

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

Special Meeting of September 20, 2016 7:00 p.m.

- 1) Roll Call
- 2) Public Comment: Persons wishing to address the District on any subject, whether or not on the agenda, may do so now. Please note, however, the District is not able to undertake extended discussion or action tonight on items not on the agenda. Items may be referred to staff for appropriate action, which may include placement on the next available agenda. Please note that, while the District Board will hear comments upon items which are on the agenda at this time, the District will not act on any such item until the item is under consideration by the District. District policy is to limit public testimony to three minutes per speaker.
- 3) [Review and Possible Acceptance of 2015/16 Audit.](#)
- 4) Chief's Report:
 - a.) Meet New Emergency Preparedness Coordinator Ross Pounds
 - b.) [Monthly Report for July and August, 2016](#)
 - c.) Feedback from Commissioners Regarding Monthly Report Data
 - d.) Weed/Brush/County/District Program Review
 - e.) [Engine 374 Summaries for July and August](#)
- 5) Consultant Reports: a.) [Projects Update September 1, 2016](#)
- 6) Sub-Committee, Contract and Non-Board Committees Reports:
 - a.) Fire Contract
 - b.) Strategic Plan
 - c.) Unified Command Committee
 - d.) Water Supply
 - e.) Website Update
 - f.) Tree Sub-Committee: Update on RFP
 - g.) Update on Current Contracts
- 7) Consent Calendar:
 - a.) Minutes of July 26, 2016 Special Meeting; Minutes August 23, 2016 Special Meeting
 - b.) [Period 1, July 2016 Financial Report; Period 2, August 2016 Financial Report](#)
- 8) Disbursements for August, 2016 and September, 2016.

9) Board Member Reports.

- a. [Workshop Exceeding Customer Expectations October 24, 2016](#)

10) 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)

LOS ALTOS HILLS COUNTY FIRE DISTRICT
A COMPONENT UNIT OF THE COUNTY OF SANTA CLARA
FINANCIAL REPORT
YEAR ENDED JUNE 30, 2016
WITH
INDEPENDENT AUDITORS' REPORT

**LOS ALTOS HILLS COUNTY FIRE DISTRICT
YEAR ENDED JUNE 30, 2016**

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INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners of Los Altos Hills
County Fire District Los Altos, California

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities and major fund of the Los Altos Hills County Fire District (the "District"), a component unit of the County of Santa Clara, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Los Altos Hills County Fire District, as of June 30, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter – Change in Accounting Principles

As discussed in Note 2 to the financial statements, the District adopted new accounting guidance, Governmental Accounting Standards Board (GASB) Statement No. 72, *Fair Value Measurement and Application*, effective July 1, 2015. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 8, 2016, on our consideration of the Los Altos Hills County Fire District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Los Altos Hills County Fire District's internal control over financial reporting and compliance.

Varrinck, Trine, Day & Co., LLP.
Pleasanton, California
September 8, 2016

MANAGEMENT'S DISCUSSION AND ANALYSIS

LOS ALTOS HILLS COUNTY FIRE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2016

This section of the Los Altos Hills County Fire District (the "District") annual financial report presents a discussion and analysis of the District's financial performance for the fiscal year ended June 30, 2016. The District's financial performance is discussed and analyzed within the context of the accompanying financial statements and disclosure following this section.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the District exceeded liabilities and deferred inflows of resources by \$13,493,907 (net position) for the fiscal year reported. Of this amount, \$2,329,342 is net investment in capital assets, and \$11,164,565 (unrestricted net position) may be used to meet ongoing obligations to citizens and creditors. The District had no deferred outflows or inflows of resources at year end.
- The District's total net position decreased by \$402,675 during the fiscal year.
- As of June 30, 2016, the District's general funds reported an ending fund balances of \$11,164,565. Approximately 63% of this total amount, \$7,064,565, is unassigned fund balance available for spending at the District's discretion. The other \$4,100,000 (37%) was committed for various purposes.
- At the end of the fiscal year, unassigned fund balance for the general fund was 69% of total general fund expenditures.
- Under the hydrant replacement program, 63 hydrants were replaced or serviced during fiscal year 2015-2016 at an average cost of approximately \$10,000 (cost varies according to specific needs of each hydrant/location that are often not visible prior to excavation). It is anticipated that the program will be complete in fiscal year 2016-2017.
- During fiscal year 2015-2016, 1584 trees were removed or pruned under the "Dead Tree and Eucalyptus Programs." These programs have proved to be both effective in fuel load reduction as well as popular with the constituents. Spending on these programs is entirely discretionary by the Board and spending can be increased or decreased quickly based on budgetary constraints. Tree spending increased this year due to the drought and the large increase in the number of pine tree deaths.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements comprise three components: (1) **Government-wide** financial statements, (2) **Fund** financial statements, and (3) **Notes** to the basic financial statements. Required Supplementary Information is included in addition to the basic financial statements.

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether or not the financial position of the District is improving or deteriorating.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2016

The *statement of activities* presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods, such as revenues pertaining to uncollected taxes.

Both of the government-wide financial statements distinguish functions of the District that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The only governmental activity of the District is public protection – fire district. The District does not currently have any business-type activities.

Fund Financial Statements

The fund financial statements are designed to report information about groupings of related accounts which are used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The one fund of the District can be categorized as a governmental fund.

Governmental fund – (General Fund) is used to account for essentially the same functions reported as governmental activities in the government-wide financial statements—i.e. the District's basic services are reported in the governmental fund. These statements, however, focus on (1) how cash and other financial assets can readily be converted to available resources and (2) the balances left at year-end that are available for spending. Such information may be useful in determining what financial resources are available in the near future to finance the District's programs.

Because the focus of the governmental fund is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the governmental fund with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financial decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance provide a reconciliation to facilitate this comparison between the governmental fund and governmental activities.

The District maintains only one individual governmental fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance for the general fund, which is considered to be a major fund.

The District does not have any proprietary or fiduciary funds.

Notes to the Basic Financial Statements

The notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Required Supplementary Information

The required supplementary information is presented concerning the District's General Fund budgetary comparison schedule. The District adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with this budget.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2016

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets exceeded liabilities by \$13,493,907 at the close of the most recent fiscal year.

Net Position

	Governmental Activities			
	2016	2015	\$ Change	Variance (%)
Assets:				
Current assets	\$ 11,499,934	\$ 11,918,797	\$ (418,863)	-4%
Capital assets	2,329,342	2,405,341	(75,999)	-3%
Total assets	13,829,276	14,324,138	(494,862)	-3%
Liabilities:				
Current	335,369	427,556	92,187	22%
Total liabilities	335,369	427,556	92,187	22%
Net position:				
Net invested in capital assets	2,329,342	2,405,341	(75,999)	-3%
Unrestricted	11,164,565	11,491,241	(326,676)	-3%
Total net position	\$ 13,493,907	\$ 13,896,582	\$ (402,675)	-3%

Analysis of Net Position

The largest portion of the District's net position (83%) reflects amounts not restricted for any project or any other purpose. The other 17% of net position represent its net investment in capital assets (e.g. land, improvements, fire hydrants, furniture and equipment). The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. At the close of the most recent fiscal year, there was no debt outstanding related to acquisition of capital assets.

At the end of the current fiscal year, the District reported positive balances in both categories of net position. The District's net position decreased by \$402,675 during the current fiscal year, compared to the \$4,385 increase in 2015.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2016

The following table indicates the changes in net position for governmental activities:

	Changes in Net Position			
	Governmental Activities			
	2016	2015	\$ Change	Variance (%)
Revenues:				
General revenues:				
Property taxes	\$ 9,752,108	\$ 9,170,894	\$ 581,214	6%
Intergovernmental: State	46,557	48,062	(1,505)	-3%
Interest and investment income	71,771	51,498	20,273	39%
Property rental	5,500	500	5,000	1000%
Other revenue	0	686	(686)	-100%
Total revenues	<u>9,875,936</u>	<u>9,271,640</u>	<u>604,296</u>	7%
Expenses:				
Public protection	<u>10,278,611</u>	<u>9,267,255</u>	<u>(1,011,356)</u>	-11%
Change in net position	<u>(402,675)</u>	<u>4,385</u>	<u>(407,060)</u>	-9283%
Net position, beginning of year	<u>13,896,582</u>	<u>13,892,197</u>	<u>4,385</u>	0%
Net position, end of year	<u>\$ 13,493,907</u>	<u>\$ 13,896,582</u>	<u>\$ (402,675)</u>	-3%

Analysis of Changes in Net Position

Key elements of the decrease of \$407,060 are as follows:

- Total expenses increased by \$1,011,356 mostly from spending \$1,162,400 on the Purissima Hydrant Main Improvement Project and the Page Mill Tank Seismic Retrofit Project.
- Property taxes increased by \$581,214 because of the annual inflation factor, not to exceed 2%, catch up in temporary valuation reductions caused by the recession and both increased sales activity of existing single family homes as well as an increase in the median sales price of those homes.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2016

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Fund

The general government functions are contained in the General Fund. The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balance of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At June 30, 2016, the District's governmental fund reported an ending fund balance of \$11,164,565, a decrease of \$326,676 in comparison with the prior year. Approximately 63% of the ending fund balance, \$7,064,565, constitutes unassigned fund balance, which is available to meet the District's current and future needs. The remaining \$4,100,000 (37%) of the fund balance has been committed for insurance, emergency operations and general operations in periods where minimal property tax revenue is forthcoming.

Revenues for governmental functions totaled \$9,875,936 in fiscal year 2015-2016, which represents an increase of 7% from fiscal year ended 2014-2015. Expenditures for governmental functions, which totaled \$10,278,611, increased by approximately 12% from the fiscal year 2014-2015. In the fiscal year 2015-2016, expenses exceeded revenues for governmental functions by \$326,675.

The following table presents the amount of revenues from various sources as well as increases or decreases from the prior year.

Revenues Classified by Source
Governmental Fund

Revenues by Source	2016		2015		Increase/(Decrease)	
	Amount	% of Total	Amount	% of Total	Amount	% of Total
Property taxes	\$ 9,752,108	99%	\$ 9,170,894	98%	\$581,214	6%
Intergovernmental: State	46,557	0%	48,062	1%	(1,505)	-3%
Interest and investment income	71,771	1%	51,498	1%	20,273	39%
Property rental	5,500	0%	500	0%	5,000	1000%
Other revenue	-	0%	686	0%	(686)	-100%
Total	\$9,875,936	100%	\$9,271,640	99%	\$604,296	7%

Property taxes, the main District revenue, increased by about 6% because of the annual inflation factor, not to exceed 2%, catch up in temporary valuation reductions caused by the recession and both increased sales activity of existing single family homes as well as an increase in the median sales price of those homes.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2016

GENERAL FUND BUDGETARY HIGHLIGHTS

During the year, actual revenues were more than budgetary estimates by \$268,768. Property tax was more than budgetary estimate by \$237,408. Interest and investment income reflected positive variance of \$31,771, property rental had positive variance of \$2,500, and other income showed negative variance of \$1,500. Expenditures were less than budgetary estimates by \$1,425,868. The positive variance was in capital outlay of \$232,880 and services and supplies of \$1,192,989. The positive variances are mostly attributable to a conservative budgeting philosophy, as well as larger than expected increase in properly values.

CAPITAL ASSETS

The District's net investment in capital assets for its governmental activities as of June 30, 2016, amounted to \$2,329,342 (net of accumulated depreciation). This investment in capital assets includes land, improvements, fire hydrants, furniture and equipment.

For government-wide financial statement presentation, all depreciable capital assets were depreciated from acquisition date to the end of the current fiscal year. Fund financial statements record capital asset purchases as expenditures.

Capital assets for the governmental activities are presented below to illustrate changes from the prior year:

	Governmental Activities			Increase/(decrease)
	2016	2015	\$ Change	% of change
Land	\$ 4,688	\$ 4,688	\$ -	0%
Improvements	2,552,838	2,552,838	-	0%
Fire hydrants	1,078,745	1,078,745	-	0%
Furniture and equipment	63,118	63,118	-	0%
Less: Accumulated depreciation	(1,370,047)	(1,294,048)	(75,999)	-6%
Total	<u>\$ 2,329,342</u>	<u>\$ 2,405,341</u>	<u>\$ (75,999)</u>	-3%

See Note 5 for additional information on capital assets.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

Over the last few years, the District's expenditures in excess of revenue have been for the overall goal of reducing fire exposure throughout its jurisdiction. This is done by reducing the fuel load and expanding the water supply for fire suppression through extension of the network of larger water mains, and the upgrading of water tanks and hydrants. For the Purissima Hydrant Main Improvement Project and the Page Mill Tank Seismic Retrofit Project, \$1,162,400 has been spent on water storage tanks, pumps, backup generator, hydrant upgrades and water mainlines for the period 2015-2016, while \$1,955,570 has been estimated for 2016-2017. For the Eucalyptus and Dead Tree Program, \$2,633,356 was expended in 2015-2016, while \$1,500,000 was estimated for 2016-2017.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2016

As for future funding and increased services, it is projected that tax revenues will continue to rise as a result of inflation, replacement of older ranch homes with larger structures, and increasing valuations. Revenues have been budgeted at \$10,005,000, a 1.3% increase for 2016-2017. Expenses are expected to increase 0.4% to \$10,324,000 primarily due to the Purissima Hydrant Main Improvement Project which is expected to be completed during FY17. All of these factors were considered in preparing the District's budget for fiscal year 2017.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Los Altos Hills County Fire District, P.O. Box 1766, Los Altos, CA 94023-1766.

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BASIC FINANCIAL STATEMENTS

LOS ALTOS HILLS COUNTY FIRE DISTRICT

STATEMENT OF NET POSITION JUNE 30, 2016

Assets

Cash and investments	\$	11,481,650
Interest receivable		18,184
Prepaid Expenses		100
Capital assets		
Land		4,688
Building improvements		2,552,838
Fire hydrants		1,078,745
Furniture and equipment		63,118
Accumulated depreciation		<u>(1,370,047)</u>
Total Assets		<u>13,829,276</u>

Liabilities

Accounts payable		<u>335,369</u>
Total Liabilities		<u>335,369</u>

Net Position

Net investment in capital assets		2,329,342
Unrestricted		<u>11,164,565</u>
Total Net Position	\$	<u>13,493,907</u>

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See accompanying notes to financial statements.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2016

<u>Functions/Programs</u>	<u>Expenses</u>	Net (Expenses) Revenue and Changes in Net Position
Governmental Activities		<u>Governmental Activities</u>
Public protection	\$ 10,278,611	\$ 10,278,611
Total Governmental Activities	<u>\$ 10,278,611</u>	<u>10,278,611</u>
General Revenues		
Taxes		
Property taxes		9,752,108
Intergovernmental: State		46,557
Interest and investment income		71,771
Property rental		<u>5,500</u>
Total General Revenues		<u>9,875,936</u>
Change in Net Position		(402,675)
Net Position, Beginning of Year		<u>13,896,582</u>
Net Position, End of Year		<u>\$ 13,493,907</u>

See accompanying notes to financial statements.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

BALANCE SHEET – GOVERNMENTAL FUND JUNE 30, 2016

	<u>General Fund</u>
Assets	
Cash and investments	\$ 11,481,650
Interest receivable	18,184
Prepaid Expenses	100
Total Assets	<u>\$ 11,499,934</u>
 Liabilities	
Accounts payable and accrued liabilities	<u>\$ 335,369</u>
Total Liabilities	<u>335,369</u>
 Fund Balance	
Committed	
Insurance	100,000
Operations	2,000,000
Emergency operations	2,000,000
Unassigned	7,064,565
Total Fund Balance	<u>11,164,565</u>
 Total Liabilities and Fund Balance	<u>\$ 11,499,934</u>

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See accompanying notes to financial statements.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO THE STATEMENT OF NET POSITION JUNE 30, 2016

Fund Balance - Total Governmental Fund	\$ 11,164,565
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Amounts reported for governmental activities in the statement
of net position are different because:

Net capital assets used in governmental activities are reported as
expenditures and depreciated over their useful lives in the
government wide statements, but recorded as an expenditure in
the governmental funds.

2,329,342

Net Position of Governmental Activities

<u>\$ 13,493,907</u>

LOS ALTOS HILLS COUNTY FIRE DISTRICT

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE GOVERNMENTAL FUND YEAR ENDED JUNE 30, 2016

	<u>General Fund</u>
Revenues	
Property taxes	\$ 9,752,108
Intergovernmental: State	46,557
Interest and investment income	71,771
Property rental	<u>5,500</u>
Total Revenues	<u>9,875,936</u>
 Expenditures	
Services and supplies	9,040,212
Capital outlay	<u>1,162,400</u>
Total Expenditures	<u>10,202,612</u>
 Net Change in Fund Balance	(326,676)
 Fund Balance, Beginning of Year	<u>11,491,241</u>
 Fund Balance, End of Year	<u><u>\$ 11,164,565</u></u>

See accompanying notes to financial statements.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2016

Net Change in Fund Balance - Total Governmental Fund	\$ (326,676)
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense.

Current year depreciation	<u>(75,999)</u>
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Change in Net position of Governmental Activities	<u><u>\$ (402,675)</u></u>
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See accompanying notes to financial statements.

NOTES TO THE FINANCIAL STATEMENTS

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2016

NOTE 1 - GENERAL INFORMATION

A. Organization

The Los Altos Hills County Fire District (the "District") was organized on October 23, 1939 and operates in conformity with the provisions of Part 2.7 of Division 12 of the California Health and Safety Code. The District is composed of the Town of Los Altos Hills and the unincorporated areas generally referred to as the Loyola, Los Trancos / Alpine Road and San Antonio Hills. The District comprises an area of about 12.03 square miles.

The District has augmented fire protection to its residents in the past by purchasing the following:

1. Weather station for use by the Santa Clara County Central Fire Protection District ("Central Fire District") for monitoring weather during high fire hazard days
2. Specialized fire apparatus for use in the high hazard brush and grass fire areas
3. New rescue apparatus unit for Central Fire District prior to its life expectancy expiration
4. Specialized rescue tools
5. State-of-the-art fire hydrant and water main testing equipment
6. Specialized medical equipment
7. Two CERT Trailers (CFPD has the titles) and 1 ARK Storage Container
8. Edgerton Road and Deer Springs Way Fire Road Pavement Rehabilitation
9. Neary Tank Upgrade Project

The District also conducts the following programs for its residents:

1. Replacement of undersized water mains and installation of new water mains and fire hydrants as needed
2. A brush chipping program is offered free of charge twice a year to all residents living in the District
3. Additional staffing (firefighters) during summer fire season
4. A garden debris drop-off program is funded by the District and operated by the garbage company, which allows residents to drop-off garden debris and other combustible plant materials once a month at a central drop-off area free of charge
5. Funding of a fuel reduction/fire break program at the Byrne Preserve through the use of goats
6. The annual mailing of fire prevention and emergency preparedness information to all District residents
7. An emergency preparedness coordinator at a half time position
8. Removal of dead pine trees
9. Tree Pruning Program to reduce fire hazard
10. The seismic upgrading of water tanks
11. Removal of Eucalyptus trees

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2016

NOTE 1 - GENERAL INFORMATION (Continued)

B. District Officials

The District is governed by a seven member Board of Commissioners (the "Commission"), appointed by the County of Santa Clara (the "County") Board of Supervisors for four-year terms, pursuant to the provisions of the Health and Safety Code Section 13884. Appointments to the Commission are made to provide for equal representation on the basis of population, as between residents of incorporated and unincorporated territories, respectively. A Commissioner must be a resident of the District. Commissioners are subject to removal for cause. The County Board of Supervisors delegates all of its powers to the Commission to manage the affairs of the District; provided, however, that the Commission shall not initiate litigation without the prior approval of the Board of Supervisors.

The District is considered a component unit of the County and the District's financial statements are blended into the County's financial statements. The Commission is composed of the following as of June 30, 2016:

	Term Expires Dec. 31
George Tyson, President	2018
Melvin Vaughn, Vice-President	2018
Debbie Dexter	2016
Bob Johnson	2016
Roger Spreen	2019
Duffy Price	2016
Gary Waldeck	2017

C. Accounts and Records

The basic financial records are maintained in the office of the County's Auditor-Controller. The District maintains supporting vouchers and other records. Minutes were recorded and contained approvals for disbursements.

D. Budgetary Procedures

The District is required by state law to adopt a budget for the General Fund. The budget is prepared on the modified accrual basis of accounting, which is consistent with generally accepted accounting principles.

The annual budget is prepared, adopted and then submitted by the Commission to the County Board of Supervisors for final approval. Once the budget is approved, it can be amended at the Function and Fund level only by the approval of a majority of the Commission. Such amendments are presented to the Board at their regular meetings. All amendments are made before the fact and are reflected in the official minutes of the Board. Finally, all amendments are subsequently submitted to the County Board of Supervisors. All budget appropriations lapse at year-end. Encumbrance accounting is not used.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2016

NOTE 1 - GENERAL INFORMATION (Continued)

E. Appropriations Limit

The County Board of Supervisors computes the appropriations limit for special districts that are governed by them. The County's auditors review these annual calculations.

NOTE 2. - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to local governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial principles. The most significant of the District's accounting policies are described below.

A. Basis of Presentation

Government-wide Financial Statements

The statement of net position and statement of activities display information about the District. These statements include the financial activities of the overall government. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the governmental activities. Direct expenses are those that are specifically associated with a service, program or department and are therefore clearly identifiable to a particular function. Program revenues would include charges paid by the recipients of goods or services offered by the programs. Revenues that are not classified as program revenues, including various taxes, are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each program is self-financing or draws from the general revenues of the District.

Fund Financial Statements

Fund financial statements are organized into funds, each of which is considered to be a separate accounting entities. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, deferred inflows, deferred outflows, fund equity, revenues, and expenditures/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary. There are separate statements for each fund category. The emphasis of fund financial statements is on major governmental and enterprise funds rather than reporting funds by type. Each major fund is presented in a separate column. Non-major funds are aggregated and presented in a single column. The internal service fund is presented in a single column in the proprietary fund financial statements. The District has only one fund, the General fund.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2016

NOTE 2. - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Governmental Fund

The District reports one major governmental fund:

- The *General Fund* is the general operating fund of the District and is always classified as a major fund. It is used to account for all revenues and expenditures necessary to carry out basic governmental activities of the District that are not required to be accounted for through other funds. For the District, the General Fund's primary activity is public protection.

B. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

The government-wide, proprietary, and fiduciary fund financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. This differs from the manner in which governmental fund financial statements are prepared. Therefore, governmental fund financial statements include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds. The District has no proprietary or fiduciary funds.

The accounting objectives of the economic resources measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Fund equity is classified as net position.

Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied.

The governmental fund financial statements are prepared using the current financial resources measurement focus and the modified accrual basis of accounting.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2016

NOTE 2. - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

In the current financial resources measurement focus, only current financial assets and liabilities are generally included on the balance sheets. The operating statements present sources and uses of available spendable financial resources during a given period. The fund balance is used as the measure of available spendable financial resources at the end of the period.

Under the modified accrual basis of accounting, revenues are recognized when measurable and available. Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within sixty days after year end. Expenditures (including capital outlay) are recorded when the related liability is incurred.

C. Property Tax Levy, Collection, and Maximum Rate

The State's Constitution, Article XIII A provides that the combined maximum property tax rate on any given property may not exceed 1% of its assessed value unless an additional amount for general obligation debt has been approved by the voters. Assessed value is calculated at 100% of market value as defined by Article XIII A and may be increased by no more than 2% per year unless the property is sold or transferred. These general property tax rates do not apply to taxes levied to pay the interest and redemption charges on any indebtedness incurred prior to June 6, 1978, or subsequently approved by the voters. Supplemental property taxes are levied on a pro rata basis when changes in *assessed* valuation occur due to sales transactions or the completion of construction. The State Legislature has determined the method of distribution among the counties, cities, school, districts, and other districts of receipts from the 1% property tax levy.

The County assesses properties, bills for, and collects property taxes as follows:

	Secured	Unsecured
Lien dates	January 1	January 1
Levy dates	October 1	July 1
Due dates	50% on November 1 50% on February 1	Upon receipt of billing
Delinquent after	December 10 (for November) April 10 (for February)	August 31

These taxes are secured by liens on the property being taxed. The Board of Supervisors annually sets the rates of the County and District taxes, and levies State, County, and District taxes as provided by law. The term "secured" refers to taxes on land and buildings, while "unsecured" refers to taxes on personal property other than land and buildings.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2016

NOTE 2. - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The County bills and collects property taxes and remits them to the District under the State authorized method of apportioning taxes whereby all local agencies, including special districts, receive from the County their respective shares of the amounts of ad valorem taxes collected.

In 1981, the District passed an ordinance to impose a special tax pursuant to the provisions of the California Government Code Section 53978 on real property within the District for fire protection and related services. The District has not imposed this tax since 1986. The maximum annual special tax assessment that a parcel can be charged is as follows:

Unimproved Parcels - \$15 per 5 acres or fraction thereof, with a maximum of \$60.

Improved Residential Parcels - \$50.

Improved Commercial Parcels - \$75.

D. Capital Assets

In the government-wide financial statements, capital assets (fixed assets) are those purchased or acquired with an original cost of \$5,000 or more and are recorded at historical cost or at estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated fair market value on the date of donation.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation expense is provided over the assets' estimated useful lives using the straight-line method of depreciation. The estimated useful lives by type of asset are as follows:

Improvements	50 years
Fire hydrants	50 years
Furniture & equipment	3 to 5 years

Maintenance and repairs are charged to operations when incurred. Betterments and major improvements which significantly increase values, change capacities or extend useful lives are capitalized. Upon sale or retirement of capital assets, the cost and related accumulated depreciation are removed from the respective accounts and any resulting gain or loss is included in the results of operations.

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Upon sale of capital assets, the proceeds from sale of capital assets is included in the results of operations as other financing sources.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2016

NOTE 2. - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Equity Classifications

In government-wide and proprietary fund financial statements, equity is classified as net position and divided into three components:

- *Net Investment In Capital Assets* — This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce the balance in this category.
- *Restricted* — This category presents external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.
- *Unrestricted* — This category represents net position of the District, not restricted for any project or other purpose.

Governmental funds report fund balances in classifications based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. Fund balance for governmental funds can consist of the following:

- *Nonspendable Fund Balance* – includes amounts that are (a) not in spendable form—such as inventory, prepaid amounts or long-term notes receivable, or (b) legally or contractually required to be maintained intact—such as a trust that must be retained in perpetuity. The "not in spendable form" criterion includes items that are not expected to be converted to cash.
- *Restricted Fund Balance* – constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation. Restriction may effectively be changed or lifted only with the consent of resource providers.
- *Committed Fund Balance* – amounts that can only be used for the specific purposes determined by a formal action of the District's highest level of decision-making authority, the Board. Commitments may be changed or lifted by the District taking the same formal action that imposed the constraint originally.
- *Assigned Fund Balance* – comprises amounts intended to be used by the District for specific purposes that are neither restricted nor committed. Intent is expressed by (a) the District's Board or (b) a body (e.g., a budget or finance committee) or official to which the District's Board has delegated the authority to assign, modify, rescind amounts to be used for specific purposes. With the exception of the General Fund, this is the residual fund balance classification for all governmental funds with positive balances.
- *Unassigned Fund Balance* – the residual classification for the General Fund. It is also used to report negative fund balance in other governmental funds.

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is generally depleted in the order of restricted, committed, assigned, and unassigned.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2016

NOTE 2. - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

G. Subsequent Events

Management has evaluated the subsequent events through September 8, 2016.

H. New Accounting Pronouncements

In February 2015, the GASB issued Statement No. 72, *Fair Value Measurement and Application*. This Statement addresses accounting and financial reporting issues related to fair value measurements. The definition of *fair value* is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This Statement provides guidance for determining a fair value measurement for financial reporting purposes. This Statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements. The District has implemented the provisions of this Statement as of June 30, 2016.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2016

NOTE 3. - CASH AND INVESTMENTS

Available cash balances of the District are invested in the Santa Clara County Treasury Pool ("Pool") for the purpose of increasing earnings through investment activities. The County's commingled pool consist of cash in bank, U.S. government and agency securities, corporate bonds, negotiable certificates of deposit, commercial paper, and deposits in the State's Local Agency Investment Fund. The County's pooled deposits and investments are regulated by California Government Code and by a County investment policy approved annually by the County Treasury Oversight Committee and the Board. The pooled investments' fair value is based on quoted market prices. The County allocates interest to the District based on the District's average daily cash balance relative to the entire Pool. The value of the participants' pool shares that may be withdrawn is determined on an amortized basis, which is different than the fair value of the participants' positions in the pool. In addition, the County's investment pool is not rated by any of the credit rating agencies. Additional information regarding the County's investment policy and cash and investments, including interest rate risk, credit risk, custodial credit risk categories, and maturities of the different categories of investments, can be found in the County's notes to the basic financial statements.

Cash and investments at June 30, 2016 consist of the following:

	<u>Carrying Amount</u>	<u>Fair Value</u>
County Treasury Pool	\$ 11,481,150	\$ 11,501,811
Petty Cash	<u>500</u>	<u>500</u>
Total cash and investments	<u>\$ 11,481,650</u>	<u>\$ 11,502,311</u>

Governmental Accounting Standards Board (GASB), Statement No. 31, *Accounting and Financial Reporting for Certain Investment and for External Investment Pools*, establishes accounting and financial reporting standards for all investments held by governmental external investment pools. The statement requires governmental entities to report investments at fair value. Based on the County's calculations, the application of GASB Statement No. 31 would have increased the District's investment balance by \$20,661. However, since the effect of the application of GASB Statement No. 31, in this instance, is not material, the District's cash and investments account is stated at cost.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2016

NOTE 4. - FAIR VALUE MEASUREMENTS

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets that the District has the ability to access at the measurement date. Level 1 assets may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, such as interest rates and curves observable at commonly quoted intervals, implied volatilities, and credit spreads. For financial reporting purposes, if an asset has a specified term, a Level 2 input is required to be observable for substantially the full term of the asset.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the County Treasury Investment Pool are not categorized using the levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The District's fair value measurements are as follows at June 30, 2016:

<u>Investment Type</u>	<u>Fair Value/ Uncategorized</u>
County Pool	<u>\$ 11,501,811</u>

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2016

NOTE 5. - CAPITAL ASSETS

The capital asset activity for the year ended June 30, 2016 is as follows:

	Balance 6/30/2015	Additions	Deletions	Balance 6/30/2016
Governmental Activities:				
Land	\$ 4,688	\$ -	\$ -	\$ 4,688
Improvements	2,552,838	-	-	2,552,838
Fire hydrants	1,078,745	-	-	1,078,745
Furniture & equipment	63,118	-	-	63,118
Total cost	3,699,389	-	-	3,699,389
Accumulated depreciation	(1,294,048)	(75,999)	-	(1,370,047)
Total Capital Assets, Net	<u>\$ 2,405,341</u>	<u>\$ (75,999)</u>	<u>\$ -</u>	<u>\$ 2,329,342</u>

Capital project expenditures for the year ended June 30, 2016 amounted to \$1,162,400. The amount represents construction costs for upgrading the water mainlines, for which the ongoing maintenance and operations are the responsibility of Purissima Hills Water District and the California Water Service Company and as such are not required under current accounting standards to be capitalized.

For the year ended June 30, 2016, depreciation expense charged to public protection under governmental activities was \$75,999.

NOTE 6. - LEASE - FOOTHILL COMMUNITY COLLEGE

The District leases the land for the newly constructed fire station situated on the Foothill Community College Campus, under the terms of a 99-year lease, at a rental of \$1 per year (prepaid), expiring February 2092.

NOTE 7. - CONTRACT FIRE PROTECTION SERVICES

Santa Clara County Central Fire Protection District ("Central Fire District")

On December 17, 1996, an agreement was reached between the City of Los Altos (the "City"), the District, and the Central Fire District, for Central Fire District to render fire protection and other services to all of the areas included within the territorial limits of the District.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2016

NOTE 7. - CONTRACT FIRE PROTECTION SERVICES (Continued)

Term: The term of the agreement is for ten years from January 1, 1997 (although the effective date of commencement of services was 12:01 a.m. on December 30, 1996). The agreement provides for the automatic renewal for an additional ten-year period unless the City, the District, or Central Fire District provides written notice of non-renewal to the other parties at least 180 days prior to the expiration date of this agreement. As of March 2006 the District renewed the contract with Central Fire District under a new amendment for an additional ten year period. Negotiations for the new contract are in process and expected to be completed in December 2016.

Real Property and Equipment: The Central Fire District is authorized to occupy and use the City's and the District's real property at no cost, and is responsible for maintaining and repairing the property to a maximum of \$25,000 per year per station. Maintenance and repairs exceeding the \$25,000 annual limit will usually require prior written consent from all parties. The City and District shall remain responsible for the maintenance, repairs and/or replacement of fuel tanks at their respective stations. Title to any improvements and fixtures shall vest in the City and the District. In the event of termination of this agreement, Central Fire District will be reimbursed for any mutually agreed upon improvements, less straight-line depreciation over ten years of the purchase price, less the salvage value.

The City transferred title to its equipment and rolling stock to Central Fire District. Upon termination of the agreement, the City and the District shall have the option of repurchasing any and all equipment previously sold to Central Fire District. If Central Fire District no longer owns that same equipment, City and the District shall have the option of purchasing comparable or replacement equipment from Central Fire District. In both events, the price will be the sales price, plus the value of any upgrades or additional features, less any depreciation value. The Central Fire District will be responsible for providing and replacing new equipment at no cost to the City and the District.

Compensation: The Central Fire District will invoice the City and the District monthly, and payments shall be made within 15 days of receipt of the invoice. Payment is made by automatic transfer through the County of Santa Clara.

Each calendar year commencing on January 1, 2008, and each January thereafter the City and the District shall owe to County Fire the annual operating costs in the amount of \$7,606,000 jointly, subject to deductions of providing paramedic first responder service at a prorated basis, plus an increase to be determined as follows:

- A. The parties agree that annual increases in compensation to the Central Fire District for fire and emergency medical services costs shall be limited to the "arithmetic mean" (average) of the percent growth of the following three indices:
- (1) The second most prior February to the February immediately prior to the January being considered for increase, San Francisco-Oakland-San Jose, All Urban, All Items Consumer Price Index,
 - (2) The average annual cost of living increase in total compensation provided to firefighters of the Central Fire District following a calculation formula as stated in Exhibit F — Calculation Formula of the Agreement; and
 - (3) The total Local Secured Values for the total parcels of the City of Los Altos and Los Altos Hills County Fire District as reported by the County of Santa Clara Controller's Office each July.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2016

NOTE 7. - CONTRACT FIRE PROTECTION SERVICES (Continued)

B. If any index referenced in this Section has a negative growth, the value of the index (indices) will be zero for the purposes of computing the arithmetic mean for that fiscal year. If all three indices have negative growth, the percent increase will be zero. At no time will the annual base amount be reduced as a result of the formula described in this Section.

C. The maximum increase that can be applied for the service period of January 1, 2016 through December 31, 2016 is 5%. The maximum increase that can be applied for any subsequent service period (calendar year) is 7%.

Actual amounts paid by the District were as follows:

For the fiscal year ended June 30,

2016	\$5,652,869
2015	5,429,903
2014	5,312,413
2013	5,107,403
2012	4,937,052
2011	4,422,982
2010	4,477,277
2009	3,448,843
2008	3,741,036
2007	2,793,049
2006	2,011,045
2005	1,980,807
2004	2,065,255
2003	1,912,236
2002	1,889,480
2001	1,764,268

In addition to the above services, the District will purchase, on occasion, emergency equipment with titles typically reverting to Santa Clara County Fire Department.

NOTE 8. - OTHER CONTRACTED SERVICES

A. Consulting Services

Stuart Farwell has been a Fire Consultant to the District since July 1997. His latest agreement was approved on March 18, 2014. Mr. Farwell assists with all of the water main and hydrant projects in the District as well as overseeing the brush chipping program and other programs as directed by the Board.

Jeanne Evilsizer has been the District Clerk since January 1981. The latest consulting agreement with the District was entered into on April 19, 2016. Her services include preparing the monthly packets, preparing the monthly invoices and taking the minutes of the monthly meetings. She also performs various other clerical duties.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2016

NOTE 8. - OTHER CONTRACTED SERVICES (Continued)

Dan Siegel is the District's Legal Counsel with the firm Jorgenson, Siegel, McClure and Flegel in Menlo Park.

B. Purissima Hills Water District, California Water Services Company, – Joint Fire Hydrant/Water Mains Upgrade Projects

The District entered into agreements with the Purissima Hills Water District and California Water Service to jointly procure design, engineering and construction services for Joint Fire Hydrant/Water Mains Upgrade Projects. For the fiscal year 2015-2016, the District's expenditures amounted to \$537,996 for the Joint Fire Hydrant/Water Mains Upgrade Project.

C. Purissima Hills Water District, California Water Services Company, - Cost Sharing Page Mill Tank Seismic Retrofit Project

The District entered into a written cost sharing agreement on September 9, 2015 with the Purissima Hills Water District for the Page Mill Tank Seismic Retrofit Project. The contract for this project was awarded to Paso Robles Tank, Inc., and expenditures for the current period amounted to \$624,404.

D. Green Waste Recovery

In October 2008, the District began using the services of Green Waste Recovery for the Yard Waste Program at Foothill College. This free program allows residents to reduce fuel loads on their property and dispose of the cuttings monthly at Foothill College. The District's costs for year 2015-2016 amounted to about \$36,604, which was paid to the Town of Los Altos Hills.

E. S.P. McClenahan, Co. Inc.

The District contracts with S.P. McClenahan Co., Inc. for on-site "chipping" and tree removal services for District residents. The District's total costs for this vendor in fiscal year 2015-2016 amounted to about \$2,883,950.

REQUIRED SUPPLEMENTARY INFORMATION

LOS ALTOS HILLS COUNTY FIRE DISTRICT

BUDGETARY COMPARISON SCHEDULE - GENERAL FUND YEAR ENDED JUNE 30, 2016

	Original Budget	Final Budget	Actual Amount	Variance with Final Budget Positive/(Negative)
Budgetary Fund Balances, Beginning of Year	\$ 11,491,242	\$ 11,491,241	\$ 11,491,241	\$ -
Resources (Inflows)				
Property taxes	9,514,700	9,514,700	9,752,108	237,408
Intergovernmental: State	47,968	47,968	46,557	(1,411)
Interest and investment income	40,000	40,000	71,771	31,771
Property rental	3,000	3,000	5,500	2,500
Other revenues	1,500	1,500	-	(1,500)
Amounts Available for Appropriation	9,607,168	9,607,168	9,875,936	268,768
Charges to Appropriations (Outflows)				
Public Protection				
Services and supplies	10,233,200	10,233,200	9,040,212	1,192,988
Capital outlay	1,395,280	1,395,280	1,162,400	232,880
Total Charges to Appropriations	11,628,480	11,628,480	10,202,612	1,425,868
Budgetary Fund Balances, End of Year	\$ 9,469,930	\$ 9,469,929	\$ 11,164,565	\$ 1,694,636



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Commissioners of Los Altos Hills
County Fire District Los Altos, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund of the Los Altos Hills County Fire District (the "District"), a component unit of the County of Santa Clara, as of and for the year ended June 30, 2016, and related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated September 8, 2016. Our report included an emphasis of matter paragraph regarding the District's adoption of Governmental Accounting Standards Board (GASB) Statement No. 72, *Fair Value Measurement and Application*, as of July 1, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Los Altos Hills County Fire District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of the testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Varrinck, Trine, Day & Co., LLP.

Pleasanton, California
September 8, 2016

LOS ALTOS HILLS COUNTY FIRE DISTRICT

SUMMARY OF AUDITORS' RESULTS YEAR ENDED JUNE 30, 2016

Section I – Summary of Auditors' Results

Financial Statements

Types of auditors' report issued Unmodified

Internal Control over financial reporting

- Material weakness identified? No
- Significant deficiency identified? None reported

Noncompliance material to financial statements noted? No

Federal Awards

Not applicable

Section II – Financial Statement Findings

Our audit of the accompanying basic financial statements of the Los Altos Hills County Fire District, as of and for the year ended June 30, 2016, disclosed no findings or questioned costs.

Our report on the Los Altos Hills County Fire District's internal control over financial reporting and compliance and other matters based on an audit of basic financial statements performed in accordance with *Government Auditing Standards*, as of and for the year ended June 30, 2016, disclosed no findings or questioned costs.

Section III – Federal Award Findings and Questioned Costs

The Los Altos Hills County Fire District had no federal program as of and for the year ended June 30, 2016.

LOS ALTOS HILLS COUNTY FIRE DISTRICT

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS YEAR ENDED JUNE 30, 2016

Section I - Financial Statement Findings

The audit of the basic financial statements of the Los Altos Hills County Fire District, as of and for the year ended June 30, 2015, disclosed no findings or questioned costs.

The report on the Los Altos Hills County Fire District's internal control over financial reporting and compliance and other matters based on an audit of basic financial statements performed in accordance with *Government Auditing Standards*, as of and for the year ended June 30, 2015, disclosed no findings or questioned costs.

Section II - Federal Award Findings and Questioned Costs

The Los Altos Hills County Fire District had no federal program as of and for the year ended June 30, 2015.



FIRE DEPARTMENT SANTA CLARA COUNTY



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

August 9, 2016

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

Subject: Fire Report for July 2016

To Whom It May Concern:

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

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

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

Freeway: 100%
Metro/Urban: 100%
Suburban: 100%
Rural: 84%

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

The fire loss for this month was \$0.

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

Sincerely,


Fred A. Schulenburg

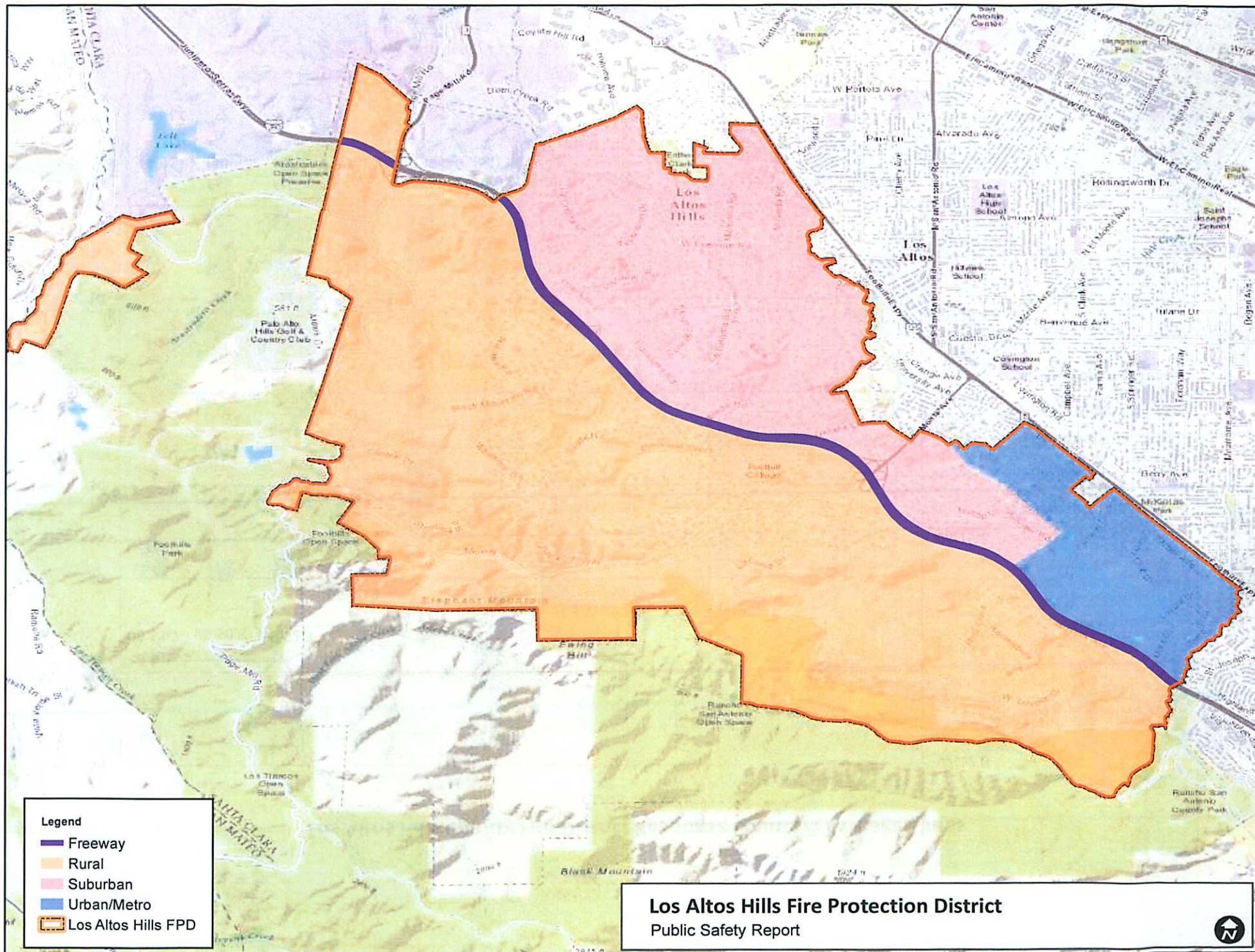
Director of Business Services

Enclosures

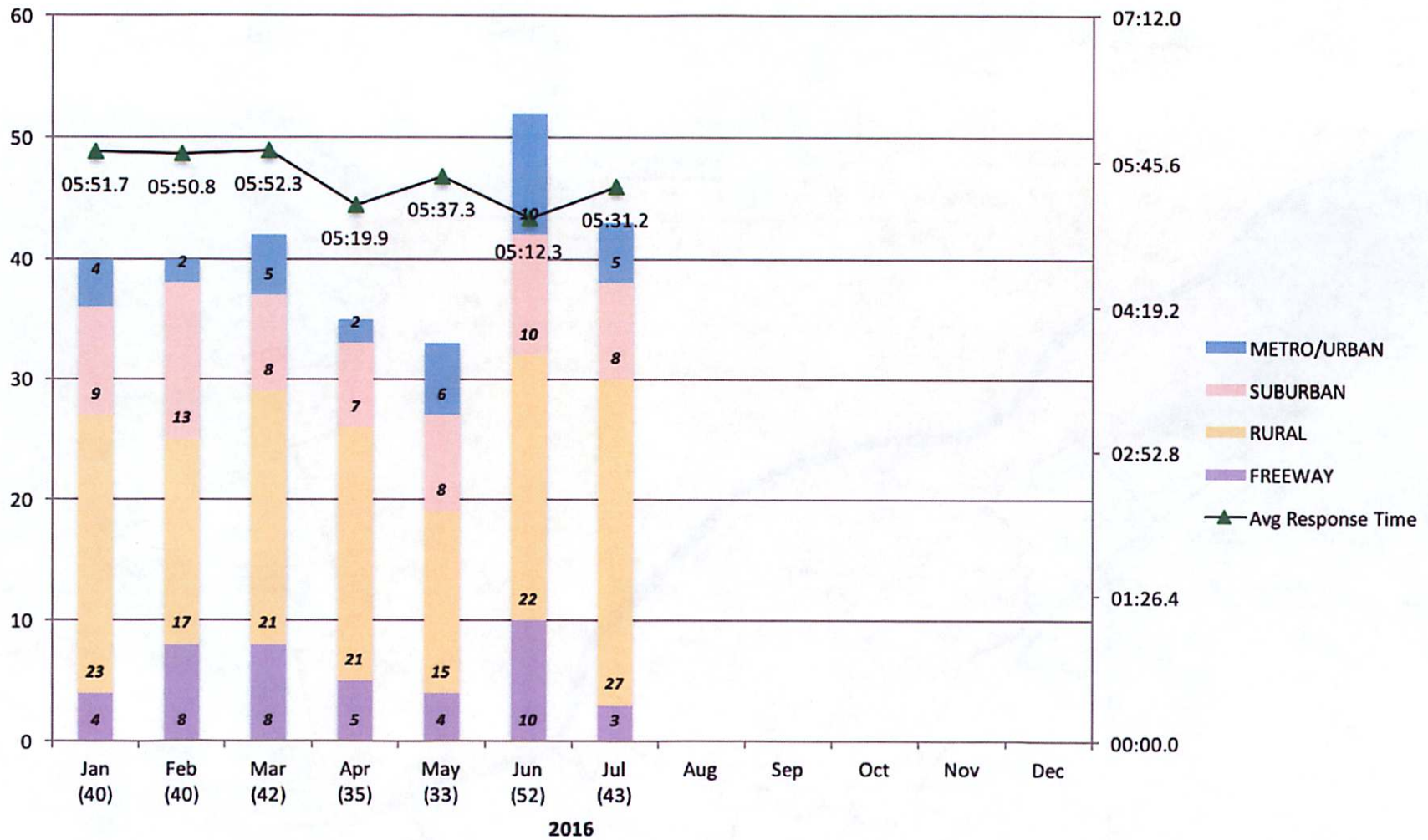
c: Joe Parker, Deputy Chief

Organized as the Santa Clara County Central Fire Protection District

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



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



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

Code 3 Calls Only

July 2016

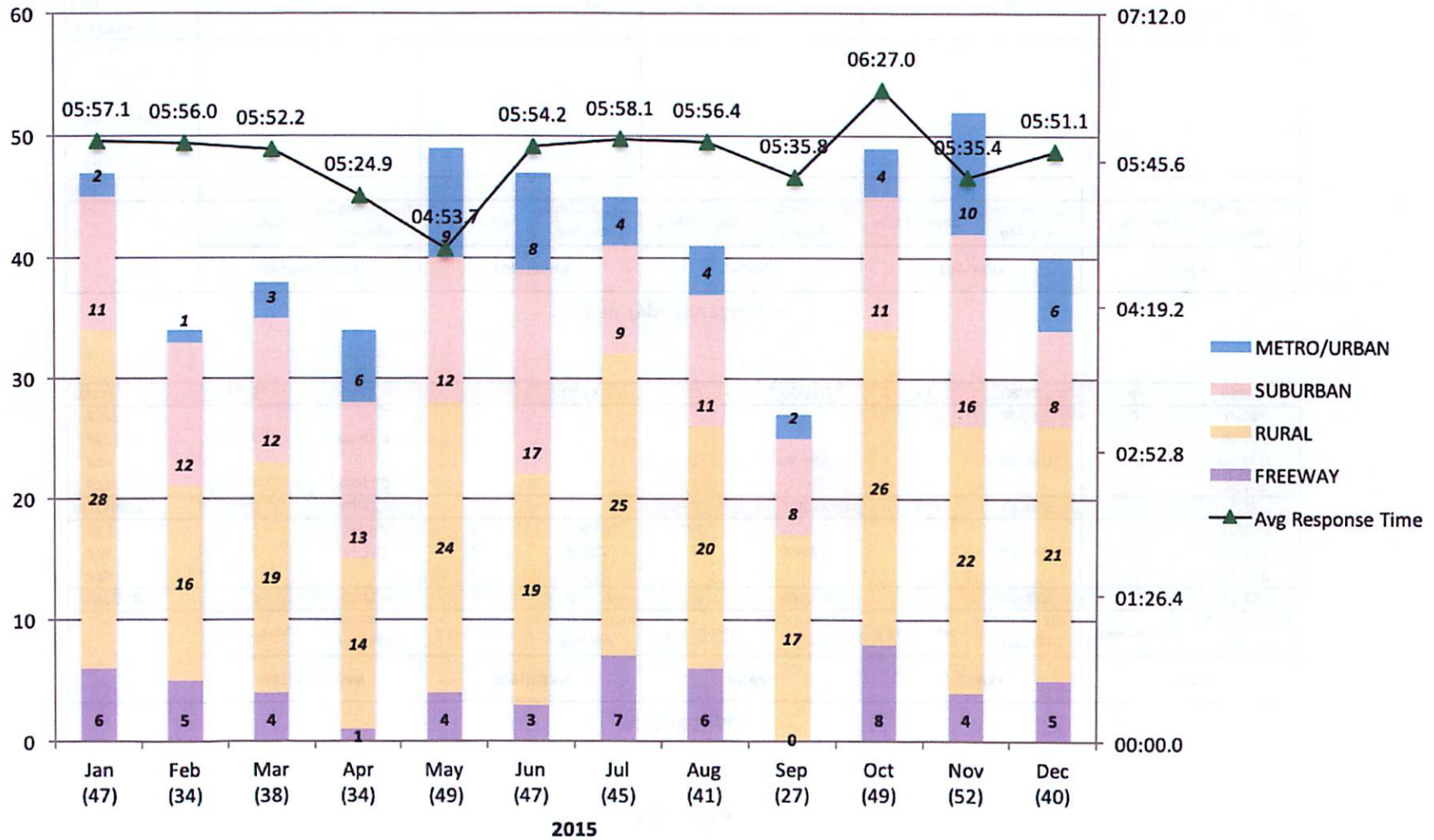
All Call Types

	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRST DUE	3	03:21.0	8	05:51.0	25	05:29.4	1	04:00.0	37	05:21.2
E75			1	06:15.0					1	06:15.0
E76	2	03:28.5	2	06:04.5	2	05:09.0	1	04:00.0	7	04:46.3
R74	1	03:06.0	5	05:40.8	23	05:31.1			29	05:27.8
RELIABILITY	2	05:42.0			2	10:23.5	2	03:32.0	6	06:32.5
E75	1	05:42.0			1	12:01.0			2	08:51.5
R74					1	08:46.0	1	00:00.0	2	04:23.0
E675	1	05:42.0							1	05:42.0
E377							1	07:04.0	1	07:04.0
TOTAL	5	04:17.4	8	05:51.0	27	05:51.1	3	03:41.3	43	05:31.2

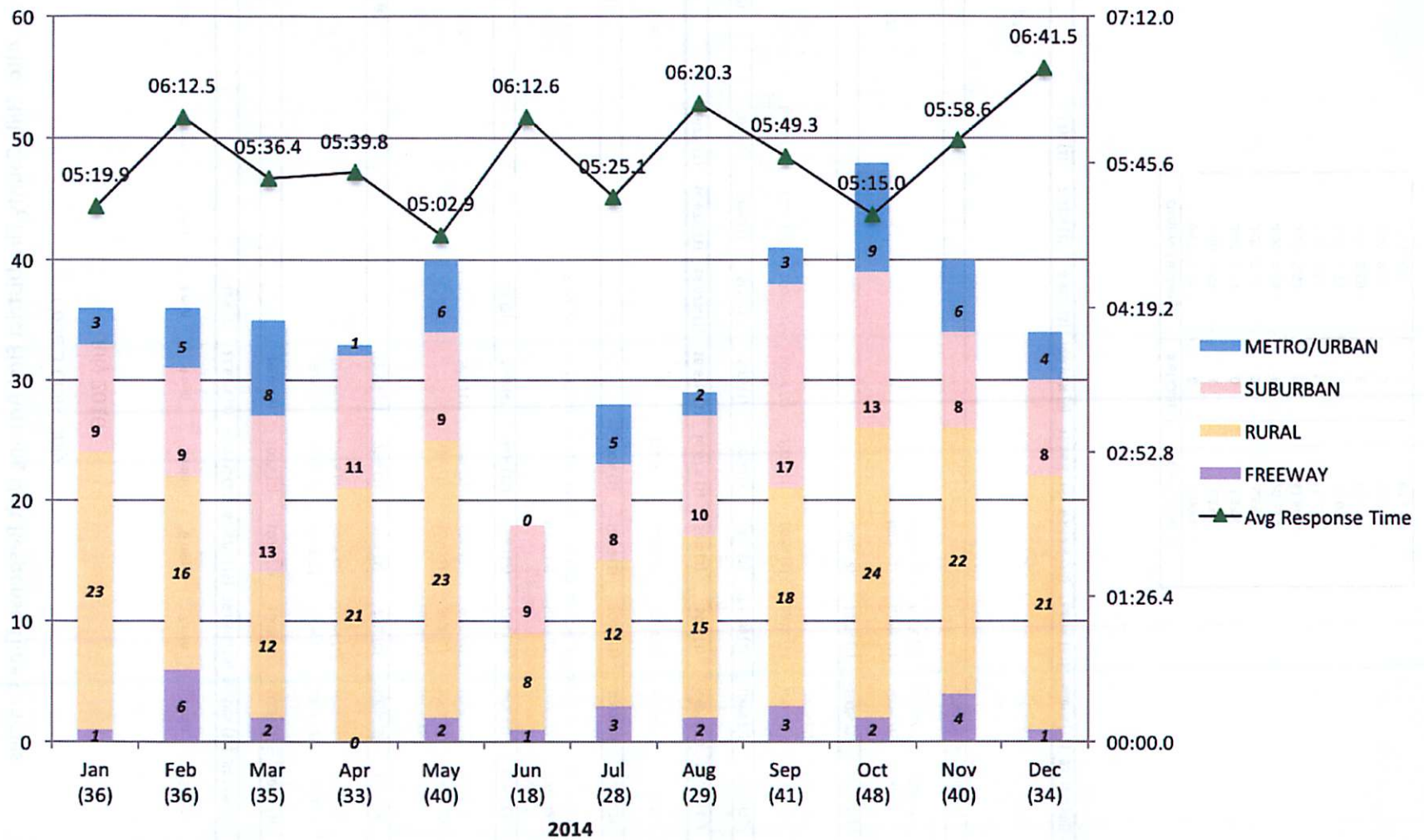
Call Type Breakdown

	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRE										
Structure										
Vehicle										
Vegetation										
Outside rubbish										
Special outside										
Other										
OVERPRESSURE										
EMS	5	04:17.4	3	05:32.7	16	05:37.7	1	00:00.0	25	05:07.5
HAZ CONDITIONS			2	06:00.5	5	05:46.2	2	05:32.0	9	05:46.2
SERVICE			3	06:03.0	6	06:31.2			9	06:21.8
GOOD INTENT										
FALSE ALARM										
SEVERE WEATHER										
TOTAL	5	04:17.4	8	05:51.0	27	05:51.1	3	03:41.3	43	05:31.2

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

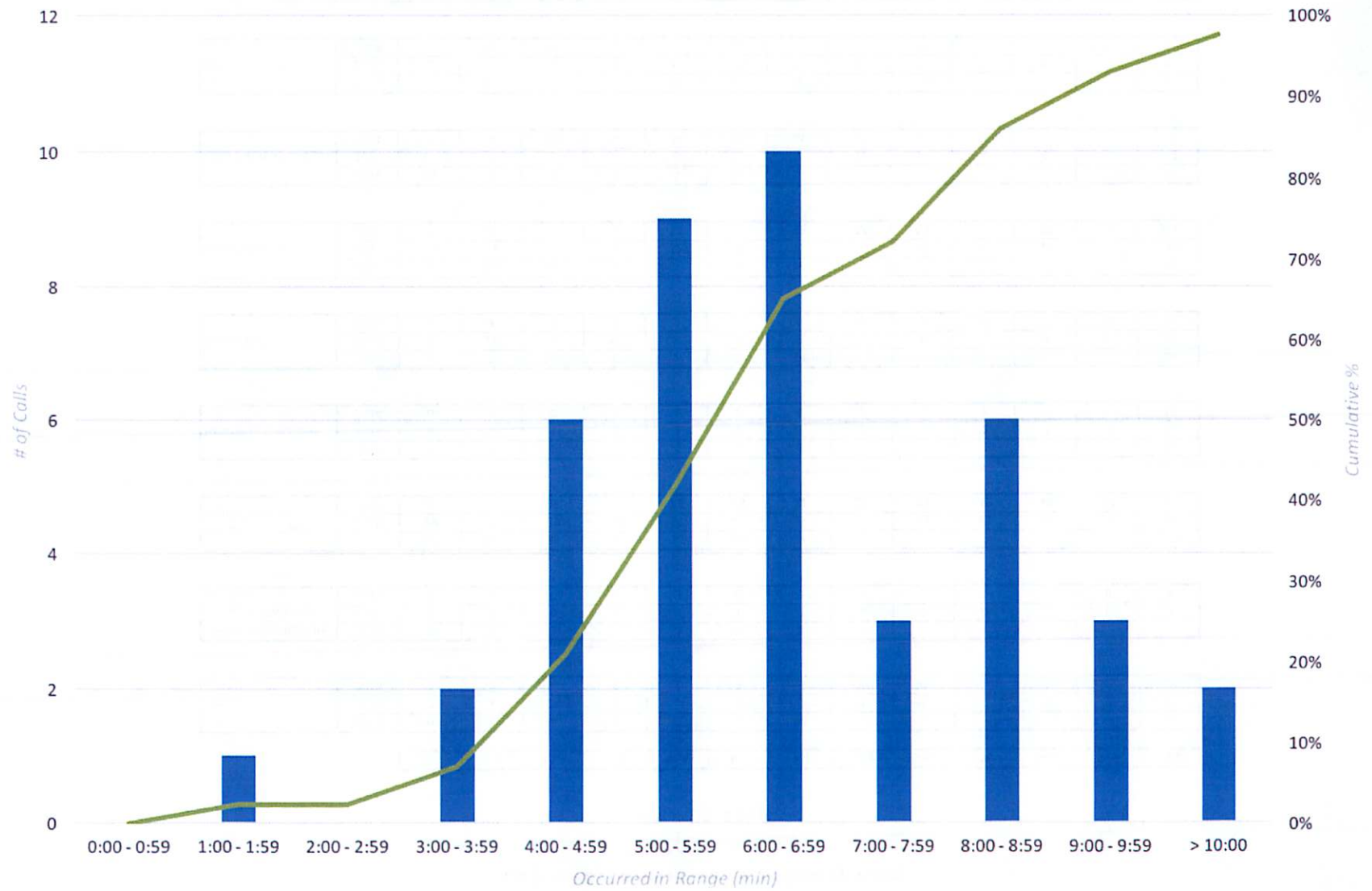
Code 3 Calls Only

July 2016

First Unit Arrived In Less Than	1 min	2 min	3 min	4 min	5 min	6 min	7 min	8 min	9 min	10 min
FIRST DUE (37)			5.41% (2)	21.62% (8)	45.95% (17)	67.57% (25)	75.68% (28)	89.19% (33)	94.59% (35)	100% (37)
URBAN (3)				100% (3)	100% (3)	100% (3)	100% (3)	100% (3)	100% (3)	100% (3)
E76 (2)				100% (2)	100% (2)	100% (2)	100% (2)	100% (2)	100% (2)	100% (2)
R74 (1)				100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
SUBURBAN (8)				12.5% (1)	25% (2)	50% (4)	75% (6)	100% (8)	100% (8)	100% (8)
E75 (1)							100% (1)	100% (1)	100% (1)	100% (1)
E76 (2)					50% (1)	50% (1)	50% (1)	100% (2)	100% (2)	100% (2)
R74 (5)				20% (1)	20% (1)	60% (3)	80% (4)	100% (5)	100% (5)	100% (5)
RURAL (25)			8% (2)	16% (4)	44% (11)	68% (17)	72% (18)	84% (21)	92% (23)	100% (25)
E76 (2)						100% (2)	100% (2)	100% (2)	100% (2)	100% (2)
R74 (23)			8.7% (2)	17.39% (4)	47.83% (11)	65.22% (15)	69.57% (16)	82.61% (19)	91.3% (21)	100% (23)
FREEWAY (1)					100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
E76 (1)					100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
RELIABILITY (6)	16.67% (1)	16.67% (1)	16.67% (1)	16.67% (1)	16.67% (1)	50% (3)	50% (3)	66.67% (4)	83.33% (5)	83.33% (5)
FREEWAY (2)	50% (1)	50% (1)	50% (1)	50% (1)	50% (1)	50% (1)	50% (1)	100% (2)	100% (2)	100% (2)
R74 (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
E377 (1)								100% (1)	100% (1)	100% (1)
URBAN (2)						100% (2)	100% (2)	100% (2)	100% (2)	100% (2)
E75 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
E675 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
RURAL (2)								0% (0)	50% (1)	50% (1)
E75 (1)								0% (0)	0% (0)	0% (0)
R74 (1)								0% (0)	100% (1)	100% (1)
GRAND TOTAL (52)	2.33% (1)	2.33% (1)	6.98% (3)	20.93% (9)	41.86% (18)	65.12% (28)	72.09% (31)	86.05% (37)	93.02% (40)	97.67% (42)

Occurred in Range	# of Calls	Cumulative %
0:00 - 0:59	0	0.00%
1:00 - 1:59	1	2.33%
2:00 - 2:59	0	2.33%
3:00 - 3:59	2	6.98%
4:00 - 4:59	6	20.93%
5:00 - 5:59	9	41.86%
6:00 - 6:59	10	65.12%
7:00 - 7:59	3	72.09%
8:00 - 8:59	6	86.05%
9:00 - 9:59	3	93.02%
> 10:00	2	97.67%

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



Los Altos Hills County Fire District Incidents by Month

All Code Calls

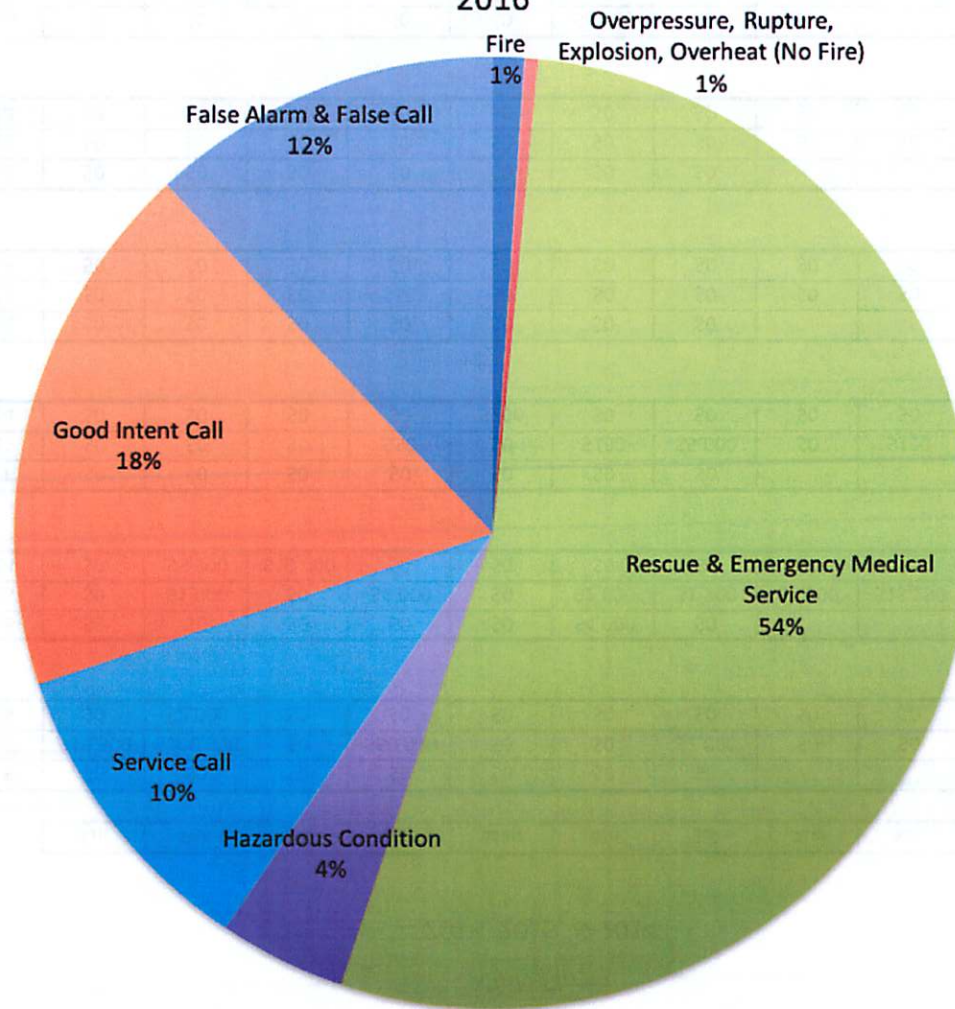
2016, 2015, & 2014

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2016	0	0	0	2	0	3	0						5
	2015	2	2	0	4	0	3	3	1	2	2	0	2	21
	2014	1	2	1	0	1	3	5	1	0	3	1	0	18
Overpressure, Rupture, Explosion, Overheat (No Fire)	2016	0	0	1	1	0	0	0						2
	2015	0	1	0	0	0	1	0	0	1	0	0	0	3
	2014	1	0	0	0	0	0	0	1	0	0	0	0	2
Rescue & Emergency Medical Service	2016	39	30	35	38	31	40	34						247
	2015	39	33	39	30	57	41	39	31	22	53	48	33	465
	2014	33	33	36	33	46	23	22	28	43	38	40	27	402
Hazardous Condition	2016	4	5	0	5	4	2	0						20
	2015	5	5	1	0	2	2	1	1	1	2	3	3	26
	2014	0	1	0	3	1	2	3	2	1	3	0	6	22
Service Call	2016	9	5	8	6	2	4	14						48
	2015	4	11	8	11	8	7	7	6	5	7	7	7	88
	2014	8	8	6	7	7	6	9	4	3	8	7	11	84
Good Intent Call	2016	8	12	14	9	8	17	16						84
	2015	13	11	6	6	12	9	11	12	17	11	15	7	130
	2014	9	10	7	8	11	8	19	23	13	9	12	12	141
False Alarm & False Call	2016	13	8	4	4	4	9	13						55
	2015	10	4	6	7	6	15	9	13	14	8	9	12	113
	2014	8	8	10	5	5	7	14	7	5	18	5	8	100
Special Incident	2016	0	0	0	0	0	0	0						0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	1	0	0	0	0	0	0	0	1
Total	2016	73	60	62	65	49	75	77						461
	2015	73	67	60	58	85	78	70	64	62	83	82	64	846
	2014	60	62	60	56	72	49	72	66	65	79	65	64	770

Los Altos Hills County Fire District Incident Type Breakdown

All Code Calls

2016



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

Only Fires

2016, 2015, & 2014

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



FIRE DEPARTMENT SANTA CLARA COUNTY



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September 9, 2016

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

Subject: Fire Report for August 2016

To Whom It May Concern:

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

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

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

Freeway: 75%
Metro/Urban: 50%
Suburban: 94.44%
Rural: 100%

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

The fire loss for this month was \$0.

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

Sincerely,

Fred A. Schulenburg

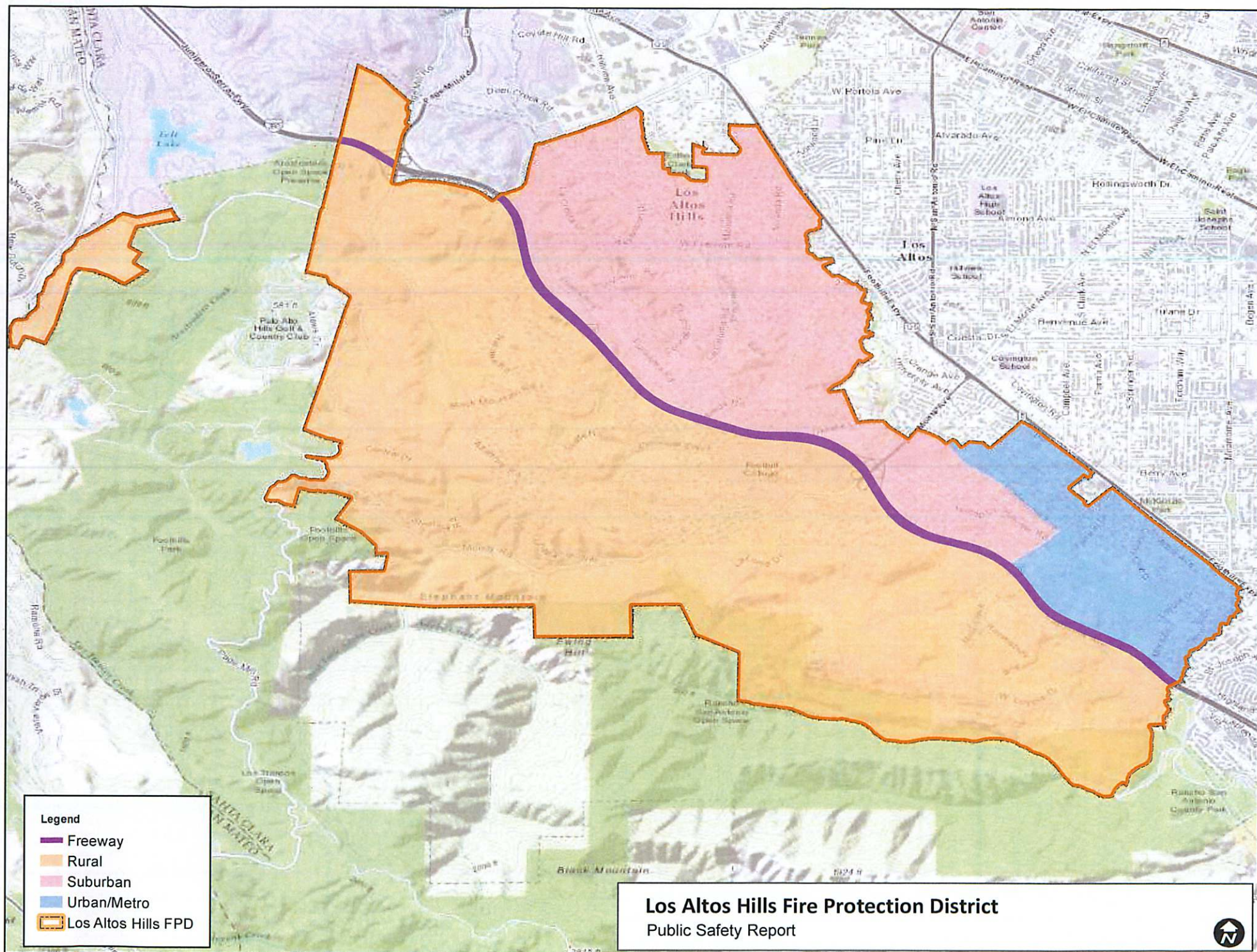
Director of Business Services

Enclosures

c: Joe Parker, Deputy Chief

Organized as the Santa Clara County Central Fire Protection District

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



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

Code 3 Calls Only

August 2016

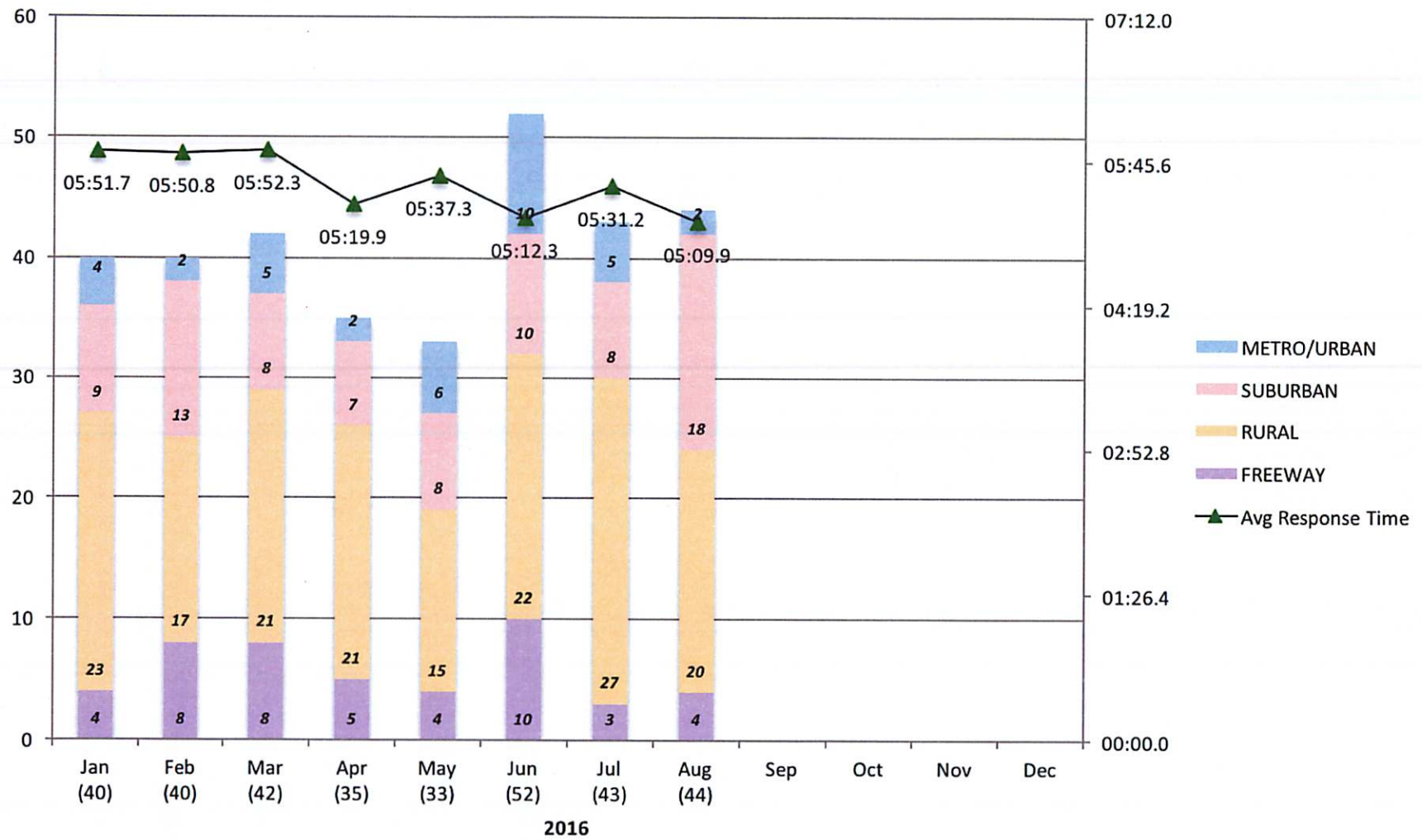
All Call Types

	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRST DUE	2	06:05.0	18	05:11.4	19	04:38.6	4	06:55.5	43	05:09.1
E75			5	05:12.8					5	05:12.8
E76	2	06:05.0	2	03:44.5	3	05:41.3	1	05:17.0	8	05:15.0
R74			11	05:26.6	14	04:09.1	2	08:24.0	27	04:59.6
B74							1	05:37.0	1	05:37.0
E374					2	06:31.5			2	06:31.5
RELIABILITY					1	05:45.0			1	05:45.0
R74					1	05:45.0			1	05:45.0
TOTAL	2	06:05.0	18	05:11.4	20	04:41.9	4	06:55.5	44	05:09.9

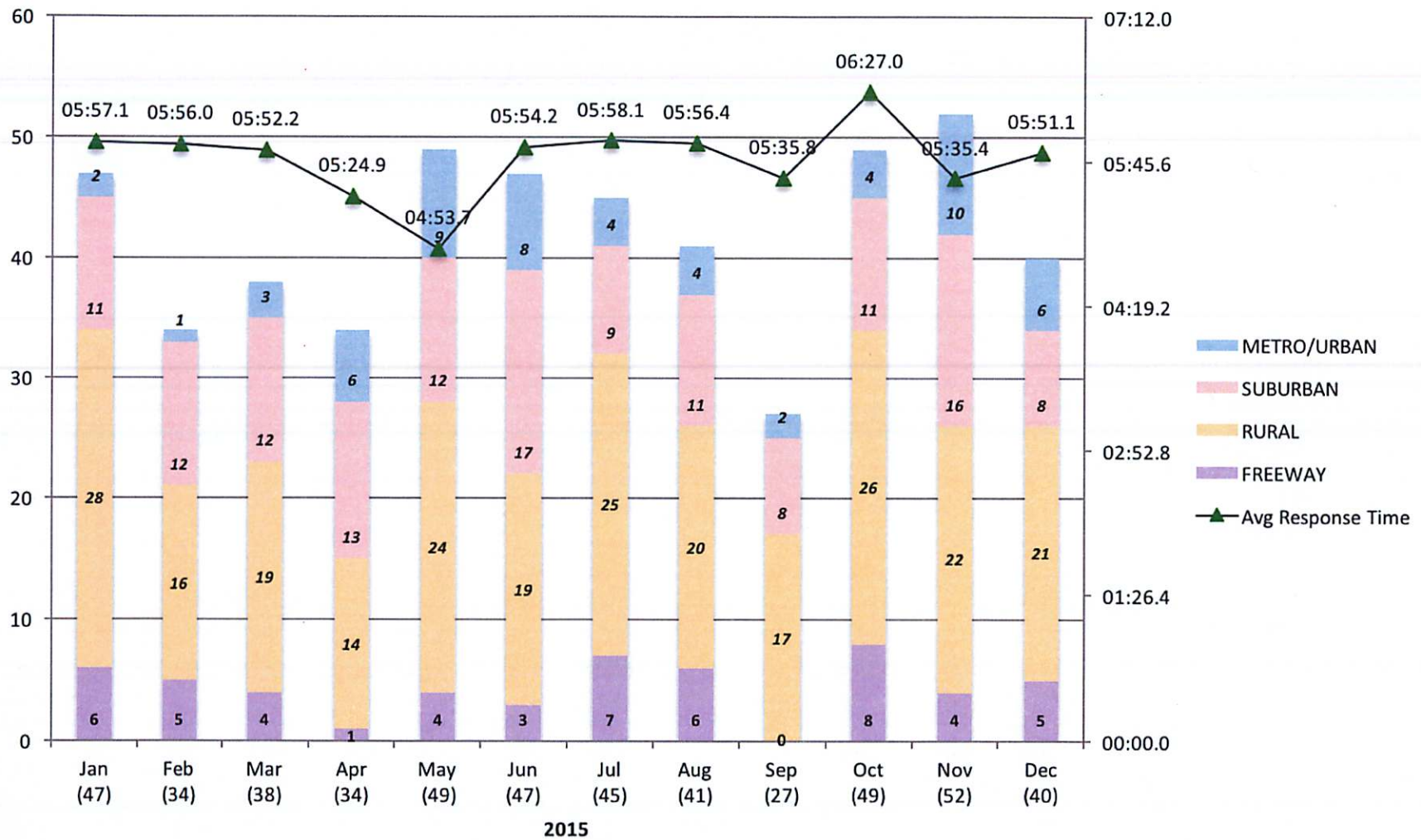
Call Type Breakdown

	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRE										
Structure										
Vehicle										
Vegetation										
Outside rubbish										
Special outside										
Other										
OVERPRESSURE										
EMS			15	05:11.3	15	04:32.8	3	07:21.7	34	05:12.4
HAZ CONDITIONS										
SERVICE					2	04:36.0			2	04:36.0
GOOD INTENT					1	06:22.0	1	05:37.0	2	05:59.5
FALSE ALARM	2	06:05.0	3	05:12.3	2	05:06.5			7	05:25.7
SEVERE WEATHER										
TOTAL	2	06:05.0	18	05:11.4	20	04:41.9	4	06:55.5	44	05:09.9

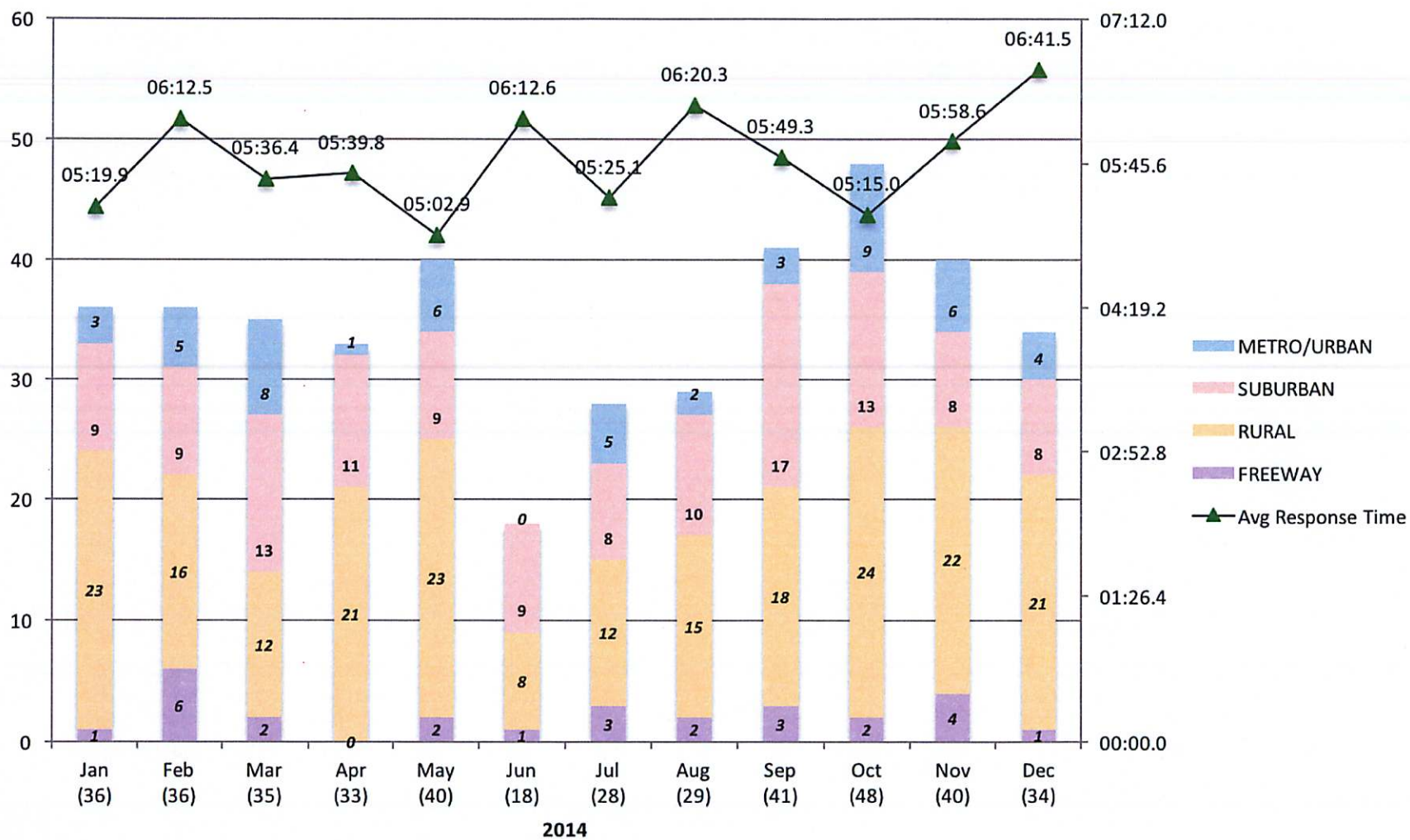
Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



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

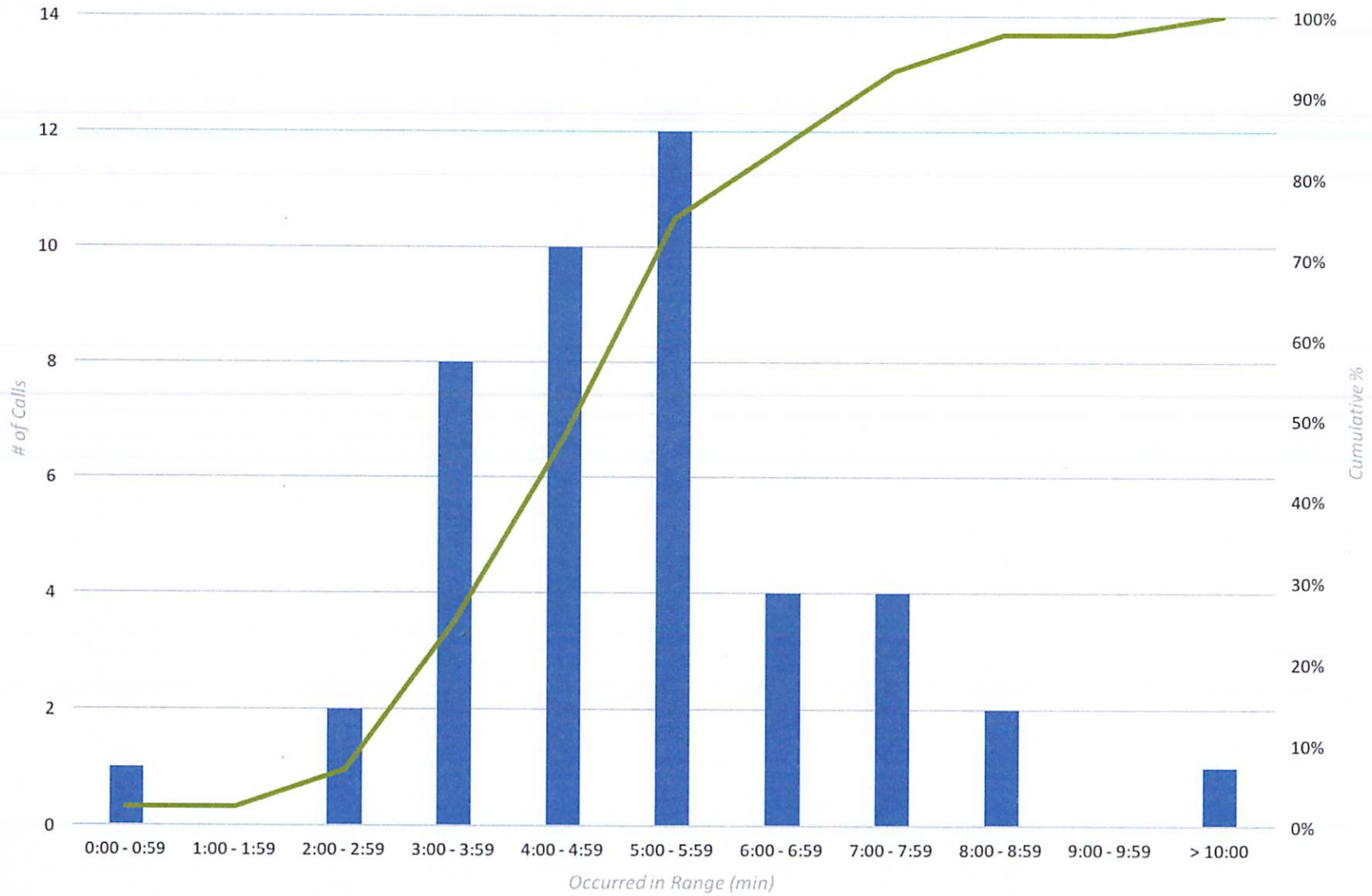
Code 3 Calls Only

August 2016

First Unit Arrived In Less Than	1 min	2 min	3 min	4 min	5 min	6 min	7 min	8 min	9 min	10 min
FIRST DUE (43)	2.33% (1)	2.33% (1)	6.98% (3)	25.58% (11)	48.84% (21)	74.42% (32)	83.72% (36)	93.02% (40)	97.67% (42)	97.67% (42)
URBAN (2)				50% (1)	50% (1)	50% (1)	50% (1)	50% (1)	100% (2)	100% (2)
E76 (2)				50% (1)	50% (1)	50% (1)	50% (1)	50% (1)	100% (2)	100% (2)
SUBURBAN (18)				16.67% (3)	50% (9)	77.78% (14)	83.33% (15)	94.44% (17)	100% (18)	100% (18)
E75 (5)					20% (1)	80% (4)	100% (5)	100% (5)	100% (5)	100% (5)
E76 (2)				100% (2)	100% (2)	100% (2)	100% (2)	100% (2)	100% (2)	100% (2)
R74 (11)				9.09% (1)	54.55% (6)	72.73% (8)	72.73% (8)	90.91% (10)	100% (11)	100% (11)
RURAL (19)	5.26% (1)	5.26% (1)	15.79% (3)	36.84% (7)	52.63% (10)	73.68% (14)	89.47% (17)	100% (19)	100% (19)	100% (19)
E76 (3)						66.67% (2)	100% (3)	100% (3)	100% (3)	100% (3)
R74 (14)	7.14% (1)	7.14% (1)	21.43% (3)	50% (7)	71.43% (10)	85.71% (12)	85.71% (12)	100% (14)	100% (14)	100% (14)
E374 (2)							100% (2)	100% (2)	100% (2)	100% (2)
FREEWAY (4)					25% (1)	75% (3)	75% (3)	75% (3)	75% (3)	75% (3)
E76 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
R74 (2)					50% (1)	50% (1)	50% (1)	50% (1)	50% (1)	50% (1)
B74 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
RELIABILITY (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
RURAL (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 (44)	2.27% (1)	2.27% (1)	6.82% (3)	25% (11)	47.73% (21)	75% (33)	84.09% (37)	93.18% (41)	97.73% (43)	97.73% (43)

Occurred in Range	# of Calls	Cumulative %
0:00 - 0:59	1	2.27%
1:00 - 1:59	0	2.27%
2:00 - 2:59	2	6.82%
3:00 - 3:59	8	25.00%
4:00 - 4:59	10	47.73%
5:00 - 5:59	12	75.00%
6:00 - 6:59	4	84.09%
7:00 - 7:59	4	93.18%
8:00 - 8:59	2	97.73%
9:00 - 9:59	0	97.73%
> 10:00	1	100.00%

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



Los Altos Hills County Fire District Incidents by Month

All Code Calls

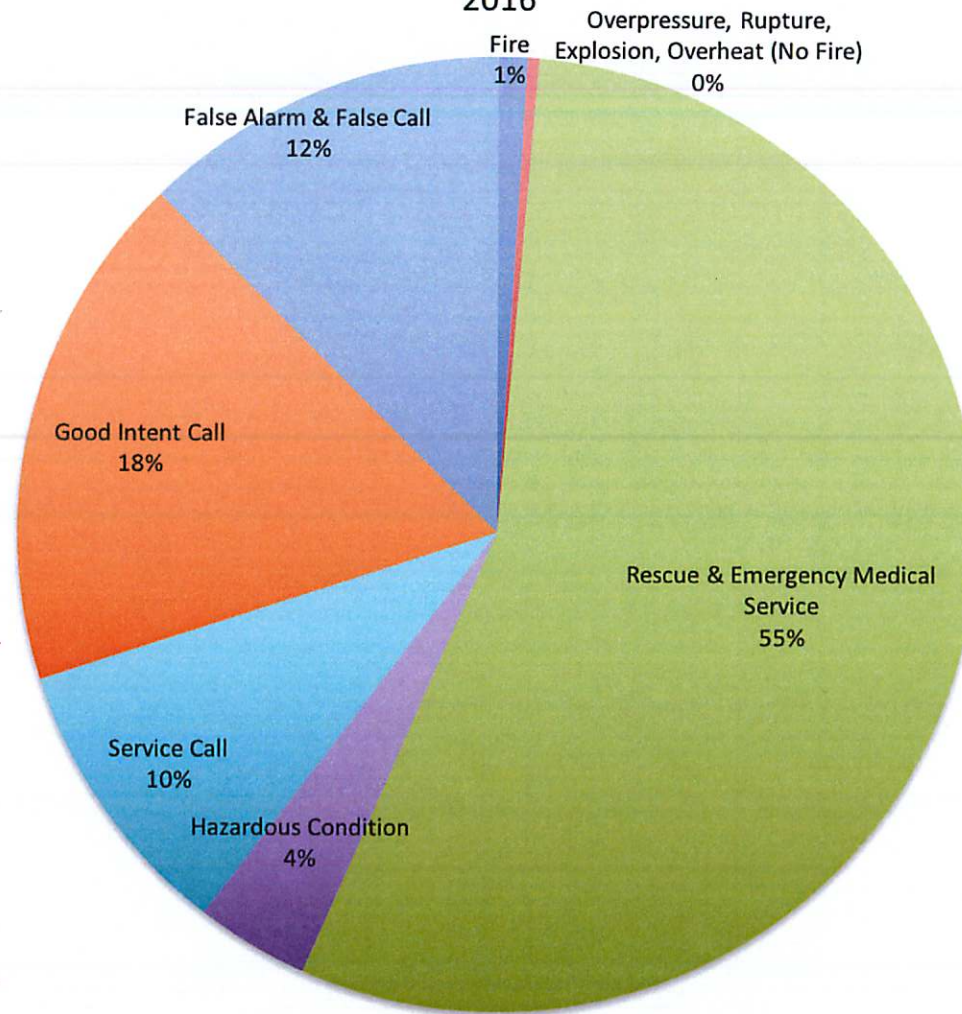
2016, 2015, & 2014

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2016	0	0	0	2	0	3	0	0					5
	2015	2	2	0	4	0	3	3	1	2	2	0	2	21
	2014	1	2	1	0	1	3	5	1	0	3	1	0	18
Overpressure, Rupture, Explosion, Overheat (No Fire)	2016	0	0	1	1	0	0	0	0					2
	2015	0	1	0	0	0	1	0	0	1	0	0	0	3
	2014	1	0	0	0	0	0	0	1	0	0	0	0	2
Rescue & Emergency Medical Service	2016	39	30	35	38	31	40	34	41					288
	2015	39	33	39	30	57	41	39	31	22	53	48	33	465
	2014	33	33	36	33	46	23	22	28	43	38	40	27	402
Hazardous Condition	2016	4	5	0	5	4	2	0	0					20
	2015	5	5	1	0	2	2	1	1	1	2	3	3	26
	2014	0	1	0	3	1	2	3	2	1	3	0	6	22
Service Call	2016	9	5	8	6	2	4	14	2					50
	2015	4	11	8	11	8	7	7	6	5	7	7	7	88
	2014	8	8	6	7	7	6	9	4	3	8	7	11	84
Good Intent Call	2016	8	12	14	9	8	17	16	8					92
	2015	13	11	6	6	12	9	11	12	17	11	15	7	130
	2014	9	10	7	8	11	8	19	23	13	9	12	12	141
False Alarm & False Call	2016	13	8	4	4	4	9	13	10					65
	2015	10	4	6	7	6	15	9	13	14	8	9	12	113
	2014	8	8	10	5	5	7	14	7	5	18	5	8	100
Special Incident	2016	0	0	0	0	0	0	0	0					0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	1	0	0	0	0	0	0	0	1
Total	2016	73	60	62	65	49	75	77	61					522
	2015	73	67	60	58	85	78	70	64	62	83	82	64	846
	2014	60	62	60	56	72	49	72	66	65	79	65	64	770

Los Altos Hills County Fire District Incident Type Breakdown

All Code Calls

2016



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

Only Fires

2016, 2015, & 2014

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

inci_no	unit	alm_date	number	st_prefix	street	st_type	city	zip	notif_dttm
16-2280053	R74	8/15/16	26530		CONEJO	CT	LOS ALTOS HILLS	94022	8/15/16 4:45 PM
16-2390040	E76	8/26/16	1649		WHITHAM	AV	LOS ALTOS HILLS	94024	8/26/16 2:38 PM
16-2320052	R74	8/19/16			FY 280 & EI MONTE RD		LOS ALTOS HILLS	94022	8/19/16 4:52 PM

arv_dttm	inci_type	inci_category	first_due	pop_zone	total response time
8/15/16 4:53 PM	321	3) Rescue & Emergency Medical Servic	FIRST DUE	SUBURBAN	00:08:09
8/26/16 2:47 PM	733	7) False Alarm & False Call	FIRST DUE	URBAN	00:08:45
8/19/16 5:04 PM	322	3) Rescue & Emergency Medical Servic	FIRST DUE	FREEWAY	00:12:17

unit notes

Rescue 74 was dispatched to a medical event. Despite our best efforts, we were unable to arrive less than 8 minutes from dispatch. This was due to two main factors, the first being the distance of the reported address from the station. The second factor was being downgraded to an Alpha response prior to the decision to increase back to to Code 3.

Normal response to this part of the district.

Standard response time from El Monte station to southbound Freeway 280 north of El Monte Road.

Engine 374 / Los Altos Hills Patrol Staffing
Summary of Significant Events
July 2016

4.e.
July

- 7/2/16 – Engine 374 deployed to Kern County (Deer Fire) as part of CNT 2310C. Engine 384 used for LAH Patrol.
- 7/3/16 – Engine 675 replaced Engine 374 for LAH Patrol.
- 7/3/16 – Assist on EMS call at 27210 Altamont Road (Event #185-34). Rider fell from horse.
- 7/4/16 – Dispatched to Pole Fire in Stevens Canyon (Event #187-37). Cancelled while en route.
- 7/6/16 – Motor Vehicle Accident at 1040 Border Road (Event #188-40).
- 7/7/16 – Engine 374 returned from Strike Team Deployment. Engine 374 used for LAH Patrol.
- 7/12/16 – EMS call at 12345 El Monte Road (Event #194-18)
- 7/12/16 – EMS call at 550 Almond Avenue (Event #194-29)
- 7/13/16 – 2nd Alarm Brush Fire. “California” Fire off of California Oak Way in Monta Vista’s First due (Event #195-21). Two acres burned with structures threatened.
- 7/23/16 – Engine 374 deployed to Monterey County (Soberones Fire) as part of CNT 2310C. Engine 675 used for LAH Patrol.
- 7/25/16 – Engine 675 dispatched to Brush Fire / Vehicle Fire in Stevens Canyon (Event #207-84). Cancelled upon arrival.
- 7/27/16 – Engine 675 dispatched to Brush Fire on Highway 17 at Lark Avenue (Event #209-42). Cancelled en route.
- 7/28/16 – Engine 675 dispatched to Brush Fire on Highway 17 at Camden Avenue (Event #210-09). Cancelled en route.

Engine 374 / Los Altos Hills Patrol Staffing
Summary of Significant Events
August 2016

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August

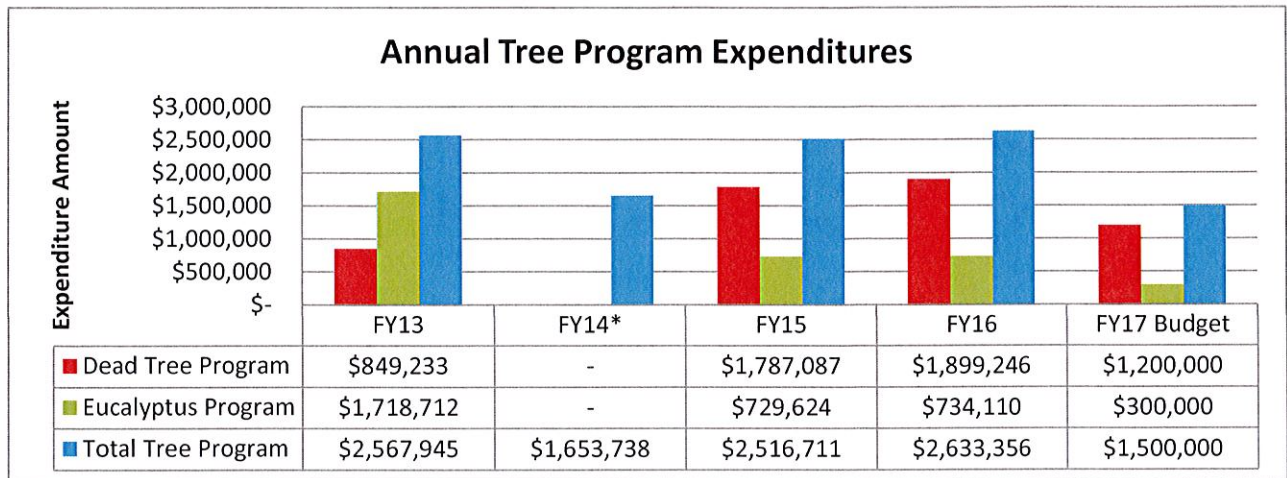
- 8/1/16 – Engine 374 still deployed as part of Strike Team 2310C at Soberones Fire (Monterey County). Engine 675 running as Engine 374.
- 8/5/16 – Dispatched to grass fire on southbound Freeway 280 at Foothill Boulevard exit (Event #218-22).
- 8/6/16 – Engine 675 first on scene for bicycle accident on Page Mill Road at Central Drive (Event #219-29).
- 8/12/16 – Dispatched to brush fire on Highway 17 in Los Gatos (Event #225-52). Cancelled en route.
- 8/12/16 – Engine 374 back at El Monte Station. Strike Team 2310C back in county.
- 8/14/16 – Dispatched to brush fire at 27580 Arastradero Road (Event #227-21). Fire extinguished with garden hose.
- 8/21/16 – EMS call at 12335 Stonebrook Court (Event #234-41).
- 8/22/16 – Engine 374 deployed to Kern County (Cedar Fire) as part of 2310C.
- 8/23/16 – Engine 384 delivered to El Monte Station for patrol staffing
- 8/28/16 – Dispatched to outside smoke investigation at Highway 17 and Freeway 85 in Los Gatos (Event #241-37). Cancelled en route.
- 8/29/16 – Requested at fatal accident / vehicle fire on southbound Foothill Expressway (Event #242-23). Engine 374 crew checked home and vegetation on other side of sound wall from accident.
- 8/29/16 – Dispatched to outside smoke investigation at Los Gatos – Saratoga Road (Event #242-30). Cancelled en route.

Projects
September 1, 2016

Project Area <input type="checkbox"/>	Project Name	Est. Start Date	Est. Complt Date	Brief Description of Project	Est. Cost	Budget Year Expense	Key Service Providers	Notes/ Updates
(1) Entire Fire District	Brush Chipping Program Phase 2	July 1, 2016	Dec. 31, 2016	Chip residents brush, tree and garden prunings.	\$225K	16/17	McClenahan Tree Service	Chipping completed in Area 3.
(2) Entire Fire District	Tree Program	July 1, 2016	Oct. 31, 2016	Remove dead, dying, or hazardous trees. Prune eucalyptus trees.	\$650K 7/1-10/31	16/17	McClenahan Tree Service	Since program began July 2011, 5,229 dead trees removed. 1,337 eucalyptus trees pruned. 1,995 eucalyptus trees removed.
(3) Fire District West of 280	Engineering Phase 8 Hydrant Replacement Program	Jan. 1, 2016	Fall 2016	Field investigation and planning. Plans and specifications preparation. Bidding process.	\$161K	15/16 & 16/17	Pakpour Engineering	Note Engineer's report.

Financial Amendment to Consultant Report

Tree Program Report as of 8/29/16



*Note: Tree Programs combined for FY14

Dead Tree Program

No. of Dead Trees as of 6/30/16	37
Less: Trees removed 7/1/16-8/29/16	(145)
Plus: Additional trees added	170
Less: Cancellations/Under Budget Amount	(6)
No. of Dead Trees as of 8/29/16	56

Est. remaining cost at 6/30/16	\$ 62,485
Less: Trees removed 7/1/16-8/29/16	(240,985)
Less: Card Mailings / RFP Costs	(2,961)
Plus: Additional trees added	322,350
Less: Cancellations/Under Budget Amount	(12,650)
Est. Remaining Cost	\$ 128,239

FY16 Budget	\$ 1,500,000
Less: Amount Billed as of 8/29/16	(243,946)
Less: Est. Remaining Cost for FY17	(128,239)
Fav/(Unfav) Variance to FY17 Budget	\$ 1,127,815

Eucalyptus Program

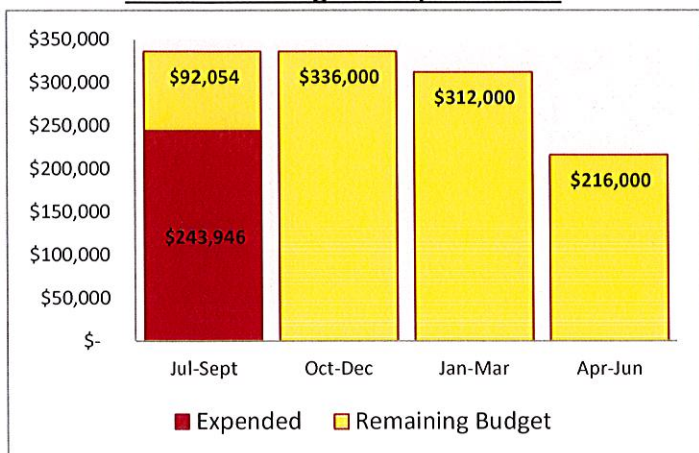
No. of Eucalyptus Trees as of 6/30/16	9
Less: Trees removed 7/1/16-8/29/16	(4)
Plus: Additional trees added	25
Less: Cancellations/Under Budget Amount	-
No. of Eucalyptus Trees as of 8/29/16	30

Est. remaining cost at 5/27/16	\$ 23,550
Less: Trees removed 7/1/16-8/29/16	(4,650)
Less: Card Mailings / RFP Costs	(5,088)
Plus: Additional trees added	92,080
Less: Cancellations/Under Budget Amount	-
Est. Remaining Cost	\$ 105,892

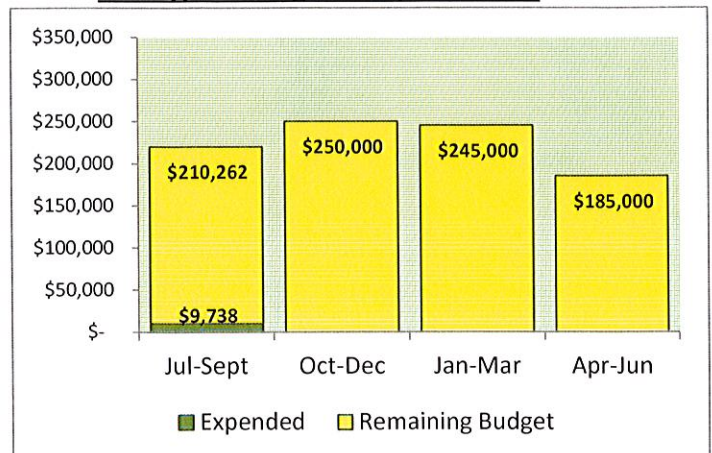
FY16 Budget	\$ 300,000
Less: Amount Billed as of 8/29/16	(9,738)
Less: Est. Remaining Cost for FY17	(105,892)
Fav/(Unfav) Variance to FY17 Budget	\$ 184,370

*Note: Estimated remaining cost is not complete because all areas have not been evaluated yet

Dead Tree Program Expenditures



Eucalyptus Program Expenditures



MEMO

Firm: Los Altos Hills County Fire District (LAHCFD) **Date:** 9/8/16

Attn: Board of Commissioners (BOC)

Project Name: Fire Hydrant Replacement Project for PHWD **Project No.** 10003.19

Reference: Final Phase VIII – Preliminary Engineer’s Estimate for Fire Hydrants to be Replaced

From: Kurt Wurnitsch, P.E. *KW*

Dear BOC,

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

Total FHs in PHWD (Excluding Private FHs) = 540

Total FHs Replaced (Existing Clow Model No. 960) = 454

Total FHs Remaining to be Replaced (Phase VIII) = 84 (21 Dry-Barrel + 63 Wet-Barrel)

Total FHs Remaining to be Replaced (PHWD’s CIP) = 2 (2 Dry-Barrel)

Total FHs = 540

Per your request, below is the Phase VIII preliminary Engineer’s Opinion of Probable Construction Cost Estimate for the 84 FHs to be replaced and 38 FHs (existing Clow Model No. 960) to be serviced as part of the final Phase VIII project located within the limits of PHWD jurisdictional boundary.

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

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

Construction Management [1] [2]

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

(Continued on next page.)

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

No.	Description	Qty	Unit	Unit Cost	Total
1.	Service Exist Wet-Barrel (Clow Model No. 960) FHs	32	EA	\$1,400	\$44,800
2.	Replace Wet-Barrel FHs (Head)	15	EA	\$6,600	\$99,000
3.	Service Exist Wet-Barrel (Clow Model No. 960) FHs - Install Extension	6	EA	\$5,600	\$33,600
4.	Replace Wet-Barrel FHs (Incl. Head & Break-Off/Check-Valve)	33	EA	\$7,600	\$250,800
5.	Replace Wet-Barrel FHs (Incl. Head, BO/CV & Bury)	8	EA	\$9,800	\$78,400
6.	Replace Dry/Wet-Barrel FH Assembly to FH Valve	10	EA	\$12,000	\$120,000
7.	Replace Dry/Wet-Barrel FH Assembly & FH Valve	7	EA	\$14,000	\$98,000
8.	Replace Dry-Barrel FH Assembly w/ 6-inch Water Main Tie-In	1	EA	\$22,000	\$22,000
9.	Replace Dry-Barrel FH Assembly w/ 8-inch Water Main Tie-In	2	EA	\$26,000	\$52,000
10.	Relocate Dry-Barrel FH Assembly w/ 6-inch Water Main Tie-In - Radcliffe Ln	1	LS	\$36,000	\$36,000
11.	Relocate Dry-Barrel FH Assembly w/ 6-inch Water Main Tie-In - Int. Liddicoat Dr and Stanford Ct	1	LS	\$26,000	\$26,000
12.	Relocate Dry-Barrel FH Assembly w/ 6-inch Water Main Tie-In - Across from 14377 / 14425 Liddicoat Cir	1	LS	\$26,000	\$26,000
13.	Replace Dry-Barrel FH Assembly w/ 8-inch Water Main Tie-In - Int. Page Mill Rd and Paseo Del Roble Dr	1	LS	\$33,000	\$33,000
14.	Replace Dry-Barrel FH Assembly w/ 6-inch Water Main Tie-In - Yuba Ln	1	LS	\$22,000	\$22,000
15.	Replace Dry-Barrel FH Assembly to FH Valve - Sunrise Farm Rd	1	LS	\$18,000	\$18,000
16.	Replace Dry-Barrel FH Assembly w/ 6-inch Water Main Tie-In - Stonebrook Ct	1	LS	\$26,000	\$26,000
17.	Relocate Dry-Barrel FH Assembly w/ 6-inch Water Main Tie-In - Vista Del Valle	1	LS	\$40,000	\$40,000
18.	Replace FH Valve Box and Adjust to Grade	15	EA	\$1,500	\$22,500
19.	Remove and Replace FH Valve Box and Riser	59	EA	\$3,000	\$177,000
20.	Remove and Replace FH Retaining Wall	1	EA	\$6,000	\$6,000
21.	Install FH Retaining Wall	8	EA	\$5,000	\$40,000
22.	Replace and Install FH Bollard	30	EA	\$900	\$27,000
23.	Paint New/ Re-Paint Existing FH Bollard	43	EA	\$400	\$17,200
24.	Replace and Install FH Marker Post	6	EA	\$500	\$3,000
25.	Replace Exist Residential 1-inch Service Line	4	EA	\$5,200	\$20,800
26.	Replace Exist Residential 2-inch Service Line	1	EA	\$8,200	\$8,200
27.	1-inch Air Combination Valve	1	EA	\$5,000	\$5,000
28.	Replace Existing 6-inch FH Valve (Only as Directed by District)	5	EA	\$4,200	\$21,000
29.	Replace Exist FH 6-inch Water-Main Tie-In (Only as Directed by District)	6	EA	\$10,000	\$60,000
30.	Replace Exist FH 8-inch Water-Main Tie-In (Only as Directed by District)	3	EA	\$12,000	\$36,000
31.	Replace Asphalt Concrete/ Trench Repair	720	SF	\$50	\$36,000
32.	Replace Asphalt Concrete Berm	15	LF	\$100	\$1,500
33.	Replace Curb & Gutter	40	LF	\$160	\$6,400
34.	Replace Thermoplastic Stripes	25	LF	\$80	\$2,000
35.	Water Tank Truck	1	LS	\$15,000	\$15,000
36.	Install Project Construction Funding Signs	1	LS	\$6,000	\$6,000
Sub-Total for Construction Cost Estimate					\$1,536,200
Contingency (0%)					-
Total for Construction Cost Estimate					\$1,536,200

TOTAL PROJECT COST

TOTAL PROJECT COST (Including Final Design, Advertise, Award, Construction Management and Construction Cost Estimate)	\$1,907,270
------------------------------------------------------------------------------------------------------------------------------	--------------------

Notes:

- [1] Estimated Phase VIII: 84 FHs replaced and 38 FHs (Clow Model No. 960) serviced.
 [2] Preliminary Construction Phase: Estimate 120 working days (24 weeks or 6 months).
 [3] Unit Cost is considered preliminary based on Phase VII Bid Analysis dated 4/23/15 by Pakpour Consulting Group.

J:\Projects\LAHCFD - 10003.00\19-FH Replacement Project Phase VIII\Cost Estimate\Phase VIII\19-LAHCFD-BOC-16.09.08-Phase VIII-Prelim Engr Est.doc

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

Description	2015 to 2017																		
	DEC (15)	JAN (16)	FEB (16)	MAR (16)	APR (16)	MAY (16)	JUNE (16)	JUL (16)	AUG (16)	SEP (16)	OCT (16)	NOV (16)	DEC (16)	JAN (17)	FEB (17)	MAR (17)	APR (17)	MAY (17)	TOTAL
	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Est.)	(Est.)	(Est.)	(Est.)	(Est.)	(Est.)	(Est.)	(Est.)	
Preliminary & Final Design																			
Field Investigation, Planning, Design,																			
Advertise & Award:	\$ 3,095	\$ 10,609	\$ 10,164	\$ 11,476	\$ 7,404	\$ 12,675	\$ 26,445	\$ 19,554	\$ 21,029	\$ 19,263	\$ 7,000	\$ 2,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,070
Sub-Consultant (Tree Arborist):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Contingency (0%):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total:	\$ 3,095	\$ 10,609	\$ 10,164	\$ 11,476	\$ 7,404	\$ 12,675	\$ 26,445	\$ 19,554	\$ 21,029	\$ 19,263	\$ 10,500	\$ 5,856	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161,070
Construction Management																			
Construction Management:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 14,000	\$ 180,000
Sub-Consultant (Geotech & Tree Arborist):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 30,000
Contingency (0%):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 14,000	\$ 210,000
Construction																			
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124,100	\$ 248,200	\$ 248,200	\$ 248,200	\$ 248,200	\$ 248,200	\$ 124,100	\$ 1,489,200
Contingency (0%):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124,100	\$ 248,200	\$ 248,200	\$ 248,200	\$ 248,200	\$ 248,200	\$ 124,100	\$ 1,489,200
Total:	\$ 3,095	\$ 10,609	\$ 10,164	\$ 11,476	\$ 7,404	\$ 12,675	\$ 26,445	\$ 19,554	\$ 21,029	\$ 19,263	\$ 14,500	\$ 161,956	\$ 283,200	\$ 280,200	\$ 280,200	\$ 280,200	\$ 280,200	\$ 138,100	\$ 1,860,270

MEMO

Firm: Los Altos Hills County Fire District (LAHCFD) **Date** 9/8/16
Attn: Stu Farwell
Project Name: Fire Hydrant Replacement Project – Phase VIII **Project No.** 10003.19
Reference: Preliminary Schedule
From: Kurt Wurnitsch, P.E. *KW*

Per your request, below is the schedule for the final Phase VIII of the Fire Hydrant Replacement Project located within the Purissima Hills Water District (PHWD) jurisdictional boundary.

The following is a status update summary for the design and advertisement phase for the Phase VIII project since the last July 19th BOC meeting:

- Met with LAHCFD staff (Stu F.) on July 19th to review 70% Submittal Package.
- Coordinated Project Utility Notices with Utility Agencies (PG&E, AT&T, Sprint & Comcast) on August 1st and 2nd.
- Met with PHWD staff on August 2nd, 12th and 17th to review the 70% Submittal Package.
- Coordinated 70% Submittal Package review with Town staff. Town confirmed on August 19th they have no comments to coordinate with the LAHCFD.
- Coordinated 70% Submittal Package review comments with LAHCFD's attorney (Dan S.) from August 19th to 23rd.
- PCG finalized the Bid Documents per review comments received from PHWD staff, Town staff and LAHCFD attorney.
- The project pre-bid and bid opening meeting dates have been coordinated with PHWD's administrative office and are scheduled at 2:00 P.M. on September 13th and 27th, respectively.
- PCG coordinated the advertisement for proposals issued August 31st with the Town Crier, Alameda/ Santa Clara/ San Mateo County plan houses and PHWD's list of 24 contractors for water main projects.
- PCG started contacting residents with existing FHs located along property frontages to inform them of the project schedule and scope of work for FHs that requires coordination of existing landscape improvements.

Description	Estimated Completion Date	Completed Date
Complete Preliminary Field Investigation and Planning	Week of 4/18/16	4/29/16
List of FHs (Final) – Update w/ LAHCFD field visit info	Week of 5/2/16	5/26/16
Field Visit w/ PHWD - Review list of FHs, scope of work & additional water main field info required from PHWD	Week of 8/8/16	8/2/16
Complete Bid Document Preparation (70% Submittal) – (6 weeks)	Week of 6/20/16	7/15/16
Utility Notification (70% Submittal) – Send letter to Agencies	Week of 6/20/16	8/1/16
PHWD Coordination – Review requested field info & shut-down requirements	Week of 8/8/16	8/12/16
Complete Bid Document Review (70% Submittal) Coordinate w/Attorney/ PHWD/ Town (2 weeks)	Week of 8/15/16	8/26/16
Finalize Bid Documents	Week of 8/22/16	8/26/16
Advertise Bid Doc in Town Crier (send advertisement language one (1) week in advance of publishing)	Week of 8/29/16	8/31/16
Pre-Bid Meeting	Week of 9/12/16	
End Bid Documents Advertisement – (4 weeks)	Week of 9/26/16	
Open Bids	Week of 9/26/16	
Review Bids & Letter of Recommendation	Week of 10/3/16	
Commissioners Meeting - Award Contract	10/18/16 (Tuesday)	
Complete Contract/ Bonds/ Insurance Certificates Review (3 weeks)	Week of 11/7/16	
Notice to Proceed	Week of 11/14/16	
Start Construction	Week of 11/21/16	
End of Construction (Estimated)	Week of 5/8/17	



Vargas and Company

certified public accountants

September 9, 2016

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

RE: Financial Statement Package – July 2016

Dear Board Members,

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

Report Title	Page Number
1. Balance Sheet	1
2. Profit and Loss	2
3. Profit and Loss – Budget vs. Actual	3
4. Profit and Loss – Prior Year Comparison	4
5. Expenses – Transaction Detail By Account	5
6. Expenses by Vendor Summary	6

Please note: July's report is so small because there were no revenues and there were no YTD summaries to generate.

Sincerely,

Cori Vargas
Vargas and Company

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

	Jul 31, 16	Jun 30, 16
ASSETS		
Current Assets		
Checking/Savings		
1000200 · Cash-Commingled	(2,722,031.72)	(2,722,031.72)
1100000 · Cash-Clearing Account	13,367,621.50	14,203,183.66
1112000 · Cash - Imprest Cash	500.00	500.00
Total Checking/Savings	10,646,089.78	11,481,651.94
Accounts Receivable		
1121500 · Interest Receivable		18,184.03
Total Accounts Receivable		18,184.03
Other Current Assets		
1180000 · Prepaid Expense	100.00	100.00
Total Other Current Assets	100.00	100.00
Total Current Assets	10,646,189.78	11,499,935.97
Fixed Assets		
1301400 · Land (Manual Post)	4,688.00	4,688.00
1302100 · Accum Depr - Buildings	(1,022,796.00)	(1,022,796.00)
1302300 · Buildings and Improvements (MP)	2,552,838.00	2,552,838.00
1303100 · Accum Depr - LI-Fire Hydrants	(290,919.00)	(290,919.00)
1303300 · LI - Fire Hydrants (MP)	1,078,745.00	1,078,745.00
1305100 · Accum Depr - Equipment & Furnit	(56,332.00)	(56,332.00)
1305300 · Equipment and Furniture (MP)	63,118.13	63,118.13
Total Fixed Assets	2,329,342.13	2,329,342.13
TOTAL ASSETS	12,975,531.91	13,829,278.10
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100000 · AP Vendor Reconciliation		335,369.06
Total Accounts Payable		335,369.06
Total Current Liabilities		335,369.06
Total Liabilities		335,369.06
Equity		
3000000 · Investment in Capital Assets	2,329,342.13	2,329,342.13
3400300 · Fund Balance - Unassigned	7,064,566.91	7,391,242.11
3400930 · Fund Balance - Committed		
3400931 · Committed to Operations	2,000,000.00	2,000,000.00
3400932 · Committed to Insurance	100,000.00	100,000.00
3400933 · Committed to Emergency Ops	2,000,000.00	2,000,000.00
Total 3400930 · Fund Balance - Committed	4,100,000.00	4,100,000.00
Net Income	(518,377.13)	(326,675.20)
Total Equity	12,975,531.91	13,493,909.04
TOTAL LIABILITIES & EQUITY	12,975,531.91	13,829,278.10

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

July 2016

	<u>Jul 16</u>
Expense	
5220100 · Insurance	4,652.78
5255500 · Contract Services	
5255501 · Santa Clara Co. Fire Dept.	354,234.44
5255502 · Battalion 74 Services	91,946.26
5255503 · Emergency Service Coordinator	7,020.34
5255504 · Emergency Prep/Fire Prevention	615.34
5255505 · Extra Fire Season Patrol	58,541.37
	<hr/>
Total 5255500 · Contract Services	512,357.75
5260100 · Publications and Legal Notices.	121.00
5282200 · Projects and Programs	
5282204 · Buildings and Grounds	278.66
5282207 · Eucalyptus Program	966.94
	<hr/>
Total 5282200 · Projects and Programs	1,245.60
	<hr/>
Total Expense	518,377.13
	<hr/>
Net Income	<u><u>(518,377.13)</u></u>

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

	Jul 16	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
Income				
4813000 · Misc. Income				
4813800 · Miscellaneous Income - Other	0.00	100.00	(100.00)	(100.0%)
Total 4813000 · Misc. Income	0.00	100.00	(100.00)	(100.0%)
Total Income	0.00	100.00	(100.00)	(100.0%)
Gross Profit	0.00	100.00	(100.00)	(100.0%)
Expense				
5220100 · Insurance	4,652.78	5,100.00	(447.22)	8.77%
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	354,234.44	354,234.00	0.44	(0.0%)
5255502 · Battalion 74 Services	91,946.26	91,946.00	0.26	(0.0%)
5255503 · Emergency Service Coordinator	7,020.34	7,020.00	0.34	(0.0%)
5255504 · Emergency Prep/Fire Prevention	615.34	200.00	415.34	(207.67%)
5255505 · Extra Fire Season Patrol	58,541.37	60,000.00	(1,458.63)	2.43%
Total 5255500 · Contract Services	512,357.75	513,400.00	(1,042.25)	0.2%
5260100 · Publications and Legal Notices.	121.00	300.00	(179.00)	59.67%
5282200 · Projects and Programs				
5282201 · Chipping Program	0.00	1,500.00	(1,500.00)	100.0%
5282202 · Yard Waste Program	0.00	9,750.00	(9,750.00)	100.0%
5282204 · Buildings and Grounds	278.66	279.00	(0.34)	0.12%
5282207 · Eucalyptus Program	966.94	0.00	966.94	(100.0%)
Total 5282200 · Projects and Programs	1,245.60	11,529.00	(10,283.40)	89.2%
5350100 · Misc Expense-Others	0.00	50.00	(50.00)	100.0%
Total Expense	518,377.13	530,379.00	(12,001.87)	2.26%
Net Income	(518,377.13)	(530,279.00)	11,901.87	2.24%

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

	Jul 16	Jul 15	\$ Change	% Change
Income				
4302100 · Property Rental	0.00	950.00	-950.00	-100.0%
Total Income	0.00	950.00	-950.00	-100.0%
Gross Profit	0.00	950.00	-950.00	-100.0%
Expense				
5220100 · Insurance	4,652.78	0.00	4,652.78	100.0%
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	354,234.44	339,467.60	14,766.84	4.4%
5255502 · Battalion 74 Services	91,946.26	88,113.33	3,832.93	4.4%
5255503 · Emergency Service Coordinator	7,020.34	6,727.69	292.65	4.4%
5255504 · Emergency Prep/Fire Prevention	615.34	109.32	506.02	462.9%
5255505 · Extra Fire Season Patrol	58,541.37	59,755.36	-1,213.99	-2.0%
Total 5255500 · Contract Services	512,357.75	494,173.30	18,184.45	3.7%
5257130 · Consultants - General and Admin				
5257131 · Clerk	0.00	4,685.00	-4,685.00	-100.0%
5257132 · Fire Consultant	0.00	4,685.00	-4,685.00	-100.0%
Total 5257130 · Consultants - General and Admin	0.00	9,370.00	-9,370.00	-100.0%
5260100 · Publications and Legal Notices.	121.00	121.00	0.00	0.0%
5282200 · Projects and Programs				
5282201 · Chipping Program	0.00	1,009.58	-1,009.58	-100.0%
5282202 · Yard Waste Program	0.00	9,320.00	-9,320.00	-100.0%
5282204 · Buildings and Grounds	278.66	278.66	0.00	0.0%
5282207 · Eucalyptus Program	966.94	0.00	966.94	100.0%
Total 5282200 · Projects and Programs	1,245.60	10,608.24	-9,362.64	-88.3%
5350100 · Misc Expense-Others	0.00	244.69	-244.69	-100.0%
Total Expense	518,377.13	514,517.23	3,859.90	0.8%
Net Income	-518,377.13	-513,567.23	-4,809.90	-0.9%

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

Type	Date	Name	Split	Amount
5220100 · Insurance				
Check	07/29/2016	FAIRA Insurance	1100000 · Cash-Clearing Account	4,652.78
Total 5220100 · Insurance				4,652.78
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.				
Check	07/29/2016	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	354,234.44
Total 5255501 · Santa Clara Co. Fire Dept.				354,234.44
5255502 · Battalion 74 Services				
Check	07/29/2016	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	91,946.26
Total 5255502 · Battalion 74 Services				91,946.26
5255503 · Emergency Service Coordinator				
Check	07/29/2016	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	7,020.34
Total 5255503 · Emergency Service Coordinator				7,020.34
5255504 · Emergency Prep/Fire Prevention				
Check	07/29/2016	Petty Cash Custodian - Jeanne ...	1100000 · Cash-Clearing Account	299.98
Check	07/29/2016	Starbuck, Carol	1100000 · Cash-Clearing Account	200.00
Check	07/29/2016	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	115.36
Total 5255504 · Emergency Prep/Fire Prevention				615.34
5255505 · Extra Fire Season Patrol				
Check	07/29/2016	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	58,541.37
Total 5255505 · Extra Fire Season Patrol				58,541.37
Total 5255500 · Contract Services				512,357.75
5260100 · Publications and Legal Notices.				
Check	07/29/2016	Los Altos Town Crier	1100000 · Cash-Clearing Account	121.00
Total 5260100 · Publications and Legal Notices.				121.00
5282200 · Projects and Programs				
5282204 · Buildings and Grounds				
Check	07/29/2016	Crystal Springs Landscaping Co.	1100000 · Cash-Clearing Account	278.66
Total 5282204 · Buildings and Grounds				278.66
5282207 · Eucalyptus Program				
Check	07/29/2016	AID Mailing & Fulfillment	1100000 · Cash-Clearing Account	966.94
Total 5282207 · Eucalyptus Program				966.94
Total 5282200 · Projects and Programs				1,245.60
TOTAL				518,377.13

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

	<u>Jul 16</u>	<u>Jul 16</u>
AID Mailing & Fulfillment	966.94	966.94
Crystal Springs Landscaping Co.	278.66	278.66
FAIRA Insurance	4,652.78	4,652.78
Los Altos Town Crier	121.00	121.00
Petty Cash Custodian - Jeanne Evilsizer	299.98	299.98
Santa Clara County Central Fire Protectio	511,857.77	511,857.77
Starbuck, Carol	200.00	200.00
TOTAL	<u>518,377.13</u>	<u>518,377.13</u>



Vargas and Company

certified public accountants

September 9, 2016

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

RE: Financial Statement Package – August 2016

Dear Board Members,

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

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

Please note: I did not include any graphs in my reports this month since there are only two months of data entered so far which does not make for a very informative chart.

Sincerely,

Cori Vargas
Vargas and Company

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

	Aug 31, 16	Jul 31, 16
ASSETS		
Current Assets		
Checking/Savings		
1000200 · Cash-Commingled	(2,721,932.16)	(2,722,031.72)
1100000 · Cash-Clearing Account	12,703,969.63	13,367,621.50
1112000 · Cash - Imprest Cash	500.00	500.00
Total Checking/Savings	9,982,537.47	10,646,089.78
Other Current Assets		
1180000 · Prepaid Expense	100.00	100.00
Total Other Current Assets	100.00	100.00
Total Current Assets	9,982,637.47	10,646,189.78
Fixed Assets		
1301400 · Land (Manual Post)	4,688.00	4,688.00
1302100 · Accum Depr - Buildings	(1,022,796.00)	(1,022,796.00)
1302300 · Buildings and Improvements (MP)	2,552,838.00	2,552,838.00
1303100 · Accum Depr - LI-Fire Hydrants	(290,919.00)	(290,919.00)
1303300 · LI - Fire Hydrants (MP)	1,078,745.00	1,078,745.00
1305100 · Accum Depr - Equipment & Furnit	(56,332.00)	(56,332.00)
1305300 · Equipment and Furniture (MP)	63,118.13	63,118.13
Total Fixed Assets	2,329,342.13	2,329,342.13
TOTAL ASSETS	12,311,979.60	12,975,531.91
LIABILITIES & EQUITY		
Equity		
3000000 · Investment in Capital Assets	2,329,342.13	2,329,342.13
3400300 · Fund Balance - Unassigned	7,064,566.91	7,064,566.91
3400930 · Fund Balance - Committed		
3400931 · Committed to Operations	2,000,000.00	2,000,000.00
3400932 · Committed to Insurance	100,000.00	100,000.00
3400933 · Committed to Emergency Ops	2,000,000.00	2,000,000.00
Total 3400930 · Fund Balance - Committed	4,100,000.00	4,100,000.00
Net Income	(1,181,929.44)	(518,377.13)
Total Equity	12,311,979.60	12,975,531.91
TOTAL LIABILITIES & EQUITY	12,311,979.60	12,975,531.91

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

	Aug 16	Jul - Aug 16
Income		
4002100 · Prop Taxes-Curr Unsecured	3,018.79	3,018.79
4006100 · Property Taxes-SB 813	23,547.63	23,547.63
4813000 · Misc. Income		
4813900 · Misc Reimbursements	99.56	99.56
Total 4813000 · Misc. Income	99.56	99.56
Total Income	26,665.98	26,665.98
Gross Profit	26,665.98	26,665.98
Expense		
5220100 · Insurance	0.00	4,652.78
5255100 · Professional & Specialized Serv		
5255102 · Accounting Services	3,000.00	3,000.00
5255103 · Outside Legal Services	3,661.75	3,661.75
Total 5255100 · Professional & Specialized Serv	6,661.75	6,661.75
5255500 · Contract Services		
5255501 · Santa Clara Co. Fire Dept.	354,234.44	708,468.88
5255502 · Battalion 74 Services	91,946.26	183,892.52
5255503 · Emergency Service Coordinator	7,020.34	14,040.68
5255504 · Emergency Prep/Fire Prevention	168.47	783.81
5255505 · Extra Fire Season Patrol	58,620.46	117,161.83
Total 5255500 · Contract Services	511,989.97	1,024,347.72
5257130 · Consultants - General and Admin		
5257131 · Clerk	4,896.00	4,896.00
5257132 · Fire Consultant	4,685.00	4,685.00
Total 5257130 · Consultants - General and Admin	9,581.00	9,581.00
5260100 · Publications and Legal Notices.	0.00	121.00
5282200 · Projects and Programs		
5282201 · Chipping Program	14,803.92	14,803.92
5282204 · Buildings and Grounds	278.66	557.32
5282206 · Dead Tree Program	118,535.94	118,535.94
5282207 · Eucalyptus Program	7,338.17	8,305.11
5282208 · Hydrant/Main Improv.-Purissima	21,028.88	21,028.88
Total 5282200 · Projects and Programs	161,985.57	163,231.17
Total Expense	690,218.29	1,208,595.42
Net Income	(663,552.31)	(1,181,929.44)

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

	Aug 16	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
Income				
4002100 · Prop Taxes-Curr Unsecured	3,018.79	0.00	3,018.79	100.0%
4006100 · Property Taxes-SB 813	23,547.63	6,401.00	17,146.63	267.87%
4813000 · Misc. Income				
4813900 · Misc Reimbursements	99.56	0.00	99.56	100.0%
Total 4813000 · Misc. Income	99.56	0.00	99.56	100.0%
Total Income	26,665.98	6,401.00	20,264.98	316.59%
Gross Profit	26,665.98	6,401.00	20,264.98	316.59%
Expense				
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	0.00	750.00	(750.00)	100.0%
Total 5235400 · Outside Repair & Maintenance	0.00	750.00	(750.00)	100.0%
5250100 · Office Expense	0.00	1,000.00	(1,000.00)	100.0%
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services	3,000.00	3,000.00	0.00	0.0%
5255103 · Outside Legal Services	3,661.75	3,000.00	661.75	(22.06%)
Total 5255100 · Professional & Specialized Serv	6,661.75	6,000.00	661.75	(11.03%)
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	354,234.44	354,234.00	0.44	(0.0%)
5255502 · Battalion 74 Services	91,946.26	91,946.00	0.26	(0.0%)
5255503 · Emergency Service Coordinator	7,020.34	7,020.00	0.34	(0.0%)
5255504 · Emergency Prep/Fire Prevention	168.47	1,000.00	(831.53)	83.15%
5255505 · Extra Fire Season Patrol	58,620.46	60,000.00	(1,379.54)	2.3%
Total 5255500 · Contract Services	511,989.97	514,200.00	(2,210.03)	0.43%
5257130 · Consultants - General and Admin				
5257131 · Clerk	4,896.00	4,880.00	16.00	(0.33%)
5257132 · Fire Consultant	4,685.00	4,880.00	(195.00)	4.0%
Total 5257130 · Consultants - General and Admin	9,581.00	9,760.00	(179.00)	1.83%

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

	Aug 16	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
5282200 · Projects and Programs				
5282201 · Chipping Program	14,803.92	30,000.00	(15,196.08)	50.65%
5282204 · Buildings and Grounds	278.66	279.00	(0.34)	0.12%
5282205 · Emergency Access Roads	0.00	500.00	(500.00)	100.0%
5282206 · Dead Tree Program	118,535.94	96,000.00	22,535.94	(23.47%)
5282207 · Eucalyptus Program	7,338.17	30,000.00	(22,661.83)	75.54%
5282208 · Hydrant/Main Improv.-Purissima	21,028.88	20,070.00	958.88	(4.78%)
Total 5282200 · Projects and Programs	161,985.57	176,849.00	(14,863.43)	8.4%
5350100 · Misc Expense-Others	0.00	150.00	(150.00)	100.0%
Total Expense	690,218.29	708,709.00	(18,490.71)	2.61%
Net Income	(663,552.31)	(702,308.00)	38,755.69	5.52%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
July through August 2016

	Jul 16 - Aug 17	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY17 Budget	YTD % to FY16 Budget
Income						
4001100 · Prop Taxes-Curr Secured	0.00	0.00	0.00	0.0%	9,095,000.00	0.00%
4001200 · Prop Taxes-Unitary	0.00	0.00	0.00	0.0%	43,000.00	0.00%
4001210 · Prop Taxes - Unitary Railroad	0.00	0.00	0.00	0.0%	900.00	0.00%
4002100 · Prop Taxes-Curr Unsecured	3,018.79	0.00	3,018.79	100.0%	643,000.00	0.47%
4006100 · Property Taxes-SB 813	23,547.63	6,401.00	17,146.63	267.87%	173,000.00	13.61%
4301100 · Interest-Dep & Investments						
4301101 · County	0.00	0.00	0.00	0.0%	45,000.00	0.00%
Total 4301100 · Interest-Dep & Investments	0.00	0.00	0.00	0.0%	45,000.00	0.00%
4302100 · Property Rental	0.00	0.00	0.00	0.0%	3,000.00	0.00%
4419100 · Homeowner's Property Tax Relief	0.00	0.00	0.00	0.0%	46,000.00	0.00%
4813000 · Misc. Income						
4813800 · Miscellaneous Income - Other	0.00	100.00	(100.00)	(100.0%)	550.00	0.00%
4813900 · Misc Reimbursements	99.56	0.00	99.56	100.0%	550.00	18.10%
Total 4813000 · Misc. Income	99.56	100.00	(0.44)	(0.44%)	1,100.00	9.05%
Total Income	26,665.98	6,501.00	20,164.98	310.18%	10,050,000.00	0.27%
Gross Profit	26,665.98	6,501.00	20,164.98	310.18%	10,050,000.00	0.27%
Expense						
5220100 · Insurance	4,652.78	5,100.00	(447.22)	8.77%	5,100.00	91.23%
5225500 · Commissioners Fee	0.00	0.00	0.00	0.0%	16,800.00	0.00%
5235400 · Outside Repair & Maintenance						
5235401 · Hydrant Repair & Maintenance	0.00	750.00	(750.00)	100.0%	15,000.00	0.00%
Total 5235400 · Outside Repair & Maintenance	0.00	750.00	(750.00)	100.0%	15,000.00	0.00%
5250100 · Office Expense	0.00	1,000.00	(1,000.00)	100.0%	8,000.00	0.00%
5255100 · Professional & Specialized Serv						
5255101 · Annual Audit-Charter	0.00	0.00	0.00	0.0%	21,000.00	0.00%
5255102 · Accounting Services	3,000.00	3,000.00	0.00	0.0%	36,000.00	8.33%
5255103 · Outside Legal Services	3,661.75	3,000.00	661.75	(22.06%)	50,000.00	7.32%
5255104 · Outside Consulting Services	0.00	0.00	0.00	0.0%	4,500.00	0.00%
Total 5255100 · Professional & Specialized Serv	6,661.75	6,000.00	661.75	(11.03%)	111,500.00	5.97%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
July through August 2016

	Jul 16 - Aug 17	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY17 Budget	YTD % to FY16 Budget
5255500 · Contract Services						
5255501 · Santa Clara Co. Fire Dept.	708,468.88	708,468.00	0.88	(0.0%)	4,347,500.00	16.30%
5255502 · Battalion 74 Services	183,892.52	183,892.00	0.52	(0.0%)	1,128,500.00	16.30%
5255503 · Emergency Service Coordinator	14,040.68	14,040.00	0.68	(0.0%)	86,200.00	16.29%
5255504 · Emergency Prep/Fire Prevention	783.81	1,200.00	(416.19)	34.68%	40,000.00	1.96%
5255505 · Extra Fire Season Patrol	117,161.83	120,000.00	(2,838.17)	2.37%	350,000.00	33.47%
5255506 · City of Los Altos Workers Comp.	0.00	0.00	0.00	0.0%	4,000.00	0.00%
Total 5255500 · Contract Services	1,024,347.72	1,027,600.00	(3,252.28)	0.32%	5,956,200.00	17.20%
5257130 · Consultants - General and Admin						
5257131 · Clerk	4,896.00	4,880.00	16.00	(0.33%)	59,550.00	8.22%
5257132 · Fire Consultant	4,685.00	4,880.00	(195.00)	4.0%	59,550.00	7.87%
Total 5257130 · Consultants - General and Admin	9,581.00	9,760.00	(179.00)	1.83%	119,100.00	8.04%
5258200 · Professional Services-Internal	0.00	0.00	0.00	0.0%	231.00	
5259200 · Property Tax Admin Fee	0.00	0.00	0.00	0.0%	106,000.00	0.00%
5260100 · Publications and Legal Notices.	121.00	300.00	(179.00)	59.67%	6,500.00	1.86%
5282200 · Projects and Programs						
5282201 · Chipping Program	14,803.92	31,500.00	(16,696.08)	53.0%	300,000.00	4.93%
5282202 · Yard Waste Program	0.00	9,750.00	(9,750.00)	100.0%	39,000.00	0.00%
5282203 · Brush Goat Program	0.00	0.00	0.00	0.0%	18,000.00	0.00%
5282204 · Buildings and Grounds	557.32	558.00	(0.68)	0.12%	12,000.00	4.64%
5282205 · Emergency Access Roads	0.00	500.00	(500.00)	100.0%	3,000.00	0.00%
5282206 · Dead Tree Program	118,535.94	96,000.00	22,535.94	(23.47%)	1,200,000.00	9.88%
5282207 · Eucalyptus Program	8,305.11	30,000.00	(21,694.89)	72.32%	300,000.00	2.77%
5282208 · Hydrant/Main Improv.-Purissima	21,028.88	20,070.00	958.88	(4.78%)	1,955,570.00	1.08%
5282209 · Hydrant/Main Improv.-Cal Water	0.00	0.00	0.00	0.0%	50,000.00	0.00%
5282214 · Project & Programs Contingency	0.00	0.00	0.00	0.0%	100,000.00	0.00%
Total 5282200 · Projects and Programs	163,231.17	188,378.00	(25,146.83)	13.35%	3,977,570.00	4.10%
5350100 · Misc Expense-Others	0.00	200.00	(200.00)	100.0%	2,000.00	0.00%
Total Expense	1,208,595.42	1,239,088.00	(30,492.58)	2.46%	10,324,001.00	11.71%
Net Income	(1,181,929.44)	(1,232,587.00)	50,657.56	4.11%	(274,001.00)	431.36%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
August 2016

	Aug 16	Aug 15	\$ Change	% Change
Income				
4002100 · Prop Taxes-Curr Unsecured	3,018.79	0.00	3,018.79	100.0%
4006100 · Property Taxes-SB 813	23,547.63	5,777.35	17,770.28	307.6%
4302100 · Property Rental	0.00	1,550.00	-1,550.00	-100.0%
4813000 · Misc. Income				
4813900 · Misc Reimbursements	99.56	0.00	99.56	100.0%
Total 4813000 · Misc. Income	99.56	0.00	99.56	100.0%
Total Income	26,665.98	7,327.35	19,338.63	263.9%
Gross Profit	26,665.98	7,327.35	19,338.63	263.9%
Expense				
5250100 · Office Expense	0.00	761.65	-761.65	-100.0%
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services	3,000.00	2,000.00	1,000.00	50.0%
5255103 · Outside Legal Services	3,661.75	3,877.00	-215.25	-5.6%
Total 5255100 · Professional & Specialized Serv	6,661.75	5,877.00	784.75	13.4%
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	354,234.44	339,467.60	14,766.84	4.4%
5255502 · Battalion 74 Services	91,946.26	88,113.33	3,832.93	4.4%
5255503 · Emergency Service Coordinator	7,020.34	6,727.69	292.65	4.4%
5255504 · Emergency Prep/Fire Prevention	168.47	808.18	-639.71	-79.2%
5255505 · Extra Fire Season Patrol	58,620.46	61,315.67	-2,695.21	-4.4%
Total 5255500 · Contract Services	511,989.97	496,432.47	15,557.50	3.1%
5257130 · Consultants - General and Admin				
5257131 · Clerk	4,896.00	0.00	4,896.00	100.0%
5257132 · Fire Consultant	4,685.00	0.00	4,685.00	100.0%
Total 5257130 · Consultants - General and Admin	9,581.00	0.00	9,581.00	100.0%
5282200 · Projects and Programs				
5282201 · Chipping Program	14,803.92	26,420.00	-11,616.08	-44.0%
5282204 · Buildings and Grounds	278.66	278.66	0.00	0.0%
5282205 · Emergency Access Roads	0.00	304.10	-304.10	-100.0%
5282206 · Dead Tree Program	118,535.94	90,175.00	28,360.94	31.5%
5282207 · Eucalyptus Program	7,338.17	48,400.00	-41,061.83	-84.8%
5282208 · Hydrant/Main Improv.-Purissima	21,028.88	108,204.95	-87,176.07	-80.6%
Total 5282200 · Projects and Programs	161,985.57	273,782.71	-111,797.14	-40.8%
Total Expense	690,218.29	776,853.83	-86,635.54	-11.2%
Net Income	-663,552.31	-769,526.48	105,974.17	13.8%

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

Type	Date	Split	Amount
4002100 · Prop Taxes-Curr Unsecured			
Deposit	08/02/2016	1100000 · Cash-Clearing Account	3,018.79
Total 4002100 · Prop Taxes-Curr Unsecured			3,018.79
4006100 · Property Taxes-SB 813			
Deposit	08/24/2016	1100000 · Cash-Clearing Account	23,547.63
Total 4006100 · Property Taxes-SB 813			23,547.63
4813000 · Misc. Income			
4813900 · Misc Reimbursements			
Deposit	08/31/2016	1000200 · Cash-Commingled	99.56
Total 4813900 · Misc Reimbursements			99.56
Total 4813000 · Misc. Income			99.56
TOTAL			26,665.98

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

Type	Date	Name	Split	Amount
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services				
Check	08/03/2016	Vargas and Company	1100000 · Cash-Clearing Account	3,000.00
Total 5255102 · Accounting Services				3,000.00
5255103 · Outside Legal Services				
Check	08/24/2016	Jorgenson, Siegel, McClure & Fl...	1100000 · Cash-Clearing Account	3,661.75
Total 5255103 · Outside Legal Services				3,661.75
Total 5255100 · Professional & Specialized Serv				6,661.75
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.				
Check	08/31/2016	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	354,234.44
Total 5255501 · Santa Clara Co. Fire Dept.				354,234.44
5255502 · Battalion 74 Services				
Check	08/31/2016	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	91,946.26
Total 5255502 · Battalion 74 Services				91,946.26
5255503 · Emergency Service Coordinator				
Check	08/31/2016	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	7,020.34
Total 5255503 · Emergency Service Coordinator				7,020.34
5255504 · Emergency Prep/Fire Prevention				
Check	08/24/2016	Starbuck, Carol	1100000 · Cash-Clearing Account	53.11
Check	08/31/2016	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	115.36
Total 5255504 · Emergency Prep/Fire Prevention				168.47
5255505 · Extra Fire Season Patrol				
Check	08/31/2016	Santa Clara County Central Fire...	1100000 · Cash-Clearing Account	58,620.46
Total 5255505 · Extra Fire Season Patrol				58,620.46
Total 5255500 · Contract Services				511,989.97
5257130 · Consultants - General and Admin				
5257131 · Clerk				
Check	08/03/2016	Evilsizer, Jeanne	1100000 · Cash-Clearing Account	4,896.00
Total 5257131 · Clerk				4,896.00
5257132 · Fire Consultant				
Check	08/03/2016	Farwell, Stu	1100000 · Cash-Clearing Account	4,685.00
Total 5257132 · Fire Consultant				4,685.00
Total 5257130 · Consultants - General and Admin				9,581.00
5282200 · Projects and Programs				
5282201 · Chipping Program				
Check	08/03/2016	AID Mailing & Fulfillment	1100000 · Cash-Clearing Account	733.92
Check	08/24/2016	S.P. McClenahan Co., Inc.	1100000 · Cash-Clearing Account	14,070.00
Total 5282201 · Chipping Program				14,803.92

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

August 2016

Type	Date	Name	Split	Amount
5282204 · Buildings and Grounds				
Check	08/03/2016	Crystal Springs Landscaping Co.	1100000 · Cash-Clearing Account	278.66
Total 5282204 · Buildings and Grounds				278.66
5282206 · Dead Tree Program				
Check	08/24/2016	S.P. McClenahan Co., Inc.	1100000 · Cash-Clearing Account	115,575.00
Check	08/24/2016	Kielty Arborist Services	1100000 · Cash-Clearing Account	2,600.00
Check	08/24/2016	Pakpour Consulting Group, Inc.	1100000 · Cash-Clearing Account	360.94
Total 5282206 · Dead Tree Program				118,535.94
5282207 · Eucalyptus Program				
Check	08/24/2016	S.P. McClenahan Co., Inc.	1100000 · Cash-Clearing Account	2,250.00
Check	08/24/2016	Kielty Arborist Services	1100000 · Cash-Clearing Account	2,600.00
Check	08/24/2016	Pakpour Consulting Group, Inc.	1100000 · Cash-Clearing Account	360.94
Check	08/24/2016	AID Mailing & Fulfillment	1100000 · Cash-Clearing Account	2,127.23
Total 5282207 · Eucalyptus Program				7,338.17
5282208 · Hydrant/Main Improv.-Purissima				
Check	08/24/2016	Pakpour Consulting Group, Inc.	1100000 · Cash-Clearing Account	21,028.88
Total 5282208 · Hydrant/Main Improv.-Purissima				21,028.88
Total 5282200 · Projects and Programs				161,985.57
TOTAL				690,218.29

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

	<u>Aug 16</u>	<u>Jul - Aug 16</u>
AID Mailing & Fulfillment	2,861.15	3,828.09
Crystal Springs Landscaping Co.	278.66	557.32
Evilsizer, Jeanne	4,896.00	4,896.00
FAIRA Insurance		4,652.78
Farwell, Stu	4,685.00	4,685.00
Jorgenson, Siegel, McClure & Flegel	3,661.75	3,661.75
Kiely Arborist Services	5,200.00	5,200.00
Los Altos Town Crier		121.00
Pakpour Consulting Group, Inc.	21,750.76	21,750.76
Petty Cash Custodian - Jeanne Evilsizer		299.98
S.P. McClenahan Co., Inc.	131,895.00	131,895.00
Santa Clara County Central Fire Protectio	511,936.86	1,023,794.63
Starbuck, Carol	53.11	253.11
Vargas and Company	3,000.00	3,000.00
TOTAL	<u>690,218.29</u>	<u>1,208,595.42</u>

Subject: FW: Exceeding Customer Expectations

Exceeding Customer Expectations Workshop

Date: Monday, October 24, 2016

Location: McCormack Training Center, 405 W. Sunnyoaks Avenue, Campbell, CA 95006

In recent times, significant shifts in the demand for fire services have occurred. In addition, expectations of elected officials and the general public have increased. Fire service organizations must be positioned to address these challenges by exceeding customer expectations in the future in order to sustain their organizations.

This course addresses customer service from the point of view of the Fire Service Agency. It will cover the skills and knowledge necessary for fire service staff at all levels of the organization to understand methods and gain ownership for exceeding their customer's expectations.

Objectives –

1. Explain why customer service must become a core value of a fire service organization.
2. Identify key customer service measurements for a fire service organization.
3. Describe methods to collect customer service data.
4. Describe methods to analyze customer service data.
5. Identify key components of a customer service strategy for a fire service organization.
6. Identify methods to execute a customer service strategy.
7. Review data to determine if a customer service strategy is working.

Instructors:

- Chief Randy Bruegman, CFO, Anaheim Fire Department, CA
- Chief Jake Rhoades, CFO, CEMSO, Kingman Fire Department, AZ

REGISTER

Each student receives a workshop participant manual and a copy of the newly published *Exceeding Customer Expectations*, 3rd edition.

"The most successful fire agencies are the ones that are good at two key things: (1) providing good service using the latest research and technology available and (2) marketing their value to the customer. The Exceeding Customer Expectations Workshop is one of the best ways to steer your agency toward both goals." Micheal Despain, Fire Chief – City of Clovis (CA)

Cost: \$200