

# KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

## AGENDA

A Regular Meeting of the Board of Directors of the Kensington Police Protection and Community Services District will be held Thursday, May 12, 2011, at 7:00 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California.

Note: All proceedings of this meeting will be tape recorded and *please note the 7 P.M. start time.*

Roll Call  
Public Comments  
Board Member/ Staff Comments

### APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Regular Meeting April 14, 2011, Page 3
- b) Profit & Loss Budget Performance for April 2011, Page 10
- c) Board Member Reports-None
- d) Correspondence- Page 15
- e) Police Department Update, Page 25
- f) Monthly Calendar, Page 33
- g) Recreation Report Page 35
- h) General Manager Update, Page 36

### DISTRICT – OLD BUSINESS

1. Officer Rodney Martinez will present to the Board a recommendation for the purchase of a replacement police vehicle that was budgeted for in this current fiscal year. This item was tabled from the April 14<sup>th</sup> meeting. Board Action. Page 40
2. General Manager Greg Harman will present to the Board a recommendation to renew the contract with All City Management Services to provide school crossing guard services for Fiscal Year 2011-2012 in the amount of \$9,626.00. This item was tabled from the April 14<sup>th</sup> meeting. Board Action. Page 80
3. General Manager Greg Harman will present to the Board a recommendation to enter into contract with Saviano Company Inc. to repair the playing surface of the Kensington Park tennis courts at a total cost of \$7,500.00. This item was tabled from the April 14<sup>th</sup> meeting. Board Action. Page 84
4. Board President Chuck Toombs will present to the Board a request to retain Brown Taylor as special employee to the District to facilitate the administration of the General Manager/ Chief of Police Annual Goal Setting and Performance Appraisal and to approve payment for such services as are set forth in the accompanying budget with payment at the rate of \$150.00 per hour. This item was tabled from the April 14<sup>th</sup> meeting. Board Action. Page 95
5. Director Tony Lloyd will provide an update on the KPPCSD Path Ad-Hoc Committee and will request the Board appoint a replacement participant to serve on the committee. Board Action. Page 137

### DISTRICT - NEW BUSINESS

1. General Manager Greg Harman will present to the Board for adoption Resolution 2011-10 of the Kensington Police Protection & Community Services District confirming the assessment and ordering the levy for the Kensington Park Assessment District for Fiscal Year 2011/2012. Board Action. Page 139
2. General Manager Greg Harman will present to the Board for review, discussion, and possible adoption the Finance Committee's draft of the Kensington Police Protection & Community Services District Fiscal Year 2011/ 2012 Operational Budget. Board Action. Page 143
3. General Manager Greg Harman will present to the Board for approval the renewal of the Consolidated Communications Agreement and the renewal of the Consortium Records Management Agreement between KPPCSD and the City of Richmond. Board Action. Page 225
4. General Manager Greg Harman will provide the opportunity to the Board to make a possible nomination of a KPPCSD director to seek election on the CSDA Board of Directors Seat C. Possible Board Action. Page 252

## ADJOURNMENT

### General Information

### Accessible Public Meetings

NOTE: UPON REQUEST THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT WILL PROVIDE WRITTEN AGENDA MATERIALS IN APPROPRIATE ALTERNATIVE FORMATS, OR DISABILITY-RELATED MODIFICATION OR DISABILITIES TO PARTICIPATE IN PUBLIC MEETINGS. PLEASE SEND A WRITTEN REQUEST, INCLUDING YOUR NAME, MAILING ADDRESS, PHONE NUMBER AND A BRIEF DESCRIPTION OF THE REQUESTED MATERIALS AND PREFERRED ALTERNATIVE FORMAT OR AUXILARY AID OR SERVICE AT LEAST 10 DAYS BEFORE THE MEETING. REQUESTS SHOULD BE SENT TO:

District Secretary Anita Gardyne, Kensington Police Protection & Community Services District, 217 Arlington Ave, Kensington, CA 94707

POSTED: Public Safety Building-Colusa Food-Library-Arlington Kiosk- and at [www.kensingtoncalifornia.org](http://www.kensingtoncalifornia.org)

Complete agenda packets are available at the Public Safety Building and the Library.

# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

## Meeting Minutes for 4/14/2011

### AGENDA

A Regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday, April 14, 2011, 7:00 PM, at the Community Center, 59 Arlington Avenue, Kensington, California.

### ATTENDEES

Elected Members	Guests/Presenters:	
Charles Toombs, President	Lynn Wolter	Gloria Morrison
Linda Lipscomb, Vice President	Joan Gallegos	Nicki Kaiser
Tony Lloyd, Director	Joel Koosed	Vida Dorroh
Mari Metcalf, Director	Melissa Holms Snyder	Catherine DeNeergard
Cathie Kosel, Director	Bryce Nesbitt	John Stein
	Bruce Morrow	Jeff Schoppert
	Elena Caruthers	Greg Christie
	Anthony Knight	Charles Cowden
	Allison Schutte	Nestor Contreras
Gregory E. Harman, General Manager/ Chief of Police	Rick Simonson	Valerie Unknown Last
	Henry Schiff	Ricky Unknown Last
Officer Rodney Martinez	Andrew Mixer	Jack Griffith

ANNOUNCEMENTS: Board President Charles Toombs called the meeting to order at 7:05 PM.

### PUBLIC COMMENTS

Bryce Nesbitt asked that the County install warning signs on the Arlington curve.

Anthony Knight stated that he was now the new kiosk monitor for the Kensington Improvement Club and asked the Board if they would mind if he removed the agendas from the kiosk following the meeting. The Board indicated that they had no objection.

Joan Gallegos stated that El Cerrito has a similar curve to the one on Arlington. She also asked if the packets could be produced on two sides of one piece of paper to eliminate waste.

Catherine DeNeergard stated that the Pacific Tree frogs are being annihilated and if anyone would want more information regarding this, they can contact her.

Vida Dora asked if the County has considered rumble strips for the area of 46 Arlington. Comments were made regarding the noise from rumble strips as being a reason they have not been considered.

**KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

**BOARD COMMENTS**

President Toombs thanked Directors Metcalf, Lloyd, and Lipscomb for attending John Gioia's breakfast on Saturday, March 12<sup>th</sup>. He stated that the Park Buildings Committee received three bid proposals for consultant work. He mentioned that the Finance Committee is making serious cuts to the 2011-2012 budget. His final comment was that on May 14<sup>th</sup>, there will be a fire safety meeting hosted by the Kensington Public Safety Council.

Director Metcalf provided comments made by Jerry Fahy on the use of rumble strips in rural areas and that even the farmers complained about the noise they produced.

Director Kosel asks if there were two different COPS grants, federal and state, and Chief Harman replied that there were. She then stated she has asked for a traffic update by the Chief of Police and has yet to receive one. Her last comment was in regards to citizens being able to override decisions made by the board, in reference to the solar powered radar speed sign installation.

**STAFF COMMENTS**

Chief Harman mentioned the LAFCO meeting he attended in which the County's police departments MSR's were discussed, the upcoming Drug Take Back Day event, and the upcoming St. Baldrick's children's cancer research event.

**CONSENT CALENDAR**

**MOTION: President Toombs moves to adopt the Consent Calendar.**

**AYES: Toombs, Lipscomb, Lloyd, Metcalf, Kosel**

**NOES: 0**

**ABSENT: 0**

**OLD BUSINESS #1** – Director Cathie Kosel will present to the Board a resolution to correct gender imbalance by hiring female police officers at its earliest opportunity. Director Chuck Toombs will present to the Board an alternative resolution, Resolution 2011-005, regarding diversity in the workforce and volunteers. This item was tabled from the March 10<sup>th</sup> meeting.

**BOARD COMMENTS**

Director Kosel presents a compromise to her resolution, accepting President Toombs alternative Resolution 2011-05 with a change of the striking of the terms "continue to" as they appear in the resolution.

Director Metcalf points out a typo in the resolution, indicating "metal" should be "mental".

Director Lloyd indicates that he has read both proposals and would support Kosel's modifications to Director Toombs' resolution. He also stated that it concerns him that we are looking at a resolution that is supporting the law.

Vice President Lipscomb stated that she was concerned that we are passing a resolution after a board member as indicated in the Outlook there is discrimination in the police department.

# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

President Toombs stated that he liked the original resolution as it was prepared and until someone proves we have discrimination, indicating he does not want language that we have discrimination by the omission of the “continue to”.

Director Metcalf stated that leaving the language in means it is not accurate, indicating that the population is 53% female and the police department is 100% male. She said we are not doing the right thing by leaving in “continue to”. She then asked Chief Harman about the department’s recruiting efforts. Chief Harman responded by providing information on the latest San Mateo County Police Academy class.

## PUBLIC COMMENTS

Joan Gallegos, Catherine DeNeergard, Bryce Nesbitt, and Nicki Kaiser all made public comments on the item.

**MOTION: Made by Director Kosel for the adoption of Resolution 2011-05 with the removal of “continue to” as it appears in the resolution, seconded by Director Metcalf. Motion does not pass 2 to 3.**

**AYES: Metcalf, Kosel      NOES: Toombs, Lipscomb, Lloyd      ABSENT: 0**

**MOTION: Made by President Toombs for the adoption of Resolution 2011-05 as it appears in the agenda, seconded by Director Kosel. Motion passes 4 to 1.**

**AYES: Toombs, Lipscomb, Lloyd, Kosel      NOES: Metcalf      ABSENT: 0**

**OLD BUSINESS #2** - General Manager Greg Harman will present to the Board Bay View’s request for a 6% increase to rates to begin in 2011.

## STAFF COMMENTS

General Manager Greg Harman provided an opening statement on the request by Bay View and introduced Allison Schutte of Hanson Bridgett and Rick Simonson of HF&H Consulting, who provided an overview on the request and the contract obligations.

## PUBLIC COMMENTS

Anthony Knight, Vida Dora, Valerie Unknown Last Name, and Ricky Unknown Last name made public comments on the item.

Jeff Schopert, the attorney for Bay View, Nestor Contreras, an employee for Bay View, Charles Cowden, the Bay View accountant, and Greg Christie, also from Bay View provided comments in support of the Bay View rate increase request.

## STAFF COMMENTS

Allison Schutte of Hanson Bridgett then provided a wrap up to the discussion and indicated that the 12% profit margin that is called for in the contract is a bench mark and not a guaranteed rate of profit.

# KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS

### BOARD COMMENTS

Vice President Lipscomb asked if the contract allows for yearly CPI increases and pass through costs and was informed that it does. Rick Simonson also stated that the contract is adjusted every four years to try and return to the 12% bench mark profit.

Director Kosel stated that should Bay View not be granted the rate increase, they can default on the contract. Allison Schutte responded that was correct and mentioned that should that happen, the District could seize Bay View equipment and continue service.

President Toombs asked if the rate increase was granted now, should profits increase over 12% could we ask for a rate decrease. Jeff Schoppert replied that if the District could show there were extraordinary increases or decreases, you can ask for a reverse of the increase. President Toombs then asked if Bay View was obligated to meet Proposition 218 requirements. Jeff Schoppert replied that Proposition 218 was not imposed on contractors. President Toombs then stated that even though Proposition 218 was not included in the contract language it must be followed.

Vice President Lipscomb then stated that under the terms of the contract, Section 9.16, Bay View as not provided justification for the rate increase request.

Director Kosel then made a statement that she didn't know Bay View or Mr. Figone very well when she was elected to the Board but she asked around and learned that Bay View rates are fair.

President Toombs indicated that it is difficult to do comparisons of rates because each company has different expense bases.

Director Kosel stated that she felt that this was a fair request.

Director Metcalf stated that they can argue whether or not there has been an extraordinary event however the 2.4% profit is off from the 12% called for by the contract. She then urged the Board to increase the rates.

Director Lloyd said there is no guaranteed rate of return and that the contractor is asking for an increase in rates. He said that he has heard nothing but positive comments regarding the service provided but the question is what does it account for under a contractual obligation.

President Toombs stated there is no guarantee of a 12% profit and that every 4 years there is the opportunity to make up to the 12 % profit rate.

### PUBLIC COMMENTS

Catherine DeNeergard, Ricky Unknown Last Name, Henry Schiff, Anthony Knight, Nicki Kaiser, and John Stein all made public comments on the issue.

Jeff Schoppert then addressed Director Lloyd's comments regarding the miscalculation of revenues.

President Toombs then asked if the rate increase was granted would Bay View be willing to go to a 218 hearing.

**KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

Jeff Schoppert responded that he didn't think the District could make that type of agreement.

Allison Schutte stated that if the District approved going forward with a rate increase, we would have to move forward with a 218 hearing in 45 days.

Director Kosel begins to make a motion but stops to state that when she ran for mayor of El Cerrito she did receive a \$99 donation from Mr. Figone but the other candidates received \$1000. She then continues with her motion to approve a 6% increase subject to the 218 hearing process. Allison Schutte then states that the Board directs the General Manager to schedule a Proposition 218 process for a 6% rate increase.

**MOTION: Made by Director Kosel to direct the General Manager to start the Proposition 218 hearing process on the 23% increase to the mini can rate and the 6% increase to the other rates, seconded by Director Metcalf. Motion passes 4 to 1**

**AYES: Kosel, Metcalf, Toombs, Lloyd      NOES: Lipscomb      ABSENT: 0**

At 9:41 PM, President Toombs makes a motion to extend the meeting to 10:15 PM. Motion passes 5 to 0.

President Toombs then asks to have New Business Item #5 moved forward and it is agreed upon by the Board.

**NEW BUSINESS #5** - General Manager Greg Harman will present to the Board a recommendation from the Park Restroom Committee to award the contract for the park restroom project to ERA Construction of Richmond for \$136,710.38.

General Manager Harman makes a brief presentation on the item.

**BOARD COMMENTS-None**

**PUBLIC COMMENTS**

Andrew Mixer and Anthony Knight make public comments on the issue.

**MOTION: Made by Director Kosel to accept the contract with ERA Construction for the park restroom project, seconded by Director Metcalf. Motion passes 5 to 0.**

**AYES:Kosel, Metcalf, Toombs, Lipscomb, Lloyd      NOES: 0      ABSENT: 0**

President Toombs then asks to have New Business Item #10 moved forward and it is agreed upon by the Board.

**NEW BUSINESS #10** – Nicki Kaiser will request a letter of support from the Board for the initial application for a grant from the Diablo Firesafe Council for \$5,000.00 to help fund fuel load reduction and increase safety in the south west corner of Kensington Park. This funding along with contributions of labor and funds from neighbors would help the District to mitigate the fire hazard posed by the highly combustible Acacia, invasive ivy, briars, and thistle prior to fire season.

**KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

Following a presentation by Nicki Kaiser, at 10:05 PM, President Toombs makes a motion to extend the meeting to 10:30 PM. Motion passes 5 to 0.

**MOTION: Made by President Toombs, to approve the Kaiser resolution, now carried as KPPCSD Resolution 2011-09, seconded by Director Kosel. Motion passes 5-0.**

**AYES: Toombs, Lipscomb, Lloyd, Metcalf, and Kosel      NOES: 0      ABSENT: 0**

**NEW BUSINESS #2** - General Manager Greg Harman will present to the Board for adoption Resolution 2011-06 of the Kensington Police Protection & Community Services District initiating proceedings for the levy and collection of assessments for the Kensington Park Assessment District for Fiscal Year 2011/2012.

General Manager Greg Harman makes a brief presentation on the item.

**MOTION: Made by Director Metcalf to approve Resolution 2011-06, seconded by Director Kosel. Motion passes 5 to 0.**

**AYES: Kosel, Metcalf, Lloyd, Toombs, Lipscomb      NOES: 0      ABSENT: 0**

**NEW BUSINESS #3** - General Manager Greg Harman will present to the Board for adoption Resolution 2011-07 of the Kensington Police Protection & Community Services District approving the Annual Report for the Kensington Park Assessment District for Fiscal Year 2011/2012.

General Manager Greg Harman makes a brief presentation on the item.

**MOTION: Made by Director Kosel to approve Resolution 2011-07, seconded by Director Lipscomb. Motion passes 5 to 0.**

**AYES: Toombs, Lipscomb, Kosel, Metcalf, Lloyd      NOES: 0      ABSENT: 0**

**NEW BUSINESS #4** - General Manager Greg Harman will present to the Board for adoption Resolution 2011-08 of the Kensington Police Protection & Community Services District declaring its intention to levy and collect assessments for the Kensington Park Assessment District for Fiscal Year 2011/2012.

General Manager Greg Harman makes a brief presentation on the item.

**MOTION: Made by Director Kosel to approve Resolution 2011-08, seconded by Director Metcalf. Motion passes 5 to 0.**

**AYES: Kosel, Metcalf, Toombs, Lipscomb, Lloyd      NOES: 0      ABSENT: 0**

**NEW BUSINESS #8**- General Manager Greg Harman will present to the Board the opportunity to make a nomination to the SDRMA Board of Directors for a term beginning January 1, 2012 and ending December 31, 2015. **No Action taken.**



**KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

**MOTION: Made by President Toombs to table New Business Items # 1, 6, 7, and 9. Motion passes 5 to 0.**

**AYES: Toombs, Lipscomb, Lloyd, Metcalf, Kosel      NOES: 0      ABSENT: 0**

**The Board moves to adjourn the meeting at 10:15 PM.**

**Note: An audio recording of all KPPCSD Board meetings is available on the website at [www.kensingtoncalifornia.org](http://www.kensingtoncalifornia.org) under the KPPCSD Board drop down.**

**Beginning with the February 2011 meeting, CD copies of video recordings of the meetings can be obtained at cost at the District office. Please contact Acting Sergeant Kevin Hui to request a copy of a CD.**

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
 April 2011

	<u>Apr 11</u>	<u>Budget</u>	<u>Jul '10 - Apr 11</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>400 · Police Activities Revenue</b>					
401 · Levy Tax	0.00		1,245,830.59	1,234,000.00	1,234,000.00
402 · Special Tax-Police	0.00		679,980.00	680,130.00	680,130.00
404 · Measure G Supplemental Tax Rev	0.00		405,721.40	405,720.00	405,720.00
410 · Police Fees/Service Charges	80.00	166.67	1,345.00	1,666.66	2,000.00
414 · POST Reimbursement	876.70		4,212.86		
415 · Grants-Police	27,555.47		88,684.43		
416 · Interest-Police	0.00	1,500.00	2,484.60	4,500.00	6,000.00
418 · Misc Police Income	1,330.53	1,000.00	13,283.71	10,000.00	12,000.00
419 · Supplemental W/C Reimb (4850)	0.00		37,494.22		
<b>Total 400 · Police Activities Revenue</b>	<u>29,842.70</u>	<u>2,666.67</u>	<u>2,479,036.81</u>	<u>2,336,016.66</u>	<u>2,339,850.00</u>
<b>420 · Park/Rec Activities Revenue</b>					
421 · Levy Tax-Park/Rec	0.00		31,127.64		
424 · Special Tax-L&L	0.00		0.00	30,000.00	30,000.00
426 · Park Donations	0.00	41.67	0.00	416.70	500.00
427 · Community Center Revenue	300.00	1,666.67	7,947.50	16,666.66	20,000.00
428 · Building E Revenue	0.00		6,109.00		
435 · Grants-Park/Rec	0.00	8,500.00	0.00	85,000.00	102,000.00
436 · Interest-Park/Rec	0.00	75.00	0.00	225.00	300.00
438 · Misc Park/Rec Rev	216.00	83.33	612.00	833.34	1,000.00
<b>Total 420 · Park/Rec Activities Revenue</b>	<u>516.00</u>	<u>10,366.67</u>	<u>45,796.14</u>	<u>133,141.70</u>	<u>153,800.00</u>
<b>440 · District Activities Revenue</b>					
448 · Franchise Fees	6,630.22		20,010.96	14,000.00	21,000.00
456 · Interest-District	0.00	200.00	0.00	600.00	800.00
458 · Misc District Revenue	0.00		3,201.02		

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**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
 April 2011

	<u>Apr 11</u>	<u>Budget</u>	<u>Jul '10 - Apr 11</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Total 440 - District Activities Revenue</b>	6,630.22	200.00	23,211.98	14,600.00	21,800.00
<b>Total Income</b>	36,988.92	13,233.34	2,548,044.93	2,483,758.36	2,515,450.00
<b>Expense</b>					
<b>500 - Police Sal &amp; Ben</b>					
502 - Salary - Officers	76,383.40	75,581.50	764,373.50	755,815.00	906,978.00
504 - Compensated Absences	0.00	0.00	0.00	10,000.00	10,000.00
506 - Overtime	11,632.52	3,333.34	39,804.23	33,333.32	40,000.00
508 - Salary - Non-Sworn	1,574.37	4,333.34	27,613.46	43,333.32	52,000.00
516 - Uniform Allowance	666.60	666.66	6,773.99	6,666.68	8,000.00
518 - Safety Equipment	0.00	208.34	721.20	2,083.32	2,500.00
521-A - Medical/Vision/Dental-Active	11,693.66	32,677.75	127,650.37	326,777.50	392,133.00
521-R - Medical/Vision/Dental-Retired	11,193.18	0.00	120,769.29	0.00	0.00
521-T - Medical/Vision/Dental-Trust	0.00		243,373.00		
522 - Insurance - Police	657.31	1,016.66	6,783.70	10,166.68	12,200.00
523 - Social Security/Medicare	1,195.33	1,228.84	10,895.75	12,288.32	14,746.00
524 - Social Security - District	130.14	268.66	1,744.50	2,686.68	3,224.00
527 - PERS - District Portion	21,515.48	21,349.50	215,305.45	213,495.00	256,194.00
528 - PERS - Officers Portion	6,934.48	6,862.34	69,393.38	68,623.32	82,348.00
530 - Workers Comp	0.00		27,926.65	35,011.50	46,682.00
<b>Total 500 - Police Sal &amp; Ben</b>	143,576.47	147,526.93	1,663,128.47	1,520,280.64	1,827,005.00
<b>550 - Other Police Expenses</b>					
552 - Expendable Police Supplies	89.40	166.67	360.59	1,666.70	2,000.00
553 - Range/Ammunition Supplies	0.00	333.33	3,394.95	3,333.30	4,000.00
560 - Crossing Guard	1,069.60	802.17	7,521.58	8,021.70	9,626.00
562 - Vehicle Operation	5,980.72	3,125.00	37,234.06	31,250.00	37,500.00
564 - Communications (RPD)	0.00	11,386.67	62,955.39	113,866.70	136,640.00
566 - Radio Maintenance	0.00	366.67	0.00	3,666.70	4,400.00

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
 April 2011

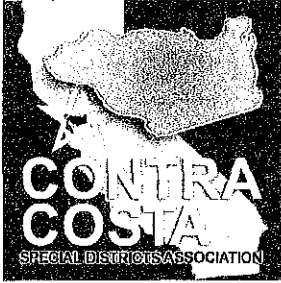
	<u>Apr 11</u>	<u>Budget</u>	<u>Jul '10 - Apr 11</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
568 · Prisoner/Case Exp./Booking	771.29	416.67	5,629.16	4,166.70	5,000.00
570 · Training	2,169.63	1,000.00	13,889.47	10,000.00	12,000.00
572 · Recruiting	40.00	637.50	7,178.00	6,375.00	7,650.00
574 · Reserve Officers	0.00	666.67	3,225.36	6,666.70	8,000.00
576 · Misc. Dues, Meals & Travel	0.00	275.00	2,417.08	2,750.00	3,300.00
580 · Utilities - Police	0.00	666.67	6,533.52	6,666.66	8,000.00
581 · Bldg Repairs/Maint.	0.00	83.33	571.16	833.34	1,000.00
582 · Expendable Office Supplies	617.72	500.00	4,765.69	5,000.00	6,000.00
588 · Telephone(+Rich. Line)	637.66	920.67	6,558.32	9,206.66	11,048.00
590 · Housekeeping	272.59	416.67	3,197.61	4,166.66	5,000.00
592 · Publications	19.95	250.00	2,141.70	2,500.00	3,000.00
594 · Community Policing	0.00	416.67	1,082.96	4,166.70	5,000.00
596 · WEST-NET/CAL I.D.	0.00		12,656.00	12,472.00	12,472.00
598 · COPS Special Fund	0.00		0.00		
599 · Measure G Administration	0.00		1,553.50		
<b>Total 550 · Other Police Expenses</b>	<b>11,668.56</b>	<b>22,430.36</b>	<b>182,866.10</b>	<b>236,775.52</b>	<b>281,636.00</b>
<b>600 · Park/Rec Sal &amp; Ben</b>					
601 · Park & Rec Administrator	524.58	541.67	3,984.32	5,416.70	6,500.00
602 · Custodian	1,750.00	2,000.00	17,500.00	20,000.00	24,000.00
623 · Social Security/Medicare - Dist	0.00	41.42	264.74	414.20	497.00
<b>Total 600 · Park/Rec Sal &amp; Ben</b>	<b>2,274.58</b>	<b>2,583.09</b>	<b>21,749.06</b>	<b>25,830.90</b>	<b>30,997.00</b>
<b>635 · Park/Recreation Expenses</b>					
<b>640 · Community Center Expenses</b>					
642 · Utilities-Community Center	650.78	396.33	3,879.10	3,963.30	4,756.00
643 · Janitorial Supplies	0.00		52.02	1,500.00	1,500.00
646 · Community Center Repairs	0.00	83.33	9,931.42	833.30	1,000.00
<b>Total 640 · Community Center Expenses</b>	<b>650.78</b>	<b>479.66</b>	<b>13,862.54</b>	<b>6,296.60</b>	<b>7,256.00</b>

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
 April 2011

	<u>Apr 11</u>	<u>Budget</u>	<u>Jul '10 - Apr 11</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>660 · Annex Expenses</b>					
662 · Utilities - Annex	22.62	41.67	680.12	416.66	500.00
668 · Misc Annex Expenses	0.00	41.67	0.00	416.70	500.00
<b>Total 660 · Annex Expenses</b>	<u>22.62</u>	<u>83.34</u>	<u>680.12</u>	<u>833.36</u>	<u>1,000.00</u>
670 · Gardening Supplies	0.00	166.67	0.00	1,666.66	2,000.00
672 · Kensington Park O&M	9,260.00	5,133.33	39,529.62	51,333.34	61,600.00
678 · Misc Park/Rec Expense	0.00	166.67	218.82	1,666.66	2,000.00
<b>Total 635 · Park/Recreation Expenses</b>	<u>9,933.40</u>	<u>6,029.67</u>	<u>54,291.10</u>	<u>61,796.62</u>	<u>73,856.00</u>
<b>800 · District Expenses</b>					
810 · Computer Maintenance	2,214.50	2,502.83	29,721.62	25,028.34	30,034.00
820 · Cannon Copier Contract	393.82	430.00	4,811.15	4,300.00	5,160.00
830 · Legal (District/Personnel)	0.00	4,166.67	22,008.90	41,666.66	50,000.00
835 · Consulting	0.00	400.00	4,380.00	3,400.00	4,000.00
840 · Accounting	2,745.00	2,150.00	23,435.00	21,500.00	25,800.00
850 · Insurance	0.00		28,956.41	30,000.00	30,000.00
860 · Election	0.00	1,000.00	10,443.24	10,000.00	12,000.00
865 · Police Bldg. Lease	0.00		28,840.00	14,420.00	28,840.00
870 · County Expenditures	0.00	1,658.33	25,400.59	16,583.34	19,900.00
890 · Waste/Recycle	0.00	208.33	14,180.43	2,083.34	2,500.00
898 · Misc. Expenses	435.82	787.50	7,231.21	7,875.00	9,450.00
800 · District Expenses - Other	0.00		2,458.00		
<b>Total 800 · District Expenses</b>	<u>5,789.14</u>	<u>13,303.66</u>	<u>201,866.55</u>	<u>176,856.68</u>	<u>217,684.00</u>
<b>950 · Capital Outlay</b>					
962 · Patrol Cars	0.00		0.00	30,000.00	30,000.00
963 · Patrol Car Accessories	0.00		3,382.38		
969 · Computer Equipment	0.00		1,263.77		

**KPPCSD**  
**Unaudited Profit & Loss Budget Performance**  
 April 2011

	<u>Apr 11</u>	<u>Budget</u>	<u>Jul '10 - Apr 11</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
972 · Park Buildings Improvement	1,306.75	17,500.00	8,489.53	115,000.00	150,000.00
978 · Pk/Rec Furn/Eq	0.00		-1,456.00		
<b>Total 950 · Capital Outlay</b>	<u>1,306.75</u>	<u>17,500.00</u>	<u>11,679.68</u>	<u>145,000.00</u>	<u>180,000.00</u>
<b>Total Expense</b>	<u>174,548.90</u>	<u>209,373.71</u>	<u>2,135,580.96</u>	<u>2,166,540.36</u>	<u>2,611,178.00</u>
<b>Net Ordinary Income</b>	-137,559.98	-196,140.37	412,463.97	317,218.00	-95,728.00
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
<b>700 · Bond Issue Expenses</b>					
701 · Bond Proceeds	0.00		-177,900.66		
710 · Bond Admin.	0.00		8,941.68		
715 · Bond Interest Income	0.00		-228.03		
720 · Bond Principal	0.00		105,422.05		
730 · Bond Interest	0.00		57,982.62		
<b>Total 700 · Bond Issue Expenses</b>	<u>0.00</u>		<u>-5,782.34</u>		
<b>Total Other Expense</b>	<u>0.00</u>		<u>-5,782.34</u>		
<b>Net Other Income</b>	<u>0.00</u>	<u>0.00</u>	<u>5,782.34</u>	<u>0.00</u>	<u>0.00</u>
	<u><u>-137,559.98</u></u>	<u><u>-196,140.37</u></u>	<u><u>418,246.31</u></u>	<u><u>317,218.00</u></u>	<u><u>-95,728.00</u></u>



**CCSDA Officers**

Bette Boatman, Chair  
*Contra Costa Water District*  
(925) 688-8024

Mark Cornelius, Vice Chair  
(925) 933-7777

California Special  
Districts Association

CONTRA COSTA COUNTY  
CHAPTER  
(925) 685-9301  
155 Mason Circle  
Concord, CA 94520

**Special District Members  
Serving Contra Costa County**

- Alamo-Lafayette Cemetery District
- Ambrose Recreation and Park District
- BBK Union Cemetery District
- Bethel Island Muni Improvement District
- Byron Sanitary District
- Central Contra Costa Sanitary District
- Contra Costa Mosquito and Vector Control
- Contra Costa Water District
- Crockett Community Services District
- Delta Diablo Sanitation District
- Diablo Water District
- Discovery Bay (Town of)
- Dublin-San Ramon Services District
- East Bay Municipal Utility District
- East Bay Regional Park District
- East Contra Costa Fire Protection District
- East Contra Costa Irrigation District
- Ironhouse Sanitary District
- Kensington Fire Protection District
- Kensington Police Protection & Community Services District
- Knightsen Town Community Services District
- Moraga-Orinda Fire District
- Mt. Diablo Health Care District
- Mt. View Sanitary District
- Pleasant Hill Recreation and Park District
- Reclamation District No. 800
- Reclamation District No. 830
- San Ramon Valley Fire Protection District
- Stege Sanitary District
- West Contra Costa Health Care District
- West County Wastewater District

April 12<sup>th</sup>, 2011

Kensington Police Protection & Community Services District  
217 Arlington Avenue  
Kensington, CA 94707

Gregory E. Harman General Manager and the Board of Directors,

The Contra Costa Special Districts Association wishes to thank you for your generous donation of table centerpieces to our 20th Anniversary Dinner and Celebration on Monday, April 11, 2011. The evening was well attended and was a great success. The chapter appreciates your contributions and efforts to making Contra Costa Special Districts Association successful.

We received many compliments about the quality of the table centerpieces. Thank you for your generous donation and for helping to make such a huge difference at our event. Our event was especially successful and in large part, because of the many donations we received. The centerpiece giveaway at the close of the evening was a highlight for many of the attendees. Everyone thought the floral centerpieces were beautiful.

Our 20<sup>th</sup> anniversary celebration and dinner provided the opportunity for all chapter board members and senior staff to socialize and hear special speakers. Invited guests included State and County elected officials, and CSDA representatives as well as other public partners.

Your donation means a great deal to Contra Costa Special Districts Association. We truly appreciate donation, your thoughtfulness, and participation.

We look forward to seeing you at our next chapter meeting in July.

Thank you for your help!

Sincerely,

Stanley R. Caldwell  
Contra Costa Special Districts Association  
20<sup>th</sup> anniversary planning chair

CC Bette Boatman  
CC Mark Cornelius

# Grand Jury

# Contra Costa County

725 Court Street  
P.O. Box 911  
Martinez, CA 94553-0091



April 27, 2011

Gregory Harman, General Manager/Chief of Police  
Kensington Police Protection & Community Services District  
217 Arlington Avenue  
Kensington, CA 94707

Dear Gregory Harman:

Thank you for participating in the Grand Jury survey on board compensation which was conducted earlier this year.

Enclosed for your reference is a copy of Grand Jury Report No. 1104, "Elected Board Membership" by the 2010-2011 Contra Costa County Grand Jury. No response is required.

Sincerely,

*Linda L. Chew*

LINDA L. CHEW, Foreperson  
2010-2011 Contra Costa County Grand Jury



A REPORT BY

THE 2010-2011 CONTRA COSTA COUNTY GRAND JURY

725 Court Street  
Martinez, California 94553

REPORT 1104

### Elected Board Membership

APPROVED BY THE GRAND JURY:


Date: APRIL 6, 2011



LINDA L. CHEW  
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: 4-21-11



JOHN LAETTNER  
JUDGE OF THE SUPERIOR COURT

Contact: Linda Chew  
Foreperson  
(925) 957-5638

## Contra Costa County Grand Jury Report #1104

### ELECTED BOARD MEMBERSHIP Public Service or Public Employment?

**TO: Cities and Towns in Contra Costa County** (see distribution list)  
**Independent Special Districts** (see distribution list)

#### SUMMARY

Given the difficult economic challenges facing local government, the Contra Costa County Grand Jury conducted a survey about compensation for elected Special District Boards (Board) and City Councils (Council). The Grand Jury looked at the use of funds and if the total amounts spent by these agencies for elected officials' compensation seemed reasonable.

The study revealed significant compensation disparities among elected Boards and Councils within Contra Costa County (County).

For example, while Martinez and Oakley both have similar populations of about 35,000 residents, the Martinez City Council total compensation is \$131,326, while Oakley's is only \$28,544.

San Ramon with 60,000 residents pays \$163,190 to its entire Council while Pittsburg, with slightly more residents, pays its Council \$40,035.

Richmond and Antioch, both with around 100,000 residents, pay their entire Councils \$267,139 and \$112,591 respectively.

The Grand Jury recognizes those agencies that pay nothing or minimum compensation and thus demonstrate the spirit of public service.

At the same time, there are a large number of Boards and Councils that are being compensated amounts which may be viewed as exorbitant. Board and Council members are elected to serve their constituents. They set policy, oversee programs and services administered by professional employees and are accountable to the public for their actions.

The Grand Jury believes the public should be aware of the compensation paid to their elected officials, what benefits are provided and whether the compensation structure indicates that the spirit of public service has changed to an entitlement of public employment.

## BACKGROUND

County residents are living in very difficult economic times, in which both public agencies and individuals have had to cut spending.

The Grand Jury surveyed all 19 cities in the County as well as the 27 largest independent special districts that have their own publicly elected Boards of Directors. Population information for the analysis was obtained from Local Agency Formation Commission reports. The survey collected data for Fiscal Years (FY) 2008-09 and 2009-10.

Information was requested for the following categories pertaining to annual expenditures for elected officials: salary and/or meeting fees, health care insurance costs, pension or deferred compensation, life insurance premiums, car allowance or mileage, cell phone and/or internet access and travel & conference costs.

**The total amount spent county-wide in FY 2009-10 on compensation for the surveyed Boards and Councils was \$2,419,169.**

The following data is grouped by cities and special districts. Data reported are the total amounts for each Board or Council regardless of the number of elected members. All cities have five elected Council members with the exception of Richmond, which has seven. All special districts have five Board members except the Byron-Bethany Irrigation District, which has nine, with two vacancies.

### Cities

- The average annual amount spent for each Council was \$77,895.
- Lafayette, Moraga and Orinda had minimal expenses for their elected leaders.
- Eight cities compensate their elected leaders more than the average for all surveyed. These cities spent an average of \$136,145. Of that amount, 76.4% was paid for salary and/or meeting fees and health care benefits. See table below.
- Twelve cities pay for elected officials' pensions or other forms of retirement benefits.
- Twelve cities pay for elected officials' health care insurance costs.
- Eight cities pay life insurance premiums for elected officials.
- Six cities pay for elected officials' cell phone or internet access.

The following table summarizes the compensation data collected for the cities.

### Total Council Compensation Expense

Cities	Population	Cost	Salary and/or Meeting Fees	Health Care Insurance Costs	Pension & Deferred Comp	Other Costs
City of Lafayette	24,500	\$631	\$0	\$0	\$0	\$631
Town of Moraga	16,800	\$2,673	\$0	\$0	\$0	\$2,673
City of Orinda	17,600	\$2,801	\$0	\$0	\$0	\$2,801
City of Oakley	34,000	\$28,544	\$27,924	\$0	\$0	\$620
City of Clayton	10,784	\$29,590	\$23,400	\$0	\$4,640	\$1,550
City of El Cerrito	23,596	\$37,613	\$26,710	\$0	\$3,574	\$7,329
City of Pittsburg	63,004	\$40,035	\$33,240	\$5,220	\$0	\$1,575
Town of Danville	42,601	\$54,998	\$40,064	\$11,764	\$1,502	\$1,668
City of Pinole	19,193	\$59,965	\$17,862	\$41,396	\$0	\$707
City of Walnut Creek	66,000	\$61,798	\$35,100	\$0	\$16,086	\$10,612
City of Pleasant Hill	33,377	\$72,206	\$37,950	\$27,541	\$4,569	\$2,146
City of Brentwood	50,614	\$91,998	\$34,155	\$42,425	\$2,186	\$13,232
City of Hercules	23,000	\$93,691	\$51,960	\$34,141	\$5,059	\$2,531
City of San Pablo	30,950	\$100,961	\$45,210	\$37,906	\$6,555	\$11,290
City of Antioch	100,150	\$112,591	\$53,746	\$1,922	\$5,576	\$51,346
City of Concord	124,780	\$128,262	\$74,580	\$42,303	\$10,720	\$659
City of Martinez	36,179	\$131,326	\$46,200	\$71,416	\$9,697	\$4,012
City of San Ramon	59,002	\$163,190	\$47,935	\$59,768	\$12,457	\$43,030
City of Richmond	102,186	\$267,139	\$152,130	\$53,700	\$0	\$61,309
<b>Total of 19 Cities</b>		<b>\$1,480,012</b>	<b>\$748,166</b>	<b>\$429,502</b>	<b>\$82,622</b>	<b>\$219,721</b>
<b>Average of 19 Cities</b>		<b>\$77,895</b>	<b>\$39,377</b>	<b>\$22,605</b>	<b>\$4,349</b>	<b>\$11,564</b>

Note: Richmond has seven Council members; all other cities have five Council members

### Special Districts

- The average annual amount spent for each Board was \$34,784.
- Nine special districts paid their elected leaders from zero to less than \$100 in total. They are: Crockett Community Services District, Diablo Community Services District, Kensington Police Protection & Community Services District, Town of Knightsen Community Services District, Kensington Fire Protection District, Rodeo-Hercules Fire Protection District, Bethel Island Municipal Improvement District, Green Valley Recreation and Park District, and Moraga-Orinda Fire District.
- Eight special districts compensate their elected officials more than the average for all surveyed. These districts spent an average of \$99,089. Of that amount 87.7% was paid for salary and/or meeting fees and health care insurance costs. See the table below.
- Eight out of the nine most generous special districts are water or wastewater providers that pass on their costs to rate payers.
- Three special districts contribute to pension or other form of retirement benefits for one or more elected officials.

- Nine special districts pay for health care insurance costs for one or more elected officials.
- Four special districts pay life insurance premiums for one or more elected officials.

The following table summarizes the compensation data collected for the 27 special districts.

### Total Special District Board Compensation Expense

Special District	Population	Total Cost	Salary & Meeting Fees	Health Care Insurance Costs	Pension	Other Costs
Crockett Community Services District	3,500	\$0	\$0	\$0	\$0	\$0
Diablo Community Services District	1,200	\$0	\$0	\$0	\$0	\$0
Kensington Police Prot & Com. Serv. Dist.	5,000	\$0	\$0	\$0	\$0	\$0
Knightsen Town Community Serv. Dist	1,500	\$0	\$0	\$0	\$0	\$0
Kensington Fire Protection District	4,936	\$0	\$0	\$0	\$0	\$0
Rodeo-Hercules Fire Protection District	30,000	\$0	\$0	\$0	\$0	\$0
Bethel Island Municipal Improve District	3,000	\$0	\$0	\$0	\$0	\$0
Green Valley Recreation and Park District	473	\$0	\$0	\$0	\$0	\$0
Moraga-Orinda Fire District	42,000	\$50	\$0	\$0	\$0	\$50
Byron Sanitary District	995	\$4,425	\$4,425	\$0	\$0	\$0
Diablo Water District	31,000	\$7,365	\$7,300	\$0	\$0	\$65
Ambrose Recreation and Park District	23,000	\$7,858	\$5,150	\$0	\$0	\$2,708
Rodeo Sanitary District	8,717	\$8,975	\$8,975	\$0	\$0	\$0
San Ramon Valley Fire Protection Dist	158,071	\$12,331	\$8,085	\$0	\$0	\$4,246
Pleasant Hill Recreation and Park District	40,003	\$15,226	\$12,500	\$0	\$0	\$2,726
West Contra Costa Healthcare District	201,196	\$16,385	\$8,200	\$4,188	\$0	\$3,997
Los Medanos Comm. Healthcare District	81,953	\$20,500	\$20,500	\$0	\$0	\$0
Discovery Bay Community Services Dist	15,000	\$22,661	\$22,500	\$0	\$0	\$161
Stege Sanitary District	40,000	\$30,670	\$22,540	\$0	\$0	\$8,130
Mt. View Sanitary District	18,253	\$41,283	\$19,307	\$12,593	\$0	\$9,383
Mt. Diablo Healthcare District	191,452	\$42,498	\$0	\$42,498	\$0	\$0
East Contra Costa Irrigation District	60,000	\$76,227	\$3,605	\$72,192	\$0	\$430
Ironhouse Sanitary District	35,350	\$94,070	\$28,220	\$62,780	\$2,051	\$1,020
Contra Costa Water District	550,000	\$99,826	\$36,700	\$41,177	\$0	\$21,949
Byron-Bethany Irrigation District	3,000	\$105,380	\$5,360	\$99,684	\$0	\$336
Central Contra Costa Sanitary District	451,900	\$158,174	\$52,156	\$90,435	\$0	\$15,583
West County Wastewater District	124,398	\$175,254	\$93,934	\$44,277	\$18,823	\$18,220
<b>Total of 27 Special Districts</b>		<b>\$939,158</b>	<b>\$359,457</b>	<b>\$469,823</b>	<b>\$20,873</b>	<b>\$89,005</b>
<b>Average of 27 Special Districts</b>		<b>\$34,784</b>	<b>\$13,313</b>	<b>\$17,401</b>	<b>\$773</b>	<b>\$3,296</b>

Note: Byron-Bethany Irrigation District has nine Board members, of which two are vacant; all other special districts have five Board members.

Contra Costa Water District reported no pensions paid but has a provision in their retirement plan to pay a pension for Board members at age 62 after 10 years of service.

Professional full-time managers are hired to run each agency. Historically, elected officials have looked upon their work as public service for the betterment of the community. Agencies have provided their elected leaders with benefits. These include health care insurance, employer paid retirement benefits, life insurance premiums, payments for cell phone/internet access, and mileage reimbursement or car allowance.

The total dollar amounts are small in relation to agency overall budgets. However, services to the public are being reduced in most agencies which usually means staff reductions. Although service reductions have been implemented, governing boards have continued to enjoy the same level of benefits. They should demonstrate their leadership by eliminating or reducing benefits.

## **FINDINGS AND RECOMMENDATIONS**

**Each agency named needs to respond only for its own practices.**

**Finding # 1:** Sixteen cities and eighteen special districts provide benefits to their elected leaders in some fashion. These benefits may include salary, meeting fees, health care insurance costs, pension or deferred compensation, life insurance premiums, cell phone usage, and internet connections.

**Recommendation # 1:** All cities and special districts should conduct an annual public review of compensation provided to their respective elected Councils and Boards. This review should include such items as salary, meeting fees, health care insurance costs, pension/deferred compensation, life insurance premiums, cell phone usage, and internet connections. The public review should address whether or not changes in compensation are warranted.

**Finding # 2:** Eight cities spend more than the county-wide average (\$39,377) for salary and meeting fees. They are: Antioch, Concord, Danville, Hercules, Martinez, Richmond, San Pablo and San Ramon.

**Recommendation # 2:** These cities, as part of the annual review in Recommendation 1, should consider whether it would be appropriate to implement reductions of salary and meeting fee expenditures to bring them in line with other cities.

**Finding # 3:** Eight special districts spend more than the county-wide average (\$13,313) for salary and meeting fees. They are: Central Contra Costa Sanitary District, Contra Costa Water District, Discovery Bay Community Services District, Ironhouse Sanitary District, Los Medanos Community Healthcare District, Mt. View Sanitary District, Stege Sanitary District and West County Wastewater District.

**Recommendation # 3:** These special districts, as part of the annual review in Recommendation 1, should consider whether it would be appropriate to implement a

reduction of salary and meeting fee expenditures to bring them in line with other special districts.

**Finding # 4:** Health care benefits are provided to elected Board members by twelve cities and nine special districts.

**Recommendation # 4:** The policy of paying health care insurance costs for Council and Board members should be reviewed to determine whether this practice is appropriate. The agencies following this practice are:

Cities: Antioch, Brentwood, Concord, Danville, Hercules, Martinez, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo and San Ramon.

Special Districts: Byron-Bethany Irrigation District, Central Contra Costa Sanitary District, Contra Costa Water District, East Contra Costa Irrigation District, Ironhouse Sanitary District, Mt. Diablo Healthcare District, Mt. View Sanitary District, West Contra Costa Healthcare District and West County Wastewater District.

**Finding # 5:** Pension benefits, with potential long-term financial implications for the agency, are provided to Council and Board members by twelve cities and three special districts.

**Recommendation # 5:** The policy of paying pension or deferred compensation for Council and Board members should be reviewed to determine whether this practice is appropriate. The agencies following this practice are:

Cities: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Martinez, Pleasant Hill, San Pablo, San Ramon and Walnut Creek.

Special Districts: Central Contra Costa Sanitary District, Ironhouse Sanitary District and West County Wastewater District.

## REQUIRED RESPONSES

### Findings and Recommendations:

#### Cities and Towns

Antioch	1, 2, 4 and 5
Brentwood	1, 4 and 5
Clayton	1 and 5
Concord	1, 2, 4 and 5
Danville	1, 2, 4 and 5
El Cerrito	1 and 5
Hercules	1, 2, 4 and 5
Martinez	1, 2, 4 and 5
Oakley	1
Pinole	1 and 4
Pittsburg	1 and 4
Pleasant Hill	1, 4 and 5
Richmond	1, 2 and 4

San Pablo	1, 2, 4 and 5
San Ramon	1, 2, 4 and 5
Walnut Creek	1 and 5

Independent Special Districts:

Ambrose Recreation and Park District	1
Byron-Bethany Irrigation District	1 and 4
Byron Sanitary District	1
Central Contra Costa Sanitary District	1, 3, 4 and 5
Contra Costa Water District	1, 3 and 4
Diablo Water District	1
Discovery Bay Community Services District	1 and 3
East Contra Costa Irrigation District	1 and 4
Ironhouse Sanitary District	1, 3, 4 and 5
Los Medanos Community Healthcare District	1 and 3
Mt. Diablo Healthcare District	1 and 4
Mt. View Sanitary District	1, 3 and 4
Pleasant Hill Recreation and Park District	1
Rodeo Sanitary District	1
San Ramon Valley Fire Protection District	1
Steger Sanitary District	1 and 3
West Contra Costa County Healthcare District	1 and 4
West County Wastewater District	1, 3, 4 and 5

**Distribution List:**

Cities and Towns

Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon and Walnut Creek.

Independent Special Districts:

Crockett Community Services District, Diablo Community Services District, Discovery Bay Community Services District, Kensington Police Protection and Community Services District, Knightsen Community Services District, Kensington Fire Protection District, Moraga-Orinda Fire District, Rodeo-Hercules Fire Protection District, San Ramon Valley Fire Protection District, Los Medanos Community Healthcare District, Mt. Diablo Healthcare District, West Contra Costa County Healthcare District, Byron-Bethany Irrigation District, East Contra Costa Irrigation District, Bethel Island Municipal Improvement District, Ambrose Recreation and Park District, Green Valley Recreation and Park District, Pleasant Hill Recreation and Park District, Byron Sanitary District, Central Contra Costa Sanitary District, Ironhouse Sanitary District, Mt. View Sanitary District, Rodeo Sanitary District, Steger Sanitary District, West County Wastewater District, Contra Costa Water District and Diablo Water District.



# April 2011 Police Department Report

May 6, 2011

- Department Personnel

Sergeant Khan is currently on Workman's Comp medical leave and will be retiring on medical disability on May 31<sup>st</sup>.

- Commendations and Correspondence- None this month

- Investigation of Alleged Misconduct

- Department Investigation #10-001 was initiated on September 20<sup>th</sup> on an allegation that an officer posted an inappropriate screen saver on a District computer. The investigation is being conducted by Sergeant Hull.
- Department Investigation #10-002 was initiated on November 2<sup>nd</sup> on an allegation that an officer was rude during a traffic stop. This investigation has been completed by Sergeant Hull and the findings were Not Sustained and Unfounded.
- Department Investigation #10-003 was initiated on November 11<sup>th</sup>, at the KPPCSD Board meeting, when Catherine de Neergaard made a formal complaint indicating, "That there is no fair, impartial, and reasonable police review procedure", after voicing her complaints regarding Chief Harman's policies and directions to the department were not being heard. This complaint was followed by an e-mail complaint received by Chief Harman on November 15<sup>th</sup>.

This complaint will be investigated by Chief Harman and will be presented to the Board at a future KPPCSD Board meeting.

- 9-1-1 / Richmond Communication Center Information.

- The Ring Time Report for April documented 49 "911" calls received with 2 having a ring time over 20 seconds.

The first occurred on 04-01-11, at 8:40 PM with a ring time of 33 seconds. This was on a report of a fall victim.

The second occurred on 04-21-11, at 10:16 AM and was for 30 seconds.

The dispatcher spoke to the caller for 4:15 minutes on what was a possible medical call.

The average ring time for the month of March was 6.3 seconds.

- Communication Center Service Complaints

- No complaints received this month however, ***this is a good time to remind everyone that for police non-emergencies, you need to contact the dispatch center at "236-0474" and not the KPPCSD business line of 526-4141.*** The KPPCSD business line is only monitored 6 hours a day during the week and should not be used to report police matters. Doing so, only delays the police response time, so please dial Dispatch direct.

- Community Networking

- On 04-04-11, Chief Harman attended the Kensington Community Council meeting.
- On 04-06-11, Chief Harman attended the West County Chief's meeting in Hercules.
- On 04-09-11, Chief Harman attended the Kensington Community Council Spring Party.
- On 04-11-11, Officer Doug Wilson and Reserve Officer Ted Foley attended the Kensington Public Safety Council meeting.

Chief Harman and Yolla Harman attended the Contra Costa County CSDA 20 Year Anniversary Dinner in Pleasant Hill.

- On 04-25-11, Chief Harman attended the Kensington Improvement Club meeting.
- On 04-29-11, Detective Barrow collected 134 pounds of prescription medication at the Public safety Building during the "Drug Take Back Day" event.

- Community Criminal Activity

- This section of the Watch Commander's Reports are prepared by Sergeant Hull for Team One, Acting Sergeant Hui for Team 2, and Detective Barrow.

- Watch Commander Reports

•• **Sergeant Hull**

TEAM #1 STATISTICS

Sgt. Hull (K17) wrote 6 moving citations

Officer:	Stegman (K32) (0600-1800)	Wilson (K38) (1800-0600)
Days Worked	15	10
Traffic Stops	36	30
Moving Citations	26	23
Parking Citations	3	7
Vacation/Security Checks	44	58
FI-Field Interview	0	0
Cases	4	0
Self Initiated Cases	0	0
Arrests	0	0
Calls for Service	44	16

Sergeant Hull attended an Individual Crisis Intervention Peer Support class (2 days).

Officer Wilson took 44 hours of Vacation.

BRIEFING/TRAINING:

- Reviewed KPD Policy 452 – Medical Marijuana
- Reviewed KPD Policy 360 – Death Investigation
- Discussed professionalism and conduct with citizens
- Discussed Internal Investigations

SERGEANT'S SUMMARY:

The Police Department met with KPD retirees and updated their firearms qualifications and ID cards. I would also like to recognize the good job being done by Field Training Officers Martinez, Barrow, Stegman, and Wilson. Their efforts have been crucial to the success at maintaining a high level of service to residents and preparing the Reserve trainees to operate in the District. With all our efforts, we still need the assistance of residents to successfully close cases as they occur. In addition to the training of new officers, maintaining patrol responsibilities, they continue to complete their collateral duties efficiently.

Recently daytime residential burglaries increased. Due to the aggressive nature of these burglaries, door kicks, I would like to urge residents who are home

during the day to call in suspicious vehicles and people. If someone knocks on your door purporting to sell something or state they have the wrong address, I urge you to contact police so we can make contact with that person.

**SIGNIFICANT EVENTS:**

- 2011-2136 – On 4-5-2011, Officer Stegman responded to the unit block of Highland Blvd. to a report of arson.
- 2011-2165 – On 4/6/2011, Officer Stegman responded to the unit block of Edgcroft Dr on a report of tampering with a vehicle.
- 2011-2319 – On 4-12-2011, Officer Stegman responded to the 600 block of Parkside Ct. to a report of attempted residential burglary.
- 2011-2460 – On 4/18/2011, Officer Stegman and Reserve Turner responded to the unit bock of Purdue Ave on a report of a theft from a vehicle.
- 2011-2468 – On 4/18/2011, Officer Stegman and Reserve Turner responded to the 300 block of Arlington Ave on a report of an injury traffic collision.
- 2011-2505 – On 4/20/2011, Officer Stegman responded to the unit block of Ardmore Rd on a report of a theft.
- 2011-2599 – On 4/24/2011, Officer Wilson and Reserve Armanino responded to the 200 block of Willamette Ave on a report of a disturbance.

**•• Acting Sergeant Hui**

**TEAM #2 STATISTICS**

A.S. Hui (K42) wrote 8 moving citations.  
(1400-0200)

Officer:	Martinez (K31) (0600-1800)	Medina (K35) (1800-0600)	Ramos (K41) (0730-1730)
Days Worked	13	16	9
Traffic Stops	34	114	13
Moving Citations	30	99	9
Parking Citations	4	8	1
Vacation/Security Checks	24	71	48
FI-Field Interview	0	0	0
Cases	3	2	3
Self Initiated Cases	1	0	0
Arrests	1	0	0
Calls for Service	49	30	37

Officer Martinez attended a Patrol Rifle Operators class (3 days).

Officer Ramos attended a Patrol Motorcycle Operators class (10 days).

Acting Sergeant Hui attended an Individual Crisis Intervention Peer Support class (2 days).

Officer Martinez took 12 hours of Vacation.

Officer Medina recovered 4 hours of Comp Time.

Acting Sergeant Hui recovered 80 hours of Comp Time.

#### SERGEANT'S SUMMARY:

Over the course of the past several months, I have noticed an increase in the percentage of residential burglaries where exterior doors have been forced open. Please make sure that your door locks are properly installed. Many of the lock manufacturers specify the use of 2.5" to 3" screws to fasten the strike plates onto the door jamb. I have seen several instances where short screws were used to attach the strike plates. Although the longer screws may not prevent a door from being kicked in, they do significantly increase the amount of effort required to force open a door.

#### SIGNIFICANT EVENTS:

- 2011-2074 – On 4/2/2011, Officer Martinez and Reserve Colon initiated a traffic enforcement stop on the unit blk of Arlington Ave that resulted in a warrant arrest.
- 2011-2075 – On 4/2/2011, Officer Martinez and Reserve Colon initiated a traffic enforcement stop on the unit blk of Arlington Ave and cited the driver for a Health and Safety Code violation.
- 2011-2120 – On 4/5/2011, Officer Ramos responded to the 300 blk of Coventry Rd on a report of a residential burglary.
- 2011-2143 – On 4/5/2011, Officer Ramos responded to the 200 blk of Los Altos Dr on a report of a theft from a vehicle.
- 2011-2173 – On 4/6/2011, Officer Ramos responded to the 200 blk of Willamette Ave on a report of a residential burglary.
- 2011-2174 – On 4/7/2011, Officer Martinez responded to the unit blk of Highgate Rd on a report of a residential burglary.
- 2011-2343 – On 4/13/2011, Acting Sergeant Hui responded to the intersection of Lenox Rd and Beverly Rd on a report of a traffic collision.
- 2011-2348 – On 4/14/2011, Officer Martinez towed a vehicle on the unit blk of Arlington Ave because the driver did not possess a valid license.
- 2011-2351 – On 4/14/2011, Officer Medina responded to the 600 blk of Beloit Ave on a report of a theft.
- 2011-2576 – On 4/23/2011, Officer Martinez and Reserve Armanino responded to the 600 blk of Coventry Rd on a report of a disturbance.
- 2011-2697 – On 4/28/2011, Officer Martinez responded to the 200 blk of Amherst Ave on a report of vandalism.
- 2011-2706 – On 4/28/2011, Acting Sergeant Hui responded to the 100 blk of Highland Blvd on a report of a residential burglary.

- 2011-2742 – On 4/30/2011, Officer Stegman and Reserve Colon met a resident at the police station who turned in a pellet gun for safekeeping.

#### TRAFFIC ENFORCEMENT:

- 103 moving citations were issued on Arlington Avenue.
- 76 moving citations were issued on Colusa Avenue.
- 11 moving citations were issued on Franciscan Way.
- 2 moving citations were issued on Berkeley Park Boulevard.
- 2 moving citations were issued on Ardmore Rd
- 2 moving citations were issued on Beloit Ave.
- 1 moving citation was issued on Coventry Rd.
- 1 moving citation was issued on Eureka Ave.
- 1 moving citation was issued on Amherst Ave.
- 1 moving citation was issued on Yale Ave.
- 1 moving citation was issued on Fairmont Ave.

#### •• **Detective Keith Barrow**

#### **SIGNIFICANT EVENTS:**

2011-2136, 1912 Arson.

On 04-05-11, an officer responded to a reported arson outside of a classroom at the Kensington Hilltop School. This is the second arson perpetrated at the school in the last month. This case is under investigation.

2011-2120, 2173, 2194, 2706 Residential Burglary

In the month of April we received four residential burglaries with the primary entry points were pried open doors. One window was also left open. These cases are under investigation.

2011-1656 Trespassing, Possession of Burglary Tools, Receiving Stolen Property, and Auto Theft.

On 03-14-11, KPD Officers were conducting a follow-up investigation and contacted seven individuals at a residence located in the 00 block of Windsor Avenue. The residence was vacant and being remodeled. A stolen vehicle was located in the driveway that may be linked to thefts in the cities of Berkeley and El Cerrito. The seven individuals were arrested for trespassing, possession of burglary tools, receiving stolen property, and auto theft. **This case will be submitted to the Contra Costa DA for prosecution.**

2011-1618 Homicide.

On 03-12-11, KPD Officers were dispatched to a possible dead body in the 00 block of Arlington Avenue. The individual was pronounced dead at the scene. This case is being investigated as a homicide.

#### 2011-1311 Petty Theft

On 02-25-11, Officer Medina took a reported theft of a license plate. The plate has been found on a stolen vehicle and two suspects have been taken into custody by Walnut Creek Police Department. This case may be connected to recent Kensington residential burglaries. This case is under investigation.

#### 2010-5319 and 5351 Arson

On 10-16-10 and 10-17-10, Kensington Police Officers responded to fires at 59 Arlington Avenue, the Kensington Park Building E. The fires were determined to be arsons. These cases are under investigation.

#### 2010-3491 Identity Theft.

Case under investigation.

#### 2010-1457 Hit and Run Vehicle Accident.

A vehicle left the roadway and struck an AT&T phone box and two parked vehicles. **Charges have been filed in this case.** The suspect in this case has been arrested in another county for drug related offences. He will have to wait until the other county adjudicates its case before the suspect can be held to answer for the crimes committed in Kensington.

### KPD INVESTIGATIONS

- Made several court runs for filling cases, and citation drop off's.
- Updated the KPD residential burglary log.
- Updated the KPD stolen vehicle log.
- I'm currently assigned one day per week as a Field Training Officer.
- On April 30, 2011, we had our second prescription drug, National Take Back Initiative event, sponsored by the Drug Enforcement Administration (DEA). At our last event we received **56 lbs.** of unpackaged prescription drugs. This event was a great success as we took in **134 lbs.** of unpackaged prescription drugs, far surpassing our last event. DEA Supervisory Special Agent Glenn Moore of the Oakland field office told me he was hoping that we will have another National Take Back Initiative Day sometime in the month of October. I will keep you informed of any further dates.

### WEST-NET ASIGNMENT:

I am currently assigned to the West Contra Costa County Narcotic Enforcement Team (West-NET) one day per week.

While on this assignment I work with other West Contra Costa County law enforcement officers and agencies. I participate and aid in the service of search warrants, surveillance and on going narcotics investigations.

In the month of April West-NET Agents with the help of state, federal, and local law enforcement agencies served over thirty state and federal search warrants

throughout the Bay Area. Agents seized approximately 135 lbs. of methamphetamines, 26 firearms and arrested 17 people on federal arrest warrants and numerous other people on state criminal charges.

### **INVESTIGATORS SUMMARY:**

In the month of April the District of Kensington sustained 0 identity theft, 1 non-injury vehicle accident and 0 Hit and Run Vehicle Accident, 0 Injury Hit and Run Accident, 0 Injury Accident, 4 Residential Burglaries, 1 Attempted Residential Burglaries, 1 Commercial Burglary, 0 Auto Burglary, 3 Thefts from unlocked vehicles, 0 Stolen Vehicle, 1 Petty Theft, 1 Vandalisms, 0 Embezzlement, 0 Elder Abuse, 0 Frauds, 0 Forgery, 0 Attempted Grand Thefts and 0 Grand Thefts.

#### **•• Chief Harman**

An update on the on going traffic issues in the community.

Following the March 10<sup>th</sup> KPPCSD Board meeting, in which the Board directed Jerry Fahy of the County's Public Works Department to install the solar powered radar sign at 34 Arlington, Samane Nili contacted the Contra Costa County Public Works Director in protest, halting the installation. Ms. Nili had a scheduled meeting with the Public Works Director set for March 21<sup>st</sup> to discuss her concerns.

On March 24<sup>th</sup>, I was informed by Jerry Fahy that he was instructed to look at two other possible locations for the sign, which he intended to do the week of March 28<sup>th</sup>. He indicated that once he investigates other possible locations and meets with the Public Works Director and Supervisor John Gioia, he will provide me an update on the radar sign.

As you can see from the Sergeant's reports, we are continuing with our traffic enforcement efforts with 201 traffic citations issued during the month.

Officer Ramos has successfully completed his 80-hours POST certified Motorcycle Officer training course. This course is the most difficult POST course to successfully complete in law enforcement. Congratulations Manny!

Officer Ramos will begin a short field motor training program with a motor officer from another police department before going out on motor traffic enforcement duties in Kensington.

The residents from the Franciscan & Sunset area are setting up a meeting to voice their concerns regarding traffic enforcement in their area. This meeting is being set up to be held sometime in May. Those that wish to attend, please contact me for the date, time, and location as it becomes available.



# May 2011

May 2011							June 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					28	29	30				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 1 - 7	<b>May 1</b>	<b>2</b> 4:00pm Brownies, CC 7:00pm KCC; CCM 7:00pm Pack 82; CC	<b>3</b> 7:00pm Troop 100; C	<b>4</b>	<b>5</b> 7:30pm EBC; CC3	<b>6</b> 5:30pm CC Rental; C	<b>7</b> 8:00am CC Rental; C
	<b>8</b> 11:00am CC Rental; C	<b>9</b> 4:00pm Brownies; CC 7:00pm Pack 82; CC 7:30pm KARO; CC3	<b>10</b> 7:00pm Troop 100; C	<b>11</b> 7:00pm KFD Mtg; CC	<b>12</b> 6:00pm KPPCSD MTC 7:00pm GPFF; CCM	<b>13</b>	<b>14</b> 9:30am CC Rental; C 2:00pm CC Rental; C
May 8 - 14	<b>15</b> 12:00pm CC Rental; C	<b>16</b> 4:00pm Brownies; CC 7:00pm Pack 82; CC	<b>17</b> 7:00pm Troop 100; C	<b>18</b>	<b>19</b> 7:30pm EBC; CC3	<b>20</b> 8:00am Bulding Com	<b>21</b> 8:00am CC Rental; C 10:00am Shredding; Ev
	<b>22</b>	<b>23</b> 4:00pm Brownies; CC 7:00pm Pack 82; CC	<b>24</b> 7:00pm Troop 100; C	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
May 15 - 21	<b>29</b>	<b>30</b> 4:00pm Brownies; CC 7:00pm Pack 82; CC 7:30pm KIC; CC3	<b>31</b> 7:00pm Troop 100; C 7:30pm KMAC; CC3	<b>Jun 1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>May 22 - 28</b>						
May 29 - Jun 4							

# June 2011

July 2011

June 2011

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 29 - Jun 4	May 29 30		31	Jun 1	2	3	4
Jun 5 - 11	5 4:00pm CC Rental, C	6 4:00pm Brownies, CC	7 7:00pm Troop, 100, C	8	9 6:00pm KPPCSD MTG	10	11 4:00pm CC Rental, C
Jun 12 - 18	12 3:00pm CC Rental, C	13 4:00pm Brownies, CC	14 7:00pm Troop, 100, C	15 7:30pm Pilates, CCM	16	17	18
Jun 19 - 25	19	20 4:00pm Daisy Troop, C	21	22 7:30pm Pilates, CCM	23	24	25 CC Rental, CCM
Jun 26 - Jul 2	26	27	28	29 7:30pm Pilates, CCM	30	Jul 1	2

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Office Report prepared by Marty Westby, Administrator  
Kensington Community Council Board Meeting  
May 1, 2011

### **KASEP:**

The spring session is at the midpoint, with classes ending on Friday, June 3<sup>rd</sup>. Looking at numbers we have 48 KASEP classes in progress, with an enrollment of 388 (including gymnastics and karate). The program is running smoothly and I am in continual awe of the quality in programs offered and in the teaching staff.

KCC Board Members are invited to drop-in at our end-of-year celebration of teachers and Oversight Committee Members on June 3<sup>rd</sup> from 5:00 – 7:00.

### **KCC Summer Day Camp:**

Enrollment is continuing as families are looking ahead towards summer and vacation plans. We've filled 380 spots out of 620 total, up by about 100 campers compared to same time last year. Besides publicity in the Outlook and in the Thursday packet at school, I've advertised KCC Summer Day Camp on the Berkeley Parents Network, an online community group, e-trees for Kensington Hilltop, Fairmont and Madera Elementary Schools. In addition, KCC joined the electronic world and camp information is listed on the AboutKensington.com website; KCC is a recognized entity of El Cerrito Patch, a local on-line newsletter, and Yelp, an on-line business directory.

Staffing for this summer is finalized. The Camp Director, Head Counselor and myself met over spring break and planned out each of the 10 weeks for themes, sports, and art/crafts projects. The structure of the summer is coming together and it looks to be a very exciting summer camp adventure!

### **KCC Classes and Events:**

The high school senior picture will be taken on Sunday, May 15<sup>th</sup> at 3:30 pm, and will be on the front page of the June issue.

Pilates is an on-going adult education program. When summer camp begins, Pilate's instruction will move to the Community Center for June, July and August.

Artists in the weekly KCC adult art class provided four of their painting for display in the KCC office. Come by to view these talented artists's work. KCC Art Class will conclude June 8<sup>th</sup> and resume September 7<sup>th</sup>.

Hoops is hosting a special one-day Hoops Workshop for Parents and Children, Sunday May 15<sup>th</sup> from 10:00 – 11:30 am. This workshop will be held on the grassy area in front of the Recreation Building.

The El Cerrito Fire Department conducted its annual inspection of the Recreation Building and Community Center, April 27<sup>th</sup>. Bay Cities Pyrotector is scheduled to conduct its annual fire alarm test, mid-May.

# General Manager April 2011 Report

## Budget

We received our third installment of our 2009-2010 COPS Grant funding in the amount of \$27,555. We now have a balance due of \$11,316.

As you have read in the papers, the Governor's attempt to get the Vehicle License Fee (VLF) Supplemental Tax continuance on the June ballot failed. The VLF is the tax that funds COPS Grant funding. Therefore, we will not receive our \$100,000 2010-2011 COPS Grant disbursement this fiscal year. The best we can hope for is that the VLF tax will make it to the November ballot and that it passes, so we might get COPS Grant funding in Fiscal Year 2011/2012.

## Kensington Park

### **Park Restroom**

The volunteer restroom group has received 11 bids for the project, selected and approved the low bidder, and will be making a recommendation to the Board at the April 14<sup>th</sup> meeting to award the contract to ERA Construction of Richmond. The bids ranged in price from the low bid of \$136,710.38 to the high bid of \$245,371.00. The Committee's estimate for completing the project prior to the bids being submitted was between \$150,000 and \$180,000.

ERA has completed all of the requirements to have the awarded contract. They are now in the process of preparing and submitting the restroom plans to us for approval before requesting the County building permit.

### **Community Center & Annex**

The Park Building Committee sent out the request for proposals for the park buildings consultant and received three proposals. The Park Building Committee met Tuesday, April 12<sup>th</sup>, and selected two firms to interview on May 20<sup>th</sup>.

### **Park Repairs**

During my recent inspections of the park, I noticed that the tennis courts have large cracks running through both of them. We received three estimates for their repair and I will be making a recommendation to the Board to hire Saviano Company to complete the repairs at a cost of \$7,500 at the May 12<sup>th</sup> meeting.

## Emergency Preparedness

We now have the agenda and the minutes of the Public Safety Council posted on the KPPCSD web page for review.

The next meeting of the Kensington Public Safety Council will take place Monday,

May 9<sup>th</sup>, at 6:30 PM at the Community Center Room #3.

### Other District Items of Interest

#### **Solid Waste**

On December 1<sup>st</sup>, Bay View Refuse made a request for a 6% increase in rates to begin in 2011.

On January 18<sup>th</sup>, Allison Schutte, our attorney from Hanson/ Bridgett, Rick Simonson, our rate reviewer from HF&H, and I met with Louise Figone, Jeffrey Schoppert, Bay View's attorney, Charles Cowden, Bay View's accountant, and Kim Christie, Bay View's office manager, at Bay View's office to discuss the rate increase request. At the conclusion of this meeting, all parties agreed to a follow up meeting scheduled for February 1<sup>st</sup>.

On January 27<sup>th</sup>, I was contacted by Jeffrey Schoppert who indicated that Bay View was not prepared to meet on February 1<sup>st</sup> and requested that the meeting be postponed.

On February 2<sup>nd</sup>, I received the year end financials from Bay View and was preparing for our next meeting with Bay View. In 2010, Bay View achieved a profit of 2.42%.

On February 23<sup>rd</sup>, our attorney, Allison Schutte was contacted by Jeffrey Schoppert, and we were informed that Bay View does not wish to continue to meet with staff and discuss their request further.

During that same week, staff learned that Bay View mailed a letter dated February 15<sup>th</sup>, to all households in the District, informing customers of Bay View's desire for another rate increase for 2011.

Both the District and Bay View are currently in full compliance with all contract terms. In accordance with the contract, the District conducted a rate review in 2009 and approved a rate increase for 2010. The contract will expire in 2015.

In the event that Bay View assigns the contract to another company, subject to the approval of the District, the terms and conditions of the contract will remain in effect through 2015.

On April 14<sup>th</sup>, the KPPCSD Board instructed me to begin the Proposition 218 Hearing process, which we have done with the mailing of the public hearing notices being mailed April 26<sup>th</sup>. ***The public hearing on the matter to raise the garbage rates as requested by Bay View will be held on Thursday, June 9<sup>th</sup>, at the regular KPPCSD meeting.***

## **Traffic**

Following the March 10<sup>th</sup> KPPCSD Board meeting, in which the Board directed Jerry Fahy of the County's Public Works Department to install the solar powered radar sign at 34 Arlington, Samane Nili contacted the Contra Costa County Public Works Director in protest, halting the installation. Ms. Nili had a scheduled meeting with the Public Works Director set for March 21<sup>st</sup> to discuss her concerns.

On March 24<sup>th</sup>, I was informed by Jerry Fahy that he was instructed to look at two other possible locations for the sign, which he intended to do the week of March 28<sup>th</sup>. He indicated that once he investigates other possible locations and meets with the Public Works Director and Supervisor John Gioia, he will provide me an update on the radar sign.

As you can see from the Sergeant's reports in the April Police Monthly Report, we are continuing with our traffic enforcement efforts with 201 traffic citations issued during the month.

We are also participating in the California Office of Traffic Safety's "2011 Click It or Ticket Campaign" beginning May 23 through June 5<sup>th</sup>. Use your seatbelts!

Officer Ramos successfully completed his 80-hour POST certified Motorcycle Officer training course. This course is the most difficult POST course to successfully complete in law enforcement. Congratulations Manny!

Officer Ramos will begin a short motor field training program before beginning motor enforcement duties in Kensington.

## **Website**

The Board packets, monthly reports, minutes, recordings of the KPPCSD Board Meetings, and our Bay View – County Solid Waste contracts are available for review on our website at:

[www.kensingtoncalifornia.org](http://www.kensingtoncalifornia.org).

## **National Drug Take Back Day**

The DEA Second National Drug Take Back Initiative was held April 30, 2011, between the hours of 10:00 AM and 2:00PM. This year's event was co-sponsored with the Kensington Fire Department and held at the Public Safety Building.

Last year's event was very successful and we took in 56 pounds of prescription medication. ***This year we took in 134 pounds of prescription medication.***

## **EBMUD**

In April, the District along with all other EBMUD water ratepayers, received notice that EBMUD is proposing to increase water and wastewater rates 6% in Fiscal Year 2012. ***The public hearing for this proposed rate increase will take place***

**Tuesday, June 14<sup>th</sup>, at 1:15 PM, in the Board Room at EBMUD located at 375 11<sup>th</sup> Street, second floor, Oakland.**

**District Secretary**

Anita Gardyne has been selected to be hired as the next District Secretary. Anita has worked at RGB Spectrum, Public Health Institute, University of California Berkeley, and Pacific Telesis. She has a Master of Business Administration degree from Berkeley and a Bachelor of Arts with double majors in Economics and Economics in the Black Community.

Please stop by the station and welcome Anita to the community.

**St. Baldrick's Foundation**

Help Team Kensington PD (Chief Harman, Sergeant Hui, Officer Martinez, Reserve Officer Arminino, Rodney Martinez Jr., and Dakota Harman) beat other Contra Costa police agencies in raising funds for childhood cancer research. We will be having a "Shave Off" Tuesday, May 10, 2011, at the Shadelands Art Center, 111 North Wiget Lane, Walnut Creek, from 4 to 8 PM. We would love to have you come out and support us as we participate in this worthy cause.

***To date we have received over \$500.00 in donations!***

Donations can be made online at: <http://www.stbaldricks.org/events/wcpd2011> or in person at the Kensington Public Safety Building.

## **DISTRICT – OLD BUSINESS**

1. Officer Rodney Martinez will present to the Board a recommendation for the purchase of a replacement police vehicle that was budgeted for in this current fiscal year. This item was tabled from the April 14<sup>th</sup> meeting. Board Action.



**Chief Barry Garfield's**

**January 2006**

**Ford 500**



# BUYER'S ORDER AND BILL OF SALE

Buyer KENSINGTON POLICE DEPARTMENT  
 Address 217 ARLINGTON AVE  
 Address KENSINGTON, CA 94707  
 Phone (Home) (510) 526-4141 (Work) \_\_\_\_\_  
 Co-Buyer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

### VEHICLE YOU ARE PURCHASING

Year 2005 Make FORD Model FIVE HUNDRED  
 VIN 1FAPF25145G143086 Stock Number 3286919  
 Mileage 9,873 New  Used  CarMax  ValuMax

### YOUR INSURANCE INFORMATION

Insurance Co. Name SDRMA  
 Agent's Name NONE Phone (916) 444-4444  
 Address \_\_\_\_\_  
 Address \_\_\_\_\_

### NO LIABILITY INSURANCE INCLUDED

### VEHICLE(S) YOU SOLD TO CARMAX ("TRADE-IN")

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
 Mileage \_\_\_\_\_ VIN \_\_\_\_\_  
 Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
 Mileage \_\_\_\_\_ VIN \_\_\_\_\_

For good and valuable consideration, the receipt of which is hereby acknowledged, Buyer (and Co-Buyer, if applicable) agree to purchase and Seller agrees to sell the above-described motor vehicle for the amount disclosed in the "BALANCE DUE AT SETTLEMENT" line item.

#### CarMax's 5-Day Return Policy for Used Vehicles

You may return your vehicle to CarMax for a refund and rescind this Buyer's Order and Bill of Sale within 5 days of the date of purchase, if the condition of the vehicle does not change. THIS RETURN POLICY ONLY APPLIES TO USED VEHICLES.

I WILL NOT PURCHASE EXTENDED SERVICE COVERAGE FOR MY VEHICLE AT THIS TIME.

BUYER'S INITIALS \_\_\_\_\_

CO-BUYER'S INITIALS \_\_\_\_\_

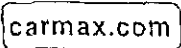
(1) Base Price of Vehicle	\$	<u>20,998.00</u>
(2) Accessories (See Accessories Addendum attached hereto and incorporated herein.)	\$	<u>.00</u>
(3) Additional Charges (Taxable)		
Doc Prep Fee	\$	<u>45.00</u>
Emission Cert Fee to Seller	\$	<u>.00</u>
N/A	\$	<u>.00</u>
N/A	\$	<u>.00</u>
N/A	\$	<u>.00</u>
N/A	\$	<u>.00</u>
Total Additional Charges (Taxable)	\$	<u>45.00</u>
(4) TOTAL CHARGES (TAXABLE)	\$	<u>21,043.00</u>
(5) Extended Service Agreement MaxCare <input checked="" type="checkbox"/> Manuf. _____	\$	<u>1,899.00</u>
(6) Additional Charges (Non-Taxable)		
Sales Tax	\$	<u>1,736.05</u>
Vehicle License Fees	\$	<u>.00</u>
County Fees	\$	<u>14.00</u>
Registration Fees	\$	<u>15.00</u>
CA Tire Fee	\$	<u>.00</u>
Emission Cert Fee to State	\$	<u>.00</u>
Total Additional Charges (Non-Taxable)	\$	<u>1,765.05</u>
(7) Discharge of Lien on "Trade-In" To: _____	\$	<u>.00</u>
(8) TOTAL CHARGES (NON-TAXABLE)	\$	<u>3,464.05</u>
(9) TOTAL SELLING PRICE (4 + 8)	\$	<u>24,507.05</u>
(10) [A] "Trade-In" Value	\$	<u>.00</u>
[B] Cash to Buyer From "Trade-In"	\$	<u>.00</u>
[C] "Trade-In" Value Applied to Total Selling Price	\$	<u>0.00</u>
(11) Down Payment	\$	<u>24,507.05</u>
(12) Incentives, Rebates and Credits		
Other Credits	\$	<u>0.00</u>
N/A	\$	<u>0.00</u>
N/A	\$	<u>0.00</u>
Total Incentives, Rebates and Credits	\$	<u>0.00</u>
(13) Other Consumerism	\$	<u>0.00</u>
(14) BALANCE DUE AT SETTLEMENT (9 - 10[C] - 11 - 12 - 13)	\$	<u>0.00</u>

BY EXECUTING THIS BUYER'S ORDER AND BILL OF SALE, BUYER (AND CO-BUYER, IF APPLICABLE) ACKNOWLEDGES READING THE FRONT AND BACK HEREOF AND AGREES TO BE BOUND BY ALL OF ITS TERMS AND CONDITIONS. BUYER (AND CO-BUYER, IF APPLICABLE), CERTIFIES TO BEING 18 YEARS OF AGE OR OLDER AND TO RECEIVING A FULLY COMPLETED COPY OF THIS DOCUMENT. THIS BUYER'S ORDER AND BILL OF SALE IS NOT VALID UNLESS SIGNED AND ACCEPTED BY AN AUTHORIZED REPRESENTATIVE OF CARMAX. PLEASE READ THE BACK OF THIS FORM, IT CONTAINS TERMS THAT AFFECT YOUR PURCHASE.

Kensington Police Dept  
Buyer ID Dept Chief of Police 1/24/06  
 BUYER \_\_\_\_\_ DATE \_\_\_\_\_  
[Signature] 1-24-06  
 SALESPERSON \_\_\_\_\_ DATE \_\_\_\_\_

CO-BUYER \_\_\_\_\_ DATE \_\_\_\_\_  
[Signature]  
 AUTHORIZED REPRESENTATIVE

Business ID PFF009  
 Order # 330742  
 Revision Date 05/04



MIS ID 50000002  
 Legal JJ

DMS Tracking # 507341 Reprint # 3





# ODOMETER DISCLOSURE STATEMENT

Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, **CarMax Auto Superstores California, LLC**, state that the odometer (transferor's name - PRINT) **9,873** (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

- I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
- I hereby certify that the odometer reading is NOT the actual mileage. WARNING- ODOMETER DISCREPANCY.


MAKE <b>FORD</b>	BODY TYPE <b>4D SEDAN</b>	MODEL <b>FIVE HUNDRED</b>
VEHICLE IDENTIFICATION NUMBER <b>1FAFP25146G143086</b>		STOCK NUMBER <b>3286919</b>
COLOR <b>GRAY</b>	TRIM <b>LIMITED</b>	YEAR <b>2005</b>

TRANSFEROR'S PRINTED NAME (SELLER) <b>CarMax Auto Superstores California, LLC</b>		
TRANSFEROR'S STREET ADDRESS <b>1450 EUREKA ROAD</b>		
CITY <b>ROSEVILLE</b>	STATE <b>CA</b>	ZIP CODE <b>95661</b>
DATE OF STATEMENT <b>01/24/2006</b>	TRANSFEROR'S SIGNATURE (SELLER) <i>[Signature]</i>	
	X <b>CarMax Auto Superstores California, LLC</b>	
	X PRINTED NAME OF PERSON SIGNING	

TRANSFeree'S PRINTED NAME (BUYER) <b>KENSINGTON POLICE DEPARTMENT</b>		
STREET ADDRESS <b>217 ARLINGTON AVE</b>		
CITY <b>KENSINGTON</b>	STATE <b>CA</b>	ZIP CODE <b>94707</b>
RECEIPT OF COPY ACKNOWLEDGED <i>Kensington Police Dept.</i>		
X <i>By Barry D. Goftield, Chief of Police</i>	TRANSFEREE'S SIGNATURE - BUYER	DATE <b>01/24/2006</b>
X	PRINTED NAME OF PERSON SIGNING <i>By Barry D. Goftield, Chief of Police</i>	DATE <b>1/24/06</b>

F005  
 WHITE - TRANSFEROR'S      YELLOW - TRANSFeree'S COPY      PINK - CUSTOMER'S COPY

advertisement


choice

High Quality, Advanced Technology

Click here for special offer

SYNC® in-car connectivity  
 Sirius Traffic and Sirius®  
 Active park assist  
 SYNC® with MyFord Touch


## 2005 Ford Five Hundred Limited Sedan 4D

advertisement

### BLUE BOOK® PRIVATE PARTY VALUE




Condition	Value
Excellent	\$9,615
Good	\$8,965
✓ Fair (Selected)	\$7,915



# SWAP YOUR RIDE

SALES  
EVENT



We swapped people's rides for a week.  
And changed their minds forever.

Click here to expand and see their stories

Close Window

### Vehicle Highlights

**Mileage:** 100,000  
**Engine:** V6, 3.0 Liter  
**Transmission:** Automatic  
**Drivetrain:** FWD

### Selected Equipment

#### Standard

Traction Control	Cruise Control	Dual Air Bags
ABS (4-Wheel)	Power Steering	Leather
Air Conditioning	Tilt Wheel	Alloy Wheels
Power Windows	AM/FM Stereo	
Power Door Locks	CD (Multi Disc)	

#### Optional

Premium Sound	Power Seat	Moon Roof
---------------	------------	-----------

### Blue Book Private Party Value

Kelley Blue Book Private Party Value is the amount a buyer can expect to pay when buying a used car from a private party. The Private Party Value assumes the vehicle is sold "As Is" and carries no warranty (other than any remaining factory warranty). The final sale price may vary depending on the vehicle's actual condition and local market conditions. This value may also be used to derive Fair Market Value for insurance and vehicle donation purposes.

### Vehicle Condition Ratings

#### Excellent



**\$9,615**

- Looks new, is in excellent mechanical condition and needs no reconditioning.
- Never had any paint or body work and is free of rust.
- Clean title history and will pass a smog and safety inspection.
- Engine compartment is clean, with no fluid leaks and is free of any wear or visible defects.
- Complete and verifiable service records.

Less than 5% of all used vehicles fall into this category.

**Good**



**\$8,965**

- Free of any major defects.
- Clean title history, the paints, body, and interior have only minor (if any) blemishes, and there are no major mechanical problems.
- Little or no rust on this vehicle.
- Tires match and have substantial tread wear left.
- A "good" vehicle will need some reconditioning to be sold at retail.

Most consumer owned vehicles fall into this category.

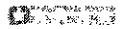
**Fair (Selected)**



**\$7,915**

- Some mechanical or cosmetic defects and needs servicing but is still in reasonable running condition.
- Clean title history, the paint, body and/or interior need work performed by a professional.
- Tires may need to be replaced.
- There may be some repairable rust damage.

**Poor**



**N/A**

- Severe mechanical and/or cosmetic defects and is in poor running condition.
- May have problems that cannot be readily fixed such as a damaged frame or a rusted-through body.
- Branded title (salvage, flood, etc.) or unsubstantiated mileage.

Kelley Blue Book does not attempt to report a value on a "poor" vehicle because the value of these vehicles varies greatly. A vehicle in poor condition may require an independent appraisal to determine its value.

\* California 04/14/2011

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45

- Find a Car
- Tips
- Save Money
- Benefits
- Your MPG
- Hybrids & Electrics
- Diesels
- Alternative Fuels
- Extreme MPG
- More...

- Search by Make
- Search by Model
- Search by EPA Size Class
- Search by Vehicle Type
- Best and Worst Cars
- Best and Worst Trucks

| [Share](#)

**2005 Ford Five Hundred FWD**

6 cyl, 3.0 L Automatic (variable gear ratios) Regular Gasoline	
----------------------------------------------------------------------	------------------------------------------------------------------------------------

**EPA Fuel Economy**

<b>Miles per Gallon</b>	<b>REGULAR GASOLINE</b>	
	<b>20</b> Combined	
	<b>18</b> City	<b>25</b> Highway

**Fuel Economics ⓘ**

	Regular Gasoline
<b>Cost to Drive 25 Miles</b>	\$4.74
<b>Fuel to Drive 25 Miles</b>	1.25 gal
<b>Cost to Fill the Tank</b>	\$64.81
<b>Miles on a Tank</b>	342 miles
<b>Tank Size</b>	19.0 gal
<b>Annual Fuel Cost*</b>	\$2843

**Vehicle Specification Data**

<b>EPA Size Class ⓘ</b>	Large Cars
<b>Drive</b>	Front-Wheel Drive
<b>Gas Guzzler</b>	no
<b>Turbocharger</b>	no
<b>Supercharger</b>	no
<b>Passenger Volume</b>	108ft <sup>3</sup> (4-door)
<b>Luggage Volume</b>	21ft <sup>3</sup> (4-door)
<b>Engine Descriptor ⓘ</b>	
<b>Transmission Descriptor ⓘ</b>	VMODE CLKUP

Annual Fuel Costs are based on 45% highway driving, 55% city driving, and 15000 annual miles.

Assumed Fuel Prices:

- Regular: 3.79
- Midgrade: 3.91
- Premium: 4.03
- Diesel: 4.08
- CNG: 1.93
- Electricity: 0.11 per kilowatt hour
- E85: 2.75
- LPG: 3.05

66

# Arlington Auto Shop

304 ARLINGTON AVE., #B -- Phone 510-525-7095  
 KENSINGTON, CA 94707 -- 510-525-7096  
 B. A. R. #AJ 229830 • EPA# CAL 000280344  
 Vehicle must be returned to this facility for Warranty Work.

Repair Estimate  
and Service Order

1109262

KPD

Five hundred

Charge Authorization # 5/14 Date 11-13-7  
 Year, Make & Model 92 Ford Exp  
 Time Wanted  AM  PM  
 Deliver

Address 217 ARLINGTON AVE. City KEN State CA Zip 94707  
 Phone - Home / Business 526-4141

Indicates services that must be performed to protect warranty  
**ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED**  
 Warranty No. \_\_\_\_\_ Speedometer Reading 27994 License No. 1098625 Job Taken By BOB

QTY.	PART NO. OR DESCRIPTION	PARTS	LABOR
	<b>Car Care Service</b> <input type="checkbox"/> Chassis <input type="checkbox"/> Other		
W	Qts. Oil		
W	Oil Filter Replace		
W	Air Clean <input type="checkbox"/> Clean <input type="checkbox"/> Replace		
W	Gas. Filter		
W	Front Wheel Bearings <input type="checkbox"/> Inspect <input type="checkbox"/> Repack		
W	TRANSMISSION <input type="checkbox"/> Manual <input type="checkbox"/> Auto <input type="checkbox"/> Drain <input type="checkbox"/> Add		
W	Differential <input type="checkbox"/> Drain <input type="checkbox"/> Add		
W	U Joints & Spline		
W	Drive Belt		
W	Power Steer		
W	Coolant <input type="checkbox"/> Inspect <input type="checkbox"/> Add		
W	Brake Cylinder		
<b>Tire Condition - P.S.I.</b>			
LF	RF	TYPE	
LR	RR	SIZE	
<input type="checkbox"/> Repair <input type="checkbox"/> Switch			
Shock Absorbers			
Battery Condition			
<input type="checkbox"/> Good <input type="checkbox"/> Needed Water			
<input type="checkbox"/> Maintenance Free			
<input type="checkbox"/> Needs Recharge <input type="checkbox"/> Recharge			
Sub-total Parts			

LABOR - OTHER PARTS	AMOUNT	
	PARTS	LABOR
<u>check electrical</u>		
<u>cpu/mic is not working</u>		
<u>2 wire came off</u>		
<u>blow play check and re test</u>		
<u>new light bulb</u>	<u>2.99</u>	
<u>install new part</u>		<u>25.00</u>
<u>change battery / check alternator / driven</u>		<u>25.00</u>
Sub-total	(A) <u>2.99</u>	(B) <u>170.00</u>

P.O. No. \_\_\_\_\_ Sublet Repairs By \_\_\_\_\_  
 Parts & Labor Guaranteed 90 Days or 4,000 Miles, whichever occurs first  
 Total Sublet Repairs (C) \_\_\_\_\_

**Safety Points Double Checked & Initialed for Your Protection**

Crankcase Drain Plug	Radiator Level
Transmission Plugs & Level	Brake Cylinder
Differential Plugs & Level	Wheel Lugs
Crankcase Filled By	Warranty & Door Record
Filter Test	

SUPREME  PLUS  REGULAR

Estimated Cost Of Above Repairs \$ 2002

Do You Want The Old Parts?  Yes  No

I, the Registered Owner, authorize you to perform the above repairs and furnish necessary materials. I understand any cost quoted heretofore is an estimate only. Your employees may operate vehicle for inspection, testing, delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. I agree to pay reasonable storage fee on vehicle left more than 48 hours after notification that repairs are completed. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repair thereto, including those from any prior work or repair contract on this vehicle. In the event an attorney is retained to foreclose this lien or to bring suit for collection of any sums due, I agree to pay costs of collection and reasonable attorney fees.

Receipt of a Copy of This Order is Hereby Acknowledged

SIGNATURE \_\_\_\_\_ (CUSTOMER SIGNATURE)

QUANTITY	PRICE
(A) Total Parts	<u>2.99</u>
(B) Total Labor	<u>170.00</u>
(C) Total Sublet Repairs	
Hazardous Waste	
Sales Tax	<u>0.25</u>
Certification	
Inspection	
Total Amount	<u>173.24</u>

**ADDITIONAL AND/OR SUBLET REPAIR AUTHORIZATION**

Estimated Cost of additional repair \$ \_\_\_\_\_

I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF AN INCREASE IN THE ORIGINAL ESTIMATED PRICE

(CUSTOMER SIGNATURE) \_\_\_\_\_

**EMISSION CONTROL REPAIR AUTHORIZATION**

CERTIFICATION  YES  NO CERT. NO. \_\_\_\_\_

CERTIFICATE COST \$ \_\_\_\_\_ INSPECTION COST \$ \_\_\_\_\_

POSSIBLE WARRANTY COVERAGE  YES  NO If "Yes" is indicated, I have been advised of possible manufacturer's emission warranty coverage as required by the state of California and/or federal government and I agree to have dealer list above complete the repairs.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Customer Signature)

**TELEPHONE AUTHORIZATION**

DATE	TELEPHONE NO CALLED	TIME	NAME OF PERSON AUTHORIZING

By law, you may choose another facility to perform any needed repairs or adjustments which the Smog Check

# Arlington Auto Shop

304 ARLINGTON AVE., #B -- Phone 510-525-7095  
KENSINGTON, CA 94707 510-525-7096

B. A. R. #AJ 229830 • EPA# CAL 000280344

Vehicle must be returned to this facility for Warranty Work.

Repair Estimate  
and Service Order

1109289

Charge Authorization No.

Date

11/30/07

Phone - Home / Business

526-4141

Year, Make & Model

05 Ford

Time Wanted

AM  
 PM

Delivery

City

Kensington

State

CA

Zip

94707

Indicates services that must be performed to protect warranty  
ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED

Warranty No.

Speedometer Reading

25447

License No.

214612

Job Taken By

JOE

QTY.	PART NO. OR DESCRIPTION	PARTS	LABOR
	Car Care Service <input type="checkbox"/> Chassis <input type="checkbox"/> Other <input type="checkbox"/>		
7	W Qts. Oil 3/20		2.80
7	W Oil Filter Replace 1372		7.99
	W Air Clean Clean Replace		
	W Gaso. Filter		
	W Front Wheel Bearings Inspect Repack		
1	W TRANSMISSION Manual <input type="checkbox"/> Auto <input type="checkbox"/> Drain Add		1.50
	W Differential Drain Add		
	W Joints & Spline		
	W Drive Belt		
	W Power Steer		
	W Coolant Inspect Add		
	W Brake Cylinder		
	Tire Condition - P.S.I.		2.95
	LF RF RR LR RR TYPE SIZE		
	<input type="checkbox"/> Repair <input type="checkbox"/> Switch		
	Shock Absorbers		
	Battery Condition		
	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Needed Water		
	<input checked="" type="checkbox"/> Maintenance Free		
	<input type="checkbox"/> Needs Recharge <input type="checkbox"/> Recharge		
	Sub-total Parts	4544	25%

LABOR - OTHER PARTS		AMOUNT	
		PARTS	LABOR
LOF			
fire not a job			N/C
new set messengers		95.25	
BRAKE CLEAROUT		7.00	
service of Brake Motors		60.00	
INSTALL NEW BRAKE		120.00	
Tires			

Recommended Services

Need New Brakes

Sub-total (A) 102.80 (B) 180.25

(A) 102.80 (B) 180.25

P.O. No. Sublet Repairs By

Parts & Labor Guaranteed 90 Days or 4,000 Miles, whichever occurs first

Total Sublet Repairs (C) (C)

Safety Points Double Checked & Initialed for Your Protection

Crankcase Drain Plug	✓	Radiator Level	✓
Transmission Plugs & Level	✓	Brake Cylinder	✓
Differential Plugs & Level	✓	Wheel Lugs	✓
Crankcase Filled By	✓	Warranty & Door Record	✓
Filter Test	✓		

SUPREME  PLUS  REGULAR

Estimated Cost Of Above Repairs \$ 400.00

Do You Want The Old Parts?  Yes  No

I, the Registered Owner, authorize you to perform the above repairs and furnish necessary materials. I understand any cost quoted heretofore is an estimate only. You will not be responsible for loss or damage to vehicle or articles left in it. I agree to pay reasonable storage fee on vehicle left more than 48 hours after notification that repairs are completed. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repair thereto, including those from any prior work or repair contract on this vehicle. In the event an attorney is retained to foreclose this lien or to bring suit for collection of any sums due, I agree to pay costs of collection and reasonable attorney fees.

Receipt Of A Copy Of This Order Is Hereby Acknowledged

SIGNATURE *[Signature]*  
(CUSTOMER SIGNATURE)

QUANTITY	PRICE
(A)	Total Parts 148.24
(B)	Total Labor 205.40
(C)	Total Sublet Repairs 11.02
	Hazardous Waste 12.23
	Sales Tax
	Certification
	Inspection
	Total Amount 369.47

ADDITIONAL AND/OR SUBLET REPAIR AUTHORIZATION

Estimated Cost of additional repair \$

I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF AN INCREASE IN THE ORIGINAL ESTIMATED PRICE

(CUSTOMER SIGNATURE)

TELEPHONE AUTHORIZATION

DATE	TELEPHONE NO. CALLED	TIME	NAME OF PERSON AUTHORIZING
------	----------------------	------	----------------------------

EMISSION CONTROL REPAIR AUTHORIZATION

CERTIFICATION  YES  NO CERT. NO. \_\_\_\_\_

CERTIFICATE COST \$ \_\_\_\_\_ INSPECTION COST \$ \_\_\_\_\_

POSSIBLE WARRANTY COVERAGE  YES  NO If "Yes" is indicated, I have been advised of possible manufacturer's emission warranty coverage as required by the state of California and/or federal government and I agree to have dealer list above complete the repairs.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Customer Signature)



**Arlington Auto Shop**  
 304 ARLINGTON AVE., #B -- Phone 510-525-7095  
 KENSINGTON, CA 94707  
 B. A. R. #AJ 229830 • EPA# CAL 000280344  
 Vehicle must be returned to this facility for Warranty Work.

Repair Estimate  
 and Service Order **1110392**

Charge Authorization No. Police Date 4-17-80  
 Year, Make & Model 2004 Ford Bronco  
 Time Wanted  AM  PM Deliver

Address 217 Rockwood Ave City Kearse State CA Zip 94707

Indicates services that must be performed to protect warranty  
**ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED**  
 Warranty No. \_\_\_\_\_ Speedometer Reading 31987 License No. 1214612 Job Taken by Bob

QTY.	PART NO. OR DESCRIPTION	PARTS	LABOR
6	Car Care Service <input type="checkbox"/> Chassis <input type="checkbox"/> Other <input type="checkbox"/>		75.00
1	W Qts. Oil <u>5/30</u>		24.00
1	W Oil Filter Replace <u>1372</u>		12.99
1	W Air Clean Clean Replace		
1	W Gaso. Filter		
1	W Front Wheel Bearings Inspect Repack		
1	W <u>DRIVE SHAFTS 6</u>		1.80
1	W TRANSMISSION <input type="checkbox"/> Manual <input type="checkbox"/> Auto Drain Add		
1	W Differential Drain Add		
1	W U Joints & Spline		
1	W Drive Belt		
1	W Power Steer		
1	W Coolant Inspect Add		
1	W Brake Cylinder		2.95
1	Tire Condition - P.S.I.		
LF	<u>132</u> <u>RR</u> <u>132</u> TYPE		
LF	<u>132</u> <u>RR</u> <u>132</u> SIZE		
	<input type="checkbox"/> Repair <input type="checkbox"/> Switch		
	Shock Absorbers		
	Battery Condition		
	<input type="checkbox"/> Good <input type="checkbox"/> Needed Water		
	<input type="checkbox"/> Maintenance Free		
	<input type="checkbox"/> Needs Recharge <input type="checkbox"/> Recharge		
	Sub-total Parts <u>41.44</u>		<u>25.00</u>

LABOR - OTHER PARTS		AMOUNT	
		PARTS	LABOR
<u>LOIF</u>			
Sub-total		(A) <u>41.44</u>	(B) <u>25.00</u>

P.O. No. \_\_\_\_\_ Sublet Repairs By \_\_\_\_\_  
 Parts & Labor Guaranteed 90 Days or  
 4,000 Miles, whichever occurs first  
 Total Sublet Repairs (C) \_\_\_\_\_ (C) \_\_\_\_\_

SUPREME  PLUS  REGULAR  
 Estimated Cost Of Above Repairs \$ 100.00  
 Do You Want The Old Parts?  Yes  No  
 I, the Registered Owner, authorize you to perform the above repairs and furnish necessary materials. I understand any cost quoted heretofore is an estimate only. Your employees may operate vehicle for inspection, testing, delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. I agree to pay reasonable storage fee on vehicle left more than 48 hours after notification that repairs are completed. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repair thereto, including those from any prior work or repair contract on this vehicle. In the event an attorney is retained to foreclose this lien or to bring suit for collection of any sums due, I agree to pay costs of collection and reasonable attorney fees.  
 Receipt Of A Copy Of This Order Is Hereby Acknowledged  
 SIGNATURE \_\_\_\_\_ (CUSTOMER SIGNATURE)  
 QUANTITY PRICE  
 (A) Total Parts 41.44  
 (B) Total Labor 25.00  
 (C) Total Sublet Repairs  
 Hazardous Waste 5.00  
 Sales Tax 3.42  
 Certification  
 Inspection  
 Total Amount 74.86

Safety Points Double Checked & Initialed for Your Protection

Crankcase Drain Plug	<input checked="" type="checkbox"/>	Radiator Level	<input checked="" type="checkbox"/>
Transmission Plugs & Level	<input checked="" type="checkbox"/>	Brake Cylinder	<input checked="" type="checkbox"/>
Differential Plugs & Level	<input checked="" type="checkbox"/>	Wheel Lugs	<input checked="" type="checkbox"/>
Crankcase Filled By	<input checked="" type="checkbox"/>	Warranty & Door Record	<input checked="" type="checkbox"/>
Filter Test	<input checked="" type="checkbox"/>		

**ADDITIONAL AND/OR SUBLET REPAIR AUTHORIZATION**  
 Estimated Cost of additional repair \$ \_\_\_\_\_  
 I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF AN INCREASE IN THE ORIGINAL ESTIMATED PRICE  
 (CUSTOMER SIGNATURE) \_\_\_\_\_  
 TELEPHONE AUTHORIZATION  
 DATE \_\_\_\_\_ TELEPHONE NO. CALLED \_\_\_\_\_ TIME \_\_\_\_\_ NAME OF PERSON AUTHORIZING \_\_\_\_\_

**EMISSION CONTROL REPAIR AUTHORIZATION**  
 CERTIFICATION  YES  NO CERT. NO. \_\_\_\_\_  
 CERTIFICATE COST \$ \_\_\_\_\_ INSPECTION COST \$ \_\_\_\_\_  
 POSSIBLE WARRANTY COVERAGE  YES  NO If "Yes" is indicated, I have been advised of possible manufacturer's emission warranty coverage as required by the state of California and/or federal government and I agree to have dealer list above complete the repairs.  
 Signed \_\_\_\_\_ Date \_\_\_\_\_  
 (Customer Signature)  
 By law, you may choose another facility to perform any needed repairs or adjustments which the Shop Check test indicates are necessary.

44

On Auto Shop  
 RINGLINGTON AVE., #B -- Phone 510-525-7095  
 RINGLINGTON, CA 94707  
 B. A. R. #AJ 229830 • EPA# CAL 000280344  
 Vehicle must be returned to this facility for Warranty Work.

Repair Estimate  
 and Service Order **1110989**

*WFOGston Pd*  
*217 AN Livingston Ave*

Charge Authorization No. *5/11/11* Date *7-24-9*  
 Phone Home / Business *386 4141* Year, Make & Model *Ford*  
 City *Kens* State *CA* Zip *94707*  
 Time Wanted  AM  PM Deliver   
 License No. *124612* Job Taken By *[Signature]*  
 Speedometer Reading *62720*

Indicates services that must be performed to protect warranty  
**ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED**

QTY.	PART NO. OR DESCRIPTION	PARTS	LABOR
6/12	Car Care Service <input checked="" type="checkbox"/> Classic <input type="checkbox"/> Other		95.00
1	Qts. Oil <i>5/20</i>		26.00
1	Oil Filter Replace <i>1372</i>		12.99
1	Air Clean Clean Replace		
1	Gas. Filter		
1	Front Wheel Bearings Inspect Repack		
1	<i>trans plus 6</i>		1.50
1	TRANSMISSION <input type="checkbox"/> Manual <input type="checkbox"/> Auto Drain Add		
1	Differential Drain Add		
1	U Joints & Spline		
1	Drive Belt		
1	Power Steer		
1	Coolant Inspect Add <i>3.00</i>		
1	Brake Cylinder		
<b>Tire Condition - B.S.I.</b>			
LF	<i>132</i> BF <i>132</i> TYPE		
LR	<i>132</i> RR <i>132</i> SIZE		
<input type="checkbox"/> Repair <input type="checkbox"/> Switch			
Shock Absorbers			
Battery Condition			
<input checked="" type="checkbox"/> Good <input type="checkbox"/> Needed Water			
<input type="checkbox"/> Maintenance Free			
<input type="checkbox"/> Needs Recharge <input type="checkbox"/> Recharge			
Sub-total Parts <i>4349</i>		Sub-total <i>25.00</i>	
P.O. No.	Sublet Repairs By		
Parts & Labor Guaranteed 90 Days or 4,000 Miles, whichever occurs first			
Total Sublet Repairs (C)		(C)	

LABOR - OTHER PARTS		AMOUNT	
		PARTS	LABOR
<i>4011F</i>			
Recommended Services			
Sub-total (A)		(A) <i>4349</i>	(B) <i>25.00</i>

SUPREME  PLUS  REGULAR

Estimated Cost Of Above Repairs \$ *78.00*

Do You Want The Old Parts?  Yes  No

I, the Registered Owner, authorize you to perform the above repairs and furnish necessary materials. I understand any cost quoted heretofore is an estimate only. Your employees may operate vehicle for inspection, testing, delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. I agree to pay reasonable storage fee on vehicle left more than 48 hours after notification that repairs are completed. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repair thereto, including those from any prior work or repair contract on this vehicle. In the event an attorney is retained to foreclose this lien or to bring suit for collection of any sums due, I agree to pay costs of collection and reasonable attorney fees.

Receipt Of A Copy Of This Order Is Hereby Acknowledged

SIGNATURE \_\_\_\_\_ (CUSTOMER SIGNATURE)

QUANTITY	PRICE
(A) Total Parts	<i>4349</i>
(B) Total Labor	<i>25.00</i>
(C) Total Sublet Repairs	
Hazardous Waste	<i>6.00</i>
Sales Tax	<i>7.24</i>
Certification	
Inspection	
Total Amount	<i>78.73</i>

**Safety Points Double Checked & Initialed for Your Protection**

Crankcase Drain Plug	<input checked="" type="checkbox"/>	Radiator Level	<input checked="" type="checkbox"/>
Transmission Plugs & Level	<input checked="" type="checkbox"/>	Brake Cylinder	<input checked="" type="checkbox"/>
Differential Plugs & Level	<input checked="" type="checkbox"/>	Wheel Lugs	<input checked="" type="checkbox"/>
Crankcase Filled By	<input checked="" type="checkbox"/>	Warranty & Door Record	<input checked="" type="checkbox"/>
Filter Test	<input checked="" type="checkbox"/>		

**ADDITIONAL AND/OR SUBLET REPAIR AUTHORIZATION**

Estimated Cost of additional repair \$ \_\_\_\_\_

I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF AN INCREASE IN THE ORIGINAL ESTIMATED PRICE

(CUSTOMER SIGNATURE) \_\_\_\_\_

TELEPHONE AUTHORIZATION

DATE	TELEPHONE NO. CALLED	TIME	NAME OF PERSON AUTHORIZING

**EMISSION CONTROL REPAIR AUTHORIZATION**

CERTIFICATION  YES  NO CERT. NO. \_\_\_\_\_

CERTIFICATE COST \$ \_\_\_\_\_ INSPECTION COST \$ \_\_\_\_\_

POSSIBLE WARRANTY COVERAGE  YES  NO If "Yes" is indicated, I have been advised of possible manufacturer's emission warranty coverage as required by the state of California and/or federal government and I agree to have dealer list above complete the repairs.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Customer Signature)

By law, you may choose another facility to perform any needed repairs or adjustments which the Smog Check test indicates are necessary.

**Repair Estimate and Service Order**  
 304 ARLINGTON AVE., #B -- Phone 510-525-7095  
 KENSINGTON, CA 94707  
 B. A. R. #AJ 229830 • EPA# CAL 000280344  
 Vehicle must be returned to this facility for Warranty Work.

Repair Estimate and Service Order 1111100

Charge Authorization No. COPE Date 9-8-9  
 Time Wanted  AM  PM  
 Deliver

*KPC*  
 Address 217 Arlington Ave City Arcade State Calif Zip 94707

Phone - Home / Business 526-4141 Year, Make & Model 9005 Shumaker

Indicates services that must be performed to protect warranty  
**ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED**

QTY.	PART NO. OR DESCRIPTION	PARTS	LABOR
	<b>Car Care Service</b> <input type="checkbox"/> Chassis <input type="checkbox"/> Other <input type="checkbox"/>		
<b>W</b>	Qts. Oil		
<b>W</b>	Oil Filter Replace		
<b>W</b>	Air Clean <input type="checkbox"/> Clean <input type="checkbox"/> Replace		
<b>W</b>	Gas. Filter		
<b>W</b>	Front Wheel Bearings <input type="checkbox"/> Inspect <input type="checkbox"/> Repack		
<b>W</b>	TRANSMISSION <input type="checkbox"/> Manual <input type="checkbox"/> Auto <input type="checkbox"/> Drain <input type="checkbox"/> Add		
<b>W</b>	Differential <input type="checkbox"/> Drain <input type="checkbox"/> Add		
<b>W</b>	U Joints & Spline		
<b>W</b>	Drive Belt		
<b>W</b>	Power Steer		
<b>W</b>	Coolant <input type="checkbox"/> Inspect <input type="checkbox"/> Add		
<b>W</b>	Brake Cylinder		
<b>Tire Condition - P.S.I.</b>			
LF	R32	RF	R32
LR	R32	RR	R32
			TYPE
			SIZE
			<input type="checkbox"/> Repair <input type="checkbox"/> Switch
Shock Absorbers			
Battery Condition			
			<input type="checkbox"/> Good <input type="checkbox"/> Needed Water
			<input type="checkbox"/> Maintenance Free
			<input type="checkbox"/> Needs Recharge <input type="checkbox"/> Recharge
Sub-total Parts			

Warranty No. \_\_\_\_\_ Speedometer Reading 65757 License No. 12A612 Job Task BAK

LABOR - OTHER PARTS	AMOUNT	
	PARTS	LABOR
<u>new BATTERY JUSTICE</u>	<u>119.95</u>	
<u>JUSTICE NEW BATTERY</u>		<u>35.00</u>
Sub-total (A) <u>119.95</u> (B) <u>35.00</u>		

SUPREME  PLUS  REGULAR

Estimated Cost Of Above Repairs \$ 180.00

Do You Want The Old Parts?  Yes  No

I, the Registered Owner, authorize you to perform the above repairs and furnish necessary materials. I understand any cost quoted heretofore is an estimate only. Your employees may operate vehicle for inspection, testing, delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. I agree to pay reasonable storage fee on vehicle left more than 48 hours after notification that repairs are completed. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repair thereto, including those from any prior work or repair contract on this vehicle. In the event an attorney is retained to foreclose this lien or to bring suit for collection of any sums due, I agree to pay costs of collection and reasonable attorney fees.

Receipt Of A Copy Of This Order Is Hereby Acknowledged

SIGNATURE [Signature] (CUSTOMER SIGNATURE)

QUANTITY	PRICE
(A) Total Parts	<u>119.95</u>
(B) Total Labor	<u>35.00</u>
(C) Total Sublet Repairs	
Hazardous Waste	<u>6.00</u>
Sales Tax	<u>11.69</u>
Certification	
Inspection	
Total Amount	<u>172.64</u>

P.O. No. \_\_\_\_\_ Sublet Repairs By \_\_\_\_\_

Parts & Labor Guaranteed 90 Days or 4,000 Miles, whichever occurs first

Total Sublet Repairs (C) \_\_\_\_\_ (C) \_\_\_\_\_

**Safety Points Double Checked & Initialed for Your Protection**

Crankcase Drain Plug	Radiator Level
Transmission Plugs & Level	Brake Cylinder
Differential Plugs & Level	Wheel Lugs
Crankcase Filled By	Warranty & Door Record
Filter Test	

**ADDITIONAL AND/OR SUBLET REPAIR AUTHORIZATION**

Estimated Cost of additional repair \$ \_\_\_\_\_

I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF AN INCREASE IN THE ORIGINAL ESTIMATED PRICE

(CUSTOMER SIGNATURE) \_\_\_\_\_

TELEPHONE AUTHORIZATION

DATE \_\_\_\_\_ TELEPHONE NO. CALLED \_\_\_\_\_ TIME \_\_\_\_\_ NAME OF PERSON AUTHORIZING \_\_\_\_\_

**EMISSION CONTROL REPAIR AUTHORIZATION**

CERTIFICATION  YES  NO CERT. NO. \_\_\_\_\_

CERTIFICATE COST \$ \_\_\_\_\_ INSPECTION COST \$ \_\_\_\_\_

POSSIBLE WARRANTY COVERAGE  YES  NO If "Yes" is indicated, I have been advised of possible manufacturer's emission warranty coverage as required by the state of California and/or federal government and I agree to have dealer list above complete the repairs.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Customer Signature)

By law, you may choose another facility to perform any needed repairs or adjustments which the Smog Check test indicates are necessary.

**Arlington Auto Shop**  
 304 ARLINGTON AVE., #B -- Phone 510-525-7095  
 KENSINGTON, CA 94707  
 B. A. R. #AJ 229830 • EPA# CAL 000280344  
 Vehicle must be returned to this facility for Warranty Work.

Repair Estimate  
 and Service Order **1111171**

Charge Authorization No. \_\_\_\_\_ Date **10/16/09**  
 Time Wanted  AM  PM Deliver   
 Year, Make & Model **Ford - 500 2005** State **CA** Zip **94707**

Phone - Home / Business **510-525-4441** City **KENSINGTON**

**KENSINGTON PD**  
**217 ARLINGTON ROAD AVE**

Indicates services that must be performed to protect warranty  
**ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED**

Warranty No. \_\_\_\_\_ Speedometer Reading **68488** License No. **1214612** Job Taken By **BAR**

QTY.	PART NO. OR DESCRIPTION	PARTS	LABOR
	Car Care Service <input type="checkbox"/> Chassis <input type="checkbox"/> Other <input type="checkbox"/>		<b>20<sup>00</sup></b>
<b>6</b>	Qts. Oil	<b>24<sup>00</sup></b>	
<b>1</b>	Oil Filter Replace <b>PS1372</b>	<b>5<sup>00</sup></b>	
<b>W</b>	Air Clean <input type="checkbox"/> Clean <input type="checkbox"/> Replace		
<b>W</b>	Gas. Filter		
<b>W</b>	Front Wheel Bearings <input type="checkbox"/> Inspect <input type="checkbox"/> Repack		
<b>1</b>	Drives plso		
<b>W</b>	Transmission <input type="checkbox"/> Manual <input type="checkbox"/> Auto <input type="checkbox"/> Drain <input type="checkbox"/> Add		
<b>W</b>	Differential <input type="checkbox"/> Drain <input type="checkbox"/> Add		
<b>W</b>	U Joints & Spline		
<b>W</b>	Drive Belt		
<b>W</b>	Power Steer		
<b>W</b>	Coolant <input type="checkbox"/> Inspect <input type="checkbox"/> Add		
<b>W</b>	Brake Cylinder		
<b>Tire Condition - P.S.I.</b>			
LF	RF	LR	RR
<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>
<input type="checkbox"/> Repair <input type="checkbox"/> Switch			
<b>Shock Absorbers</b>			
<b>Battery Condition</b>			
<input checked="" type="checkbox"/> Good <input type="checkbox"/> Needed Water			
<input type="checkbox"/> Maintenance Free			
<input type="checkbox"/> Needs Recharge <input type="checkbox"/> Recharge			
Sub-total Parts		<b>29<sup>00</sup></b>	<b>20<sup>00</sup></b>
P.O. No.	Sublet Repairs By		
	Parts & Labor Guaranteed 90 Days or 4,000 Miles, whichever occurs first		
Total Sublet Repairs		(C)	(C)

LABOR - OTHER PARTS		AMOUNT	
		PARTS	LABOR
new set new pads			<b>65<sup>00</sup></b>
new 2 brake motors			<b>160<sup>00</sup></b>
brake cleaner			<b>7.45</b>
DUSTAL BRAKE MOTORS			<b>80<sup>00</sup></b>
DUSTAL NEW BRAKE PADS			<b>100<sup>00</sup></b>
Service 2 brake motors			<b>25<sup>00</sup></b>
DUSTAL motors/cabovers			<b>100<sup>00</sup></b>
force motor/brake			<b>NK</b>

Recommended Services  
**new set oil fluid**

Sub-total (A) **29.00** (B) **20.00**

SUPREME  PLUS  REGULAR

Estimated Cost Of Above Repairs \$ **600.00**

Do You Want The Old Parts?  Yes  No

I, the Registered Owner, authorize you to perform the above repairs and furnish necessary materials. I understand any cost quoted heretofore is an estimate only. Your employees may operate vehicle for inspection, testing, delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. I agree to pay reasonable storage fee on vehicle left more than 48 hours after notification that repairs are completed. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repair therefor, including those from any prior work or repair contract on this vehicle. In the event an attorney is retained to foreclose this lien or to bring suit for collection of any sums due, I agree to pay costs of collection and reasonable attorney fees.

Receipt Of A Copy Of This Order Is Hereby Acknowledged

SIGNATURE \_\_\_\_\_ (CUSTOMER SIGNATURE)

QUANTITY	PRICE
(A) Total Parts	<b>261.45</b>
(B) Total Labor	<b>295.00</b>
(C) Total Sublet Repairs	
Hazardous Waste	<b>6.00</b>
Sales Tax	<b>25.49</b>
Certification	
Inspection	
Total Amount	<b>587.94</b>

**Safety Points Double Checked & Initialed for Your Protection**

Crankcase Drain Plug	<input checked="" type="checkbox"/>	Radiator Level	<input checked="" type="checkbox"/>
Transmission Plugs & Level	<input checked="" type="checkbox"/>	Brake Cylinder	<input checked="" type="checkbox"/>
Differential Plugs & Level	<input checked="" type="checkbox"/>	Wheel Lugs	<input checked="" type="checkbox"/>
Crankcase Filled By	<input checked="" type="checkbox"/>	Warranty & Door Record	<input checked="" type="checkbox"/>
Filter Test	<input checked="" type="checkbox"/>		

**ADDITIONAL AND/OR SUBLET REPAIR AUTHORIZATION**

Estimated Cost of additional repair \$ \_\_\_\_\_

I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF AN INCREASE IN THE ORIGINAL ESTIMATED PRICE

(CUSTOMER SIGNATURE) \_\_\_\_\_

**EMISSION CONTROL REPAIR AUTHORIZATION**

CERTIFICATION  YES  NO CERT. NO. \_\_\_\_\_

CERTIFICATE COST \$ \_\_\_\_\_ INSPECTION COST \$ \_\_\_\_\_

POSSIBLE WARRANTY COVERAGE  YES  NO If "Yes" is indicated, I have been advised of possible manufacturer's emission warranty coverage as required by the state of California and/or federal government and I agree to have dealer list above complete the repairs.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Customer Signature)

TELEPHONE AUTHORIZATION

DATE	TELEPHONE NO. CALLED	TIME	NAME OF PERSON AUTHORIZING

By law, you may choose another facility to perform any needed repairs or adjustments which the Smog Check test indicates are necessary.

**Kingston Auto Shop**  
 104 ARLINGTON AVE., #B -- Phone 510-525-7095  
 KENSINGTON, CA 94707  
 B. A. R. #AJ 229830 • EPA# CAL 000280344  
 Vehicle must be returned to this facility for Warranty Work.

Repair Estimate  
 and Service Order **1111296**

Charge Authorization No. \_\_\_\_\_ Date **1-5-10**  
 Time Wanted  AM  PM Deliver   
 Zip **94707**

Address **Kewfustow Rd**  
**217 Kewfustow Ave**

Phone Home/Business **506-4141**  
 City **Keweenaw** State **CA**

Year, Make & Model **2005 Ford**

Indicates services that must be performed to protect warranty  
**ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED**

Warranty No. \_\_\_\_\_ Speedometer Reading **12949** License No. **214612** Job Taken By **Rob**

QTY.	PART NO. OR DESCRIPTION	PARTS	LABOR
<b>Car Care Service</b> <input type="checkbox"/> Chassis <input type="checkbox"/> Other			
W	Qts. Oil		
W	Oil Filter Replace		
W	Air Clean	Clean	Replace
W	Gas. Filter		
W	Front Wheel Bearings	Inspect	Repack
<b>TRANSMISSION</b> <input type="checkbox"/> Manual <input type="checkbox"/> Auto			
W	Differential	Drain	Add
W	U Joints & Splines		
W	Drive Belt		
W	Power Steer		
W	Coolant	Inspect	Add
W	Brake Cylinder		
<b>Tire Condition - P.S.I.</b>			
LF	RF	TYPE	
LR	RR	SIZE	
<input type="checkbox"/> Repair <input type="checkbox"/> Switch			
Shock Absorbers			
Battery Condition			
<input type="checkbox"/> Good <input type="checkbox"/> Needed Water			
<input type="checkbox"/> Maintenance Free			
<input type="checkbox"/> Needs Recharge <input type="checkbox"/> Recharge			
Sub-total Parts			

**LABOR - OTHER PARTS**

	AMOUNT	
	PARTS	LABOR
✓ Drivell side seat		
addice.		
DIAGNOSTIC CHECK		
Electrical system round 100%		
out air has 6x6 seat		
controler.		
new seat control. 58 <sup>99</sup>		
switch.		
justice control seat and the 100%		
plus repair (winowes)		
(Cause of the Feltime, of control		
was left broken/case connector)		
Recommended Services		
part order/repair		
wiring correction		
Sub-total	(A) 58 <sup>99</sup>	(B) 200 <sup>00</sup>

**Safety Points Double Checked & Initialed for Your Protection**

Crankcase Drain Plug	Radiator Level
Transmission Plugs & Level	Brake Cylinder
Differential Plugs & Level	Wheel Lugs
Crankcase Filled By	Warranty & Door Record
Filter Test	

SUPREME  PLUS  REGULAR

Estimated Cost Of Above Repairs \$ **300<sup>00</sup>**

Do You Want The Old Parts?  Yes  No

I, the Registered Owner, authorize you to perform the above repairs and furnish necessary materials. I understand any cost quoted heretofore is an estimate only. Your employees may operate vehicle for inspection, testing, delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. I agree to pay reasonable storage fee on vehicle left more than 48 hours after notification that repairs are completed. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repair thereto, including those from any prior work or repair contract on this vehicle. In the event an attorney is retained to foreclose this lien or to bring suit for collection of any sums due, I agree to pay costs of collection and reasonable attorney fees.

Receipt Of A Copy Of This Order Is Hereby Acknowledged

SIGNATURE \_\_\_\_\_ (CUSTOMER SIGNATURE)

QUANTITY	PRICE
(A) Total Parts	58 <sup>99</sup>
(B) Total Labor	200 <sup>00</sup>
(C) Total Sublet Repairs	
Hazardous Waste	
Sales Tax	5 <sup>75</sup>
Certification	
Inspection	
Total Amount	264 <sup>74</sup>

**ADDITIONAL AND/OR SUBLET REPAIR AUTHORIZATION**

Estimated Cost of additional repair \$ \_\_\_\_\_

I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF AN INCREASE IN THE ORIGINAL ESTIMATED PRICE

(CUSTOMER SIGNATURE) \_\_\_\_\_

TELEPHONE AUTHORIZATION

DATE	TELEPHONE NO. CALLED	TIME	NAME OF PERSON AUTHORIZING

**EMISSION CONTROL REPAIR AUTHORIZATION**

CERTIFICATION  YES  NO CERT. NO. \_\_\_\_\_

CERTIFICATE COST \$ \_\_\_\_\_ INSPECTION COST \$ \_\_\_\_\_

POSSIBLE WARRANTY COVERAGE  YES  NO If "Yes" is indicated, I have been advised of possible manufacturer's emission warranty coverage as required by the state of California and/or federal government and I agree to have dealer list above complete the repairs.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Customer Signature)

By law, you may choose another facility to perform any needed repairs or adjustments which the Smog Check test indicates are necessary

**Arlington Auto Shop**  
 304 ARLINGTON AVE., #B -- Phone 510-525-7095  
 KENSINGTON, CA 94707  
 B. A. R. #AJ 229830 • EPA# CAL 000280344  
 Vehicle must be returned to this facility for Warranty Work.

Repair Estimate  
 and Service Order **1111331**

*#562*  
*Cl #2043*  
*2/26/00*  
 Charge Authorization No. *Chf car* Date *1-25/0*  
 Address *Kensington Pd* Phone - Home / Business *526-4141* Year, Make & Model *2005 Ford Explorer*  
*217 Kensington Ave* City *Kens.* State *CA* Zip *94707*

Indicates services that must be performed to protect warranty  
**ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED**

Warranty No. \_\_\_\_\_ Speedometer Reading *74361* License No. *121461Z* Job Taken By *RJS*

QTY.	PART NO. OR DESCRIPTION	PARTS	LABOR
	<b>Car Care Service</b> <input type="checkbox"/> Chassis <input type="checkbox"/> Other <input type="checkbox"/>		
<i>0</i>	W Qts. Oil	<i>9.40</i>	<i>15.00</i>
<i>1</i>	W Oil Filter Replace <i>85</i>	<i>50.</i>	
	W Air Clean Clean Replace		
	W Gaso. Filter		
	W Front Wheel Bearings Inspect Repack		
	W TRANSMISSION <input type="checkbox"/> Manual <input type="checkbox"/> Auto Drain Add		
	W Differential Drain Add		
	W U Joints & Spline		
	W Drive Belt		
	W Power Steer		
	W Coolant Inspect Add		
	W Brake Cylinder		
	<i>wake up test</i>	<i>1.00</i>	
	<b>Tire Condition - P.S.I.</b>		
LF	<i>132</i> TYPE		
LR	<i>132</i> SIZE		
	<input type="checkbox"/> Repair <input type="checkbox"/> Switch		
	Shock Absorbers		
	Battery Condition		
	<input type="checkbox"/> Good <input type="checkbox"/> Needed Water		
	<input type="checkbox"/> Maintenance Free		
	<input type="checkbox"/> Needs Recharge <input type="checkbox"/> Recharge		
	Sub-total Parts	<i>30.00</i>	<i>15.00</i>

LABOR - OTHER PARTS	AMOUNT	
	PARTS	LABOR
<i>LOIP / ✓ brakes light door molding</i>		
<i>new brake light switch</i>	<i>20.00</i>	
<i>install new brake light switch</i>		<i>50.00</i>
<i>new door molding</i>	<i>76.75</i>	
<i>install new molding</i>		<i>50.00</i>
Sub-total	<i>(A) 94.93</i>	<i>(B) 100.00</i>
	<i>(A) 30.00</i>	<i>(B) 15.00</i>

P.O. No. \_\_\_\_\_ Sublet Repairs By \_\_\_\_\_  
 Parts & Labor Guaranteed 90 Days or 4,000 Miles, whichever occurs first  
 Total Sublet Repairs (C) \_\_\_\_\_ (C) \_\_\_\_\_

SUPREME  PLUS  REGULAR  
 Estimated Cost Of Above Repairs \$ *200.00*  
 Do You Want The Old Parts?  Yes  No  
 I, the Registered Owner, authorize you to perform the above repairs and furnish necessary materials. I understand any cost quoted heretofore is an estimate only. Your employees may operate vehicle for inspection, testing, delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. I agree to pay reasonable storage fee on vehicle left more than 48 hours after notification that repairs are completed. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repair thereto, including those from any prior work or repair contract on this vehicle. In the event an attorney is retained to foreclose this lien or to bring suit for collection of any sums due, I agree to pay costs of collection and reasonable attorney fees.  
 Receipt Of A Copy Of This Order Is Hereby Acknowledged  
 SIGNATURE \_\_\_\_\_ (CUSTOMER SIGNATURE) \_\_\_\_\_

QUANTITY	PRICE
(A)	Total Parts <i>124.93</i>
(B)	Total Labor <i>115.00</i>
(C)	Total Sublet Repairs
	Hazardous Waste <i>3.00</i>
	Sales Tax <i>12.18</i>
	Certification
	Inspection
	Total Amount <i>255.11</i>

**Safety Points Double Checked & Initialed for Your Protection**

Crankcase Drain Plug	<input checked="" type="checkbox"/>	Radiator Level	<input checked="" type="checkbox"/>
Transmission Plugs & Level	<input checked="" type="checkbox"/>	Brake Cylinder	<input checked="" type="checkbox"/>
Differential Plugs & Level	<input checked="" type="checkbox"/>	Wheel Lugs	<input checked="" type="checkbox"/>
Crankcase Filled By	<input checked="" type="checkbox"/>	Warranty & Door Record	<input checked="" type="checkbox"/>
Filter Test	<input checked="" type="checkbox"/>		

**ADDITIONAL AND/OR SUBLET REPAIR AUTHORIZATION**  
 Estimated Cost of additional repair \$ \_\_\_\_\_  
 I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF AN INCREASE IN THE ORIGINAL ESTIMATED PRICE  
 \_\_\_\_\_ (CUSTOMER SIGNATURE)  
 TELEPHONE AUTHORIZATION  
 DATE \_\_\_\_\_ TELEPHONE NO CALLED \_\_\_\_\_ TIME \_\_\_\_\_ NAME OF PERSON AUTHORIZING \_\_\_\_\_

**EMISSION CONTROL REPAIR AUTHORIZATION**  
 CERTIFICATION  YES  NO CERT. NO. \_\_\_\_\_  
 CERTIFICATE COST \$ \_\_\_\_\_ INSPECTION COST \$ \_\_\_\_\_  
 POSSIBLE WARRANTY COVERAGE  YES  NO If "Yes" is indicated, I have been advised of possible manufacturer's emission warranty coverage as required by the state of California and/or federal government and I agree to have dealer list above complete the repairs.  
 Signed \_\_\_\_\_ Date \_\_\_\_\_  
 (Customer Signature)  
 By law, you may operate another facility to perform any needed repairs or adjustments which the Smog Check test indicates are necessary.



**Arlington Auto Shop**  
 304 ARLINGTON AVE., #B -- Phone 510-525-7095  
 KENSINGTON, CA 94707  
 B. A. R. #AJ 229830 • EPA# CAL 000280344  
 Vehicle must be returned to this facility for Warranty Work.

Repair Estimate and Service Order **1111522**

Name: **KPD** Phone: Home / Business **526-4141** Year, Make & Model: **94 Ford**  
 Address: **217 Ardenwood Ave** City: **Hercules** State: **CA** Zip: **94701**  
 Charge Authorization: **Smith** Date: **6-3-10**  
 Time Wanted:  AM  PM Deliver:   
 Warrantly No.: \_\_\_\_\_ Speedometer Reading: **182376** License No.: **12/4612** Job Taken: **10/15**

QTY.	PART NO. OR DESCRIPTION	PARTS	LABOR
5	W Qts. Oil <b>5/30</b>	20 <sup>00</sup>	10 <sup>00</sup>
1	W Oil Filter Replace <b>85372</b>	5 <sup>00</sup>	
	W Air Clean Clean Replace		
	W Gaso. Filter		
	W Front Wheel Bearings Inspect Repack		
1	W <b>Drain</b> <b>all</b>		
	W Differential Drain Add		
	W U Joints & Spline		
	W Drive Belt		
	W Power Steer		
	W Coolant Inspect Add		
	W Brake Cylinder		
	Tire Condition - F.S.I.		
	LF <b>32</b> RF <b>32</b> TYPE		
	LR <b>32</b> RR <b>32</b> SIZE		
	<input type="checkbox"/> Repair <input type="checkbox"/> Switch		
	Shock Absorbers		
	Battery Condition		
	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Needed Water		
	<input type="checkbox"/> Maintenance Free		
	<input type="checkbox"/> Needs Recharge <input type="checkbox"/> Recharge		
	Sub-total Parts	<b>25<sup>00</sup></b>	<b>10<sup>00</sup></b>
P.O. No.	Sublet Repairs By		
	Parts & Labor Guaranteed 90 Days or 4,000 Miles, whichever occurs first		
	Total Sublet Repairs (C)		

LABOR - OTHER PARTS		AMOUNT	
		PARTS	LABOR
<b>40/15</b>			
<b>free not a price</b>			
<b>brakes are good</b>			
Recommended Services			
Sub-total		(A) <b>25<sup>00</sup></b>	(B) <b>10<sup>00</sup></b>

Safety Points Double Checked & Initialed for Your Protection	
Crankcase Drain Plug	Radiator Level
Transmission Plugs & Level	Brake Cylinder
Differential Plugs & Level	Wheel Lugs
Crankcase Filled By	Warranty & Door Record
Filter Test	

**ADDITIONAL AND/OR SUBLET REPAIR AUTHORIZATION**

Estimated Cost of additional repair \$ \_\_\_\_\_

I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF AN INCREASE IN THE ORIGINAL ESTIMATED PRICE

\_\_\_\_\_  
 (CUSTOMER SIGNATURE)

TELEPHONE AUTHORIZATION

DATE	TELEPHONE NO CALLED	TIME	NAME OF PERSON AUTHORIZING

SUPREME  PLUS  REGULAR

Estimated Cost Of Above Repairs \$ **35<sup>00</sup>**

Do You Want The Old Parts?  Yes  No

I, the Registered Owner, authorize you to perform the above repairs and dispose of necessary materials. I understand any cost quoted heretofore is an estimate only. Your employees may operate vehicle for inspection, testing, delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. I agree to pay reasonable storage fee on vehicle left more than 48 hours after notification that repairs are completed. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repair thereto, including those from any prior work or repair contract on this vehicle. In the event an attorney is retained to foreclose this lien or to bring suit for collection of any sums due, I agree to pay costs of collection and reasonable attorney fees.

Receipt Of A Copy Of This Order Is Heraby Acknowledged

SIGNATURE \_\_\_\_\_ (CUSTOMER SIGNATURE)

QUANTITY	PRICE
(A)	Total Parts <b>25<sup>00</sup></b>
(B)	Total Labor <b>10<sup>00</sup></b>
(C)	Total Sublet Repairs
	Excise Tax
	Hazardous Waste <b>3<sup>00</sup></b>
	Sales Tax <b>24<sup>00</sup></b>
	Certification
	Inspection
	Total Amount <b>40<sup>43</sup></b>

**EMISSION CONTROL REPAIR AUTHORIZATION**

CERTIFICATION  YES  NO CERT. NO. \_\_\_\_\_

CERTIFICATE COST \$ \_\_\_\_\_ INSPECTION COST \$ \_\_\_\_\_

POSSIBLE WARRANTY COVERAGE  YES  NO If "Yes" is indicated, I have been advised of possible manufacturer's emission warranty coverage as required by the state of California and/or federal government and I agree to have dealer list above complete the repairs.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 (Customer Signature)

By law, you may choose another facility to perform any needed repairs or adjustments which the Smog Check test indicates are necessary.

# ARLINGTON AUTO SHOP

806 San Pablo Ave., Albany, CA 94706

510-525-7095

BAR#AJ229830

TheArlingtonAutoShop.com



NAME: Kowalski Tom P.P. 001323  
 ADDRESS: 917 Arlington Ave.  
 CITY: Kowalski PHONE: 526-4141 DATE OF ORDER: 10-14-10

CUSTOMER'S ORDER NO. 001323 VIN NO. \_\_\_\_\_  
 YEAR, MAKE AND MODEL: 05 Ford FH Retain Parts  Destroy Parts  ODOMETER: 91918  
 ORDER WRITTEN BY: Bois LICENSE NUMBER \_\_\_\_\_ DATE PROMISED \_\_\_\_\_

\* CODE N-NEW U-USED R-REBUILT

QTY	PART NO. OR DESCRIPTION	SALE
6	ENGINE OIL	24
1	ELDER OIL FILTER	6
1	WATER PUMP	N/C.
1	ADD coolant	N/C.
fines/batteries etc. over		
TOTAL PARTS		

EMISSION CHECK OFF			
PCV		TWC	
TAC		EGR	
AIS		SPK	
EVP		CCO	
FR		INJ	
OC			

P-PASS F-Fail M-Modified D-Disconnect N-N/A

ORIGINAL ESTIMATE \$	AUTHORIZED BY	
PHONE #	DATE TIME	
REVISED ESTIMATE \$	REASON	ADDITIONAL COST \$
AUTHORIZED BY	IN PERSON	DATE TIME
	PHONE #	

I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF AN INCREASE IN THE ABOVE ESTIMATED PRICE. CUST. SIGN

LABOR INSTRUCTIONS		AMOUNT
GROSS VECH. WEIGHT	<u>4017 Service</u>	<u>10<sup>00</sup></u>
Cert. No.	<u>41017/Service</u>	
2 new tires front		
2 new tires rear		
2 new tire valve		<u>4<sup>00</sup></u>
Installed 2 new tires/electronics		<u>50<sup>00</sup></u>
Batteries. Bois own kpd -		<u>50<sup>00</sup></u>
check for more/found out fines.		
for wire bal.		<u>N/C</u>
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CHARGE	TOTAL LABOR	<u>10<sup>00</sup></u>
SOME EMISSION CONTROL DEVICES MAY STILL BE COVERED UNDER MFG.'S WARRANTY.		CERTIFICATE
BY LAW, YOU MAY CHOOSE ANOTHER LICENSED SMOG CHECK FACILITY TO PERFORM ANY NEEDED REPAIRS OR ADJUSTMENTS WHICH THE SMOG TEST INDICATES ARE NECESSARY.		PARTS
I, the Registered Owner authorize you to perform the above repairs and furnish necessary materials. I understand any cost quoted heretofore is an estimate only. You and your employees may operate vehicle for inspection, testing, delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. I agree to pay reasonable storage on vehicle left more than 48 hrs. after notification that repairs are completed. An express mechanic's lien is acknowledged on above vehicle to secure the amount of repairs thereto, including those from any prior work or repair contract on this vehicle. In the event an attorney is retained to foreclose this lien or to bring suit for collection of any sum due I agree to pay costs of collection and reasonable attorney fees.		SALES TAX
I also understand that the Dealer is not a depository for personal property left in the vehicle and assumes no risk for loss thereof.		LABOR
RECEIPT OF A COPY OF THIS ORDER IS HEREBY ACKNOWLEDGED.		TOTAL AMOUNT
SIGNATURE: <u>[Signature]</u>		<u>62<sup>31</sup>/<sub>3</sub></u>

SWO-643-4  
 PRINTED IN U.S.A.

OFFICE COPY





# Arlington Auto Shop

806 San Pablo Ave.  
Albany, CA 94706  
B. A. R. #AJ 229830

(TEL) 510-525-7095  
www.thearlingtonautoshop.com  
EPA # 000354576

Repair Estimate  
and Service Order

00313

Date 2-28-11

Vehicle must be returned to this facility for Warranty Work.

Name Kewslustaw Rd Phone - Home / Business 526-4141 Year, Make & Model 2005 Ford 5 Hundred

Address 217 Acubustaw Rd City Kearney State CA Zip 94707

Indicates services that must be performed to protect warranty  
**ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED**  
Gross Vehicle Weight \_\_\_\_\_ Speedometer Reading 10/415 License No. 1214612 Job Taken By PKS

QTY.	PART NO. OR DESCRIPTION	PARTS	LABOR
<b>Car Care Service</b> <input type="checkbox"/> Chassis <input type="checkbox"/> Other			
W	Qts. Oil		
W	Oil Filter Replace		
W	Air Clean	Clean	Replace
W	Gasol. Filter		
W	Front Wheel Bearings	Inspect	Repack
<b>TRANSMISSION</b> <input type="checkbox"/> Manual <input type="checkbox"/> Auto			
W	Differential	Drain	Add
W	U Joints & Splines		
W	Drive Belt		
W	Power Steer		
W	Coolant	Inspect	Add
W	Brake Cylinder		
<b>Tire Condition - P.S.I.</b>			
LF	R32	RF	R32
LR	R32	RR	R32
TYPE _____ SIZE _____			
<input type="checkbox"/> Repair <input type="checkbox"/> Switch			
Shock Absorbers			
Battery Condition			
<input type="checkbox"/> Good <input type="checkbox"/> Needed Water			
<input type="checkbox"/> Maintenance Free			
<input type="checkbox"/> Needs Recharge <input type="checkbox"/> Recharge			
Sub-total Parts		(C)	(C)

LABOR - OTHER PARTS		AMOUNT	
		PARTS	LABOR
<u>Replace water pump</u>			
<u>new water pump</u>		<u>333<sup>00</sup></u>	
<u>gasol filter</u>			
<u>install new water pump</u>			<u>180<sup>00</sup></u>

Recommended Services

Sub-total (A) 333<sup>00</sup> (B) 180<sup>00</sup>

**Safety Points Double Checked & Initialed for Your Protection**

Crankcase Drain Plug	Radiator Level
Transmission Plugs & Level	Brake Cylinder
Differential Plugs & Level	Wheel Lugs
Crankcase Filled By	Warranty & Door Record
Filter Test	

SUPREME  PLUS  REGULAR

Estimated Cost Of Above Repairs \$ 600

Do You Want The Old Parts?  Yes  No

I, the Registered Owner, authorize you to perform the above repairs and furnish necessary materials. I understand any cost quoted heretofore is an estimate only. Your employees may operate vehicle for inspection, testing, delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. I agree to pay reasonable storage fee on vehicle left more than 48 hours after notification that repairs are completed. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repair thereto, including those from any prior work or repair contract on this vehicle. In the event an attorney is retained to foreclose this lien or to bring suit for collection of any sums due, I agree to pay costs of collection and reasonable attorney fees.

Receipt of A Copy Of This Order is Hereby Acknowledged

SIGNATURE \_\_\_\_\_ (CUSTOMER SIGNATURE)

QUANTITY	PRICE
(A)	Total Parts <u>333<sup>00</sup></u>
(B)	Total Labor <u>180<sup>00</sup></u>
(C)	Total Sublet Repairs <u>324<sup>47</sup></u>
	Hazardous Waste
	Sales Tax
	Certification
	Inspection
	Total Amount <u>545<sup>47</sup></u>

**ADDITIONAL AND/OR SUBLET REPAIR AUTHORIZATION**

Estimated Cost of additional repair \$ \_\_\_\_\_

I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF AN INCREASE IN THE ORIGINAL ESTIMATED PRICE

\_\_\_\_\_  
(CUSTOMER SIGNATURE)

TELEPHONE AUTHORIZATION

DATE	TELEPHONE NO. CALLED	TIME	NAME OF PERSON AUTHORIZING

**EMISSION CONTROL REPAIR AUTHORIZATION**

CERTIFICATION  YES  NO CERT. NO. \_\_\_\_\_

CERTIFICATE COST \$ \_\_\_\_\_ INSPECTION COST \$ \_\_\_\_\_

POSSIBLE WARRANTY COVERAGE  YES  NO If "Yes" is indicated, I have been advised of possible manufacturer's emission warranty coverage as required by the state of California and/or federal government and I agree to have dealer list above complete the repairs.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Customer Signature)

By law, you may choose another facility to perform any needed repairs or adjustments which the Smog Check test indicates are necessary.



# Arlington Auto Shop

806 San Pablo Ave.  
Albany, CA 94706  
B. A. R. #AJ 229830

(TEL) 510-525-7095  
www.thearlingtonautoshop.com  
EPA # 000354576

Repair Estimate  
and Service Order

00482

Vehicle must be returned to this facility for Warranty Work.

Date 1-13-11  
Name KPD  
Phone - Home / Business 526-4141  
Year, Make & Model 05 Ford 5/1000  
Address 217 Advertiser Ave City West State CA Zip 94707

Indicates services that must be performed to protect warranty  
ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED

Gross Vehicle Weight 9878 Speedometer Reading 1214612 License No. 8B15 Job # 15

QTY.	PART NO. OR DESCRIPTION	PARTS	LABOR
<b>Car Care Service</b> <input type="checkbox"/> Chassis <input type="checkbox"/> Other			
<input checked="" type="checkbox"/> W	Qts. Oil		
<input checked="" type="checkbox"/> W	Oil Filter Replace		
<input checked="" type="checkbox"/> W	Air Clean	Clean	Replace
<input checked="" type="checkbox"/> W	Caso. Filter		
<input checked="" type="checkbox"/> W	Front Wheel Bearings	Inspect	Repack
<input checked="" type="checkbox"/> W	TRANSMISSION	Drain	Add
<input type="checkbox"/>	Manual	<input type="checkbox"/>	Auto
<input checked="" type="checkbox"/> W	Differential	Drain	Add
<input checked="" type="checkbox"/> W	U Joints & Spline		
<input checked="" type="checkbox"/> W	Drive Belt		
<input checked="" type="checkbox"/> W	Power Steer		
<input checked="" type="checkbox"/> W	Coolant	Inspect	Add
<input checked="" type="checkbox"/> W	Brake Cylinder		
<b>Tire Condition - P.S.I.</b>			
LF	RF	TYPE	
LR	RR	SIZE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shock Absorbers			
Battery Condition			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sub-total Parts		(C)	(C)

LABOR - OTHER PARTS		AMOUNT	
		PARTS	LABOR
<i>Wash 2321865</i>			
<i>Wash 1000</i>			
<i>oil 100</i>			
<i>4400</i>			
<i>Rec. tune up</i>			
<i>Rec. FLUID Flush</i>			
<i>has over 98K.</i>			
<i>CHIEF complaint about loosey power.</i>			
<i>yes: flush has bad clutch.</i>			
<i>low 2 gear loosey power</i>			
<i>Flush flush. my repairs present</i>			
<i>but did not see new flush.</i>			
Sub-total		(A)	(B)
		(A)	(B)

P.O. No. Sublet Repairs By  
Parts & Labor Guaranteed 90 Days or 4,000 Miles, whichever occurs first  
Total Sublet Repairs (C) (C)

SUPREME  PLUS  REGULAR

Estimated Cost Of Above Repairs \$ 1000

Do You Want The Old Parts?  Yes  No

I, the Registered Owner, authorize you to perform the above repairs and furnish necessary materials. I understand any cost quoted heretofore is an estimate only. Your employees may operate vehicle for inspection, testing, delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. I agree to pay reasonable storage fee on vehicle left more than 48 hours after notification that repairs are completed. An express mechanic's lien is acknowledged on the above vehicle to secure the amount of repair thereto, including those from any prior work or repair contract on this vehicle. In the event an attorney is retained to foreclose this lien or to bring suit for collection of any sums due, I agree to pay costs of collection and reasonable attorney fees.

Receipt of a Copy of This Order is Hereby Acknowledged

SIGNATURE \_\_\_\_\_ (CUSTOMER SIGNATURE)

QUANTITY	PRICE
(A)	Total Parts
(B)	Total Labor
(C)	Total Sublet Repairs
	Hazardous Waste
	Sales Tax
	Certification
	Inspection
	Total Amount

Safety Points Double Checked & Initialed for Your Protection

Crankcase Drain Plug	Radiator Level
Transmission Plugs & Level	Brake Cylinder
Differential Plugs & Level	Wheel Lugs
Crankcase Filled By	Warranty & Door Record
Filter Test	

ADDITIONAL AND/OR SUBLET REPAIR AUTHORIZATION  
Estimated Cost of additional repair \$ \_\_\_\_\_  
I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF AN INCREASE IN THE ORIGINAL ESTIMATED PRICE  
(CUSTOMER SIGNATURE) \_\_\_\_\_  
TELEPHONE AUTHORIZATION  
DATE \_\_\_\_\_ TELEPHONE NO. CALLED \_\_\_\_\_ TIME \_\_\_\_\_ NAME OF PERSON AUTHORIZING \_\_\_\_\_

EMISSION CONTROL REPAIR AUTHORIZATION  
CERTIFICATION  YES  NO CERT. NO. \_\_\_\_\_  
CERTIFICATE COST \$ \_\_\_\_\_ INSPECTION COST \$ \_\_\_\_\_  
POSSIBLE WARRANTY COVERAGE  YES  NO If "Yes" is indicated, I have been advised of possible manufacturer's emission warranty coverage as required by the state of California and/or federal government and I agree to have dealer list above complete the repairs.  
Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Customer Signature)  
By law, you may choose another facility to perform any needed repairs or adjustments which the Smog Check test indicates are necessary.

## **Albany Ford Transmission Replacement Cost:**

Transmission cost \$: 3218.65

Labor cost \$: 1300

Albany Ford gave this cost to me (Officer Martinez K31) today 04-14-2011.

FOLSOM LAKE FORD  
12755 FOLSOM BLVD.  
FOLSOM, CA. 95630  
(916) 353-2000 Ext. 307

Date: 4/12/2011

---

To: Rodney Martinez / Kensington Police Department  
From: Mark A. Paoli  
Subject: Price Quotation for 2009 Ford Crown Victoria Police Interceptor - Chief's Car

Selling Price:	\$22,487.00 (V.I.N. 2FAHP71V19X104731)
Documentation Fee:	N/A
Subtotal:	\$22,487.00
Sales Tax:	\$ 2,080.05 (9.25%)
License Fees:	\$EXEMPT
California Tire Fee:	\$ 8.75
Total Price:	\$24,575.80 (EACH)

Payment Terms: Net 20

Delivery: No charge to Kensington P.D.

Thank you for considering Folsom Lake Ford for your vehicle needs.

Mark A. Paoli  
Government Sales Manager  
(916) 353-2000 Ext. 307

DEALER 728 207

VIN

23RF871V19X104731

Exposed Price

CROWN VIC POLICE INTERCEPTOR	26715	00
SPECIAL DEALER ACCOUNT ADJUSTM		
SPECIAL FLEET ACCOUNT CREDIT		
2009 MODEL YEAR		
8G SMOKESTONE		
8N CHARCOAL CLOTH		
INCLUDED ON THIS VEHICLE		
.ORDER CODE 750A-STR APR 327		
.STREET APPEARANCE GROUP		
.17" STEEL SPARE WHEEL/TIRE		
.MANUAL AIR CONDITIONING		
.ENGINE IDLE METER		
OPTIONAL EQUIPMENT		
99V 1.6L OHC SEPI V8 FLEX FUEL EN	NC	
440 .ELECTRONIC AUTO O/D TRANS	NC	
T01 .P235/55R17 ALL SEAS BSW	NC	
128 CARPET FLOOR COVERING	125	00
.FRONT AND REAR FLOOR MATS		
14R REMOTE KEYLESS ENTRY W/C PAD	255	00
14Z TRUNK RACK W/KENWAP LINER	190	00
159 FRONT LICENSE PLATE BRACKET	NC	
41A COMFORT CONVENIENCE GROUP	760	00
.6-WAY POWER DRIVER'S SEAT		
.SPKED CONTROL		
.BLNC AM/FM STEREO W/ENGL DISC		
552 TRACTION CONTROL	125	00
P CLOTH SPLIT BENCH SEATS	NC	
98G LOCKING GAS CAP	10	00
SECL. DLR. ACCT. ADJ. CR.		
TOTAL OPTIONS	1465	00
TOTAL VEHICLE & OPTIONS	28180	00
DESTINATION & DELIVERY	875	00
<hr/>		
TOTAL FOR VEHICLE	29055	00
04 U.S. GAL FUEL CHARGE		
CA NEW MTR VEHICLE BOARD FRES		
NET INVOICE FLEET OPTION (84A)		
FLEET P.O. NUMBER 7P01G-155		
SHIPPING WEIGHT 3950 LBS.		
TOTAL	29055	00

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### 2009 Ford Crown Victoria FFV

	8 cyl, 4.6 L Automatic 4-spd Regular Gas or E85	FFV  
EPA Fuel Economy		
Miles per Gallon	REGULAR GAS	E85
	<b>19</b> Combined	<b>14</b> Combined
	<b>16</b> <b>24</b> City   Highway	<b>12</b> <b>17</b> City   Highway
Fuel Economics ⓘ		
	Regular Gas	E85
Cost to Drive 25 Miles	\$4.99	\$4.91
Fuel to Drive 25 Miles	1.32 gal	1.79 gal
Cost to Fill the Tank	\$64.81	\$47.03
Miles on a Tank	325 miles	239 miles
Tank Size	19.0 gal	
Annual Fuel Cost*	\$2990	\$2945
Vehicle Specification Data		
EPA Size Class ⓘ	Large Cars	
Drive	Rear-Wheel Drive	
Gas Guzzler	no	
Turbocharger	no	
Supercharger	no	
Passenger Volume	107ft <sup>3</sup> (4-door)	
Luggage Volume	21ft <sup>3</sup> (4-door)	
Engine Descriptor ⓘ	RNG=360	
Transmission Descriptor ⓘ	CLKUP	

Annual Fuel Costs are based on 45% highway driving, 55% city driving, and 15000 annual miles.  
Assumed Fuel Prices:  
Regular: 3.79  
Midgrade: 3.91  
Premium: 4.03  
Diesel: 4.08  
CNG: 1.93  
Electricity: 0.11 per kilowatt hour  
E85: 2.75  
LPG: 3.05

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FOLSOM LAKE FORD  
12755 FOLSOM BLVD.  
FOLSOM, CA. 95630  
(916) 353-2000 Ext. 307

Date: 4/12/2011

---

To: Rodney Martinez / Kensington Police Department  
From: Mark A. Paoli  
Subject: Price Quotation for 2011 Ford Taurus FWD SE

Selling Price:	\$21,498.00 (Factory Order)
Documentation Fee:	N/A
Subtotal:	\$21,498.00
Sales Tax:	\$ 1,988.57 (9.25%)
License Fees:	\$EXEMPT
California Tire Fee:	\$ 8.75
Total Price:	\$23,495.32 (EACH)

Payment Terms: Net 20

Delivery: No charge to Kensington P.D.

Thank you for considering Folsom Lake Ford for your vehicle needs.

Mark A. Paoli  
Government Sales Manager  
(916) 353-2000 Ext. 307

CNGP530

VEHICLE ORDER CONFIRMATION

04/12/11 19:13:15

Dealer: F72207

Page: 1 of 1

2011 TAURUS

Order No: 0000 Priority: F3 Ord FIN: QS124 Order Type: 5B Price Level: 155  
Ord PEP: 100A Cust/Flt Name: KENSINGTON PD PO Number:

P2D	FWD SE	RETAIL	\$25420	FUEL CHARGE	
WS	WHITE SUEDE			B4A NET INV FLT OPT	NC
7	CLOTH BUCKETS			DEST AND DELIV	825
S	LT STONE			TOTAL BASE AND OPTIONS	26640
100A	RAPID SPEC			TOTAL	26640
99W	.3.5L V6 DURATEC	NC		*THIS IS NOT AN INVOICE*	
44J	.6-SPD AUTO TRAN	NC		*TOTAL PRICE EXCLUDES COMP PR	
	CA BOARD FEES	NC			
	FRT LICENSE BKT	NC			
422	CALIF EMISSIONS	NC			
53M	SYNC SYSTEM	395			
794	PRICE CONCESSN				
	REMARKS TRAILER				
	SP DLR ACCT ADJ				
	SP FLT ACCT CR				

F1=Help                      F2=Return to Order                      F3/F12=Veh Ord Menu  
 F4=Submit                    F5=Add to Library                        F9=View Trailers

S099 - PRESS F4 TO SUBMIT

QC07727

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the official U.S. government source for fuel economy information

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| [Share](#)

**2011 Ford Taurus AWD**

6 cyl, 3.5 L Automatic 6-spd Regular Gasoline	
-----------------------------------------------------	------------------------------------------------------------------------------------

**EPA Fuel Economy**

	<b>REGULAR GASOLINE</b>  <b>20</b> Combined		
<b>Miles per Gallon</b>	<table style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"><b>17</b> City</td> <td style="width: 50%;"><b>25</b> Highway</td> </tr> </table>	<b>17</b> City	<b>25</b> Highway
<b>17</b> City	<b>25</b> Highway		

**Fuel Economics ⓘ**

	Regular Gasoline
<b>Cost to Drive 25 Miles</b>	\$4.74
<b>Fuel to Drive 25 Miles</b>	1.25 gal
<b>Cost to Fill the Tank</b>	\$64.81
<b>Miles on a Tank</b>	342 miles
<b>Tank Size</b>	19.0 gal
<b>Annual Fuel Cost*</b>	\$2843

**Vehicle Specification Data**

<b>EPA Size Class ⓘ</b>	Large Cars
<b>Drive</b>	All-Wheel Drive
<b>Gas Guzzler</b>	no
<b>Turbocharger</b>	no
<b>Supercharger</b>	no
<b>Passenger Volume</b>	102ft <sup>3</sup> (4-door)
<b>Luggage Volume</b>	20ft <sup>3</sup> (4-door)
<b>Engine Descriptor ⓘ</b>	
<b>Transmission Descriptor ⓘ</b>	

Annual Fuel Costs are based on 45% highway driving, 55% city driving, and 15000 annual miles.

Assumed Fuel Prices:

- Regular: 3.79
- Midgrade: 3.91
- Premium: 4.03
- Diesel: 4.08
- CNG: 1.93
- Electricity: 0.11 per kilowatt hour
- E85: 2.75
- LPG: 3.05

5

FOLSOM LAKE FORD  
12755 FOLSOM BLVD.  
FOLSOM, CA. 95630  
(916) 353-2000 Ext. 307

Date: 3/25/2011

---

To: Rodney Martinez / Kensington Police Department  
From: Mark A. Paoli  
Subject: Price Quotation for 2008 Ford Crown Victoria Police Interceptor - Chief's Car

Selling Price:	\$22,487.00 (V.I.N. 2FAHP71V98X179109)
Documentation Fee:	N/A
Subtotal:	\$22,487.00
Sales Tax:	\$ 2,080.05 (9.25%)
License Fees:	\$EXEMPT
California Tire Fee:	\$ 8.75
Total Price:	\$24,575.80 (EACH)

Payment Terms: Net 20

Delivery: No charge to Kensington P.D.

Thank you for considering Folsom Lake Ford for your vehicle needs.

Mark A. Paoli  
Government Sales Manager  
(916) 353-2000 Ext. 307

DEALER 722 207		VIN	2FAHP71V98X179103
	Suggested Retail Price		
	CROWN VIC POLICE INTERCEPTOR	26020	00
	SPECIAL DEALER ACCOUNT ADJUSTM		
	SPECIAL FLEET ACCOUNT CREDIT		
	1007-570805/23/07CA		
	2008 MODEL YEAR		
UA	BLACK CLEARCOAT		
PN	CHARCOAL CLOTH		
	INCLUDED ON THIS VEHICLE		
	.ORDER CODE 750A-STR APR 327		
	.STREET APPEARANCE GROUP		
	.POLICE PACKAGE		
	.17" STEEL SPARE WHEEL/TIRE		
	.MANUAL AIR CONDITIONING		
	.HEAVY-DUTY BATTERY		
	.ENGINE IDLE METER		
	OPTIONAL EQUIPMENT		
99V	.4.6L ORC SEPI V8 FIRM FUEL EN	NC	
44Q	.ELECTRONIC AUTO O/D TRANS	NC	
TC1	.P235/55R17 ALL SEAS BSW	NC	
	JOB #2 ORDER		
128	CARPET FLOOR COVERING	125	00
	FRONT AND REAR FLOOR MATS		
153	FRONT LICENSE PLATE BRACKET	NC	
41A	COMFORT CONVENIENCE GROUP	760	00
	.8-WAY POWER DRIVER'S SEAT		
	.SPEED CONTROL		
	.ELEC AM/FM STEREO W/ENGL DISC		
478	COURTESY LAMPS DISABLED	20	00
53M	NOISE SUPPRESSION BOND STRAPS	95	00
54M	5 INCH DOME/MAP LIGHT DELETE	NC	
59M	DRIVER/PASSENGER SIDE AIR BAGS	300	00
61H	DECELID RELEASE ON LP AND DOOR	60	00
P	CLOTH SPLIT BENCH SEATS	30	00
	SPEC. DLR. ACCT. ADJ. CR.		
	TOTAL OPTIONS	1450	00
	TOTAL VEHICLE & OPTIONS	27470	00
	DESTINATION & DELIVERY	825	00
	<hr/>		
	TOTAL FOR VEHICLE	28295	00
	05 U.S. GAL FUEL CHARGE		
	CA NEW MTR VEHICLE BOARD FEES		
	NET INVOICE FLEET OPTION (B4A)		
	SHIPPING WEIGHT 3974 LBS.		
	TOTAL	28295	00

2010 - Folsom LAKE FORD

Sandra  
Fleet Administration  
Downtown Ford Sales  
525 N 16th St  
Sacramento, CA 95811  
ph 916-442-6931  
fx 916-491-3138  
sandra@downtownfordsales.com

## **2011 CROWN VICTORIA POLICE INTERCEPTOR**

*5% discount for payment*

**California \$23,481** *within 20 days of delivery*

### **POWERTRAIN/FUNCTIONAL INTERIOR CONTINUED**

Air induction system - unique police air induction system **Keyed Alike**  
Ball joints - low friction, non-greasable upper ball joints Radio speakers - door mounted  
Battery - maintenance-free 78-AH, 750 CCA **Radio suppression**  
Power anti-lock braking system (ABS) **Door Locks - power w/inop rear switches**  
Drive shaft - aluminum Floor covering - heavy duty rubber  
Drivetrain - rear wheel drive Dome & luggage compartment lamps  
4.6L FFV OHC SEFI V8 (250 HP) **Courtesy lamp disabled**  
Engine oil cooler Light bar connector - 40-amps battery circuit  
Exhaust system - stainless steel, dual at front right corner of trunk  
Fail safe cooling Mirror - day/night inside rear-view  
Fuel tank - 19 gallon Power point - rear power access point (power  
Generator - high output, 200-amps max output junction box providing power to trunk-  
Horn - dual note mounted equipment)  
Jack - scissors **6-way power driver seat**  
Power rack & pinion steering 2-way head restraints  
Power steering oil cooler Anti-stab plates  
**Speed control** Cloth buckets in front, vinyl bench in rear (charcoal black)  
Front & rear stabilizer bars Steering wheel - tilt  
Heavy duty frame Dual ashtray-mounted cupholders  
Heavy duty nitrogen pressurized monotube shock absorbers **Trunk - deep well with release on door and**  
Heavy duty suspension **instrument panel**  
**Silicone hoses Trunk pack - kevlar**  
**Traction control Power, windows w/inop rear handles**  
4-speed automatic transmission Rear window defroster  
Oil-to-air transmission oil cooler **SAFETY/SECURITY**  
Voltage regulator - electronic, integral to generator Air bags

### **EXTERIOR** Side (driver & passenger)

Solid White, Solid Black, or Black & White, roof & 2doors Driver & front passenger  
Glass - solar tinted Dual 2nd generation front supplemental  
Mirrors - black fold-away dual remote control power restraint system  
Dual spot lamps Battery Saver (turns off lights after 30 minutes)  
**Moldings shipped loose in trunk** Personal safety system w/dual stage air bags  
17" spare tire/wheel - conventional size 2nd generation - driver & right front passenger  
P235/55R17 A/S BSW including safety belt pretensioners, seat  
Wheels - heavy duty steel rims position & weight sensors

### **INTERIOR** Roof reinforcement

Air conditioning - manual Side door intrusion beams  
**AM/FM stereo w/CD** Tire pressure monitoring system (TPMS)

### **OPTIONS**

TWO-TONE PAINT - ALL DOORS/ROOF \$454.00

68

FOLSOM LAKE FORD  
12755 FOLSOM BLVD.  
FOLSOM, CA. 95630  
(916) 353-2000 Ext. 307

Date: 3/25/2011

---

To: Rodney Martinez / Kensington Police Department  
From: Mark A. Paoli  
Subject: Price Quotation for 2011 Ford Fusion Hybrid

Selling Price:	\$28,795.00 (Estimate-price based on vehicle selected)
Documentation Fee:	N/A
Subtotal:	\$28,795.00
Sales Tax:	\$ 2,663.54 (9.25%)
License Fees:	\$EXEMPT
California Tire Fee:	\$ 8.75
Total Price:	\$31,467.29 (EACH)

Payment Terms: Net 20

Delivery: No charge to Kensington P.D.

Thank you for considering Folsom Lake Ford for your vehicle needs.

Mark A. Paoli  
Government Sales Manager  
(916) 353-2000 Ext. 307

*MP*

[Print window sticker](#)



Disclaimer: This window sticker is only representative of the information contained on an actual window sticker, and may or may not match the actual window sticker on the vehicle itself. Please see your retailer for further information.

**Vehicle Description**

**FUSION** 2011 FUSION HYBRID  
2.5L I4 HEV ENGINE  
E-CVT AUTO TRANSMISSION

VIN 3FADP0L3XBR 274432

**Exterior**  
INGOT SILVER METALLIC  
**Interior**  
CHARCOAL BLACKCLOTH SEATING HEV

**Standard Equipment INCLUDED AT NO EXTRA CHARGE**

**EXTERIOR**

- . 17" ALUMINUM WHEELS
- . AUTO HEADLAMPS
- . BLIND SPOT MIRRORS
- . EASYFUEL CAPLESS FILLER
- . KEYLESS ENTRY KEYPAD
- . POWER, HEATED MIRRORS

**INTERIOR**

- . 1TOUCH UP/DOWN DR/PASS WIN
- . 10WAY PWR DR SEAT W/LUMBAR
- . AM/FM CD/MP3/SAT CAPABL
- . W/ AHD INPLT JACK
- . DUAL-ZONE ELECTRONIC
- . AUTO CLIMATE CONTROL
- . ECO-FRIENDLY CLOTH
- . SEATING
- . ELECTROCHROMIC MIRROR
- . LEATHER WRAPPED STR WHEEL
- . W/CRUISE & AUDIO CONTROLS
- . POWER WINDOWS & LOCKS

- . SYNC VOICE ACTIVATED SYS
- . SIRIUS SAT RADIO N/A AK&HI
- . SMARTGAUGE W/ECOGUIDE

**FUNCTIONAL**

- . 4-WHL DISC BRAKES W/ ABS
- . DRIVER FRONT PASSENGER
- . GLOBAL OPEN CONTROLS
- . MYKEY
- . REGENERATIVE BRAKING SYS
- . TRACTION CONTROL
- . UNIVER GARAGE DOOR OPENER

**SAFETY/SECURITY**

- . ADVANCETRAC ESC
- . LATCH CHILD SAFETY SYSTEM
- . SECURILOCK PASS ANTI THEFT
- . TIRE PRESSURE MONITOR SYS
- . SIDE AIR BAGS/CURTAINS

**WARRANTY**

- . 3YR/36,000 BUMPER / BUMPER
- . 5YR/60,000 POWERTRAIN

**Price Information** MSRP  
**STANDARD VEHICLE PRICE** \$28,340

**Included on this Vehicle**

RAPID SPEC 500A

**Optional Equipment**

2011 MODEL YEAR  
INGOT SILVER METALLIC  
DK CHARCOAL CLOTH SEATS  
2.5L I4 HEV ENGINE  
E-CVT AUTO TRANSMISSION  
JOB #2 ORDER  
PREMIUM FLOOR MATS/TRUNK MAT 95  
FRONT LICENSE PLATE BRACKET  
50 STATE EMISSIONS

TOTAL VEHICLE & OPTIONS 28,436  
DESTINATION & DELIVERY 760

**TOTAL MSRP** \$29,195

Disclaimer: Option pricing will be blank for any item that is priced as 0 or "No Charge".



Estimated Annual Fuel Cost: \$ 1,152

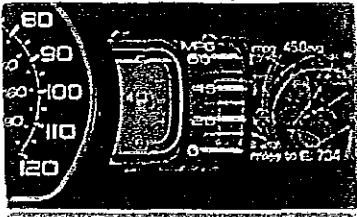
**CITY MPG**  
**41**  
**HIGHWAY**  
**MPG**  
**36**

**Vehicle Engine Information**

Actual mileage will vary with options, driving conditions, driving habits and vehicle's condition. Results reported to EPA indicate that the majority of vehicles with these estimates will achieve between 34 and 48 mpg in the city and between 29 and 43 mpg on the highway. For Comparison Shopping all vehicles classified as Midsize Cars have been issued mileage ratings from 09 to 48 mpg city and 15 to 45 mpg highway.



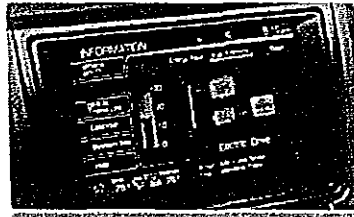
Ford Extended Service Plan is the ONLY service contract backed by Ford and honored by the Ford and Lincoln dealers. Ask your dealer for prices and additional details or see our website at [www.Ford-ESP.com](http://www.Ford-ESP.com).



### SmartGauge™ Cluster with EcoGuide

High-tech gauge panel shows you to drive smart.

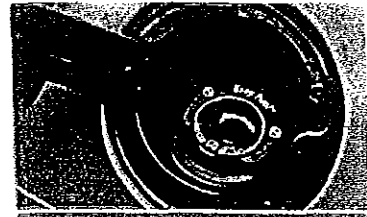
[View Details](#)



### Energy Flow Display

Track the Hybrid powertrain's four modes of operation.

[View Details](#)



### Easy Fuel™ Filler System

Easy Fuel™ is convenient and eco-friendly.

[View Details](#)



### Regenerative Braking

Regenerative braking captures 94 percent of energy lost to braking friction.

[View Details](#)



### Eco-Friendly Cloth Seats

For those who think green, these seats provide a perfect fit.

[View Details](#)

Green

Impressive Power. Great Economy.

Hybrid Performance

Flex Fuel Capability

SmartGauge™ Cluster with EcoGuide

Energy Flow Display

Easy Fuel™ Filler System

Regenerative Braking

Eco-Friendly Cloth Seats

Technology

Performance

Design

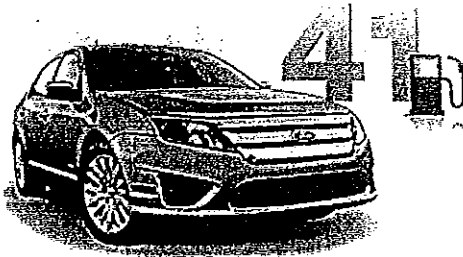
# Responsive engines that are also responsible.



Share

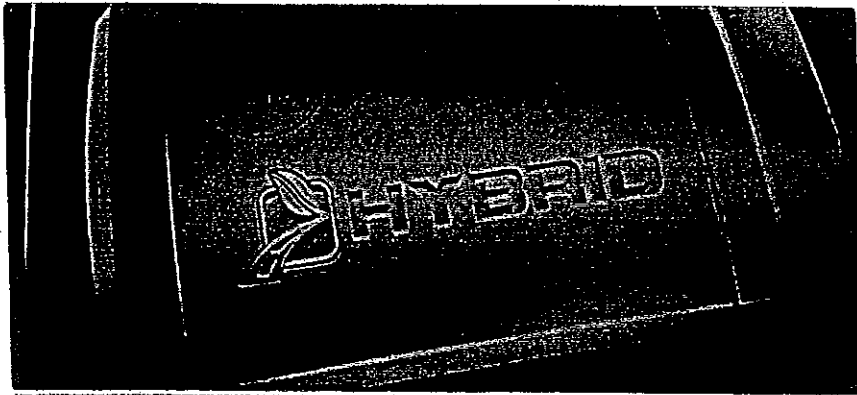
Fusion gas-powered and hybrid models deliver plenty of responsive performance. So go ahead, enjoy your ride in the MPH zone. And all the while be assured that you're doing right by the environment, with fuel efficiency that is very impressive.\*

\*EPA-estimated 23 City/34 Hwy/27 Combined mpg, Fusion S, I-4 with automatic; 41 City/36 Hwy/39 Combined mpg, Fusion Hybrid.



**Impressive Power. Great Economy.**  
You can have both — impressive power and great economy.

[View Details](#)



### Hybrid Performance

Drive electric only. Or electric and gas combined.

[View Details](#)



### Flex Fuel Capability

The 3.0L Duratec V6 is "flex-fuel" capable.

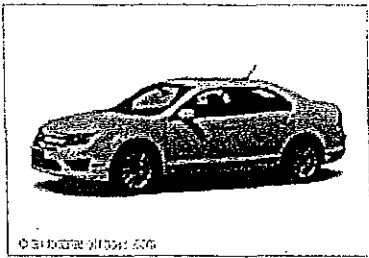
[View Details](#)





Home > Ford > Fusion Hybrid > 2011 > Standard Equipment

[Side-by-Side Comparison](#)  
[Change Vehicle](#)



© 2011 Ford Motor Company

2011 Ford Fusion Hybrid 4dr FWD Sedan shown  
[See Photo Gallery](#)

## 2011 Ford Fusion Hybrid

Starting MSRP \$28,340



### Vehicle Style Selector

Choose a style to change Equipment & Specs data

Starting MSRP Invoice\*

Common standard equipment for all styles

4dr Front-wheel Drive Sedan Hybrid

\$28,340 \$26,036

Destination Charge: \$760

### About Vehicle

Vehicle Summary

Photos & Colors

Rebates, Payments, Prices

5-Year Ownership Costs

Standard Equip. & Specs

Available Options

Safety Ratings & Recalls

Owner & Expert Reviews

See Similar Models

### Common Standard Equipment and Specs

Choose a style above to see more specific info about engines, stereos, colors and more

#### Power and Performance

2.5L I-4 156 HP engine

2-spd CVT transmission w/OD

Hybrid electric motor alternator

390 amp battery with run down protection ⓘ

Axle Ratio 2.57 axle ratio

Fuel Tank 17.5 gal. fuel tank

Stainless steel exhaust ⓘ

#### Fuel Economy

Fuel Economy City ⓘ 41.0 mpg city fuel economy

Fuel Economy Hwy ⓘ 36.0 mpg hwy fuel economy

#### Handling and Control

Front-wheel drive ⓘ

ABS & driveline traction control ⓘ

AdvanceTrac stability control ⓘ

Front short and long arm suspension ⓘ

Front anti-roll bar ⓘ

Coil front springs ⓘ

Gas-pressurized front shocks ⓘ

Multi-link rear suspension ⓘ

Rear anti-roll bar ⓘ

### Shop for a Ford Fusion Hybrid

Enter Your ZIP: \_\_\_\_\_ to \_\_\_\_\_

[Build Your New Car](#)

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[Request a Ford Fusion Hybrid brochure](#)

[Print Page](#) [Email Page](#)



2011 FUSION HYBRID

Now is the time to get in a new FORD

California Ford Dealers

[GET VEHICLE INFO](#)

[SEARCH INVENTORY](#)

[FIND A DEALER](#)



Drive one.

Roll over for info

Share

### 2011 Ford Fusion Hybrid FWD

4 cyl, 2.5 L  
Automatic (variable gear ratios)  
Regular Gasoline

Hybrid



#### EPA Fuel Economy

REGULAR GASOLINE

**39**

Combined

Miles per Gallon

**41**  
City

**36**  
Highway

#### Fuel Economics ⓘ

Regular Gasoline

Cost to Drive 25 Miles

\$2.43

Fuel to Drive 25 Miles

0.64 gal

Cost to Fill the Tank

\$57.99

Miles on a Tank

597 miles

Tank Size

17.0 gal

Annual Fuel Cost\*

\$1455

#### Vehicle Specification Data

EPA Size Class ⓘ

Regular: 3.79  
Midgrade: 3.91  
Premium: 4.03  
Diesel: 4.08  
CNG: 1.93  
Electricity: 0.11 per kilowatt hour  
E85: 2.75  
LPG: 3.05

Date: 4/28/2011 04:38 PM  
 Estimate ID: 4951  
 Estimate Version: 0  
 Preliminary  
 Profile ID: Ross Auto Body

SERVING THE BAY AREA SINCE 1989.  
 TOP RATED FOR CUSTOMER SATISFACTION BY BAY AREA CONSUMERS CHECKBOOK  
 AND SF CHRONICLE. ALL JOURNEYMAN TECHS COMPLETE ICAR AND COLLEGE  
 INDUSTRY TRAINING. COMPETITIVE PRICING, QUALITY REPAIRS, AND CUSTOMER  
 SATISFACTION IS OUR GOAL.

## ROSS AUTO BODY

10781 SAN PABLO AVE., EL CERRITO, CA 94530  
 (510) 524-6176  
 Fax: (510) 526-8190  
 Tax ID: 68-0209415 BAR #: AC145793 EPA #: CAL000056841

Damage Assessed By: Clive Ross

Deductible: UNKNOWN

Owner: KENSINGTON POLICE DEPT.

Mitchell Service: 910331

Description: 2005 Ford Five Hundred Limited  
 Body Style: 4D Sed Drive Train: 3.0L Inj 6 Cyl 6A FWD  
 VIN: 1FAFP25145G143086  
 OEM/ALT: O Search Code: None  
 Options: VEHICLE ANTI-THEFT, CD CHANGER, PASSENGER AIRBAG, DRIVER SIDE AIRBAG  
 HEATED SEAT, POWER LOCK, POWER WINDOW, POWER STEERING, REAR WINDOW DEFOGGER  
 CRUISE CONTROL, TILT STEERING COLUMN, HEATED EXTERIOR MIRROR, LEATHER SEAT  
 ANTI-LOCK BRAKE SYS., FOG LIGHTS, ALUM/ALLOY WHEELS, MEMORY SEAT  
 LEATHER STEERING WHEEL, POWER ADJUSTABLE EXTERIOR MIRROR, TINTED GLASS  
 AUTO AIR CONDITION, TRIP COMPUTER, FIRST ROW BUCKET SEAT, SECOND ROW BENCH SEAT  
 KEYLESS ENTRY, SECOND ROW FOLDING SEAT  
 REAR HEATING, VENTILATION & AIR CONDITIONING, OUTSIDE TEMPERATURE GAUGE  
 ULEV/SULEV/ZLEV EMISSIONS, ADAPTIVE AUTOMATIC TRANSMISSION, TACHOMETER  
 AUTOMATIC HEADLIGHTS, PASSENGER AIRBAG CUTOFF SWITCH/SENSOR  
 REMOTE DECKLID OR TAILGATE RELEASE, MP3 PLAYER.

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	002322	BDY	REMOVE/REPLACE	R Rear Body Bumper Bracket	5G1Z 17A750 AA	35.77	1.0 #
2	002323	BDY	REMOVE/REPLACE	L Rear Body Bumper Bracket	5G1Z 17A751 AA	11.22	1.0 #
3	900500	FRM *	REPAIR	FRAME PULL REAR	Existing		1.0*
4	001665	BDY	REMOVE/REPLACE	Rear Bumper Cover	5G1Z 17K835 BAA	458.98	2.0 #
5	AUTO	REF	REFINISH	Rear Bumper Cover			C 2.6
6	AUTO	BDY	REMOVE/REPLACE	Rear Add w/Parking Sensor			0.3
7	001672	BDY	REMOVE/REPLACE	L Rear Inr Parking Bracket	5G1Z 15K861 AAC	42.45	
8	AUTO	REF	REFINISH	Rear Sensor Bracket			C 0.2
9	001673	BDY	REMOVE/REPLACE	Rear Parking Sensor Unit	5G1Z 15K859 AAA	218.32	
10	AUTO	REF	REFINISH	Rear Parking Sensor			C 0.2
11	001674	BDY	REMOVE/REPLACE	R Rear Bumper Cover Moulding	5G1Z 17C830 AAA	34.52	INC #
12	001675	BDY	REMOVE/REPLACE	L Rear Bumper Cover Moulding	5G1Z 17C830 AAB	41.43	INC #
13	001678	BDY	REMOVE/REPLACE	Rear Ctr Bumper Reinforcement	5G1Z 17D942 AA	41.37	
14	001679	BDY	REMOVE/REPLACE	R Rear Bumper Reinforcement	5G1Z 17D948 AA	22.78	

ESTIMATE RECALL NUMBER: 04/28/2011 16:38:20 4951

Mitchell Data Version: OEM: FEB\_11\_V

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Page 1 of 3

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15	001680	BDY	REMOVE/REPLACE	L Rear Bumper Reinforcement	5G1Z 17D995 AA	22.78		
16	001682	BDY	REMOVE/REPLACE	Rear Bumper Impact Bar	8G1Z 17906 B	146.32	0.8 #	
17	AUTO	REF	REFINISH	Rear Impact Bar			0.8	
18	933006	FRM	ADD'L OPR	FRAME/RACK SET UP			1.0*	
19	AUTO	REF	ADD'L OPR	Clear Coat			1.1	
20	AUTO		ADD'L COST	Paint/Materials		147.00	*	
21	AUTO		ADD'L COST	Hazardous Waste Disposal		3.00	*	

\* - Judgment Item  
 # - Labor Note Applies  
 C - Included in Clear Coat Calc

### Estimate Totals

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	5.1	75.00	0.00	0.00	382.50	Taxable Parts	1,075.94
Refinish	4.9	75.00	0.00	0.00	367.50	Sales Tax @ 9.750%	104.90
Frame	2.0	75.00	0.00	0.00	150.00	Total Replacement Parts Amount	1,180.84
Non-Taxable Labor					900.00		
Labor Summary	12.0				900.00		
III. Additional Costs					Amount	IV. Adjustments	Amount
Taxable Costs					147.00	Customer Responsibility	0.00
Sales Tax @ 9.750%					14.33		
Non-Taxable Costs					3.00		
Total Additional Costs					164.33		
Paint Material Method: Rates Init Rate = 30.00 , Init Max Hours = 99.9, Addl Rate = 0.00							
					I. Total Labor:		900.00
					II. Total Replacement Parts:		1,180.84
					III. Total Additional Costs:		164.33
					Gross Total:		2,245.17
					IV. Total Adjustments:		0.00
					Net Total:		2,245.17

This is a preliminary estimate.  
Additional changes to the estimate may be required for the actual repair.

I AUTHORIZE ROSS AUTO BODY TO COMMENCE REPAIRS ON MY VEHICLE PER THIS ESTIMATE.

ESTIMATE RECALL NUMBER: 04/28/2011 16:38:20 4951

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Date: 4/28/2011 04:38 PM  
Estimate ID: 4951  
Estimate Version: 0  
Preliminary  
Profile ID: Ross Auto Body

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

WARRANTY-TWO YEARS PER THIS ESTIMATE ON ALL LABOR AND PAINT.PARTS  
WARRANTY COVERED BY MANUFACTURERS,SUPPLIERS,OR INSURANCE CO.  
REQUESTING THE USE OF SPECIFIC PARTS THEY HAVE LOCATED FOR  
REPAIRS TO YOUR VEHICLE.

ESTIMATE RECALL NUMBER: 04/28/2011 16:38:20 4951

Mitchell Data Version: OEM: FEB\_11\_V

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UltraMate Version: 7.0.227

Date: 4/28/2011 03:54 PM  
 Estimate ID: 1594  
 Estimate Version: 0  
 Preliminary  
 Profile ID: \* Mitchell

# 101 AUTO BODY

5327 JACUZZI STREET, STE 3A, RICHMOND, CA 94804  
 (510) 524-4857  
 Fax: (510) 524-9713

Damage Assessed By: JUSTIN LE

Deductible: UNKNOWN

Insured: CITY OF KENSINGTON  
 Owner: CITY OF KENSINGTON

Mitchell Service: 910331

Description: 2005 Ford Five Hundred Limited  
 Body Style: 4D Sed Drive Train: 3.0L Inj 6 Cyl 6A FWD  
 VIN: 1FAFP25145G143086  
 Mileage: 150,000  
 OEM/ALT: O Search Code: None  
 Options: POWER DRIVER SEAT, POWER LOCK, POWER WINDOW, POWER STEERING, CRUISE CONTROL  
 TILT STEERING COLUMN, REAR (DUAL-ZONE) AC, POWER PASSENGER SEAT  
 PREMIUM SOUND SYSTEM, ANTI-LOCK BRAKE SYS., ALUM/ALLOY WHEELS  
 LEATHER STEERING WHEEL, TINTED GLASS, AUTO AIR CONDITION, TRIP COMPUTER  
 SUBWOOFER, ANTI-THEFT SYSTEM, AUTOMATIC HEADLIGHTS  
 INTERIOR AUTOMATIC DAY/NIGHT OR ELECTROCHROMATIC MIRROR  
 AM/FM STEREO CD CHANGER/MP3 PLAYER, DRIVER HEATED MEMORY SEAT  
 EXTERIOR MEMORY MIRRORS, FRONT HEATED BUCKET SEATS, KEYLESS ENTRY SYSTEM  
 POWER DISC BRAKES, POWER HEATED EXTERIOR MIRRORS, POWER LIFTGATE/TRUNK  
 STEERING WHEEL AUDIO CONTROLS

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	001901	BDY	OVERHAUL	Rear Bumper Cover Assy			2.4 #
2	001665	BDY	REMOVE/REPLACE	Rear Bumper Cover	Remanufactured	350.00 *	INC #
3	AUTO	REF	REFINISH	Rear Bumper Cover			C 2.6
4	AUTO	BDY	REMOVE/REPLACE	Rear Add w/Parking Sensor			0.3
5	001672	BDY	REMOVE/REPLACE	L Rear Inr Parking Bracket	5G1Z 15K861 AAC	42.45	INC
6	AUTO	REF	REFINISH	Rear Sensor Bracket			C 0.2
7	001673	BDY	REMOVE/REPLACE	Rear Parking Sensor Unit	5G1Z 15K859 AAA	218.32	
8	AUTO	REF	REFINISH	Rear Parking Sensor			C 0.2
9	001674	BDY	REMOVE/REPLACE	R Rear Bumper Cover Moulding	5G1Z 17C830 AAA	34.52	INC #
10	001675	BDY	REMOVE/REPLACE	L Rear Bumper Cover Moulding	5G1Z 17C830 AAB	41.43	INC #
11	001682	BDY	REMOVE/REPLACE	Rear Bumper Impact Bar	8G1Z 17906 B	146.32	0.8 #
12	AUTO	REF	REFINISH	Rear Impact Bar			0.8
13	936012		ADD'L COST	Hazardous Waste Disposal		3.00 *	
14	936014		ADD'L COST	Flex Additive		7.00 *	
15	AUTO	REF	ADD'L OPR	Clear Coat			1.1
16	933003	REF	ADD'L OPR	Tint Color			0.5*
17	AUTO		ADD'L COST	Paint/Materials		189.00 *	

ESTIMATE RECALL NUMBER: 04/28/2011 15:54:57 1594

Mitchell Data Version: OEM: MAR\_11\_V

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\* - Judgment Item  
 # - Labor Note Applies  
 C - Included in Clear Coat Calc

### Estimate Totals

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	3.5	75.00	0.00	0.00	262.50 T	Taxable Parts	833.04
Refinish	5.4	75.00	0.00	0.00	405.00 T	Sales Tax @ 9.750%	81.22
					Taxable Labor		
					667.50	Total Replacement Parts Amount	914.26
Labor Summary	8.9				667.50		
					Amount	IV. Adjustments	Amount
III. Additional Costs					196.00	Customer Responsibility	0.00
Taxable Costs					19.11		
Sales Tax @ 9.750%							
Non-Taxable Costs					3.00		
Total Additional Costs					218.11		
Paint Material Method: Rates							
Init Rate = 35.00 , Init Max Hours = 99.9, Addl Rate = 0.00							
					I. Total Labor:		667.50
					II. Total Replacement Parts:		914.26
					III. Total Additional Costs:		218.11
					Gross Total:		1,799.87
					IV. Total Adjustments:		0.00
					Net Total:		1,799.87

This is a preliminary estimate.  
Additional changes to the estimate may be required for the actual repair.

**WARRANTY**

101 AUTO BODY WARRANTS ALL BODY REPAIRS, INCLUDING PARTS AND LABOR, FOR THE LIFE OF THE VEHICLE OR UNTIL THE OWNERSHIP OF THE VEHICLE IS TRANSFERRED.

AUTHORIZATION TO REPAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

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## **DISTRICT – OLD BUSINESS**

2. General Manager Greg Harman will present to the Board a recommendation to renew the contract with All City Management Services to provide school crossing guard services for Fiscal Year 2011-2012 in the amount of \$9,626.00. This item was tabled from the April 14<sup>th</sup> meeting. Board Action.





## ALL CITY MANAGEMENT SERVICES

March 7, 2011

Gregory Harman  
Kensington Police Department  
217 Arlington Avenue  
Kensington, CA 94707

Dear Gregory Harman:

It is once again the time of the year when many agencies are formulating their budgets for the coming fiscal year. Toward that end, please allow this letter to serve as confirmation of our interest in extending our agreement with the Kensington Police Department for Crossing Guard Services through the 2011-2012 fiscal year

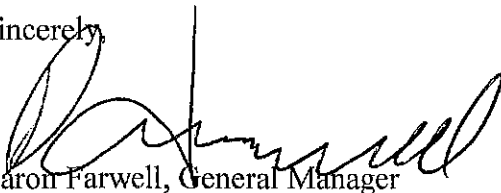
All City Management Services (ACMS) is keenly aware of the difficult economic times faced by many of our clients. Many Agencies continue to reaccess their budgets against the need to maintain critical services and provide for public safety.

In light of these circumstances ACMS has placed a price freeze on our billing rate for the coming 2011-2012 fiscal year for the Kensington Police Department. The hourly billing rate will remain at Fifteen Dollars and Twenty-Eight Cents (\$15.28) per hour.

We have taken the liberty of enclosing two (2) Amendments for the coming 2011-2012 fiscal year. If all meets with your approval please execute and return one of the original Amendments for our records.

We look forward to another safe and successful school year. If you have any questions, please feel free to contact us.

Sincerely,



Baron Farwell, General Manager

*"The Crossing Guard Company"*



**ALL CITY MANAGEMENT SERVICES**

**Amendment to Agreement between  
All City Management Services, Inc. and the Kensington Police Protection and  
Community Services District  
for providing School Crossing Guard Services**

The **Kensington Police Protection and Community Services District** hereinafter referred to as the "District", and **All City Management Services, Inc.**, located at 1749 S. La Cienega Blvd., Los Angeles, CA 90035, hereinafter referred to as the "Contractor", mutually agree to amend the existing Agreement entered into on December 1<sup>st</sup>, 1995 as follows:

- Item #1**      The District and the Contractor agree to extend the term of this Agreement for the 2011-2012 fiscal year beginning July 1, 2011 through June 30, 2012.
  
- Item #17**     The District agrees to pay Contractor for services rendered pursuant to the Agreement the sum of Fifteen Dollars and Twenty Eight Cents, (\$15.28) per hour of guard service provided with a three and a half (3.50) hour minimum billing per day. It is understood that the cost of providing Six Hundred and Thirty (630) hours of service shall not exceed Nine-Thousand, Six-Hundred and Twenty Six Dollars (\$9,626.00).

Except as provided for in Item #1 and Item #17, all other terms and conditions of the original Agreement and Amendments thereto between the City and the Contractor remain in effect.

**Kensington Police Protection  
And Community Services District**

**All City Management Services, Inc.**

By \_\_\_\_\_  
Signature

By  \_\_\_\_\_  
Demetra Farwell, Corporate Secretary

\_\_\_\_\_  
Print Name and Title

Date \_\_\_\_\_

Date March 7, 2011

# All City Management Services Inc.

## Client Worksheet 2011 - 2012

Department: 4301  
 Current Rate: \$15.28  
 Percent Increase  
 New Rate \$15.28  
 Price Freeze: PF

Gregory Harman  
 Kensington Police Dept.  
 217 Arlington Ave.  
 Kensington, CA 94707

**KEY:**

**Traditional Calendar:**

For sites with no regularly scheduled early release days, use 180 regular days

For sites with one regularly scheduled early release day/week, use 144 regular days and 36 minimum days

**Year Round Calendar**

For schools with no regularly scheduled early release days, use 240 regular days

For schools with one regularly scheduled early release day/week, use 192 regular days and 48 minimum days

**Summer School**

For schools with Summer School sessions use 19 days

**Sites with traditional calendar:**

	3.5		180		\$15.28	=	\$9,626.40
1 sites with no early release:	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

			144		\$15.28	=	\$0.00
sites with one early release:	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

			36		\$15.28	=	\$0.00
early release for sites above:	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

**Sites with year round calendar:**

			240		\$15.28	=	\$0.00
sites with no early release:	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

			192		\$15.28	=	\$0.00
sites with one early release:	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

			48		\$15.28	=	\$0.00
early release days for sites above:	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

**Summer School Sites**

			19		\$15.28	=	\$0.00
sites for summer school::	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

<b>TOTAL PROJECTED HOURS</b>	<b>630</b>	<b>TOTAL ANNUAL PROJECTED COST</b>	<b>\$9,626.40</b>
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NOTES:

## **DISTRICT – OLD BUSINESS**

3. General Manager Greg Harman will present to the Board a recommendation to enter into contract with Saviano Company Inc. to repair the playing surface of the Kensington Park tennis courts at a total cost of \$7,500.00. This item was tabled from the April 14<sup>th</sup> meeting. Board Action.

# Memorandum

Kensington Police Department



**To:** KPPCSD Board of Directors

APPROVED YES NO

**From:** Gregory E. Harman, General Manager

\_\_\_\_\_

**Date:** Thursday, May 05, 2011

FORWARDED TO:  
\_\_\_\_\_

**Subject:** Old Business Item #3 Award of Contract to Saviano for Tennis Court Repair

---

During an inspection of the Kensington Park tennis courts in March, I found a ½ inch crack running the width of both courts. I requested Andrea contact three firms that specialize in tennis court repair to provide estimates for the repair and resurfacing of the courts.

We received three estimates:

Saviano Company for \$7,500.00

First Serve Productions Inc. for \$9,800

Sport Court Tennis for \$12,394, \$13,769, and \$18,538

Saviano resurfaced the courts for us in 2006 and recently resurfaced the El Cerrito tennis courts on Moeser Avenue.

I am recommending to the Board we enter into contract with Saviano Company for the repair and resurfacing of the tennis courts.

Attachments:

Contract/ Proposals from the above listed firms



Saviano Company Inc.  
 1030 Terra Bella Avenue  
 Mountain View, CA 94043-1830  
 Cont. Lic. CA #557093  
 Cont. Lic. NV #0056488  
 Cont. Lic. WA #SAVIAC1952NT  
 Cont. Lic. OR #154244  
 Cont. Lic. AZ #ROC230377  
 650-948-3274 Phone  
 650-960-0862 Fax  
 www.saviano.com

March 9, 2011

Andrea Di Napoli City Of Kensington  
 59 Arlington Ave  
 Kensington Ca 94707

Phone: 510-526-4141  
 E-mail adinapoli@kensingtoncalifornia.org

**PROPOSAL / CONTRACT**

Regarding: Court Resurfacing 2 courts  
 Project location: Same as above  
 Quoted by: Eric

We appreciate the opportunity to bid this project. Our firm's tennis court division has provided a turnkey operation to thousands of our clients over the decades. Saviano Co. Inc. has the in house staff and equipment which enables us to perform virtually every aspect of this project as needed. Due to our experience and knowledge in every segment of this undertaking, we believe that we are the best equipped organization for this endeavor. We look forward to presenting you with a quality job, on time and on budget.

Saviano Company, Inc. will supply all labor and materials necessary to complete the following:

- Prep court.
- Fill cracks as needed.
- Apply 3 coats of color mixed with 90 mesh sand.
- All coats to be applied with squeegees and in accordance with manufacturer's printed instructions.
- Court color to be owner's choice using California Products or equal color selection:

INNER PLAYING AREA \_\_\_\_\_

OUTER PLAYING AREA \_\_\_\_\_

- Paint standard dimensioned court lines, 2" in width, using latex white paint. All lines shall be straight and true.

**NOTE: Cracks may reappear.**

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**Note: Saviano Co. Inc. was selected to assist and consult on the installation of the California Products cushion material for the 2008 Olympics in Beijing, China, and the 2011 Pan American Games in Mexico. Our firm was chosen for these and other projects because of our vast experience and superior workmanship, which we bring to each venture we work on. We look forward to working with you.**

**Payment Terms**

**Total price for this project .....\$6,000.00**

**To install the rite way crack repair system over the cracks would add \$1500.00 to the above price this would give a 2 year warranty against the cracks from coming back.**

**All invoices due upon receipt.  
1.5 % late fee applied to all invoices not paid within due date.**

**This quote valid for a period of 30 days from the above date**

*Saviano Company, Inc.  
Experts in Tennis & Sports Court Installation and Restoration  
All types of grading and paving projects, structural demolition, and retaining walls.  
Licensed in California, Oregon, Washington, Nevada and Arizona*

# First Serve Productions Inc.

CSLB Contractors License 773811

7063 Commerce Circle Suite A  
Pleasanton, CA 94588  
925.355-9100  
fax 925.416-0407  
www.firstservepro.com

---

Proposal submitted to: Andrea  
Date: 03/8/11  
Job Name: Kensington Park Tennis Courts  
Address: 59 Arlington Ave  
Kensington, CA  
Phone: (510) 526-4142  
Email: adinapoli@kensingtoncalifornia.org

---

For the Purpose of ...  
Repairing and Resurfacing of 2 Tennis Courts

1. Clean and prep surface for repair work. Clean out cracks on the courts.
2. Seal all cracks on the courts with court patch binder.
3. Sand down all repaired areas throughout all courts before coating surface.
4. Apply 2 coats of sand filled asphalt emulsion to the courts.
5. Apply 3 coats of full color acrylic to the courts.
6. Apply lines with U.S.T.A. approved white line paint to U.S.T.A. standards to the courts.

**Note:** All materials are as specified all work to be completed in a workmanlike manor according to practices. Any alterations or deviations from above will be in written change order. All agreements are contingent upon strikes, accidents or delays out of our control i.e. Weather. Cracks will reappear.

---

*We hereby propose to furnish labor and materials –complete in accordance with the above specifications, for the sum of:*

Labor and Materials for #1-6 = Nine Thousand Eight Hundred \$9,800

*35% due upon acceptance, Balance due upon completion*

*All material is guaranteed to be as specified*

\_\_\_\_\_  
*Authorized Signature*

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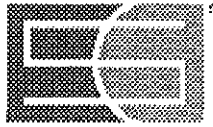
## Acceptance of Proposal

*The above prices and specifications are satisfactory and we hereby accept you are authorized to do the work as specified.*

Date \_\_\_\_\_

Signature \_\_\_\_\_





SPORT  
COURT  
TENNIS

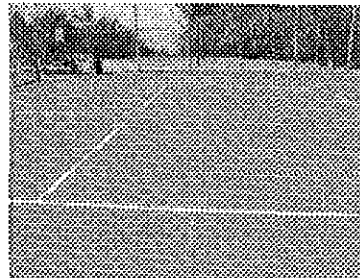
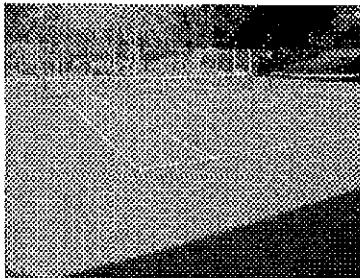
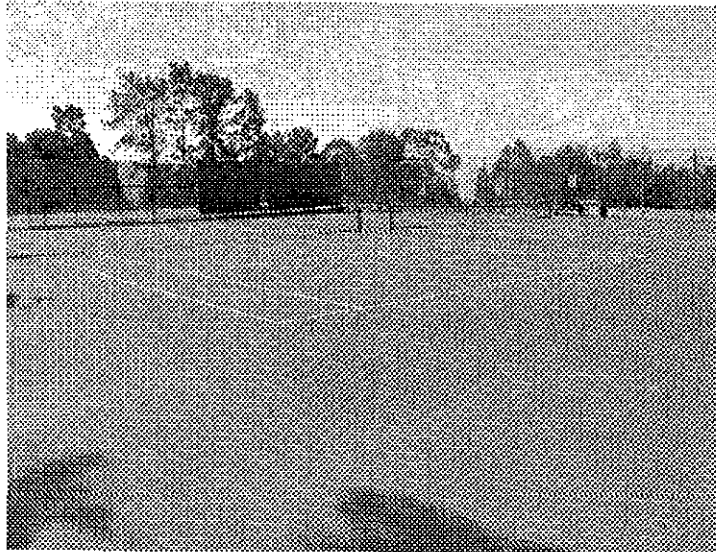
March 6, 2011

Andrea Dinapoli  
217 Arlington Ave  
Kensington, CA 94707

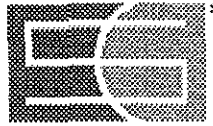
Re: Kensington Tennis Courts

Dear Andrea:

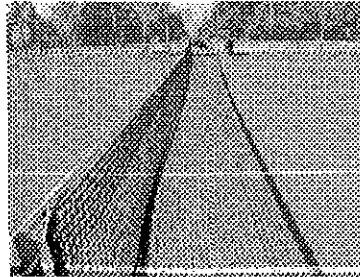
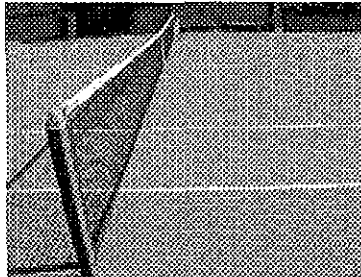
I had a chance to evaluate the two tennis courts off Arlington on Friday, March 4, 2011. The two tennis courts are in relatively good shape, and have approximately 275' of cracks in the two courts.



Corporate Office  
1510 Second Avenue  
Walnut Creek, CA 94597  
(925) 932-4108



**S P O R T  
C O U R T  
T E N N I S**



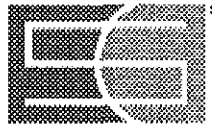
Sport Court Tennis recommends that you consider utilizing one of the three patching options below for repair of the cracks. There are four options to consider for repairing and resurfacing the court:

1. The simplest and least expensive way is to fill the cracks with acrylic concrete patch material and sand them down prior to applying an acrylic color coat system. While this **“patch and paint”** solution is a cheaper method of repair, the cracks can come back fairly quickly.
2. The second method is to use **Sport Court Tenn-trex 3000 Stitch Bonded Polyester Fabric** to repair the cracks. This is an improvement to the simple patching and the fabric will retard cracks from quickly coming back (sometimes a season or so).
3. The best method to consider is using the **Guardian Crack Repair System** on the 275’ of cracks and Sport Court Tenn-trex on the 120’ of exterior cracks along the fence line. Playability is also where the Guardian Crack Repair System excels. With this option, an additional coating of Acrylic Resurfaces is applied. The exclusive “Peel and Seal” technology provides a crack repair that is fully adhered to the existing court base. Complaints of other types of crack repair systems such as dead spots, roping, delaminations, bubbling are not relevant with the Guardian Crack Repair System due to the fact that the system is fully adhered. The Guardian Crack Repair System has a 2 year manufacture warranty.

In evaluating your tennis court, it does not appear that it is necessary to use some of our more advanced crack repair overlay products given the condition of our court.

Option 1 “Patch & Paint”	Option 2 Tenn-trex 3000 on all cracks	Option 3 Guardian on all cracks
\$12,394	\$13,769	\$18,538

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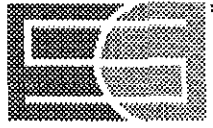


S P O R T  
C O U R T  
T E N N I S

Sport Court Tennis holds a class "A" General Engineering contractor's license with the State of California. Our Contractor's License number is #497582. We have both Liability Insurance and Workman's Compensation Insurance, and will provide proof of Auto Liability Insurance as well. Sport Court Tennis is factory trained and certified in the application of the Guardian Crack Repair System. Sport Court has successfully completed multiple projects in the Bay Area with the Guardian Crack Repair System. Please let me know if you have any questions, or require any additional information. I can be reached on either 925.487.7639 or 925.932.4108 (office) or at [jerry@sportcourttennis.com](mailto:jerry@sportcourttennis.com).

Sincerely,  
Jerry Abercrombie  
Director – Sport Court Tennis

Corporate Office  
1510 Second Avenue  
Walnut Creek, CA 94597  
(925) 932-4108



# SPORT COURT TENNIS

## Sport Court Tennis Resurfacing Process

### Court Sanding

First we sand all surfaces with 20 Grit – 17” paper to remove loose materials and high spots. Cleaning courts using sanding is superior to water blasting courts and mitigates the effects of water intrusion into any cracked surfaces. This normally takes about 2 hours to exfoliate the court so that the new acrylics will properly adhere to the court. In some cases additional extensive sanding may be necessary to remove damaged or aged asphalt and acrylics. We use 40 – 60 Grit 17” sandpaper to grind down the court. These optional steps can take anywhere from a half to full day to completely sand down a court. These optional sanding steps are available at extra charge.

### Crack Cleaning & Excavation

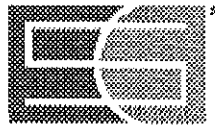
We then excavate loose material in cracks, blow and fill to level with Novacrylic acrylic court patch material made up of acrylic binder, cement and 30/60/90 grit sand depending on the crack depth. Where necessary, we use fill sand if cracks require a two-application process.

After application of the patch material, those areas are sanded with 20 grit sand paper to level.

### Guardian Crack Repair System

On those cracks identified for the *Guardian Crack Repair System* those areas are to be cleaned, filled, dried and sanded level prior to the Guardian application. The Guardian Crack Repair System is made up of a highly flexible eighteen-inch wide laminate consisting of a 45-mil thick performance, proprietary formulation adhesive of synthetic and natural resins bonded to a high strength, flexible 15-mil stitch-bonded polyester fabric creating a waterproof membrane. The overall thickness of the material is 60 mil. After Guardian material is installed, the edges are feathered with an acrylic court binder, cement and sand mix. We take extra care to not cover the Guardian material with this court patch application. After the feathered material has dried, all areas are sanded to take out ridges and create a smoother finish. After sanding, we apply a fiberglass fabric to all edges of the Guardian repair fabric and cover approximately 4” on the Guardian and the balance on surface adjacent to the Guardian fabric. The Guardian Crack Repair product is then finished at the edge with a Poly Fiber Gel Coat, a proprietary SBR (Styrene Butadiene Rubber) Latex Polymer. We insure that all fiberglass is saturated with the Poly Fiber Gel Coat. After the acrylic has dried, we feather a second coat of court patch to further feather all edges. The areas where Guardian is applied are sanded after

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(925) 932-4108



## SPORT COURT TENNIS

completely dry. Normally we then apply 1-3 coats of SportCoatEpoC to blend Guardian and then apply Sport Court Tennis color coating process or equal.

### **Tenntrex-3000 Polyester Stitch Bonded Fabric**

The alternative repair process is to use Sport Court Tenn-trex-3000 Stitch Bonded Polyester Reinforcing Fabric. All cracks are filled with acrylic court patch as described above. Then the Sport Court Tenn-trex-3000 fabric is placed over a layer of Poly Fiber Gel Coat, ensuring that a minimum of 3" of material is beyond the center of the crack in both directions. The Gel Coat is then applied to saturation to the top fabric layer and allowed to dry completely prior to the next layer application.

### **Asphalt Emulsion**

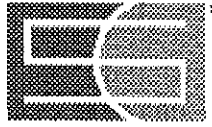
Sometimes it is appropriate to apply one or two coats of asphalt emulsion over old damaged courts in order to fill hair line cracks. This is an option depending upon the state of the court surface.

### **Acrylic Resurfacer**

After the cracks have been filled, and patched with either the Guardian Crack Repair System, Tenn-trex-3000 Stitch Bonded Polyester Fabric, or simply Acrylic Court Patch, Sport Court Tennis will then apply one coat of SportCoatEpoC, an Epoxy Modified Acrylic Resurfacer on the entire. This product is different from a standard acrylic resurfacer and has superior adhesion properties to seal and bind the substrate with the acrylic color coatings and diminish the potential for delamination of materials. The epoxy is added at a 50:1 ratio—acrylic to epoxy. 1<sup>st</sup> coat Batch quantities shall be approximately 25 gallons each of SportCoatEpoC, 150 lbs of Nevada 60 round sand and 10 gallons of water (maximum of 15 gallons of water can be used based on ambient and surface temperature) prior to application. If a second coat is necessary, the mix is the same but the sand is reduced to 100.

In conjunction with the application of the Acrylic Resurfacer, Sport Court Tennis applies a 3-2 (or 3-3) color coating system (minimum 3 coats on the inside and 2 in the borders). Our color coating follows the following mixing consistencies to guarantee pure acrylic color consistencies. The first coat and batch shall be 20 gallons—15 gallons of a urethane fortified neutral acrylic at a ratio of 50:1 acrylic to urethane, 5 gallons of urethane fortified colored acrylic (same mix ratio), 150 lbs of Nevada 60 round sand, and 10-15 gallons maximum of added water. Quantity of batches will be based on total square footage of project broken down into court centers and borders. The second coat and batches shall be 20 gallons (but reverse neutral and color quantities)—15 gallons of urethane fortified colored acrylic (50:1 mix ratio as above), 5 gallons of urethane fortified

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Walnut Creek, CA 94597  
(925) 932-4108



E F F O R T  
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neutral acrylic (50:1 mix ration as above), 150 lbs of Oklahoma 85 mesh (85-90 mesh is acceptable). The final coat shall be 100% pure urethane fortified colored acrylic with no neutral and a maximum of 50 lbs of sand. After the acrylic color coats have dried, we tape out and apply lines with U.S.T.A. approved white line paint to U.S.T.A. standards.

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(925) 932-4108

## **DISTRICT – OLD BUSINESS**

4. Board President Chuck Toombs will present to the Board a request to retain Brown Taylor as special employee to the District to facilitate the administration of the General Manager/ Chief of Police Annual Goal Setting and Performance Appraisal and to approve payment for such services as are set forth in the accompanying budget with payment at the rate of \$150.00 per hour. This item was tabled from the April 14<sup>th</sup> meeting. Board Action.

**Kensington Performance Appraisal Facilitation Proposal – 2011  
(DRAFT PROPOSAL)**

Event	Activity Description	Projected Time / Exp.
Planning PA Process	<ul style="list-style-type: none"> <li>• Meet (phone / person) with Board President</li> <li>• Confirm Scope of Work</li> <li>• Review Master Documents to be Used</li> <li>• Review most recent COP/GM Performance Appraisal + Goals and Objectives</li> <li>• Set Meeting with COP/GM to Discuss Process, Define Expectations, Time Lines, Feedback of Goal Attainment, Process for Establishing New Goals.</li> <li>• Identify Board (PA) Review Committee</li> <li>• Submit and Discuss PA Process Schedule with Board President.</li> </ul>	2.5 Hours
Meet With COP/GM (On Site)	<ul style="list-style-type: none"> <li>• Explain PA process + Time Line adopted by the Board President &amp; Review Committee (above)</li> <li>• Review Most Recent PA, Goals and Objectives.               <ul style="list-style-type: none"> <li>- Accomplishments</li> <li>- Those not Achieved.</li> </ul> </li> <li>• Define New Objectives generated during the course of the year</li> <li>• Set Date for and format for Memo Response to the Board re above.</li> <li>• Identify what he wants to accomplish for the next rating period.</li> <li>• Identify concerns / modification to the process, if any.</li> </ul>	2.5 hours
Meet With the Board (On Site)	<ul style="list-style-type: none"> <li>• Meet in Closed Session (COP/GM Performance Appraisal)</li> <li>• Board Members to receive complete informational packet for review prior to the meeting. Generated by e-mail or person by Facilitator or the District Secretary.</li> <li>• Explain Process Adopted by the Board President.               <ul style="list-style-type: none"> <li>- PA Process ("Beginning, Middle, End") with focus on COP/GM Compensation, Contract Status, Building on Displayed Strengths.</li> </ul> </li> <li>• Introduce Board PA Review Committee</li> <li>• Define PA Expectation of Board Members</li> <li>• Review Worksheets / Forms previously sent. Have "back-ups" available.</li> <li>• Pass-out Response from the COP/GM to Board Members for Information.</li> <li>• E-Mail or Fax Forms back to Facilitator by (Date)</li> </ul>	2.5 hours

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Log Data Received	<ul style="list-style-type: none"> <li>• Receive and Review Board Member Ratings for the Core Competency Ratings and Proposed Goals for the 2011 / 2012 Fiscal Year.</li> <li>• Display Ratings on a Master Rating Sheet Matrix with Observations and Comments Regarding Strengths and Opportunities for Improvement.</li> <li>• Send Matrix to all Board Members.</li> </ul>	3 hours
Meet With Board Members For PA Rating Consensus. (On-Site)	<ul style="list-style-type: none"> <li>• Board Closed Session (PA Appraisal for COP/GM)</li> <li>• Review Final Ratings for Board Consensus</li> <li>• Refer Final Ratings following Consensus to the Board Performance Appraisal Committee via the Board President for PA Administration</li> <li>- Office Work by the Facilitator. Forward Final to the Board President for Distribution.</li> </ul>	2 hours
ESTIMATED TOTAL HOURS		12.5 HOURS
Travel	<ul style="list-style-type: none"> <li>• Three Confirmed "On Site" Visits – Possibly Four.</li> <li>- Travel @ \$.51 per mile – 100 mile per trip</li> <li>- Bridge Toll \$5.00</li> </ul>	<p>\$204.00</p> <p>\$20.00</p>
Miscellaneous	<ul style="list-style-type: none"> <li>• Copy Expenses</li> <li>• Facilitation Products – Flip Chart Materials</li> </ul>	\$30.00

DRAFT

**Kensington Police Protection and Community Services District**  
**STAFF REPORT**

**DATE:** March 11, 2010  
**TO:** KPPCSD Board of Directors  
**FROM:** Brown Taylor, Special District Employee  
**SUBJECT:** **General Manager / Chief of Police Annual Goal Setting and Performance Appraisal Process District Policy and Procedure Amendment – FIRST READNG**

---

**Report Structure:**

- Recommendation that the District Policy and Procedures Manual be amended to include a process for annual "Goal Setting" and "Performance Appraisal" for the General Manager / Chief of Police (GM/COP).
- Background and Analysis Goal Setting and Performance Appraisal Process.
- Attachments:
  - (A) Proposed Language for the proposed District Policy Amendment
  - (B) Annual Performance Appraisal Time Line to be Calendared and Monitored by the District Secretary.
  - (C) Annual Goal Setting and Performance Appraisal Board Worksheet.
  - (D) Annual Goal Setting and Performance Appraisal Board Final Document

**Recommendation:**

That the KPPCSD Board of Directors, pursuant to District Policy "1010" amend District Policy Manual Series 2000 (Personnel) to include Policy Number 2000.25 "Performance Appraisal – General Manager" as displayed in ATTACHMENT "A" of this staff report;  
AND

That the District Secretary be directed to maintain a notification system on the Board Master Calendar to track Performance Appraisal Process Time Lines as displayed in ATTACHMENT "B" of this staff report; AND FURTHER

That the District Secretary be directed to maintain in file the "Annual Goal Setting and Performance Appraisal Board Worksheet and Final Document as displayed in ATTACHMENTS "C" AND "D" for annual distribution to the Board when requested.

## Background

Defining expectations and assessing the General Manager / Chief of Police, (GM/COP) is one of the Board's primary governance responsibilities.

The performance Appraisal process for the General Manager / Chief of Police, (GM/COP) has not been consistent in terms of receiving a formal annual review of performance and statement of Board expectations in a format that solicits input from all Board Members.

This process, developed with assistance from Dr. Charles Beesley, provides structure for the very important annual "Goal Setting and Performance Appraisal Process" between the District Board and the GM/COP. The process was developed using the following assessments.

- Input from Dr. Charles Beesley
- Video Review of the January 2009 Board Planning Workshop
- Review of the Planning Workshop Summary Report
- Review of Municipal Executive Level Performance Appraisal Formats.
- Board and Community Member Interviews.
- Review by and Input from the Project Steering Committee

At the January 2009 District Planning Session participants, (Board Members and GM/COP) agreed that an annual performance evaluation of the GM/COP would be an appropriate time frame utilizing a standard form that allows for input from both the Board and GM/COP. The evaluation process discussed was that:

- The Board and GM/COP would agree on annual performance goals.
- The evaluation form would include "core functions" and "performance expectations".
- The evaluation would allow for unanticipated events, impacts and response on the part of the GM/COP.
- The Executive Committee would be the liaison between the Board and GM/COP.

Additionally, the current Board has used this proposed process to administer the most recent performance appraisal to the GM/COP. Certain modifications were made as the Board moved through the process to the form that is now presented.

## **Analysis**

For this assessment it is important to “recognize and focus” on the GM/COP responsibilities of providing executive leadership as the Chief of Police, providing administrative direction and guidance for issues of public safety, and the role of General Manager for District operations.

The process is a tool to be used in two phases: it is a planning tool as well as an assessment tool. The GM/COP should be an integral part of both the planning and assessment phases. The GM/COP must agree with the performance objectives, and make certain that the Board members understand what they must do to support the GM/COP in order to achieve the goals, to include an ongoing assessment and goal prioritization resulting from emerging issues facing the District. The GM/COP must also ensure that the Board has the information to fairly conduct an assessment, and provide the Board with his/her own evaluation and feedback on performance.

### **Worksheet and Final Board Documents (Attachment “C” and “D”)**

All Board members and the GM/COP will complete the “worksheet” document and provide comments and suggestions to the Board Review Committee. The Committee will then facilitate an executive session of the Board and upon feedback from the Board will prepare a “Final Board Assessment Document” for review with the GM/COP. Following review with the GM/COP the Board will deliberate in “open session” potential adjustment in GM/COP compensation. In the event the entire Board and/or GM/COP wish to discuss the evaluation in closed session this should be acknowledged and take place in a timely fashion.

#### **Phase 1 Annual Performance Goals:**

By the beginning of the “Fiscal Year”, the Board and GM/COP must reach a clear understanding of expectations, goals and priorities for the GM/COP and/or Board. This is accomplished through review and update of a list of specific and measurable tasks and the establishment of goals for the next fiscal year. They can be a combination of personal, professional, and District goals reflective of District priorities.

Phase II Assessment / Core Competencies:

Core Competencies / Job Dimension Elements, "2.1" through "2.9", are ongoing skills, capabilities, and responsibilities that are essential for the success of the GM/COP and are outlined in the GM/COP job description. For this phase each of the nine (9) General Dimensions and seventy-two (72) sub-factor dimensions should receive a well defined numerical score from 1 to 5", with a "1" being weak and a "5" being strong.

**Annual Time Line for Performance Appraisal Process: (Attachment "B")**

The Process "Time Line" is included to facilitate the timely response to each phase of the process. In addition to adding order and structure to the process for current Board administration the time line serves as a resource for future Board Members.

Significant "time milestones" should be placed on the District Board Master Calendar.

**Proposed District Policy Manual Amendment: (Attachment "A")**

This is the "First" of "Two" Required Readings pursuant to District Policy 1010, (Adoption / Amendment of Policies) for this proposed Amendment to District Policy Series 2000, Personnel – Executive Officer.

Consultation with the California Special Districts Association was initiated for Policy Manual format and language for this proposed amendment.

The Policy is designed to provide stability to the objectives of the "annual review process", yet flexibility in terms of using a process for discussion and encourages feedback in the development of goals and the performance evaluation.

**Fiscal Impact:**

None

**Alternatives:**

Adopt this Performance Appraisal Process as an informal Board Policy rather than formally amending Series 2000 of the District Policy Manual

ATTACHMENT

A

PROPOSED DISTRICT POLICY AMENDMENT

**POLICY TITLE: Annual Goal Setting and Performance Appraisal –  
General Manager / Chief of Police**

**POLICY NUMBER: 2000.25**

**2000.25.1** The General Manager of the District is retained and serves at the will of the Board of Directors. The Board of Directors shall review the performance of the General Manager after the initial six months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

**2000.25.2** The performance evaluations should occur in closed session annually during the first Board of Directors meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board of Directors and the General Manager. The President of the Board shall, annually, establish a time line for the performance appraisal process and the District Board Secretary shall maintain a notification system that tracks process dates, specifically, when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the General Manager.

**2000.25.3** The Board of Directors will agree upon an evaluation form to be provided to the Board and completed prior to the formal performance review session. Board of Directors shall be encouraged to prepare input on the form (worksheet) prior to the Board of Directors meeting.

**2000.25.4** During the scheduled closed session(s) the Board should offer opportunity to meet as a group with the General Manager to verbally discuss the components of the performance evaluation. If requested by the Board and/or the General Manager, the District's Legal Counsel may attend the evaluation session.

Following input of the General Manager and the Board by way of the Performance Appraisal Worksheet, the Board shall meet and determine an overall evaluation of the General Manager's performance for the past review period and by way of the Board's designated committee provide written notification to the General Manager of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the General Manager and a copy kept in the General Manager's personnel file. The performance evaluation shall be kept confidential. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

**2000.25.5** The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period. They can be a combination of personal, professional, and District goals reflective of District priorities.

# ATTACHMENT

## B

### ANNUAL PERFORMANCE APPRAISAL TIME LINE



## Goal Setting and Performance Appraisal Process

Process	Recommendation for Administration
Board President Identifies Process time line and Board Member Review Committee for GM/COP Performance Appraisal	<ul style="list-style-type: none"> <li>• January "Board Member Committee appointment and goal setting session.</li> <li>• New Board President establishes a time line for the GM/COP Performance Appraisal process to conclude by the end of the F/Y with time for GM/COP compensation adjustment.</li> <li>• Selects a Performance Appraisal. Review (Executive) Committee.</li> </ul>
Board President and Past Board President have a mid fiscal year review of goals and performance dimensions with the GM/COP.	<ul style="list-style-type: none"> <li>• Set appointment with two weeks lead time for Performance Appraisal review by GM/COP and "Presidents"</li> </ul>
Board President meets with GM/COP monthly to specifically review Performance Appraisal Document. Provides on-going feedback.	<ul style="list-style-type: none"> <li>• On-going monthly process.</li> <li>• Identification of emerging issues</li> <li>• Prioritization of emerging issues with initial goals.</li> <li>• Board notification of re-prioritized objectives.</li> </ul>
Distribution of Performance Appraisal " <u>Worksheet</u> " Document to Board Members and GM/COP.	<ul style="list-style-type: none"> <li>• May distribution</li> <li>• President Identifies time line for process</li> </ul>
Board Member personal reflection of Performance Appraisal dimensions by GM/COP.  Include thoughts about personal / professional and District Goals for the next fiscal year.	<ul style="list-style-type: none"> <li>• Return to Board President – Mid or End of May</li> </ul>
GM/COP personal reflection of Performance Appraisal dimensions and accomplishment of F/Y Goals, with projection for those not accomplished.  Include thoughts about personal / professional and District Goals for the next fiscal year.	<ul style="list-style-type: none"> <li>• Return to Board President – Mid or End of May</li> </ul>
Review (Executive) Committee Consolidates Information from " <u>worksheets</u> " in Draft Performance Appraisal for Board Closed Session Review.	<ul style="list-style-type: none"> <li>• Review Committee prepares Draft Performance Appraisal and Goal setting from information submitted by Board Members and GM/COP for Board Presentation.</li> </ul>

<p>GM/COP / Board Review (Executive) Committee set Goals for next Fiscal Year.</p>	<ul style="list-style-type: none"> <li>• No more than 10, (meaningful / significant) Goals</li> </ul>
<p>Board Closed Session for <u>review and consensus adoption</u> of the Draft Performance Appraisal and Goals by the Review (Executive) Committee.</p>	<ul style="list-style-type: none"> <li>• Information presented by the Board Review (Executive) committee from Board Member and GM/COP input.</li> <li>• Recommend Compensation Plan.</li> </ul>
<p>GM/COP meet with the Review (Executive) Committee for Performance Appraisal Administration.</p>	<ul style="list-style-type: none"> <li>• Review Performance Appraisal &amp; Goal Setting Document. Explanation of Appraisal Elements and Confirmation of New F/Y Goals.</li> </ul>
<p>GM/COP Requests a Closed Session meeting with the full Board (<b>OPTIONAL</b>) for further clarification of Performance Appraisal elements</p>	<ul style="list-style-type: none"> <li>• GM/COP precedes the meeting with an outline of topics to be discussed regarding the performance review.</li> </ul>
<p>Board Meeting Adoption of new F/Y Budget and Compensation adjustment for GM/COP.</p>	<ul style="list-style-type: none"> <li>• June Board Meeting</li> </ul>

# ATTACHMENT

# C

## PERFORMANCE APPRAISAL WORKSHEET

**Kensington Police Protection and Community Services District  
Contra Costa County, California**

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**General Manager / Chief of Police**

**Goal Setting and Performance Appraisal Document**

**PREPARATORY WORKSHEET**  
FOR  
BOARD FINAL REVIEW

Fiscal Year: \_\_\_\_\_ to \_\_\_\_\_

Board Member \_\_\_\_\_, Date \_\_\_\_\_

Return to the Board President by \_\_\_\_\_

*RECOMMENDED TIME FOR COMPLETION 1 HOUR*

## PERFORMANCE APPRAISAL SUMMARY

Defining expectations and assessing the General Manager / Chief of Police, (GM/COP) is one of the Board's primary governance responsibilities.

While the performance appraisal is meant to critique the GM/COP performance and what has been accomplished during the past review period, it is also a communications tool and a learning process whereby the District Board Members and the GM/COP can learn more about each other's expectations and where strengths and weaknesses exist in the relationship. The performance evaluation should be a thoughtful, effective, sensitive, and positive process.

For this assessment it is important to "recognize and focus" on the GM/COP responsibilities of providing executive leadership as the Chief of Police, providing administrative direction and guidance for issues of public safety, and the role of General Manager for District operations.

### How to Use This Tool

This document is a tool to be used in two phases: it is a *planning* tool as well as an *assessment* tool. The GM/COP should be an integral part of both the planning and assessment phases. He/She must agree with the performance objectives, and make certain that the Board members understand what they must do to support the GM/COP in order to achieve the goals, to include an ongoing assessment and goal prioritization resulting from emerging issues facing the District. The GM/COP must also ensure that the Board has the information to fairly conduct an assessment, and provide the Board with his/her own evaluation and feedback on performance.

### **Phase 1 Annual Performance Goals:** (Sections I and III)

By the beginning of the "Fiscal Year", the Board and GM/COP must reach a clear understanding of expectations, goals and priorities for the GM/COP and/or Board. This is accomplished through review and update of this document. A list of specific and measurable tasks that the GM/COP has been charged with accomplishing for the previous fiscal year, (*section I*) and the establishment of goals for the next fiscal year, (*section III*). In general, these goals will change from year. They can be a combination

of personal, professional, and District goals reflective of District priorities that are tied specifically to the budget planning process.

**Phase II    Assessment / Core Competencies, (section II)**

Core Competencies Job Dimension Elements, “2.1” through “2.9”, are ongoing skills, capabilities, and responsibilities that are essential for the success of the GM/COP and are outlined in the GM/COP job description. In general, these elements should not change from year to year.

For this phase each question should receive a numerical score from 1 to 5”, with a “1” being weak and a “5” being strong as defined below. A comment section is included after each question and category.

- (1)    Unsatisfactory – Work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- (2)    Improvement Needed – Work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
- (3)    Meets Job Standard – Work performance consistently meets the standards of the position.
- (4)    Exceeds Job Standard – Work performance is frequently or consistently above the level of satisfactory, but has not achieved an overall level of outstanding performance.
- (5)    Outstanding – Work performance is consistently excellent when compared to the standards of the job.

**Inclusive Rating Process:**

All Board members and the GM/COP will complete this document and provide comments and suggestions to the Board Review Committee. The Committee will then facilitate an executive session of the Board and upon feedback from the Board will prepare a final assessment for review with the GM/COP. Following review with the GM/COP the Board will deliberate in “open session” potential adjustment in GM/COP compensation. In the event the entire Board and/or GM/COP wish to discuss the evaluation in closed session this should be acknowledged and take place in a timely fashion.

## SECTION 1 - ANNUAL PERFORMANCE GOALS

THE GM/CP WILL PROVIDE AN ASSESSMENT FOR THIS SECTION UNDER SEPARATE COVER

The assessment here is to simply display the goals from the previous Performance Appraisal and answer the question, whether or not the task has been completed as identified. The GM/COP should complete this Summary Response.

The following goals were for the rating period of \_\_\_\_\_ to \_\_\_\_\_

#	Performance Goal	Met	Not Met	Comment Partially Met
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Comments and Observations: