

**Los Altos Hills County Fire District
Agenda
12355 El Monte Road, Los Altos Hills (Foothill College Campus)**

Regular Meeting of June 21, 2016 7:00 p.m.

- 1) Roll Call
- 2) Public Comment: Persons wishing to address the District on any subject, whether or not on the agenda, may do so now. Please note, however, the District is not able to undertake extended discussion or action tonight on items not on the agenda. Items may be referred to staff for appropriate action, which may include placement on the next available agenda. Please note that, while the District Board will hear comments upon items which are on the agenda at this time, the District will not act on any such item until the item is under consideration by the District. District policy is to limit public testimony to three minutes per speaker.
- 3) [Resolution of the Board of the Los Altos Hills County Fire District to Proceed with the Abatement of Brush.](#) Resolution 16-9
- 4) [Resolution of the Altos Hills County Fire District Approving Arborist Services with Kevin Kielty.](#) Resolution 16-10
- 5) Chief's Report: a.) [Monthly Report for May, 2016](#)
- 6) Consultant Reports: a.) [Projects Update June 1, 2016](#)
- 7) Sub-Committee, Contract and Non-Board Committees Reports:
 - a.) Fire Contract
 - b.) Strategic Plan
 - c.) Unified Command Committee/EPC Recruitment
 - d.) Water Supply
 - e.) Website Update
 - f.) Update on Current Contracts
- 8) Consent Calendar: a.) Minutes of May 17, 2016 Regular Meeting
b.) [Period 11, May 2016 Financial Report](#)
- 9) Disbursements for June, 2016.
- 10) Board Member Reports: a.) Letter to County with Procurement Policy Attachment Status
- 11) Adjournment.

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the secretary/clerk at (650) 948-2474. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II)

RESOLUTION No. 16-9**A RESOLUTION OF THE BOARD OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT TO PROCEED WITH ABATEMENT OF BRUSH**

WHEREAS, after a duly noticed public hearing brush constituting a public nuisance has been found to exist on those properties described in Exhibit A, attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Los Altos Hills County Fire District, that the County Fire Marshal is directed to cause the abatement of the aforementioned nuisance.

PASSED AND ADOPTED, this 21st day of June, 2016.

APPROVED:

George K. Tyson, President

ATTEST:

Jeanne Evilsizer, Clerk

2016 NON-COMPLIANT WUI PARCELS

- A. 30 ft / 100 ft Defensible Space
- B. Clear shrubs/trees of dead leaves & branches
- C. Remove pine needles & leaves from roofs etc.
- D. Trim tree limbs 10 ft from chimneys
- E. Cover chimney with spark arrester.
- F. Post address with 4" high numbers

<u>APN</u>	<u>TRA</u>		<u>Situs</u>	<u>Owner Address</u>			
<u>Owner Name</u>							
182-06-038	14	A	26368 GINNY LN			LAH	LAH 30
LEE STEPHEN S AND STELLA W			10745 N DEANZA BLVD UNIT 301	CUPERTINO			
336-28-006	14	A	12231 STONEBROOK DR			LAH	LAH 30
GFL GROUP INC			2303 SHARON RD	MENLO PARK			



February 19, 2016

FIRE DEPARTMENT SANTA CLARA COUNTY

14700 Winchester Blvd., Los Gatos, CA 95032-1818
(408) 378-4010 • (408) 378-9342 (fax) • www.sccfd.org



Dear Property Owner:

Wildfire season has increasingly become longer, scarier, and more dangerous to fight, while burning more acreage, more houses, and costing more money to control. In 2015, while enduring an unprecedented drought, California endured an above-average year for wildfires. Although this El Nino season has brought us rain and we hope for more, we are cautioned that the benefits are temporary. With the rain comes the growth of vegetation that becomes fuel for wildfires. Fuel moisture levels in vegetation are still well below average and our County is still in a severe to extreme drought condition. On February 2, the State Water Resources Control Board extended the California Drought Emergency through October 2016.

As a property owner, you must take personal responsibility to prepare your home from wildfire by creating and maintaining a defensible space. Creating and maintaining a defensible space will give your home a fighting chance against an approaching wildfire. To accomplish this, you must remove flammable brush, vegetation, and dry grasses a distance of at least **30 feet** from all structures. For sloped areas that exceed 20% on the downhill side of your home, up to 100 feet of defensible space should be provided.

For ornamental shrubs and bushes adjacent to your home, we recommend planting a fire-retardant variety. If there is a possibility that erosion may occur, any native vegetation that is removed should be replaced with fire-retardant vegetation.

The Fire District works diligently to ensure the public's safety by requiring homeowners to remove potential hazards. Reminding property owners about wildfire safety is an important step towards achieving a fire safe community.

Following is a list of required and recommended measures that will not only bring your property into compliance, but also greatly reduce the risk of loss or damage to your home.

Required Safety Regulations (Items A-E)

- A. All flammable vegetation must be cleared a minimum of **30 feet** around structures. Ornamental shrubbery and trees cleared of dead leaves and branches.
- B. Roofs, eaves and rain gutters must be cleared of pine needles, leaves, or other debris
- C. Trim tree limbs 10 feet from chimneys and/or stovepipes. Dead limbs hanging over the house or garage must be trimmed.
- D. Chimney outlets or flues shall be covered with a spark arresting ½" mesh screen.
- E. Address shall be clearly visible for easy identification in an emergency.

Note: Grading is prohibited within the Town of Los Altos Hills prior to **April 1, 2016**. Due to the increased erosion potential, discing is considered to be a form a grading and similarly prohibited.

Organized as the Santa Clara County Central Fire Protection District

*Serving Santa Clara County and the communities of Campbell, Cupertino, Los Altos,
Los Altos Hills, Los Gatos, Monte Sereno, and Saratoga*

Additional Safety Recommendations (Items F-I)

- F. Trees 18 feet or taller should be limbed up 6 feet from the ground. Provide additional vertical clearance when trees have vegetation beneath it. Removing low tree limbs can also help prevent fires on the ground from reaching the canopies of the trees around your home.
- G. Woodpiles should be stacked a minimum of 30 feet from buildings, fences, and other combustible materials.
- H. All vegetation and other flammable materials should be cleared from beneath decks. Elevated decks should be enclosed with fire resistive materials.
- I. If you have any trees near power lines please contact PG&E at 1-800-PGE-5000 for a free inspection. State Law requires vegetation clearance from electrical lines. For more information please visit www.PGE.com. In most cases PG&E will trim or remove the tree at no cost to you.

Your property, as referenced above, is located in the designated Wildland-Urban Interface Fire Area (WUI), which requires property owners to complete the Required Safety Regulations (Items A-E). Please complete and return the enclosed postcard on or before **April 1, 2016**. Beginning the first week of April, District staff will conduct inspections to advise property owners who have **not** implemented the fire hazard abatement measures what work is necessary in order to be in compliance with the applicable regulations. If you are unable to complete the required work prior to **April 1, 2016** due to late season rain or other hardships, please contact our office as soon as possible.

When determining how to best perform the brush abatement measures, consider the following:

- a) You may do the work yourself, or hire a contractor to do it. **NOTE:** The Los Altos Hills County Fire District operates a yard waste disposal event on the 3rd Saturday of each month at Foothill College, where residents can dispose of yard waste at no charge. For more information contact Green Waste Company at (408) 938-4916. Additionally, the Los Altos Hills County Fire District will be providing a brush chipping service for all properties within the Fire District this year (Note: brush must be cut and piled prior to chipping). Residents will be mailed more detailed information about the chipping program from the Fire District.
- b) You may request to schedule the District's authorized contractor to do the work on your behalf, and have the cost placed on your property tax bill. If you would like this service, please check the appropriate box on the postcard or call (408) 378-4010 prior to **April 1, 2016**.

Note: follow-up inspections will begin on or after **June 1, 2016** for properties that did not comply at the time of the first inspection. If you fail to take the necessary action as of this date, the District will have its contractor do the work, and the cost will be placed on your property tax bill.

If you would like to schedule a courtesy inspection or if you have questions, please contact our Fire Prevention Division at (408) 378-4010 or 1-800-800-1793.

Sincerely,



Ken Kehmna
Fire Chief

This card is mailed with the original letter

**IN REPLY TO THE LETTER I RECEIVED CONCERNING CLEARING HAZARDOUS
VEGETATION FROM THE STRUCTURE ON THE IDENTIFIED PROPERTY.
PLEASE BE ADVISED:**

- ☐ I have checked my property for vegetation clearance and believe that it is in conformance with the Fire Code regulations. I understand that an inspection of my property may be conducted for verification of compliance.
- ☐ I am no longer owner of the property described by the assessment number given.
- ☐ There are no structures on this property.
- ☐ I will remove the hazardous brush and/or vegetation from around the structure on the identified property in accordance with the Fire Code regulations no later than **01 June 2016**. I understand that if I have not done so by that time, the authorized contractor may enter the property and abate the hazardous brush and vegetation, and that all charges for such work will be placed as a special assessment against the property.
- ☐ I desire the authorized contractor to enter the subject property and perform the hazardous brush and vegetation abatement work necessary to conform to the Fire Code regulations. I understand that charges for such work will be placed as a special assessment against the property.
- ☐ I am uncertain as to what abatement work is necessary. I would like an inspection from Santa Clara County Fire Department personnel advising me what work is needed to comply with Fire Code regulations.

Signature: _____

Date: _____ Day Phone: _____

This Door Hanger is left at the property if work is required.

Dear Property Owner:

The Santa Clara County Fire Department has made an inspection of your property. The item(s) checked below are not in compliance with the **Wildland-Urban Interface Fire Area** safety regulations. Please perform the necessary corrections.

- A. ☐ Create 30 feet of Defensible Space around your home. To accomplish this, you must clear all flammable vegetation a minimum of 30-feet around structures.
- ☐ Create 100 feet of Defensible Space around your home. To accomplish this, create a Green Zone by clearing all flammable vegetation 30-feet around structures. Additionally, create a Reduced Fuel Zone for the remaining 70 feet or to your property line.
- B. ☐ Clear ornamental shrubs and trees of dead leaves and branches.
- C. ☐ Remove all pine needles and leaves from roofs, eaves and rain gutters.
- D. ☐ Trim tree limbs 10-feet from chimneys or stovepipes, and remove dead limbs that hang over rooftops.
- E. ☐ Cover chimney outlets or flues with a 1/2" mesh spark arrester.
- F. ☐ Post a clearly visible house address, using at least 4" high numbers, for easy identification.

A RE-INSPECTION WILL OCCUR ON OR AFTER JUNE 1ST. IF, AT THAT TIME, THE REQUIRED CLEARANCE OF FLAMMABLE VEGETATION HAS NOT BEEN COMPLETED, AN AUTHORIZED CONTRACTOR WILL BE INSTRUCTED TO PERFORM THE NECESSARY WORK TO ACHIEVE COMPLIANCE WITH THE ABOVE REGULATIONS. **YOU WILL RECEIVE NO FURTHER NOTICE.** COST FOR WORK PERFORMED BY THE AUTHORIZED CONTRACTOR WILL BE PLACED ON YOUR PROPERTY TAX BILL.

Should you have any questions regarding this notice, please call the Santa Clara County Fire Department, Fire Prevention Division, at 408.378.4010 or 1.800.800.1793.

APN# _____

Officer's Name (print) _____

Date _____





FIRE DEPARTMENT SANTA CLARA COUNTY



14700 Winchester Blvd., Los Gatos, CA 95032-1818
(408) 378-4010 • (408) 378-9342 (fax) • www.sccfd.org

Dear property owner,

Your property, which is located in the Wildland-Urban Interface Fire Area, was recently inspected by the Santa Clara County Fire Department. At that time your property was found to be non-compliant with Wildland Safety Regulations. Enclosed is a copy of the notice that was left at the residence and indicates the corrections that are necessary.

Please note that a public hearing will be held during the Los Altos Hills Fire District Commission meeting on June 21, 2016 at 7:00pm in the El Monte Fire Station Conference Room located at 12355 El Monte Road. At that time, all properties identified by the Fire Department as being non-compliant with Wildland Safety Regulations will be declared to have hazardous conditions requiring abatement. An additional inspection of all identified properties will be conducted after the hearing and prior to ordering any abatement work. If your property is found to be in compliance at the time of the re-inspection or upon the arrival of the abatement contractor, no work will be done and no charges will be imposed.

If you are interested in having the County of Santa Clara do any brush or weed removal or wish to have an inspection for a cost estimate, please contact the Hazardous Vegetation Department at (408) 282-3145. For your convenience, a price list indicating the rates for the County Contractor is included with this notice.

If you should have any questions about the information on this notice, please contact the Fire Prevention Division of the Santa Clara County Fire Department at (408) 341-4420.



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LOS ALTOS HILLS WEED ABATEMENT PROGRAM SCHEDULE

2016 COUNTY WEED ABATEMENT FEES

Please be advised that the property owner of any parcel found to be non-compliant on or after the June 1st deadline will be scheduled for abatement by the County contractor. If you complete the abatement work before the County contractor performs the abatement, you will not incur any further charges. Should the abatement work be performed by a County contractor, you will be assessed the contractor's charges plus a County administrative fee of \$335.00 per parcel.

2016 COUNTY CONTRACTOR'S WEED ABATEMENT PRICE LIST

A) Disc Work**

PARCEL SIZE:	1 st Disc	+	2 nd Disc	= Total Discs
0 -12,500 sq.ft.	<u>\$170.00</u>		<u>\$114.41</u>	<u>\$284.41</u>
12,501sq.ft. - 43,560sq.ft.	<u>\$192.66</u>		<u>\$170.00</u>	<u>\$362.66</u>
Larger than 1 Acre	<u>\$339.72</u>		<u>\$119.00</u>	<u>\$458.99</u> (Per Acre)

** It is required that parcels be disced twice a year. The cost for the first discing is higher due to additional work normally required during the first discing.

B) HANDWORK	<u>\$5.10 PER 100 sq.ft.</u>
C) FLAIL MOWING	6 Foot Mower <u>\$5.67 PER 1000 sq.ft.</u> 12 Foot Mower <u>\$5.67 PER 1000 sq.ft.</u>
D) LOADER WORK	<u>\$45.34 PER HOUR</u>
E) DUMP TRUCK	<u>\$45.34 PER HOUR</u>
F) BRUSH WORK	<u>\$8.51 PER 100 sq.ft.</u>
G) BOOM MOWING	<u>\$5.67 PER 1000sq.ft.</u>
G) DUMP FEE	<u>100%</u>

Added to orders with debris removal at 100% of the dumpsite charge.

***Please note-this program does not offer herbicide application as a method of abatement.**

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4.

RESOLUTION NO. 16-10

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
LOS ALTOS HILLS COUNTY FIRE DISTRICT CONFIRMING AUTHORIZATION OF
AND ENTERING INTO CONTRACT FOR ARBORIST SERVICES WITH KIELTY
ARBORIST SERVICES.**

WHEREAS, the District desires to retain professional arborist services to determine the quality of certain trees and whether those trees qualify of the District's tree program;

WHEREAS, the Board of the Los Altos Hills County Fire District ("District") meets once per month;

WHEREAS, at the regularly scheduled District Board meeting on May 17, 2016, the District Board determined that it was in the best interest of the District to enter into a contract for arborist services with Kielty Arborist Services for ranking of the trees for the tree program; and

WHEREAS, on May 17, 2016, the District Board approved proceeding with drawing up a contract for arborist services with Kielty Arborist Services.

NOW, THEREFORE, the District Board does **RESOLVE** as follows:

1. The District confirms authorization to enter into the contract with Kielty Arborist Services as approved at the regularly scheduled District Board Meeting of May 17, 2016.
2. On June ___, 2016, the District entered into a contract for arborist services with Kielty Arborist Services, which is hereby ratified and approved.
3. The fully executed contract for arborist services with Kielty Arborist Services is attached hereto as Exhibit A.

PASSED AND ADOPTED this ___ day of June, 2016.

By: _____
George Tyson, Board President

ATTEST:

District Clerk

CONTRACT FOR ARBORIST SERVICES

THIS CONTRACT is made and entered into this ___ day of _____, 2016 by and between the Los Altos Hills County Fire District, ("District") and Kielty Arborist Services ("Consultant")(collectively, "Parties").

RECITALS

A. District desires to retain the professional arborist services of Consultant as an independent contractor to provide Certified Arborist Services to the District.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

AGREEMENT

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants and conditions contained herein, the parties hereby agree as follows:

1. **SCOPE AND LEVEL OF SERVICES.** Consultant will respond to residents who wish to have (1) eucalyptus trees on their property removed or pruned or (2) other trees on their property that are dead or dying removed. Consultant will also prepare a spreadsheet showing the name, address and phone numbers of each resident who qualifies for tree work to be done; relevant information about the tree(s) that require work, including location, tag number, species, diameter, height; and relevant information on work to be done, including designation of work (i.e. prune or remove), estimated hours for work, priority ranking based on risk of fire to nearby buildings, and any other recommendations.

2. **TIME OF PERFORMANCE.** The services shall be performed on a timely, regular basis and the services provided by Consultant to District shall be completed within three (3) months of execution of this Contract. The Parties may mutually agree to extend or shorten the time of performance based on the number of trees residents request Consultant to evaluate.

3. **STANDARD OF PERFORMANCE.** As a material inducement to the District to enter into this Contract, Consultant hereby represents and warrants that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Contract. Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession and in a manner reasonably satisfactory to the District. Consultant hereby covenants that it shall follow professional standards in performing all services required hereunder and will perform the services to a standard of reasonable professional care.

4. COMPLAINCE WITH LAW. All services rendered hereunder by Consultant shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the District, and any federal, state or local governmental agency having jurisdiction in effect at the time the service is rendered.

5. TERM. This Contract is effective on the date set forth in the initial paragraph of this Contract and shall remain in effect until the services required hereunder have been satisfactorily completed by Consultant, unless earlier terminated pursuant to Section 16, below.

6. COMPENSATION. The District agrees to compensate Consultant for its services according to the fee schedule set forth in Exhibit A.

7. METHOD OF PAYMENT. Consultant shall invoice the District for work performed after each task is completed. Payments to Consultant by District shall be made within thirty (30) days after receipt by District of Consultant's itemized invoices.

8. INDEPENDENT CONTRACTOR. Consultant is, and shall at all times remain as to the District, a wholly independent contractor and not an agent or employee of District. Consultant shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Consultant receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Consultant shall not be eligible for benefits and shall receive no compensation from the District except as expressly set forth in this Contract. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the District or otherwise act on behalf of the District as an agent. Neither the District, nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Contract. Consultant shall at no time, or in any manner, represent that it or any of its agents or employees are in any manner employees of the District. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Contract, and to indemnify and hold the District harmless from any and all taxes, assessments, penalties, and interest asserted against the District by reason of the independent contractor relationship created by this Contract. Consultant shall fully comply with the worker's compensation law regarding Consultant and Consultant's employees. Consultant further agrees to indemnify and hold the District harmless from any failure of Consultant to comply with applicable worker's compensation laws. The District shall not have the right to offset against the amount of any fees due to Consultant under this Contract any amount due to District from Consultant as a result of Consultant's failure to promptly pay the District any reimbursement or indemnification arising under this Section.

9. CONFIDENTIALITY. Consultant, in the course of its duties, may have access to financial, accounting, statistical and personal data of private individuals and employees of the District. Consultant covenants that all data, documents, discussion, or other information developed and received by Consultant or provided for performance of this Contract are deemed confidential and shall not be disclosed by Consultant without written authorization by the District. The District shall grant such authorization if

disclosure is required by law. Upon request, all District data shall be returned to the District upon the termination of this Contract. Consultant's covenant under this Section shall survive the termination of this Contract.

10. OWNERSHIP OF MATERIAL. All reports, documents, or other written materials developed or discovered by Consultant or any other person engaged directly or indirectly by Consultant in the performance of this Contract shall be and remain the property of the District without restriction or limitation upon its use or dissemination by the District.

11. CONFLICT OF INTEREST. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Contract, or which would conflict in any manner with the performance of its services hereunder. Consultant further covenants that, in performance of this Contract, no person having any such interest shall be employed by it. Furthermore, Consultant shall avoid the appearance of having any interest which would conflict in any manner with the performance of its services pursuant to this Contract. Consultant agrees not to accept any employment or representation during the term of this Contract which is or may make Consultant "financially interested" (as provided in California Government Code Sections 1090 and 87100) in any decision made by the District on any matter in connection with which Consultant has been retained pursuant to this Contract. Nothing in this section shall, however, preclude Consultant from accepting other engagements with the District.

12. ASSIGNABILITY; SUBCONTRACTING. The parties agree that the expertise and experience of Consultant are material considerations for this Contract. Consultant shall not assign, transfer, or subcontract any interest in this Contract, nor the performance of any of Consultant's obligations hereunder, without the prior written consent of the District Council, and any attempt by Consultant to do so shall be void and of no effect and a breach of this Contract.

13. INDEMNIFICATION.

13.1. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the District) and hold harmless the District, and its elective or appointive boards, officers, employees agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Contract due to the acts or omissions of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Contract. The acceptance of such services shall not operate as a waiver of such right of indemnification.

13.2 With regard to Consultant's professional services, Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession, including without limitation adherence to all applicable safety standards. To the fullest extent permitted by law,

Consultant shall indemnify, defend (with independent counsel approved by the District) and hold harmless the District, and its elective or appointive boards, officers, and employees from and against all liabilities, including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including, but not limited to, reasonable attorneys' fees, court costs and costs of alternative dispute resolution regardless of nature or type that arise out of, pertain to, or relate to the negligence, reckless, or willful misconduct of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Contract. The acceptance of said services and duties by District shall not operate as a waiver of such right of indemnification.

13.3 The District does not and shall not waive any rights that they may possess against Consultant because of the acceptance by the District or the deposit with the District of any insurance policy or certificate required pursuant to this Contract. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

14. INSURANCE REQUIREMENTS. Consultant agrees to have and maintain the policies set forth in Exhibit B entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the District's Attorney as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the District's Attorney. Consultant agrees to provide District with a copy of said policies, certificates, and/or endorsements before work commences under this Contract. A lapse in any required amount or type of insurance coverage during this Contract shall be a breach of this Contract.

15. SUSPENSION. The District may, in writing, order Consultant to suspend all or any part of Consultant's services under this Contract for the convenience of the District, or for work stoppages beyond the control of the District or the Consultant. Subject to the provisions of this Contract relating to termination, a suspension of work does not void this Contract. In the event that work is suspended for a period exceeding 120 days, the schedule and cost for completion of the work will be adjusted by mutual consent of the parties.

16. TERMINATION.

16.1 This Contract may be terminated by either the District or Consultant following five (5) days written notice of intention to terminate. In the event the Contract is terminated, Consultant shall be paid for any services properly performed to the last working day the Contract is in effect. Consultant shall substantiate the final cost of services by an itemized, written statement submitted to the District. The District's right of termination shall be in addition to all other remedies available under law to the District.

16.2 In the event of termination, Consultant shall deliver to the District copies of all reports, documents, computer disks, and other work prepared by Consultant under this Contract, if any. If Consultant's written work is contained on a hard computer disk, Consultant shall, in addition to providing a written copy of the information on the hard disk, immediately transfer all written work from the hard computer disk to a soft computer disk and deliver said soft computer disk to District. District shall not pay Consultant for services performed by Consultant through the last working day the Contract is in effect unless and until Consultant has delivered the above described items to the District.

17. CONSULTANT'S BOOKS AND RECORDS. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, supplies, materials, or equipment provided to District for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Contract. Consultant understands that the Public Records Act may apply to documents created under this Contract and Consultant covenants and agrees to assist District in responding to Public Record Act Requests at no additional cost to District. Consultant agrees that the Consultant's covenants under this Section shall survive the termination of this Contract.

18. NON-WAIVER OF TERMS, RIGHTS AND REMEDIES. Waiver by either party of any breach or violation of any one or more terms or conditions of this Contract shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. Acceptance by the District of the performance of any work or services by Consultant shall not be deemed to be a waiver of any term or condition of this Contract. In no event shall the District's making of any payment to Consultant constitute or be construed as a waiver by the District of any breach of this Contract, or any default which may then exist on the part of Consultant, and the making of any such payment by the District shall in no way impair or prejudice any right or remedy available to the District with regard to such breach or default.

19. NOTICES. Any notices, bills, invoices, reports or other communications required or permitted to be given under this Contract shall be given in writing by personal delivery, by facsimile transmission with verification of receipt or by U.S. mail, postage prepaid, and return receipt requested, addressed to the respective parties as follows:

To District:

Los Altos Hills County Fire District
P.O. Box 1766
Los Altos, CA 94023-1766
Attention: Stu Farwell

To Consultant:

Kielty Arborist Services
P.O. Box 6187
San Mateo, CA 94403
Attention: Kevin R. Kielty

Notice shall be deemed communicated on the earlier of actual receipt or forty-eight (48) hours after deposit in the U.S. mail, the date of delivery shown on deliverer's receipt, or by acknowledgment of facsimile transmission.

20. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. In the performance of this Contract, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition. Consultant will take affirmative action to ensure that employees are treated without regard to race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition.

21. ATTORNEYS' FEES; VENUE. In the event that any party to this Contract commences any legal action or proceeding to enforce or interpret the provisions of this Contract, the prevailing party in such action or proceeding shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which the successful party may be entitled. The venue for any litigation shall be Santa Clara County.

22. COOPERATION. In the event any claim or action is brought against the District relating to Consultant's performance or services under this Contract, Consultant shall render any reasonable assistance and cooperation which District might require.

23. EXHIBITS, PRECEDENCE. All documents referenced as exhibits in this Contract are hereby incorporated into this Contract.

[Text continued on next page]

24. PRIOR CONTRACTS AND AMENDMENTS; ENTIRE CONTRACT. This Contract, and any other documents incorporated herein by specific reference, represent the entire and integrated Contract between the District and Consultant. This Contract supersedes all prior oral and written negotiations, representations or Contracts. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Contract may only be modified by a written amendment duly executed by the parties to this Contract.

IN WITNESS WHEREOF, the District and Consultant have executed this Contract effective as of the date written above.

LOS ALTOS COUNTY FIRE DISTRICT: KIELTY ARBORIST SERVICES:

By: _____
President, Board of Directors

By: _____

Name (printed): _____

Title: _____

EIN _____

ATTEST:

District Clerk

EXHIBIT A

Fee Schedule as of June 2, 2016:

Hourly Rate:	\$150.00 per hour
Deposition and Court Rate:	\$200.00 per hour
Travel Time-One Way:	\$100.00 per hour

Tree survey, reports or inspections will be based on travel time and hourly rate to complete necessary assessments.

EXHIBIT B

(INSURANCE REQUIREMENTS)

Consultant shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to or interference with property which may arise from, or in connection with, the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

1. **MINIMUM SCOPE OF INSURANCE.** Coverage shall be at least as broad as:

1.1 Insurance Services Office (ISO) Form No. CG 0001 covering Commercial General Liability on an "occurrence" basis, including products-completed operations, personal injury and advertising injury.

1.2 Insurance Services Office Form (ISO) No. CA 0001 covering Automobile Liability, Code 1 (any auto), or if Consultant has no owned autos Code 8 (hired autos) and Code 9 (non-owned autos). If Consultant does not have Commercial Automobile Liability Insurance, he must show proof of Automobile Liability Insurance in accordance with Paragraph 2.2.

1.3 Workers' Compensation Insurance as required by the Labor Code of the State of California and Employer's Liability Insurance.

1.4 Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Architects' and Consultants' coverage is to be endorsed to include contractual liability.

2. **MINIMUM LIMITS OF INSURANCE.** Consultant shall maintain limits no less than:

2.1 **Commercial General Liability.** (Including products-completed operations, personal & advertising injury) One Million Dollars (\$1,000,000) per occurrence. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2.2 **Automobile Liability.** One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

2.3 **Workers' Compensation and Employer's Liability.** Workers' compensation insurance with Statutory Limits as required by the Labor Code of the State of California, and Employer's Liability Insurance with One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

2.4 Errors and Omissions Liability. One Million Dollars (\$1,000,000) per occurrence or claim, Two Million Dollars (\$2,000,000) aggregate.

3. DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to, and approved by, the District. At the option of the District, either: the Consultant shall purchase insurance to reduce or eliminate such deductibles or self-insured retentions as respects the District, its officials, employees, agents and contractors; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4. OTHER INSURANCE PROVISIONS.

4.1 General Liability and Automobile Liability Coverages. The General Liability and Automobile Liability insurance policies required pursuant to Sections 1.1 and 1.2 shall contain the following provisions:

4.1.1 The District, its officials, employees, agents, contractors and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by, or on behalf of, the Consultant including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Consultant on premises owned, leased or used by the Consultant. The coverage shall be at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 23 37 if later versions used.

4.1.2 The Consultant's insurance coverage is the primary insurance as respects the District, its officials, employees, agents, contractors, and volunteers. Any insurance or self-insurance maintained by the District, its officials, employees, agents, contractors, and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.1.3 The Insurance Company agrees to waive all rights of subrogation against the District, its elected or appointed officers, officials, agents, and employees for losses paid under the terms of any policy which arise from work performed by the District's insurer.

4.1.4 Coverage shall not be canceled by either party, except after thirty (30) days prior written notice (10 days for non-payment) by regular mail has been given to the District.

4.1.5 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its officials, employees, agents or contractors.

4.1.6 Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4.2 Worker's Compensation Insurance. The Worker's Compensation Policy required pursuant to Section 1.3 shall contain or be endorsed to contain the provisions set forth in subsections 4.1.3 and 4.1.4 above.

4.3 Acceptability of Insurers. All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

4.3 Claims Made Policies. If any of the required policies provide claims-made coverage, the District requires that coverage with a Retroactive Date prior to the contract effective date, or extended reporting period, be maintained by Consultant for a period of 5 years after completion of the contract.

5. VERIFICATION OF COVERAGE. Consultant shall furnish the District with original certificates and amendatory endorsements affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

Proof of insurance shall be mailed to the following address:

Los Altos Hills County Fire District
P.O. Box 1766
Los Altos, CA 94023-1766
Attention: Stu Farwell

6. SUBCONTRACTORS. Consultant shall include all subcontractors as insureds under its policies or shall require and verify that all subcontractors maintain insurance meeting all the requirements of this contract.



FIRE DEPARTMENT SANTA CLARA COUNTY



14700 Winchester Blvd., Los Gatos, CA 95032-1818
(408) 378-4010 • (408) 378-9342 (fax) • www.sccfd.org

June 9, 2016

Los Altos Hills County Fire District Commissioners
12355 El Monte Road
Los Altos Hills, CA 94022

Subject: Fire Report for May 2016

To Whom It May Concern:

The May 2016 fire reports for the Los Altos Hills County Fire District are enclosed:

1. Average Response Time Analysis: This report provides data for the last three fiscal years on the average time it took for each first-in unit to arrive on scene. The computation starts from the moment the dispatcher makes his/her first keystroke at the command panel (after the call has been handed-off by the Emergency 911 telephone handler). This information is also graphically represented in the accompanying bar charts.

The arrival times for first-due units on code three calls was 8 minutes or less for:

Freeway: 75%
Metro/Urban: 100%
Suburban: 85.71%
Rural: 84.62%

2. Incident Types by Month: This report summarizes on a monthly basis, the number of incidents by call type, for every emergency vehicle that was the first unit on-scene. This information is also graphically represented in a pie chart depicting the number of incidents by type.
3. Monetary Fire Loss by Month and Incident Type: This report presents the monthly dollar loss in each of the fire type categories for the last three calendar years.

The fire loss for this month was \$0.

Please let me know if you have any questions about the data contained in this report.

Sincerely,

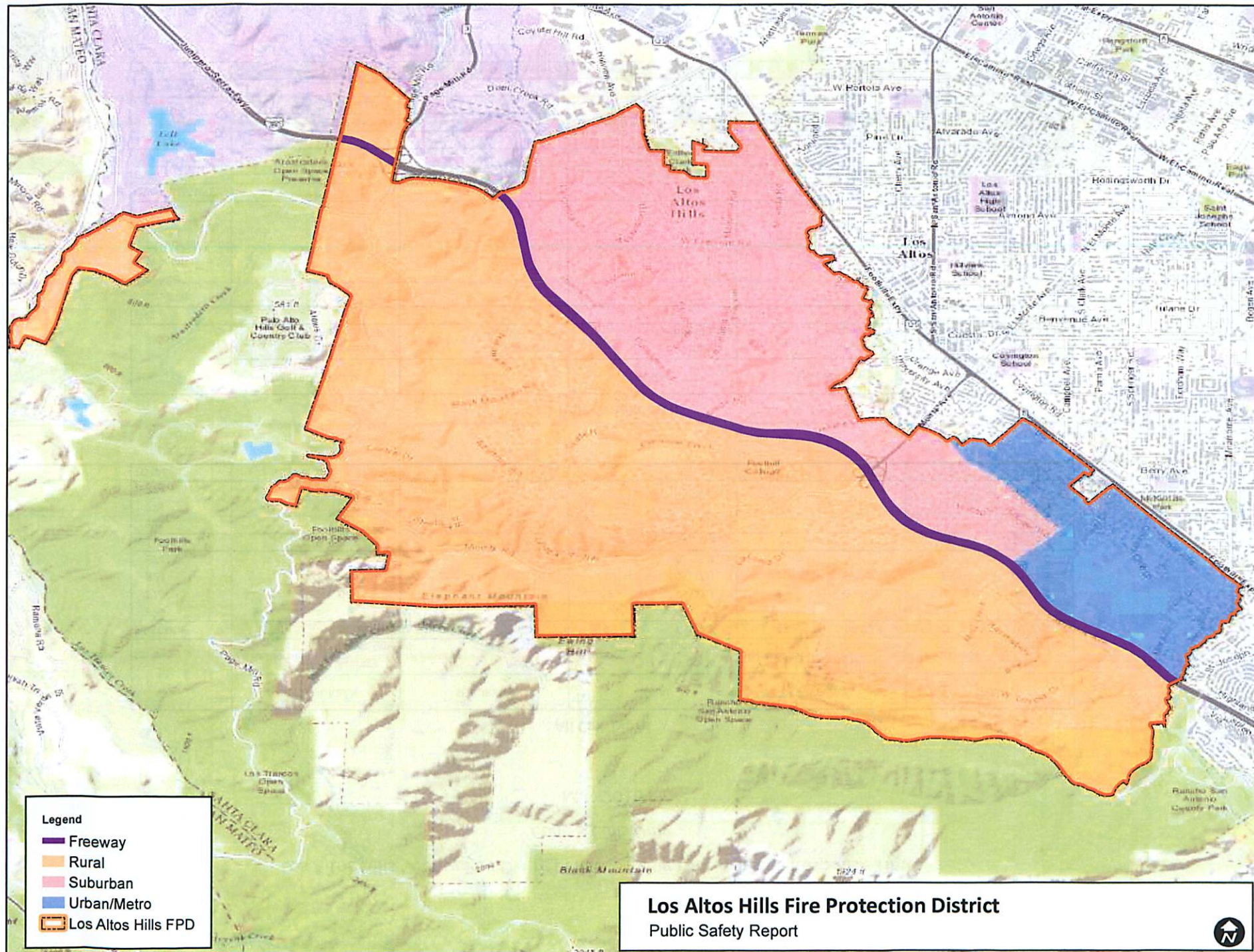

Fred A. Schulenburg
Director of Business Services

Enclosures

c: Joe Parker, Deputy Chief

Organized as the Santa Clara County Central Fire Protection District

Serving Santa Clara County and the communities of Campbell, Cupertino, Los Altos,
Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, and Saratoga



Los Altos Hills County Fire District First Arriving Unit Average Response Times

Code 3 Calls Only

May 2016

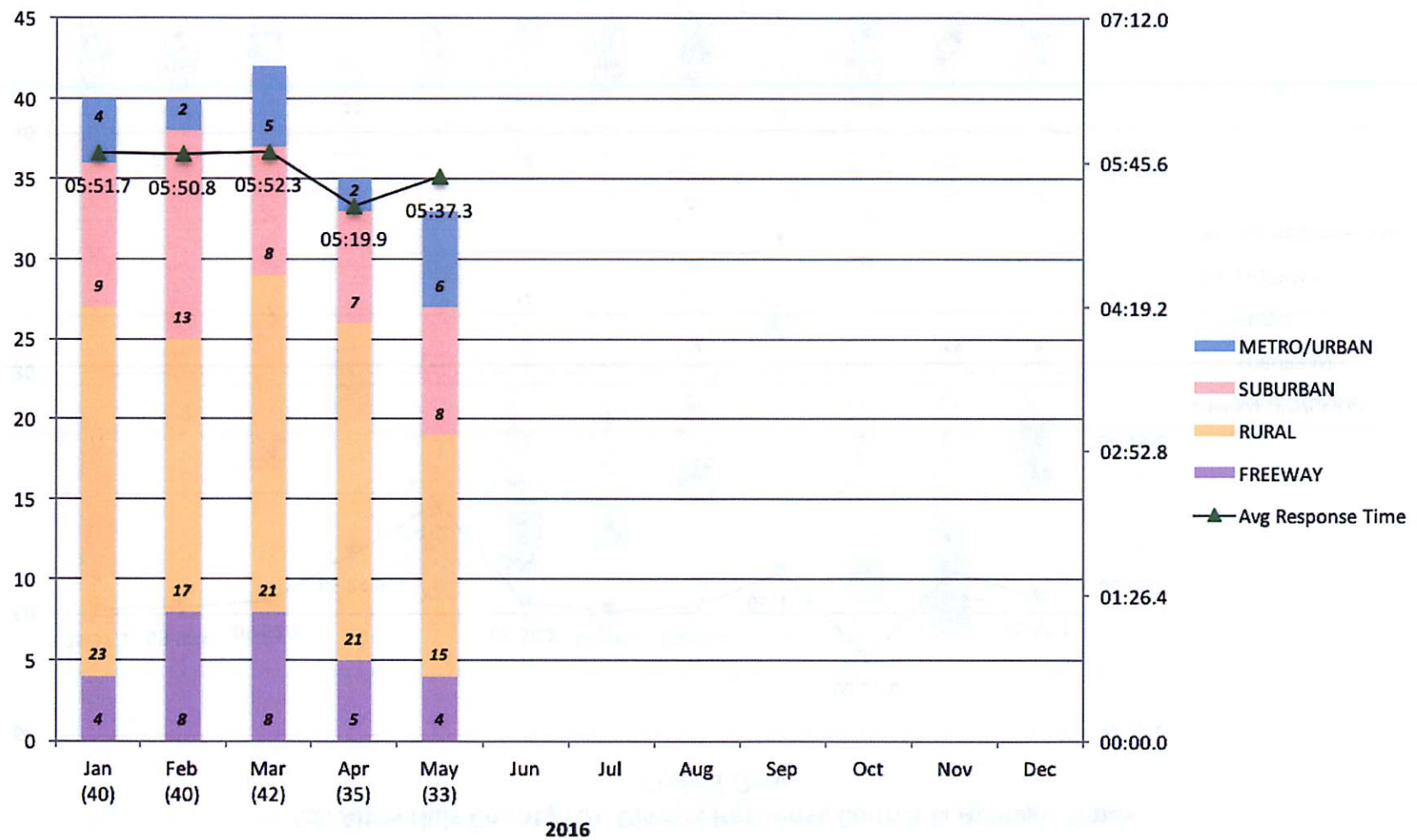
All Call Types

	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRST DUE	5	04:15.6	7	06:33.3	13	05:00.8	4	06:30.8	29	05:27.8
E75			6	06:43.7					6	06:43.7
E76	5	04:15.6			2	05:00.0	2	04:06.0	9	04:23.3
R74			1	05:31.0	10	05:07.6	2	08:55.5	13	05:44.5
B74					1	03:55.0			1	03:55.0
RELIABILITY	1	05:24.0	1	04:46.0	2	08:27.5			4	06:46.3
E75			1	04:46.0	1	10:53.0			2	07:49.5
E76	1	05:24.0							1	05:24.0
R74					1	06:02.0			1	06:02.0
TOTAL	6	04:27.0	8	06:19.9	15	05:28.4	4	06:30.8	33	05:37.3

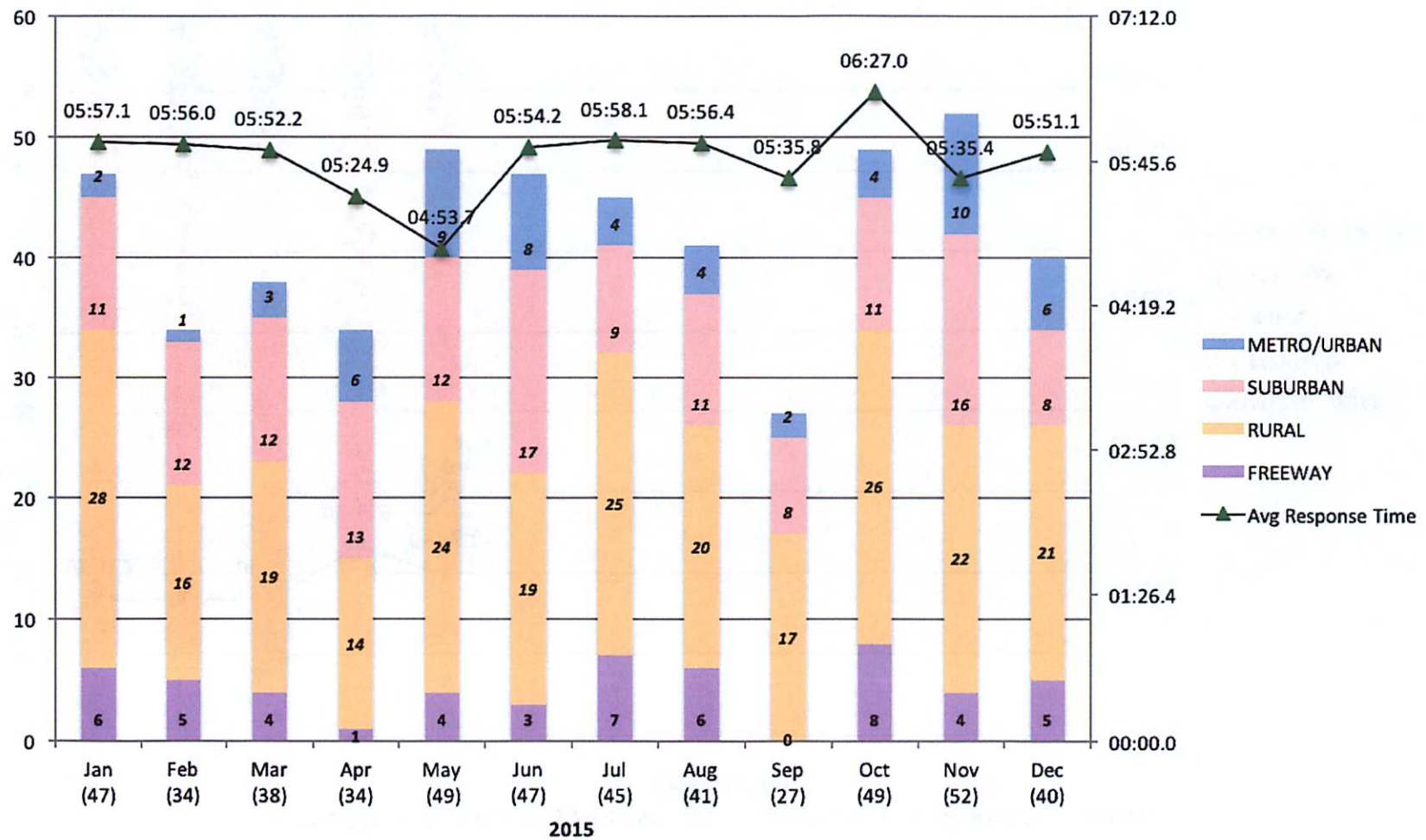
Call Type Breakdown

	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRE										
Structure										
Vehicle										
Vegetation										
Outside rubbish										
Special outside										
Other										
OVERPRESSURE										
EMS	4	04:23.7	8	06:19.9	9	06:18.0	3	06:17.3	24	05:59.5
HAZ CONDITIONS					2	03:50.0			2	03:50.0
SERVICE					1	04:15.0			1	04:15.0
GOOD INTENT	1	05:24.0			1	06:02.0	1	07:11.0	3	06:12.3
FALSE ALARM	1	03:43.0			2	03:43.5			3	03:43.3
SEVERE WEATHER										
TOTAL	6	04:27.0	8	06:19.9	15	05:28.4	4	06:30.8	33	05:37.3

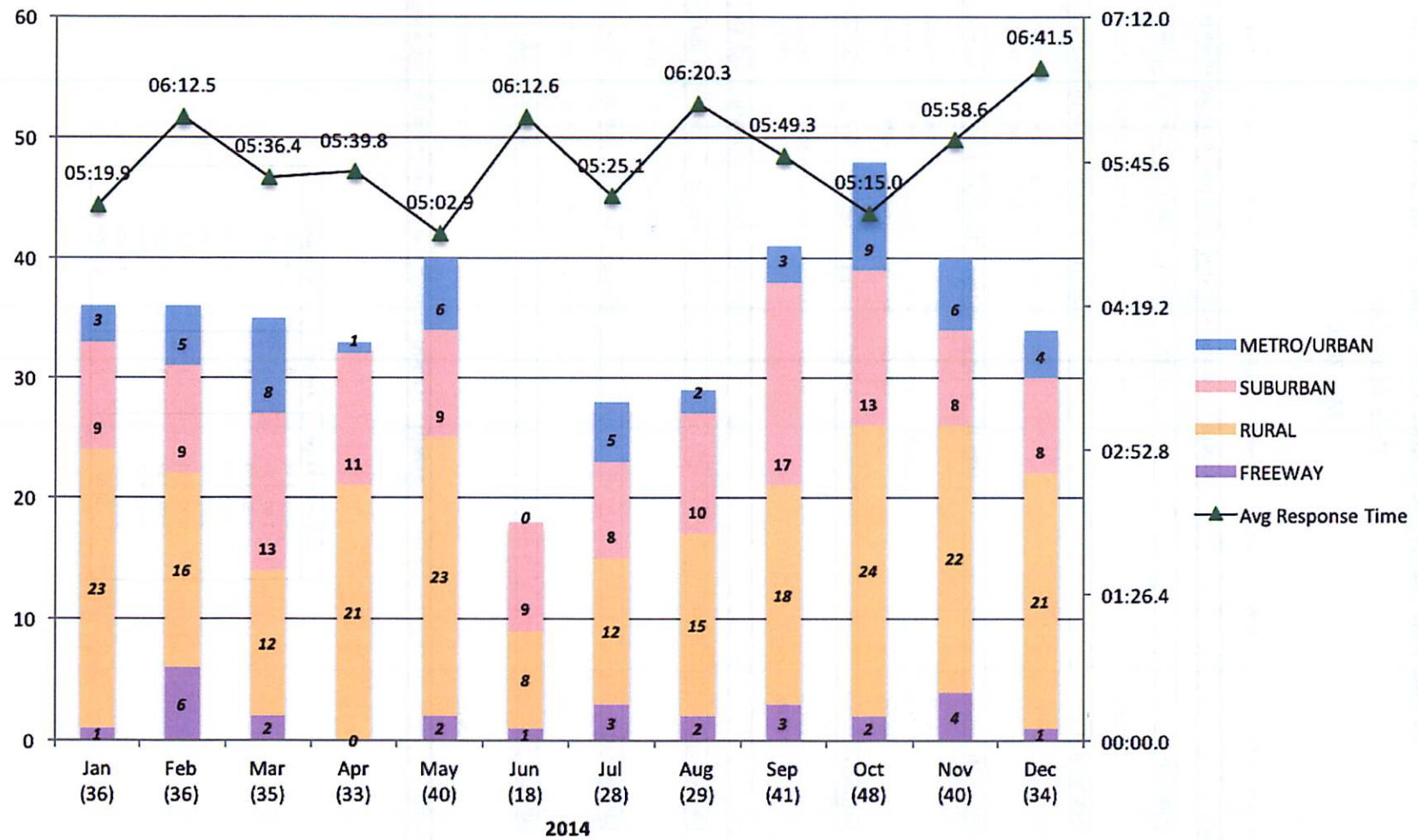
Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



Los Altos Hills County Fire District Response Counts & Average Times *Code 3 Only*



Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



Los Altos Hills County Fire District First Arriving Unit Response Time Centiles

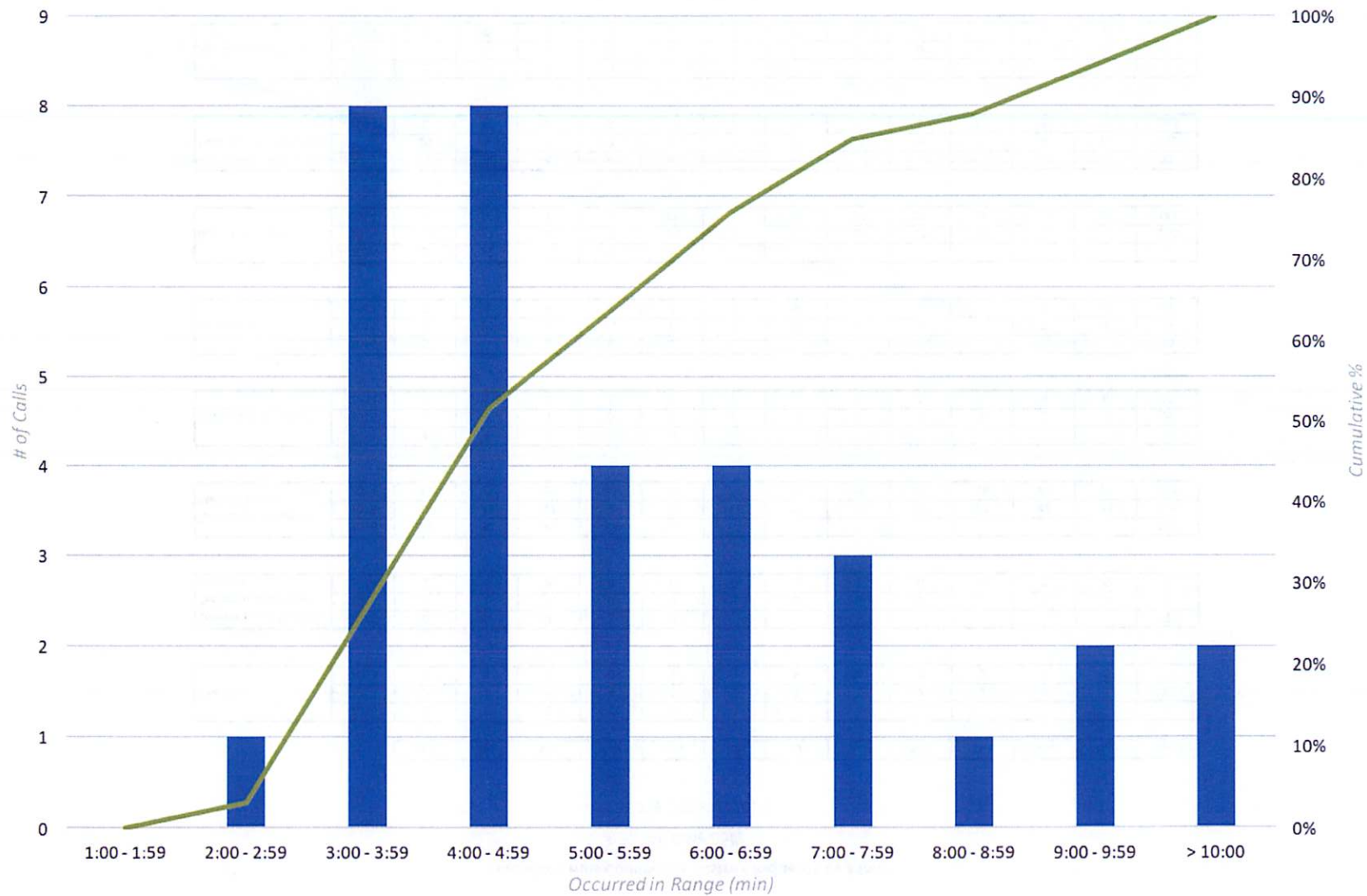
Code 3 Calls Only

May 2016

First Unit Arrived In Less Than	1 min	2 min	3 min	4 min	5 min	6 min	7 min	8 min	9 min	10 min
FIRST DUE (29)	3.45% (1)	31.03% (9)	55.17% (16)	65.52% (19)	75.86% (22)	86.21% (25)	89.66% (26)	96.55% (28)		
URBAN (5)				40% (2)	80% (4)	100% (5)	100% (5)	100% (5)	100% (5)	100% (5)
E76 (5)				40% (2)	80% (4)	100% (5)	100% (5)	100% (5)	100% (5)	100% (5)
SUBURBAN (7)				14.29% (1)	28.57% (2)	57.14% (4)	85.71% (6)	100% (7)	100% (7)	
E75 (6)				16.67% (1)	16.67% (1)	50% (3)	83.33% (5)	100% (6)	100% (6)	
R74 (1)					100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
RURAL (13)		7.69% (1)	46.15% (6)	69.23% (9)	76.92% (10)	84.62% (11)	84.62% (11)	84.62% (11)	100% (13)	
E76 (2)					50% (1)	50% (1)	100% (2)	100% (2)	100% (2)	100% (2)
R74 (10)			10% (1)	50% (5)	70% (7)	80% (8)	80% (8)	80% (8)	80% (8)	100% (10)
B74 (1)				100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
FREEWAY (4)				25% (1)	50% (2)	50% (2)	50% (2)	75% (3)	75% (3)	75% (3)
E76 (2)				50% (1)	100% (2)	100% (2)	100% (2)	100% (2)	100% (2)	100% (2)
R74 (2)								50% (1)	50% (1)	50% (1)
RELIABILITY (4)				25% (1)	50% (2)	75% (3)	75% (3)	75% (3)	75% (3)	
URBAN (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
E76 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
SUBURBAN (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
E75 (1)					100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
RURAL (2)							50% (1)	50% (1)	50% (1)	50% (1)
E75 (1)								0% (0)	0% (0)	0% (0)
R74 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
GRAND TOTAL (33)	3.03% (1)	27.27% (9)	51.52% (17)	63.64% (21)	75.76% (25)	84.85% (28)	87.88% (29)	93.94% (31)		

Occurred in Range	# of Calls	Cumulative %
1:00 - 1:59	0	0.00%
2:00 - 2:59	1	3.03%
3:00 - 3:59	8	27.27%
4:00 - 4:59	8	51.52%
5:00 - 5:59	4	63.64%
6:00 - 6:59	4	75.76%
7:00 - 7:59	3	84.85%
8:00 - 8:59	1	87.88%
9:00 - 9:59	2	93.94%
> 10:00	2	100.00%

Los Altos Hills County Fire District Response Time Centiles Code 3 Only



Los Altos Hills County Fire District Incidents by Month

All Code Calls

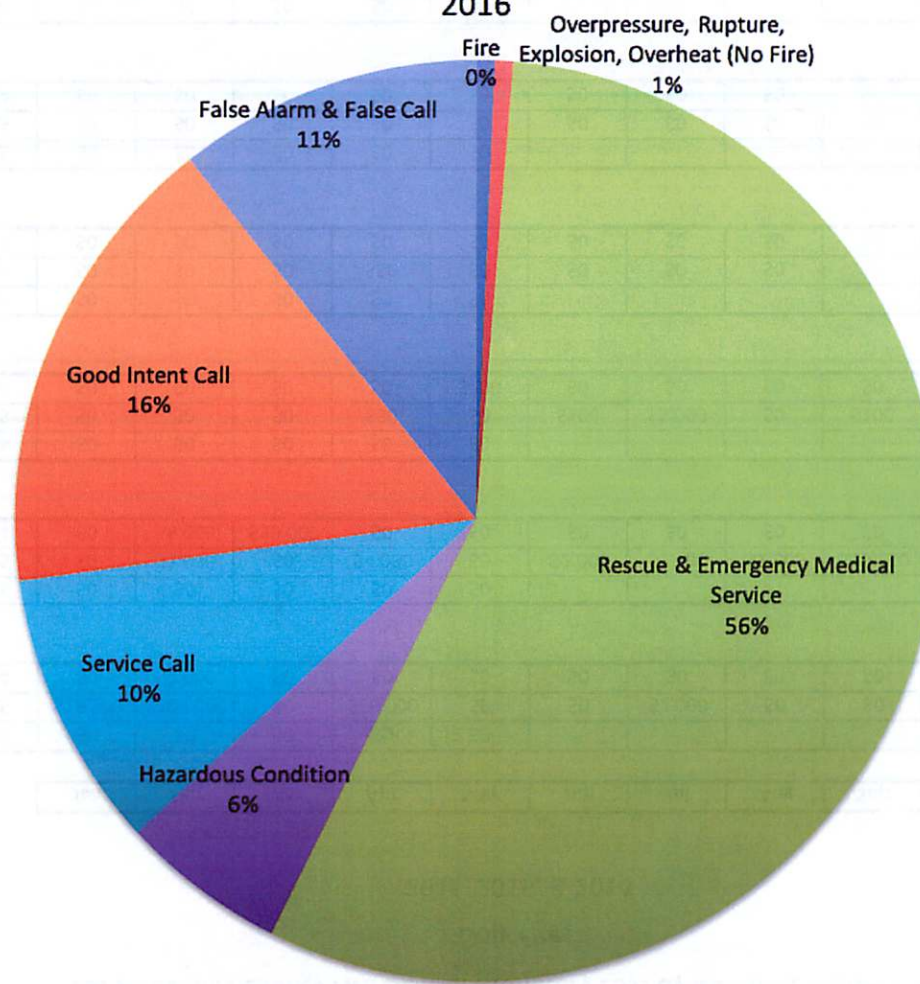
2016, 2015, & 2014

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2016	0	0	0	2	0								2
	2015	2	2	0	4	0	3	3	1	2	2	0	2	21
	2014	1	2	1	0	1	3	5	1	0	3	1	0	18
Overpressure, Rupture, Explosion, Overheat (No Fire)	2016	0	0	1	1	0								2
	2015	0	1	0	0	0	1	0	0	1	0	0	0	3
	2014	1	0	0	0	0	0	0	1	0	0	0	0	2
Rescue & Emergency Medical Service	2016	39	30	35	38	31								173
	2015	39	33	39	30	57	41	39	31	22	53	48	33	465
	2014	33	33	36	33	46	23	22	28	43	38	40	27	402
Hazardous Condition	2016	4	5	0	5	4								18
	2015	5	5	1	0	2	2	1	1	1	2	3	3	26
	2014	0	1	0	3	1	2	3	2	1	3	0	6	22
Service Call	2016	9	5	8	6	2								30
	2015	4	11	8	11	8	7	7	6	5	7	7	7	88
	2014	8	8	6	7	7	6	9	4	3	8	7	11	84
Good Intent Call	2016	8	12	14	9	8								51
	2015	13	11	6	6	12	9	11	12	17	11	15	7	130
	2014	9	10	7	8	11	8	19	23	13	9	12	12	141
False Alarm & False Call	2016	13	8	4	4	4								33
	2015	10	4	6	7	6	15	9	13	14	8	9	12	113
	2014	8	8	10	5	5	7	14	7	5	18	5	8	100
Special Incident	2016	0	0	0	0	0								0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	1	0	0	0	0	0	0	0	1
Total	2016	73	60	62	65	49								309
	2015	73	67	60	58	85	78	70	64	62	83	82	64	846
	2014	60	62	60	56	72	49	72	66	65	79	65	64	770

Los Altos Hills County Fire District Incident Type Breakdown

All Code Calls

2016



Los Altos Hills County Fire District Monetary Loss by Month & Incident Type

Only Fires

2016, 2015, & 2014

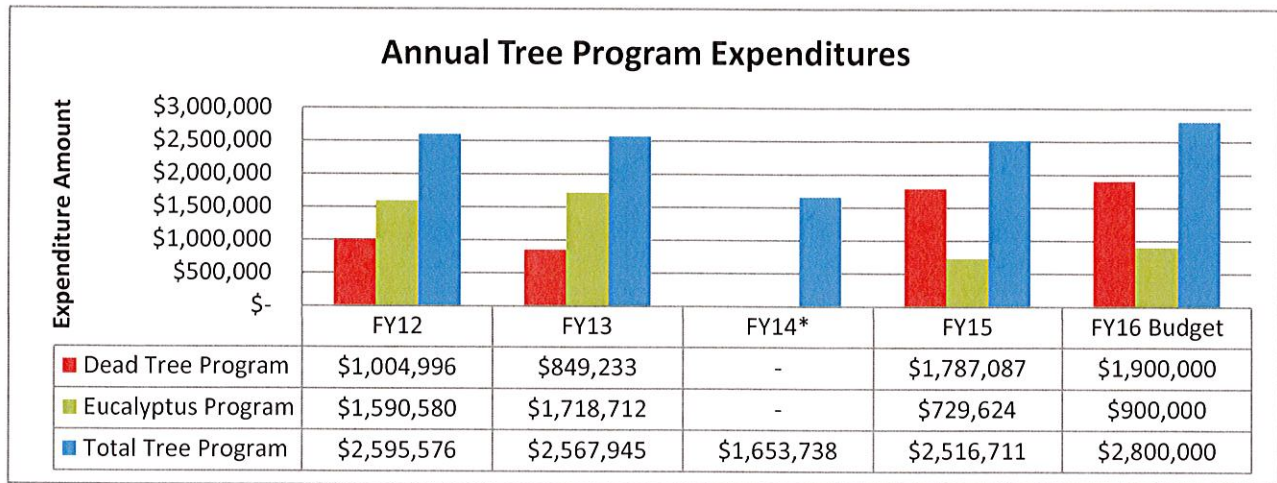
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Structure Fire	2016	\$0	\$0	\$0	\$0	\$0								\$0
	2015	\$16,500	\$100,000	\$0	\$60,000	\$0	\$0	\$2,000	\$0	\$0	\$20,000	\$0	\$5,500	\$204,000
	2014	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$100,000	\$0	\$302,000
Vehicle Fire	2016	\$0	\$0	\$0	\$0	\$0								\$0
	2015	\$0	\$1,000	\$0	\$4,000	\$0	\$2,000	\$1,700	\$2,500	\$15,250	\$0	\$0	\$1,750	\$28,200
	2014	\$0	\$5,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
Natural Vegetation Fire	2016	\$0	\$0	\$0	\$0	\$0								\$0
	2015	\$0	\$0	\$0	\$50	\$0	\$100	\$5,000	\$0	\$100	\$0	\$0	\$0	\$5,250
	2014	\$0	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200
Outside Rubbish / Dump	2016	\$0	\$0	\$0	\$0	\$0								\$0
	2015	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50
	2014	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Outside Fire	2016	\$0	\$0	\$0	\$0	\$0								\$0
	2015	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2014	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$50
Total Fire Loss	2016	\$0	\$0	\$0	\$0	\$0								\$0
	2015	\$16,500	\$101,000	\$0	\$64,100	\$0	\$2,100	\$8,700	\$2,500	\$15,350	\$20,000	\$0	\$7,250	\$237,500
	2014	\$0	\$7,000	\$10,000	\$0	\$200	\$0	\$0	\$0	\$0	\$200,050	\$100,000	\$0	\$317,250

Projects
June 1, 2016

Project Area <input type="checkbox"/>	Project Name	Est. Start Date	Est. Complt Date	Brief Description of Project	Est. Cost	Budget Year Expense	Key Service Providers	Notes/ Updates
(1) Entire Fire District	Brush Chipping Program Phase 2	Jan. 1, 2016	June 30, 2016	Chip residents brush, tree and garden prunings.	\$225K	15/16	McClenahan Tree Service	Chipping starting in Area 6.
(2) Entire Fire District	Tree Program	July 1, 2015 Priority 2 & 3	Late Spring 2016	Remove dead, dying, or hazardous trees. Prune eucalyptus trees.	\$2.8M	15/16	McClenahan Tree Service	Since program began July 2011, 4,966 dead trees removed. 1,308 eucalyptus trees pruned. 1,966 eucalyptus trees removed.
(3) Fire District West of 280	Engineering Phase 8 Hydrant Replacement Program	Jan. 1, 2016	Late Spring 2016	Field investigation and planning. Plans and specifications preparation. Solicit bids.	\$59K	15/16	Pakpour Engineering	Note Engineer's report.

Financial Amendment to Consultant Report

Tree Program Report as of 5/27/16



*Note: Tree Programs combined for FY14

Dead Tree Program

No. of Dead Trees as of 4/25/16	91
Less: Trees removed 4/26/16-5/27/16	(76)
Plus: Additional trees added	45
Less: Cancellations/Under Budget Amount	(2)
No. of Dead Trees as of 5/27/16	58

Est. remaining cost at 4/25/16	\$ 155,995
Less: Trees removed 4/26/16-5/27/16	(115,485)
Less: Cost of Card Mailings	(1,585)
Plus: Additional trees added	84,555
Less: Cancellations/Under Budget Amount	(13,890)
Est. Remaining Cost as of 5/27/16	\$ 109,590

FY16 Budget	\$ 1,900,000
Less: Amount Billed as of 5/27/16	(1,739,155)
Less: Est. Remaining Cost for FY16	(109,590)
Fav/(Unfav) Variance to FY16 Budget	\$ 51,255

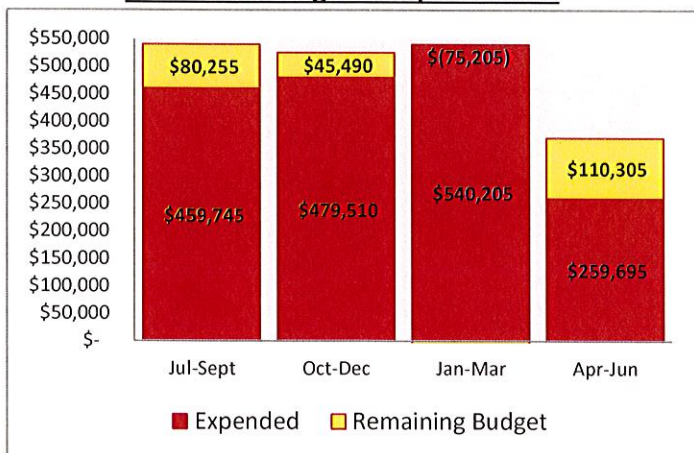
Eucalyptus Program

No. of Eucalyptus Trees as of 4/25/16	127
Less: Trees removed 4/26/16-5/27/16	(37)
Plus: Additional trees added	8
Less: Cancellations/Under Budget Amount	(33)
No. of Eucalyptus Trees as of 5/27/16	65

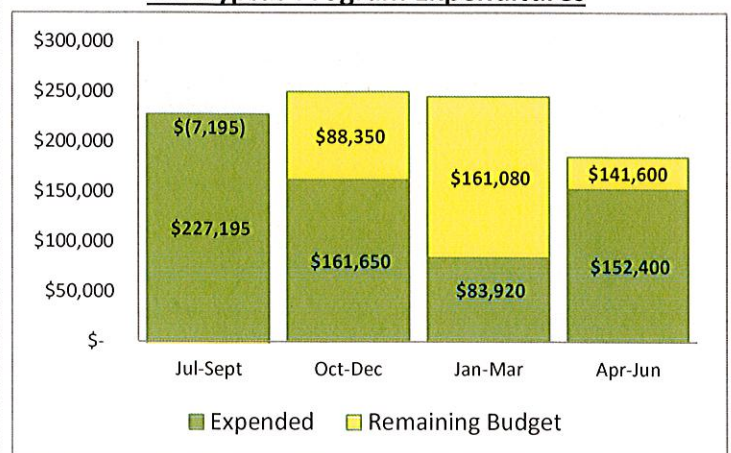
Est. remaining cost at 4/25/16	\$ 259,695
Less: Trees removed 4/26/16-5/27/16	(109,000)
Less: Cost of Card Mailings	-
Plus: Additional trees added	31,000
Less: Cancellations/Under Budget Amount	(41,250)
Est. Remaining Cost as of 5/27/16	\$ 140,445

FY16 Budget	\$ 900,000
Less: Amount Billed as of 5/27/16	(625,165)
Less: Est. Remaining Cost for FY16	(140,445)
Fav/(Unfav) Variance to FY16 Budget	\$ 134,390

Dead Tree Program Expenditures



Eucalyptus Program Expenditures

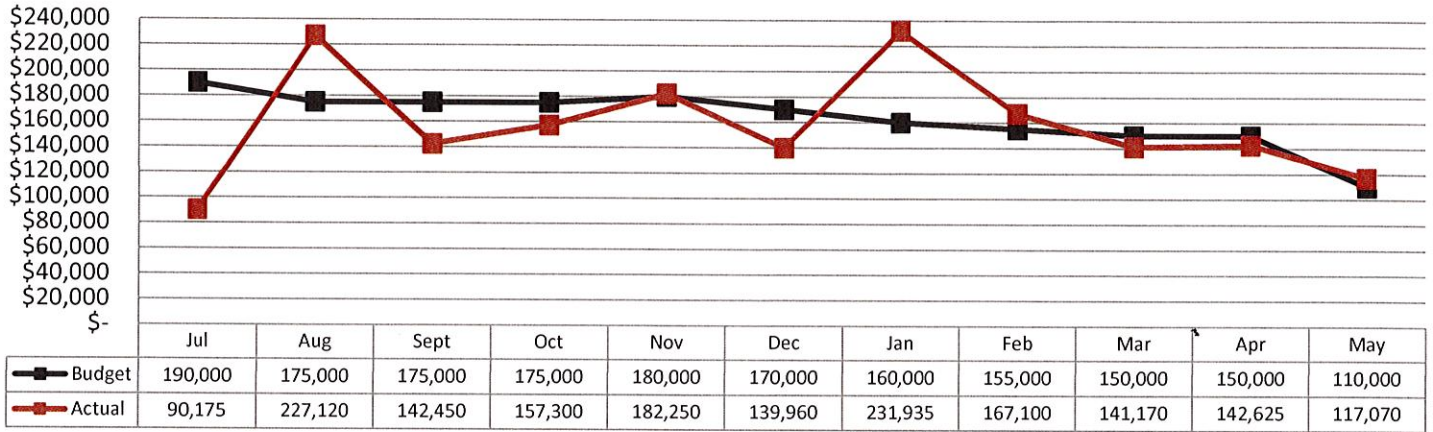


Financial Amendment to Consultant Report

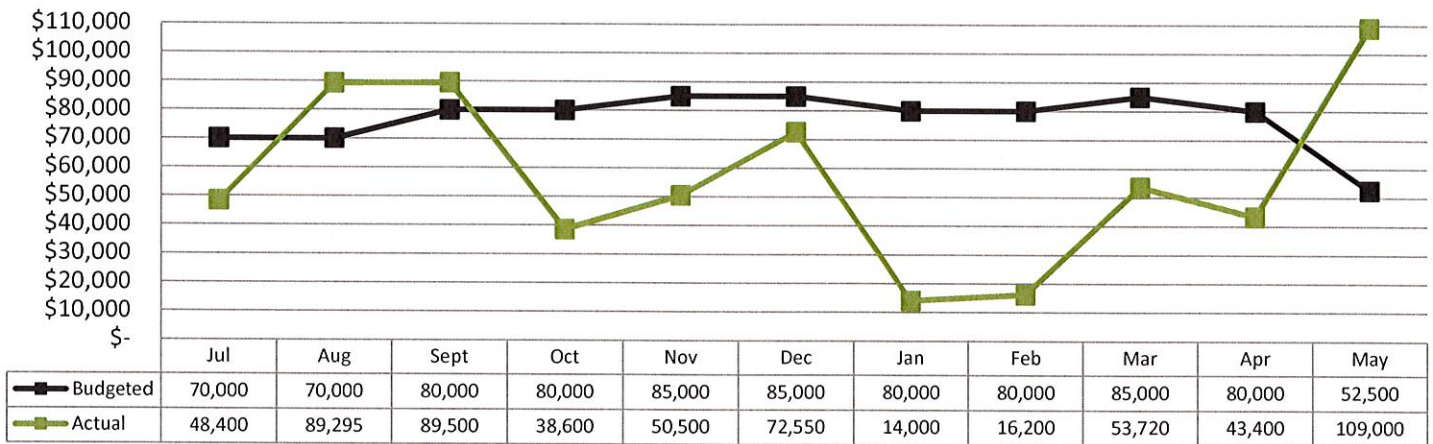
Projects and Programs - Budget vs. Actual Line Charts

Monthly Actual Billed vs. Budgeted

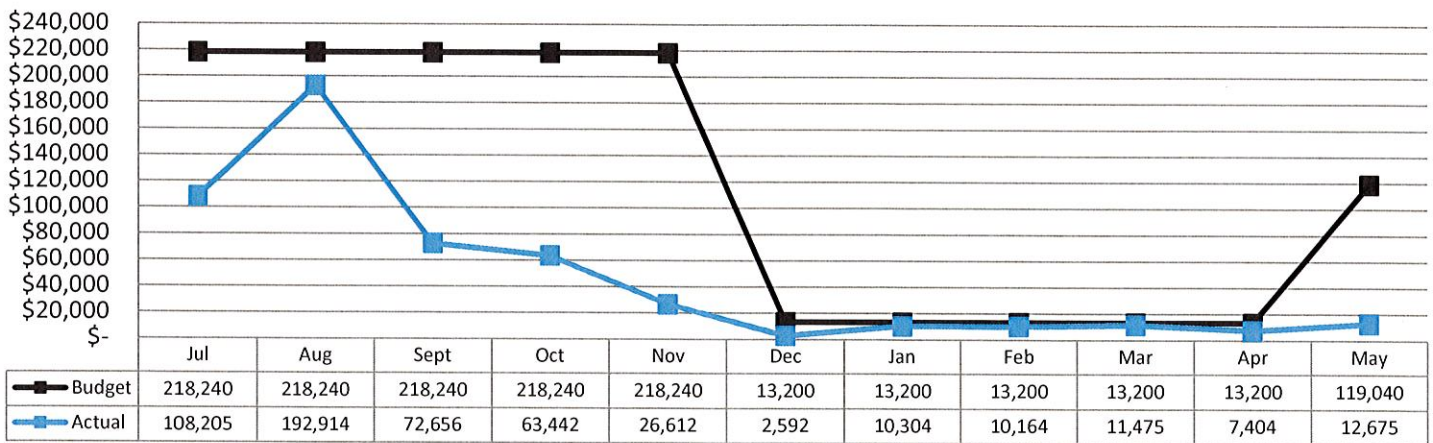
Dead Tree Program



Eucalyptus Tree Program



FH Replacement Project

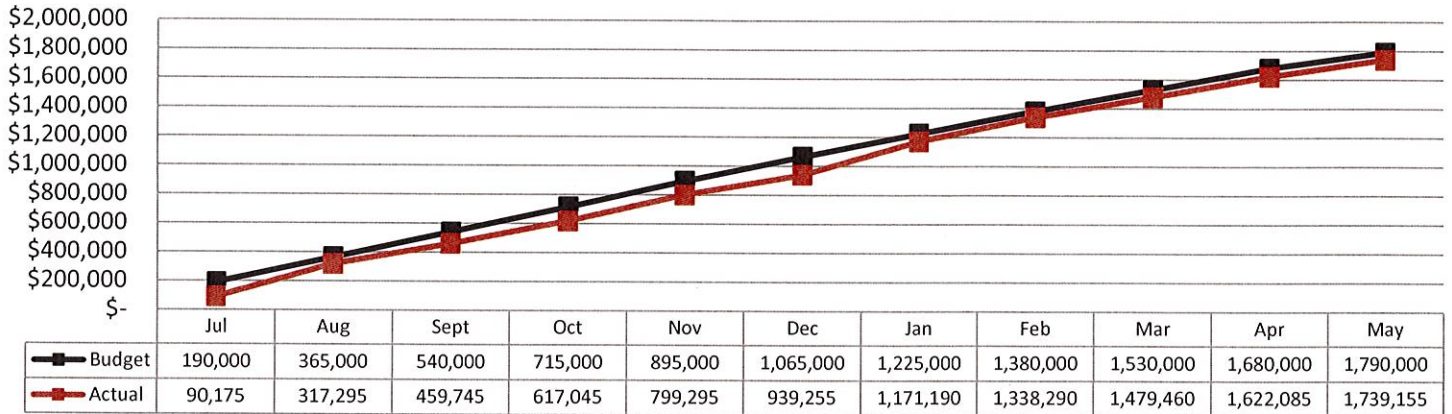


Financial Amendment to Consultant Report

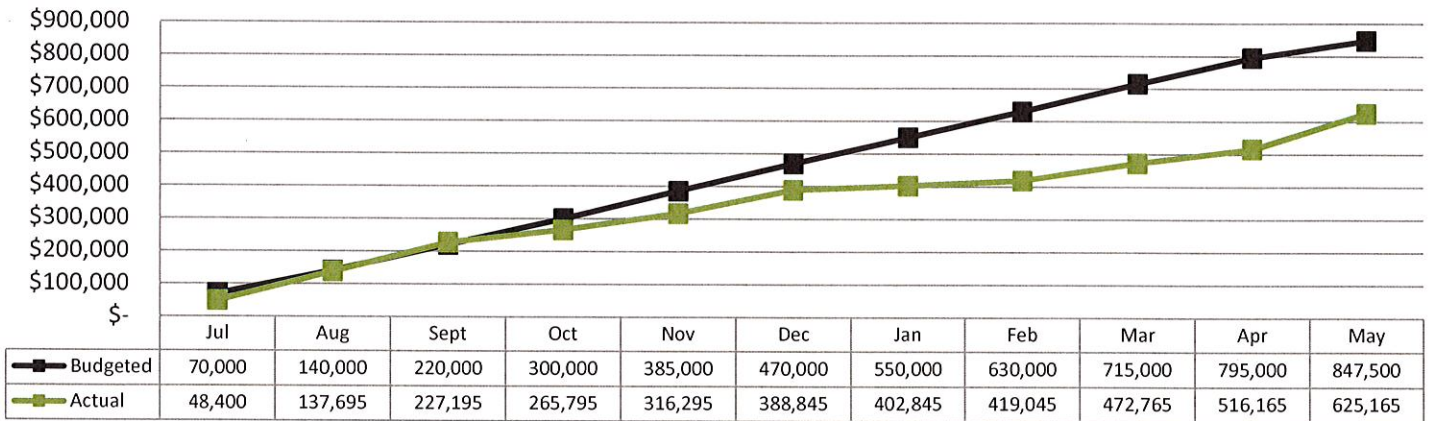
Projects and Programs - Budget vs. Actual Line Charts

Cumulative Actual Billed vs. Budgeted

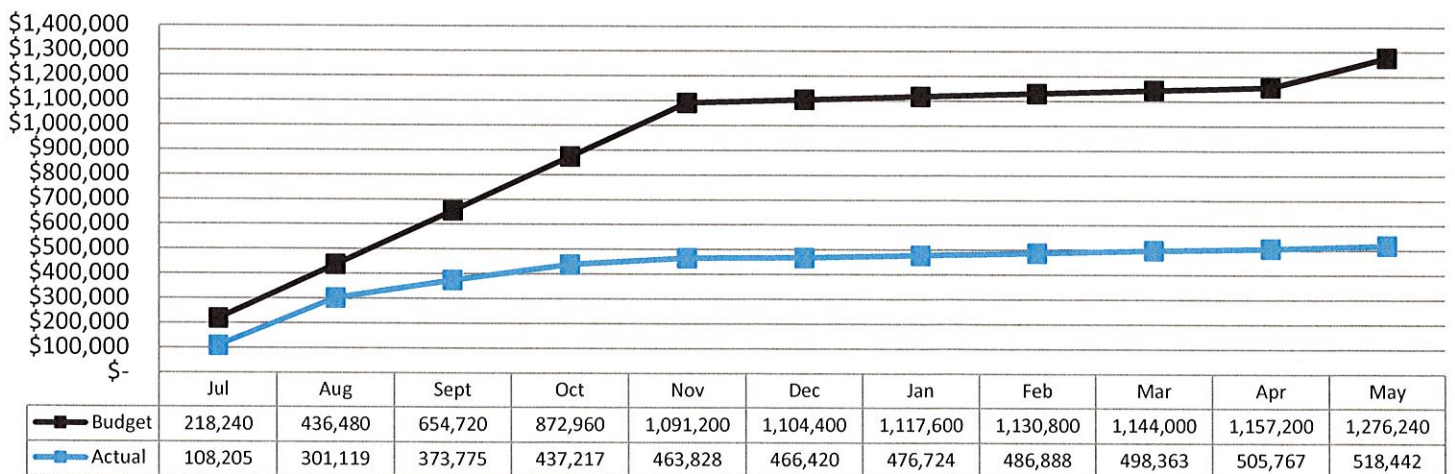
Dead Tree Program



Eucalyptus Tree Program



FH Replacement Project





MEMO

Firm: Los Altos Hills County Fire District (LAHCFD) **Date:** 6/8/16
Attn: Board of Commissioners (BOC)
Project Name: Fire Hydrant Replacement Project for PHWD **Project No.** 10003.19
Reference: Final Phase VIII – Preliminary Engineer’s Estimate for Fire Hydrants to be Replaced
From: Kurt Wurnitsch, P.E. *KW*

Dear BOC,

The following is a summary of the current status of the Fire Hydrant Replacement Project, including past construction projects undertaken by both Purissima Hills Water District (PHWD) and LAHCFD, and includes Phase I thru VII (Completed) and final Phase VIII (Proposed) of the on-going LAHCFD Fire Hydrant Replacement Project. The information reported below is based on previous fire hydrant (FH) inventory information provided by PHWD.

Total FHs in PHWD (Excluding Private FHs) = 540
Total FHs Replaced (Existing Clow Model No. 960) = 453
Total FHs Remaining to be Replaced (Phase VIII) = 85 (22 Dry-Barrel + 63 Wet-Barrel)
Total FHs Remaining to be Replaced (PHWD’s CIP) = 2 (2 Dry-Barrel)
Total FHs = 540

Per your request, below is the Phase VIII preliminary Engineer’s Opinion of Probable Construction Cost Estimate for the 85 FHs to be replaced and 37 FHs (existing Clow Model No. 960) to be serviced as part of the final Phase VIII project located within the limits of PHWD jurisdictional boundary.

Preliminary and Final Design, Advertise & Award [1] [2]

No.	Description	Qty	Unit	Unit Cost	Total
1.	Preliminary Field Investigation and Planning	1	EA	\$58,400	\$58,400
2.	Final Design (PS&E)	1	EA	\$50,000	\$50,000
3.	Advertise & Award	1	EA	\$35,000	\$35,000
4.	Sub-Consultants (Tree Arborist/Trimer, etc.)	1	EA	\$10,000	\$10,000
Sub-Total for Preliminary and Final Design, Advertise & Award					\$153,400
Reimbursables (5% Direct Expense Fee)					\$7,670
Contingency (0%)					-
Total for Preliminary and Final Design, Advertise & Award					\$161,070

(Continued on next page.)

Construction Management [1] [2]

No.	Description	Qty	Unit	Unit Cost	Total
1.	Construction Management	1	EA	\$170,000	\$170,000
2.	Sub-Consultants (Geotechnical, Tree Arborist/Trimer, etc.)	1	EA	\$30,000	\$30,000
Sub-Total for Construction Management					\$200,000
Reimbursables (5% Direct Expense Fee)					\$10,000
Contingency (0%)					-
Total for Construction Management					\$210,000

Construction Cost Estimate [1] [2] [3]

No.	Description	Qty	Unit	Unit Cost	Total
1.	Service Exist Wet-Barrel (Clow Model No. 960) FHs	37	EA	\$2,000	\$74,000
2.	Replace Dry-Barrel FHs w/ New Water Main Tie-In	22	EA	\$18,000	\$396,000
3.	Replace Wet-Barrel FHs (Incl. Break-Off/Check-Valve)	63	EA	\$8,500	\$535,000
4.	Replace/Install Wood Retaining Walls	13	EA	\$5,000	\$65,000
5.	Replace Exist FH Bollard	13	EA	\$900	\$11,700
6.	Replace Exist Residential 1-inch Service Line	10	EA	\$3,400	\$34,000
7.	Replace Exist Residential 2-inch Service Line	10	EA	\$4,700	\$47,000
8.	Replace Exist Failed FH Gate Valve	10	EA	\$3,900	\$39,000
9.	Replace Exist FH 6-inch Water-Main Tie-In	10	EA	\$10,000	\$100,000
10.	Replace Exist FH 8-inch Water-Main Tie-In	7	EA	\$12,000	\$84,000
11.	Replace Asphalt Concrete/Trench Repair	1	LS	\$50,000	\$50,000
12.	Replace Asphalt Concrete Berm	1	LS	\$6,000	\$6,000
13.	Replace PCC Rolled Curb & Gutter	1	LS	\$20,000	\$20,000
14.	Replace Traffic Striping	1	LS	\$6,000	\$6,000
15.	Water Tank Truck	1	LS	\$15,000	\$15,000
16.	Install Project Construction Funding Signs	1	LS	\$6,000	\$6,000
17.	City & Town Encroachment Permit & Inspections Fees (Budget)	0	LS	\$0	\$0
Sub-Total for Construction Cost Estimate					\$1,489,200
Contingency (0%)					-
Total for Construction Cost Estimate					\$1,489,200

TOTAL PROJECT COST

TOTAL PROJECT COST (Including Preliminary & Final Design, Advertise, Award, Construction Management and Construction Cost Estimate)	\$1,860,270
--	--------------------

Notes:

- [1] Estimated Phase VIII: 85 FHs replaced and 37 FHs (Clow Model No. 960) serviced. Total number of FHs to be replaced to be confirmed with PHWD staff upon receipt of updated 2016 GIS Map database information.
- [2] Preliminary and Final Design, Advertise and Award Phase: Estimate five (5) months. Construction Phase: Estimate 120 working days (24 weeks or 6 months).
- [3] Unit Cost is considered preliminary based on Phase VII Bid Analysis dated 4/23/15 by Pakpour Consulting Group. Total price does not include added cost for special site conditions (e.g. long FH lateral runs/street trench cuts, special permits, industry annual increases in material costs, etc.).

J:\Projects\LAHCFD - 10003.00\19-FH Replacement Project Phase VIII\Cost Estimate\Phase VIII\19-LAHCFD-BOC-16.06.08-Phase VIII-Prelim Engr Est.doc

Los Altos Hills County Fire District (LAHCFD)
Preliminary Engineer's Opinion of Probable Construction Cost Estimate for Budgeting Purposes Only
for Preliminary & Final Design, Construction Management and Construction Phases
Fire Hydrant Replacement Project - Phase VIII

Description		2015 to 2017																			
		DEC (15)	JAN (16)	FEB (16)	MAR (16)	APR (16)	MAY (16)	JUNE (16)	JUL (16)	AUG (16)	SEP (16)	OCT (16)	NOV (16)	DEC (16)	JAN (17)	FEB (17)	MAR (17)	APR (17)	MAY (17)	TOTAL	
		(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Est.)	(Est.)	(Est.)	(Est.)	(Est.)	(Est.)	(Est.)	(Est.)	(Est.)	(Est.)	(Est.)	(Est.)		
Preliminary & Final Design																					
Field Investigation, Planning, Design,																					
Advertise & Award:		\$	3,095	\$ 10,609	\$ 10,164	\$ 11,476	\$ 7,404	\$ 12,675	\$ 26,445	\$ 16,000	\$ 16,000	\$ 10,000	\$ 16,000	\$ 11,202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,070
Sub-Consultant (Tree Arborist):		\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Contingency (0%):		\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total:		\$	3,095	\$ 10,609	\$ 10,164	\$ 11,476	\$ 7,404	\$ 12,675	\$ 29,945	\$ 19,500	\$ 19,000	\$ 10,000	\$ 16,000	\$ 11,202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161,070
Construction Management																					
Construction Management:		\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 14,000	\$ 180,000
Sub-Consultant (Geotech & Tree Arborist):		\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 30,000
Contingency (0%):		\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total:		\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 14,000	\$ 210,000
Construction																					
Construction:		\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124,100	\$ 248,200	\$ 248,200	\$ 248,200	\$ 248,200	\$ 248,200	\$ 124,100	\$ 1,489,200
Contingency (0%):		\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total:		\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124,100	\$ 248,200	\$ 248,200	\$ 248,200	\$ 248,200	\$ 248,200	\$ 124,100	\$ 1,489,200
Total:		\$	3,095	\$ 10,609	\$ 10,164	\$ 11,476	\$ 7,404	\$ 12,675	\$ 29,945	\$ 19,500	\$ 19,000	\$ 10,000	\$ 20,000	\$ 167,302	\$ 280,200	\$ 280,200	\$ 280,200	\$ 280,200	\$ 280,200	\$ 138,100	\$ 1,860,270

MEMO

Firm: Los Altos Hills County Fire District (LAHCFD) **Date** 6/8/16
Attn: Stu Farwell
Project Name: Fire Hydrant Replacement Project – Phase VIII **Project No.** 10003.19
Reference: Preliminary Schedule
From: Kurt Wurnitsch, P.E. *KW*

Per your request, below is the preliminary schedule for the final Phase VIII of the Fire Hydrant Replacement Project located within the Purissima Hills Water District (PHWD) jurisdictional boundary. The schedule assumes the fire hydrants to be replaced or serviced along Page Mill Road are within the Town of Los Altos Hills right-of-way and an encroachment permit from the City of Palo Alto will not be required.

The following is a status update summary for the planning phase of the Phase VIII project since the last May 17th BOC meeting:

The total number of existing hydrants to be replaced/ serviced as part of the Phase VIII project has been reduced from 146 to 122 hydrants, which has been coordinated/ reconciled with both LAHCFD and PHWD staff.

PCG coordinated a field visit w/ LAHCFD on May 26th to review public/ private FHs. Coordinated with PHWD staff to provide field markings of existing water main and hydrant laterals to include in the scope of work for about six hydrants. Confirmed with the Town the preliminary list of streets to be paved as part of the Town's 2016 Pavement Rehabilitation Project. The Town is proposing to repave six streets. All existing hydrants along the six streets have been previously replaced with the current standard (Clow Model No. 960). No Phase VIII work is anticipated along these streets.

Description	Estimated Completion Date	Completed Date
Complete Preliminary Field Investigation and Planning	Week of 4/18/16	4/29/16
List of FHs (Final) – Update w/ LAHCFD field visit info	Week of 5/2/16	5/26/16
Field Visit w/ PHWD - Review list of FHs, scope of work & additional water main field info required from PHWD	Week of 6/13/16	
Complete Bid Document Preparation (70% Submittal) – (6 weeks)	Week of 6/20/16	
Utility Notification (70% Submittal) – Send letter to Agencies	Week of 6/20/16	
PHWD Coordination – Review requested field info & shut-down requirements	Week of 7/4/16	
Complete Bid Document Review (90% Submittal) Coordinate w/Attorney/ PHWD/ Town (4 weeks)	Week of 7/25/16	
Advertise Bid Doc in Town Crier (send advertisement language one (1) week in advance of publishing)	Week of 8/15/16	
Pre-Bid Meeting	Week of 8/29/16	
End Bid Documents Advertisement – (4 weeks)	Week of 9/12/16	
Open Bids	Week of 9/12/16	
Review Bids & Letter of Recommendation	Week of 9/19/16	
Commissioners Meeting - Award Contract	10/18/16 (Tuesday)	
Complete Contract/ Bonds/ Insurance Certificates Review (3 weeks)	Week of 11/7/16	
Notice to Proceed	Week of 11/14/16	
Start Construction	Week of 11/21/16	
End of Construction (Estimated)	Week of 5/8/17	



Vargas and Company
certified public accountants

June 10, 2016

Los Altos Hills County Fire District
P.O. Box 1766
Los Altos, CA 94023-1766

RE: Financial Statement Package – May 2016

Dear Board Members,

Enclosed please find the Los Altos Hills County Fire District's interim financial statement package for the month of May 2016, as follows:

Report Title	Page Number
1. Balance Sheet	1
2. Profit and Loss	2
3. Profit and Loss – Budget vs. Actual	4
4. Profit and Loss – Budget vs. Actual Year-to-Date	6
5. Profit and Loss – Prior Year Comparison	8
6. Revenues – Transaction Detail By Account	10
7. Expenses – Transaction Detail By Account	11
8. Expenses by Vendor Summary	13
9. Expenses – Budget vs. Actual YTD Graph	14

Sincerely,

Cori Vargas
Vargas and Company

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Balance Sheet
As of May 31, 2016

	May 31, 16	Apr 30, 16
ASSETS		
Current Assets		
Checking/Savings		
1000200 · Cash-Commingle-BofA	(2,722,031.72)	(2,722,031.72)
1100000 · Cash-Clearing Account	14,105,033.57	14,784,739.95
1112000 · Cash - Imprest Cash	500.00	500.00
Total Checking/Savings	11,383,501.85	12,063,208.23
Total Current Assets	11,383,501.85	12,063,208.23
Fixed Assets		
1301400 · Land (Manual Post)	4,688.00	4,688.00
1302100 · Accum Depr - Buildings	(971,739.00)	(971,739.00)
1302300 · Buildings and Improvements (MP)	2,552,838.00	2,552,838.00
1303100 · Accum Depr - LI-Fire Hydrants	(269,344.00)	(269,344.00)
1303300 · LI - Fire Hydrants (MP)	1,078,745.00	1,078,745.00
1305100 · Accum Depr - Equipment & Furnit	(52,965.00)	(52,965.00)
1305300 · Equipment and Furniture (MP)	63,118.13	63,118.13
Total Fixed Assets	2,405,341.13	2,405,341.13
TOTAL ASSETS	13,788,842.98	14,468,549.36
LIABILITIES & EQUITY		
Equity		
3000000 · Investment in Capital Assets	2,405,341.13	2,405,341.13
3400300 · Fund Balance - Unassigned	7,391,242.11	7,391,242.11
3400930 · Fund Balance - Committed		
3400931 · Committed to Operations	2,000,000.00	2,000,000.00
3400932 · Committed to Insurance	100,000.00	100,000.00
3400933 · Committed to Emergency Ops	2,000,000.00	2,000,000.00
Total 3400930 · Fund Balance - Committed	4,100,000.00	4,100,000.00
Net Income	(107,740.26)	571,966.12
Total Equity	13,788,842.98	14,468,549.36
TOTAL LIABILITIES & EQUITY	13,788,842.98	14,468,549.36

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss
May 2016

	May 16	Jul '15 - May 16
Income		
4001100 · Prop Taxes-Curr Secured	0.00	7,907,114.55
4001200 · Prop Taxes-Unitary	0.00	43,395.67
4001210 · Prop Taxes - Unitary Railroad	0.00	959.60
4002100 · Prop Taxes-Curr Unsecured	0.00	606,621.17
4006100 · Property Taxes-SB 813	49,225.81	229,657.38
4301100 · Interest-Dep & Investments		
4301101 · County	0.00	53,586.97
Total 4301100 · Interest-Dep & Investments	0.00	53,586.97
4302100 · Property Rental	0.00	5,500.00
4419100 · Homeowner's Property Tax Relief	16,294.92	39,573.38
Total Income	65,520.73	8,886,408.72
Gross Profit	65,520.73	8,886,408.72
Expense		
5220100 · Insurance	0.00	5,098.96
5225500 · Commissioners Fee	0.00	4,200.00
5235400 · Outside Repair & Maintenance		
5235401 · Hydrant Repair & Maintenance	47,335.82	70,108.13
Total 5235400 · Outside Repair & Maintenance	47,335.82	70,108.13
5250100 · Office Expense	492.80	3,431.53
5255100 · Professional & Specialized Serv		
5255101 · Annual Audit-Charter	0.00	20,440.00
5255102 · Accounting Services	3,000.00	24,000.00
5255103 · Outside Legal Services	0.00	40,361.00
5255104 · Outside Consulting Services	0.00	2,072.42
Total 5255100 · Professional & Specialized Serv	3,000.00	86,873.42
5255500 · Contract Services		
5255501 · Santa Clara Co. Fire Dept.	354,234.44	3,807,977.80
5255502 · Battalion 74 Services	91,946.26	988,411.28
5255503 · Emergency Service Coordinator	7,020.34	75,467.84
5255504 · Emergency Prep/Fire Prevention	203.27	19,125.54
5255505 · Extra Fire Season Patrol	0.00	248,923.56
5255506 · City of Los Altos Workers Comp.	373.99	1,181.31
Total 5255500 · Contract Services	453,778.30	5,141,087.33
5257130 · Consultants - General and Admin		
5257131 · Clerk	4,896.00	47,061.00
5257132 · Fire Consultant	4,685.00	46,850.00
Total 5257130 · Consultants - General and Admin	9,581.00	93,911.00
5259200 · Property Tax Admin Fee	0.00	102,304.77
5260100 · Publications and Legal Notices.	0.00	6,842.29

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss
May 2016

	<u>May 16</u>	<u>Jul '15 - May 16</u>
5282200 · Projects and Programs		
5282201 · Chipping Program	26,589.38	220,442.03
5282202 · Yard Waste Program	9,156.84	36,604.34
5282204 · Buildings and Grounds	278.66	3,345.26
5282205 · Emergency Access Roads	0.00	304.10
5282206 · Dead Tree Program	144,210.50	1,623,670.50
5282207 · Eucalyptus Program	43,400.00	516,165.00
5282208 · Hydrant/Main Improv.-Purissima	7,403.81	505,768.02
5282210 · Page Mill Tank Seismic Retrofit	0.00	564,769.96
Total 5282200 · Projects and Programs	<u>231,039.19</u>	<u>3,471,069.21</u>
5350100 · Misc Expense-Others	<u>0.00</u>	<u>9,222.34</u>
Total Expense	<u>745,227.11</u>	<u>8,994,148.98</u>
Net Income	<u>(679,706.38)</u>	<u>(107,740.26)</u>

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
May 2016

	May 16	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
Income				
4006100 · Property Taxes-SB 813	49,225.81	27,450.00	21,775.81	79.33%
4419100 · Homeowner's Property Tax Relief	16,294.92	16,789.00	(494.08)	(2.94%)
4813000 · Misc. Income				
4813800 · Miscellaneous Income - Other	0.00	250.00	(250.00)	(100.0%)
Total 4813000 · Misc. Income	0.00	250.00	(250.00)	(100.0%)
Total Income	65,520.73	44,489.00	21,031.73	47.27%
Gross Profit	65,520.73	44,489.00	21,031.73	47.27%
Expense				
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	47,335.82	1,000.00	46,335.82	(4,633.58%)
Total 5235400 · Outside Repair & Maintenance	47,335.82	1,000.00	46,335.82	(4,633.58%)
5250100 · Office Expense	492.80	200.00	292.80	(146.4%)
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services	3,000.00	2,000.00	1,000.00	(50.0%)
5255103 · Outside Legal Services	0.00	7,000.00	(7,000.00)	100.0%
5255104 · Outside Consulting Services	0.00	6,000.00	(6,000.00)	100.0%
Total 5255100 · Professional & Specialized Serv	3,000.00	15,000.00	(12,000.00)	80.0%
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	354,234.44	360,532.00	(6,297.56)	1.75%
5255502 · Battalion 74 Services	91,946.26	95,220.34	(3,274.08)	3.44%
5255503 · Emergency Service Coordinator	7,020.34	7,438.34	(418.00)	5.62%
5255504 · Emergency Prep/Fire Prevention	203.27	2,000.00	(1,796.73)	89.84%
5255505 · Extra Fire Season Patrol	0.00	40,000.00	(40,000.00)	100.0%
5255506 · City of Los Altos Workers Comp.	373.99	0.00	373.99	(100.0%)
Total 5255500 · Contract Services	453,778.30	505,190.68	(51,412.38)	10.18%
5257130 · Consultants - General and Admin				
5257131 · Clerk	4,896.00	4,945.00	(49.00)	0.99%
5257132 · Fire Consultant	4,685.00	4,945.00	(260.00)	5.26%
Total 5257130 · Consultants - General and Admin	9,581.00	9,890.00	(309.00)	3.12%
5260100 · Publications and Legal Notices.	0.00	165.00	(165.00)	100.0%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
May 2016

5282200 - Projects and Programs

5282201 - Chipping Program

5282202 - Yard Waste Program

5282204 - Buildings and Grounds

5282205 - Emergency Access Roads

5282206 - Dead Tree Program

5282207 - Eucalyptus Program

5282208 - Hydrant/Main Improv.-Purissima

5282209 - Hydrant/Main Improv.-Cal Water

5282210 - Page Mill Tank Seismic Retrofit

5282214 - Project & Programs Contingency

Total 5282200 - Projects and Programs

Total Expense

\$

Net Income

May 16	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
26,589.38	25,000.00	1,589.38	(6.36%)
9,156.84	9,750.00	(593.16)	6.08%
278.66	2,000.00	(1,721.34)	86.07%
0.00	500.00	(500.00)	100.0%
144,210.50	150,000.00	(5,789.50)	3.86%
43,400.00	80,000.00	(36,600.00)	45.75%
7,403.81	13,200.00	(5,796.19)	43.91%
0.00	5,000.00	(5,000.00)	100.0%
0.00	3,600.00	(3,600.00)	100.0%
0.00	11,300.00	(11,300.00)	100.0%
231,039.19	300,350.00	(69,310.81)	23.08%
745,227.11	831,795.68	(86,568.57)	10.41%
(679,706.38)	(787,306.68)	107,600.30	13.67%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual Year-to-Date
July 2015 through May 2016

	Jul '15 - May 16	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY16 Budget	YTD % to FY16 Budget
Income						
4001100 · Prop Taxes-Curr Secured	7,907,114.55	7,863,300.00	43,814.55	0.56%	8,737,000.00	90.50%
4001200 · Prop Taxes-Unitary	43,395.67	35,000.00	8,395.67	23.99%	35,000.00	123.99%
4001210 · Prop Taxes - Unitary Railroad	959.60	700.00	259.60	37.09%	700.00	137.09%
4002100 · Prop Taxes-Curr Unsecured	606,621.17	555,546.00	51,075.17	9.19%	559,000.00	108.52%
4006100 · Property Taxes-SB 813	229,657.38	160,674.00	68,983.38	42.93%	183,000.00	125.50%
4301100 · Interest-Dep & Investments						
4301101 · County	53,586.97	30,200.00	23,386.97	77.44%	40,000.00	133.97%
Total 4301100 · Interest-Dep & Investments	53,586.97	30,200.00	23,386.97	77.44%	40,000.00	133.97%
4302100 · Property Rental	5,500.00	3,000.00	2,500.00	83.33%	3,000.00	183.33%
4419100 · Homeowner's Property Tax Relief	39,573.38	40,773.00	(1,199.62)	(2.94%)	47,968.00	82.50%
4813000 · Misc. Income						
4813800 · Miscellaneous Income - Other	0.00	500.00	(500.00)	(100.0%)	750.00	0.00%
4813900 · Misc Reimbursements	0.00	750.00	(750.00)	(100.0%)	750.00	0.00%
Total 4813000 · Misc. Income	0.00	1,250.00	(1,250.00)	(100.0%)	1,500.00	0.00%
Total Income	8,886,408.72	8,690,443.00	195,965.72	2.25%	9,607,168.00	92.50%
Gross Profit	8,886,408.72	8,690,443.00	195,965.72	2.25%	9,607,168.00	92.50%
Expense						
5220100 · Insurance	5,098.96	4,000.00	1,098.96	(27.47%)	4,000.00	127.47%
5225500 · Commissioners Fee	4,200.00	11,000.00	(6,800.00)	61.82%	15,000.00	28.00%
5235400 · Outside Repair & Maintenance						
5235401 · Hydrant Repair & Maintenance	70,108.13	14,000.00	56,108.13	(400.77%)	15,000.00	467.39%
Total 5235400 · Outside Repair & Maintenance	70,108.13	14,000.00	56,108.13	(400.77%)	15,000.00	467.39%
5250100 · Office Expense	3,431.53	3,500.00	(68.47)	1.96%	4,500.00	76.26%
5255100 · Professional & Specialized Serv						
5255101 · Annual Audit-Charter	20,440.00	20,000.00	440.00	(2.2%)	20,000.00	102.20%
5255102 · Accounting Services	24,000.00	20,000.00	4,000.00	(20.0%)	24,000.00	100.00%
5255103 · Outside Legal Services	40,361.00	62,500.00	(22,139.00)	35.42%	75,000.00	53.81%
5255104 · Outside Consulting Services	2,072.42	18,000.00	(15,927.58)	88.49%	30,000.00	6.91%
Total 5255100 · Professional & Specialized Serv	86,873.42	120,500.00	(33,626.58)	27.91%	149,000.00	58.30%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual Year-to-Date
 July 2015 through May 2016

	Jul '15 - May 16	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY16 Budget	YTD % to FY16 Budget
5255500 · Contract Services						
5255501 · Santa Clara Co. Fire Dept.	3,807,977.80	3,839,468.00	(31,490.20)	0.82%	4,200,000.00	90.67%
5255502 · Battalion 74 Services	988,411.28	1,004,779.66	(16,368.38)	1.63%	1,100,000.00	89.86%
5255503 · Emergency Service Coordinator	75,467.84	77,561.66	(2,093.82)	2.7%	85,000.00	88.79%
5255504 · Emergency Prep/Fire Prevention	19,125.54	41,000.00	(21,874.46)	53.35%	45,000.00	42.50%
5255505 · Extra Fire Season Patrol	248,923.56	340,000.00	(91,076.44)	26.79%	400,000.00	62.23%
5255506 · City of Los Altos Workers Comp.	1,181.31	2,700.00	(1,518.69)	56.25%	4,000.00	29.53%
Total 5255500 · Contract Services	5,141,087.33	5,305,509.32	(164,421.99)	3.1%	5,834,000.00	88.12%
5257130 · Consultants - General and Admin						
5257131 · Clerk	47,061.00	47,110.00	(49.00)	0.1%	57,000.00	82.56%
5257132 · Fire Consultant	46,850.00	47,110.00	(260.00)	0.55%	57,000.00	82.19%
Total 5257130 · Consultants - General and Admin	93,911.00	94,220.00	(309.00)	0.33%	114,000.00	82.38%
5259200 · Property Tax Admin Fee	102,304.77	111,200.00	(8,895.23)	8.0%	111,200.00	92.00%
5260100 · Publications and Legal Notices.	6,842.29	2,275.00	4,567.29	(200.76%)	2,500.00	273.69%
5282200 · Projects and Programs						
5282201 · Chipping Program	220,442.03	250,000.00	(29,557.97)	11.82%	300,000.00	73.48%
5282202 · Yard Waste Program	36,604.34	39,000.00	(2,395.66)	6.14%	39,000.00	93.86%
5282203 · Brush Goat Program	0.00	2,262.00	(2,262.00)	100.0%	20,000.00	0.00%
5282204 · Buildings and Grounds	3,345.26	8,200.00	(4,854.74)	59.2%	10,000.00	33.45%
5282205 · Emergency Access Roads	304.10	2,500.00	(2,195.90)	87.84%	4,500.00	6.76%
5282206 · Dead Tree Program	1,623,670.50	1,680,000.00	(56,329.50)	3.35%	1,900,000.00	85.46%
5282207 · Eucalyptus Program	516,165.00	795,000.00	(278,835.00)	35.07%	900,000.00	57.35%
5282208 · Hydrant/Main Improv.-Purissima	505,768.02	1,157,200.00	(651,431.98)	56.29%	1,395,280.00	36.25%
5282209 · Hydrant/Main Improv.-Cal Water	0.00	40,000.00	(40,000.00)	100.0%	50,000.00	0.00%
5282210 · Page Mill Tank Seismic Retrofit	564,769.96	547,600.00	17,169.96	(3.14%)	550,000.00	102.69%
5282214 · Project & Programs Contingency	0.00	167,700.00	(167,700.00)	100.0%	200,000.00	0.00%
Total 5282200 · Projects and Programs	3,471,069.21	4,689,462.00	(1,218,392.79)	25.98%	5,368,780.00	64.65%
5350100 · Misc Expense-Others	9,222.34	9,500.00	(277.66)	2.92%	10,000.00	92.22%
Total Expense	8,994,148.98	10,365,166.32	(1,371,017.34)	13.23%	11,627,980.00	77.35%
Net Income	(107,740.26)	(1,674,723.32)	1,566,983.06	93.57%	(2,020,812.00)	5.33%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
July 2015 through May 2016

	Jul '15 - May 16	Jul '14 - May 15	\$ Change	% Change
Income				
4001100 · Prop Taxes-Curr Secured	7,907,114.55	7,362,120.70	544,993.85	7.4%
4001200 · Prop Taxes-Unitary	43,395.67	34,972.29	8,423.38	24.1%
4001210 · Prop Taxes - Unitary Railroad	959.60	746.14	213.46	28.6%
4002100 · Prop Taxes-Curr Unsecured	606,621.17	622,986.98	-16,365.81	-2.6%
4006100 · Property Taxes-SB 813	229,657.38	243,274.28	-13,616.90	-5.6%
4301100 · Interest-Dep & Investments				
4301101 · County	53,586.97	34,568.90	19,018.07	55.0%
4301102 · Interest on Loan to PHWD	0.00	438.28	-438.28	-100.0%
Total 4301100 · Interest-Dep & Investments	53,586.97	35,007.18	18,579.79	53.1%
4302100 · Property Rental	5,500.00	0.00	5,500.00	100.0%
4419100 · Homeowner's Property Tax Relief	39,573.38	40,852.41	-1,279.03	-3.1%
4813000 · Misc. Income				
4813800 · Miscellaneous Income - Other	0.00	686.14	-686.14	-100.0%
Total 4813000 · Misc. Income	0.00	686.14	-686.14	-100.0%
Total Income	8,886,408.72	8,340,646.12	545,762.60	6.5%
Gross Profit	8,886,408.72	8,340,646.12	545,762.60	6.5%
Expense				
5220100 · Insurance	5,098.96	3,517.00	1,581.96	45.0%
5225500 · Commissioners Fee	4,200.00	7,100.00	-2,900.00	-40.9%
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	70,108.13	2,602.44	67,505.69	2,593.9%
Total 5235400 · Outside Repair & Maintenance	70,108.13	2,602.44	67,505.69	2,593.9%
5250100 · Office Expense	3,431.53	2,420.76	1,010.77	41.8%
5255100 · Professional & Specialized Serv				
5255101 · Annual Audit-Charter	20,440.00	18,950.00	1,490.00	7.9%
5255102 · Accounting Services	24,000.00	19,700.00	4,300.00	21.8%
5255103 · Outside Legal Services	40,361.00	47,894.01	-7,533.01	-15.7%
5255104 · Outside Consulting Services	2,072.42	12,553.10	-10,480.68	-83.5%
Total 5255100 · Professional & Specialized Serv	86,873.42	99,097.11	-12,223.69	-12.3%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
July 2015 through May 2016

	Jul '15 - May 16	Jul '14 - May 15	\$ Change	% Change
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	3,807,977.80	3,309,394.40	498,583.40	15.1%
5255502 · Battalion 74 Services	988,411.28	858,997.32	129,413.96	15.1%
5255503 · Emergency Service Coordinator	75,467.84	65,586.76	9,881.08	15.1%
5255504 · Emergency Prep/Fire Prevention	19,125.54	34,678.59	-15,553.05	-44.9%
5255505 · Extra Fire Season Patrol	248,923.56	222,394.71	26,528.85	11.9%
5255506 · City of Los Altos Workers Comp.	1,181.31	1,872.91	-691.60	-36.9%
Total 5255500 · Contract Services	5,141,087.33	4,492,924.69	648,162.64	14.4%
5257130 · Consultants - General and Admin				
5257131 · Clerk	47,061.00	46,850.00	211.00	0.5%
5257132 · Fire Consultant	46,850.00	46,850.00	0.00	0.0%
Total 5257130 · Consultants - General and Admin	93,911.00	93,700.00	211.00	0.2%
5259200 · Property Tax Admin Fee	102,304.77	90,291.69	12,013.08	13.3%
5260100 · Publications and Legal Notices.	6,842.29	2,606.14	4,236.15	162.5%
5282200 · Projects and Programs				
5282201 · Chipping Program	220,442.03	208,444.65	11,997.38	5.8%
5282202 · Yard Waste Program	36,604.34	27,449.93	9,154.41	33.4%
5282204 · Buildings and Grounds	3,345.26	4,525.26	-1,180.00	-26.1%
5282205 · Emergency Access Roads	304.10	459.48	-155.38	-33.8%
5282206 · Dead Tree Program	1,623,670.50	1,566,916.86	56,753.64	3.6%
5282207 · Eucalyptus Program	516,165.00	498,148.58	18,016.42	3.6%
5282208 · Hydrant/Main Improv.-Purissima	505,768.02	479,507.45	26,260.57	5.5%
5282209 · Hydrant/Main Improv.-Cal Water	0.00	54,288.52	-54,288.52	-100.0%
5282210 · Page Mill Tank Seismic Retrofit	564,769.96	0.00	564,769.96	100.0%
Total 5282200 · Projects and Programs	3,471,069.21	2,839,740.73	631,328.48	22.2%
5350100 · Misc Expense-Others	9,222.34	13,389.00	-4,166.66	-31.1%
Total Expense	8,994,148.98	7,647,389.56	1,346,759.42	17.6%
Net Income	-107,740.26	693,256.56	-800,996.82	-115.5%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Revenues - Transaction Detail By Account
May 2016

Type	Date	Split	Amount
4006100 · Property Taxes-SB 813			
Deposit	05/23/2016	1100000 · Cash-Clearing Account	49,225.81
Total 4006100 · Property Taxes-SB 813			49,225.81
4419100 · Homeowner's Property Tax Relief			
Deposit	05/04/2016	1100000 · Cash-Clearing Account	16,294.92
Total 4419100 · Homeowner's Property Tax Relief			16,294.92
TOTAL			65,520.73

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses - Transaction Detail By Account
May 2016

Type	Date	Name	Split	Amount
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance				
Check	05/20/2016	Pakpour Consulting Group, Inc.	1100000 · Cash-Clearing Account	6,356.44
Check	05/20/2016	West Valley Construction	1100000 · Cash-Clearing Account	40,979.38
Total 5235401 · Hydrant Repair & Maintenance				47,335.82
Total 5235400 · Outside Repair & Maintenance				47,335.82
5250100 · Office Expense				
Check	05/02/2016	Petty Cash Custodian - Jeanne ...	1100000 · Cash-Clearing Account	492.80
Total 5250100 · Office Expense				492.80
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services				
Check	05/02/2016	Vargas and Company	1100000 · Cash-Clearing Account	3,000.00
Total 5255102 · Accounting Services				3,000.00
Total 5255100 · Professional & Specialized Serv				3,000.00
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.				
Check	05/31/2016	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	354,234.44
Total 5255501 · Santa Clara Co. Fire Dept.				354,234.44
5255502 · Battalion 74 Services				
Check	05/31/2016	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	91,946.26
Total 5255502 · Battalion 74 Services				91,946.26
5255503 · Emergency Service Coordinator				
Check	05/31/2016	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	7,020.34
Total 5255503 · Emergency Service Coordinator				7,020.34
5255504 · Emergency Prep/Fire Prevention				
Check	05/20/2016	Petty Cash Custodian - Jeanne ...	1100000 · Cash-Clearing Account	87.91
Check	05/31/2016	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	115.36
Total 5255504 · Emergency Prep/Fire Prevention				203.27
5255506 · City of Los Altos Workers Comp.				
Check	05/20/2016	City of Los Altos	1100000 · Cash-Clearing Account	373.99
Total 5255506 · City of Los Altos Workers Comp.				373.99
Total 5255500 · Contract Services				453,778.30
5257130 · Consultants - General and Admin				
5257131 · Clerk				
Check	05/02/2016	Evilsizer, Jeanne	1100000 · Cash-Clearing Account	4,896.00
Total 5257131 · Clerk				4,896.00
5257132 · Fire Consultant				
Check	05/02/2016	Farwell, Stu	1100000 · Cash-Clearing Account	4,685.00
Total 5257132 · Fire Consultant				4,685.00
Total 5257130 · Consultants - General and Admin				9,581.00

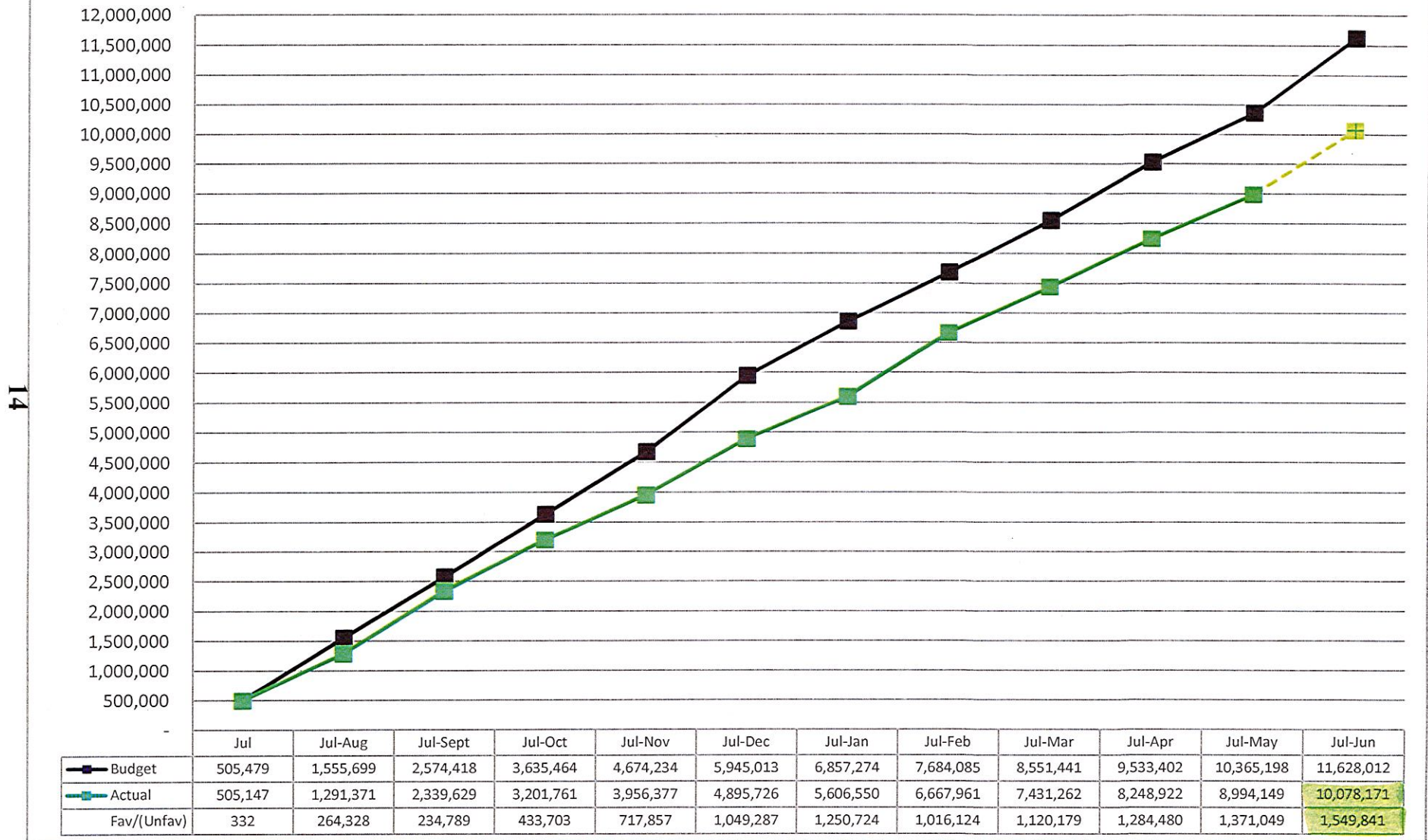
LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses - Transaction Detail By Account
May 2016

Type	Date	Name	Split	Amount
5282200 · Projects and Programs				
5282201 · Chipping Program				
Check	05/02/2016	AID Mailing & Fulfillment	1100000 · Cash-Clearing Account	559.38
Check	05/02/2016	S.P. McClenahan Co., Inc.	1100000 · Cash-Clearing Account	26,030.00
Total 5282201 · Chipping Program				26,589.38
5282202 · Yard Waste Program				
Check	05/02/2016	Town of Los Altos Hills	1100000 · Cash-Clearing Account	9,156.84
Total 5282202 · Yard Waste Program				9,156.84
5282204 · Buildings and Grounds				
Check	05/20/2016	Crystal Springs Landscaping Co.	1100000 · Cash-Clearing Account	278.66
Total 5282204 · Buildings and Grounds				278.66
5282206 · Dead Tree Program				
Check	05/02/2016	S.P. McClenahan Co., Inc.	1100000 · Cash-Clearing Account	142,625.00
Check	05/20/2016	AID Mailing & Fulfillment	1100000 · Cash-Clearing Account	1,585.50
Total 5282206 · Dead Tree Program				144,210.50
5282207 · Eucalyptus Program				
Check	05/02/2016	S.P. McClenahan Co., Inc.	1100000 · Cash-Clearing Account	43,400.00
Total 5282207 · Eucalyptus Program				43,400.00
5282208 · Hydrant/Main Improv.-Purissima				
Check	05/20/2016	Pakpour Consulting Group, Inc.	1100000 · Cash-Clearing Account	7,403.81
Total 5282208 · Hydrant/Main Improv.-Purissima				7,403.81
Total 5282200 · Projects and Programs				231,039.19
TOTAL				745,227.11

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses by Vendor Summary
May 2016

	May 16	Jul '15 - May 16
AID Mailing & Fulfillment	2,144.88	15,327.53
Armadillo Willy's		2,654.77
CD Typography		225.00
City of Los Altos	373.99	1,181.31
Copy Factory		244.69
County of Santa Clara		102,304.77
Craftsmen Printing		3,080.89
Crystal Springs Landscaping Co.	278.66	3,345.26
Dexter, Debbie		600.00
Evilsizer, Jeanne	4,896.00	47,061.00
FAIRA Insurance		5,098.96
Farwell, Stu	4,685.00	46,850.00
Gladwell Governmental Services Inc.		2,072.42
Johnson, Robert		600.00
Jorgenson, Siegel, McClure & Flegel		40,361.00
Larsen, Rich		100.00
Los Altos Chamber of Commerce		200.00
Los Altos Town Crier		971.40
Pakpour Consulting Group, Inc.	13,760.25	161,341.89
Petty Cash Custodian - Jeanne Evilsizer	580.71	3,146.66
Price, Duffy		700.00
Purissima Hills Water District		564,769.96
Richard Pattisson Contractors		304.10
S.P. McClenahan Co., Inc.	212,055.00	2,344,950.00
Santa Clara County Central Fire Protectio	453,316.40	5,139,818.11
Sharp Business Systems		147.78
Snow Technologies, Inc.		4,368.80
Spreen, Roger		200.00
Starbuck, Carol		1,754.08
Town of Los Altos Hills	9,156.84	39,394.34
Tyson, George		600.00
Vargas and Company	3,000.00	24,000.00
Vaughn, Melvin		700.00
Vavrinek, Trine, Day & Co.		20,440.00
Waldeck, Gary		700.00
West Valley Construction	40,979.38	414,534.26
TOTAL	745,227.11	8,994,148.98

Los Altos Hills County Fire District **Expenditures - Budget vs. Actual Cumulative YTD** **as of May 31, 2016**



Note:

Light Green Numbers - Projections based on YTD trends (as of May 31, 2016)