

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

Project Name Los Altos Hills County Fire District 2018
Proposal No 4186
Date Nov 19, 2017 **Revised** Nov 19, 2017 **Valid Through** Dec 31, 2017
Terms SC County **Base Cost** \$1,657.40

Contacting Us

Your Account Representative

SnowTech Media
 101 First Street #385,
 Los Altos CA 94022
 Phone: (650) 868-2278

Dave Snow
 (650) 868-2278
 dsnow@snowtechmedia.com

This proposal to Los Altos Hills Fire District (LAHCFD) outlines the approach and costs for the maintenance of the website located at www.lahcfd.org and associated support projects. This includes:

1) Website Hosting

SnowTech Media will provide hosting for the LAHCFD website and manage all host server and email setup related functions.

2) Website Security Program

SnowTech Media will provide proactive security services to reduce the vulnerability of the website. These services include:

- Daily Offsite Backups
- 24/7 Monitoring of Website & Server Status
- Monitoring For Changes of Critical Files
- Integrated Google Analytics Reporting
- Regular Scanning For Malware Using Sucuri

3) Annual Website Maintenance

SnowTech will make all requested content, training class, and calendar updates on the website.

WordPress.org issues regular updates and security patches to keep the site software running properly and secured from hackers. SnowTech Media will install all patch level updates ('dot' level patches) as a part of this contract, including regular updates to plugin programs. (this excludes full website redesigns and major system level upgrades).

4) Provide Construction and Posting of Board Meeting Agendas, Support Materials, and Minutes

SnowTech Media will provide manipulation, conversion, assembly, posting and cross-linking of Board Agendas and minutes to make them available on the website for public review. This service includes the integrating and updating of PDF documents into the website's main search function.

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Contract Service Period: March 1, 2018 through June 30, 2018

Payment - Terms and Methods

For this type of project, we are providing a fixed price to include all services.

Billing Frequency: One Time
 Reporting Method: SnowTech Timelog Reports

Billing Method

Unless otherwise stated, invoices will be prepared and emailed to the billing contact of record.

Itemized Costs for This Project

<i>\$107.40</i>	<i>1) Annual Website Hosting & Email Service</i>
<i>\$40.00</i>	<i>2) WordPress Security Pro - 4 Months Service (security updates and backup)</i>
<i>\$810.00</i>	<i>3) 4 Months Website Maintenance (based on 1.5 hours per month)</i>
<i>\$700.00</i>	<i>4) 4 Months District Meeting Reporting - Complete</i>
<i>\$1657.40</i>	

These rates and descriptions are provided for comparison purposes to the rates quoted in this proposal.

Standard Billing Rates†

<i>Web Development</i>	<i>\$135.00 per hour</i>	Web & Interaction Design, Graphics, HTML & CSS Coding, Web Maint, QA Research, Writing, Editing, Proofing, Data Entry Corporate Identity, Advertising & Marketing Programs, SEO, Blog & News Services General Technical Support by Phone Back Office, IT Project Management & Consulting, Database, Programming: PHP, Perl, CGI, JavaScript, AJAX
<i>Content Development</i>	<i>\$135.00 per hour</i>	
<i>Marketing Consulting</i>	<i>\$135.00 per hour</i>	
<i>Tech Support</i>	<i>\$135.00 per hour</i>	
<i>Web Engineering</i>	<i>\$195.00 per hour</i>	

†Effective July 1, 2012, subject to change without notice

(Advertisement for LAHCFD GM Position)

The Los Altos Hills County Fire District announces a newly-created position:

General Manager

This part-time (20 hr/wk) position has been created to lead and manage the District's ongoing work in fire protection and emergency response. Reporting to an appointed seven-member Board, the General Manager will:

- Serve as the public face of the District, interacting with residents, contractors, and partner organizations
- Manage/oversee all District operations, projects, activities, and services
- Lead implementation of the District's strategic plan

The ideal candidate will have extensive experience in managing public agencies, including fire protection. Prior experience should include Board interaction, budgeting and expense management, and capital project oversight. We seek an independent self-starter with excellent written and oral communications skills.

Compensation commensurate with experience. To apply, and for the complete job description, please visit: <http://www.lahcfd.org/>

**Los Altos Hills County Fire District
November 2017 Disbursements**

Stu Farwell	4,685.00	Fire Consultant Fee Oct. 2017
Jeanne Evilsizer	5,158.33	Clerk's Fee Oct. 2017
Vargas Company	3,000.00	Financial Consulting Oct. 2017
AID Mailing and Fulfillment	595.35	Brush Chipping Notice Area 6
Crystal Springs Landscaping	295.00	Fire Station Landscaping Sept. 2017
Crystal Springs Landscaping	295.00	Fire Station Landscaping Oct. 2017
Crystal Springs Landscaping	295.00	Fire Station Landscaping Nov. 2017
Crystal Springs Landscaping	880.00	Arastradero Lot Weeding
Vavrinek, Trine, Day & Co	12,894.00	FY17 Auditing Services
S.P. McClenahan	24,680.00	Brush Chipping Area 4
S.P. McClenahan	104,834.00	Tree Program Areas 5-6 Billing #1
Pakpour Consulting Group	1,651.13	FH Replacement Project Phase VIII
Pakpour Consulting Group	1,967.44	Town Pavement Rehabilitation
S.P. McClenahan	51,718.00	Tree Program Areas 5-6 Billing #2
Jeanne Evilsizer - Petty Cash	673.52	Phone, Fax, Internet July-Nov. 2017
Jeanne Evilsizer - Petty Cash	444.27	Petty Cash Reimbursement
Jorgenson, Siegel, McClure & Flegel	6,011.00	Legal Services Oct. 2017

TOTAL DISBURSEMENTS

220,077.04



November 20, 2017

Honorable Supervisor Joe Simitian
Santa Clara County Board of Supervisors
70 West Hedding Street, 10th Floor
San Jose, CA 95110

Re: Board Vacancy, Los Altos Hills County Fire District

Dear Supervisor Simitian: *Joe*

A Los Altos Hills County Fire District (LAHCFD) Board seat designated for a Los Altos Hills City Councilmember will soon be available for your appointment.

The District charter states that the Town, which makes up 80% of the District's population, may have up to two of its Councilmembers serve on the Board. In view of this, the Los Altos Hills City Council, at its regular meeting held on November 16, 2017, voted to formally nominate Councilmember Michelle Wu to serve as its second representative on the LAHCFD Board.

The Town seeks your approval and appointment of Councilmember Wu to fill the upcoming vacancy and serve as the Town's second Councilmember on the LAHCFD's Board.

Sincerely,

Gary Waldeck
Mayor, Town of Los Altos Hills

cc: Los Altos Hills City Council
George Tyson, President, LAHCFD