

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

Regular Meeting of March 20, 2018 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) CERT Update.
- 4) Chief's Report:
 - a.) [Monthly Report for January, 2018 and February, 2018](#)
- 5) Consultant's Report's:
 - a.) [Projects Update Dated March 1, 2018](#)
 - b.) [Projects and Programs Graph](#)
- 6) [Consideration of Approval and Resolution Authorizing Participation in the Fire Agencies Self Insurance Systems Workers' Compensation Program.](#) Reso. #18-7
- 7) [Consideration of Approval of Resolution Authorizing Application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities.](#) Reso. #18-8
- 8) [Review and Consideration of Authorization of Issuing a Request for Proposal for District Rolling Tree Removal Program.](#)
- 9) [Vote Regarding Tax Override FY 2018/19.](#)
- 10) Sub-Committee, Contract and Non-Board Committee Reports:
 - a. Strategic Plan Update
 - b. General Manager Subcommittee Update
 - c. Water Supply Subcommittee Update
 - d. Tree Subcommittee Report
 - (1) County Tree Ordinance Update
 - e. CERT Subcommittee Update
 - f. Current Contracts

- 11) Consent Calendar:
 - a.) Minutes of February 28, 2018 Special Meeting
 - b.) Minutes of February 28, 2018 Closed Session Special Meeting
 - c.) [Period Report 8, February, 2018](#)
- 12) Disbursements for March, 2018.
 - a. [Budget and Budget Narrative for FY 2018/19](#)
- 13) Board Member Reports.
- 14) 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)



FIRE DEPARTMENT SANTA CLARA COUNTY



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

March 8, 2018

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

Subject: Fire Report for February 2018

To Whom It May Concern:

The February 2018 fire reports for the Los Altos Hills County Fire District Commissioners are

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: N/A
Metro/Urban: 100%
Suburban: 100%
Rural: 75%

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. Montary 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 the month was uniquely impacted by the \$2,300,000 La Rena Lane fire.

The fire loss for this month was \$2,301,100.

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

Sincerely,

Steve Prziborowski
Deputy Chief

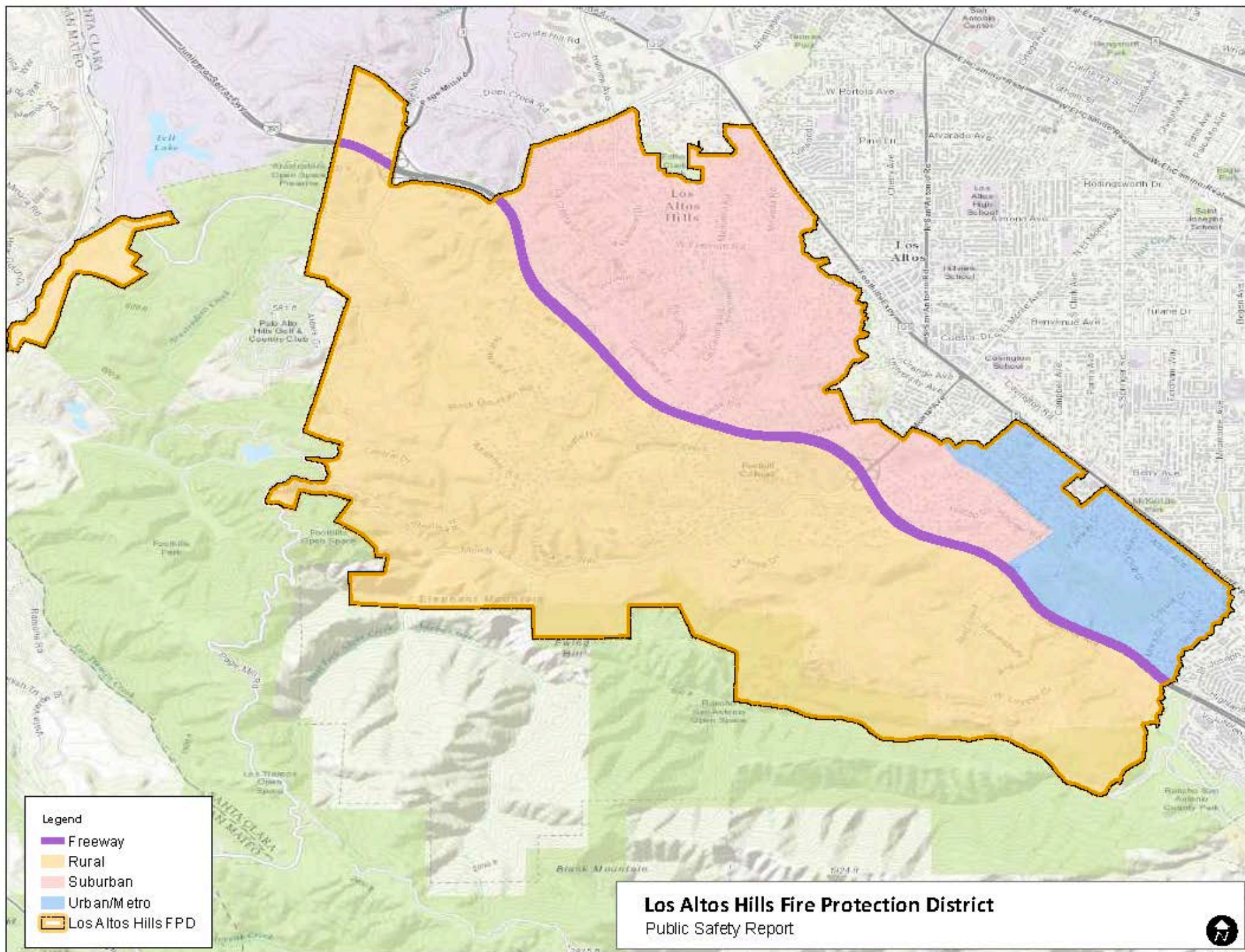
Enclosures

c: Tony Bowden, Assistant Fire 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*

SP:kr



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

Code 3 Calls Only

February 2018

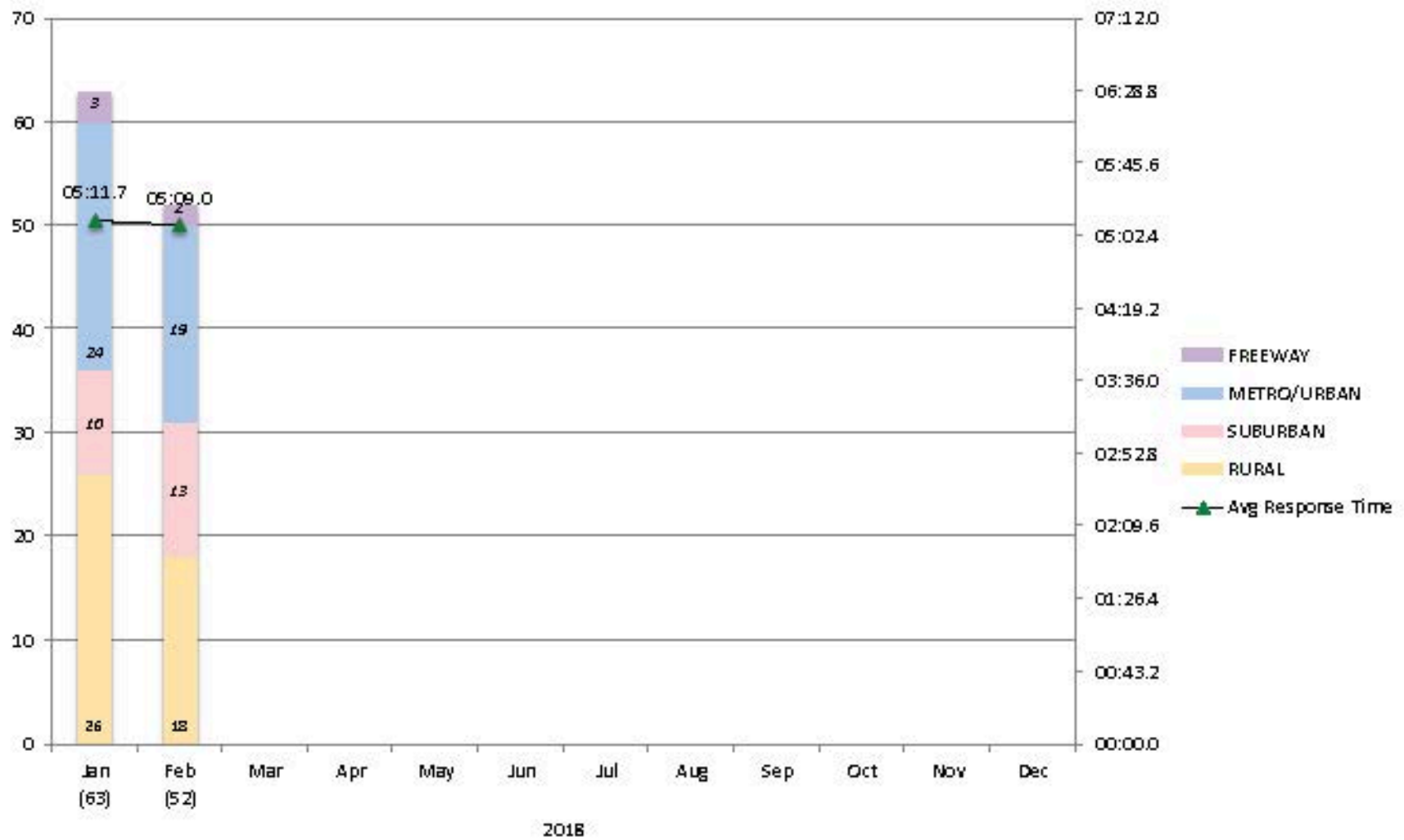
All Call Types

	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	18	03:19.4	12	05:14.9	16	06:09.6			46	04:48.7
E75			6	05:10.2					6	05:10.2
E76	18	03:19.4	1	03:45.0	6	06:32.7			25	04:06.8
R74			3	05:31.3	9	06:29.1			12	06:14.7
B74			2	05:49.5	1	00:56.0			3	04:11.7
RELIABILITY	1	05:10.0	1	05:01.0	2	06:49.0	2	11:18.5	6	07:44.3
E76							1	13:38.0	1	13:38.0
R74	1	05:10.0					1	08:59.0	2	07:04.5
E71			π	05:01.0	1	07:47.0			2	06:24.0
E72					1	05:51.0			1	05:51.0
Grand Total	19	03:25.2	13	05:13.8	18	06:14.0	2	11:18.5	52	05:09.0

Call Type Breakdown

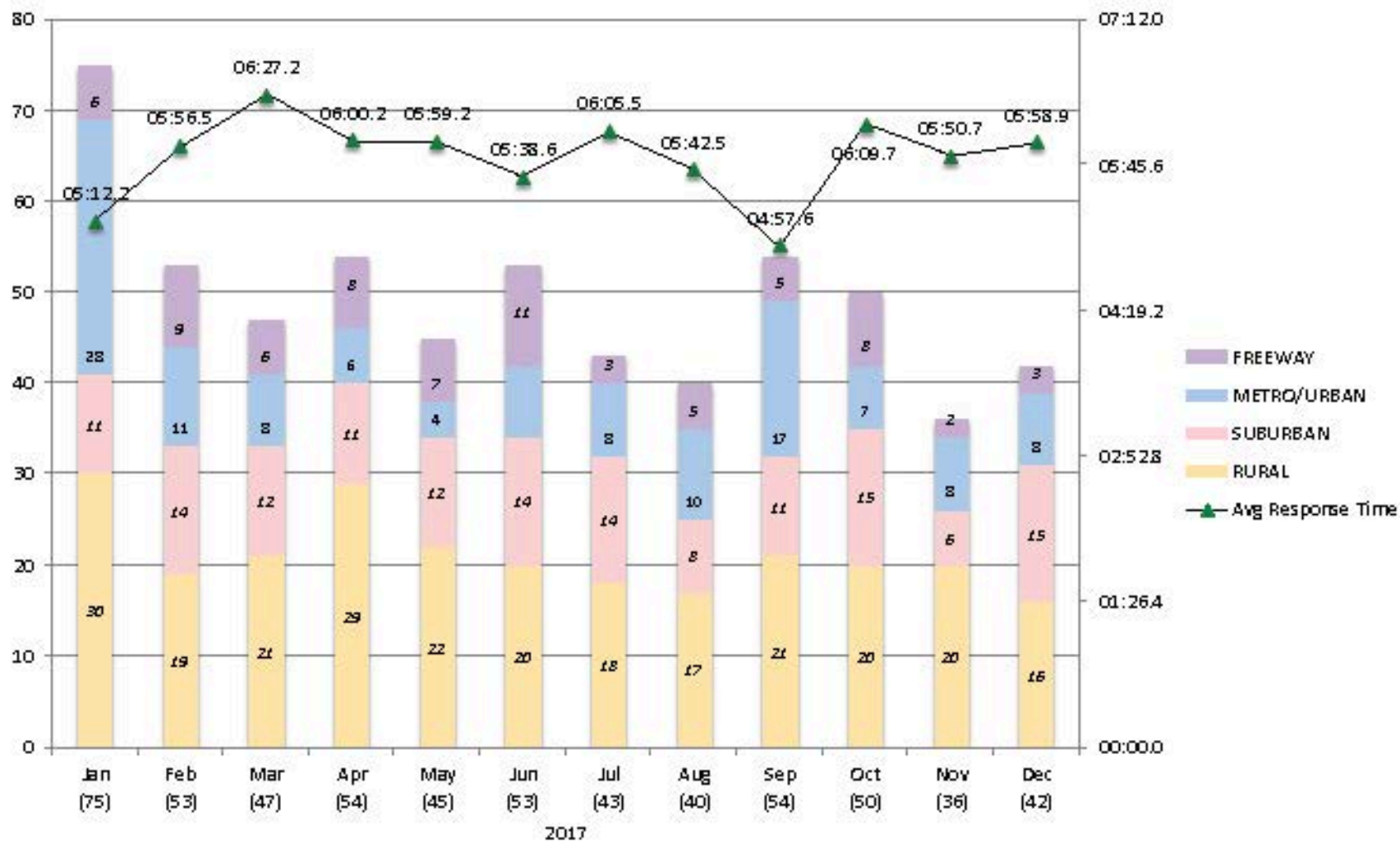
	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRE			1	06:28.0			1	13:38.0	2	10:03.0
Structure			1	06:28.0					1	06:28.0
Vehicle							1	13:38.0	1	13:38.0
Vegetation										
Outside rubbish										
Special outside										
Other										
OVERPRESSURE										
EMS	18	03:22.7	12	05:07.7	14	06:50.1	1	08:59.0	45	05:02.7
HAZ CONDITIONS					1	03:14.0			1	03:14.0
SERVICE					2	05:13.5			2	05:13.5
GOOD INTENT										
FALSE ALARM	1	04:11.0			1	02:50.0			2	03:30.5
SEVERE WEATHER										
TOTAL	19	03:25.2	13	05:13.8	18	06:14.0	2	11:18.5	52	05:09.0

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



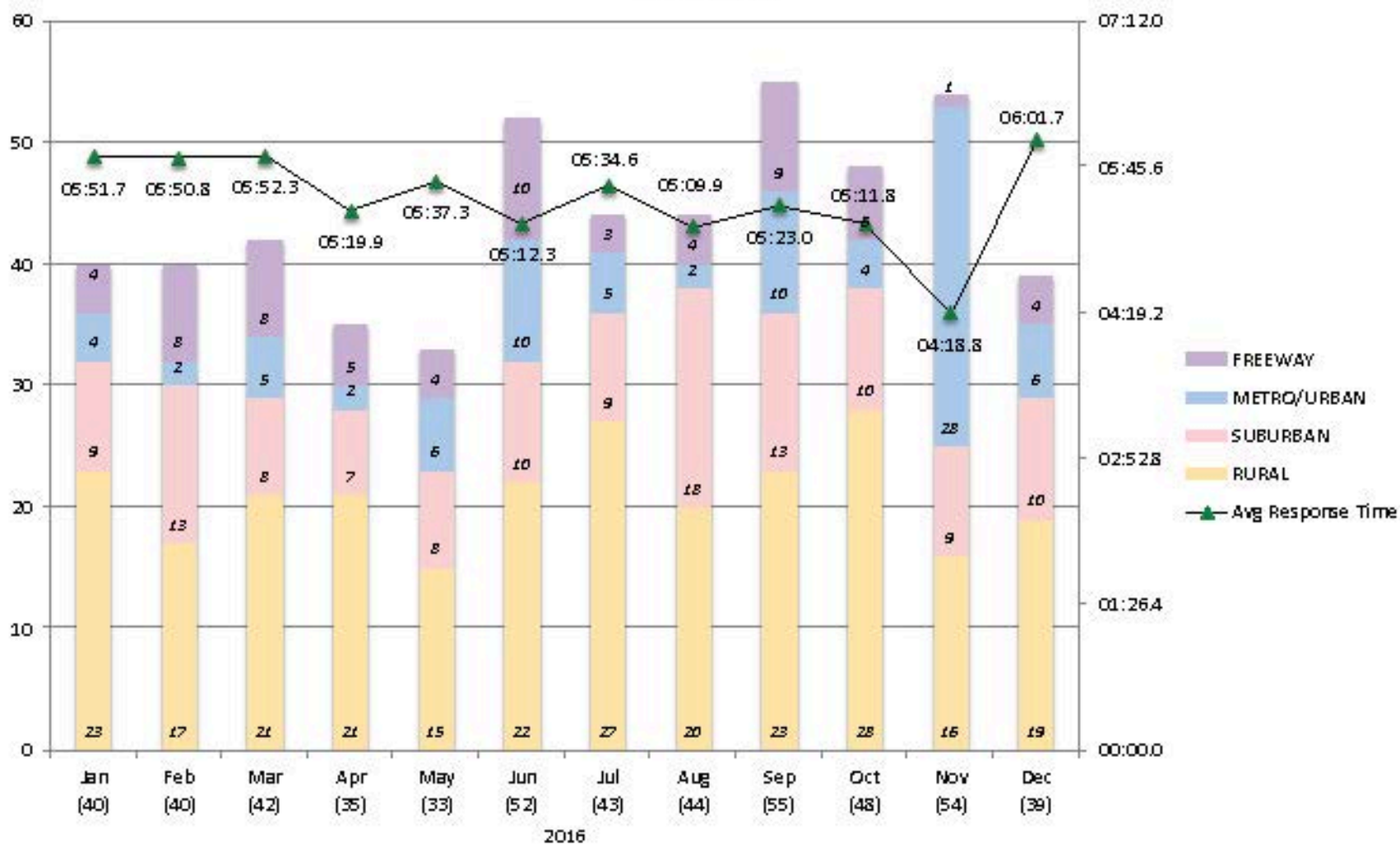
Los Altos Hills County Fire District Response Counts & Average Times

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

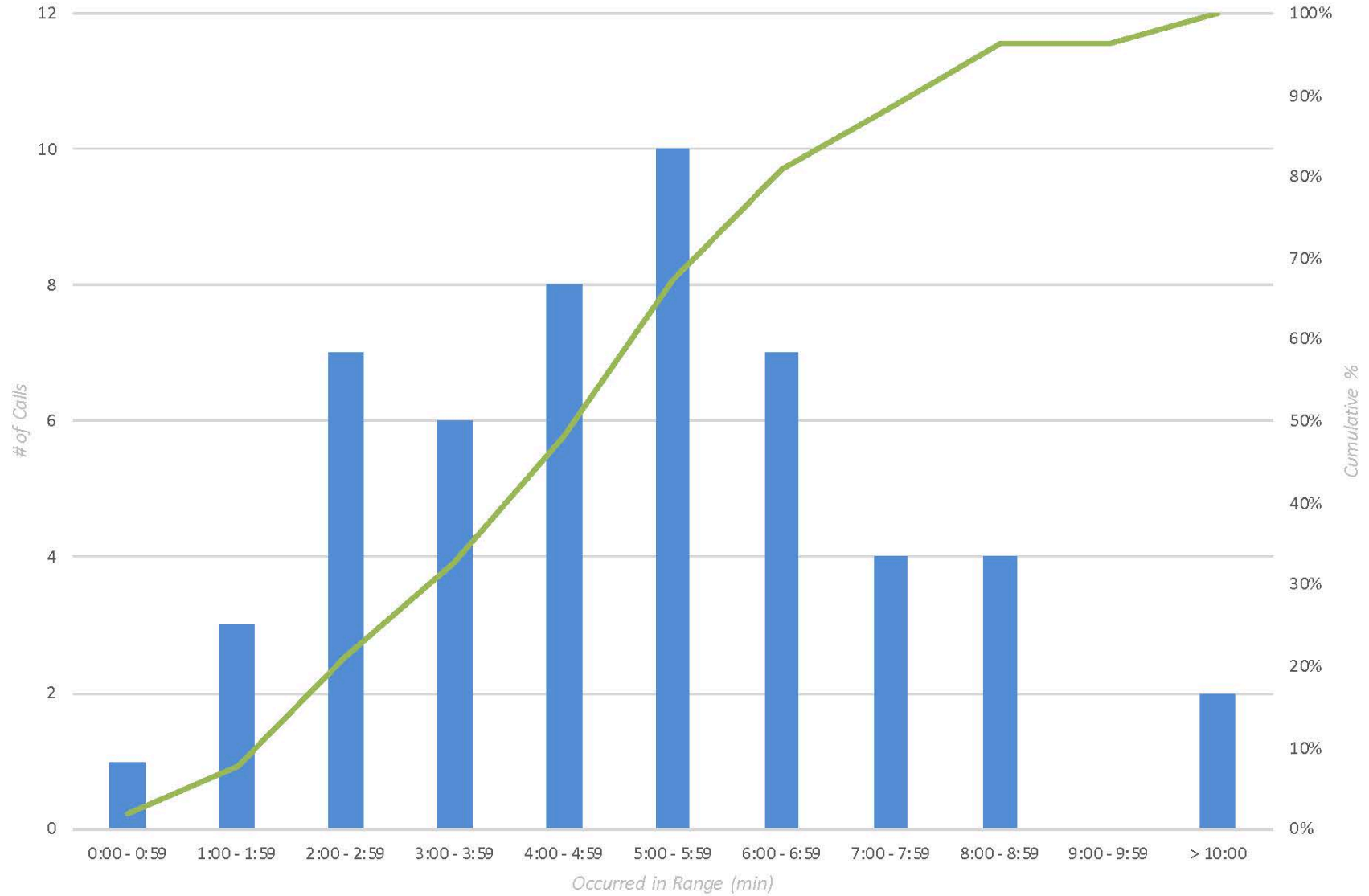
February 2018

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 (46)	2.17% (1)	8.7% (4)	23.91% (11)	36.96% (17)	54.35% (25)	69.57% (32)	84.78% (39)	91.3% (42)	97.83% (45)	97.83% (45)
URBAN/METRO (18)	16.67% (3)	50% (9)	61.11% (11)	88.89% (16)	100% (18)	100% (18)	100% (18)	100% (18)	100% (18)	100% (18)
<i>E76 (18)</i>	16.67% (3)	50% (9)	61.11% (11)	88.89% (16)	100% (18)	100% (18)	100% (18)	100% (18)	100% (18)	100% (18)
SUBURBAN (12)			25% (3)	41.67% (5)	66.67% (8)	91.67% (11)	100% (12)	100% (12)	100% (12)	100% (12)
<i>E75 (6)</i>			33.33% (2)	50% (3)	66.67% (4)	83.33% (5)	100% (6)	100% (6)	100% (6)	100% (6)
<i>E76 (1)</i>			100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
<i>R74 (3)</i>				33.33% (1)	66.67% (2)	100% (3)	100% (3)	100% (3)	100% (3)	100% (3)
<i>B74 (2)</i>					50% (1)	100% (2)	100% (2)	100% (2)	100% (2)	100% (2)
RURAL (16)	6.25% (1)	6.25% (1)	12.5% (2)	18.75% (3)	25% (4)	37.5% (6)	62.5% (10)	75% (12)	93.75% (15)	93.75% (15)
<i>E76 (6)</i>					16.67% (1)	33.33% (2)	66.67% (4)	83.33% (5)	100% (6)	100% (6)
<i>R74 (9)</i>			11.11% (1)	22.22% (2)	22.22% (2)	33.33% (3)	55.56% (5)	66.67% (6)	88.89% (8)	88.89% (8)
<i>B74 (1)</i>	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
RELIABILITY (6)						50% (3)	50% (3)	66.67% (4)	83.33% (5)	83.33% (5)
URBAN/METRO (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
<i>R74 (1)</i>						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
SUBURBAN (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
<i>E71 (1)</i>						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
RURAL (2)						50% (1)	50% (1)	100% (2)	100% (2)	100% (2)
<i>E71 (1)</i>								100% (1)	100% (1)	100% (1)
<i>E72 (1)</i>						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
FREEWAY (2)								0% (0)	50% (1)	50% (1)
<i>E76 (1)</i>								0% (0)	0% (0)	0% (0)
<i>R74 (1)</i>								0% (0)	100% (1)	100% (1)
Grand Total (52)	1.92% (1)	7.69% (4)	21.15% (11)	32.69% (17)	48.08% (25)	67.31% (35)	80.77% (42)	88.46% (46)	96.15% (50)	96.15% (50)

Occurred in Range	# of Calls	Cumulative %
0:00 - 0:59	1	1.92%
1:00 - 1:59	3	7.69%
2:00 - 2:59	7	21.15%
3:00 - 3:59	6	32.69%
4:00 - 4:59	8	48.08%
5:00 - 5:59	10	67.31%
6:00 - 6:59	7	80.77%
7:00 - 7:59	4	88.46%
8:00 - 8:59	4	96.15%
9:00 - 9:59	0	96.15%
> 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

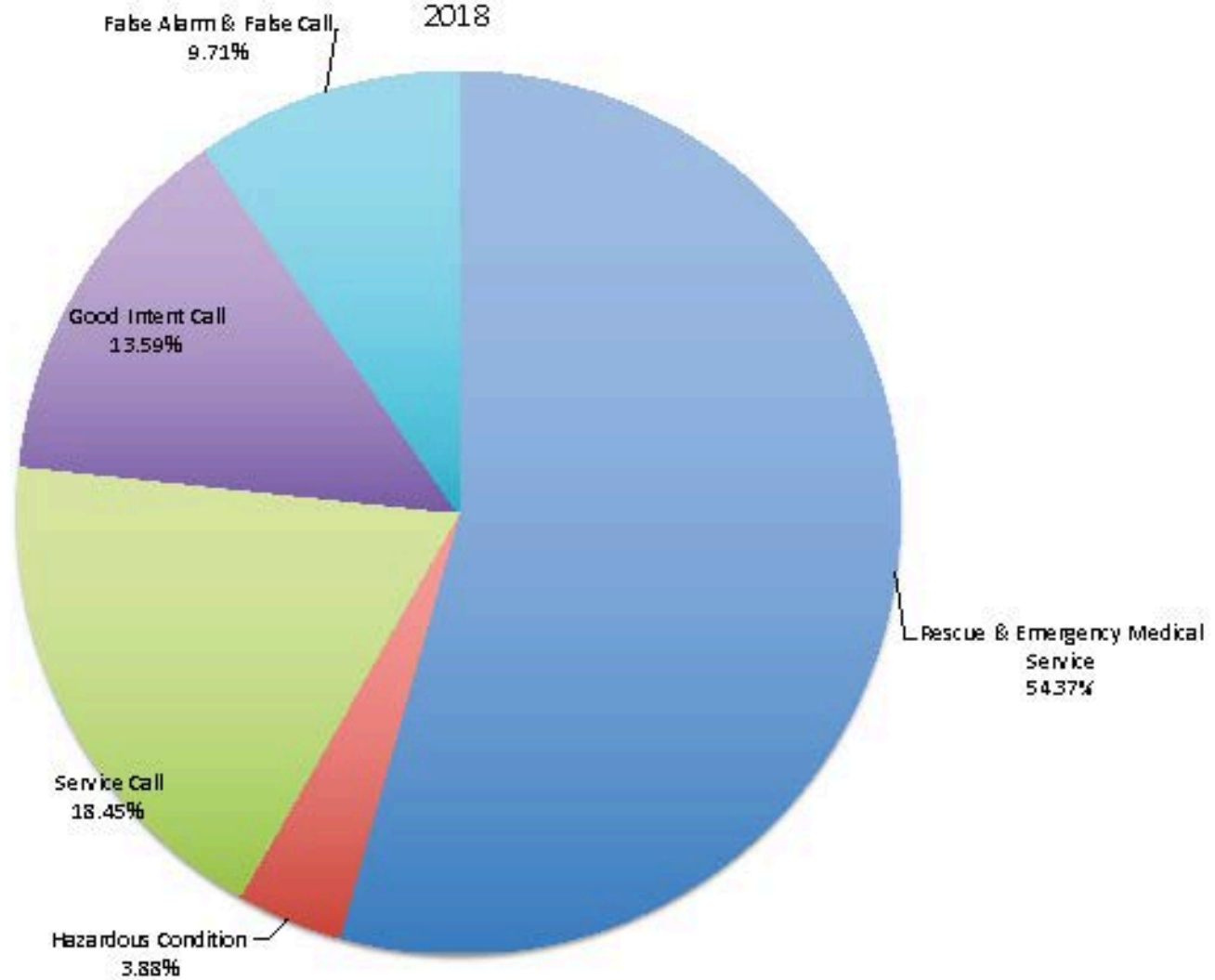
2018, 2017, & 2016

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2018	0	2											2
	2017	1	1	1	2	0	4	4	2	3	2	1	1	22
	2016	0	0	0	2	0	3	0	0	2	1	1	2	11
Overpressure, Rupture, Explosion, Overheat (No Fire)	2018	0	0											0
	2017	0	0	0	0	0	0	0	0	0	1	0	1	2
	2016	0	0	1	1	0	0	0	0	0	0	0	0	2
Rescue & Emergency Medical Service	2018	56	54											110
	2017	67	38	42	38	34	32	36	31	45	38	37	42	480
	2016	39	30	35	38	31	40	34	41	37	36	48	42	451
Hazardous Condition	2018	4	1											5
	2017	6	3	1	9	0	3	1	3	4	3	2	2	37
	2016	4	5	0	5	4	2	0	0	1	3	5	6	35
Service Call	2018	19	14											33
	2017	9	9	1	12	6	10	10	10	11	10	7	7	102
	2016	9	5	8	6	2	4	14	2	7	11	8	7	83
Good Intent Call	2018	14	7											21
	2017	8	15	18	24	8	17	20	18	16	18	18	13	193
	2016	8	12	14	9	8	17	16	8	13	14	6	4	129
False Alarm & False Call	2018	10	5											15
	2017	4	8	9	8	13	8	10	13	14	9	7	12	115
	2016	13	8	4	4	4	9	13	10	14	8	7	5	99
Special Incident	2018	0	0											0
	2017	0	0	0	0	0	1	0	0	0	0	0	0	1
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2018	103	83	0	0	0	0	0	0	0	0	0	0	186
	2017	95	74	72	93	61	75	81	77	93	81	72	78	952
	2016	73	60	62	65	49	75	77	61	74	73	75	66	810

Los Altos Hills County Fire District Incident Type Breakdown

All Code Calls

2018



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

Only Fires

2018, 2017, & 2016

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Structure Fire	2018	\$0												\$0
	2017	\$6,500	\$0	\$0	\$3,000	\$0	\$0	\$105,000	\$0	\$0	\$0	\$0	\$0	\$114,500
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$2,000	\$45	\$50,000	\$100	\$402,145
Vehicle Fire	2018	\$0												\$0
	2017	\$0	\$0	\$0	\$3,000	\$0	\$0	\$0	\$53,000	\$0	\$0	\$0	\$10,000	\$66,000
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$13,000	\$17,000
Natural Vegetation Fire	2018	\$0												\$0
	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$50
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Outside Rubbish / Dumpster	2018	\$0												\$0
	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Outside Fire	2018	\$0												\$0
	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Fire Loss	2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2017	\$6,500	\$0	\$0	\$6,000	\$0	\$0	\$105,000	\$53,000	\$50	\$0	\$0	\$10,000	\$180,550
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$350,000	\$0	\$2,000	\$45	\$50,000	\$13,100	\$419,145



FIRE DEPARTMENT SANTA CLARA COUNTY



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

February 6, 2018

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

Subject: Fire Report for January 2018

To Whom It May Concern:

The January 2018 fire reports for the Los Altos Hills County Fire District Commissioners are

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: 50%
Metro/Urban: 100%
Suburban: 87.5%
Rural: 86.36%

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. Montary 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,

Steve Prziborowski
Deputy Chief

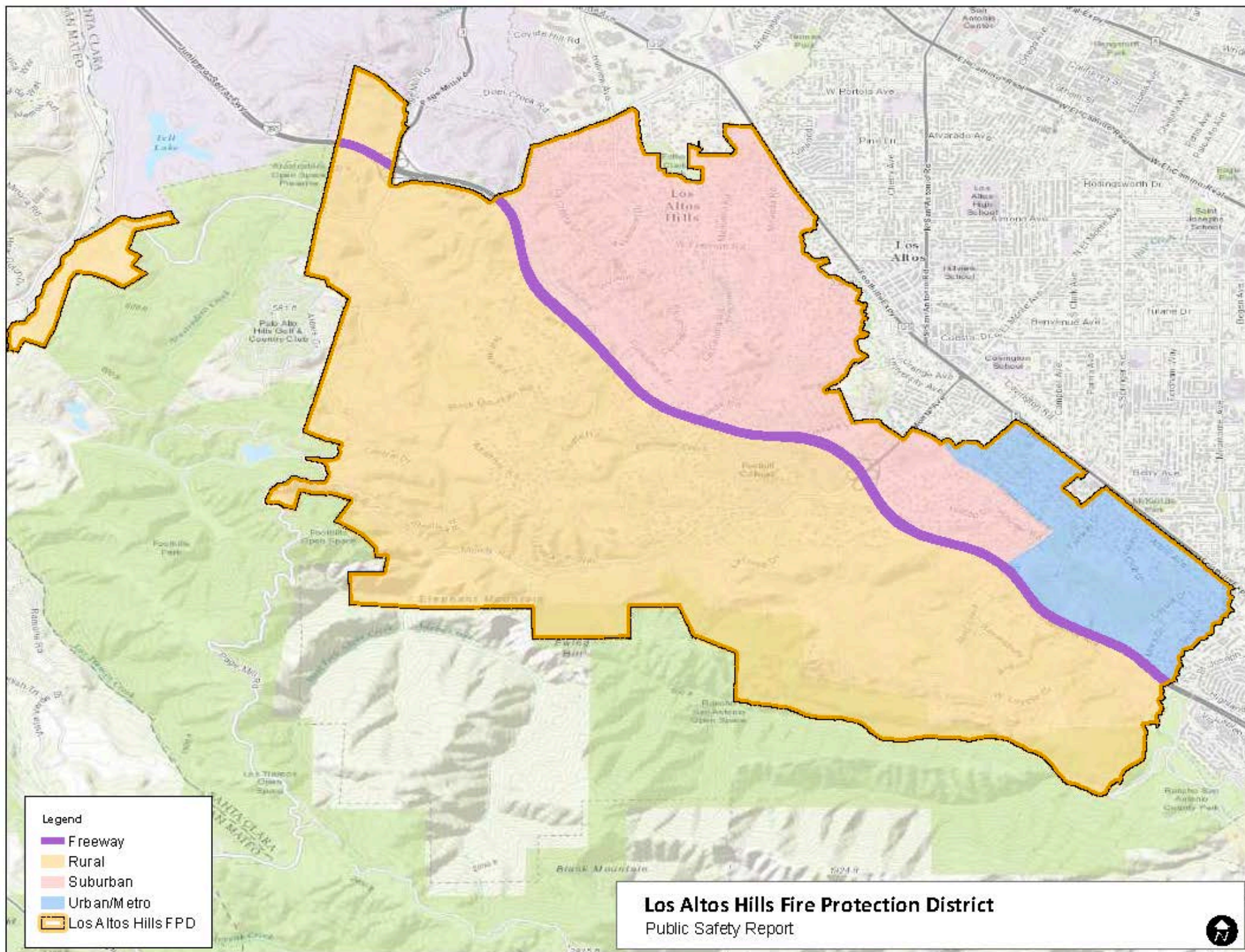
Enclosures

c: Tony Bowden, Assistant Fire Chief

Organized as the Santa Clara County Central Fire Protection District

SP: kr

*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

January 2018

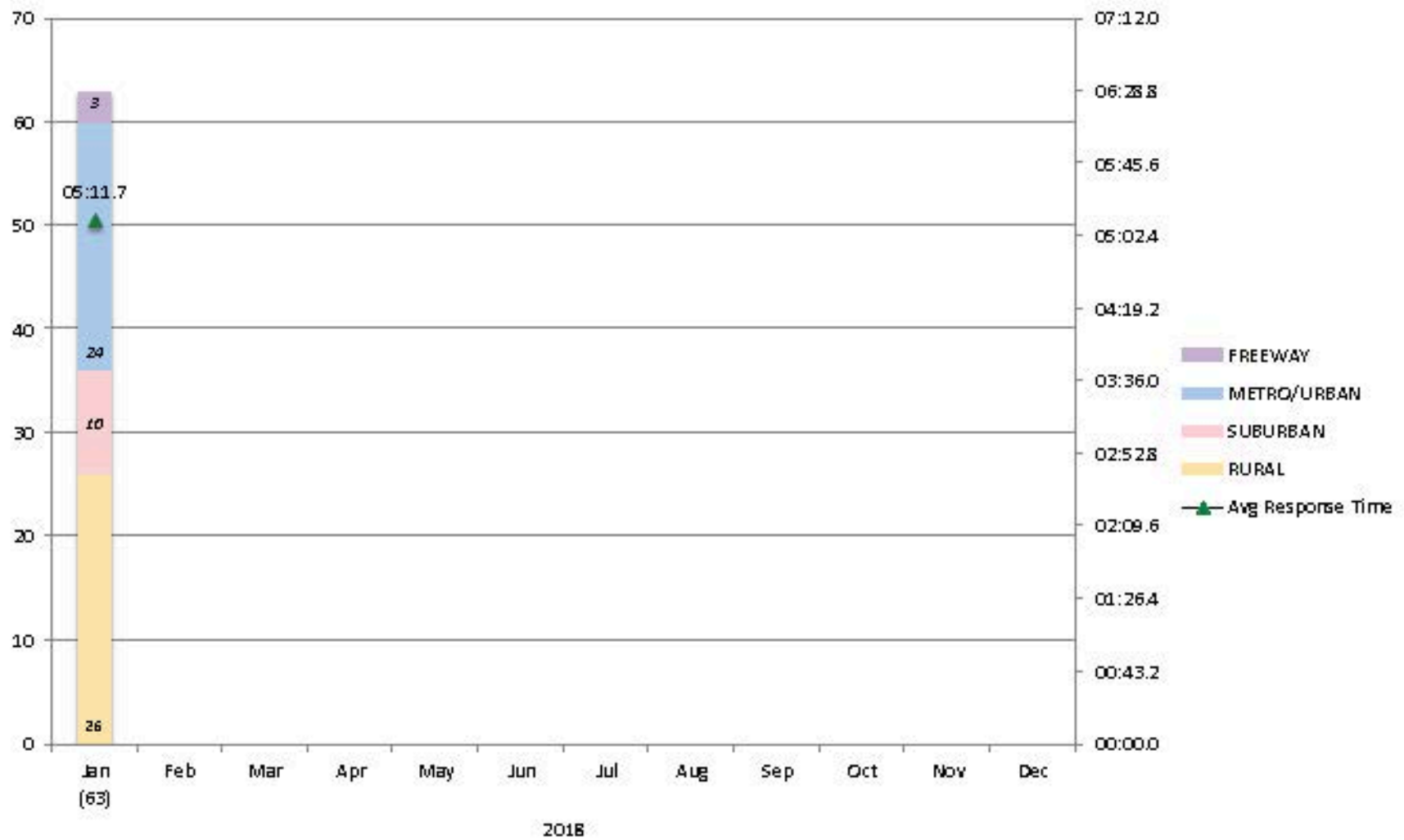
All Call Types

	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	23	03:24.7	8	06:20.1	22	05:57.0	2	06:01.0	55	04:56.8
<i>E75</i>			2	05:19.5					2	05:19.5
<i>E76</i>	22	03:18.3			6	07:50.7			28	04:16.6
<i>R74</i>	1	05:45.0	6	06:40.3	15	05:25.5	1	08:51.0	23	05:54.8
<i>B74</i>					1	02:27.0	1	03:11.0	2	02:49.0
RELIABILITY	1	05:37.0	2	06:01.0	4	08:08.0	1	05:05.0	8	06:54.5
<i>E75</i>	1	05:37.0			4	08:08.0			5	07:37.8
<i>E76</i>			1	05:26.0					1	05:26.0
<i>R74</i>			1	06:36.0			1	05:05.0	2	05:50.5
Grand Total	24	03:30.2	10	06:16.3	26	06:17.1	3	05:42.3	63	05:11.7

Call Type Breakdown

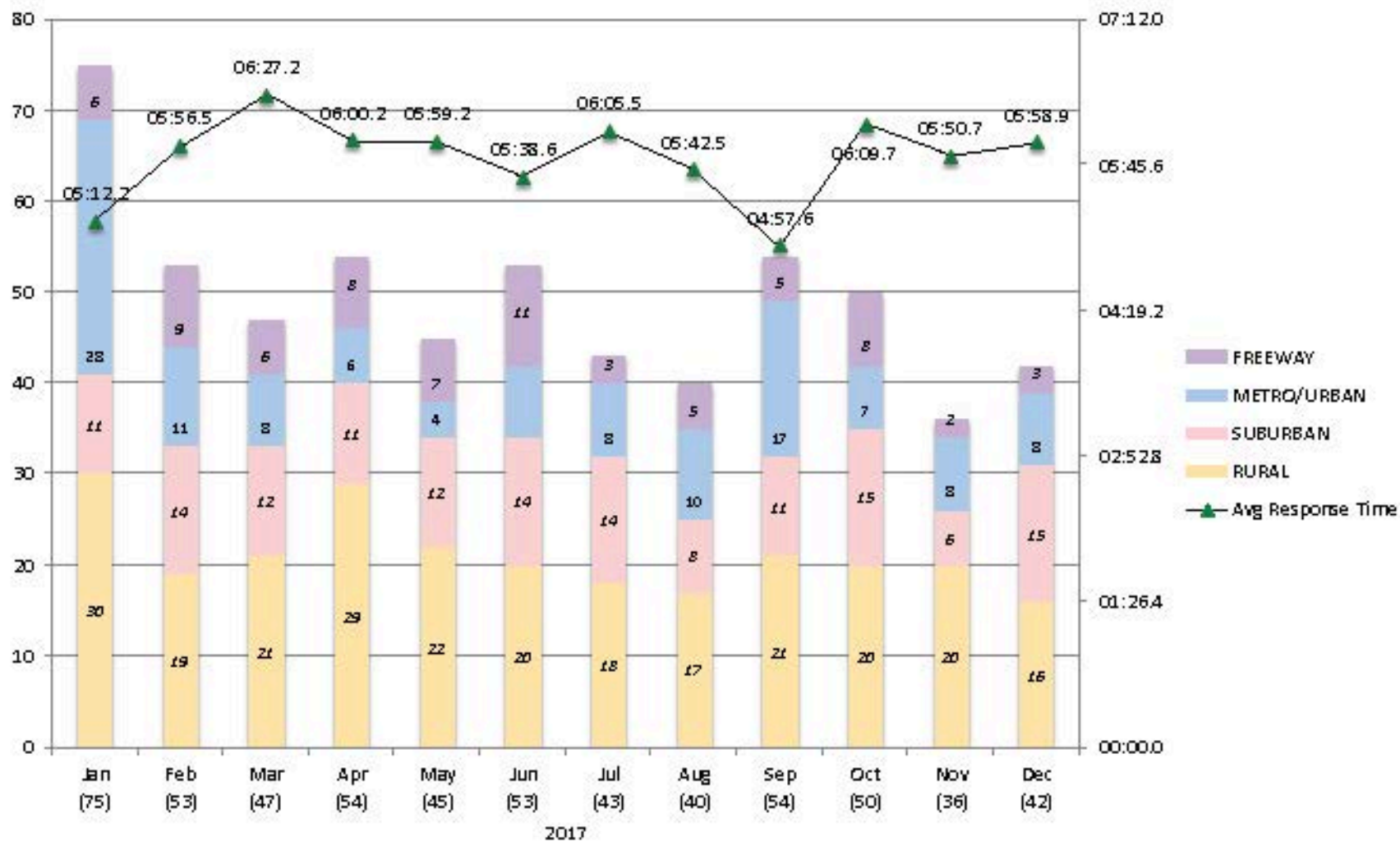
	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRE										
<i>Structure</i>										
<i>Vehicle</i>										
<i>Vegetation</i>										
<i>Outside rubbish</i>										
<i>Special outside</i>										
<i>Other</i>										
OVERPRESSURE										
EMS	22	03:22.3	8	05:59.3	17	06:47.4	1	08:51.0	48	05:07.9
HAZ CONDITIONS					3	03:01.3	1	05:05.0	4	03:32.2
SERVICE			1	06:45.0	3	07:50.0			4	07:33.8
GOOD INTENT	1	05:45.0			2	05:13.0	1	03:11.0	4	04:50.5
FALSE ALARM	1	04:09.0	1	08:04.0	1	04:59.0			3	05:44.0
SEVERE WEATHER										
TOTAL	24	03:30.2	10	06:16.3	26	06:17.1	3	05:42.3	63	05:11.7

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

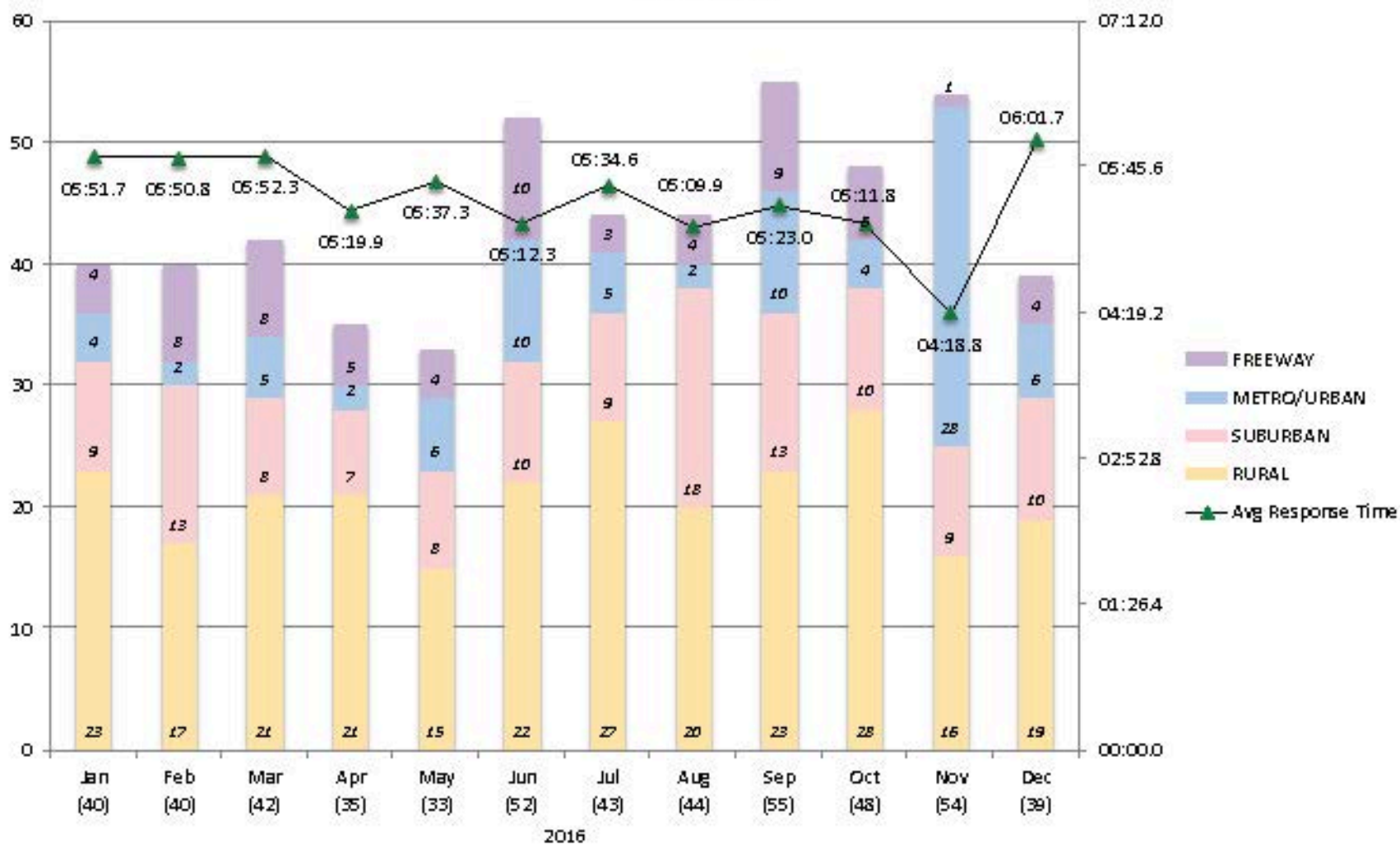


Los Altos Hills County Fire District Response Counts & Average Times

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

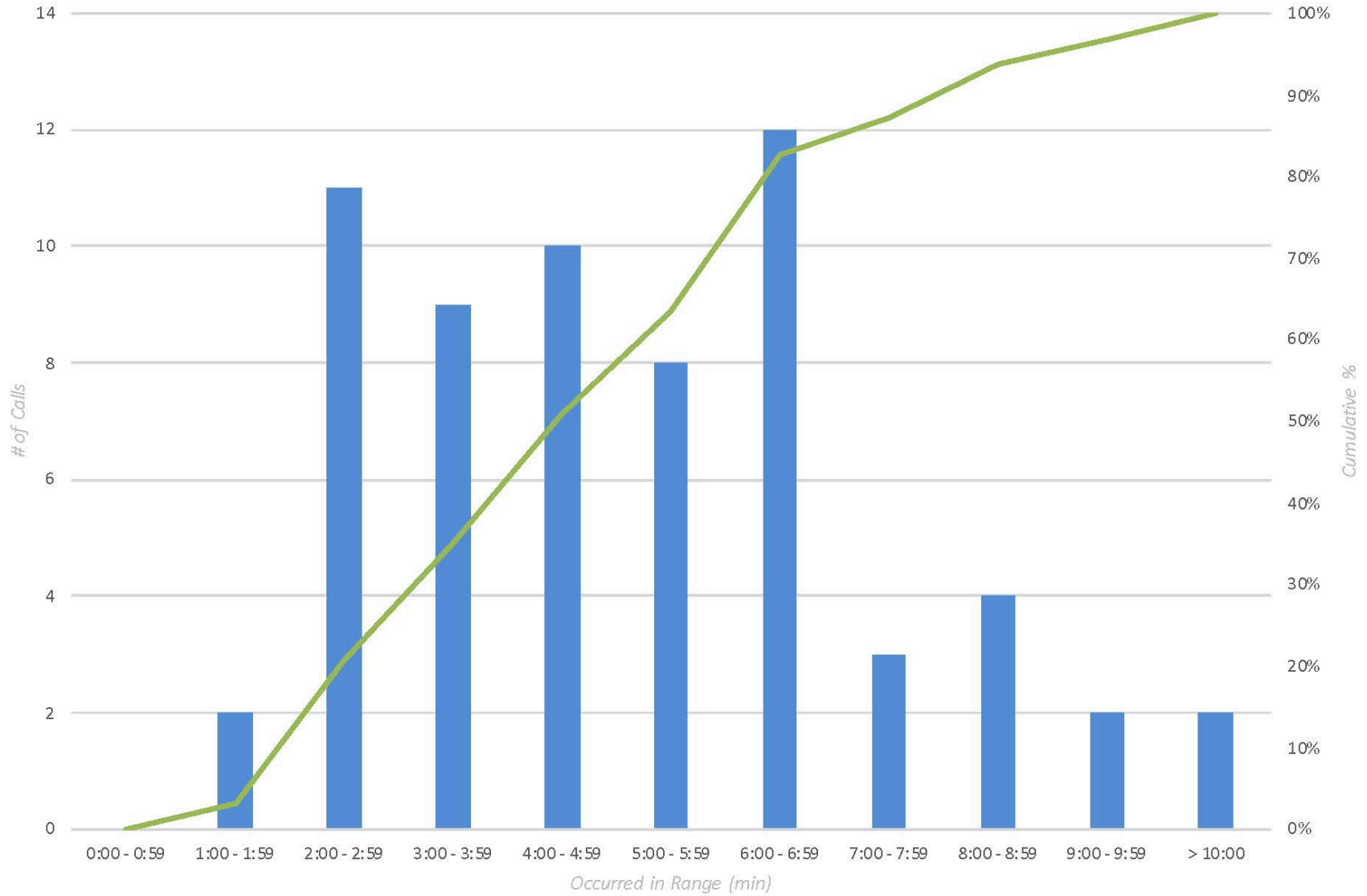
January 2018

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 (55)	3.64% (2)	21.82% (12)	38.18% (21)	56.36% (31)	65.45% (36)	85.45% (47)	90.91% (50)	94.55% (52)	98.18% (54)	
URBAN/METRO (23)	8.7% (2)	43.48% (10)	65.22% (15)	86.96% (20)	100% (23)	100% (23)	100% (23)	100% (23)	100% (23)	
E76 (22)	9.09% (2)	45.45% (10)	68.18% (15)	90.91% (20)	100% (22)	100% (22)	100% (22)	100% (22)	100% (22)	
R74 (1)					100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	
SUBURBAN (8)				12.5% (1)	12.5% (1)	87.5% (7)	87.5% (7)	100% (8)	100% (8)	
E75 (2)				50% (1)	50% (1)	100% (2)	100% (2)	100% (2)	100% (2)	
R74 (6)						83.33% (5)	83.33% (5)	100% (6)	100% (6)	
RURAL (22)		9.09% (2)	22.73% (5)	40.91% (9)	50% (11)	72.73% (16)	86.36% (19)	86.36% (19)	95.45% (21)	
E76 (6)						66.67% (4)	66.67% (4)	66.67% (4)	83.33% (5)	
R74 (15)		6.67% (1)	26.67% (4)	53.33% (8)	66.67% (10)	73.33% (11)	93.33% (14)	93.33% (14)	100% (15)	
B74 (1)		100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	
FREEWAY (2)				50% (1)	50% (1)	50% (1)	50% (1)	50% (1)	100% (2)	100% (2)
R74 (1)								0% (0)	100% (1)	100% (1)
B74 (1)			100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
RELIABILITY (8)		12.5% (1)	12.5% (1)	12.5% (1)	50% (4)	62.5% (5)	62.5% (5)	87.5% (7)	87.5% (7)	
URBAN/METRO (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
E75 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
SUBURBAN (2)					50% (1)	100% (2)	100% (2)	100% (2)	100% (2)	
E76 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
R74 (1)							100% (1)	100% (1)	100% (1)	100% (1)
RURAL (4)		25% (1)	25% (1)	25% (1)	25% (1)	25% (1)	25% (1)	75% (3)	75% (3)	
E75 (4)		25% (1)	25% (1)	25% (1)	25% (1)	25% (1)	25% (1)	75% (3)	75% (3)	
FREEWAY (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
R74 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
Grand Total (63)	3.17% (2)	20.63% (13)	34.92% (22)	50.79% (32)	63.49% (40)	82.54% (52)	87.3% (55)	93.65% (59)	96.83% (61)	

Occurred in Range	# of Calls	Cumulative %
0:00 - 0:59	0	0.00%
1:00 - 1:59	2	3.17%
2:00 - 2:59	11	20.63%
3:00 - 3:59	9	34.92%
4:00 - 4:59	10	50.79%
5:00 - 5:59	8	63.49%
6:00 - 6:59	12	82.54%
7:00 - 7:59	3	87.30%
8:00 - 8:59	4	93.65%
9:00 - 9:59	2	96.83%
> 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

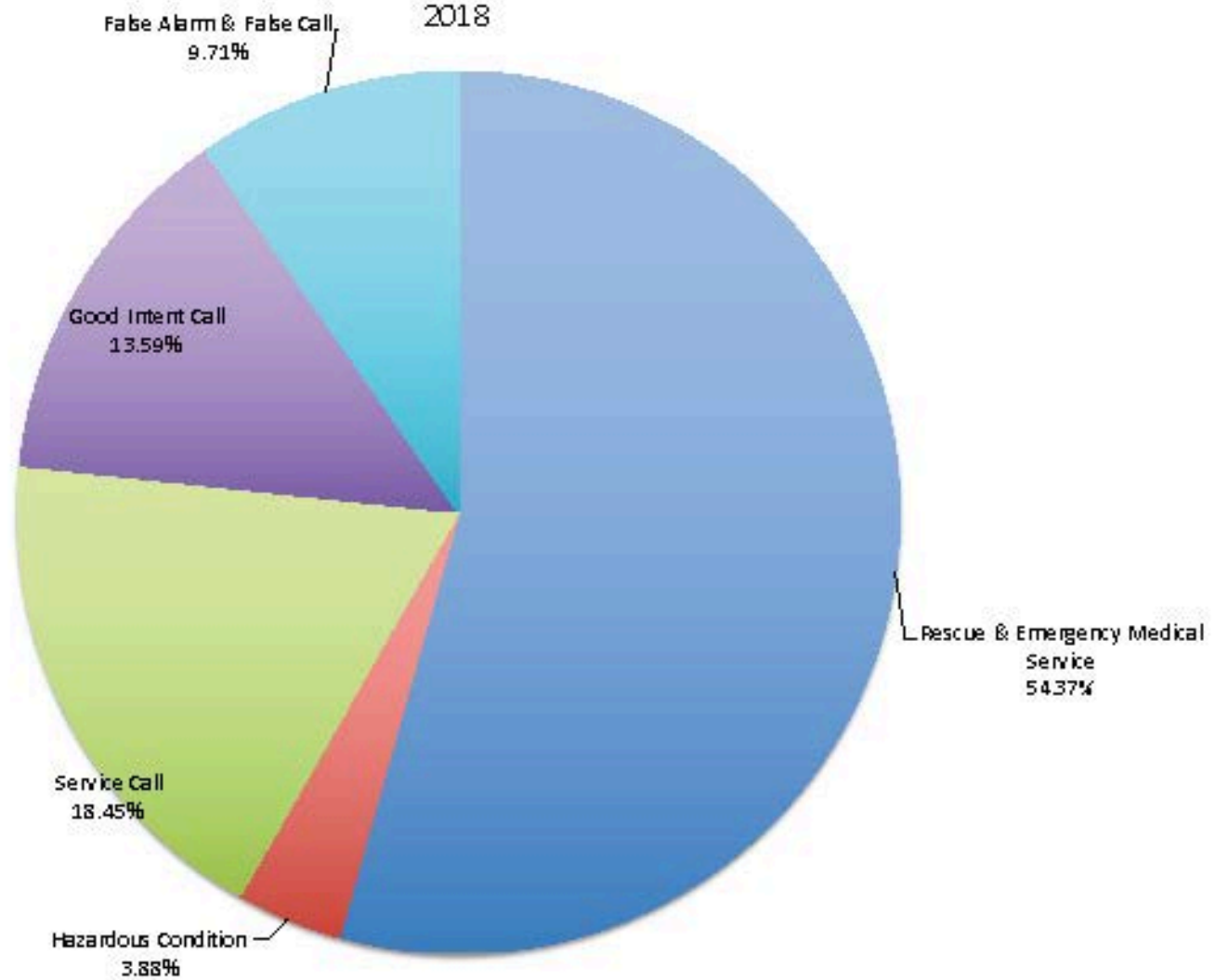
2018, 2017, & 2016

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2018	0												0
	2017	1	1	1	2	0	4	4	2	3	2	1	1	22
	2016	0	0	0	2	0	3	0	0	2	1	1	2	11
Overpressure, Rupture, Explosion, Overheat (No Fire)	2018	0												0
	2017	0	0	0	0	0	0	0	0	0	1	0	1	2
	2016	0	0	1	1	0	0	0	0	0	0	0	0	2
Rescue & Emergency Medical Service	2018	56												56
	2017	67	38	42	38	34	32	36	31	45	38	37	42	480
	2016	39	30	35	38	31	40	34	41	37	36	48	42	451
Hazardous Condition	2018	4												4
	2017	6	3	1	9	0	3	1	3	4	3	2	2	37
	2016	4	5	0	5	4	2	0	0	1	3	5	6	35
Service Call	2018	19												19
	2017	9	9	1	12	6	10	10	10	11	10	7	7	102
	2016	9	5	8	6	2	4	14	2	7	11	8	7	83
Good Intent Call	2018	14												14
	2017	8	15	18	24	8	17	20	18	16	18	18	13	193
	2016	8	12	14	9	8	17	16	8	13	14	6	4	129
False Alarm & False Call	2018	10												10
	2017	4	8	9	8	13	8	10	13	14	9	7	12	115
	2016	13	8	4	4	4	9	13	10	14	8	7	5	99
Special Incident	2018	0												0
	2017	0	0	0	0	0	1	0	0	0	0	0	0	1
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2018	103	0	0	0	0	0	0	0	0	0	0	0	103
	2017	95	74	72	93	61	75	81	77	93	81	72	78	952
	2016	73	60	62	65	49	75	77	61	74	73	75	66	810

Los Altos Hills County Fire District Incident Type Breakdown

All Code Calls

2018



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

Only Fires

2018, 2017, & 2016

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Structure Fire	2018	\$0	\$2,300,000											\$2,300,000
	2017	\$6,500	\$0	\$0	\$3,000	\$0	\$0	\$105,000	\$0	\$0	\$0	\$0	\$0	\$114,500
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$2,000	\$45	\$50,000	\$100	\$402,145
Vehicle Fire	2018	\$0	\$1,100											\$1,100
	2017	\$0	\$0	\$0	\$3,000	\$0	\$0	\$0	\$53,000	\$0	\$0	\$0	\$10,000	\$66,000
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$13,000	\$17,000
Natural Vegetation Fire	2018	\$0	\$0											\$0
	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$50
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Outside Rubbish / Dumpster	2018	\$0	\$0											\$0
	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Outside Fire	2018	\$0	\$0											\$0
	2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Fire Loss	2018	\$0	\$2,301,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,301,100
	2017	\$6,500	\$0	\$0	\$6,000	\$0	\$0	\$105,000	\$53,000	\$50	\$0	\$0	\$10,000	\$180,550
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$350,000	\$0	\$2,000	\$45	\$50,000	\$13,100	\$419,145

5.a.

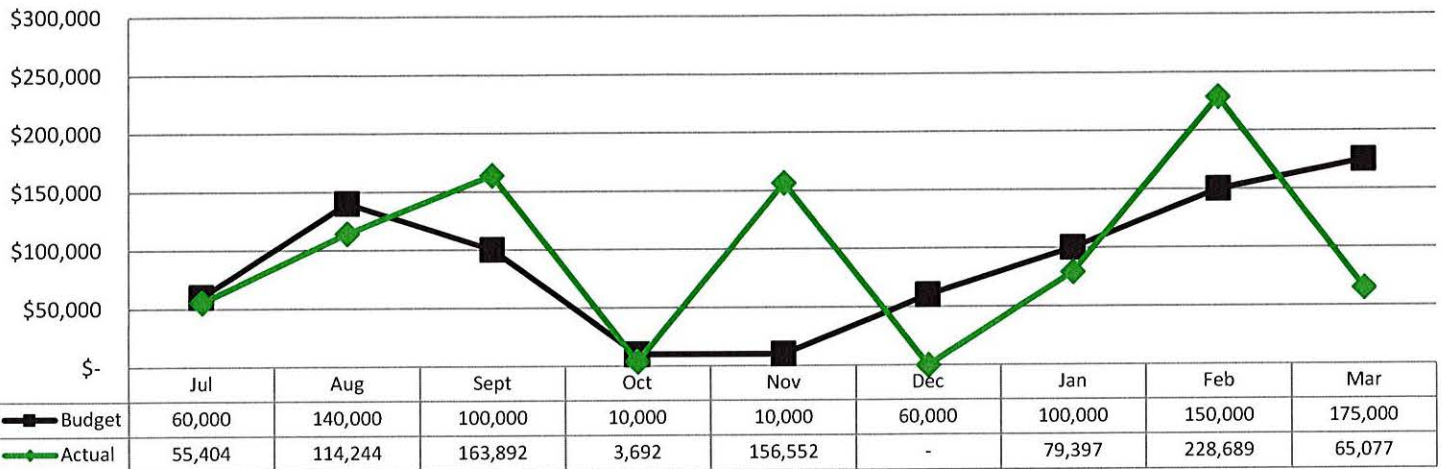
Projects
March 1, 2018

Project Area	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 1	January 2018	June 2018	Chip residents brush, tree and garden prunings.	\$225K	17/18	McClenahan Tree Service	Chipping completed in Area 2.
(2) Entire Fire District	Tree Program	Oct. 2017	May 2018	Remove dead, dying, and eucalyptus trees. Prune eucalyptus trees Areas 5 and 6	\$699K	17/18	McClenahan Tree Service	As of 3/6/18, 296 dead trees removed. 121 eucalyptus trees removed. 163 eucalyptus trees pruned. Project 81% completed.

Projects and Programs - Budget vs. Actual Line Charts

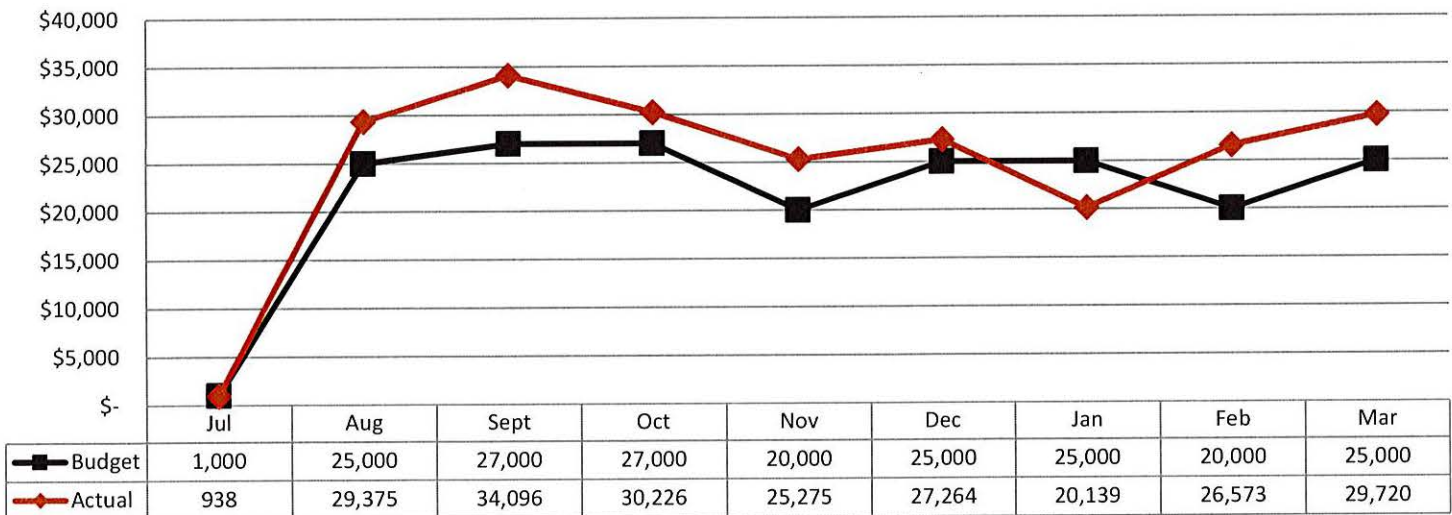
July 2017 - Mar. 2018 Actual vs. Budget

Tree Removal Program

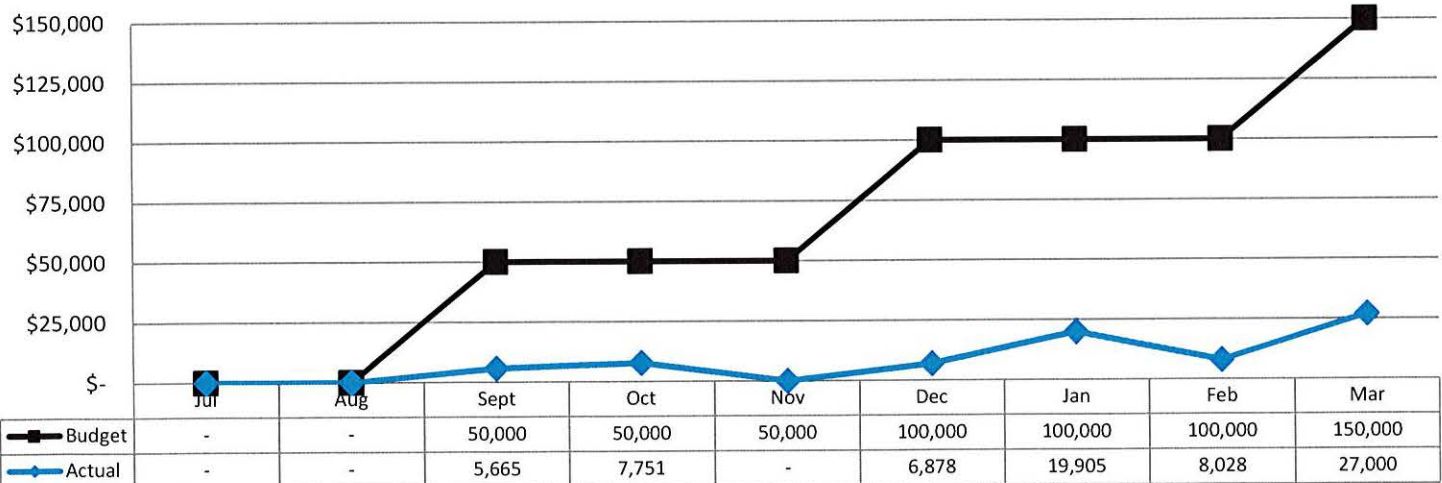


Note: There may be an additional invoice from S.P. McClenahan for March Tree Removal

Brush Chipping Program



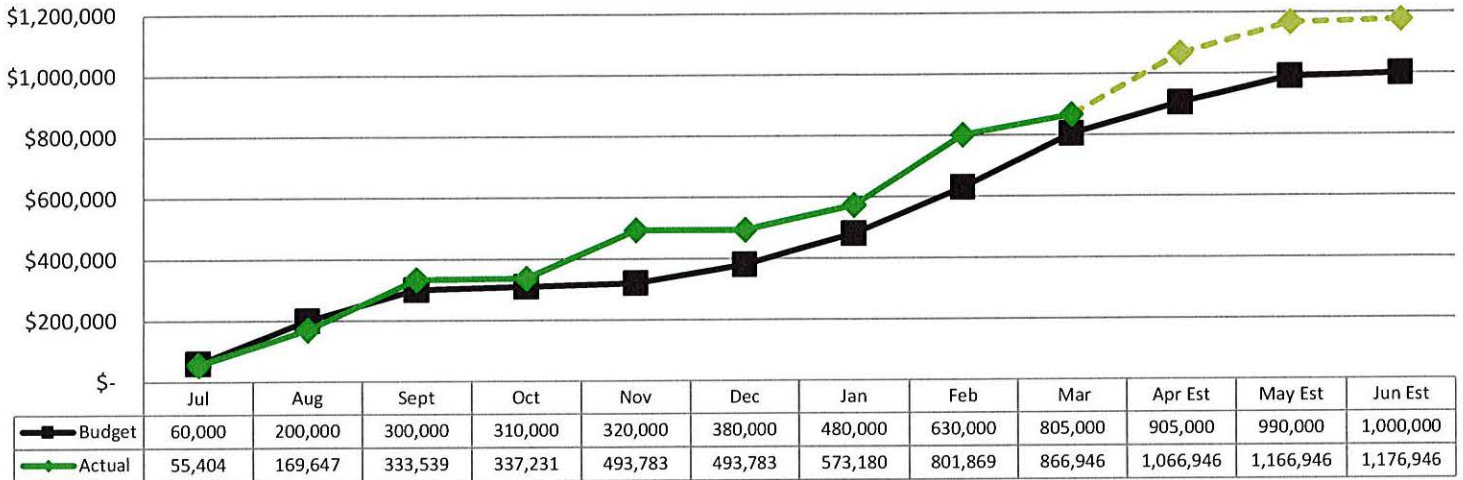
Water Flow Improvement Project



Projects and Programs - Budget vs. Actual Line Charts

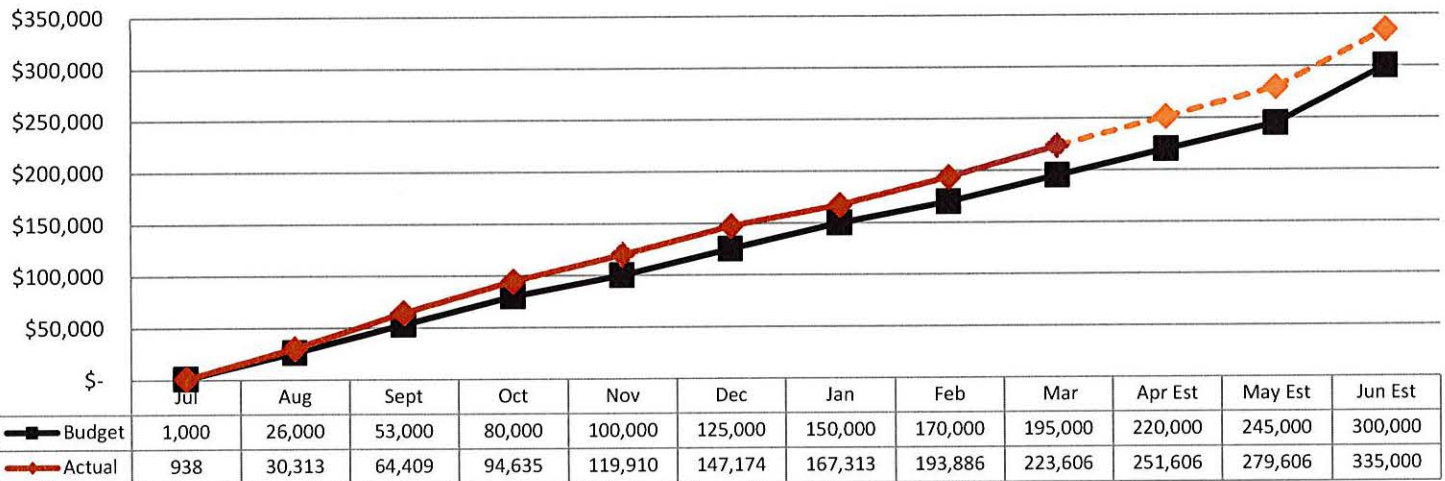
Cumulative Actual vs. Budget

Tree Removal Program

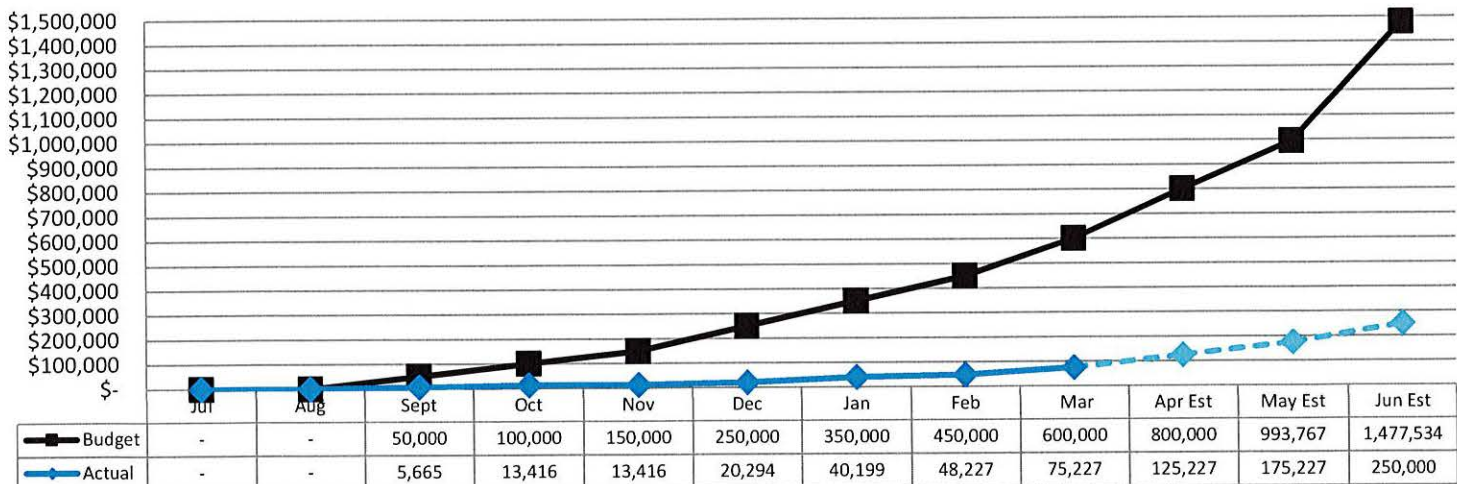


Note: There may be an additional invoice from S.P. McClenahan for March Tree Removal

Brush Chipping Program



Water Flow Improvement Project



*Note - Dashed lines represent estimates

6.

RESOLUTION NO. 18- 7

**RESOLUTION OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT
AUTHORIZING PARTICIPATION IN THE FIRE AGENCIES SELF INSURANCE
SYSTEM WORKERS' COMPENSATION PROGRAM**

WHEREAS, the Board of the Los Altos Hills County Fire District ("District") along with other districts in the State of California have evaluated the feasibility of self-insuring their Workers' Compensation exposure; and

WHEREAS, these districts have determined that there is a need for a self-insured system of Workers' Compensation and desire to combine their efforts to establish, operate and maintain FASIS, Workers' Compensation Program; and

WHEREAS Title 1, Division 7, Chapter 5, Article 1 (Section 6500 et seq.) of the Government Code of the State of California authorizes joint exercise of two or more public agencies of any common power to them; and

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

1. The Board of Directors of the Los Altos Hills County Fire District hereby elects to participate in the FASIS Workers' Compensation Program, and instructs its duly authorized agent, George Tyson, District President to execute on behalf of the LAHCFD any and all necessary documents to effect such participation.

2. The Program Director of the FASIS be given the compilation, reporting and signatory authority for filling the Self-Insurer's annual Report on behalf of the LAHCFD with the Director of Industrial Relations.

PASSED AND ADOPTED this 20th day of March, 2018.

By: _____
George Tyson, Board President

ATTEST:

Jeanne Evilsizer, District Clerk

RESOLUTION NO. 18- 8**RESOLUTION OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT
AUTHORIZING APPLICATION TO THE DIRECTOR OF INDUSTRIAL RELATIONS,
STATE OF CALIFORNIA FOR A CERTIFICATE OF CONSENT TO SELF-INSURE
WORKERS' COMPENSATION LIABILITIES**

WHEREAS, in order to obtain Workers' Compensation Insurance through FASIS the Board of the Los Altos Hills County Fire District ("District") must submit an application to the Director of Industrial Relations; and

WHEREAS, the District is considering obtaining Workers' Compensation Insurance from FASIS; and

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

1. That the Los Altos Hills County Fire District is a public agency, Fire District, which is authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure Workers' Compensation liabilities and the Board President and or District Counsel are authorized to execute any and all documents required for such application.

PASSED AND ADOPTED this 20th day of March, 2018.

By: _____
George Tyson, Board President

ATTEST:

Jeanne Evilsizer, District Clerk

**REQUEST FOR PROPOSALS
FOR ROLLING TREE REMOVAL PROGRAM FOR LOS ALTOS HILLS COUNTY
FIRE DISTRICT**

1. INTRODUCTION

The Los Altos Hills County Fire District (the "District") was organized in 1939. In addition to its primary mission of fire suppression and prevention, the District performs a number of related functions in support of this mission. The District does not employ its own firefighting personnel, apparatus, or equipment. Rather this function is contracted out to the Santa Clara County Fire Department. The District also promotes and manages a number of other activities aimed at fire prevention and emergency preparedness, such as the removal of dead or dying trees of any species and removal of eucalyptus regardless of health. See Exhibit A for Map of the District.

2. PROPOSAL REQUEST

The District is soliciting sealed proposals ("Proposals") from qualified tree service contractors ("Proposers") to provide professional tree services for removal of various trees at specified locations within the District. Trees eligible for removal shall be at least eight inches (8") in trunk diameter measured at a point four (4) feet above the ground. The District expects that there will be approximately eighty (80) to one hundred (100) trees to remove per month, each month, through June 30, 2019. There is no guarantee of the quantity or size of trees to be removed.

3. PROPOSAL DUE DATE

Proposers are directed to submit five (5) hard copies and one (1) electronic copy on a CD or USB drive of their Proposal in a sealed envelope. Each Proposal shall be clearly marked indicating the Proposer's name and address and the solicitation name. Proposals must be received at the office of the District's Consulting Engineer, Pakpour Consulting Group, Inc. (PCG), 5776 Stoneridge Mall Road, Suite 320, Pleasanton, CA 94588 no later than **2:00 p.m. on April 16, 2018.**

Proposals received after the time or at any place other than stated will not be accepted. Postmarks are not acceptable. Proposals shall be prepared, presented and negotiated at the sole cost of the Proposer. The District reserves the right to postpone proposal openings for its own convenience.

4. INTERPRETATION OF THIS PROPOSAL

If any person submitting a Proposal is in doubt as to the true meaning of any part of this RFP they may submit their questions and/or comments in writing to the District's Consulting Engineer, Pakpour Consulting Group, Inc. (PCG), 5776 Stoneridge Mall Road, Suite 320, Pleasanton, CA 94588 by **2:00 PM on April 16, 2018**, by email to Kurt Wurnitsch, Senior Engineer at kwurnitsch@pcgengr.com PCG will send Responses to the questions to anyone who had requested a copy of the RFP.

Any modification of this RFP will be made in writing by addendum and distributed to all those receiving a copy of said RFP. Oral interpretations will not be binding on the District.

Responses to requests of interpretations or clarifications will be provided by PCG to anyone who had requested a copy of the RFP. The District reserves the right to postpone this deadline for its own convenience.

5. WITHDRAWAL OF PROPOSAL

A Proposer may withdraw its Proposal any time before the date and time when Proposals are due, by submitting a written mailed or faxed request for its withdrawal to Kurt Wurnitsch, Pakpour Consulting Group, Inc., 5776 Stoneridge Mall Road, Suite 320, Pleasanton, CA 94588 or Fax: (925) 224-7726.

6. SCOPE OF SERVICES

The Scope of Services is more specifically described in Exhibit B, Scope of Services.

7. PROFESSIONAL SERVICES AGREEMENT

The Sample Professional Services Agreement that will be used as the basis for the agreement with the successful Proposer is attached as Exhibit D.

8. SINGLE CONTRACTOR REQUIREMENTS

The District seeks to contract with one Independent Contractor. Subcontracting of any obligation or service under the contract is not allowed without the prior written consent of the District, at the sole discretion of the District.

9. PROPOSER'S REPRESENTATIONS

By submitting a Proposal, the Proposer affirms that Proposer is familiar with all requirements of the RFP and has sufficiently informed itself in all matters affecting the performance of the work or the furnishing of the labor, supplies, materials, equipment or facilities called for in this RFP: That Proposer has checked the Proposal for errors and omissions; that the prices stated are correct and as intended by the Proposer and are a complete statement of its prices for performing the work, obtaining any necessary tree removal permits, or furnishing the labor, supplies, materials, equipment, storage yards or facilities required.

10. PROPOSAL CONTENT

Proposals must be typed and must address each item below. Proposals must be in sufficient detail to permit evaluation and demonstrate ability to meet the requirements of this RFP.

i. Cover Letter

The cover letter should summarize the major points contained in the Proposal, and should be signed by an authorized representative of the firm.

ii. Firm Profile

Each Proposer should provide the firm's name, business address, and telephone number, as well as a brief description of the firm's size (nationally and locally), date of establishment, type of organization, and local organizational structure. A discussion of the firm's capabilities, certifications or licenses, and resources should be included. At a minimum the following information must be provided:

- Number of the years in the tree removal business.
- Number of tree crews composed of one foreman and 2 or 3 workers.
- Number of full time office personnel.
- Number of field supervisors over and above crew foreman.
- Number of chipping machines and size of logs they can chip.
- Number of field crew trucks.
- Number of boom trucks and height they can reach.
- An explanation of your firm's employee safety training program.

iii. Background, Experience and Financial Stability

(1) Each Proposer shall provide a brochure or similar summary statement outlining the organization's history and experience, including experience within the last three years, in providing services similar to those requested in this RFP. Proposers should identify any changes in ownership and/or major organizational changes that have occurred in the last five years, and indicate whether the firm has a valid D49 license issued by the State of California.

(2) Each Proposer shall provide either a most recent independently audited financial statement or financial income statements and balance sheets for the past two years. In addition, Proposers should include a brief description of any pending financial issues, including any pending litigation against the organization that may impact its financial capacity and stability.

(3) A minimum of three (3) references receiving services from Proposer similar to those requested in this RFP, including name, address, telephone and contact person, and a brief description of the services provided. At a minimum the following information must be provided:

- What is your experience removing tall, large diameter eucalyptus and pine trees? Provide date and locations within the past two years that this type of work was performed.
- What is your process in disposal of the tree branches, large diameter logs, and other related debris?

iv. Key Personnel and Staffing

The Proposer must identify the person and all key personnel who may perform services in support of this function under this RFP. For each person identified, include a resume with relevant experience and professional qualifications, certifications or licenses and a brief description of their role or function in providing the proposed services. Proposer must have following certifications: (1) ISA Certified Arborist (2) ISA Certified Tree Worker. Provide Name(s) of employee(s) holding those certifications.

v. Approach to Scope of Services

Each Proposer must submit a detailed Work Plan describing how it intends to provide the basic services and meet the requirements described in Exhibit B, Scope of Services and also meet the project schedule. The Work Plan should explain the Proposer's approach to providing the specified services and the role that Proposer intends to perform. The Work Plan should also include a description of how the Proposer will coordinate with the District to complete projects in a timely and cost-efficient manner. Proposer shall include steps it will take to control change orders for this project and an explanation of the Proposer's philosophy on change orders.

vi. Cost Proposal

Each Proposer must submit a fully complete Cost Matrix described in Exhibit B-1

vii. Acknowledgement of Addenda

Each Proposer must submit a signed document stating The Proposer hereby acknowledges that it has received the following attached Addenda Nos.: _____ (Proposer: insert number of each Addendum received and attach a copy to this Proposal) and agrees that all Addenda issued are a part of the RFP. The Proposer agrees that this Proposal includes all impacts resulting from these Addenda.

11. EVALUATION CRITERIA AND AWARD

i. Evaluation Criteria

Firm Profile, Background, Experience, & Financial Stability.....	20%
Key Personnel and Staffing.....	20%
Approach to Scope of Work.....	20%
Cost Matrix (Exhibit B-1).....	40%
Total	100%

ii. Award. A Professional Services Agreement will be entered into with the Proposer that submits the Proposal considered most advantageous to the District based on the Evaluation Criteria set forth above.

The District reserves the right to accept or reject any and all Proposals, or any item or part thereof. The District reserves the right to withdraw or cancel this RFP at any time without prior notice and the District makes no representations that any contract will be awarded to any Proposer responding to this RFP. The District reserves the right to request additional information to clarify any Proposal.

A review panel will evaluate proposals based on the Evaluation Criteria above. After the ranking has been determined, the District may negotiate the terms and conditions of the Professional Services Agreement with the highest- ranked firm. If negotiations are unsuccessful, the District may commence negotiations with the next highest ranked firm. If negotiations with this firm are also unsuccessful, the District may repeat the negotiations process with the next highest ranked firm, or may, at its sole discretion, reject all remaining proposals.

12. PROFESSIONAL SERVICES AGREEMENT

The firm selected by the District to provide the Rolling Tree Removal Program as outlined in this RFP will be required to execute a Professional Services Agreement with the District. A sample of the general form of this Professional Services Agreement is attached hereto as Exhibit D so that Proposers will have an opportunity to review the terms and conditions that will be included in the final Professional Services Agreement. If a Proposer desires any additions, deletions or modifications to the form of the Professional Services Agreement, they must submit a request for such additions, deletions or modifications with the Proposal. The Professional Services Agreement will be modified to incorporate the terms of this RFP and any pertinent documents included with the selected Proposer's accepted and approved proposal. With the exception of any requests for such additions, deletions, and modifications, the Proposer will, by making a Proposal, be deemed to have accepted the form of the Professional Services Agreement.

In particular, Proposers are directed to review the insurance requirements set forth in Section 15 and Exhibit 4 "Insurance Requirements" of the Sample Professional Services Agreement.

13. CONFIDENTIALITY OF PROPOSALS

The California Public Records Act (California Government Code Sections 6250 *et seq.*) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any Proposal, request for explanation, exception or substitution, or any other written communication between the District and the Proposer shall be available to the public.

If the Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the District withhold from disclosure the proprietary or other confidential information by marking each page containing such information as confidential. The Proposer may not designate its entire Proposal or bid as confidential. Additionally, Proposer may not designate its cost Proposal as confidential.

If Proposer requests that the District withhold from disclosure information identified as confidential, and the District complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the District from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue or maintain any legal action against the District or its directors, officers, employees or agents in connection with the withholding from disclosure of Proposer information.

If Proposer does not request that the District withhold from disclosure information identified as confidential, the District shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the District.

14. TENTATIVE SCHEDULE

The tentative schedule of significant events relating to this RFP is provided below. The District reserves the right to modify this schedule and any specific time-of-day deadlines as discussed in the following section.

EVENT

1. Release RFP..... March 26 , 2018
2. Deadline for submitting questions and/or
comments to the District..... April 16, 2018
3. District response to questions and/or comments..... April 19, 2018
4. Proposals due..... April 27, 2018
5. Evaluations begin..... April 30, 2018
6. Potential award of contract..... May 15, 2018
7. Professional Services Agreement Begins..... May 2018

These tentative dates, including commencement of the Professional Services Agreement, are subject to change at the sole discretion of the District.

15. NON-COLLUSION CERTIFICATION

By submitting a Proposal, a Proposer represents and warrants that such Proposal is genuine and not a sham or collusive or made in the interest or on behalf of any person not herein named, and that Proposer has not, directly or indirectly, induced or solicited any other Proposer to put in a sham bid, or any other person, firm or corporation to refrain from proposing, and that the Proposer has not in any manner sought by collusion to secure to the Proposer an advantage over any other Proposer.

16. PENALTY FOR COLLUSION

If at any time it shall be found that the person, firm or corporation to whom a contract has been awarded has, in presenting any Proposal, colluded with any other parties, then the contract so awarded shall be null and void; and the Proposer shall be liable to the District for all loss or damage which the District may suffer thereby; and the Board of Commissioners may advertise for a new contract for said labor, supplies, materials, equipment or services.

17. CONFLICT OF INTEREST

Proposer represents and warrants that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code §§1090 *et seq.* or §§87100 *et seq.* during the performance of services under this Professional Services Agreement. Proposer shall promptly disclose any actual or potential conflict of interest to the District as soon as Proposer becomes aware of such conflict. Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of this Professional Services Agreement. Violation of this provision may result in this Professional Services Agreement being deemed void and unenforceable.

Depending on the nature of the work performed, Proposer may be required to publicly disclose financial interests under the District's Conflict of Interest Code. Proposer agrees to promptly submit a Statement of Economic Interest on the form provided by the District upon receipt.

No member, officer or employee of the District during his/her tenure of office, or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds therefrom.

18. PREVAILING WAGE AND PAYROLL RECORDS

The Proposer shall comply with California Labor Code Sections 1770 to 1780, inclusive. In accordance with said Section 1775, the Proposer shall forfeit as a penalty to an amount determined by the Labor Commissioner, not to exceed Fifty Dollars (\$50) for each calendar day or portion thereof for each worker paid less than stipulated prevailing wage rates for such work or craft in which such worker is employed for any work done under the Contract by him or by any subcontractor under him in violation of the provisions of the Labor Code and in particular, Labor Code Sections 1770 to 1780, inclusive. In addition to said penalty and pursuant to said Section 1775, the difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Proposer.

Pursuant to the provisions of Section 1773 of the Labor Code, the District has obtained the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work applicable to the work to be done from the Director of the Department of Industrial Relations. Copies of the prevailing rates are on file at the District and are available to any interested party on request. Such wage rates must be prominently posted at the project site.

The District will not recognize any claim for additional compensation because of the payment by the Proposer of any wage rate in excess of the prevailing wage rate set forth in the Contract. The possibility of wage increases is one of the elements to be considered by the Proposer in determining his bid, and will not under any circumstances be considered as the basis of a claim against the District on the Contract.

The Proposer attention is directed to the following provisions of Labor Code Section 1776. The Proposer shall be responsible for the compliance with these provisions.

The Proposer shall keep an accurate payroll record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the project.

The payroll records shall be certified and shall be provided to the District as they become available. Proposer is obligated to submit all certified payroll records directly to the Department of Industrial Relations (DIR) in electronic format

A certified copy of an employee's payroll record shall be made available for inspection or furnished to such employee or his or her authorized representative on request.

Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, any penalties shall be withheld from progress payments then due.

The penalties specified in subdivision (g) of Labor Code Section 1776 for noncompliance with the provisions of said Section 1776 may be deducted from any monies due or which may become due to the Contractor.

The Contractor and each subcontractor shall preserve their payroll records for a period of three (3) years from the date of completion of the Contract.

The District believes, as the RFP solely requests tree removal work not associated with construction, that the Prevailing wage shall be per Laborer and Related Classification determination NC-102-X-21-2017-2 or C-TT-2017-1D. Note each Classification has Predetermined Increases The Wage Determinations and Predetermined Increases are attached as Exhibit C. If a Proposer has any questions regarding the prevailing wage classification or if a Proposer believes that a different classification should apply, Proposer shall submit those questions or comments to District on or before the April 16, 2018, deadline for submitting questions. The response to the RFP shall set forth each Prevailing Wage Classifications that Proposer is proposing to use and if different from those set forth in this Paragraph, with an explanation as to why such Classification(s) is appropriate and/or required.

19. LIST OF RFP EXHIBITS

- Exhibit A, Map of District (Not included with Draft RFP, will be included when RFP is issued)
- Exhibit B, Scope of Services
- Exhibit B-1, Cost Matrix
- Exhibit B-2, Sample Tree Removal Submittal
- Exhibit C, Prevailing Wage Determinations
- Exhibit D, Sample Professional Services Agreement (Not included will Draft RFP, will be included when RFP is issued)

Exhibit B Scope of Services

These specifications are for the removal of designated medium to large trees within District. The contract will require the Proposer providing all the necessary labor and equipment to satisfactorily remove approximately eighty (80) to one hundred (100) trees per month. Payment will be made per tree removed based on the matrix attached as Exhibit B-1.

At any and all times, Proposer must have immediate access to any and all necessary equipment and assume liability for said equipment as if Proposer owns said equipment, even if it is leased. Proposer further assumes and any all responsibility for storage of the necessary equipment and to the extent necessary obtaining and paying for a storage facilities.

Necessary Equipment

1. Chipping Machine: Towed or truck mounted. Must meet all applicable Federal, State and manufacturer's standards.
2. Chip Box Truck: Two-ton minimum 10 cubic yard box with hydraulic dump.
3. Aerial lift truck: Must meet all applicable Federal, State and manufacturer's standards.
4. Must have cell phone or radio service that works in all areas of Los Altos Hills.
5. Must have a local 650 or 800 office phone number.
6. Must have at least one full time office employee to answer District resident's calls. The use of an answer machine is acceptable only after normal working hours and weekends. Answer of District resident's calls by cell phone in the "field" is not acceptable.
7. Must commit at least one supervisory person full time to service the needs of District residents both over the phone and in person in the field.
8. Office technology must be well equipped to handle work orders, billing, sorting and tracking of District resident in formation, preparation of reports and taking of photographs.
9. Billing to be completed by the 20th of each month with submission of completed and approved documents similar to the sample form set forth in Exhibit B-2 for each tree and details for each jobsite listing including: resident's name, address, type of work, date completed, disposition of debris, photographs and cost.
10. Provide progress report every two weeks to District's Fire Consultant showing the information noted in item #9 above.

Standard tree trimming equipment shall be used and maintained in a satisfactory condition at all times complying with State and Federal/OSHA regulations. Work performed must meet all requirements contained in the American National Standards Institute (ANSI) Z133.1-2012 or the most current edition of this Safety Standard. Equipment not suitable for tree removal shall not be permitted to operate on contract work. All tools shall be clean, sharp, and in a proper working order. They shall be checked for safety before each job. All trucks, chippers and aerial lift devices, and other equipment shall be in good operating condition, well maintained and in compliance with applicable laws and regulations.

Safety and Traffic Control

Special care and preparation shall be taken in all work areas to avoid conditions that will create hazards. The Proposer shall conduct work so as to cause the least possible obstruction and inconvenience to traffic and the general public. Lane closures and traffic control shall be done in accordance with the manual of Traffic controls, State of California and U.S. Department of Transportation FHWA, the Town of Los Altos Hills and Santa Clara County. The Proposer is responsible for providing all approved traffic control devices, including advance warning signs,

arrow boards and traffic cones of an adequate number to safety redirect traffic. Traffic control plan must be approved by the Town of Los Altos Hills and/or Santa Clara County. Proposer shall be responsible for any fees/costs payable to the Town or County of Santa Clara to coordinate and obtain any associated encroachment and parking permits.

Proposer shall provide and maintain fire extinguishing equipment at all times and as directed by the District.

Tree Removal

Trees eligible for removal shall be at least eight inches (8") in trunk diameter measured at a point four (4) feet above the ground. Tree(s) to be cut leaving no more than a 6-inch stump. Stump removal is the property owner's responsibility. The District will not pay for stump removal.

District on a rolling basis, but not less often than once a month, shall provide to Proposer requests from District Property Owners to have trees removed. The information provided to the Proposer will include the Name and Address, and contact information of the Property Owner. Proposer will be responsible for contacting the Property Owner to arrange a time to go to the site to meet with the Property Owner and learn what trees the Property Owner wishes to have removed ("Site Assessment"). The Proposer will then determine whether the requested tree(s) is eligible for removal.

Proposer shall prepare a Site Assessment Spreadsheet in a format approved by the District. The format shall be similar to the sample form set forth in Exhibit B-2. Proposer shall provide all necessary information concerning each tree, including, but not limited to, the fire risk, falling risk, type of tree, location, which cost category the tree falls into, or specific pricing for the tree if cannot be priced per the pricing matrix, whether a permit is required, and an approximate timeline to remove the tree. Proposer on a rolling basis shall submit the updated Site Assessment Spreadsheets(s) formatted in accordance with sample Exhibit B-2 to the District's Consultant and to the District's Arborist. The District's Consultant and Arborist shall review the submissions and shall either authorize the work, request additional information, propose different pricing as determined by the District, or reject the tree as not qualified for the tree removal program. Proposer shall schedule the removal of the tree upon written authorization from the District's Consultant. While the District has no ability to determine how many trees each Property Owner will request to be removed nor how many will be eligible for removal, the District expects that there will be approximately eighty (80) to one hundred (100) trees per month to be removed. There is no guarantee of the quantity or size of trees to be removed.

If the Proposer and District Consultant cannot agree on the pricing of a specific tree, the pricing dispute will be forwarded to the Board President or its designee. If an agreement cannot be reached on the price for the tree removal, the Board President or its designee shall have the unilateral power, in their sole discretion, to decide that the tree will not be removed and that the tree is no longer part of the scope of work. No payment will be made for any tree which is removed from the scope of the work.

Removal of Brush and Wood

All tree waste and debris resulting from tree removals shall be promptly removed from the work site at the completion of each work day. The tree waste and debris shall become the Proposer's property and shall be properly disposed as required by Federal, State and Local law, such disposal shall be at Proposer's sole cost. Proposer shall offer Property Owner the ability to retain the wood and/or wood chips at no additional cost.

Coordination of Work

The Proposer shall be responsible for coordinating all tree work activity with the District representative.

The Proposer shall establish a uniform time schedule for performance of tree work, which shall conform to Town of Los Altos Hills and County of Santa Clara work hours.

Scheduled tree work shall be performed during normal work hours, 8:00 a.m. to 5:00 p.m., Monday through Friday and Saturday, if necessary.

The Proposer is required to enter into a short agreement with each property owner to enter the property to perform the work. The agreement will be prepared by the Proposer and reviewed by the District. The agreement can be the same for all property owners, with the only modification being the address of the property.

Final Site Cleaning

Upon completion of tree removal the area shall be cleaned to a condition that is at least equal to that which existed prior to the start of the work. District, County, or private property including roadways, sidewalks, undergrowth, adjacent shrubbery or tree, and irrigation system sustaining damage or other injury resulting from tree removal operation shall receive corrective treatment or replacement at Proposer's cost.

Quality Specifications

The Proposer shall ensure that work performed be continually monitored to maintain work consistent with high industry standards and provide regular and systematic inspections by its own supervisory personnel of all work sites. The Proposer is expected to have a system approach that decreases the number of complaints and ensures ongoing customer satisfaction. The District, in its sole discretion, shall have the right to inspect any of the Proposer's training records, prior complaints, or any other related documents upon request.

Response Specification

The Proposer will respond to notice of problems received from the District staff regarding the quality of services within 24 hours. The District reserves the right to monitor and evaluate the progress and performances of the Proposer to ensure the terms of the agreement are being met.

The Proposer shall provide labor, equipment, tools, supplies, (unless otherwise noted), supervision, management and other resources and services needed to perform the duties required.

Employees of the Proposer will be required to adhere to District, County of Santa Clara and Town of Los Altos Hills Safety regulations and policies. The Proposer agrees that it will, upon notice, immediately remove any supervisor or employee who is unsatisfactory to the District.

The Proposer shall not represent that it and its employees are agents or employees of the District. Personnel shall be thoroughly trained and qualified in the work assigned to them.

All of the Proposers employees shall display identification cards at all times that include their name and company.

Time of Completion

The time for completion on a specific tree or batch of trees is ninety (90) working days from Notice to Proceed (“Time of Completion”). The Time of Completion may be extended by mutual agreement of the parties.

Designated legal holidays are: January 1st, the third Monday in January, the third Monday in February, the last Monday in May, July 4th, the first Monday in September, November 11th, Thanksgiving Day, the Friday following Thanksgiving Day, and December 25th. When a designated legal holiday falls on a Sunday, the following Monday shall be the designated legal holiday. When November 11th falls on a Saturday, the preceding Friday shall be a designated legal holiday.

Proposer is not authorized to perform any work until he has received a Notice to Proceed from the District. Within five (5) working days after the effective date of such Notice to Proceed, the Proposer shall commence work and shall diligently prosecute the same to completion within the Time of Completion.

The Proposer shall notify the District, in writing, of its intent to begin work at least seventy-two (72) hours before work is begun and shall specify the date the Proposer intends to start.

Should the Proposer begin work in advance of receiving the Notice to Proceed and providing notice to the District, any work performed by it in advance of such notice shall be considered as having been done by it at its own risk and as a volunteer without compensation.

Other Requirements

The Proposer shall record all work, showing date of performance, area where work is performed, and percentage of work performed. Records will be made available to the District upon request.

The Proposer shall report to the District as soon as possible after any accident resulting in death or injury to persons or damage to property.

If the problem is critical in nature and requires immediate action, the District shall be notified immediately.

The Proposer shall immediately call the Town of Los Altos Hills or Santa Clara County and report any circumstances that will create hazardous or unhealthful conditions involving public or private facilities, roads, pathways and etc.

Every tree to be worked on shall be carefully inspected, before beginning any operation, for active bird nests. If an active nest is found, the District’s Consultant is to be contacted before any work is performed.

The Proposer shall work with the Property Owner and District to obtain any required tree removal permits. Proposer shall be responsible for any fees/costs payable to the Town or County of Santa Clara for the tree removal permit and any associated permits. Proposer shall be responsible for determining whether a tree removal permit is needed for any given tree and for notifying Property Owner and District of such requirement and what steps must be taken to apply for a permit.

EXHIBIT B-1
COST MATRIX

Proposer to completely fill in each Cost Matrix with dollar amounts for the four (4) designated tree species and to fill in which specific Cost Matrix applies to the other listed species of trees. Note the District will pay based on the diameter of a specific tree. Payment will NOT be based on the height/spread of the tree.

Species: OAK	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" + (80' /70')
Adjacent to road (traffic control required)				
Backyard over home – poor access				
Empty field 100 feet from driveway				
Disposal fees				

Species: REDWOOD	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" + (80' /70')
Adjacent to road (traffic control required)				
Backyard over home – poor access				
Empty field 100 feet from driveway				
Disposal fees				

Species: PINE	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" + (80' /70')
Adjacent to road (traffic control required)				
Backyard over home – poor access				
Empty field 100 feet from driveway				
Disposal fees				

Species: EUCALYPTUS	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" + (80' /70')
Adjacent to road (traffic control required)				
Backyard over home – poor access				
Empty field 100 feet from driveway				
Disposal fees				

Set forth which Cost Matrix shall be used as the pricing for the following species:

1. Acacia _____
2. Bay _____
3. Birch _____
4. Cedar _____
5. Cypress _____
6. Douglass Fir _____
7. Fruit _____
8. Walnut _____
9. Any other species _____

EXHIBIT B-2
SAMPLE TREE REMOVAL SUBMITTAL

Address				
Property Owner				
Contact Information				
Fire Risk (low/medium/high)				
Falling Risk (low/medium/high)				
Timeline to Remove				
Price				
Species:	Diameter (Ht/ Spd)			
Location	8" – 12" (25' /25')	12" – 24" (45' /45')	24" – 36" (65' /60')	36" + (80' /70')
Adjacent to road (traffic control required)				
Backyard over home – poor access				
Empty field 100 feet from driveway				
Disposal fees				
Eligible for Removal (Yes/No)				
Is a Permit Necessary (Yes/No) Cost				
Extraordinary Tree (Cost Matrix Not Applicable)				
Approved by District (Yes/No)				
Additional Information Requested				
Work Completed Date				
Date Paid				

EXHIBIT C

GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS
PURSUANT TO CALIFORNIA LABOR CODE PART 7, CHAPTER 1, ARTICLE 2, SECTIONS 1770, 1773 AND 1773.1

FOR COMMERCIAL BUILDING, HIGHWAY, HEAVY CONSTRUCTION AND DREDGING PROJECTS

CRAFT: TREE MAINTENANCE¹ (LABORER)

(APPLIES ONLY TO ROUTINE TREE MAINTENANCE WORK, NOT CONSTRUCTION AND/OR LANDSCAPE CONSTRUCTION²)

DETERMINATION: NC-102-X-21-2017-2

ISSUE DATE: August 22, 2017

EXPIRATION DATE OF DETERMINATION: June 30, 2018** The rate to be paid for work performed after this date has been determined. If work will extend past this date, the new rate must be paid and should be incorporated in contracts entered into now. Contact the Office of the Director – Research Unit for specific rates at (415) 703-4774.

Locality: All localities within Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba Counties.

CLASSIFICATION(s) ^a (Journey person)	Employer Payments						Straight-Time		Overtime Hourly Rate	
	Basic Hourly Rate	Health and Welfare	Pension	Vacation and Holiday	Training	Other	Hours	Total Hourly Rate	Daily 1 1/2X ^b	Sunday/ Holiday 2X
Senior Tree Trimmer	\$18.50	\$4.00	\$0.50	\$1.57	-	\$0.01	8	\$24.58	\$33.83	\$43.08
Tree Trimmer	\$16.50	\$4.00	\$0.50	\$1.37	-	\$0.01	8	\$22.38	\$30.63	\$38.88
Groundsperson	\$13.75	\$4.00	\$0.50	\$1.22	-	\$0.01	8	\$19.48	\$26.355	\$33.23

^a There shall be at least one Senior Tree Trimmer on crews of three or more.

^b Monday thru Saturday shall constitute a workweek. Rate applies to first 4 overtime hours Monday thru Saturday, and all time worked in excess of forty (40) hours per workweek. All other time is paid at the Sunday and Holiday double-time rate.

¹ This determination does not apply to the work of a landscape laborer employed on landscape construction (work incidental to construction or post-construction maintenance during the plant installation and establishment period) or to tree trimming work involving line clearance.

² This determination does not apply to tree trimming, removal, or planting work performed on construction or landscape construction contracts.

RECOGNIZED HOLIDAYS: Holidays upon which the general prevailing hourly wage rate for holiday work shall be paid, shall be all holidays in the collective bargaining agreement, applicable to the particular craft, classification, or type of worker employed on the project, which is on file with the Director of Industrial Relations. If the prevailing rate is not based on a collectively bargained rate, the holidays upon which the prevailing rate shall be paid shall be as provided in Section 6700 of the Government Code. You may obtain the holiday provisions for the current determinations on the internet at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Holiday provisions for current or superseded determinations may be obtained by contacting the Office of the Director – Research Unit at (415) 703-4774.

TRAVEL AND/OR SUBSISTENCE PAYMENT: In accordance with Labor Code Sections 1773.1 and 1773.9, contractors shall make travel and/or subsistence payments to each worker to execute the work. You may obtain the travel and/or subsistence provisions for the current determinations on the internet at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Travel and/or subsistence requirements for current or superseded determinations may be obtained by contacting the Office of the Director – Research Unit at (415) 703-4774.

EXHIBIT C

GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS PURSUANT TO CALIFORNIA LABOR CODE PART 7, CHAPTER 1, ARTICLE 2, SECTIONS 1770, 1773 AND 1773.1 FOR COMMERCIAL BUILDING, HIGHWAY, HEAVY CONSTRUCTION AND DREDGING PROJECTS

CRAFT: ##TREE TRIMMER (HIGH VOLTAGE LINE CLEARANCE)

DETERMINATION: C-TT-2017-1D

ISSUE DATE: August 22, 2017

EXPIRATION DATE OF DETERMINATION: December 30, 2017* Effective until superseded by a new determination issued by the Director of Industrial Relations. Contact the Division of Labor Statistics and Research at (415) 703-4774 for the new rates after 10 days from the expiration date, if no subsequent determination is issued.

LOCALITY: San Francisco, San Mateo, and Santa Clara Counties (REF: 61-1245-12)

CRAFT/CLASSIFICATION		Employer Payments					Straight-Time		Overtime	
		Basic Hourly Rate	Health and Welfare	Pension	Vacation	Holiday	Hours	Total Hourly Rate	Daily ^a 1 1/2X	Daily 2X
Climber		25.18	5.25	0.79 ^e	0.48 ^s	0.68	8	32.38	38.90 ^z	51.87
Groundperson	First 6 months	16.15	5.25	0.51	0.31	0.44	8	22.66	24.95 ^z	33.27
Groundperson	After 6 months	17.27	5.25	0.54 ^t	0.33 ^u	0.47	8	23.86	26.68 ^z	35.58

DETERMINATION: C-TT-2017-1E

ISSUE DATE: August 22, 2017

EXPIRATION DATE OF DETERMINATION: December 30, 2017* Effective until superseded by a new determination issued by the Director of Industrial Relations. Contact the Division of Labor Statistics and Research at (415) 703-4774 for the new rates after 10 days from the expiration date, if no subsequent determination is issued.

LOCALITY: Monterey, San Benito, San Luis Obispo, and Santa Cruz Counties (REF: 61-1245-12)

Climber		25.59	5.25	0.80 ^v	0.49 ^w	0.69	8	32.82	39.54 ^z	52.72
Groundperson	First 6 months	16.43	5.25	0.52	0.32	0.44	8	22.96	25.38 ^z	33.85
Groundperson	After 6 months	17.59	5.25	0.55 ^x	0.34 ^y	0.47	8	24.20	27.18 ^z	36.24

Not an apprenticeable craft.

^a Rate applies to the first 4 daily overtime hours. All other overtime is at the double time rate. A normal non-work day in the same workweek may be worked at straight time if job is shut down during the normal workweek due to inclement weather. Employer payments are not included in overtime, overtime is calculated by multiplying the Basic Hourly Rate (plus an amount equivalent to 3% of the Basic Hourly Rate) by the applicable overtime multiplier.

^b \$0.77 after 3 years of service; \$0.79 after 10 years.

^c \$0.93 after 3 years of service; \$1.40 after 10 years.

^d \$0.53 after 3 years of service; \$0.54 after 10 years.

^e \$0.64 after 3 years of service; \$0.96 after 10 years.

^f \$0.78 after 3 years of service; \$0.80 after 10 years.

^g \$0.94 after 3 years of service; \$1.42 after 10 years.

^h \$0.53 after 3 years of service; \$0.54 after 10 years.

ⁱ \$0.64 after 3 years of service; \$0.96 after 10 years.

^j \$0.79 after 3 years of service; \$0.80 after 10 years.

^k \$0.95 after 3 years of service; \$1.42 after 10 years.

^l \$0.54 after 3 years of service; \$0.55 after 10 years.

^m \$0.65 after 3 years of service; \$0.98 after 10 years.

ⁿ \$0.76 after 3 years of service; \$0.77 after 10 years.

^o \$0.92 after 3 years of service; \$1.38 after 10 years.

^p \$0.52 after 3 years of service; \$0.53 after 10 years.

^q \$0.63 after 3 years of service; \$0.95 after 10 years.

^r \$0.80 after 3 years of service; \$0.82 after 10 years.

^s \$0.97 after 3 years of service; \$1.46 after 10 years.

^t \$0.55 after 3 years of service; \$0.56 after 10 years.

^u \$0.67 after 3 years of service; \$1.00 after 10 years.

^v \$0.82 after 3 years of service; \$0.83 after 10 years.

^w \$0.99 after 3 years of service; \$1.48 after 10 years.

^x \$0.56 after 3 years of service; \$0.57 after 10 years.

^y \$0.68 after 3 years of service; \$1.02 after 10 years.

^z Rate also applies to holidays.

RECOGNIZED HOLIDAYS: Holidays upon which the general prevailing hourly wage rate for holiday work shall be paid, shall be all holidays in the collective bargaining agreement, applicable to the particular craft, classification, or type of worker employed on the project, which is on file with the Director of Industrial Relations. If the prevailing rate is not based on a collectively bargained rate, the holidays upon which the prevailing rate shall be paid shall be as provided in Section 6700 of the Government Code. You may obtain the holiday provisions for the current determinations on the Internet at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Holiday provisions for current or superseded determinations may be obtained by contacting the Office of the Director – Research Unit at (415) 703-4774.

TRAVEL AND/OR SUBSISTENCE PAYMENT: In accordance with Labor Code Sections 1773.1 and 1773.9, contractors shall make travel and/or subsistence payments to each worker to execute the work. You may obtain the travel and/or subsistence provisions for the current determinations on the Internet at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Travel and/or subsistence requirements for current or superseded determinations may be obtained by contacting the Office of the Director – Research Unit at (415) 703-4774.

EXHIBIT C

Not an apprenticeable craft.

^{aa} Rates apply to work in excess of 40 hours in a week, 8 hours in a day, and any time on a non-work day or holiday. A normal non-work day in the same workweek may be worked at the straight time if job was shut down during the normal workweek due to inclement weather.

^{bb} Rates apply to work in excess of 12 hours in a day.

^{cc} \$2.42 after 7 years of service at this level.

^{dd} \$1.48 after 8 years at this level.

^{ee} \$2.19 after 10 years of service at this level.

^{ff} \$0.76 after 1 year; \$1.00 after 2 years; \$1.24 after 10 years at this level.

^{gg} \$0.85 after 1 year at this level.

^{hh} Progression from one step to another will begin upon completion of a minimum of 12 months of service.

ⁱⁱ Rates apply to the first 4 daily overtime hours in the regular workweek and the first 12 hours on any non-work day. All other overtime is at the double time rate. A normal non-work day in the same workweek may be worked at the straight-time if job was shut down during the normal workweek due to inclement weather.

^{jj} \$1.07 after 2 years of service with the company; \$1.38 after 10 years of service with the company

^{kk} \$1.12 after 2 years of service with the company; \$1.44 after 10 years of service.

RECOGNIZED HOLIDAYS: Holidays upon which the general prevailing hourly wage rate for holiday work shall be paid, shall be all holidays in the collective bargaining agreement, applicable to the particular craft, classification, or type of worker employed on the project, which is on file with the Director of Industrial Relations. If the prevailing rate is not based on a collectively bargained rate, the holidays upon which the prevailing rate shall be paid shall be as provided in Section 6700 of the Government Code. You may obtain the holiday provisions for the current determinations on the Internet at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Holiday provisions for current or superseded determinations may be obtained by contacting the Office of the Director – Research Unit at (415) 703-4774.

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EXHIBIT C



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Tree trimmer provision selection page

**General prevailing wage determinations
made by the director of industrial relations**

**Pursuant to California Labor Code part 7,
chapter 1, article 2, sections 1770, 1773, and 1773.1**

Craft: Tree Trimmer (Line Clearance)

Page	Counties	Determination	Holidays, scope of work, travel & subsistence	Predetermined increase
2D	Alpine, Amador, Calaveras, Del Norte, Fresno, Humboldt, Kern, Kings, Lake, Madera, Mariposa, Mendocino, Merced, Sacramento, San Joaquin, Sonoma, Stanislaus, Tulare, and Tuolumne Counties	C-TT-2017-1 REF: 61-1245-12	Select One	No increase *
2D	Butte, Colusa, Glenn, Lassen, Modoc, Shasta, Siskiyou, Sutter, Tehama, Trinity, and Yuba Counties	C-TT-2017-1A REF: 61-1245-12	Select One	No increase *
2D	Alameda, Contra Costa, El Dorado, Nevada, Placer, Plumas, Sierra, Solano, and Yolo Counties	C-TT-2017-1B REF: 61-1245-12	Select One	No increase *
2D	Marin and Napa Counties	C-TT-2017-1C REF: 61-1245-12	Select One	No increase *
2E	San Francisco, San Mateo, and Santa Clara Counties	C-TT-2017-1D REF: 61-1245-12	Select One	No increase *
2E	Monterey, San Benito, San Luis Obispo, and Santa Cruz Counties	C-TT-2017-1E REF: 61-1245-12	Select One	No increase *
2F	San Diego County	C-TT-61-465-5-2010-1	Select One	No increase *
2F	Imperial County	C-TT-61-465-5A-2017-2	Select One	Increase
2F	Inyo, Los Angeles, Mono, Orange, Riverside, San Bernardino, Santa Barbara, and Ventura Counties	C-TT-61-47-3-2017-1	Select One	Increase

[Return to main table](#)

* A single asterisk after the expiration date of a determination indicates that no increase is required for projects advertised while that determination is in effect. The determination remains in effect until it is canceled, modified, or superseded by a new determination by the Director of Industrial Relations. A new determination will become effective 10 days after it is issued. Contact the Office of the Director - Research - Unit at (415) 703-4774 after 10 days from the expiration date, if no subsequent determination is issued.

9.

MEMO

March 12, 2018

TO: President Tyson and Commissioners, Los Altos Hills County Fire District
FROM: Jeanne Evilsizer, District Clerk *Jeanne Evilsizer*
Re: Information Regarding Tax Override

Please read below a brief summary regarding Agenda Item 11) Vote Regarding Tax Override FY 2018/19.

As a result of Proposition 13 in June, 1978 the LAHCFD lost 60 percent of its property tax revenue. The State of California created a Special District Fund and gave counties the responsibility for distribution of a limited fund among all Districts. The amount allocated to the LAHCFD was insufficient to meet its commitment for fire protection. Therefore the District called for a Special District Election. The proposition passed. The annual fee charged to an improved residential parcel was \$50. The District imposed the tax override for a short time (less than four years) until the extra funds were no longer required.

The District still has the ability to levy the tax override should it be necessary for fire protection and related services. The District formally makes this decision at a scheduled Fire District meeting. I then notify the Tax Collector's Office of the Board's decision. My file shows that for budget year 1986/87 and every year thereafter the tax override was set at \$0.00.

For convenience I will provide you electronically Ordinance No. 1 imposing a Special Tax for fire protection and related services approved on June 18, 1981.

Thank you.

ORDINANCE NO. 1

AN ORDINANCE OF THE LOS ALTOS COUNTY FIRE
PROTECTION DISTRICT IMPOSING A SPECIAL TAX
FOR FIRE PROTECTION AND RELATED SERVICES

The Board of Commissioners of the Los Altos County Fire Protection District Commission, acting in accordance with authority granted by resolution of the County Board of Supervisors January 5, 1981, does ordain as follows:

SECTION 1. PURPOSE AND INTENT.

As a result of the passage of Proposition 13 in June, 1978, the Los Altos County Fire Protection District lost about 60 percent of its property tax revenue. The State of California responded to the urgent need of special districts by creating a special district fund and giving counties the responsibility for distribution of a limited fund among all special districts. The amount allocated to the Los Altos County Fire Protection District has been insufficient to meet its commitment under an existing contract with the City of Los Altos.

It is the purpose and intent of this ordinance to impose a special tax pursuant to the provisions of California Government Code Section 53978 on real property, other than property owned by governmental agencies, within this district for the purpose of augmenting funding of fire protection and related services in order to continue the present level of service. The revenues raised by this tax are to be used solely for the purposes of obtaining, furnishing, operating, and maintaining fire suppression equipment or apparatus, for paying the salaries and benefits of firefighting personnel, and for such other fire protection and related services expenses as are deemed necessary by the Los Altos County Fire Protection District governing board.

SECTION 2. DEFINITIONS.

The following definitions shall apply throughout this ordinance:

(a) "Parcel" means the land and any improvements thereon designated by an assessor's parcel map and parcel number and carried on the secured property tax roll of the County of Santa Clara. For purposes of this ordinance, "parcel" does not refer to any land or improvement located outside the boundaries of the Los Altos County Fire Protection District or owned by another governmental entity.

(b) "Improvement" means any building, structure or fixture located

on the land except fences, poles and walls that are not part of or connected to a structure.

(c) "Combustible improvement" means any improvement any part of which is combustible or the contents of which is combustible.

(d) "Improved parcel" means any parcel upon which any combustible improvement exists.

(e) "Unimproved parcel" means any parcel except an improved parcel.

(f) "Improved residential parcel" means any parcel containing one or more but not more than four dwelling units. It shall not include parcels which also contain churches or other institutional improvements.

(g) "Dwelling unit" means any building or portion thereof used or designed as a separate living accomodation with cooking, living and sleeping facilities.

(h) "Improved commercial parcel" means any improved parcel which is not an improved residential parcel.

SECTION 3. SPECIAL TAX LEVY.

The following annual special tax is hereby imposed on all parcels within the Los Altos County Fire Protection District:

(a) Unimproved Parcel. A special tax is imposed on each unimproved parcel in the sum of Fifteen and 00/100 Dollars (\$15.00) per five acres or fraction thereof; provided, the tax shall not exceed Sixty and 00/100 Dollars (\$60.00) regardless of the size of the parcel.

(b) Improved Residential Parcel. A special tax is imposed on each improved residential parcel in the amount of fifty and 00/100 Dollars (\$50.00).

(c) Improved Commercial Parcel. A special tax is imposed on each improved commercial parcel in an amount of Seventy-five and 00/100 Dollars (\$75.00).

SECTION 4. ALTERATION OF TAX BY GOVERNING BOARD.

The governing board of the District is authorized to reduce the special taxes imposed by Section 3 of this ordinance by a simple majority vote; provided, the same percentage reduction is made in the tax on each of the three catagories of property specified in Section 3. Having reduced the tax below the rates set forth in Section 3, the governing board may by a simple majority vote increase the tax up to the amount

stated in Section 3, provided the same percentage increase is made in the tax on each of the three categories of property specified in Section 3. Under no circumstances may the tax exceed that set forth in Section 3. The governing board shall set the tax rates for each year based upon the approved district budget, subject to the above limitation.

SECTION 5. COLLECTION AND ADMINISTRATION.

(a) Liens. The special taxes imposed under this ordinance shall constitute a lien on the real property in accordance with Revenue and Taxation Code Section 2187 and shall have the same effect as an ad valorem real property tax lien until fully paid. For fiscal year 1981-82 the lien shall attach at 12:01 a.m. on December 1, 1981, and for subsequent years the lien shall attach at 12:01 a.m. on March 1 preceding the fiscal year for which the taxes are levied.

(b) Collection. The special tax shall be collected by the Tax Collector of the County of Santa Clara at the same time as and along with, and shall be subject to the same interest and penalties, as general ad valorem property taxes. The taxes on each parcel shall be billed on the secured roll tax bills. For fiscal year 1981-82, the special taxes shall be separately billed and shall be due March 1, 1982. For subsequent years, the special taxes shall be billed with the secured roll bills and shall be collected in the same manner as ad valorem county taxes on the secured roll. Failure to pay when due will result in the imposition of penalties and interest in the same manner as if the taxes were ad valorem property taxes.

(c) Recovery of County Costs. The County of Santa Clara shall be entitled to deduct the reasonable costs of collection and administration of this ordinance before remitting the tax revenues collected to the District.

(d) Administrative Regulations. The governing board of the Los Altos County Fire Protection District may from time-to-time adopt regulations necessary for the enforcement and administration of the special tax provided for herein. Such regulations shall be consistent with the purpose and intent of this ordinance.

SECTION 6. APPEALS.

(a) Notice of Right to Appeal. Within ten (10) days after the tax bills containing the special taxes imposed by this ordinance have been mailed, the governing board of the District shall cause a notice of right

to appeal to be published once a week for two successive weeks in a newspaper of general circulation throughout the District. Such notice shall be headed "Notice of Appeals Period and Procedure for Los Altos County Fire Protection District Special Tax for Fire Protection and Related Services" and shall contain the precise wording of paragraph (b) of this Section 6.

(b) Appeals Procedure. Appeals of the amount of the special tax for fire protection and prevention services for a parcel or of any component of the tax must be made in accordance with the following:

(1) Application. Appeal shall be initiated by taxpayer by written application addressed to "Board of Commissioners , as Governing Board of the Los Altos County Fire Protection District, 10 Almond Avenue, Los Altos, California 94022".

The application must be received no later than April 1, 1982, for the 1981-82 tax and no later than December 31 for subsequent years. Any such application for reduction shall set forth all facts upon which the taxpayer relies as support for the tax reduction sought. The application must give the mailing address of taxpayer, must specify by precise address or assessor's parcel number the location of the parcel for which the taxes are being appealed and must contain a statement made under penalty of perjury that the facts set forth in the application are true.

If the District's staff and the appealing taxpayer do not agree on a resolution of the matters presented by the appeal, an application which complies with the requirements stated above shall be set for hearing before the Board of Commissioners of the Los Altos County Fire Protection District

Commission, or by its designated representative, as soon as reasonably possible. Notice of such hearing shall be mailed to the appealing taxpayer at least fourteen (14) days in advance of the date of the hearing. Filing of an appeal is not grounds for failing to timely pay the entire amount of taxes specified as due on the tax bill.

(2) Hearing. The taxpayer or designated representative may, but need not, be present at the hearing. If present, the taxpayer or designated representative may present any relevant evidence

and may be examined under oath by the District's representative and by the members of the governing board. The District's representative may also present any relevant evidence and be examined under oath by the taxpayer, or designated representative, and by members of the governing board. The burden of proof of any factual question shall be on the taxpayer. Within forty (40) days after the hearing, the governing board, by majority vote, shall determine what (if any) component of the tax bill shall be reduced or increased and by how much. If taxes are reduced or increased as a result of the decision of the governing board of the District, the taxes shall be refunded or collected, insofar as it is feasible, in the same manner as secured roll ad valorem property taxes are refunded or collected after Assessment Appeals Board hearings.

SECTION 7. SEVERABILITY CLAUSE.

If any section, subsection, sentence, phrase or clause of this ordinance is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The voters of the Los Altos County Fire Protection District hereby declare that they would have adopted this ordinance and each section, subsection, sentence, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, sentences, phrases or clauses be declared invalid.

SECTION 8. EFFECTIVE DATE

This ordinance shall take effect immediately upon its confirmation by two-thirds of the voters voting within the District in an election to be held November 3, 1981.

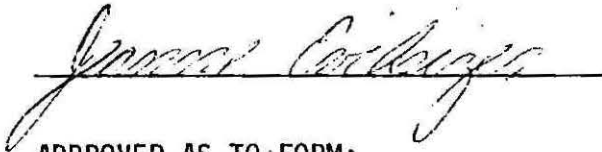
PASSED AND ADOPTED at a regular meeting of the Board of Commissioners of
the Los Altos County Fire Protection Commission sitting as the governing board of the
Los Altos County Fire Protection District, on this 18th day of
June, 1981, by the following vote:

AYES: Commissioners: Cheney, Schmidt, Perkins, Lundquist, Mc Guigan

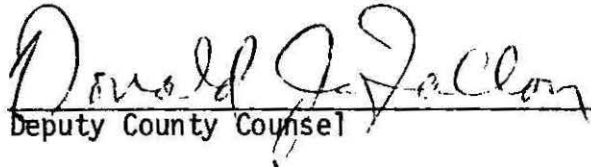
NOES: None

ABSENT: Commissioners: Nystrom, Mc Reynolds

ATTEST: JEANNE M. EVILSIZER, Clerk/Secretary
Los Altos County Fire Protection District Commission

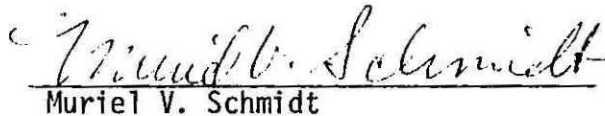

James Carls

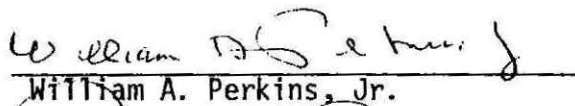
APPROVED AS TO FORM:

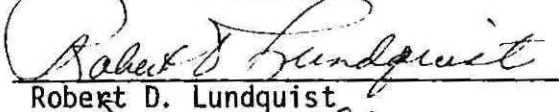

Deputy County Counsel

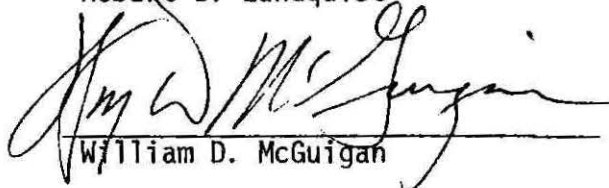
AYES:


Robert C. Cheney, Commissioner


Muriel V. Schmidt


William A. Perkins, Jr.


Robert D. Lundquist


William D. McGuigan

NOES: NONE

ABSENT: Commissioner James C. Nystrom
Commissioner Thomas P. Mc Reynolds



Vargas Company

March 9, 2018

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

RE: Financial Statement Package – February 2018

Dear Board Members,

Enclosed please find the Los Altos Hills County Fire District's interim financial statement package for the month of February 2018, 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	9
7. Expenses – Transaction Detail By Account	10
8. Expenses by Vendor Summary	12

Sincerely,

Cori Vargas
Vargas Company

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW

Balance Sheet

As of February 28, 2018

	<u>Feb 28, 18</u>	<u>Jan 31, 18</u>
ASSETS		
Current Assets		
Checking/Savings		
1000200 · Cash-Commingled	(2,700,382.94)	(2,700,382.94)
1100000 · Cash-Clearing Account	16,730,427.65	17,468,257.88
1112000 · Cash - Imprest Cash	500.00	500.00
Total Checking/Savings	<u>14,030,544.71</u>	<u>14,768,374.94</u>
Total Current Assets	<u>14,030,544.71</u>	<u>14,768,374.94</u>
Fixed Assets		
1301400 · Land (Manual Post)	4,688.00	4,688.00
1302100 · Accum Depr - Buildings	(1,073,853.00)	(1,073,853.00)
1302300 · Buildings and Improvements (MP)	2,552,838.00	2,552,838.00
1303100 · Accum Depr - LI-Fire Hydrants	(312,494.00)	(312,494.00)
1303300 · LI - Fire Hydrants (MP)	1,078,745.00	1,078,745.00
1305100 · Accum Depr - Equipment & Furnit	(59,405.00)	(59,405.00)
1305300 · Equipment and Furniture (MP)	63,118.13	63,118.13
Total Fixed Assets	<u>2,253,637.13</u>	<u>2,253,637.13</u>
TOTAL ASSETS	<u><u>16,284,181.84</u></u>	<u><u>17,022,012.07</u></u>
LIABILITIES & EQUITY		
Equity		
3000000 · Investment in Capital Assets	2,253,637.13	2,253,637.13
3400300 · Fund Balance - Unassigned	8,855,299.58	8,855,299.58
3400930 · Fund Balance - Committed		
3400931 · Committed to Operations	2,000,000.00	2,000,000.00
3400933 · Committed to Emergency Ops	2,000,000.00	2,000,000.00
Total 3400930 · Fund Balance - Committed	<u>4,000,000.00</u>	<u>4,000,000.00</u>
Net Income	<u>1,175,245.13</u>	<u>1,913,075.36</u>
Total Equity	<u>16,284,181.84</u>	<u>17,022,012.07</u>
TOTAL LIABILITIES & EQUITY	<u><u>16,284,181.84</u></u>	<u><u>17,022,012.07</u></u>

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW

Profit & Loss

February 2018

	<u>Feb 18</u>	<u>Jul '17 - Feb 18</u>
Income		
4001100 · Prop Taxes-Curr Secured	0.00	5,689,910.65
4001200 · Prop Taxes-Unitary	0.00	22,914.87
4001210 · Prop Taxes - Unitary Railroad	0.00	462.74
4002100 · Prop Taxes-Curr Unsecured	0.00	645,222.03
4006100 · Property Taxes-SB 813	22,106.72	178,643.10
4301100 · Interest-Dep & Investments		
4301101 · County	26,560.67	88,079.27
Total 4301100 · Interest-Dep & Investments	26,560.67	88,079.27
4302100 · Property Rental	0.00	3,000.00
4419100 · Homeowner's Property Tax Relief	0.00	22,042.54
4813000 · Misc. Income		
4813900 · Misc Reimbursements	0.00	160.04
Total 4813000 · Misc. Income	0.00	160.04
Total Income	48,667.39	6,650,435.24
Gross Profit	48,667.39	6,650,435.24
Expense		
5220100 · Insurance	0.00	2,160.00
5225500 · Commissioners Fee	0.00	5,200.00
5235400 · Outside Repair & Maintenance		
5235401 · Hydrant Repair & Maintenance	18,537.98	36,901.31
Total 5235400 · Outside Repair & Maintenance	18,537.98	36,901.31
5250100 · Office Expense	353.25	3,512.78
5255100 · Professional & Specialized Serv		
5255101 · Annual Audit-Charter	0.00	17,894.00
5255102 · Accounting Services	3,000.00	21,000.00
5255103 · Outside Legal Services	10,592.00	52,565.50
5255104 · Outside Consulting Services	0.00	197.00
Total 5255100 · Professional & Specialized Serv	13,592.00	91,656.50
5255500 · Contract Services		
5255501 · Santa Clara Co. Fire Dept.	381,888.41	2,971,011.64
5255502 · Battalion 74 Services	92,235.65	717,574.00
5255503 · Emergency Service Coordinator	6,377.84	49,618.24
5255504 · Emergency Prep/Fire Prevention	247.51	9,329.67
5255505 · Extra Fire Season Patrol	0.00	242,957.73
5255506 · Type 3 Fire Engine Rental	0.00	91,328.00
Total 5255500 · Contract Services	480,749.41	4,081,819.28
5257130 · Consultants - General and Admin		
5257131 · Clerk	5,158.33	36,108.31
5257132 · Fire Consultant	4,685.00	32,795.00
Total 5257130 · Consultants - General and Admin	9,843.33	68,903.31
5260100 · Publications and Legal Notices.	132.00	3,317.00

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW**Profit & Loss**

February 2018

	Feb 18	Jul '17 - Feb 18
5282200 · Projects and Programs		
5282201 · Chipping Program	26,572.96	193,887.29
5282202 · Yard Waste Program	0.00	14,214.92
5282204 · Buildings and Grounds	0.00	2,960.00
5282206 · Tree Removal Program	228,688.94	801,869.16
5282208 · Hydrant/Main Improv.-Purissima	0.00	119,906.64
5282210 · Fire Service Water Flow Impr.	8,027.75	48,226.92
Total 5282200 · Projects and Programs	263,289.65	1,181,064.93
5350100 · Misc Expense-Others	0.00	655.00
Total Expense	786,497.62	5,475,190.11
Net Income	(737,830.23)	1,175,245.13

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
February 2018

	Feb 18	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
Income				
4006100 · Property Taxes-SB 813	22,106.72	29,880.00	(7,773.28)	(26.01%)
4301100 · Interest-Dep & Investments				
4301101 · County	26,560.67	0.00	26,560.67	100.0%
Total 4301100 · Interest-Dep & Investments	26,560.67	0.00	26,560.67	100.0%
Total Income	48,667.39	29,880.00	18,787.39	62.88%
Gross Profit	48,667.39	29,880.00	18,787.39	62.88%
Expense				
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	18,537.98	2,000.00	16,537.98	(826.9%)
Total 5235400 · Outside Repair & Maintenance	18,537.98	2,000.00	16,537.98	(826.9%)
5250100 · Office Expense	353.25	0.00	353.25	(100.0%)
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services	3,000.00	3,000.00	0.00	0.0%
5255103 · Outside Legal Services	10,592.00	5,000.00	5,592.00	(111.84%)
Total 5255100 · Professional & Specialized Serv	13,592.00	8,000.00	5,592.00	(69.9%)
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	381,888.41	383,424.00	(1,535.59)	0.4%
5255502 · Battalion 74 Services	92,235.65	92,405.00	(169.35)	0.18%
5255503 · Emergency Service Coordinator	6,377.84	6,389.00	(11.16)	0.17%
5255504 · Emergency Prep/Fire Prevention	247.51	3,000.00	(2,752.49)	91.75%
5255507 · City of Los Altos Workers Comp.	0.00	750.00	(750.00)	100.0%
Total 5255500 · Contract Services	480,749.41	485,968.00	(5,218.59)	1.07%
5257130 · Consultants - General and Admin				
5257131 · Clerk	5,158.33	5,158.00	0.33	(0.01%)
5257132 · Fire Consultant	4,685.00	4,863.00	(178.00)	3.66%
Total 5257130 · Consultants - General and Admin	9,843.33	10,021.00	(177.67)	1.77%
5260100 · Publications and Legal Notices.	132.00	132.00	0.00	0.0%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
February 2018

	Feb 18	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
5282200 · Projects and Programs				
5282201 · Chipping Program	26,572.96	30,000.00	(3,427.04)	11.42%
5282204 · Buildings and Grounds	0.00	295.00	(295.00)	100.0%
5282205 · Emergency Access Roads	0.00	500.00	(500.00)	100.0%
5282206 · Tree Removal Program	228,688.94	200,000.00	28,688.94	(14.34%)
5282210 · Fire Service Water Flow Impr.	8,027.75	40,000.00	(31,972.25)	79.93%
Total 5282200 · Projects and Programs	263,289.65	270,795.00	(7,505.35)	2.77%
5350100 · Misc Expense-Others	0.00	500.00	(500.00)	100.0%
Total Expense	786,497.62	777,416.00	9,081.62	(1.17%)
Net Income	(737,830.23)	(747,536.00)	9,705.77	1.3%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual Year-to-Date
 July 2017 through February 2018

	Jul 17 - Feb 18	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY18 Budget	YTD % to FY18 Budget
Income						
4001100 · Prop Taxes-Curr Secured	5,689,910.65	5,385,600.00	304,310.65	5.65%	9,792,000.00	58.11%
4001200 · Prop Taxes-Unitary	22,914.87	22,000.00	914.87	4.16%	43,000.00	53.29%
4001210 · Prop Taxes - Unitary Railroad	462.74	490.00	(27.26)	(5.56%)	960.00	48.20%
4002100 · Prop Taxes-Curr Unsecured	645,222.03	580,000.00	65,222.03	11.25%	630,000.00	102.42%
4006100 · Property Taxes-SB 813	178,643.10	149,400.00	29,243.10	19.57%	298,800.00	59.79%
4301100 · Interest-Dep & Investments						
4301101 · County	88,079.27	42,500.00	45,579.27	107.25%	85,000.00	103.62%
Total 4301100 · Interest-Dep & Investments	88,079.27	42,500.00	45,579.27	107.25%	85,000.00	103.62%
4302100 · Property Rental	3,000.00	3,000.00	0.00	0.0%	3,000.00	100.00%
4419100 · Homeowner's Property Tax Relief	22,042.54	22,500.00	(457.46)	(2.03%)	45,000.00	48.98%
4813000 · Misc. Income						
4813800 · Miscellaneous Income - Other	0.00	200.00	(200.00)	(100.0%)	600.00	0.00%
4813900 · Misc Reimbursements	160.04	200.00	(39.96)	(19.98%)	400.00	40.01%
Total 4813000 · Misc. Income	160.04	400.00	(239.96)	(59.99%)	1,000.00	16.00%
4980220 · Property Taxes - Excess ERAF	0.00	0.00	0.00	0.0%	7,000.00	0.00%
Total Income	6,650,435.24	6,205,890.00	444,545.24	7.16%	10,905,760.00	60.98%
Gross Profit	6,650,435.24	6,205,890.00	444,545.24	7.16%	10,905,760.00	60.98%
Expense						
5220100 · Insurance	2,160.00	5,000.00	(2,840.00)	56.8%	5,000.00	43.20%
5225500 · Commissioners Fee	5,200.00	8,400.00	(3,200.00)	38.1%	16,800.00	30.95%
5235400 · Outside Repair & Maintenance						
5235401 · Hydrant Repair & Maintenance	36,901.31	8,000.00	28,901.31	(361.27%)	15,000.00	246.01%
Total 5235400 · Outside Repair & Maintenance	36,901.31	8,000.00	28,901.31	(361.27%)	15,000.00	246.01%
5250100 · Office Expense	3,512.78	2,500.00	1,012.78	(40.51%)	5,000.00	70.26%
5255100 · Professional & Specialized Serv						
5255101 · Annual Audit-Charter	17,894.00	21,100.00	(3,206.00)	15.19%	21,100.00	84.81%
5255102 · Accounting Services	21,000.00	21,000.00	0.00	0.0%	36,000.00	58.33%
5255103 · Outside Legal Services	52,565.50	35,000.00	17,565.50	(50.19%)	60,000.00	87.61%
5255104 · Outside Consulting Services	197.00	0.00	197.00	(100.0%)	4,500.00	4.38%
Total 5255100 · Professional & Specialized Serv	91,656.50	77,100.00	14,556.50	(18.88%)	121,600.00	75.38%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual Year-to-Date
 July 2017 through February 2018

	Jul 17 - Feb 18	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY18 Budget	YTD % to FY18 Budget
5255500 · Contract Services						
5255501 · Santa Clara Co. Fire Dept.	2,971,011.64	2,974,080.00	(3,068.36)	0.1%	4,507,775.00	65.91%
5255502 · Battalion 74 Services	717,574.00	717,910.00	(336.00)	0.05%	1,087,530.00	65.98%
5255503 · Emergency Service Coordinator	49,618.24	49,636.00	(17.76)	0.04%	75,191.00	65.99%
5255504 · Emergency Prep/Fire Prevention	9,329.67	29,640.00	(20,310.33)	68.52%	40,000.00	23.32%
5255505 · Extra Fire Season Patrol	242,957.73	250,000.00	(7,042.27)	2.82%	325,000.00	74.76%
5255506 · Type 3 Fire Engine Rental	91,328.00	88,760.00	2,568.00	(2.89%)	115,200.00	79.28%
5255507 · City of Los Altos Workers Comp.	0.00	1,500.00	(1,500.00)	100.0%	3,000.00	0.00%
Total 5255500 · Contract Services	4,081,819.28	4,111,526.00	(29,706.72)	0.72%	6,153,696.00	66.33%
5257130 · Consultants - General and Admin						
5257131 · Clerk	36,108.31	36,106.00	2.31	(0.01%)	61,900.00	58.33%
5257132 · Fire Consultant	32,795.00	34,041.00	(1,246.00)	3.66%	59,200.00	55.40%
Total 5257130 · Consultants - General and Admin	68,903.31	70,147.00	(1,243.69)	1.77%	121,100.00	56.90%
5258200 · Professional Services-Internal	0.00	0.00	0.00	0.0%	231.00	0.00%
5259200 · Property Tax Admin Fee	0.00	0.00	0.00	0.0%	108,100.00	0.00%
5260100 · Publications and Legal Notices.	3,317.00	3,253.00	64.00	(1.97%)	6,000.00	55.28%
5282200 · Projects and Programs						
5282201 · Chipping Program	193,887.29	180,000.00	13,887.29	(7.72%)	300,000.00	64.63%
5282202 · Yard Waste Program	14,214.92	19,500.00	(5,285.08)	27.1%	39,000.00	36.45%
5282203 · Brush Goat Program	0.00	0.00	0.00	0.0%	18,000.00	0.00%
5282204 · Buildings and Grounds	2,960.00	3,565.00	(605.00)	16.97%	6,000.00	49.33%
5282205 · Emergency Access Roads	0.00	3,000.00	(3,000.00)	100.0%	5,000.00	0.00%
5282206 · Tree Removal Program	801,869.16	680,000.00	121,869.16	(17.92%)	1,000,000.00	80.19%
5282208 · Hydrant/Main Improv.-Purissima	119,906.64	460,000.00	(340,093.36)	73.93%	470,000.00	25.51%
5282209 · Hydrant/Main Improv.-Cal Water	0.00	4,000.00	(4,000.00)	100.0%	10,000.00	0.00%
5282210 · Fire Service Water Flow Impr.	48,226.92	390,000.00	(341,773.08)	87.63%	1,500,000.00	3.22%
5282215 · Project & Programs Contingency	0.00	30,000.00	(30,000.00)	100.0%	100,000.00	0.00%
Total 5282200 · Projects and Programs	1,181,064.93	1,770,065.00	(589,000.07)	33.28%	3,448,000.00	34.25%
5350100 · Misc Expense-Others	655.00	1,500.00	(845.00)	56.33%	2,000.00	32.75%
Total Expense	5,475,190.11	6,057,491.00	(582,300.89)	9.61%	10,002,527.00	54.74%
Net Income	1,175,245.13	148,399.00	1,026,846.13	691.95%	903,233.00	130.12%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
February 2018

	Feb 18	Feb 17	\$ Change	% Change
Income				
4006100 · Property Taxes-SB 813	22,106.72	19,878.12	2,228.60	11.2%
4301100 · Interest-Dep & Investments				
4301101 · County	26,560.67	0.00	26,560.67	100.0%
Total 4301100 · Interest-Dep & Investments	26,560.67	0.00	26,560.67	100.0%
4302100 · Property Rental	0.00	1,500.00	-1,500.00	-100.0%
Total Income	48,667.39	21,378.12	27,289.27	127.7%
Gross Profit	48,667.39	21,378.12	27,289.27	127.7%
Expense				
5225500 · Commissioners Fee	0.00	3,100.00	-3,100.00	-100.0%
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	18,537.98	0.00	18,537.98	100.0%
Total 5235400 · Outside Repair & Maintenance	18,537.98	0.00	18,537.98	100.0%
5250100 · Office Expense	353.25	494.21	-140.96	-28.5%
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services	3,000.00	3,000.00	0.00	0.0%
5255103 · Outside Legal Services	10,592.00	7,232.50	3,359.50	46.5%
Total 5255100 · Professional & Specialized Serv	13,592.00	10,232.50	3,359.50	32.8%
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	381,888.41	367,872.47	14,015.94	3.8%
5255502 · Battalion 74 Services	92,235.65	82,214.70	10,020.95	12.2%
5255503 · Emergency Service Coordinator	6,377.84	4,996.20	1,381.64	27.7%
5255504 · Emergency Prep/Fire Prevention	247.51	117.17	130.34	111.2%
Total 5255500 · Contract Services	480,749.41	455,200.54	25,548.87	5.6%
5257130 · Consultants - General and Admin				
5257131 · Clerk	5,158.33	4,896.00	262.33	5.4%
5257132 · Fire Consultant	4,685.00	4,685.00	0.00	0.0%
Total 5257130 · Consultants - General and Admin	9,843.33	9,581.00	262.33	2.7%
5260100 · Publications and Legal Notices.	132.00	132.00	0.00	0.0%
5282200 · Projects and Programs				
5282201 · Chipping Program	26,572.96	25,209.47	1,363.49	5.4%
5282204 · Buildings and Grounds	0.00	265.00	-265.00	-100.0%
5282206 · Tree Removal Program	228,688.94	70,317.88	158,371.06	225.2%
5282208 · Hydrant/Main Improv.-Purissima	0.00	15,802.50	-15,802.50	-100.0%
5282210 · Fire Service Water Flow Impr.	8,027.75	0.00	8,027.75	100.0%
Total 5282200 · Projects and Programs	263,289.65	111,594.85	151,694.80	135.9%
5350100 · Misc Expense-Others	0.00	225.00	-225.00	-100.0%
Total Expense	786,497.62	590,560.10	195,937.52	33.2%
Net Income	-737,830.23	-569,181.98	-168,648.25	-29.6%

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

February 2018

Type	Date	Name	Memo	Amount
4006100 · Property Taxes-SB 813				
Deposit	02/23/2018	County of Santa Clara - Property Taxes	1/18 1% Suppl	22,106.72
Total 4006100 · Property Taxes-SB 813				22,106.72
4301100 · Interest-Dep & Investments				
4301101 · County				
Deposit	02/01/2018	County of Santa Clara - Interest Alloc	Int Alloc 2nd Qtr	26,560.67
Total 4301101 · County				26,560.67
Total 4301100 · Interest-Dep & Investments				26,560.67
TOTAL				48,667.39

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

February 2018

Date	Name	Memo	Amount
5235400 · Outside Repair & Maintenance			
5235401 · Hydrant Repair & Maintenance			
02/02/2018	Stoloski & Gonzalez, Inc.	Natoma Rd. FH Repair	4,848.29
02/19/2018	Stoloski & Gonzalez, Inc.	St. Francis Rd. FH Repair	10,100.00
02/19/2018	Pakpour Consulting Group, Inc.	Hydrant Replacement Natoma & St. Fr...	3,589.69
Total 5235401 · Hydrant Repair & Maintenance			18,537.98
Total 5235400 · Outside Repair & Maintenance			18,537.98
5250100 · Office Expense			
02/02/2018	Sharp Business Systems	Color Catridge	19.96
02/02/2018	Sharp Business Systems	Annual Printer Usage	333.29
Total 5250100 · Office Expense			353.25
5255100 · Professional & Specialized Serv			
5255102 · Accounting Services			
02/02/2018	Vargas Company	Financial Services Jan 2018	3,000.00
Total 5255102 · Accounting Services			3,000.00
5255103 · Outside Legal Services			
02/02/2018	Jorgenson, Siegel, McClure & Flegel	Legal Fees Dec 2018	2,881.50
02/19/2018	Jorgenson, Siegel, McClure & Flegel	Legal Fees Jan 2018	7,710.50
Total 5255103 · Outside Legal Services			10,592.00
Total 5255100 · Professional & Specialized Serv			13,592.00
5255500 · Contract Services			
5255501 · Santa Clara Co. Fire Dept.			
02/28/2018	Santa Clara County Central Fire Protectio	Fire Protection Services Feb 2018	381,888.41
Total 5255501 · Santa Clara Co. Fire Dept.			381,888.41
5255502 · Battalion 74 Services			
02/28/2018	Santa Clara County Central Fire Protectio	Fire Protection Services Feb 2018	99,124.22
02/28/2018	Santa Clara County Central Fire Protectio	Battalion Chief Credit	(6,888.57)
Total 5255502 · Battalion 74 Services			92,235.65
5255503 · Emergency Service Coordinator			
02/28/2018	Santa Clara County Central Fire Protectio	Fire Protection Services Feb 2018	6,377.84
Total 5255503 · Emergency Service Coordinator			6,377.84
5255504 · Emergency Prep/Fire Prevention			
02/28/2018	Santa Clara County Central Fire Protectio	Comcast	141.55
02/28/2018	Santa Clara County Central Fire Protectio	Duplicate from Jan, will credit in March	105.96
Total 5255504 · Emergency Prep/Fire Prevention			247.51
Total 5255500 · Contract Services			480,749.41
5257130 · Consultants - General and Admin			
5257131 · Clerk			
02/02/2018	Evilsizer, Jeanne	Clerk's Fee Jan 2018	5,158.33
Total 5257131 · Clerk			5,158.33

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

February 2018

Date	Name	Memo	Amount
5257132 · Fire Consultant			
02/02/2018	Farwell, Stu	Consulting Fee Jan 2018	4,685.00
Total 5257132 · Fire Consultant			4,685.00
Total 5257130 · Consultants - General and Admin			9,843.33
5260100 · Publications and Legal Notices.			
02/02/2018	Los Altos Town Crier	Weed Abatement Notice	132.00
Total 5260100 · Publications and Legal Notices.			132.00
5282200 · Projects and Programs			
5282201 · Chipping Program			
02/02/2018	AID Mailing & Fulfillment	BCP Area 3	937.96
02/02/2018	S.P. McClenahan Co., Inc.	Brush Chipping Area 1	25,635.00
Total 5282201 · Chipping Program			26,572.96
5282206 · Tree Removal Program			
02/02/2018	S.P. McClenahan Co., Inc.	Tree Program Areas 5-6 Billing #4	138,380.00
02/19/2018	Pakpour Consulting Group, Inc.	Tree RFP	129.94
02/19/2018	S.P. McClenahan Co., Inc.	Tree Removal Area 5-6 Billing #5	90,179.00
Total 5282206 · Tree Removal Program			228,688.94
5282210 · Fire Service Water Flow Impr.			
02/02/2018	EKI Environment and Water	Water Flow Improvement Project	8,027.75
Total 5282210 · Fire Service Water Flow Impr.			8,027.75
Total 5282200 · Projects and Programs			263,289.65
TOTAL			786,497.62

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses by Vendor Summary
February 2018

	Feb 18	Jul '17 - Feb 18
AID Mailing & Fulfillment	937.96	6,462.29
Alexander Atkins Design		2,000.00
Carr, Janice		600.00
Craftsmen Printing		5,612.87
Crystal Springs Landscaping Co.		2,960.00
EKI Environment and Water	8,027.75	48,226.92
Evilsizer, Jeanne	5,158.33	36,108.31
FAIRA Insurance		2,160.00
Farwell, Stu	4,685.00	32,795.00
Gladwell Governmental Services Inc.		1,543.75
Jorgenson, Siegel, McClure & Flegel	10,592.00	52,565.50
Los Altos Chamber of Commerce		655.00
Los Altos Town Crier	132.00	951.00
O'Grady Paving		7,400.00
Pakpour Consulting Group, Inc.	3,719.63	71,819.05
Petty Cash Custodian - Jeanne Evilsizer		1,615.78
Price, Duffy		1,200.00
Purissima Hills Water District		(3,431.60)
S.P. McClenahan Co., Inc.	254,194.00	976,660.32
Santa Clara County Central Fire Protectio	480,749.41	4,074,170.45
Sharp Business Systems	353.25	353.25
Snow Technoligies, Inc.		197.00
Spreen, Roger		700.00
Starbuck, Carol		35.96
Stoloski & Gonzalez, Inc.	14,948.29	93,654.34
Town of Los Altos Hills		16,580.92
Tyson, George		1,200.00
Vargas Company	3,000.00	21,000.00
Vaughn, Melvin		200.00
Vavrinek, Trine, Day & Co.		17,894.00
Waldeck, Gary		400.00
Warren, Mark		900.00
TOTAL	786,497.62	5,475,190.11

**Los Altos Hills County Fire District
March 2018 Disbursements**

Stu Farwell	4,685.00	Fire Consultant Fee Feb. 2018
Jeanne Evilsizer	5,158.33	Clerk's Fee Feb. 2018
Vargas Company	3,000.00	Financial Consulting Feb. 2018
AID Mailing and Fulfillment	1,284.71	Brush Chipping Notice Area 4
S.P. McClenahan	55,872.00	Tree Removal Area 5-6 Billing #6
S.P. McClenahan	28,435.00	Brush Chipping Area 2
Los Altos Chamber of Commerce	225.00	Annual Membership Renewal
Sharp Business Solutions	219.62	Remainder of Annual Maintenance Charge
Petty Cash - Jeanne Evilsizer	481.79	Supplies, postage, refreshments, etc.
Pakpour Consulting	519.75	St. Francis Rd. FH Repair
Pakpour Consulting	1,732.50	FHRP Phase VIII warranty and closeout
Pakpour Consulting	9,204.56	Tree Program RFP
Crystal Springs Landscaping	30.00	Irrigation Maintenance
Crystal Springs Landscaping	340.00	Station Landscaping Feb. 2018
Crystal Springs Landscaping	340.00	Station Landscaping Mar. 2018

TOTAL DISBURSEMENTS

111,528.26

Note: An updated list of expenditures may be provided at the March 20 meeting

Los Altos Hills County Fire District			Actual FY15 (2014-2015)	Actual FY16 (2015-2016)	Actual FY17 (2016-2017)	Budget FY18 (2017-2018)	Projected FY18 (2017-2018)	Budget FY19 (2018-2019)
SAP	LAHCFD #	Revenues (NOTE 1)						
4001100	4001100	Prop Taxes - Curr Secured	8,182,311	8,798,598	9,414,395	9,792,000	9,962,645	10,361,485
4001200	4001200	Prop Tax - Unitary	35,718	44,355	40,507	43,960	44,900	44,900
4002100	4002100	Prop Taxes - Curr Unsecured	664,757	606,621	623,329	630,000	685,000	698,000
4006100	4006100	Senate Bill 813	288,108	288,777	319,203	298,800	287,283	287,283
4301100	4301100	Interest - Deposits & Investment	51,498	71,771	99,370	85,000	115,000	175,000
4302100	4302100	Property Rental	500	5,500	11,000	3,000	3,000	4,500
4419100	4419100	HOPTR (Homeowner's Prop Tax Relief)	48,062	46,557	45,222	45,000	43,000	43,000
4813810	4813810	Other/Misc. Revenue	686	-	534	1,000	500	500
4980220	4980220	Tax Revenue - Excess ERAF (NOTE 2)	-	13,757	9,147	7,000	17,253	15,000
		Total Revenues	9,271,640	9,875,936	10,562,708	10,905,760	11,158,581	11,629,668
		Operating Expenditures:						
5220200	5220200	Insurance	3,517	5,099	4,653	5,000	2,160	5,000
5225500	5225500	Commissioners Fee	9,400	5,900	11,900	16,800	14,000	15,000
5235400	5235401	Outside Hydrant Repair/Maint	2,602	70,208	3,403	15,000	30,000	40,000
5250100	5250100	Office Expenses	2,913	4,610	7,334	5,000	5,000	10,000
5258200	5258200	Professional Services - Internal	231	231	231	231	231	231
5259200	5259200	Property Tax Admin Fee	90,418	102,453	95,154	108,100	99,912	104,907
5260100	5260100	Publications and Legal Notices	2,804	8,218	5,385	6,000	6,000	8,000
5350100	5350100	Miscellaneous	13,568	10,239	1,683	2,000	1,200	2,000
		Total Operating Expenditures	125,453	206,957	129,744	158,131	158,503	185,138
		Salaries & Payroll Taxes (NOTE 3)						
5108400	5108400	Permanent Employees - Special Districts				-	45,000	250,000
5110500	5110500	Medicare Tax - Employers Share				-	700	4,000
5113020	5113020	FICA - Special Districts				-	3,000	16,000
5113040	5113040	Unemployment - Special Districts				-	250	500
		Total Salaries & Payroll Taxes				-	48,950	270,500
		Professional & Specialized Services						
5255100	5255101	Annual Audit Charter	18,950	20,440	20,440	21,100	21,100	22,000
	5255102	Accounting Services	24,150	30,000	36,000	36,000	36,000	42,000
	5255103	Outside Legal Fees	61,043	54,108	83,921	60,000	100,000	115,000
	5255104	Outside Consultant Services	17,387	2,072	4,369	4,500	2,000	10,000
5255100		Total Professional & Spec. Services	121,530	106,620	144,730	121,600	159,100	189,000
		Contract Services						
5255500	5255501	Central Fire District	3,988,329	4,162,212	4,332,641	4,507,775	4,498,565	4,679,400
	5255502	Battalion 74 Services	1,035,224	1,080,358	1,084,780	1,087,530	1,086,510	1,132,000
	5255503	Emergency Services Coordinator	79,042	82,488	78,985	75,191	75,132	78,100
	5255504	Emergency Prep/Fire Prevention	35,909	20,055	3,531	40,000	25,000	25,000
	5255505	Extra Fire Season Staff	297,209	307,755	242,006	325,000	315,000	320,100
	5255506	Type 3 Fire Engine Rental			-	115,200	115,200	126,000
	5255507	Self Insurance Claim (Worker's Comp)	5,319	1,444	493	3,000	1,000	1,500
5255500		Total Contract Services	5,441,032	5,654,313	5,742,437	6,153,696	6,116,407	6,362,100
		Contract Services (Consultants)						
5255600	5255601	Clerk	56,220	56,853	59,539	61,900	61,900	64,260
	5255602	Fire Consultant	56,220	56,220	56,220	59,200	56,220	48,000
5255600		Total Contract Services (Consultants)	112,440	113,073	115,759	121,100	118,120	112,260
		Projects and Programs						
5282200	5282201	Chipping Program	251,191	266,782	290,277	300,000	335,000	360,000
	5282202	Yard Waste Program	27,450	36,604	37,332	39,000	34,000	40,000
	5282203	Brush Goat Program	17,738	17,738	17,738	18,000	17,738	20,000
	5282204	Buildings and Grounds	4,804	4,464	4,802	6,000	5,000	7,000
	5282205	Emergency Access Roads	459	304	-	5,000	-	5,000
	5282206	Tree Removal Program	2,516,711	2,633,356	1,087,389	1,000,000	1,200,000	2,000,000
	5282208	Hydrant/Water Main Improv. - Purissima	515,064	537,996	1,301,769	470,000	121,000	10,000
	5282209	Hydrant/Water Main Improv. - Cal Water	54,289	-	-	10,000	-	10,000
	5282210	Fire Service Water Flow Improvements				1,500,000	250,000	1,200,000
	5282211	Projects & Programs Contingency		-	-	100,000	-	500,000
	5282212	Page Mill Tank Seismic Retrofit		624,404				
5282200		Total Projects and Programs	3,387,706	4,121,648	2,739,307	3,448,000	1,962,738	4,152,000
		Total Expenditures:	9,188,161	10,202,611	8,871,976	10,002,527	8,563,818	11,270,998
		Net Change in Fund Balance	83,479	(326,675)	1,690,733	903,233	2,594,763	358,670

Balance Sheet

Assets	Cash	11,902,307	11,481,652	13,127,770	14,038,533	15,720,063	16,108,733
	Accounts Receivable / Prepaids	16,491	18,284	15,354	20,000	30,000	40,000
	Prepaids Expense - Payroll						10,000
	Capital Assets (net of Accum. Depreciation)	2,405,341	2,329,342	2,253,637	2,177,638	2,179,413	2,114,022
	Total Assets	14,324,139	13,829,278	15,396,761	16,236,171	17,929,476	18,272,755
Liabilities	Accounts Payable	427,556	335,369	287,824	300,000	300,000	350,000
	Committed to Operations		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
	Committed to Insurance		100,000	100,000			-
	Committed to Emergency Operations		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
	Total Committed Funds		4,100,000	4,100,000	4,000,000	4,000,000	4,000,000
Net Position	Unassigned Fund Balance	11,491,242	7,064,566	8,755,300	9,758,533	11,450,063	11,808,733
	Investment in Capital Assets	2,405,341	2,329,342	2,253,637	2,177,638	2,179,413	2,114,022
	Total Liabilities and Net Position	14,324,139	13,829,278	15,396,761	16,236,171	17,929,476	18,272,755

NOTES

- Property Tax Revenues are provided by the County of Santa Clara (December 2017)
- Excess ERAF was included in Curr. Secured Property Taxes for FY16, but the County separated the account in FY17
- Salaries & Payroll Taxes are new accounts created in case of creation of General Manager position

Los Altos Hills County Fire District Budget by Month Proposed FY19	JULY		AUGUST		SEPTEMBER		OCTOBER	
	Proposed FY19	% Annual Total	Proposed FY19	% Annual Total	Proposed FY19	% Annual Total	Proposed FY19	% Annual Total
Income:								
Prop Taxes - Curr Secured		0.0%		0.0%		0.0%		0.0%
Prop Tax - Unitary		0.0%		0.0%		0.0%		0.0%
Prop Taxes - Curr Unsecured		0.0%		0.0%		0.0%	656,000	94.0%
Senate Bill 813		0.0%	22,982	8.0%	11,495	4.0%	11,495	4.0%
Interest - Deposits & Investment		0.0%		0.0%	43,750	25.0%		0.0%
Property Rental								
HOPTR (Homeowner's Prop Tax Relief)		0.0%		0.0%		0.0%		0.0%
Other Income (Misc. Income)		0.0%	150	30.0%		0.0%		0.0%
Tax Revenue - Excess ERAF		0.0%		0.0%		0.0%		0.0%
Total Income:	-	0.0%	23,132	0.2%	55,245	0.5%	667,495	5.7%
Operating Expenses:								
Insurance	5,000	100.0%		0.0%		0.0%		0.0%
Commissioners Fee		0.0%		0.0%		0.0%	3,800	25.3%
Outside Hydrant Repair/Maint		0.0%	1,000	2.5%	2,500	6.3%	2,000	5.0%
Office Expenses	2,000	20.0%	1,000	10.0%	500	5.0%	500	5.0%
Professional Services - Internal		0.0%		0.0%		0.0%		0.0%
Property Tax Admin Fee		0.0%		0.0%		0.0%		0.0%
Publications and Legal Notices		0.0%		0.0%	500	6.3%	1,500	18.8%
Miscellaneous (1)		0.0%		0.0%	500	25.0%		0.0%
Total Operating Expenses	7,000	3.8%	2,000	1.1%	4,000	2.2%	7,800	4.2%
Salaries & Payroll Taxes								
Perm Employees - Spec. Dist	10,000	4.0%	20,000	8.0%	20,000	8.0%	20,000	8.0%
Medicare Tax	160	4.0%	320	8.0%	320	8.0%	320	8.0%
FICA - Spec. Dist.	640	4.0%	1,280	8.0%	1,280	8.0%	1,280	8.0%
Unemployment - Spec. Dist.		0.0%		0.0%		0.0%		0.0%
Total Salaries & Payroll Taxes	10,800	4.0%	21,600	8.0%	21,600	8.0%	21,600	8.0%
Professional & Specialized Services								
Annual Audit Charter		0.0%	5,000	22.7%		0.0%	15,000	68.2%
Accounting Services		0.0%	3,500	8.3%	3,500	8.3%	3,500	8.3%
Outside Legal Fees		0.0%	10,000	8.7%	10,000	8.7%	10,000	8.7%
Outside Consultant Services		0.0%	4,500	45.0%		0.0%	2,000	20.0%
Total Professional & Spec. Services	-	0.0%	23,000	12.2%	13,500	7.1%	30,500	16.1%
Contract Services								
Central Fire District	381,888	8.2%	381,888	8.2%	381,888	8.2%	381,888	8.2%
Battalion 74 Services	92,235	8.1%	92,235	8.1%	92,235	8.1%	92,235	8.1%
Emergency Services Coordinator	6,378	8.2%	6,378	8.2%	6,378	8.2%	6,378	8.2%
Emergency Prep/Fire Prevention	200	0.8%	2,500	10.0%	4,800	19.2%	500	2.0%
Extra Fire Season Staff	65,000	20.3%	65,000	20.3%	65,000	20.3%	65,000	20.3%
Type 3 Fire Engine Rental	26,600	21.1%	26,600	21.1%	25,600	20.3%	23,600	18.7%
Self Insurance Claim (Worker's Comp)		0.0%		0.0%		0.0%		0.0%
Total Contract Services	572,301	9.0%	574,601	9.0%	575,901	9.1%	569,601	9.0%
Contract Services (Consultants)								
Clerk		0.0%	5,355	8.3%	5,355	8.3%	5,355	8.3%
Fire Consultant		0.0%	4,000	8.3%	4,000	8.3%	4,000	8.3%
Total Contract Services (Consultants)	-	0.0%	9,355	8.3%	9,355	8.3%	9,355	8.3%
Projects and Programs								
Chipping Program	1,000	0.3%	35,000	9.7%	35,000	9.7%	35,000	9.7%
Yard Waste Program		0.0%	10,000	25.0%		0.0%		0.0%
Brush Goat Program		0.0%		0.0%		0.0%		0.0%
Buildings and Grounds	325	4.6%	325	4.6%	325	4.6%	2,000	28.6%
Emergency Access Roads		0.0%		0.0%		0.0%	1,000	20.0%
Tree Removal Program	60,000	3.0%	150,000	7.5%	200,000	10.0%	200,000	10.0%
Hydrant/Water Main Impr. - Purissima		0.0%		0.0%		0.0%	2,500	25.0%
Hydrant/Water Main Impr. - Cal Water		0.0%		0.0%		0.0%	2,500	25.0%
Fire Service Water Flow Improvements	25,000	2.1%	25,000	2.1%	25,000	2.1%	25,000	2.1%
Projects & Programs Contingency		0.0%	20,000	4.0%	20,000	4.0%	20,000	4.0%
Total Projects and Programs	86,325	2.1%	240,325	5.8%	280,325	6.8%	288,000	6.9%
Total Expense:	676,426	6.0%	870,881	7.7%	904,681	8.0%	926,856	8.2%
Net Income (Loss)	(676,426)		(847,749)		(849,436)		(259,361)	

Los Altos Hills County Fire District Budget by Month Proposed FY19	NOVEMBER		DECEMBER		JANUARY		FEBRUARY	
	Proposed FY19	% Annual Total	Proposed FY19	% Annual Total	Proposed FY19	% Annual Total	Proposed FY19	% Annual Total
Income:								
Prop Taxes - Curr Secured	1,554,225	15.0%	2,590,370	25.0%	1,554,225	15.0%		0.0%
Prop Tax - Unitary		0.0%	18,000	40.1%	4,500	10.0%		0.0%
Prop Taxes - Curr Unsecured		0.0%		0.0%		0.0%		0.0%
Senate Bill 813	11,495	4.0%	22,990	8.0%	57,456	20.0%	22,982	8.0%
Interest - Deposits & Investment	43,750	25.0%		0.0%		0.0%		0.0%
Property Rental								
HOPTR (Homeowner's Prop Tax Relief)		0.0%	6,500	15.1%	15,000	34.9%		0.0%
Other Income (Misc. Income)		0.0%		0.0%		0.0%		0.0%
Tax Revenue - Excess ERAF		0.0%		0.0%		0.0%		0.0%
Total Income:	1,609,470	13.8%	2,637,860	22.7%	1,631,181	14.0%	22,982	0.2%
Operating Expenses:								
Insurance		0.0%		0.0%		0.0%		
Commissioners Fee		0.0%		0.0%	3,600	24.0%		0.0%
Outside Hydrant Repair/Maint	5,000	12.5%	5,000	12.5%	10,000	25.0%	8,000	20.0%
Office Expenses	1,500	15.0%	1,000	10.0%	1,000	10.0%	500	5.0%
Professional Services - Internal		0.0%		0.0%		0.0%		0.0%
Property Tax Admin Fee		0.0%		0.0%		0.0%		0.0%
Publications and Legal Notices		0.0%	2,000	25.0%	500	6.3%	250	3.1%
Miscellaneous (1)		0.0%		0.0%	500	25.0%		0.0%
Total Operating Expenses	6,500	3.5%	8,000	4.3%	15,600	8.4%	8,750	4.7%
Salaries & Payroll Taxes								
Perm Employees - Spec. Dist	20,000	8.0%	20,000	8.0%	20,000	8.0%	20,000	8.0%
Medicare Tax	320	8.0%	320	8.0%	320	8.0%	320	8.0%
FICA - Spec. Dist.	1,280	8.0%	1,280	8.0%	1,280	8.0%	1,280	8.0%
Unemployment - Spec. Dist.		0.0%		0.0%	500	100.0%		0.0%
Total Salaries & Payroll Taxes	21,600	8.0%	21,600	8.0%	22,100	8.2%	21,600	8.0%
Professional & Specialized Services								
Annual Audit Charter		0.0%				0.0%	2,000	9.1%
Accounting Services	3,500	8.3%	3,500	8.3%	3,500	8.3%	3,500	8.3%
Outside Legal Fees	10,000	8.7%	8,000	7.0%	8,000	7.0%	10,000	8.7%
Outside Consultant Services	1,000	10.0%		0.0%	1,000	10.0%		0.0%
Total Professional & Spec. Services	14,500	7.7%	11,500	6.1%	12,500	6.6%	15,500	8.2%
Contract Services								
Central Fire District	381,888	8.2%	381,888	8.2%	398,012	8.5%	398,012	8.5%
Battalion 74 Services	92,235	8.1%	92,235	8.1%	96,431	8.5%	96,431	8.5%
Emergency Services Coordinator	6,378	8.2%	6,378	8.2%	6,638	8.5%	6,638	8.5%
Emergency Prep/Fire Prevention	250	1.0%	250	1.0%	3,000	12.0%	2,000	8.0%
Extra Fire Season Staff	10,000	3.1%		0.0%		0.0%		0.0%
Type 3 Fire Engine Rental	4,000	3.2%		0.0%		0.0%		0.0%
Self Insurance Claim (Worker's Comp)		0.0%		0.0%	500	33.3%		0.0%
Total Contract Services	494,751	7.8%	480,751	7.6%	504,581	7.9%	503,081	7.9%
Contract Services (Consultants)								
Clerk	5,355	8.3%	5,355	8.3%	5,355	8.3%	5,355	8.3%
Fire Consultant	4,000	8.3%	4,000	8.3%	4,000	8.3%	4,000	8.3%
Total Contract Services (Consultants)	9,355	8.3%	9,355	8.3%	9,355	8.3%	9,355	8.3%
Projects and Programs								
Chipping Program	30,000	8.3%	30,000	8.3%	25,000	6.9%	30,000	8.3%
Yard Waste Program		0.0%	10,000	25.0%		0.0%	10,000	25.0%
Brush Goat Program		0.0%		0.0%		0.0%		0.0%
Buildings and Grounds	1,000	14.3%	750	10.7%	500	7.1%	350	5.0%
Emergency Access Roads		0.0%	1,000	20.0%		0.0%	1,000	20.0%
Tree Removal Program	200,000	10.0%	150,000	7.5%	150,000	7.5%	150,000	7.5%
Hydrant/Water Main Impr. - Purissima	1,000	10.0%	500	5.0%		0.0%	1,000	10.0%
Hydrant/Water Main Impr. - Cal Water	1,000	10.0%	500	5.0%		0.0%	1,000	10.0%
Fire Service Water Flow Improvements	50,000	4.2%	50,000	4.2%	100,000	8.3%	100,000	8.3%
Projects & Programs Contingency	20,000	4.0%	20,000	4.0%	40,000	8.0%	40,000	8.0%
Total Projects and Programs	303,000	7.3%	262,750	6.3%	315,500	7.6%	333,350	8.0%
Total Expense:	849,706	7.5%	793,956	7.0%	879,636	7.8%	891,636	7.9%
Net Income (Loss)	759,764		1,843,904		751,545		(868,654)	

Los Altos Hills County Fire District Budget by Month Proposed FY19	MARCH		APRIL		MAY		JUNE		TOTAL
	Proposed FY19	% Annual Total	Proposed FY19	% Annual Total	Proposed FY19	% Annual Total	Proposed FY19	% Annual Total	Budget FY19
Income:									
Prop Taxes - Curr Secured	1,036,145	10.0%	2,590,370	25.0%		0.0%	1,036,150	10.0%	10,361,485
Prop Tax - Unitary		0.0%	22,400	49.9%		0.0%		0.0%	44,900
Prop Taxes - Curr Unsecured		0.0%	42,000	6.0%		0.0%		0.0%	698,000
Senate Bill 813	22,982	8.0%	28,725	10.0%	22,978	8.0%	51,703	18.0%	287,283
Interest - Deposits & Investment		0.0%	43,750	25.0%		0.0%	43,750	25.0%	175,000
Property Rental			1,500	33.3%	1,500		1,500	33.3%	4,500
HOPTR (Homeowner's Prop Tax Relief)		0.0%		0.0%	14,333	33.3%	7,167	16.7%	43,000
Other Income (Misc. Income)		0.0%		0.0%	250	50.0%	100	20.0%	500
Tax Revenue - Excess ERAF		0.0%		0.0%		0.0%	15,000	100.0%	15,000
Total Income:	1,059,127	9.1%	2,728,745	23.5%	39,061	0.3%	1,155,370	9.9%	11,629,668
Operating Expenses:		#DIV/0!							
Insurance		0.0%		0.0%		0.0%		0.0%	5,000
Commissioners Fee		0.0%	3,800	25.3%		0.0%	3,800	25.3%	15,000
Outside Hydrant Repair/Maint	2,000	5.0%	1,000	2.5%	1,000	2.5%	2,500	6.3%	40,000
Office Expenses	500	5.0%	500	5.0%	500	5.0%	500	5.0%	10,000
Professional Services - Internal		0.0%		0.0%		0.0%	231	100.0%	231
Property Tax Admin Fee		0.0%	100,000	95.3%		0.0%	4,907	4.7%	104,907
Publications and Legal Notices	1,500	18.8%		0.0%		0.0%	1,750	21.9%	8,000
Miscellaneous (1)		0.0%	250	12.5%	250	12.5%	500	25.0%	2,000
Total Operating Expenses	4,000	2.2%	105,550	57.0%	1,750	0.9%	14,188	7.7%	185,138
Salaries & Payroll Taxes									
Perm Employees - Spec. Dist	20,000	8.0%	20,000	8.0%	20,000	8.0%	40,000	16.0%	250,000
Medicare Tax	320	8.0%	320	8.0%	320	8.0%	640	16.0%	4,000
FICA - Spec. Dist.	1,280	8.0%	1,280	8.0%	1,280	8.0%	2,560	16.0%	16,000
Unemployment - Spec. Dist.		0.0%		0.0%		0.0%		0.0%	500
Total Salaries & Payroll Taxes	21,600	8.0%	21,600	8.0%	21,600	8.0%	43,200	16.0%	270,500
Professional & Specialized Services									
Annual Audit Charter		0.0%		0.0%		0.0%		0.0%	22,000
Accounting Services	3,500	8.3%	3,500	8.3%	3,500	8.3%	7,000	16.7%	42,000
Outside Legal Fees	10,000	8.7%	10,000	8.7%	10,000	8.7%	19,000	16.5%	115,000
Outside Consultant Services	1,500	15.0%		0.0%		0.0%		0.0%	10,000
Total Professional & Spec. Services	15,000	7.9%	13,500	7.1%	13,500	7.1%	26,000	13.8%	189,000
Contract Services									
Central Fire District	398,012	8.5%	398,012	8.5%	398,012	8.5%	398,012	8.5%	4,679,400
Battalion 74 Services	96,432	8.5%	96,432	8.5%	96,432	8.5%	96,432	8.5%	1,132,000
Emergency Services Coordinator	6,639	8.5%	6,639	8.5%	6,639	8.5%	6,639	8.5%	78,100
Emergency Prep/Fire Prevention	4,000	16.0%	500	2.0%	3,000	12.0%	4,000	16.0%	25,000
Extra Fire Season Staff		0.0%		0.0%		0.0%	50,100	15.7%	320,100
Type 3 Fire Engine Rental		0.0%		0.0%		0.0%	19,600	15.6%	126,000
Self Insurance Claim (Worker's Comp)		0.0%	500	33.3%		0.0%	500	33.3%	1,500
Total Contract Services	505,083	7.9%	502,083	7.9%	504,083	7.9%	575,283	9.0%	6,362,100
Contract Services (Consultants)									
Clerk	5,355	8.3%	5,355	8.3%	5,355	8.3%	10,710	16.7%	64,260
Fire Consultant	4,000	8.3%	4,000	8.3%	4,000	8.3%	8,000	16.7%	48,000
Total Contract Services (Consultants)	9,355	8.3%	9,355	8.3%	9,355	8.3%	18,710	16.7%	112,260
Projects and Programs									
Chipping Program	30,000	8.3%	30,000	8.3%	30,000	8.3%	49,000	13.6%	360,000
Yard Waste Program		0.0%		0.0%	10,000	25.0%		0.0%	40,000
Brush Goat Program		0.0%		0.0%		0.0%	20,000	100.0%	20,000
Buildings and Grounds	350	5.0%	350	5.0%	350	5.0%	375	5.4%	7,000
Emergency Access Roads		0.0%	1,000	20.0%		0.0%	1,000	20.0%	5,000
Tree Removal Program	175,000	8.8%	150,000	7.5%	200,000	10.0%	215,000	10.8%	2,000,000
Hydrant/Water Main Impr. - Purissima	1,000	10.0%	1,000	10.0%	1,000	10.0%	2,000	20.0%	10,000
Hydrant/Water Main Impr. - Cal Water	1,000	10.0%	1,000	10.0%	1,000	10.0%	2,000	20.0%	10,000
Fire Service Water Flow Improvements	150,000	12.5%	200,000	16.7%	200,000	16.7%	250,000	20.8%	1,200,000
Projects & Programs Contingency	50,000	10.0%	75,000	15.0%	75,000	15.0%	120,000	24.0%	500,000
Total Projects and Programs	407,350	9.8%	458,350	11.0%	517,350	12.5%	659,375	15.9%	4,152,000
Total Expense:	962,388	8.5%	1,110,438	9.9%	1,067,638	9.5%	1,336,756	11.9%	11,270,998
Net Income (Loss)	96,739		1,618,307		(1,028,577)		(181,386)		358,670



**COUNTY FIRE
DISTRICT**

**BUDGET NARRATIVE
Fiscal Year 2018 - 2019**

Introduction

The mission of the Los Altos Hills County Fire District (LAHCFD) is to protect the lives, property and environment within the community it serves from fires, disasters and medical emergencies or incidents through education, prevention and emergency response services for the Town of Los Altos Hills and adjacent county areas.

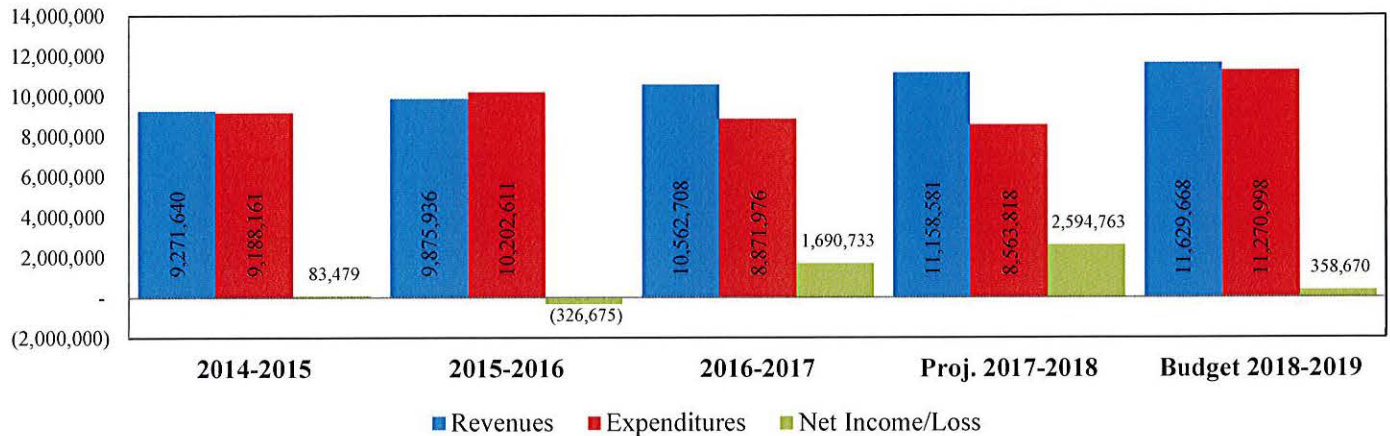
To achieve our mission, LAHCFD contracts with specialized personnel and consultants, thus minimizing the financial risks and burden of maintaining “in-house” capability. The District is also looking to hire a part-time General Manager to oversee operations. For Emergency Response Services, LAHCFD has contracted with the Santa Clara County Fire Department (SCCFD), thereby enjoying all the benefits offered by a larger organization, including a full roster of professional staff, specialized equipment, and a high level of readiness for various types of emergencies. The District also manages a number of other programs aimed at fire prevention: upgrades to fire hydrants, water mains and tanks, District-funded brush chipping services for residents, monthly assistance with yard waste disposal, annual weed abatement inspections, and District-funded eucalyptus and dead tree mitigation and removal. Finally, the District provides regular classes in emergency preparedness for residents of the district, including “Personal Emergency Preparedness”, “Community Emergency Response Teams”, and “Cardio Pulmonary Resuscitation”.

Budget Overview

We offer the readers of the District’s budget this narrative overview and analysis of the planned financial and operating activities for the year ending June 30, 2019.

- Assets are expected to increase from approximately \$17.9 million to \$18.3 million, a 1.9 percent increase. Cash at the end of the year will be slightly in excess of \$16.1 million, receivables \$40,000, prepaid expenses \$10,000, and fixed assets (including land, station improvements, fire hydrants, furniture and equipment) are expected to be slightly more than \$2.1 million.
- Revenue is anticipated to increase by 4.2 percent to \$11.6 million. The County assessor’s office reports that home sales and prices continue to rise in the District.
- Expenditures are expected to increase by 31.6 percent to \$11.3 million. This is primarily due to the District not having as many large expenditures for “Projects and Programs” in FY18 (approximately 28 percent decreased spending from FY17.) The \$2.2 million increase in spending for the “Fire Service Water Flow Improvement Project”, “Tree Removal Program” and “Contingency” represents the majority of the increase. Since the District is considering hiring a General Manager, the budgeted salary and payroll taxes add an additional \$270,500. The balance of the increase is due to customary inflationary factors. The District’s strong fund balance has enabled it to continue undertaking these expensive yet essential fire prevention projects.
- Expenses for the “Fire Service Water Flow Improvement Project” are expected to increase to \$1.2 million, or 380 percent over FY18 due to commencement of the construction phase of the project.
- Expenses for the “Tree Removal Program” are expected to increase to \$2 million, or 66.7 percent over FY18, due to a new phase of the program that looks to accelerate the removal process. See page 9 for more details.

Revenues, Expenditures and Net Change in Fund Balance



Revenues

FY19 Budget	11,629,668	4.2%		FY17 Actual	10,562,708	7.0%
FY18 Projected	11,158,581	5.6%		FY16 Actual	9,875,936	6.5%
FY18 Budget	10,905,760	3.2%		FY15 Actual	9,271,640	

Property Taxes

Santa Clara County collects taxes for the District, remits funds and charges an administrative handling fee for collecting the money (which is covered in the expense portion of this narrative). The County provides the District with a projection of expected tax revenue that is adapted into the budget.

- Secured Property Taxes:

Secured taxes are calculated based upon the value of real property, land, and personal property, such as structures, located upon the real property. Secured property is taxed at a general rate of one percent of the assessed value. These taxes make up the majority of the District's revenue each fiscal year.

FY19 Budget	10,361,485	4.0%		FY17 Actual	9,414,395	7.0%
FY18 Projected	9,962,645	5.8%		FY16 Actual	8,798,597	7.5%
FY18 Budget	9,792,000	4.0%		FY15 Actual	8,182,311	

- Unitary Property Taxes:

Unitary taxes cover such entities as railroads, electric, gas, and telephone companies. The State Board of Equalization assesses the value of these companies' operations and establishes a countywide tax rate system.

FY19 Budget	44,900	0.0%		FY17 Actual	40,507	-8.7%
FY18 Projected	44,900	10.8%		FY16 Actual	44,355	24.2%
FY18 Budget	43,960	8.5%		FY15 Actual	35,718	

- Unsecured Property Taxes:

Unsecured taxes are assessed against movable personal property such as business equipment, boats and airplanes. The tax is considered unsecured because any tax not paid results in a lien filed against the owner of the property, not the property itself.

FY19 Budget	698,000	1.9%		FY17 Actual	623,329	2.8%
FY18 Projected	685,000	9.9%		FY16 Actual	606,621	-8.7%
FY18 Budget	630,000	1.1%		FY15 Actual	664,757	

LAHCFD FY19 Budget Narrative

Property Taxes Continued

- Supplemental Senate Bill 813 Tax:

SB 813, also known as the Hughes-Hart Educational Reform Act of 1983, originally was designed to close a perceived loophole in Proposition 13 and generate much needed additional funding for schools. The new law established a “floating lien date” and prevented property owners from delaying the taxation of their properties at higher value assessments. After the first year, the revenue generated by SB 813 is distributed to all local governments that receive property tax revenues.

FY19 Budget	287,283	0.0%		FY17 Actual	319,203	10.5%
FY18 Projected	287,283	-10.0%		FY16 Actual	288,777	0.2%
FY18 Budget	298,800	-6.4%		FY15 Actual	288,108	

- The Homeowner Property Tax Relief:

HOPTR provides a \$7,000 exemption on the value of owner occupied homes. The tax revenue lost from this exemption is made up in part from other sources and the District receives a share of this funding.

FY19 Budget	43,000	0.0%		FY17 Actual	45,222	-2.9%
FY18 Projected	43,000	-4.9%		FY16 Actual	46,557	-3.1%
FY18 Budget	45,000	-0.5%		FY15 Actual	48,062	

- Excess Educational Revenue Augmentation Fund:

The County ERAF account has more revenue than necessary to offset all aid to K–12 and community college districts under Proposition 98. In response, the CA State Legislature enacted a law requiring some of these surplus funds to be used for special education programs, with the remaining funds returned to cities, counties, and special districts in proportion to the amount of property taxes they previously contributed to ERAF. LAHCFD received their first return of Excess ERAF in FY16 (but the County did not list it as a separate revenue account until FY17.)

FY19 Budget	15,000	-13.1%		FY17 Actual	9,147	-33.5%
FY18 Projected	17,253	88.6%		FY16 Actual	13,757	
FY18 Budget	7,000	-23.5%				

Other Revenues

- Interest – Deposits and Investments:

The District’s cash balances are commingled with and held by the County of Santa Clara. The District earns income from these holdings, which varies depending upon market interest rates. Interest income is expected to increase significantly due to extra cash and higher interest rates.

FY19 Budget	175,000	52.2%		FY17 Actual	99,370	29.0%
FY18 Projected	115,000	15.7%		FY16 Actual	77,007	49.5%
FY18 Budget	85,000	-14.5%		FY15 Actual	51,498	

- Property Rental

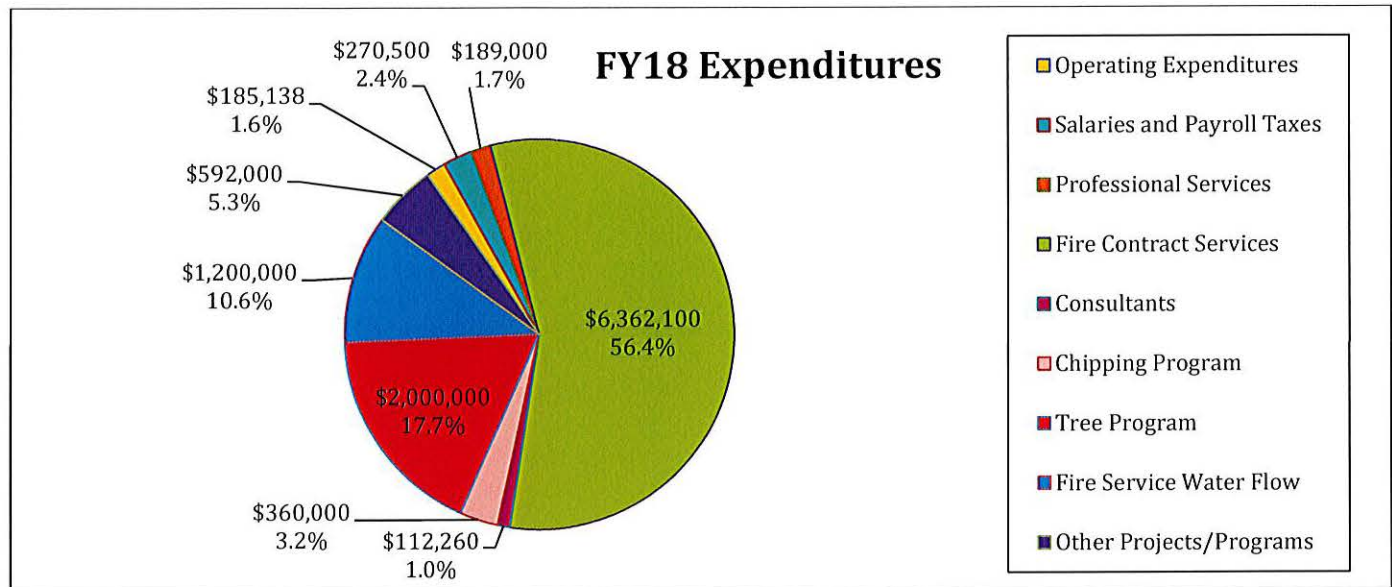
The District owns a property that is rented out, usually to contractors who are performing public work, for parking their heavy equipment and materials during operations. The District has budgeted for three months of property rental in FY19.

FY19 Budget	4,500	50.0%		FY17 Actual	11,000	100%
FY18 Projected	3,000	-72.7%		FY16 Actual	5,500	1000%
FY18 Budget	3,000	-72.7%		FY15 Actual	500	

- Other/Miscellaneous Revenues

Other income such as reimbursements and hydrant damage insurance settlements.

FY19 Budget	500	0.0%		FY17 Actual	534	100%
FY18 Projected	500	-6.4%		FY16 Actual	0	-100%
FY18 Budget	1,000	87.2%		FY15 Actual	686	

Expenditures

FY19 Budget	11,270,998	-31.6%	FY17 Actual	8,871,976	13.0%
FY18 Projected	8,563,818	3.5%	FY16 Actual	10,202,611	-11.0%
FY18 Budget	10,002,527	-12.7%	FY15 Actual	9,188,161	

Operating Expenditures

- Insurance:

In FY16, the District entered into an insurance policy with the Fire Agencies Insurance Risk Authority (FAIRA), which provides a comprehensive asset and liability coverage. FY19 has been budgeted slightly higher in case of additional insurance coverage for the new General Manager.

FY19 Budget	5,000	-131.5%	FY17 Actual	4,653	8.8%
FY18 Projected	2,160	53.6%	FY16 Actual	5,099	-45.0%
FY18 Budget	5,000	-7.5%	FY15 Actual	3,517	

- Commissions Fee:

The seven Commissioners of the Board are currently paid \$100 per meeting. Prior to FY17, the Commissioners were only paid for the ten monthly Board Meetings per year; Commissioners are now compensated for sub-committee attendance as well, not to exceed five meetings per month per Commissioner.

FY19 Budget	15,000	-7.1%	FY17 Actual	11,900	-101.7%
FY18 Projected	14,000	-17.6%	FY16 Actual	5,900	37.2%
FY18 Budget	16,800	-41.2%	FY15 Actual	9,400	

- Outside Hydrant Repair:

This account covers hydrant repair and maintenance costs for the District's 600 hydrants in the Purissima Hills Water District service area. Hydrants in the Cal Water service area are the responsibility of Cal Water. In FY16 a leaking hydrant lateral caused severe road damage that accounted for the unusually large expenditure. The Fire Consultant recommends a FY19 budget of \$40,000 to cover necessary repairs or unforeseeable accidents.

FY19 Budget	40,000	-33.3%	FY17 Actual	3,403	95.2%
FY18 Projected	30,000	-781.5%	FY16 Actual	70,208	-2598.2%
FY18 Budget	15,000	-340.8%	FY15 Actual	2,602	

LAHCFD FY19 Budget Narrative

Operating Expenditures Continued

- Office Expenses

This account includes amounts spent on postage, copier expenses, shredding, Commissioner meeting accommodations, business cards and letterhead, etc. The FY19 is slightly higher to cover additional General Manager office costs.

FY19 Budget	10,000	-100.0%		FY17 Actual	7,334	-59.1%
FY18 Projected	5,000	31.8%		FY16 Actual	4,610	-58.3%
FY18 Budget	5,000	31.8%		FY15 Actual	2,913	

- Professional Services – Internal

This is an annual fee of \$231 paid to the Clerk of the County for processing of the “Property Tax Administration Fee”.

- Property Tax Administration Fee:

The Property Tax Administration Fee is paid to the County in the 4th Quarter of the fiscal year, and is based on a variable percentage of actual property tax collection costs. The County provides an estimate of the fee as part of their revenue projections, which typically represents 1% of tax revenue.

FY19 Budget	104,907	-5.0%		FY17 Actual	95,154	7.1%
FY18 Projected	99,912	-5.0%		FY16 Actual	102,453	-13.3%
FY18 Budget	108,100	-13.6%		FY15 Actual	90,418	

- Publications and Legal Notices:

Notices of fire prevention hearings, emergency information and the “Los Altos Hills Our Town” mailings to the unincorporated areas of the Town are recorded in this account.

Note: notices relating to specific “Projects and Programs” are expensed to their corresponding accounts.

FY19 Budget	8,000	-33.3%		FY17 Actual	5,385	34.5%
FY18 Projected	6,000	-11.4%		FY16 Actual	8,218	-193.1%
FY18 Budget	6,000	-11.4%		FY15 Actual	2,804	

- Miscellaneous:

This account is used to record expenses that do not fall into a specific expense category, such as advertising expenses and boardroom improvements. Historically, this account included other costs now expensed under “Outside Consultant Services” and “Office Expenses”.

FY19 Budget	2,000	-66.7%		FY17 Actual	1,683	83.6%
FY18 Projected	1,200	28.7%		FY16 Actual	10,239	24.5%
FY18 Budget	2,000	-18.8%		FY15 Actual	13,568	

Salaries and Payroll Taxes

The District is looking to hire a part-time General Manager to over-see operations and to manage projects, programs, and community outreach activities, with employment looking to commence in the last quarter of FY18. The position would start at 20 hours per week, with annual compensation of \$95,000 to be broken into 24 semi-monthly payments. The employer’s share of payroll taxes would be 6.2% for Social Security, 1.45% for Medicare, 2.7% of the first \$7,000 for Federal Unemployment, and 3.5% of the first \$7,000 for California Unemployment/Employment Training Tax. Public entity employees are not subject to California disability tax. Extra has been budgeted to cover increased work hours if needed.

Account	FY18 Projected	FY19 Budget	Variance
Permanent Employees – Special Districts	45,000	250,000	-455.6%
Medicare Tax – Employer’s Share	700	4,000	-471.4%
FICA – Special Districts	3,000	16,000	-433.3%
Unemployment – Special Districts	250	500	0.0%

LAHCFD FY19 Budget Narrative

Professional & Specialized Services

- Annual Audit Charter:

The District's finances are audited annually by an outside CPA firm, and are subject to audit at any time by the Audit Division of the Santa Clara County Board of Supervisors. The District's contract with its existing auditor Vavrinek, Trine, Day & Co. goes through FY19.

FY19 Budget	22,000	-4.3%		FY17 Actual	20,440	0.0%
FY18 Projected	21,100	-3.2%		FY16 Actual	20,440	-7.9%
FY18 Budget	21,100	-3.2%		FY15 Actual	18,950	

- Accounting Services:

Vargas Company provides the District with financial consulting services including monthly reports, budget planning, and audit preparation, with additional services provided as needed. Accounting services are contracted at a set annual rate and are paid monthly. With the addition of the General Manager position in FY19, the financial consultant will take on extra duties including payroll and payroll tax preparation.

FY19 Budget	42,000	-16.7%		FY17 Actual	36,000	-20.0%
FY18 Projected	36,000	0.0%		FY16 Actual	30,000	-24.2%
FY18 Budget	36,000	0.0%		FY15 Actual	24,150	

- Outside Legal Fees:

The District is represented in all legal matters, including legal analysis and advice and the drafting of legal documents, by the law offices of Jorgenson, Siegel, McClure & Flegel. Legal fees are expected to continue to rise due to increased Projects and Programs within the District.

FY19 Budget	115,000	-15.0%		FY17 Actual	83,921	-55.1%
FY18 Projected	100,000	-19.2%		FY16 Actual	54,108	11.4%
FY18 Budget	60,000	28.5%		FY15 Actual	61,043	

- Outside Consulting Services:

The District uses outside consultants for special projects, including assistance with record retention and website maintenance. A higher amount has been budgeted for FY19 to cover additional costs that may be incurred due to the expiration of the current website consultant contract in FY18.

Note: Expenses were higher in FY15 due to the Strategic Plan consulting.

FY19 Budget	10,000	-400.0%		FY17 Actual	4,369	-110.8%
FY18 Projected	2,000	54.2%		FY16 Actual	2,072	88.1%
FY18 Budget	4,500	-3.0%		FY15 Actual	17,387	

Contract Services

- Central Fire District:

Beginning January 1, 2017, the District entered into a contract with the SCCFD for fire protection and emergency medical services through December 31, 2026. The annual percentage increase is based on a weighted average allocation of three indices as follows: 50% the change in the San Francisco/Oakland area consumer price index, 25% assessed local secured parcel values, and 25% firefighter's annual cost of living increases in total compensation. The annual percent increase shall not be less than 2% or greater than 5% of the prior year's base rate.

FY19 Budget	4,679,400	-4.0%		FY17 Actual	4,332,641	-4.1%
FY18 Projected	4,498,565	-3.8%		FY16 Actual	4,162,212	-4.4%
FY18 Budget	4,507,775	-4.0%		FY15 Actual	3,988,329	

LAHCFD FY19 Budget Narrative

Contract Services Continued

- Battalion 14:

Battalion 14 services are part of the SCCFD contract and are recorded in a separate account to better track expenditures. Battalion 14 was added in FY10 and includes the cost of a Battalion Chief 24/7. Annual increases in compensation are calculated at the same rate as outlined above. As part of the new contract, LAHCFD will receive a 1/15th credit of the adjusted base amount for battalion chief services.

FY19 Budget	1,132,000	-4.0%		FY17 Actual	1,084,780	-0.4%
FY18 Projected	1,086,510	-0.2%		FY16 Actual	1,080,358	-4.4%
FY18 Budget	1,087,530	-0.3%		FY15 Actual	1,035,224	

- Emergency Services Coordinator:

The Emergency Service Coordinator's salary is a contracted service provided by the SCCFD based on 20 hours of service per week. Cost increases annually at the same rate as the Central Fire District (see above.) The annual base amount for ESC Coordinator was lowered as part of the new contract.

FY19 Budget	78,100	-4.0%		FY17 Actual	78,985	4.2%
FY18 Projected	75,132	4.9%		FY16 Actual	82,488	-4.4%
FY18 Budget	75,191	4.8%		FY15 Actual	79,042	

- Fire Prevention/Emergency Prep:

This account covers the non-labor costs associated with the CERT program and ESC supplies paid to SCCFD. During the last part of FY16 and a majority of FY17 the District did not have a designated ESC, so expenses (outside of labor as covered above) were minimal. FY18 is expected to have increased supply expenses as well as \$23,000 designated to cover relocation costs of the ARK incident command center on the Foothill College campus.

FY19 Budget	25,000	0.0%		FY17 Actual	3,531	82.4%
FY18 Projected	25,000	-608.0%		FY16 Actual	20,055	44.1%
FY18 Budget	40,000	-1032.7%		FY15 Actual	35,909	

- Extra Fire Season Staff:

The District contracts for three additional firefighters nine hours a day during high fire hazard periods as designated by Cal Fire, roughly 160 days per year. FY19 has been budgeted slightly higher due to dry winter weather patterns that are expected to result in a longer fire season.

FY19 Budget	320,100	-5.0%		FY17 Actual	242,006	21.4%
FY18 Projected	315,000	-30.2%		FY16 Actual	307,755	-3.5%
FY18 Budget	325,000	-34.3%		FY15 Actual	297,209	

- Type 3 Fire Engine Rental

Under the new contract with SCCFD the District will need to rent the Type 3 Engine due to excessive wear caused by the District's service. Cal Fire OES has determined a rate of \$80 per hour, nine hours a day for 160 days in FY18. Due to dry weather conditions in the winter months of 2018, the FY19 budget has been increased in anticipation of a longer fire season.

FY19 Budget	126,000	-9.4%		FY18 Budget	115,200	-100.0%
FY18 Projected	115,200	-100.0%		FY17 Actual	0	

- Self-Insurance Claim (Workman's Comp):

The District is currently paying off its share of a few workers' compensation claims, dating from 1993 when they were involved with Los Altos Fire. The City of Los Altos bills the District an agreed upon one-third of the actual payments quarterly.

FY19 Budget	1,500	-50.0%		FY17 Actual	493	65.9%
FY18 Projected	1,000	-102.8%		FY16 Actual	1,444	72.8%
FY18 Budget	3,000	-508.4%		FY15 Actual	5,319	

LAHCFD FY19 Budget Narrative

Contract Services (Consultants)

- Contract Employment Services (Clerk):

This position serves as the primary and confidential administrative liaison for the LAHCFD Commission and its legal counsel and for the Fire Chief and other executive management personnel in Santa Clara County. Responsibilities include preparing the monthly packets, taking minutes of the monthly meetings, responding to public inquiries, collecting invoices for payment and coordinating auditor visits.

FY19 Budget	64,260	-3.8%		FY17 Actual	59,539	-4.7%
FY18 Projected	61,900	-4.0%		FY16 Actual	56,853	-1.1%
FY18 Budget	61,900	-4.0%		FY15 Actual	56,220	

- Contract Employment Services (Fire Consultant):

The Fire Consultant assists with all of the water main and hydrant projects in the District as well as overseeing the brush chipping, dead tree, eucalyptus and other programs as directed by the Board. Due to completion of the Fire Hydrant Replacement Project, and because the new General Manager will be assisting with some of the Projects and Programs, the Fire Consultant has determined he will be working fewer hours resulting in lower compensation for FY19.

FY19 Budget	48,000	14.6%		FY17 Actual	56,220	0%
FY18 Projected	56,220	0%		FY16 Actual	56,220	0%
FY18 Budget	59,200	-5.3%		FY15 Actual	56,220	

Projects and Programs

- Chipping Program:

A District-funded, on-site "chipping" service (provided twice-yearly in each of the District's six Areas) to reduce excess fuel loads from residential properties.

FY19 Budget	360,000	-7.5%		FY17 Actual	290,277	-8.8%
FY18 Projected	335,000	-15.4%		FY16 Actual	266,782	-6.2%
FY18 Budget	300,000	-3.3%		FY15 Actual	251,191	

- Yard and Waste Program:

This District-funded program allows residents to drop-off garden debris and other combustible plant materials once a month. The District reimburses the Town of Los Altos Hills for the cost of the program. Note: The FY15 number is lower because the Town did not calculate the amount for the 4th Quarter of the fiscal year in time.

FY19 Budget	40,000	-17.6%		FY17 Actual	37,332	-2.0%
FY18 Projected	34,000	8.9%		FY16 Actual	36,604	-33.3%
FY18 Budget	39,000	-4.5%		FY15 Actual	27,450	

- Brush Goat Program:

The District rents goats annually for fuel load reduction, usually provided at the end of the fiscal year in June. The annual charge for goat services has been \$17,738. The Fire Consultant has asked the FY19 budget to increase to \$20,000 in case the vendor increases pricing.

- Buildings and Grounds:

Includes monthly landscaping fees and any upgrades made to the District owned fire station at Foothill College. The budget has been set slightly higher for FY19 due to the increased landscape maintenance required for removing the invasive *Dittrichia graveolens* (stinkwort) weed.

FY19 Budget	7,000	-40.0%		FY17 Actual	4,802	-7.6%
FY18 Projected	5,000	-4.1%		FY16 Actual	4,464	7.1%
FY18 Budget	6,000	-24.9%		FY15 Actual	4,804	

LAHCFD FY19 Budget Narrative

Projects and Programs Continued

- Emergency Access Roads:

The District budgets funds for emergency road repairs and maintenance. Fire Consultant recommended \$5,000 to cover extra road repairs due to increased wet and stormy weather conditions.

FY19 Budget	5,000	-100.0%		FY17 Actual	0	100.0%
FY18 Projected	0	0.0%		FY16 Actual	304	33.7%
FY18 Budget	5,000	-100.0%		FY15 Actual	459	

- Tree Removal Program:

The District provides for the removal of dead or dying trees within the District. Previously there were two accounts: one for “Dead Tree” removal, and one for “Eucalyptus” pruning and removal. A new contract process began in FY17 in which contractors bid to remove all trees in a specific area, rather than billing on a tree-by-tree basis as was done in the past. Since the new process does not track costs by tree type, the two accounts have been combined into a single account called “Tree Removal Program.” The figures for FY15 and FY16 in the table below have been calculated by combining the old “Dead Tree” and “Eucalyptus” accounts.

The competitive bidding process which began in FY17 provided for significant program savings, however, the District was not satisfied in the amount of time spent on arborist evaluations, requests for proposals, and the review and selection of bids. In FY19 the District is looking to fine-tune operations by having contractors bid on a bundle of identified dead or dying trees throughout the entire District (rather than area-by-area), thereby expediting the bidding process and increasing the number of trees which will be removed. For this reason the FY19 budget has been increased significantly over FY18 projected spending.

FY19 Budget	2,000,000	-66.7%		FY17 Actual	1,087,389	58.7%
FY18 Projected	1,200,000	-10.4%		FY16 Actual	2,633,356	-4.6%
FY18 Budget	1,000,000	8.0%		FY15 Actual	2,516,711	

- Hydrant/Water Main Improvements - Purissima:

In FY18 the District, in conjunction with the Purissima Hills Water District, completed a multi-year project that replaced and/or improved fire hydrants within the Purissima Hills Water District. A small amount has been budgeted for FY19 for water main and hydrant costs not related to those covered in the “Outside Hydrant Repair” account.

FY19 Budget	10,000	80.8%		FY17 Actual	1,301,769	-142.0%
FY18 Projected	121,000	90.7%		FY16 Actual	537,996	-4.5%
FY18 Budget	470,000	63.9%		FY15 Actual	515,064	

- Hydrant/Water Main Improvements – Cal Water

This account covers costs (not covered in the “Outside Hydrant Repair” account) to maintain water mains and fire hydrants within the California Water Service’s area.

FY19 Budget	10,000	-100.0%		FY17 Actual	0	0%
FY18 Projected	0	0%		FY16 Actual	0	100.0%
FY18 Budget	10,000	-100.0%		FY15 Actual	54,289	

LAHCFD FY19 Budget Narrative

Projects and Programs Continued

- Fire Service Water Flow Improvements

In FY18 the District began an evaluation of water system infrastructures within the Purissima Hills Water District and the California Water Service areas, with the ultimate goal of improving water flow within the community in order to meet fire-flow standards. The program is expected to span three years and be partially funded by the two water service providers. The FY19 budget covers 1/3 the total estimated project cost (with cost-sharing) as calculated by LAHCFD's contracted engineering and planning firm EKI Environment & Water.

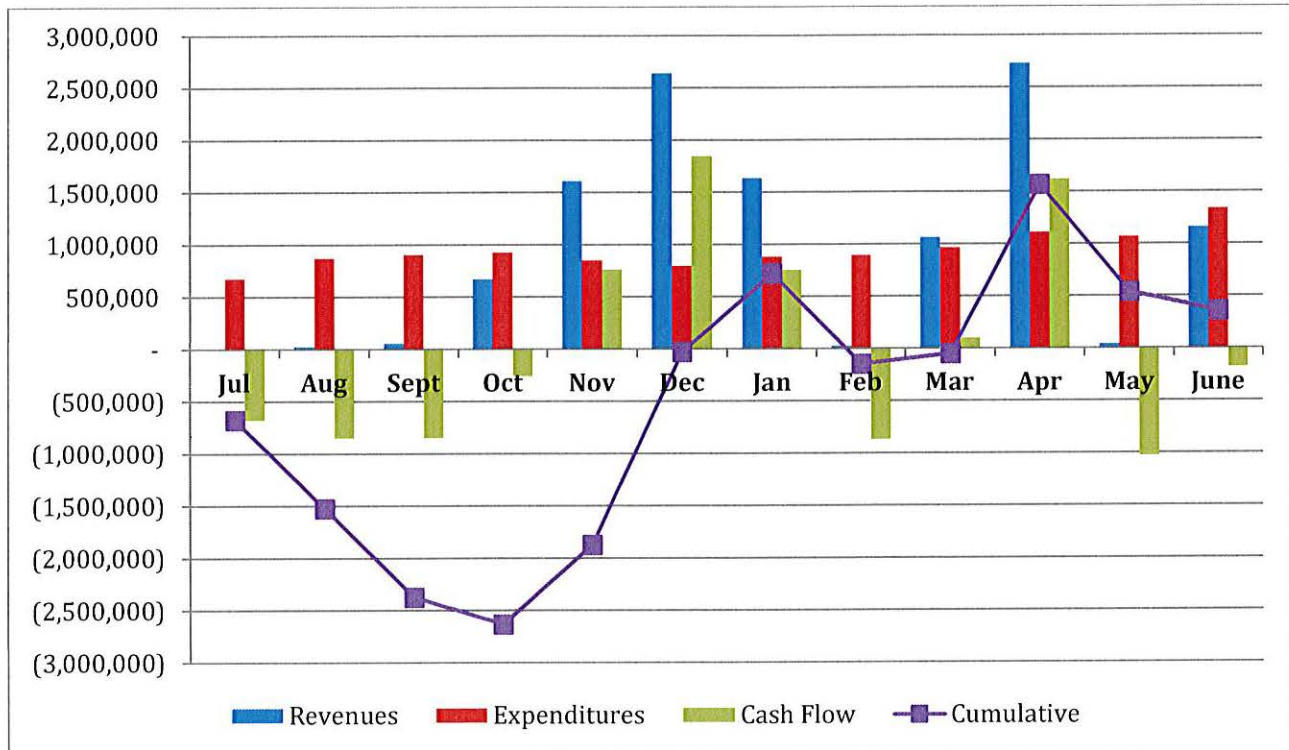
FY19 Budget	1,200,000	-380.0%		FY18 Budget	1,500,000	-100.0%
FY18 Projected	250,000	-100.0%		FY17 Actual		

- Projects & Programs Contingency

The District has budgeted \$500,000 to cover additional or unexpected Projects and Programs expenses, such as change orders or emergency needs.

- Fuel Break Program Open Space

This program was set up in conjunction with the Mid-Peninsula Open Space District to control weed and brush growth along private property lines adjacent to the Open Space District. Though most of the potential fire hazards were cleared by FY11, the program is kept in place to accommodate future growth. No expenditures are expected for this account in FY19.

Cash Flow by Month

	July	August	September	October	November	December
Revenues	0	23,132	55,245	667,495	1,609,470	2,637,860
Expenditures	-676,426	-870,881	-904,681	-926,856	-849,706	-793,956
Cash Flow	-676,426	-847,749	-849,436	-259,361	759,764	1,843,904
Cumulative	-676,426	-1,524,175	-2,373,611	-2,632,972	-1,873,208	-29,304
	January	February	March	April	May	June
Revenues	1,631,181	22,982	1,059,127	2,728,745	39,061	1,155,370
Expenditures	-879,636	-891,636	-962,388	-1,110,438	-1,067,638	-1,336,756
Cash Flow	751,545	-868,654	96,739	1,618,307	-1,028,577	-181,386
Cumulative	722,241	-146,413	-49,674	1,568,633	540,056	358,670

The District can expect negative cash flow in the first six months of the fiscal year because the largest portion of the District's revenue (98.9%) comes from Property Taxes which are usually collected twice per year, with the first portion received in December and the second in April (with early or late payments received in the months immediately preceding or following.)

Net Position

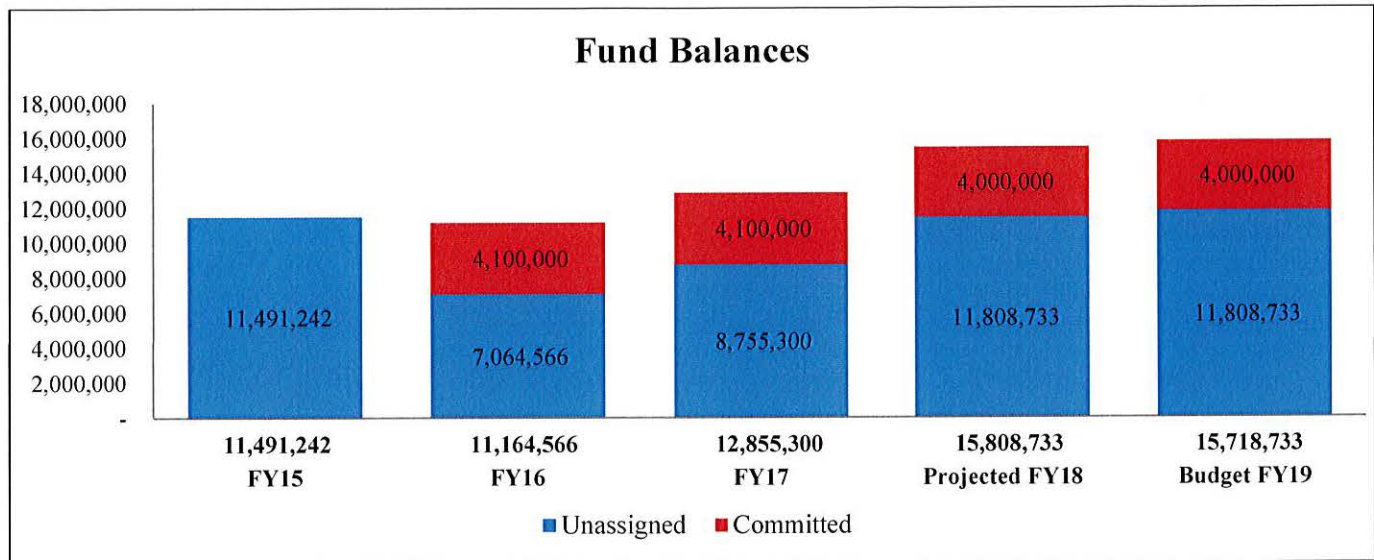
Investment in Capital Assets

At the beginning of FY19, the District's net investment in capital assets (net of accumulated depreciation) is expected to be \$2,179,413. The investment in capital assets includes land, improvements, fire hydrants, furniture and equipment. The District has budgeted an addition of \$10,000 in FY19 to cover any assets (such as computers, electronics or furniture) that may be purchased for the new General Manager position. After an estimated \$75,391 in accumulated depreciation, the investment in capital assets balance at the end of the fiscal year is estimated to be \$2,114,022. Expenditures for hydrants and water mains are not capitalized since they are either owned by the water districts or not required by GAAP.

Fund Balances

The term “fund balance” is the difference between assets and liabilities reported in a governmental fund, and is usually a positive number. Prior to Governmental Accounting Standards Board Statement Number 54 - Fund Balance Reporting and Governmental Fund Type Definitions (GASB 54) fund balances had been classified into three separate components, Reserved, Designated, and Undesignated. GASB 54 eliminates those three classifications and replaces them with the following five classifications:

- *Non-spendable* – Fund balance classified as *non-spendable* includes amounts that are not in spendable form, such as inventories or legally or contractually required to be maintained intact, such as fund balance associated with inventories.
- *Restricted* - Fund balance should be reported as *restricted* when constraints placed on the use of resources are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation.
- *Committed* - Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the District's highest level of decision-making authority, the Board of Commissioners, should be classified as *committed*. These funds cannot be used for any other purpose unless the District removes or changes the specified use by taking the same type of action it employed to previously commit these amounts.
- *Assigned* - Amounts in the *assigned* fund balance classification are intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed.
- *Unassigned* – The *unassigned* fund balance is the residual classification for the District's general fund and includes all spendable amounts not contained in the other classifications.

Fund Balances – Continued

For the FY19, the District has elected to classify fund balances as follows:

Committed for Operations - \$2,000,000

The amount of funds *Committed for Operations* will equal a minimum four months of operating expenses (to cover periods where minimal property tax revenue is forthcoming), including base amounts of contracted fire services, consulting and professional services, commissioner's fees, ordinary repair/maintenance of hydrants and water mains, and all other expenditures the District incurs as a result of performing normal daily operations. Daily operations do not include fire prevention programs such as brush chipping, yard-waste and dead tree removal as these are included in Emergency Operation commitments.

Committed for Emergency Operations - \$2,000,000

The amount of funds *Committed for Emergency Operations* will equal a minimum four months of extra fire protection and fire-prevention program expenses (to cover periods where minimal property tax revenue is forthcoming). This includes additional contracted fire-fighting services that should arise specifically due to economic uncertainties or unforeseen disasters or emergencies such as wildfires and earthquakes, staffing for extended fire seasons, and extra contracted services needed to ensure all fire-prevention programs with high priority components are completed in a timely manner.

Unassigned Fund Balance

The remaining amount of fund balance (approximately \$11.5 million at the beginning of FY19) will be classified as *unassigned*. After an estimated net change in fund balance of \$358,670, *Unassigned Fund Balance* at the end of FY19 is estimated to be slightly more than \$11.8 million.