOK DR	COMPLETE
4/12/2017 2:45	L3	17-102-0041	PATCK	ARASTRADERO RD @ PAGE MILL RD	COMPLETE

**SUSPICIOUS  
CIRCUMSTANCES**

4/15/2017 6:43	L4	17-105-0083	SUSCIR	SUMMIT WOOD RD @ TEPA WY	INVESTIGATED
4/12/2017 8:34	L4	17-102-0101	SUSCIR	MOODY RD @ MOODY CT	INVESTIGATED
4/10/2017 16:43	L4	17-100-0273	SUSCIR	WILLOW POND LN @ TEPA WY	INVESTIGATED

# Westwind Community Barn Monthly Report April 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	19	3/5	15	42	42+15+7=65
May					
June					
July					
August					
September					
October					
November					
December					

### Lost Boarders

New boarders

Rick and Badger

### Current Trainers

Heather Franco

Sharon Wormhoudt

### Activities –this month

Disputes-

Injuries-

Repairs made –

Capital Repairs –

**VDE HORSES AND LOCATION (14)**

BYRNE PASTURE(8)

Sarge

Aj

Checkers

Caramia

Luna

Bojack

Tater

JD

PADDOCK (4)

Ole

Jasper

Pari

VDE PENS (3)

Danny

Simon

Magic

4H Horses (7)

Steele

Sparky

Libby

Tango

Cinders

Reno

Trinity

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

	Boarding		School		TOTAL	
	Mar 17	Jan - Mar 17	Mar 17	Jan - Mar 17	Mar 17	Jan - Mar 17
Ordinary Income/Expense						
Income						
Camps - Town Sold			978.75	1,713.75	978.75	1,713.75
Reimbursements						
Bedding Reimbursement	135.00	405.00			135.00	405.00
Feed Reimbursements	1,258.00	3,774.00			1,258.00	3,774.00
Reimbursed Expenses	75.00	75.00	1,240.12	3,575.12	1,315.12	3,650.12
Town Water Reimbursements	418.21	521.96			418.21	521.96
Reimbursements - Other	(280.00)	(370.00)			(280.00)	(370.00)
Total Reimbursements	1,606.21	4,405.96	1,240.12	3,575.12	2,846.33	7,981.08
Services						
Boarding	32,003.00	91,358.00			32,003.00	91,358.00
Lessons			14,541.00	42,307.00	14,541.00	42,307.00
Total Services	32,003.00	91,358.00	14,541.00	42,307.00	46,544.00	133,665.00
Subsidy	3,000.00	9,000.00			3,000.00	9,000.00
Total Income	36,609.21	104,763.96	16,759.87	47,595.87	53,369.08	152,359.83
Gross Profit	36,609.21	104,763.96	16,759.87	47,595.87	53,369.08	152,359.83
Expense						
Advertising and Promotion		75.00				75.00
Automobile Expense						
Insurance	165.50	445.47			165.50	445.47
Total Automobile Expense	165.50	445.47			165.50	445.47
Bank Service Charges			12.00	12.00	12.00	12.00
Bedding		5,128.84	135.00	405.00	135.00	5,533.84
Boarding Expense			300.00	850.00	300.00	850.00
Camp Expenses				(1,607.83)		(1,607.83)
Commissions						
Town of Los Altos			3,632.25	10,610.00	3,632.25	10,610.00
Total Commissions			3,632.25	10,610.00	3,632.25	10,610.00
Donation			100.00	100.00	100.00	100.00
Dues and Subscriptions			20.00	20.00	20.00	20.00
Equipment Rental	314.99	314.99			314.99	314.99
Equipment Under \$500	513.50	513.50			513.50	513.50
Feed, Grain and Hay	10,765.61	19,593.81	1,366.56	4,010.02	12,132.17	23,603.83
IEA School			9.99	669.97	9.99	669.97
Insurance						
Equine Insurance		2,611.00	566.00	4,489.00	566.00	7,100.00
Liability			(3,902.00)	(3,902.00)	(3,902.00)	(3,902.00)
Total Insurance		2,611.00	(3,336.00)	587.00	(3,336.00)	3,198.00
IPN Fees		6.00		6.00		12.00
Materials	1,583.00	1,583.00			1,583.00	1,583.00
Merchant deposit fees	19.95	58.35			19.95	58.35
Office Supplies	21.68	27.09		114.39	21.68	141.48
Outside Services	2,373.21	6,363.20	134.00	523.11	2,507.21	6,886.31
Payroll Expenses						
Health Insurance	392.77	1,178.31			392.77	1,178.31
Officer Salary	4,250.00	12,750.00			4,250.00	12,750.00
Processing Fee	8.75	21.00	8.75	19.25	17.50	40.25
Sick Leave		468.00				468.00
Taxes	1,658.50	4,555.66	407.66	874.01	2,066.16	5,429.67
Wages	13,331.75	28,584.75	3,301.00	7,077.00	16,632.75	35,661.75
Work Comp	781.08	813.17	334.75	348.51	1,115.83	1,161.68
Payroll Expenses - Other				(4.50)		(4.50)
Total Payroll Expenses	20,422.85	48,370.89	4,052.16	8,314.27	24,475.01	56,685.16
Pest Control	157.50	472.50			157.50	472.50
Professional Development			29.99	216.99	29.99	216.99
Professional Fees						
Accounting	1,200.00	3,600.00			1,200.00	3,600.00
Total Professional Fees	1,200.00	3,600.00			1,200.00	3,600.00
Rent	228.00	228.00	228.00	228.00	456.00	456.00
Repairs						
Equipment Repairs		307.66				307.66
Facility Repairs	1,332.03	(1,421.03)			1,332.03	(1,421.03)
Total Repairs	1,332.03	(1,113.37)			1,332.03	(1,113.37)
Shoeing			830.00	2,975.00	830.00	2,975.00
Supplies	553.10	875.50	1,066.24	1,475.52	1,619.34	2,351.02
Telephone & Communications	216.29	717.43	193.02	725.52	409.31	1,442.95
Tractor Expense						
Fuel	144.81	318.70			144.81	318.70
Rental		100.00				100.00
Total Tractor Expense	144.81	418.70			144.81	418.70
Trailing			1,200.00	1,200.00	1,200.00	1,200.00
Travel & Ent						
Meals	34.26	59.27	149.64	278.76	183.90	338.03
Total Travel & Ent	34.26	59.27	149.64	278.76	183.90	338.03

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

	Boarding		School		TOTAL	
	Mar 17	Jan - Mar 17	Mar 17	Jan - Mar 17	Mar 17	Jan - Mar 17
Utilities						
Gas and Electric and Propane	10.51	1,559.00			10.51	1,559.00
Water		836.43				836.43
<b>Total Utilities</b>	<b>10.51</b>	<b>2,395.43</b>			<b>10.51</b>	<b>2,395.43</b>
Vet & Medical Expense			4,378.53	6,932.11	4,378.53	6,932.11
<b>Total Expense</b>	<b>40,056.79</b>	<b>92,744.60</b>	<b>14,501.38</b>	<b>38,645.83</b>	<b>54,558.17</b>	<b>131,390.43</b>
Net Ordinary Income	(3,447.58)	12,019.36	2,258.49	8,950.04	(1,189.09)	20,969.40
Other Income/Expense						
Other Expense						
Gain (loss) on horses			2,000.00	2,000.00	2,000.00	2,000.00
<b>Total Other Expense</b>			<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>
Net Other Income			(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)
<b>Net Income</b>	<b>(3,447.58)</b>	<b>12,019.36</b>	<b>258.49</b>	<b>6,950.04</b>	<b>(3,189.09)</b>	<b>18,969.40</b>