

## DISTRICT - 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. Board Action.

**RESOLUTION NO. 2011-006**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT,  
INITIATING PROCEEDINGS FOR THE LEVY AND COLLECTION OF ASSESSMENTS FOR  
THE KENSINGTON PARK ASSESSMENT DISTRICT  
FOR FISCAL YEAR 2011/12**

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the "Board of Directors") does resolve as follows:

**WHEREAS**, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the "Act") to establish the Kensington Park Assessment District (the "Assessment District"); and

**WHEREAS**, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Annual Report.

**NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:**

1. **Annual Report:** The Board of Directors hereby orders NBS to prepare and file with the Secretary of the Board of Directors the Annual Report concerning the levy and collection of assessments within the Assessment District for the fiscal year commencing July 1, 2011 and ending June 30, 2012.
2. **New Improvements or Changes to Existing Improvements:** There are no changes to existing improvements nor are there any items being added to the list of improvements previously approved at the formation of the Assessment District.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on \_\_\_\_\_, the \_\_\_\_ day of \_\_\_\_\_, 2011, by the following vote to wit:

AYES:

\_\_\_\_\_  
Chuck Toombs, President

NOES:

\_\_\_\_\_  
Linda Lipscomb, Vice President

ABSENT:

\_\_\_\_\_  
Tony Lloyd, Director

\_\_\_\_\_  
Mari Metcalf, Director

\_\_\_\_\_  
Cathie Kosel, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on \_\_\_\_\_, the \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
District General Manager

## DISTRICT - 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. Board Action.

**RESOLUTION NO 2011-007**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT,  
APPROVING THE ANNUAL REPORT FOR  
THE KENSINGTON PARK ASSESSMENT DISTRICT  
FOR FISCAL YEAR 2011/12**

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the "Board of Directors") does resolve as follows:

**WHEREAS**, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the "Act") to establish the Kensington Park Assessment District (the "Assessment District"); and

**WHEREAS**, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Annual Report; and

**WHEREAS**, the Board of Directors has, by previous resolution, ordered NBS to prepare and file such Annual Report; and

**WHEREAS**, NBS has prepared and filed such Annual Report with the Secretary.

**NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:**

1. **Approval of Report:** The Board of Directors hereby approves the Annual Report concerning the levy of assessments as submitted by NBS for the fiscal year commencing July 1, 2011 and ending June 30, 2012.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on \_\_\_\_\_, the \_\_\_\_ day of \_\_\_\_\_, 2011, by the following vote to wit:

AYES:

\_\_\_\_\_  
Chuck Toombs, President

NOES:

\_\_\_\_\_  
Linda Lipscomb, Vice President

ABSENT:

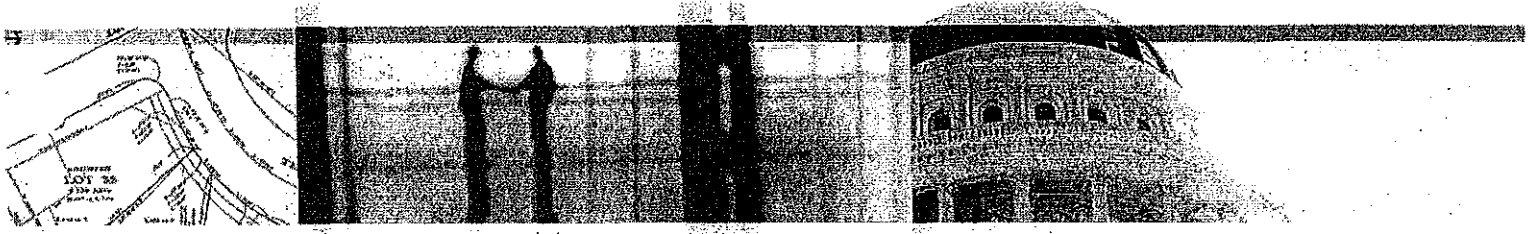
\_\_\_\_\_  
Tony Lloyd, Director

\_\_\_\_\_  
Mari Metcalf, Director

\_\_\_\_\_  
Cathie Kosel, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on \_\_\_\_\_, the \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
District General Manager



**Kensington Police Protection and  
Community Services District**

**Kensington Park Assessment District**

**Engineer's Report  
Fiscal Year 2011/12**

*Submitted by*



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San Francisco, CA 94102  
800.434.8349

**Kensington Police Protection and Community Services District**  
217 Arlington Avenue  
Kensington, CA 94707  
Phone - (510) 526-4141  
Fax - (510) 526-1028

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**BOARD MEMBERS**

Chuck Toombs, President

Linda Lipscomb, Vice President

Tony Lloyd, Director

Mari Metcalf, Director

Cathie Kosel, Director

**DISTRICT STAFF**

Gregory E. Harman, Chief of Police/General Manager

**NBS**

Tim Seufert, Client Services Director

Sara Mares, Project Director

Jason Roth, Financial Analyst



# TABLE OF CONTENTS

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<b>1. EXECUTIVE SUMMARY</b>	<b>1-1</b>
<b>2. OVERVIEW</b>	<b>2-1</b>
2.1. INTRODUCTION.....	2-1
2.2. EFFECT OF PROPOSITION 218.....	2-1
2.3. DESCRIPTION OF DISTRICT AND SERVICES.....	2-1
<b>3. ESTIMATE OF COSTS</b>	<b>3-1</b>
3.1. DESCRIPTION OF BUDGET ITEMS.....	3-1
3.2. KENSINGTON PARK BUDGET.....	3-1
<b>4. METHOD OF APPORTIONMENT</b>	<b>4-1</b>
4.1. METHOD OF APPORTIONMENT.....	4-1
4.2. LAND USE BENEFIT FACTORS.....	4-1
4.3. BALANCE TO LEVY.....	4-1
4.4. TOTAL ASSESSMENT PER EDU.....	4-2
4.5. HISTORICAL MAXIMUM ASSESSMENT PER EDU.....	4-2
4.6. SAMPLE CALCULATIONS.....	4-3
<b>5. ASSESSMENT DIAGRAM</b>	<b>5-1</b>
<b>6. ASSESSMENT ROLL</b>	<b>6-1</b>

# 1. EXECUTIVE SUMMARY

The Board of Directors of the Kensington Police Protection and Community Services District ("KPPCSD"), State of California, has directed NBS Government Finance Group, DBA NBS ("NBS"), to prepare and file a report presenting plans and specifications describing the general nature, location, and extent of the improvements to be maintained and an estimate of the costs of the maintenance and operations and servicing of the improvements for the Kensington Park Assessment District (the "District") for Fiscal Year 2011/12 pursuant to the provisions of the *Landscape and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500)* (hereafter referred to as the "Act").

The report includes a diagram for the District, showing the area and properties proposed to be assessed, an assessment of the estimated costs of the maintenance, operations and servicing the improvements, and the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

The assessment rate and the annual rate escalation factor of the annual San Francisco Bay Area CPI were approved by property owners through the assessment balloting procedures set forth in Section 4 of Article XIID of the California Constitution at a public hearing on May 28, 1997.

The following assessment is made to cover the portion of the estimated costs of maintenance, operation and servicing of said improvements to be paid by the assessable real property within the District in proportion to the special benefit received.

## SUMMARY OF ASSESSMENT

DESCRIPTION	AMOUNT
Balance to Levy (1)	\$31,689.20
Total Equivalent Dwelling Units	2,249.056
<b>Total Assessment Per Equivalent Dwelling Unit</b>	<b>\$14.09</b>
<b>Total Parcels to be Assessed</b>	<b>2,182</b>

(1) Actual levy applied to tax roll may vary due to rounding

## **2. OVERVIEW**

### **2.1. Introduction**

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On December 6, 1994, KPPCSD formed the District for the purpose of providing improvements which benefit parcels in the District. Since that time, the District has been levying and collecting special assessments to pay for maintaining and servicing those improvements.

This Engineer's Report ("Report") describes the District and the proposed charge per Equivalent Dwelling Unit (E.D.U.) for Fiscal Year 2011/12 based on the historical and estimated costs to maintain the improvements and to provide the services that benefit parcels within the District. Maintenance and operation of the facilities provides a healthy alternative for youth and adult activities while protecting the capital investments that have been made within the District.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number by the Contra Costa County Assessor's Office. The Contra Costa County Auditor/Controller uses Assessor's Parcel Numbers and specific Fund Numbers, to identify on the tax roll, properties assessed for special district benefit assessments.

Following consideration of public comments at a noticed public hearing, the Board of Directors may confirm the diagram and may order the levy and collection of assessments for Fiscal Year 2011/12. If approved, the assessment information shall be submitted to the Contra Costa County Auditor/Controller and included on the property tax roll for each benefiting parcel for Fiscal Year 2011/12.

### **2.2. Effect of Proposition 218**

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On November 5, 1996, California voters approved Proposition 218 by a margin of 56.5% to 43.5%. The provisions of the Proposition, now California Constitutional Articles XIII C and XIII D, adds substantive and procedural requirements to assessments, which affect the KPPCSD maintenance assessments.

The assessment rate and the annual rate escalation factor of the annual San Francisco Bay Area CPI were approved by property owners through the assessment balloting procedures set forth in Section 4 of Proposition 218 at a public hearing on May 28, 1997. The San Francisco Bay Area CPI increase for the period ending February 2011 was 1.696%.

### **2.3. Description of District and Services**

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The District operates, services, and maintains the following improvements:

- Landscaping and grass
- Water and electric services
- Equipment and supplies
- Repair or replacement of existing improvements
- Addition of future improvements (if determined to be necessary)

The District consists of a residential area, generally located north of the Contra Costa County line, east of Santa Fe Avenue, west of Kensington Road and south of Gelston Place.

### 3. ESTIMATE OF COSTS

#### 3.1. Description of Budget Items

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**Operations & Maintenance - Includes the following:**

*Tree Pruning/Removal* – Includes the costs for trimming trees and removal of debris.

*Utilities* – Includes the costs for water to irrigate the landscaping and the costs for electricity for street lighting.

*Miscellaneous Services/Equipment* – Includes the costs for maintaining and replenishing equipment and supplies.

*Miscellaneous Repairs* – Includes any infrastructure repair on District Property, including repairs to buildings.

**Incidental Expenses - Includes the following:**

*Administrative Services* – Includes services necessary for District maintenance, including preparation of the Annual Engineer's Report and expenses for the services of KPPCSD personnel.

*Levy Fees* – Includes the County of Contra Costa parcel charges to collect the assessments on the County Tax Roll.

#### 3.2. Kensington Park Budget

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The proposed budget for Fiscal Year 2011/12 is as follows:

Account Description	2011/12 Proposed Budget
Maintenance Contract	\$37,000.00
Tree Pruning/Removal	4,000.00
Utilities	7,500.00
Drain Clearing	1,000.00
<b>Operations &amp; Maintenance Total</b>	<b>\$49,500.00</b>
Administrative Services	6,000.00
Levy Fees	1,600.00
Incidental Expenses	2,000.00
<b>Expenses Total</b>	<b>\$9,600.00</b>
<b>Total Costs</b>	<b>\$59,100.00</b>

167

## 4. METHOD OF APPORTIONMENT

### 4.1. Method of Apportionment

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Pursuant to the Act, the costs of the District may be apportioned by any formula or method which fairly distributes the net amount to be assessed among all assessable parcels in proportion to the estimated special benefit to be received by each such parcel from the maintenance, servicing, and operation of the improvements. The formula used for the District reflects the composition of the parcels and the improvements and services provided to fairly apportion the costs based on the estimated benefits to each parcel.

The benefit was determined to be equal for all Equivalent Dwelling Units (E.D.U.) within the District.

#### Kensington Park Assessment District

The method used to calculate the assessments within the District is as follows:

$$\text{Total Balance to Levy} / \text{Total E.D.U.} = \text{Levy per E.D.U.}$$

To determine the E.D.U. for assessable parcels, the Benefit Unit Factor (B.U.F.) is multiplied by the number of developed residential units on the parcel. Undeveloped and non-residential parcels are not assessed. The CPI Rate Escalation Factor is applied to the Levy per E.D.U. each year.

The Operations and Maintenance are of special benefit to those parcels in the District. The benefit derived by the community at large is negligible and is considered a general benefit.

### 4.2. Land Use Benefit Factors

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Property Type/ Land Use Code	B.U.F. Per Unit
Single Family Residential Parcels	1.000
Multi-Family Residential Parcels	0.768
Vacant Residential Parcels	0.000
Non-Assessable Parcels	0.000

### 4.3. Balance To Levy

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*Total District Costs* – Includes the Maintenance and Operations and Incidental costs determined above, in Section 3 of this Report.

*Other Funding Sources* – This is the amount of surplus or deficit funds resulting from the previous year's assessments. This can also include funds designated for use by the District that are not from District Assessments. These funds are added to or subtracted from the District account, and assessments adjusted accordingly.

*Balance to Levy* – This is the total amount to be levied and collected through assessments for the current fiscal year. The Balance to Levy represents the sum of the Maintenance and Operations, Incidental Expenses, Beginning Balance, (deficit or surplus from last year) and Other Funding Sources less installment rounding.

Description	Amount
Total Costs	\$59,100.00
Beginning Balance	0.00
Other Funding Sources (1)	(27,431.88)
<b>Subtotal Balance to Levy</b>	<b>\$31,689.20</b>
Installment Rounding	(21.08)
<b>Total Balance To Levy</b>	<b>\$31,668.12</b>

(1) Revenue from the KPPCSD general fund

#### 4.4. Total Assessment Per EDU

Description	Amount
Balance to Levy (1)	\$31,689.20
Total District E.D.U.	2,249,056
<b>Total Assessment Per E.D.U.</b>	<b>\$14.09</b>

(1) Actual levy applied to tax roll may vary due to rounding

#### 4.5. Historical Maximum Assessment Per EDU

Fiscal Year	Assessment Rate
2001/2002	\$11.51
2002/2003	11.72
2003/2004	12.11
2004/2005	12.14
2005/2006	12.33
2006/2007	12.69
2007/2008	13.09
2008/2009	13.46
2009/2010	13.61
2010/2011	13.85
2011/2012	14.09

**4.6. Sample Calculations**

<b>Property Type/ Land Use Code</b>	<b>B.U.F. X Units or Acres = E.D.U.</b>	<b>Parcel E.D.U. X Levy Per E.D.U = Parcel Charge</b>	<b>Parcel Charge</b>
Single-Family Residential	1.00 X 1 Unit	1.000 X 14.09	\$14.09
Multi-Family Residential	0.768 X 2 Units	1.536 X 14.09	21.64
Vacant Residential	0.00 X 1 Unit	0.000 X 14.09	0.00

## **5. ASSESSMENT DIAGRAM**

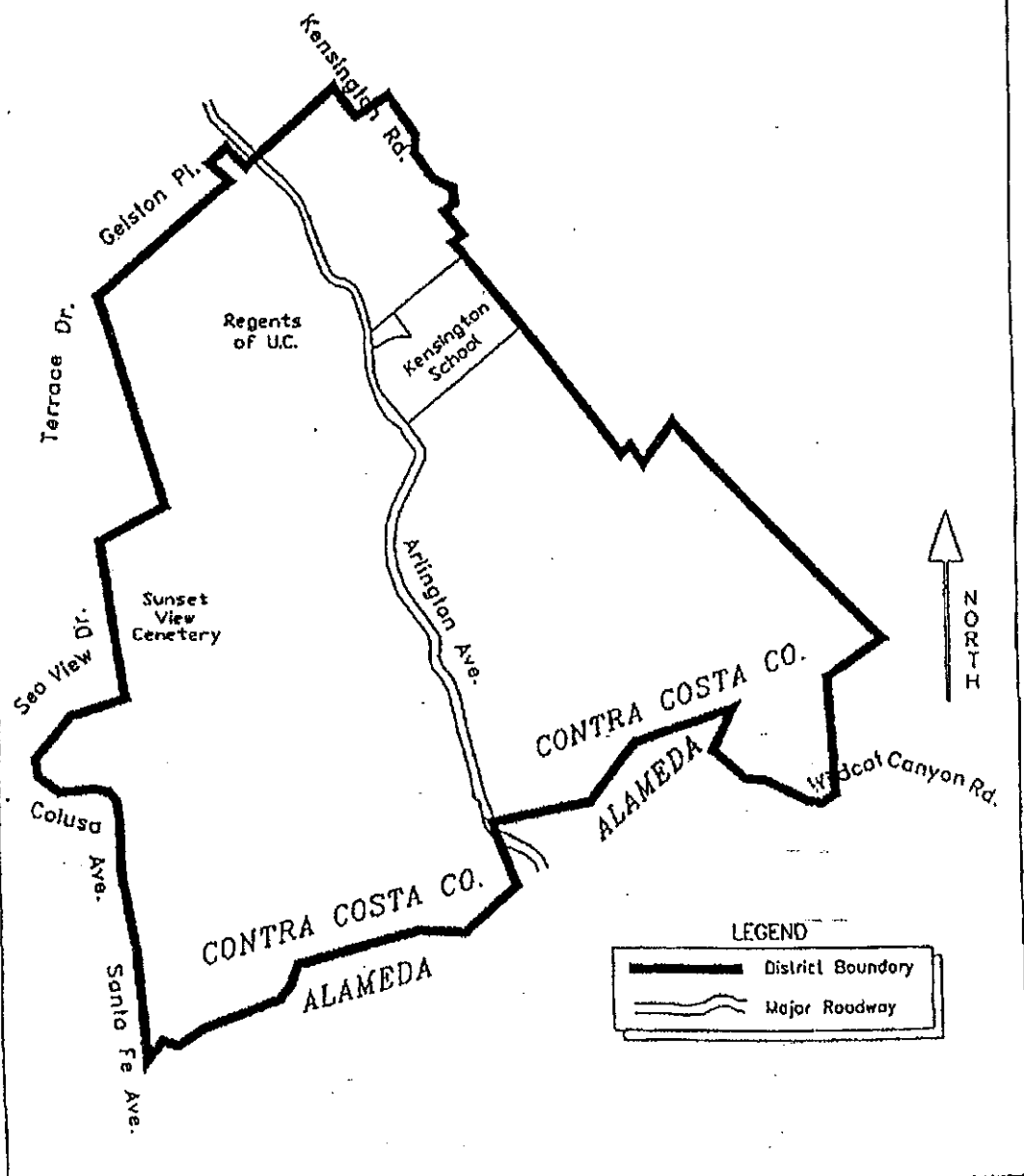
The following page provides a facsimile of the Assessment Diagram for the District. The lines and dimensions shown on the maps of the Contra Costa County Assessor for the current year are incorporated by reference herein and made part of this Report.



**ASSESSMENT DIAGRAM**  
**Kensington Park Assessment District**  
**Kensington Police Protection and Community Services District**  
**Contra Costa County, California**

Filed in the office of the District Secretary of the Kensington Police Protection and Community Services District this \_\_\_\_\_ day of \_\_\_\_\_

Edna Jones, District Secretary of the Kensington Police Protection and Community Services District  
 County of Contra Costa, State of California



## 6. ASSESSMENT ROLL

The assessment roll is provided on the following pages. The description of each lot or parcel as part of the records of the County Assessor of the County of Contra Costa are, by reference, made part of this Report.

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
570-011-002	\$14.08
570-011-003	14.08
570-011-004	14.08
570-011-005	14.08
570-011-006	14.08
570-011-007	14.08
570-011-008	14.08
570-011-009	14.08
570-011-010	14.08
570-011-011	14.08
570-011-012	14.08
570-011-013	14.08
570-011-014	14.08
570-012-001	14.08
570-012-002	14.08
570-012-003	14.08
570-012-004	14.08
570-012-005	14.08
570-012-008	14.08
570-012-009	14.08
570-012-010	14.08
570-012-011	14.08
570-012-012	14.08
570-012-013	14.08
570-012-014	14.08
570-012-015	14.08
570-012-016	14.08
570-020-001	14.08
570-020-002	14.08
570-020-003	14.08
570-020-004	14.08
570-020-005	14.08
570-020-006	14.08
570-020-007	0.00
570-020-010	14.08
570-020-011	14.08
570-020-012	14.08
570-020-013	14.08
570-020-014	14.08
570-020-015	21.64
570-031-001	14.08
570-031-002	14.08
570-031-003	14.08
570-031-004	14.08
570-031-005	14.08
570-031-006	14.08
570-031-007	14.08
570-031-008	14.08
570-031-009	14.08
570-031-010	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
570-031-011	14.08
570-031-012	14.08
570-031-013	14.08
570-031-014	14.08
570-032-001	14.08
570-032-002	14.08
570-032-003	14.08
570-032-004	14.08
570-032-005	14.08
570-032-006	14.08
570-032-007	14.08
570-032-008	14.08
570-032-009	14.08
570-032-010	14.08
570-032-011	14.08
570-032-012	14.08
570-032-013	21.64
570-032-014	14.08
570-032-015	14.08
570-032-016	14.08
570-032-017	14.08
570-032-018	14.08
570-032-019	14.08
570-032-020	14.08
570-032-021	14.08
570-032-022	14.08
570-032-023	14.08
570-032-024	14.08
570-032-025	14.08
570-032-026	14.08
570-032-027	14.08
570-032-028	14.08
570-032-029	14.08
570-032-030	14.08
570-032-031	14.08
570-041-001	14.08
570-041-002	14.08
570-041-003	14.08
570-041-004	14.08
570-041-005	14.08
570-041-006	14.08
570-041-007	14.08
570-041-008	14.08
570-041-009	14.08
570-041-010	14.08
570-041-011	14.08
570-041-012	14.08
570-041-013	14.08
570-041-014	14.08

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

**2011/12 Parcel Listing**

APN	Levy (1)
570-041-015	14.08
570-041-016	14.08
570-041-017	14.08
570-041-018	14.08
570-041-019	14.08
570-041-021	14.08
570-041-022	14.08
570-041-023	14.08
570-041-024	14.08
570-041-025	14.08
570-042-001	14.08
570-042-002	14.08
570-042-003	14.08
570-042-004	14.08
570-042-005	14.08
570-042-006	14.08
570-042-007	14.08
570-042-008	14.08
570-042-009	14.08
570-042-010	14.08
570-042-011	14.08
570-042-012	14.08
570-042-013	14.08
570-042-014	14.08
570-042-015	14.08
570-042-016	14.08
570-042-017	14.08
570-042-018	21.64
570-042-019	14.08
570-042-020	14.08
570-042-021	14.08
570-050-001	14.08
570-050-002	14.08
570-050-003	14.08
570-050-004	14.08
570-050-005	14.08
570-050-006	14.08
570-050-007	14.08
570-050-008	14.08
570-050-009	14.08
570-050-010	14.08
570-050-011	14.08
570-050-012	14.08
570-050-013	14.08
570-050-014	21.64
570-050-017	14.08
570-050-018	14.08
570-050-019	14.08
570-050-020	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
570-050-022	14.08
570-050-023	14.08
570-050-024	14.08
570-050-025	14.08
570-050-026	14.08
570-050-027	14.08
570-060-001	14.08
570-060-002	14.08
570-060-003	14.08
570-060-004	14.08
570-060-005	14.08
570-060-006	21.64
570-060-007	14.08
570-060-008	14.08
570-060-009	14.08
570-060-010	14.08
570-060-011	14.08
570-060-012	0.00
570-060-013	0.00
570-060-014	0.00
570-060-017	0.00
570-060-018	14.08
570-060-019	14.08
570-060-020	14.08
570-060-021	14.08
570-060-022	14.08
570-060-023	0.00
570-071-001	14.08
570-071-002	14.08
570-071-003	14.08
570-071-004	14.08
570-071-005	14.08
570-071-006	14.08
570-071-007	14.08
570-071-008	14.08
570-071-009	14.08
570-071-010	14.08
570-072-001	14.08
570-072-002	14.08
570-072-003	14.08
570-072-004	14.08
570-072-005	14.08
570-072-006	14.08
570-072-007	21.64
570-072-008	14.08
570-072-009	14.08
570-072-010	14.08
570-072-011	14.08
570-072-012	14.08

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

**2011/12 Parcel Listing**

APN	Levy (1)
570-072-013	14.08
570-072-014	14.08
570-081-001	14.08
570-081-002	14.08
570-081-003	14.08
570-081-004	21.64
570-081-005	14.08
570-081-007	14.08
570-081-008	14.08
570-081-009	14.08
570-081-010	14.08
570-081-011	14.08
570-081-012	14.08
570-081-013	14.08
570-082-001	14.08
570-082-002	14.08
570-082-003	14.08
570-082-004	14.08
570-082-005	14.08
570-082-006	14.08
570-082-007	14.08
570-082-008	14.08
570-082-009	14.08
570-082-010	14.08
570-082-011	14.08
570-082-012	14.08
570-082-013	14.08
570-082-014	14.08
570-082-015	14.08
570-082-016	14.08
570-091-001	14.08
570-091-002	14.08
570-091-003	14.08
570-091-004	14.08
570-091-005	14.08
570-091-006	14.08
570-091-007	14.08
570-092-001	14.08
570-092-002	21.64
570-092-003	0.00
570-092-004	14.08
570-092-005	14.08
570-092-006	14.08
570-092-007	14.08
570-092-008	14.08
570-092-009	14.08
570-092-010	14.08
570-092-011	14.08
570-092-012	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
570-092-013	14.08
570-092-014	14.08
570-093-001	28.18
570-093-002	14.08
570-093-003	14.08
570-093-004	14.08
570-093-005	14.08
570-093-006	14.08
570-093-007	14.08
570-093-008	14.08
570-093-009	14.08
570-093-010	14.08
570-093-011	14.08
570-093-012	14.08
570-093-013	14.08
570-100-002	0.00
570-100-003	14.08
570-100-005	28.18
570-100-008	14.08
570-100-009	14.08
570-100-010	14.08
570-100-011	21.64
570-100-012	14.08
570-100-013	14.08
570-100-014	14.08
570-100-015	14.08
570-100-016	14.08
570-100-017	14.08
570-100-018	14.08
570-100-019	14.08
570-100-020	0.00
570-100-021	0.00
570-100-022	14.08
570-100-023	14.08
570-100-024	14.08
570-110-001	14.08
570-110-002	14.08
570-110-003	14.08
570-110-004	14.08
570-110-005	14.08
570-110-006	14.08
570-110-007	14.08
570-110-008	14.08
570-110-009	21.64
570-110-010	14.08
570-110-011	14.08
570-110-012	14.08
570-110-013	14.08
570-110-014	14.08



Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
570-110-015	14.08
570-110-016	14.08
570-121-001	14.08
570-121-002	14.08
570-121-003	14.08
570-121-004	14.08
570-121-005	14.08
570-121-006	14.08
570-121-007	14.08
570-121-008	14.08
570-121-009	14.08
570-121-010	14.08
570-121-011	14.08
570-121-014	14.08
570-121-015	14.08
570-121-016	14.08
570-121-017	14.08
570-121-018	14.08
570-121-019	14.08
570-121-020	14.08
570-122-001	14.08
570-122-002	14.08
570-122-003	14.08
570-122-004	14.08
570-122-005	21.64
570-122-011	14.08
570-122-012	14.08
570-122-013	14.08
570-122-014	14.08
570-122-015	14.08
570-122-020	14.08
570-122-025	14.08
570-130-002	14.08
570-130-003	14.08
570-130-004	14.08
570-130-005	14.08
570-130-006	14.08
570-130-007	14.08
570-130-008	14.08
570-130-009	14.08
570-130-010	14.08
570-130-011	14.08
570-130-012	14.08
570-130-013	14.08
570-130-014	14.08
570-130-015	14.08
570-130-016	14.08
570-130-017	14.08
570-130-018	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
570-130-019	14.08
570-130-020	14.08
570-130-021	21.64
570-130-022	14.08
570-130-023	14.08
570-130-024	21.64
570-130-025	14.08
570-130-027	14.08
570-130-031	0.00
570-130-032	14.08
570-130-033	14.08
570-141-001	14.08
570-141-002	14.08
570-141-003	14.08
570-141-004	14.08
570-141-005	14.08
570-141-006	14.08
570-142-001	14.08
570-142-002	14.08
570-142-003	14.08
570-142-004	14.08
570-142-005	14.08
570-142-006	14.08
570-142-007	14.08
570-142-008	14.08
570-142-009	14.08
570-142-010	14.08
570-142-011	14.08
570-142-012	14.08
570-142-013	14.08
570-142-014	14.08
570-142-015	14.08
570-142-016	14.08
570-142-017	14.08
570-142-019	14.08
570-142-020	14.08
570-142-023	14.08
570-142-024	14.08
570-142-025	21.64
570-142-026	14.08
570-142-027	14.08
570-142-028	14.08
570-142-029	14.08
570-151-001	14.08
570-151-002	14.08
570-151-003	14.08
570-151-004	14.08
570-151-005	14.08
570-151-006	14.08

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

**2011/12 Parcel Listing**

APN	Levy (1)
570-151-007	14.08
570-151-008	14.08
570-151-009	14.08
570-151-010	14.08
570-151-011	14.08
570-151-012	14.08
570-151-013	14.08
570-151-014	14.08
570-151-015	14.08
570-151-016	14.08
570-151-017	14.08
570-151-018	14.08
570-151-019	14.08
570-151-020	14.08
570-151-021	14.08
570-151-022	14.08
570-151-023	14.08
570-151-024	14.08
570-151-025	14.08
570-151-026	14.08
570-151-027	14.08
570-151-028	14.08
570-151-029	14.08
570-152-001	14.08
570-152-002	14.08
570-152-003	14.08
570-152-004	14.08
570-152-005	14.08
570-152-006	14.08
570-152-007	14.08
570-152-008	14.08
570-152-009	14.08
570-152-010	14.08
570-152-011	14.08
570-152-012	14.08
570-152-013	14.08
570-152-014	14.08
570-152-015	14.08
570-152-016	14.08
570-152-017	14.08
570-161-001	14.08
570-161-002	14.08
570-161-003	14.08
570-161-004	14.08
570-161-008	14.08
570-161-009	0.00
570-162-001	14.08
570-162-002	14.08
570-162-003	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
570-162-004	14.08
570-162-005	21.64
570-162-006	14.08
570-162-007	14.08
570-162-008	14.08
570-162-009	14.08
570-162-010	14.08
570-162-011	14.08
570-162-012	14.08
570-162-013	14.08
570-162-014	14.08
570-162-015	14.08
570-162-016	14.08
570-162-017	14.08
570-162-018	14.08
570-162-019	14.08
570-162-020	14.08
570-162-021	14.08
570-162-022	14.08
570-162-023	14.08
570-162-024	14.08
570-162-025	14.08
570-162-026	14.08
570-162-027	14.08
570-162-028	14.08
570-171-001	14.08
570-171-002	14.08
570-171-003	14.08
570-171-004	14.08
570-171-005	14.08
570-171-006	14.08
570-171-007	14.08
570-171-008	14.08
570-171-009	14.08
570-171-010	14.08
570-171-011	14.08
570-171-012	21.64
570-171-013	14.08
570-171-014	14.08
570-171-015	14.08
570-171-016	14.08
570-172-001	14.08
570-172-002	14.08
570-172-003	14.08
570-172-004	14.08
570-172-005	14.08
570-172-006	14.08
570-172-007	14.08
570-172-008	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
570-172-009	14.08
570-172-010	14.08
570-172-011	14.08
570-172-012	14.08
570-172-013	14.08
570-172-014	14.08
570-173-002	14.08
570-173-003	14.08
570-173-004	14.08
570-173-005	14.08
570-173-006	14.08
570-173-007	14.08
570-173-008	14.08
570-173-009	14.08
570-180-001	14.08
570-180-002	14.08
570-180-003	14.08
570-180-004	14.08
570-180-005	14.08
570-180-006	14.08
570-180-007	14.08
570-180-008	14.08
570-180-009	14.08
570-180-010	14.08
570-180-011	14.08
570-180-012	14.08
570-180-013	14.08
570-180-014	14.08
570-180-015	14.08
570-180-016	14.08
570-180-017	14.08
570-180-018	14.08
570-180-019	14.08
570-180-020	14.08
570-180-021	14.08
570-180-022	14.08
570-180-023	14.08
570-180-024	14.08
570-180-025	14.08
570-180-027	14.08
570-180-028	14.08
570-191-001	14.08
570-191-002	14.08
570-191-003	14.08
570-191-004	14.08
570-191-005	14.08
570-191-006	14.08
570-191-007	14.08
570-191-009	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
570-191-010	14.08
570-191-011	14.08
570-191-012	14.08
570-191-013	14.08
570-191-014	14.08
570-192-001	14.08
570-192-002	14.08
570-192-003	14.08
570-192-004	14.08
570-192-005	14.08
570-192-006	14.08
570-192-007	14.08
570-192-008	14.08
570-192-009	14.08
570-192-010	14.08
570-192-011	14.08
570-192-012	14.08
570-192-013	14.08
570-192-014	14.08
570-192-015	14.08
570-192-016	14.08
570-192-017	14.08
570-192-018	14.08
570-192-019	14.08
570-192-020	14.08
570-192-021	14.08
570-192-022	14.08
570-192-023	14.08
570-192-024	14.08
570-192-025	14.08
570-192-026	14.08
570-192-027	14.08
570-201-001	14.08
570-201-002	14.08
570-201-003	14.08
570-201-004	14.08
570-201-005	14.08
570-201-006	14.08
570-201-007	14.08
570-201-008	14.08
570-202-002	28.18
570-202-003	14.08
570-202-004	14.08
570-202-005	14.08
570-203-001	14.08
570-203-002	14.08
570-203-003	14.08
570-203-004	14.08
570-203-005	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
570-203-006	21.64
570-203-007	14.08
570-203-008	14.08
570-203-009	14.08
570-203-010	14.08
570-203-011	14.08
570-203-012	14.08
570-203-013	14.08
570-203-014	14.08
570-221-001	14.08
570-221-002	14.08
570-221-003	14.08
570-221-004	14.08
570-221-005	14.08
570-221-006	14.08
570-221-007	14.08
570-221-008	14.08
570-221-009	14.08
570-221-010	14.08
570-221-011	14.08
570-221-012	14.08
570-221-013	14.08
570-221-014	14.08
570-221-015	14.08
570-222-001	14.08
570-222-002	14.08
570-222-003	14.08
570-222-004	14.08
570-222-005	14.08
570-222-006	14.08
570-222-007	14.08
570-222-008	14.08
570-222-009	14.08
570-222-010	14.08
570-222-011	14.08
570-222-012	14.08
570-222-013	14.08
570-222-014	14.08
570-222-015	14.08
570-222-016	14.08
570-222-017	14.08
570-222-018	14.08
570-222-019	14.08
570-222-020	14.08
570-222-021	14.08
570-222-022	14.08
570-222-023	14.08
570-222-024	14.08
570-222-025	14.08

184

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

**2011/12 Parcel Listing**

APN	Levy (1)
570-222-026	14.08
570-222-027	14.08
570-223-001	14.08
570-223-002	14.08
570-223-003	14.08
570-223-004	21.64
570-223-005	14.08
570-223-006	14.08
570-231-001	14.08
570-231-002	14.08
570-231-003	14.08
570-231-004	14.08
570-231-005	14.08
570-231-006	14.08
570-231-007	14.08
570-231-008	14.08
570-231-009	14.08
570-231-010	14.08
570-231-011	14.08
570-231-012	21.64
570-231-013	14.08
570-231-014	14.08
570-231-015	14.08
570-231-018	14.08
570-231-019	14.08
570-232-001	0.00
570-232-002	14.08
570-232-003	14.08
570-232-004	14.08
570-232-005	14.08
570-232-006	14.08
570-232-007	14.08
570-232-008	14.08
570-232-009	14.08
570-232-010	14.08
570-232-011	14.08
570-232-012	14.08
570-240-003	14.08
570-251-006	14.08
570-251-007	14.08
570-251-008	14.08
570-251-009	14.08
570-251-010	14.08
570-251-011	14.08
570-251-012	14.08
570-251-015	14.08
570-251-016	14.08
570-251-017	14.08
570-251-018	0.00



Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
570-251-019	0.00
570-251-020	0.00
570-251-021	0.00
570-252-002	14.08
570-252-003	14.08
570-252-004	14.08
570-252-005	14.08
570-252-006	14.08
570-252-007	14.08
570-252-008	14.08
570-252-009	14.08
570-252-010	14.08
570-252-011	14.08
570-252-012	14.08
570-252-013	14.08
570-252-014	14.08
570-252-015	14.08
570-252-016	14.08
570-252-017	14.08
570-252-018	14.08
570-252-019	14.08
570-252-020	14.08
570-252-021	14.08
570-252-022	14.08
570-252-023	14.08
570-252-024	14.08
570-252-025	14.08
570-252-026	14.08
570-252-027	14.08
570-252-028	14.08
570-252-029	14.08
570-252-030	14.08
570-252-031	14.08
570-253-006	0.00
570-253-010	14.08
570-253-011	14.08
570-253-012	0.00
570-253-013	14.08
570-253-014	14.08
570-253-015	14.08
570-253-016	14.08
570-253-017	14.08
570-253-018	14.08
570-253-019	14.08
570-253-020	14.08
570-253-021	14.08
570-253-022	14.08
570-253-023	0.00
570-253-024	0.00

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
570-253-025	0.00
570-253-026	14.08
570-253-028	14.08
570-253-029	14.08
570-253-031	14.08
570-253-032	14.08
570-253-033	14.08
570-253-034	14.08
570-253-035	14.08
570-253-036	14.08
570-253-037	0.00
570-261-001	14.08
570-261-002	14.08
570-261-003	14.08
570-262-013	14.08
570-262-014	14.08
570-262-015	14.08
570-262-020	14.08
570-262-021	14.08
570-262-022	14.08
570-262-025	14.08
570-262-026	14.08
570-262-029	14.08
570-262-030	14.08
570-262-032	14.08
570-262-033	14.08
570-262-034	14.08
570-262-035	14.08
570-262-036	14.08
570-262-037	14.08
570-262-038	14.08
571-010-001	14.08
571-010-002	14.08
571-010-003	14.08
571-010-004	14.08
571-010-005	14.08
571-010-006	14.08
571-010-007	14.08
571-010-008	14.08
571-010-009	14.08
571-010-010	14.08
571-010-012	14.08
571-010-013	14.08
571-010-014	14.08
571-010-015	14.08
571-010-016	14.08
571-010-017	14.08
571-010-018	14.08
571-010-019	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
571-010-020	14.08
571-010-021	14.08
571-010-022	14.08
571-010-023	14.08
571-021-001	14.08
571-021-002	14.08
571-021-003	14.08
571-021-004	14.08
571-021-005	14.08
571-021-006	14.08
571-021-007	14.08
571-021-008	14.08
571-021-010	14.08
571-021-011	14.08
571-021-014	21.64
571-021-015	14.08
571-021-016	14.08
571-021-017	14.08
571-021-018	14.08
571-021-019	14.08
571-021-020	14.08
571-021-021	14.08
571-021-022	14.08
571-021-023	14.08
571-021-024	14.08
571-021-026	14.08
571-021-030	14.08
571-021-032	14.08
571-021-033	14.08
571-021-034	14.08
571-022-001	14.08
571-022-003	14.08
571-022-004	14.08
571-022-005	14.08
571-022-006	14.08
571-022-007	14.08
571-022-008	14.08
571-022-009	14.08
571-022-010	14.08
571-022-011	14.08
571-022-012	14.08
571-022-013	14.08
571-030-001	14.08
571-030-002	14.08
571-030-003	14.08
571-030-005	14.08
571-030-006	14.08
571-030-007	14.08
571-030-008	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
571-030-009	21.64
571-030-010	14.08
571-030-011	21.64
571-030-012	14.08
571-030-013	14.08
571-030-014	14.08
571-030-015	14.08
571-030-017	14.08
571-030-018	14.08
571-030-019	0.00
571-040-001	14.08
571-040-002	14.08
571-040-003	14.08
571-040-004	14.08
571-040-005	14.08
571-040-006	0.00
571-040-007	0.00
571-040-008	14.08
571-040-011	14.08
571-040-012	21.64
571-050-002	14.08
571-050-003	14.08
571-050-009	0.00
571-050-011	14.08
571-050-012	14.08
571-050-013	14.08
571-050-014	14.08
571-050-015	14.08
571-050-017	14.08
571-050-018	14.08
571-050-019	14.08
571-050-021	0.00
571-050-022	14.08
571-050-023	54.10
571-060-002	14.08
571-060-003	14.08
571-060-004	21.64
571-060-005	21.64
571-060-006	21.64
571-060-007	32.46
571-060-008	32.46
571-060-009	14.08
571-060-010	14.08
571-060-011	14.08
571-070-001	14.08
571-070-002	28.18
571-070-003	14.08
571-070-006	14.08
571-070-009	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
571-070-010	0.00
571-070-011	14.08
571-070-012	21.64
571-070-013	14.08
571-070-014	14.08
571-070-015	14.08
571-070-016	14.08
571-070-017	0.00
571-070-018	21.64
571-070-019	14.08
571-080-001	14.08
571-080-002	14.08
571-080-003	14.08
571-080-004	14.08
571-080-006	14.08
571-080-007	14.08
571-080-008	14.08
571-080-009	14.08
571-080-010	14.08
571-080-011	14.08
571-080-012	14.08
571-080-013	14.08
571-080-014	14.08
571-080-015	14.08
571-080-016	14.08
571-080-017	14.08
571-080-018	14.08
571-080-019	14.08
571-080-020	14.08
571-080-021	14.08
571-080-022	14.08
571-080-025	14.08
571-090-001	14.08
571-090-002	14.08
571-090-003	14.08
571-090-004	14.08
571-090-005	14.08
571-090-006	14.08
571-090-007	0.00
571-090-008	14.08
571-090-011	14.08
571-090-012	14.08
571-090-013	14.08
571-090-014	14.08
571-090-015	14.08
571-090-016	14.08
571-090-017	14.08
571-090-019	14.08
571-100-001	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
571-100-002	14.08
571-100-003	14.08
571-100-004	14.08
571-100-005	14.08
571-100-006	14.08
571-100-007	14.08
571-100-008	14.08
571-100-009	14.08
571-100-010	14.08
571-100-011	14.08
571-100-012	14.08
571-100-013	14.08
571-100-014	14.08
571-100-015	14.08
571-100-016	14.08
571-100-017	14.08
571-110-001	14.08
571-110-002	14.08
571-110-003	14.08
571-110-004	14.08
571-110-007	14.08
571-110-008	28.18
571-110-009	14.08
571-110-010	14.08
571-110-011	14.08
571-110-012	14.08
571-110-013	14.08
571-110-014	14.08
571-110-015	14.08
571-110-016	14.08
571-110-017	28.18
571-110-019	14.08
571-110-020	14.08
571-110-021	14.08
571-120-001	14.08
571-120-002	14.08
571-120-003	14.08
571-120-005	14.08
571-120-006	14.08
571-120-007	21.64
571-120-008	14.08
571-120-010	14.08
571-120-011	14.08
571-120-012	14.08
571-120-013	14.08
571-120-014	14.08
571-120-015	28.18
571-120-016	14.08
571-120-017	14.08

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

**2011/12 Parcel Listing**

APN	Levy (1)
571-120-018	14.08
571-120-019	14.08
571-120-020	14.08
571-120-021	14.08
571-120-022	14.08
571-120-023	14.08
571-120-024	14.08
571-120-025	14.08
571-120-026	14.08
571-120-027	14.08
571-120-028	14.08
571-130-001	14.08
571-130-002	14.08
571-130-003	14.08
571-130-004	14.08
571-130-005	21.64
571-130-006	14.08
571-130-007	14.08
571-130-008	14.08
571-130-009	14.08
571-130-010	14.08
571-130-011	14.08
571-130-012	14.08
571-130-013	14.08
571-130-014	14.08
571-130-015	14.08
571-130-016	14.08
571-130-017	14.08
571-130-018	14.08
571-130-019	14.08
571-130-020	21.64
571-130-021	14.08
571-130-022	21.64
571-130-023	14.08
571-130-024	14.08
571-130-025	28.18
571-140-001	21.64
571-140-002	21.64
571-140-003	21.64
571-140-004	14.08
571-140-005	14.08
571-140-006	14.08
571-140-007	14.08
571-140-008	14.08
571-140-009	21.64
571-140-010	14.08
571-140-011	14.08
571-140-012	14.08
571-140-013	14.08

194

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
571-140-014	14.08
571-140-015	21.64
571-140-016	14.08
571-140-017	14.08
571-140-018	14.08
571-140-022	14.08
571-140-023	14.08
571-140-024	14.08
571-140-025	14.08
571-140-026	14.08
571-140-031	14.08
571-140-032	14.08
571-150-001	14.08
571-150-002	21.64
571-150-003	14.08
571-150-005	14.08
571-150-008	14.08
571-150-010	14.08
571-150-011	21.64
571-150-012	14.08
571-150-013	14.08
571-150-015	0.00
571-150-017	21.64
571-150-019	14.08
571-150-020	14.08
571-150-021	14.08
571-150-022	21.64
571-150-023	0.00
571-160-001	14.08
571-160-002	14.08
571-160-003	14.08
571-160-004	14.08
571-160-006	21.64
571-160-012	14.08
571-160-013	14.08
571-160-014	14.08
571-160-017	28.18
571-160-019	0.00
571-160-020	14.08
571-170-001	14.08
571-170-002	14.08
571-170-004	14.08
571-170-005	14.08
571-170-006	14.08
571-170-007	14.08
571-170-008	14.08
571-170-010	14.08
571-170-014	14.08
571-170-015	14.08



Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
571-170-016	14.08
571-170-017	14.08
571-170-022	14.08
571-170-023	14.08
571-170-031	14.08
571-170-032	14.08
571-170-034	14.08
571-170-035	14.08
571-170-036	14.08
571-170-037	0.00
571-170-038	14.08
571-180-001	14.08
571-180-002	14.08
571-180-003	21.64
571-180-004	14.08
571-180-005	14.08
571-180-006	14.08
571-180-007	14.08
571-180-009	14.08
571-180-010	14.08
571-180-011	14.08
571-180-012	14.08
571-180-013	14.08
571-180-014	14.08
571-180-017	14.08
571-190-001	14.08
571-190-002	14.08
571-190-003	14.08
571-190-004	21.64
571-190-006	14.08
571-190-007	14.08
571-190-008	32.46
571-190-009	14.08
571-190-010	14.08
571-190-011	14.08
571-190-012	14.08
571-190-013	14.08
571-190-014	14.08
571-190-015	14.08
571-190-016	14.08
571-190-018	14.08
571-190-019	14.08
571-200-001	14.08
571-200-002	14.08
571-200-003	14.08
571-200-004	14.08
571-200-005	14.08
571-200-006	14.08
571-200-007	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
571-200-008	14.08
571-200-009	14.08
571-200-010	14.08
571-200-011	14.08
571-200-012	14.08
571-200-013	14.08
571-200-014	14.08
571-200-015	14.08
571-200-016	14.08
571-200-017	14.08
571-211-004	14.08
571-211-005	14.08
571-211-006	14.08
571-211-007	14.08
571-211-008	14.08
571-211-009	14.08
571-211-011	14.08
571-211-012	28.18
571-211-013	32.46
571-212-001	14.08
571-212-002	14.08
571-212-004	14.08
571-212-005	14.08
571-212-006	14.08
571-212-007	14.08
571-212-008	14.08
571-212-009	14.08
571-212-010	14.08
571-212-011	14.08
571-221-001	14.08
571-221-002	14.08
571-221-004	14.08
571-221-005	14.08
571-221-006	14.08
571-221-007	14.08
571-221-008	14.08
571-221-009	14.08
571-221-010	14.08
571-221-011	14.08
571-221-012	14.08
571-222-001	14.08
571-222-002	14.08
571-222-003	14.08
571-222-004	14.08
571-222-005	14.08
571-231-001	14.08
571-231-002	14.08
571-231-003	14.08
571-231-004	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
571-231-005	14.08
571-231-006	14.08
571-232-001	14.08
571-232-002	14.08
571-232-003	14.08
571-232-004	14.08
571-232-005	14.08
571-232-006	14.08
571-240-001	14.08
571-240-002	14.08
571-240-003	14.08
571-240-004	14.08
571-240-005	14.08
571-240-006	14.08
571-240-007	14.08
571-240-008	14.08
571-240-009	14.08
571-240-010	14.08
571-240-011	14.08
571-240-012	14.08
571-240-013	14.08
571-240-014	14.08
571-240-018	0.00
571-240-019	14.08
571-240-022	14.08
571-240-023	14.08
571-240-024	28.18
571-240-027	14.08
571-250-003	14.08
571-250-004	14.08
571-250-005	14.08
571-250-006	14.08
571-250-007	14.08
571-250-008	14.08
571-250-009	14.08
571-250-010	14.08
571-250-013	14.08
571-250-014	14.08
571-250-015	14.08
571-250-016	14.08
571-250-017	14.08
571-250-018	14.08
571-250-019	14.08
571-250-020	21.64
571-250-021	14.08
571-250-022	14.08
571-250-023	14.08
571-250-024	14.08
571-250-025	14.08

128

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
571-250-026	21.64
571-250-027	14.08
571-250-028	14.08
571-250-029	14.08
571-250-030	14.08
571-250-031	14.08
571-250-032	14.08
571-250-033	14.08
571-250-034	14.08
571-260-001	14.08
571-260-002	14.08
571-260-003	14.08
571-260-004	14.08
571-260-005	14.08
571-260-006	14.08
571-260-008	14.08
571-260-013	14.08
571-260-014	14.08
571-260-015	14.08
571-260-016	14.08
571-270-001	14.08
571-270-002	14.08
571-270-003	14.08
571-270-004	14.08
571-270-005	14.08
571-270-006	14.08
571-270-007	14.08
571-270-012	14.08
571-270-013	14.08
571-270-014	14.08
571-270-015	14.08
571-270-018	14.08
571-270-019	14.08
571-270-020	14.08
571-270-021	14.08
571-270-022	14.08
571-270-023	14.08
571-270-024	14.08
571-270-025	14.08
571-270-026	14.08
571-270-027	14.08
571-270-029	14.08
571-270-030	14.08
571-270-031	14.08
571-270-032	14.08
571-270-033	14.08
571-280-002	14.08
571-280-003	14.08
571-280-004	21.64

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

**2011/12 Parcel Listing**

APN	Levy (1)
571-280-005	14.08
571-280-008	14.08
571-280-009	14.08
571-280-010	14.08
571-280-012	14.08
571-280-013	14.08
571-280-014	14.08
571-280-015	14.08
571-280-016	14.08
571-280-017	14.08
571-280-018	14.08
571-280-019	14.08
571-290-001	14.08
571-290-002	14.08
571-290-003	14.08
571-290-004	14.08
571-290-005	21.64
571-290-006	14.08
571-290-007	14.08
571-290-008	14.08
571-290-009	21.64
571-290-010	14.08
571-290-011	14.08
571-290-012	14.08
571-290-013	14.08
571-290-014	14.08
571-290-015	14.08
571-290-016	14.08
571-290-017	14.08
571-290-018	14.08
571-290-019	14.08
571-290-020	14.08
571-300-001	54.10
571-300-002	14.08
571-300-003	14.08
571-300-004	14.08
571-300-005	14.08
571-300-006	14.08
571-300-007	14.08
571-300-008	14.08
571-300-009	14.08
571-300-010	14.08
571-300-011	14.08
571-300-012	14.08
571-300-013	14.08
571-300-014	21.64
571-300-015	14.08
571-300-016	14.08
571-300-017	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
571-300-018	14.08
571-300-019	14.08
571-300-020	14.08
571-300-021	14.08
571-300-022	14.08
571-300-023	14.08
571-300-024	14.08
571-300-025	14.08
571-300-026	28.18
571-300-027	14.08
571-300-028	14.08
571-300-029	14.08
571-300-030	14.08
571-300-031	14.08
571-300-032	14.08
571-311-001	0.00
571-311-002	14.08
571-311-003	14.08
571-311-004	14.08
571-311-005	14.08
571-311-006	14.08
571-311-007	14.08
571-311-008	14.08
571-311-009	14.08
571-311-010	14.08
571-311-011	14.08
571-311-012	14.08
571-311-013	14.08
571-311-014	14.08
571-311-015	14.08
571-311-016	14.08
571-311-017	14.08
571-311-018	14.08
571-311-019	14.08
571-311-020	14.08
571-311-021	14.08
571-311-022	14.08
571-311-023	14.08
571-311-024	14.08
571-311-025	14.08
571-311-026	14.08
571-311-027	14.08
571-311-028	14.08
571-311-029	14.08
571-311-030	14.08
571-311-031	14.08
571-312-001	0.00
571-312-003	14.08
571-312-004	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
571-312-005	14.08
571-312-006	14.08
571-312-007	14.08
571-312-008	14.08
571-312-009	14.08
571-312-010	14.08
571-312-012	14.08
571-312-013	14.08
571-320-001	14.08
571-320-002	14.08
571-320-003	14.08
571-320-005	14.08
571-320-006	14.08
571-320-007	14.08
571-320-008	0.00
571-320-009	0.00
571-320-010	14.08
571-320-011	14.08
571-320-012	14.08
571-320-013	14.08
571-320-014	21.64
571-331-001	0.00
571-331-002	0.00
571-331-003	0.00
571-332-001	14.08
571-332-002	14.08
571-332-003	14.08
571-332-004	14.08
571-332-005	14.08
571-332-006	14.08
571-332-007	14.08
571-332-008	14.08
571-332-009	0.00
571-332-013	0.00
571-332-014	14.08
571-332-015	14.08
571-332-016	14.08
571-332-017	14.08
571-332-018	21.64
571-332-019	21.64
571-340-001	14.08
571-340-002	14.08
571-340-003	14.08
571-340-004	14.08
571-340-005	14.08
571-340-006	14.08
571-340-007	14.08
571-340-008	14.08
571-340-009	14.08

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

**2011/12 Parcel Listing**

APN	Levy (1)
571-340-010	14.08
571-340-011	14.08
571-340-012	14.08
571-340-013	14.08
571-340-014	14.08
571-340-015	14.08
571-340-016	14.08
571-340-017	14.08
571-340-018	0.00
571-340-019	0.00
571-340-020	0.00
571-340-021	14.08
571-340-022	14.08
571-340-023	14.08
571-340-024	21.64
571-340-025	14.08
571-340-026	28.18
571-340-027	28.18
571-340-028	14.08
571-340-029	14.08
571-340-030	28.18
571-340-031	14.08
571-340-032	14.08
571-340-033	14.08
571-340-034	14.08
571-340-035	14.08
571-340-036	14.08
571-350-001	14.08
571-350-002	14.08
571-350-003	14.08
571-350-004	14.08
571-350-005	14.08
571-350-006	14.08
571-350-007	14.08
571-350-008	14.08
571-350-009	14.08
571-350-010	14.08
571-350-011	14.08
571-350-012	14.08
571-350-013	14.08
571-350-014	14.08
571-350-015	21.64
571-350-016	14.08
571-350-017	28.18
571-350-018	14.08
571-350-019	14.08
571-350-020	14.08
571-350-021	14.08
571-350-022	14.08



Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
571-350-023	14.08
571-350-024	14.08
571-350-025	14.08
571-350-026	14.08
571-350-027	14.08
571-360-001	14.08
571-360-003	14.08
571-360-004	14.08
571-360-005	14.08
571-360-006	14.08
571-360-007	14.08
572-011-001	14.08
572-011-002	14.08
572-011-003	14.08
572-011-004	14.08
572-011-005	14.08
572-011-006	0.00
572-011-007	14.08
572-011-008	14.08
572-011-009	14.08
572-012-001	14.08
572-012-002	14.08
572-012-003	14.08
572-012-004	14.08
572-012-005	14.08
572-012-006	14.08
572-012-007	14.08
572-012-008	14.08
572-012-009	14.08
572-012-011	14.08
572-012-012	14.08
572-012-013	14.08
572-012-014	14.08
572-012-015	14.08
572-012-016	14.08
572-012-020	14.08
572-012-021	14.08
572-012-022	14.08
572-012-023	14.08
572-012-024	14.08
572-012-025	14.08
572-012-026	14.08
572-012-027	14.08
572-012-028	14.08
572-013-001	14.08
572-013-002	14.08
572-013-003	14.08
572-013-004	14.08
572-013-005	14.08

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

**2011/12 Parcel Listing**

APN	Levy (1)
572-013-006	14.08
572-013-007	14.08
572-013-008	14.08
572-014-001	14.08
572-014-002	14.08
572-014-003	14.08
572-014-004	14.08
572-014-005	14.08
572-014-007	14.08
572-014-008	14.08
572-014-009	14.08
572-014-016	14.08
572-021-001	0.00
572-021-002	14.08
572-021-003	14.08
572-021-004	14.08
572-021-005	14.08
572-021-006	14.08
572-021-007	14.08
572-021-008	14.08
572-021-009	14.08
572-022-001	14.08
572-022-002	14.08
572-022-003	14.08
572-022-004	14.08
572-022-005	14.08
572-022-006	14.08
572-022-009	14.08
572-022-010	14.08
572-022-013	21.64
572-022-014	14.08
572-022-015	14.08
572-022-016	14.08
572-022-017	14.08
572-023-001	14.08
572-023-002	14.08
572-023-003	14.08
572-023-004	14.08
572-023-005	14.08
572-023-006	14.08
572-023-007	14.08
572-023-008	14.08
572-024-001	14.08
572-024-002	14.08
572-024-003	21.64
572-024-004	14.08
572-024-005	14.08
572-024-006	14.08
572-024-007	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
572-024-008	14.08
572-024-009	14.08
572-024-010	14.08
572-025-001	14.08
572-025-002	14.08
572-025-003	14.08
572-025-004	14.08
572-025-005	14.08
572-025-006	14.08
572-025-007	14.08
572-025-008	14.08
572-025-009	14.08
572-026-001	14.08
572-026-002	14.08
572-026-003	14.08
572-026-004	14.08
572-026-005	14.08
572-026-006	14.08
572-026-007	14.08
572-026-008	14.08
572-026-009	14.08
572-026-010	14.08
572-026-011	14.08
572-026-012	14.08
572-026-013	14.08
572-026-014	14.08
572-026-015	14.08
572-026-016	14.08
572-026-017	14.08
572-026-018	14.08
572-027-001	14.08
572-027-002	14.08
572-027-003	14.08
572-027-004	14.08
572-027-005	14.08
572-027-006	14.08
572-027-007	14.08
572-027-008	14.08
572-027-009	14.08
572-027-010	14.08
572-027-011	14.08
572-027-012	14.08
572-028-001	14.08
572-028-002	14.08
572-028-003	14.08
572-028-004	14.08
572-028-005	14.08
572-028-006	14.08
572-028-007	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
572-028-008	14.08
572-028-009	14.08
572-028-010	14.08
572-028-011	21.64
572-029-006	0.00
572-029-007	14.08
572-029-008	14.08
572-029-009	14.08
572-029-011	21.64
572-029-012	14.08
572-031-001	14.08
572-031-002	14.08
572-031-003	14.08
572-032-001	14.08
572-032-002	14.08
572-032-003	14.08
572-032-004	14.08
572-032-005	14.08
572-032-006	14.08
572-032-007	14.08
572-032-008	14.08
572-032-010	14.08
572-032-012	14.08
572-032-014	14.08
572-032-016	14.08
572-032-017	14.08
572-032-018	0.00
572-032-020	14.08
572-032-023	14.08
572-032-024	14.08
572-032-025	14.08
572-033-003	14.08
572-033-005	14.08
572-033-006	14.08
572-033-007	14.08
572-033-008	14.08
572-033-009	14.08
572-034-004	14.08
572-034-005	14.08
572-034-006	14.08
572-034-007	14.08
572-034-010	14.08
572-034-011	14.08
572-034-012	14.08
572-034-014	14.08
572-034-015	14.08
572-034-016	14.08
572-034-017	14.08
572-034-018	0.00

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

**2011/12 Parcel Listing**

APN	Levy (1)
572-040-012	0.00
572-050-001	14.08
572-050-002	14.08
572-050-005	14.08
572-050-009	14.08
572-050-013	14.08
572-050-016	14.08
572-050-017	14.08
572-050-020	14.08
572-050-021	14.08
572-050-022	14.08
572-050-023	14.08
572-050-024	14.08
572-050-025	0.00
572-050-026	0.00
572-060-008	14.08
572-060-009	14.08
572-060-010	14.08
572-060-011	14.08
572-060-012	14.08
572-060-013	14.08
572-060-016	14.08
572-060-017	14.08
572-060-018	14.08
572-060-026	14.08
572-060-027	14.08
572-060-028	14.08
572-060-029	14.08
572-060-030	14.08
572-060-031	14.08
572-060-032	28.18
572-070-001	14.08
572-070-002	14.08
572-070-003	14.08
572-070-011	14.08
572-070-013	14.08
572-070-014	14.08
572-070-015	14.08
572-070-016	28.18
572-070-019	14.08
572-070-020	0.00
572-080-005	0.00
572-080-007	14.08
572-080-008	14.08
572-080-009	14.08
572-080-016	14.08
572-080-017	0.00
572-080-018	14.08
572-080-023	14.08

*208*

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
572-080-024	14.08
572-080-025	14.08
572-080-026	14.08
572-080-028	14.08
572-080-029	0.00
572-080-030	14.08
572-080-031	0.00
572-080-035	14.08
572-080-036	14.08
572-090-001	14.08
572-090-002	14.08
572-090-003	14.08
572-090-004	14.08
572-090-005	14.08
572-090-006	14.08
572-090-007	14.08
572-090-008	14.08
572-090-009	14.08
572-090-010	14.08
572-090-011	14.08
572-090-012	14.08
572-090-013	14.08
572-090-014	14.08
572-090-015	14.08
572-090-016	14.08
572-090-017	14.08
572-090-018	14.08
572-090-019	14.08
572-100-001	14.08
572-100-002	14.08
572-100-003	14.08
572-100-004	14.08
572-100-005	14.08
572-100-006	14.08
572-100-007	14.08
572-100-008	0.00
572-100-009	14.08
572-100-010	14.08
572-100-011	14.08
572-100-012	14.08
572-100-013	14.08
572-100-014	14.08
572-100-015	14.08
572-100-016	14.08
572-100-017	14.08
572-100-018	14.08
572-110-001	14.08
572-110-002	14.08
572-110-003	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
572-110-004	14.08
572-110-005	14.08
572-110-006	14.08
572-110-007	14.08
572-110-008	14.08
572-110-009	14.08
572-110-010	14.08
572-110-011	14.08
572-110-012	14.08
572-110-013	14.08
572-110-014	14.08
572-110-015	14.08
572-110-016	14.08
572-110-017	14.08
572-110-018	14.08
572-110-019	14.08
572-110-020	14.08
572-110-021	14.08
572-110-022	14.08
572-110-023	14.08
572-110-024	14.08
572-110-025	14.08
572-110-029	14.08
572-121-003	14.08
572-121-004	14.08
572-121-005	14.08
572-121-006	14.08
572-121-007	14.08
572-121-008	14.08
572-122-001	14.08
572-122-002	14.08
572-122-003	14.08
572-122-004	14.08
572-122-005	14.08
572-122-006	14.08
572-122-007	14.08
572-122-008	14.08
572-122-009	14.08
572-122-010	14.08
572-122-011	14.08
572-123-001	14.08
572-123-002	14.08
572-123-003	14.08
572-123-004	14.08
572-124-001	14.08
572-124-002	14.08
572-124-003	14.08
572-124-004	14.08
572-124-005	14.08

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

**2011/12 Parcel Listing**

APN	Levy (1)
572-124-006	14.08
572-124-007	14.08
572-124-008	14.08
572-124-009	14.08
572-124-010	14.08
572-124-011	14.08
572-124-012	14.08
572-124-013	14.08
572-124-014	14.08
572-124-015	14.08
572-124-016	14.08
572-124-017	14.08
572-124-018	14.08
572-130-001	14.08
572-130-002	14.08
572-130-003	14.08
572-130-004	14.08
572-130-005	14.08
572-130-006	14.08
572-130-007	14.08
572-130-008	14.08
572-130-009	14.08
572-130-010	14.08
572-130-011	14.08
572-130-012	14.08
572-130-013	14.08
572-130-014	14.08
572-130-015	14.08
572-130-016	14.08
572-130-017	14.08
572-130-018	14.08
572-130-019	14.08
572-130-020	14.08
572-130-021	14.08
572-130-022	14.08
572-130-023	14.08
572-130-024	14.08
572-130-025	14.08
572-130-026	14.08
572-130-027	14.08
572-130-028	14.08
572-130-029	14.08
572-130-030	14.08
572-140-001	14.08
572-140-002	14.08
572-140-004	14.08
572-140-005	14.08
572-140-006	14.08
572-140-007	14.08



Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
572-140-008	14.08
572-140-009	14.08
572-140-010	14.08
572-140-011	14.08
572-140-012	14.08
572-140-013	14.08
572-140-014	14.08
572-140-015	14.08
572-140-016	14.08
572-140-017	14.08
572-140-018	14.08
572-140-019	14.08
572-140-022	14.08
572-140-025	14.08
572-140-027	14.08
572-140-028	14.08
572-150-001	14.08
572-150-002	14.08
572-150-003	14.08
572-150-004	14.08
572-150-005	14.08
572-150-006	14.08
572-150-007	14.08
572-150-008	14.08
572-150-009	14.08
572-150-010	14.08
572-150-011	14.08
572-150-012	14.08
572-150-013	14.08
572-150-015	14.08
572-150-016	14.08
572-150-017	14.08
572-150-018	14.08
572-150-019	14.08
572-150-020	14.08
572-150-021	14.08
572-150-022	14.08
572-150-023	14.08
572-150-024	14.08
572-150-025	14.08
572-150-026	14.08
572-150-027	14.08
572-150-028	14.08
572-150-029	14.08
572-150-030	14.08
572-150-031	14.08
572-160-001	14.08
572-160-002	14.08
572-160-003	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
572-160-004	14.08
572-160-005	14.08
572-160-006	14.08
572-160-010	14.08
572-160-011	14.08
572-160-012	14.08
572-160-013	28.18
572-160-014	14.08
572-160-015	14.08
572-160-016	14.08
572-160-018	14.08
572-160-023	14.08
572-160-024	14.08
572-160-025	14.08
572-160-026	14.08
572-160-027	28.18
572-160-028	14.08
572-160-029	14.08
572-160-030	14.08
572-160-032	14.08
572-170-001	14.08
572-170-002	14.08
572-170-003	14.08
572-170-004	14.08
572-170-005	14.08
572-170-006	14.08
572-170-007	14.08
572-170-008	14.08
572-170-009	14.08
572-170-011	14.08
572-170-012	14.08
572-170-013	14.08
572-170-014	14.08
572-170-015	14.08
572-170-016	14.08
572-170-017	14.08
572-170-018	14.08
572-170-019	14.08
572-170-020	14.08
572-170-021	14.08
572-170-022	14.08
572-170-023	14.08
572-170-024	14.08
572-170-025	14.08
572-170-026	14.08
572-170-027	28.18
572-170-028	14.08
572-170-029	14.08
572-170-030	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
572-170-031	14.08
572-170-032	14.08
572-170-033	14.08
572-170-034	14.08
572-170-035	14.08
572-170-037	14.08
572-170-038	14.08
572-170-039	14.08
572-170-040	14.08
572-170-041	14.08
572-170-042	14.08
572-170-043	14.08
572-181-002	14.08
572-181-003	14.08
572-181-004	28.18
572-181-005	14.08
572-181-006	14.08
572-181-007	14.08
572-181-008	14.08
572-181-009	14.08
572-181-010	14.08
572-181-011	28.18
572-181-013	14.08
572-181-014	14.08
572-181-015	14.08
572-181-016	14.08
572-181-017	14.08
572-181-019	14.08
572-181-020	14.08
572-181-022	14.08
572-181-023	14.08
572-181-024	14.08
572-181-025	14.08
572-181-026	14.08
572-181-027	14.08
572-181-029	14.08
572-181-030	14.08
572-181-031	14.08
572-181-032	14.08
572-181-033	14.08
572-181-034	28.18
572-181-035	14.08
572-181-036	0.00
572-181-037	14.08
572-181-038	14.08
572-181-039	14.08
572-181-040	14.08
572-182-001	14.08
572-182-002	14.08

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
572-182-003	14.08
572-182-004	21.64
572-182-007	14.08
572-182-008	14.08
572-182-009	14.08
572-182-010	14.08
572-182-013	14.08
572-182-014	14.08
572-182-015	14.08
572-182-016	14.08
572-182-017	14.08
572-190-001	14.08
572-190-002	14.08
572-190-003	14.08
572-190-004	14.08
572-190-005	14.08
572-190-006	14.08
572-190-007	14.08
572-190-008	14.08
572-190-009	14.08
572-190-010	14.08
572-190-011	14.08
572-190-012	14.08
572-190-013	14.08
572-201-002	14.08
572-201-003	14.08
572-201-004	14.08
572-201-005	14.08
572-201-006	14.08
572-201-007	14.08
572-201-008	14.08
572-201-009	14.08
572-201-010	14.08
572-201-011	14.08
572-201-012	14.08
572-201-013	14.08
572-201-014	14.08
572-201-015	14.08
572-201-016	14.08
572-201-019	14.08
572-201-020	14.08
572-201-021	0.00
572-202-004	14.08
572-202-005	14.08
572-202-006	14.08
572-202-007	14.08
572-202-008	14.08
572-202-009	14.08
572-202-010	14.08

215

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
572-202-012	14.08
572-202-013	14.08
572-202-014	14.08
572-202-015	14.08
572-202-016	14.08
572-202-020	14.08
572-202-023	14.08
572-202-024	14.08
572-202-025	14.08
572-202-026	14.08
572-202-027	14.08
572-202-029	14.08
572-202-032	14.08
572-203-001	14.08
572-203-002	14.08
572-203-003	14.08
572-203-004	14.08
572-203-007	14.08
572-203-008	14.08
572-203-009	14.08
572-203-010	14.08
572-203-011	14.08
572-203-012	0.00
572-203-013	14.08
572-203-014	14.08
572-203-015	14.08
572-203-016	14.08
572-203-017	14.08
572-203-018	14.08
572-203-019	14.08
572-203-020	14.08
572-203-021	14.08
572-203-022	14.08
572-203-023	14.08
572-203-024	14.08
572-203-025	14.08
572-203-028	0.00
572-203-029	14.08
572-204-001	14.08
572-204-002	14.08
572-204-003	14.08
572-204-004	14.08
572-204-005	14.08
572-204-006	14.08
572-204-007	14.08
572-204-008	14.08
572-204-009	14.08
572-204-010	14.08
572-204-011	14.08

214

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
572-204-012	14.08
572-204-013	14.08
572-204-014	14.08
572-204-015	14.08
572-204-016	14.08
572-204-017	14.08
572-204-018	14.08
572-204-019	14.08
572-204-020	14.08
572-210-001	0.00
572-210-002	14.08
572-221-001	14.08
572-221-002	14.08
572-221-003	14.08
572-221-004	14.08
572-221-005	14.08
572-221-006	14.08
572-222-003	14.08
572-222-004	14.08
572-222-005	14.08
572-222-006	14.08
572-222-007	14.08
572-222-008	14.08
572-222-009	14.08
572-222-010	14.08
572-222-011	14.08
572-222-012	14.08
572-222-013	14.08
572-222-014	14.08
572-222-015	14.08
572-222-016	14.08
572-222-017	14.08
572-222-018	14.08
572-222-019	14.08
572-222-020	14.08
572-222-021	14.08
572-222-022	14.08
572-222-025	0.00
572-222-026	14.08
572-231-001	14.08
572-231-002	14.08
572-231-003	14.08
572-231-004	14.08
572-231-005	14.08
572-231-006	14.08
572-231-007	14.08
572-231-008	14.08
572-231-009	14.08
572-231-010	0.00

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
572-231-011	14.08
572-231-012	14.08
572-231-013	14.08
572-231-014	14.08
572-231-015	14.08
572-231-016	14.08
572-231-017	14.08
572-231-018	14.08
572-231-019	14.08
572-231-020	14.08
572-231-021	14.08
572-231-022	14.08
572-231-023	14.08
572-231-024	14.08
572-231-025	14.08
572-231-026	14.08
572-231-027	14.08
572-231-028	14.08
572-231-029	14.08
572-232-001	14.08
572-232-002	14.08
572-232-003	14.08
572-232-004	14.08
572-232-005	14.08
572-232-006	14.08
572-232-007	14.08
572-232-008	14.08
572-232-009	14.08
572-232-010	14.08
572-232-011	14.08
572-232-012	14.08
572-232-013	14.08
572-232-014	14.08
572-232-015	14.08
572-232-016	14.08
572-232-017	14.08
572-232-018	14.08
572-232-019	14.08
572-232-020	14.08
572-232-021	14.08
572-232-022	14.08
572-232-023	14.08
572-232-024	14.08
572-232-025	14.08
572-232-026	14.08
572-233-001	14.08
572-233-002	14.08
572-233-003	14.08
572-233-004	14.08

2.8

Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (t)
572-233-005	14.08
572-233-006	14.08
572-233-007	14.08
572-233-008	14.08
572-233-009	14.08
572-233-010	14.08
572-233-011	14.08
572-233-012	14.08
572-233-013	14.08
572-233-014	14.08
572-233-015	14.08
572-233-016	14.08
572-234-001	14.08
572-234-002	14.08
572-234-003	14.08
572-234-004	14.08
572-234-005	14.08
572-234-006	14.08
572-234-007	14.08
572-240-001	0.00
572-240-009	0.00
572-240-010	0.00
572-240-011	0.00
573-091-002	14.08
573-091-003	14.08
573-091-004	14.08
573-091-007	14.08
573-091-008	14.08
573-091-009	14.08
573-092-001	14.08
573-092-002	14.08
573-092-003	14.08
573-092-004	14.08
573-093-001	14.08
573-093-002	14.08
573-093-003	14.08
573-093-004	14.08
573-093-005	14.08
573-093-006	14.08
573-093-007	14.08
573-093-008	14.08
573-093-009	14.08
573-093-011	14.08
573-093-012	14.08
573-093-013	14.08
573-093-014	14.08
573-093-015	14.08
573-093-016	14.08
573-093-017	14.08



Kensington Police Protection and Community Services District  
County of Contra Costa, California  
Kensington Park Assessment District

2011/12 Parcel Listing

APN	Levy (1)
573-093-018	0.00
	<b>\$31,668.12</b>

(1) Total rounded to even cents to be placed on Contra Costa County tax roll

220

## DISTRICT - 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. Board Action.

RESOLUTION NO 2011-008

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT,  
DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR  
THE KENSINGTON PARK ASSESSMENT DISTRICT  
FOR FISCAL YEAR 2011/12

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the "Board of Directors") does resolve as follows:

**WHEREAS**, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the "Act") to establish the Kensington Park Assessment District (the "Assessment District"); and

**WHEREAS**, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Annual Report.

**NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:**

- 1. Intention:** The Board of Directors hereby declares its intention to levy and collect assessments within the Assessment District to pay the costs of the Improvements for the fiscal year commencing July 1, 2011 and ending June 30, 2012. The Board of Directors finds that the public's best interest requires such action.
- 2. Improvements:** The improvements within the District include, but are not limited to: the operating, maintaining and servicing of all public landscaping improvements, consisting of landscaping and grass. Operating, maintaining and servicing include, but are not limited to: personnel, materials, electrical energy and water. Services provided include all necessary service, operations, administration and maintenance required to keep the improvements in a healthy, vigorous, and satisfactory condition.
- 3. Assessment District Boundaries:** The boundaries of the Assessment District are as shown by the assessment diagram filed in the offices of the Secretary, which map is made a part hereof by reference.
- 4. Annual Report:** Reference is made to the Annual Report prepared by NBS, on file with the Secretary, for a full and detailed description of the improvements, the boundaries of the Assessment District and the zones therein, and the proposed assessments upon assessable lots and parcels of land within the Assessment District.
- 5. Notice of Public Hearing:** The Board of Directors hereby declares its intention to conduct a Public Hearing concerning the levy of assessments in accordance with Section 22629 of the Act. All objections to the assessment, if any, will be considered by the Board of Directors. The Public Hearing will be held on **Thursday May 12, 2010 at 7:00 pm** or as soon thereafter as is feasible in the meeting place of the Board of Directors located at 59 Arlington Avenue, Kensington, CA. The Board of Directors further orders the Secretary to publish notice of this resolution in accordance with Section 22626 of the Act.
- 6. Increase of Assessment:** The maximum assessment is not proposed to increase from the previous year above that previously approved by the property owners (as "increased assessment" is defined in Section 54954.6 of the Government Code).

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on \_\_\_\_\_, the \_\_\_\_ day of \_\_\_\_\_, 2011, by the following vote to wit:

AYES:

\_\_\_\_\_  
Chuck Toombs, President

NOES:

\_\_\_\_\_  
Linda Lipscomb, Vice President

ABSENT:

\_\_\_\_\_  
Tony Lloyd, Director

\_\_\_\_\_  
Mari Metcalf, Director

\_\_\_\_\_  
Cathie Kosel, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on \_\_\_\_\_, the \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
District General Manager

## DISTRICT - 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. Board Action.

# Memorandum

Kensington Police Department



**To:** KPPCSD Board of Directors

APPROVED YES NO

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

\_\_\_\_\_

**Date:** Thursday, April 07, 2011

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

**Subject:** New Business Item #5 Award of Contract to ERA for Restroom Project

On March 23, 2011, at 2 P.M., the Park Restroom Committee ("Committee") held the bid opening for the Kensington Park Restroom Project. A total of 11 bids were submitted, ranging in price from the low bid of \$136,710.38 to the highest bid of \$245,371.00. The Committee's estimate for completing this work prior to bids being submitted was \$150,000 to \$180,000.

The bids were reviewed by the Committee and our District's legal counsel, David Gehrig. The low bid was submitted by ERA Construction Inc. ("ERA"), and included all required bid forms albeit with minor discrepancies. Specifically, ERA provided a single corporate signature instead of two, omitted the license number for one of its subcontractors, and omitted the bottom portion of the Disqualification Questionnaire. Each of the discrepancies was investigated and clarified, and legal counsel advises that they can legally be waived as minor irregularities. Moreover, Committee members have direct experience working with ERA on numerous public projects and advise that they are reliable, trustworthy, and able to complete projects in a timely manner with a high degree of quality. Accordingly, the Committee and legal counsel conclude that ERA is the lowest, responsive and responsible bidder.

It is the Committee's recommendation that the Board award a contract for the Phase 4- Restrooms for Kensington Community Park to ERA Construction Inc., and direct the General Manager to execute a contract in full conformity with the terms and conditions of the contract documents.

**Attachments:**

1. Bid Tally Sheet
2. Copy of the bid submitted by ERA
3. Copy of the letter sent to ERA recommending award of contract

PHASE 4- RESTROOMS for KENSINGTON COMMUNITY PARK

BID TALLY SHEET - 03/23/11

COMPANY	TIME RECEIVED	GRAND TOTAL BID PRICE	BID OPTION No. 1 Amount	BID OPTION No. 2 Amount	BID OPTION No. 3 Amount
AWC INC	1:30pm	\$153,905.60	\$1800.00	\$4,278.00	\$6,632.00
GLOBAL MODULAR INC	1:44pm	\$145,815.25	\$48.00	\$1,280.00	\$1,600.00
CF CONTRACTING	1:44pm	\$188,800.00	\$3500.00	\$4,500.00	\$7000.00
GENERAL ENGINEERING INC	1:45pm	\$136,710.38	\$20.80	\$4,278.00	\$6,632.00
MCNAB'S CONSTRUCTION	1:55pm	\$168,711.00	\$35.00/SF	< \$4200.00 >	< \$5,600.00 >
PLEASANTON ENGINEERING CONTRACTORS INC	1:56pm	\$169,800.00	\$350/SF	\$3000.00	\$4,000.00
VILA CONSTRUCTION	1:57pm	\$245,371.00	\$40.00/SF	\$4278.00	\$6,632.00
GCCI INC	1:57pm	\$217,430.00	\$5,000.00	\$4000.00	\$6,900.00
BBY CONSTRUCTION	1:57pm	\$183,338.00	\$150.00	\$4,278.00	\$6,632.00
CAL- BBY CONSTRUCTION INC	1:57pm	\$168,350.00	\$2,012.00	\$4,948.00	\$7,815.00

PHASE 4- RESTROOMS for KENSINGTON COMMUNITY PARK

BID TALLY SHEET - 03/23/11

COMPANY	TIME RECEIVED	GRAND TOTAL BID PRICE	BID OPTION No. 1 Amount	BID OPTION No. 2 Amount	BID OPTION No. 3 Amount
JOHNSTONE MOIR INC	1:57pm	\$173,799 <sup>00</sup>	\$50 <sup>00</sup> /SF	\$4,400 <sup>00</sup>	\$6,950 <sup>00</sup>

607



SECTION 00400

BID FORMS

PART 1 - GENERAL

1.01 INSTRUCTIONS TO BIDDERS

- A. Bid Forms shall be completed in accordance with the directions herein and the directions indicated in Section 00100, "Notice Inviting Bids"; Section 00200, "Instructions to Bidders"; and Section 00410, "Schedule of Bid Prices," of the Contract Documents.

1.02 BID FORMS

- A. Due on or before the date of Bid Opening

Each of the following Bid Forms must be completed as part of each Bidder's bid and shall be submitted before the specified time and date of the Bid Opening as identified in Section 00100, "Notice Inviting Bids," of the Contract Documents.

1. Bid Letter (including acknowledgement of receipt of Addenda)
2. List of Subcontractors
3. Disqualification Questionnaire
4. Acknowledgement of Insurance Requirements
5. Bidder's Guaranty: Bidder's Bond or Irrevocable Standby Letter of Credit
6. Non-Collusion Certification
7. Bidder's Request for Information

**BID LETTER**  
**FOR THE KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT**  
**PHASE 4 -- RESTROOMS FOR KENSINGTON COMMUNITY PARK**

Pursuant to the Notice Inviting Bids, the undersigned bidder herewith submits a bid on the Bid Forms attached hereto and made a part hereof, and binds itself on award by the KPPCSD under this bid to execute a Contract in accordance with its bid and the Contract Documents.

The Notice Inviting Bids, Instructions to Bidders, General Conditions, Special Provisions, Supplementary Conditions, General Requirements, Technical Specifications, Appendices, Contract Drawings, and Addenda, if any, are made part of this bid and all provisions thereof are hereby accepted, and all representations and warranties required thereby are hereby affirmed.

This offer shall be irrevocable for a period of ninety (90) days after the date on which bids are opened.

The undersigned bidder understands that any clarification made to the above or any new and different conditions or information submitted on or with its Bid Forms, other than that requested, may render the bid non-responsive.

The undersigned, as bidder, declares that the only persons or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation and in submitting this bid, that it has carefully examined the location of the proposed work, the attached proposed form of contract, and the plans, specifications and the other Contract Documents; and agrees if this bid is accepted, that it will contract with KPPCSD, on the form of contract included with these specifications, to provide all necessary labor, materials, equipment, machinery, apparatus and other means of construction, and to do all the work specified in the Contract Documents, in the manner and time therein prescribed; and according to the requirements of the Owner's Designated Representative as therein set forth, and that he will accept all full payment therefore based on the item prices set forth in its Schedule of Bid Prices.

The prices included within the Schedule of Bid Prices include all costs for labor, materials, tools, equipment, services, subcontractors, suppliers, taxes, insurance, shipment, delivery, overhead, profit and all other costs necessary to perform the work in accordance with the Contract Documents.

The undersigned bidder acknowledges receipt, understanding, and full consideration of the following addenda to the Contract Documents:

ADDENDA NOS. (if none, so state): 1, 2, 2(R) EA

The undersigned bidder acknowledges the delivery route to the Project site contained in the contract documents, and confirms Contractor's ability to use this site for deliveries by initialing here: \_\_\_\_\_

Name of Bidder: ERA CONSTRUCTION INC

Business Address: 319 Willard Ave  
Richmond CA 94801

Phone: 510 830 5955 Fax: 510 543 4153

Contractor's License No. 843982

License Expiration Date 07 30-212

Classification Type B1 A

ISSUED FOR BID

BID FORMS

KENSINGTON POLICE PROTECTION &  
COMMUNITY SERVICES DISTRICT

February 16, 2011

Section 00400, Page 2

PHASE 4 -- RESTROOMS  
2696535.3

If SOLE OWNER, sign here:

I sign as sole owner of the business named above:

\_\_\_\_\_

If PARTNERSHIP, one or more partners sign here:

The undersigned certify that we are partners in the business named above and that we sign this bid with the full authority to do so:

\_\_\_\_\_

\_\_\_\_\_

If CORPORATION, execute here:

Corporate Name: ERA CONSTRUCTION INC

Incorporated under the laws of the State of California

The undersigned certify that they sign this bid with the full and proper authorization so to do:

By [Signature]  
*Signature of Authorized Official\**

By \_\_\_\_\_  
*Signature of Authorized Official\**

owner  
*Title*

\_\_\_\_\_  
*Title*

Enrique Avila  
*Typewritten or Printed Name*

\_\_\_\_\_  
*Typewritten or Printed Name*

If JOINT VENTURE, execute here:

Joint Venture name composed of: \_\_\_\_\_

The undersigned certify that they sign this bid with the full and proper authorization so to do:

\_\_\_\_\_  
*Signature of Authorized Official\**

\_\_\_\_\_  
*Signature of Authorized Official\**

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Typewritten or Printed Name*

\_\_\_\_\_  
*Typewritten or Printed Name*

\*If bidder is a partnership or Joint Venture, give the full names of all partners and/or Joint Ventures in the space provided (use additional sheet if required). If bidder is a corporation, two signatures are required as follows: (1) the Chairman, President, or Vice-President and (2) the Secretary, Assistant Secretary, Chief Financial Officer or Assistant Treasurer. In the alternative, this Agreement may be executed by a single officer or a person other than an officer provided that evidence satisfactory to KPPCSD is provided demonstrating that such individual is authorized to bind the corporation (example, a copy of a certified resolution from the corporation's board or a copy of the corporation's bylaws)

END OF BID LETTER

230

**LIST OF SUBCONTRACTORS**

The Bidder is required to furnish the following information in accordance with the provisions of Sections 4100 to 4114, inclusive, of the Public Contract Code of the State of California. This list and information shall include all subcontractors that will perform work, provide labor or render services to the Bidder in connection with the project in an amount in excess of one-half of one percent of the total amount of Bidder's Grand Total Bid Price.

Do not list alternative subcontractors for the same work. Use additional sheets if necessary.

NAME OF SUBCONTRACTOR	LICENSE NUMBER	LOCATION OF/ PLACE OF BUSINESS	PORTION OF WORK
1. California Constructors		Richmond.	Minor Concrete.
2. Public Restroom Co.	B822966B	Reno Nevada	Restrooms suppliers/Building.
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**END LIST OF SUBCONTRACTORS**

DISQUALIFICATION QUESTIONNAIRE

The Bidder shall complete, under penalty of perjury, the following questionnaire:

Has the Bidder, any officer of the Bidder, or any employee of the Bidder who has proprietary interest in the Bidder, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation?

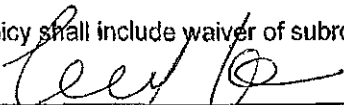
No, never.

see 400  
no 5

**ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS**

Included in the Bid Price is full compensation for the requirements set forth in Section 00860, INSURANCE REQUIREMENTS of the Contract Documents, including:

- a) Workers' Compensation (per statutory requirement).  
Policy shall include a waiver of subrogation.
- b) Employer's Liability coverage.  
Two Million Dollars (\$2,000,000) per accident; and  
Two Million Dollars (\$2,000,000) each employee by disease.
- c) Commercial General Liability coverage (including but not limited to premises and operations; contractual liability; personal and advertising injury; explosion, collapse, and underground coverage; products and completed operations, and; broad form property damage) of not less than:  
Two Million Dollars (\$2,000,000) combined single limit per occurrence or claim; and  
Two Million Dollars (\$2,000,000) general aggregate.  
Policy shall include a Waiver of Subrogation and Additional Insured endorsement. Policy will also contain either a Cross Liability endorsement or Severability of Interests Clause.
- d) Business Automobile Liability Insurance coverage of not less than:  
Two Million Dollars (\$2,000,000) combined single limit occurrence.  
Policy shall include a Waiver of Subrogation and Additional Insured endorsement.
- e) Builder's Risk Insurance (excluding earthquake or flood coverage)  
Policy shall include waiver of subrogation.

  
\_\_\_\_\_  
Signature of Bidder/Title

03/21/11  
\_\_\_\_\_  
Date

**END OF ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS**

**BIDDER'S BOND**

Bond No.: B914497

KNOW ALL PERSONS BY THESE PRESENTS:

That ERA Construction, Inc., as Principal, and Financial Pacific Insurance Company as Surety, are held and firmly bound unto the Kensington Police Protection & Community Services District, hereinafter called KPPCSD, in the sum of (\$) Ten \*, being at least ten percent (10%) of the total amount of the bid, for the payment of which sum in lawful money of the United States of America to KPPCSD we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents. \* Percent (10%) of the Total Amount Bid.

The condition of the above obligation is such that, whereas the Principal has submitted said bid to KPPCSD;

NOW, THEREFORE, if the principal is awarded a Contract by KPPCSD and, within the time and in the manner required by the Specifications, enters into a written Contract with KPPCSD and furnishes the requisite bond or bonds and insurance certificates, then this obligation shall become null and void, otherwise to remain in full force and effect.

In the event suit is brought upon this bond by KPPCSD and judgment is recovered, the Surety shall pay all costs incurred by KPPCSD in such suit, including a reasonable attorney's fee to be fixed by the Court.

Dated March 18, 2011

TO BE CONSIDERED COMPLETE, BOTH THE PRINCIPAL AND SURETY MUST SIGN THIS BIDDER'S BOND. IN ADDITION, THE SURETY'S SIGNATURE MUST BE NOTARIZED AND A COPY OF THE SURETY'S POWER OF ATTORNEY MUST BE ATTACHED.

ERA Construction, Inc.

Principal

By: [Signature]

Financial Pacific Insurance Company

Surety

By: [Signature]

Robert P. Wrixon - Attorney-in-Fact

3880 Atherton Road, Rocklin, CA 95765

Address of Surety

**END OF BIDDERS BOND**

ISSUED FOR BID

BID FORMS

KENSINGTON POLICE PROTECTION &

COMMUNITY SERVICES DISTRICT

February 16, 2011

Section 00400, Page 7

PHASE 4 - RESTROOMS

2696535.3

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

STATE OF CALIFORNIA

County of CONTRA COSTA

On 3-18-2011 before me, MARICELA SANTOS, NOTARY PUBLIC  
Date Here Insert Name and Title of the Officer

personally appeared Robert P. Wrixon  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.  
Signature [Signature]  
Signature of Notary Public MARICELA SANTOS



Place Notary Seal Above

**OPTIONAL**

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

**Description of Attached Document**

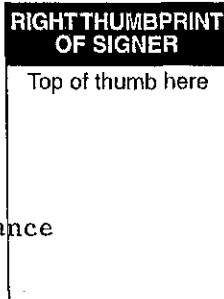
Title or Type of Document: Bid Bond #B914497

Document Date: 3-18-2011 Number of Pages: One (1)

Signer(s) Other Than Named Above: \_\_\_\_\_

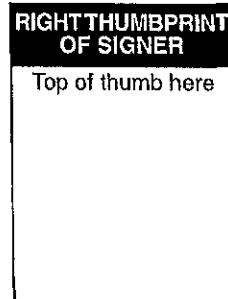
**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Individual  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Attorney in Fact  
 Trustee  
 Guardian or Conservator  
 Other: \_\_\_\_\_



Signer Is Representing:  
Financial Pacific Insurance Company

Signer's Name: \_\_\_\_\_  
 Individual  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Attorney in Fact  
 Trustee  
 Guardian or Conservator  
 Other: \_\_\_\_\_



Signer Is Representing: \_\_\_\_\_



# LIMITED POWER OF ATTORNEY

## Financial Pacific Insurance Company

BOND NUMBER B914497

POWER NUMBER 914497

PRINCIPAL ERA Construction, Inc.

PENAL SUM Ten Percent of the Total Amount Bid

KNOW ALL MEN BY THESE PRESENTS, that Financial Pacific Insurance Company, a California corporation (the "Company"), does hereby make, constitute and appoint:

*Maricela Santos, Kevin Re, Maureen O'Connell, Robert P. Wrixon, M. Moody, Betty L. Tolentino, Janet C. Rojo, Virginia L. Black* its true and lawful Attorneys-in-Fact, with limited power and authority for and on behalf of the Company as surety, to execute, deliver and affix the seal of the Company thereto if a seal is required on bonds, undertakings, recognizances or other written obligations in the nature thereof as follows:

**Bid, Performance, Payment, Subdivision and Miscellaneous Bonds up to \$2,000,000.00** and to bind the Company thereby. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the Board of Directors of Financial Pacific Insurance Company at the meeting duly held July 6, 1995, which are now in full force and effect:

RESOLVED, that the President or any Vice President, in conjunction with the Secretary or any Assistant Secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the Company, to execute and deliver and affix the seal of the Company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any power of attorney previously granted such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company when signed and sealed (if a seal be required) by one or more attorneys-in-fact pursuant to and within the limits of the authority evidenced by the power of attorney issued by the Company to such person or persons.

RESOLVED FURTHER, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company; any such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, Financial Pacific Insurance Company has caused these presents to be signed by it's proper officers, and it's corporate seal to be hereunto affixed this 9th of December 2010.

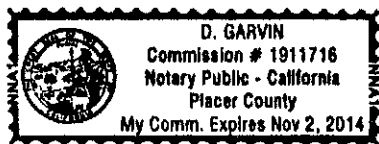


*[Handwritten signature]*

*[Handwritten signature]*

### STATE OF CALIFORNIA, COUNTY OF PLACER

On this 9th of December, 2010 before me, Debra Gavin, Notary Public, personally appeared Edward J. Paoletti and John R. Hollingshead, who proved to me on the basis of satisfactory evidence to be the persons whose names are subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacities, and that by their signatures on the instrument the persons, or the entity upon behalf of which the persons acted, executed the instrument.



*[Handwritten signature]*  
Debra Garvin, Notary Public

### CERTIFICATE

I certify under the Penalty of Perjury under the laws of the State of California that the foregoing paragraph is true and correct.

Signed and sealed at Placer, this 18th day of March, 20 11

*[Handwritten signature]*  
John R. Hollingshead, Secretary



NONCOLLUSION AFFIDAVIT TO BE EXECUTED  
BY BIDDER AND SUBMITTED WITH BID  
(In accordance with 23 U.S.C. § 112 and Cal. Pub. Con. Code § 7106)

State of California  
County of Contra Costa ) ss.

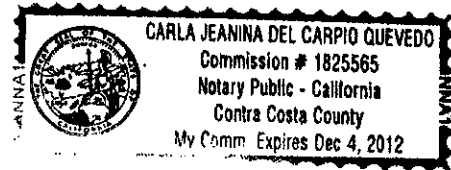
Enrique Anla being first duly sworn, deposes and says that he or she is Owner of EPA Construction, the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

By [Signature]  
Subscribed and sworn to before me, Carla Del Carpio  
a Notary Public in and for the  
State of California, County of Contra Costa  
this 21 day

March, 2011.

[Signature]  
Signature of Notary Public

My commission expires Dec 4, 2012 (Seal)



END OF NON COLLUSION AFFIDAVIT

KPPCSD  
 PHASE 4 - RESTROOMS FOR KENSINGTON COMMUNITY PARK  
 SCHEDULE OF BID PRICES

BID ITEM	DESCRIPTION	EST. QTY.	UNIT	UNIT PRICE	BID PRICE
<b>BASE BID</b>					
1.	Mobilization, Temporary Fencing & Signage, Light Pole Removal & Replacement	1	LS	LUMP SUM	\$ 2950
2.	Site Demolition & Grubbing & Miscellaneous Work	1	LS	LUMP SUM	\$ 2124
3.	Earthwork for Pre-Fabricated Building & Retaining Wall, Excavation & Haul-off, Back Fill and Drainage	1	LS	LUMP SUM	\$ 2832
4.	Retaining Wall	1	LS	LUMP SUM	\$ 5310
5.	Potable Water, Sanitary Sewer, and Electrical	1	LS	LUMP SUM	\$ 2124
6.	Aggregate Base, Stabilizing Fabric and Sand Leveling Material	1	LS	LUMP SUM	\$ 3068
7.	Site Flat Work	1	LS	LUMP SUM	\$ 2950
8.	Pre-Fabricated Building - Design, Approval, Fabrication, Delivery and Installation	1	LS	LUMP SUM	\$ 99,416.18
9.	Planting & Irrigation	1	LS	LUMP SUM	\$ 2124
10.	Landscape Maintenance	1	LS	LUMP SUM	\$ 6,254
11.	Punch List Work		LS	LUMP SUM	\$ 1,050.20
12.	Final Cleaning & Project Close-Out			LUMP SUM	\$ 708.00
Subtotal Base Bid (Sum of Bid Items 1-12)					\$ 130,910.38
<b>ALLOWANCES</b>					
13.	Retaining Wall Permit	1	NA	ALLOWANCE	\$800.00
14.	Building Permit	1	NA	ALLOWANCE	\$3,800.00
15.	Stage Sanitary Sewer District Review Fee	1	NA	ALLOWANCE	\$1,200.00
Subtotal Allowances (Sum of Bid Items 13-15)					\$5,800.00
<b>GRAND TOTAL BID PRICE (Sum of Bid Items 1-15)</b>					\$ 136,710.38
<b>BID OPTIONS</b>					
16.	Bid Option No. 1: Higher Retaining Wall and Wider Footing	N/A	Square Foot of Additional		\$ 20.80

ISSUED FOR BID

February 16, 2011

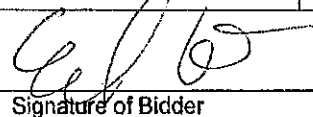
SCHEDULE OF BID PRICES

Section 00410, Page 3

KENSINGTON POLICE PROTECTION &  
 COMMUNITY SERVICES DISTRICT  
 PHASE 4 - RESTROOMS

2696535.3

			Wall Surface		
17.	Bid Option No. 2: Delete Horizontal Siding (painting of building not included)	1	LS	Lump Sum	\$ 4,278. <sup>00</sup>
18.	Bid Option No. 3: Delete Urinal (including building modifications)	1	LS	Lump Sum	\$ 6,632. <sup>00</sup>

  
 \_\_\_\_\_  
 Signature of Bidder

03/23/11  
 \_\_\_\_\_  
 Date

END OF SECTION 00410

# ADDENDUM 1

Issued 03/15/3011

## KENSINGTON POLICE PROTECTION & COMMUNITY SERVICE DISTRICT

### PHASE 4- RESTROOMS FOR KENSINGTON COMMUNITY PARK

The following shall modify the Contract Documents. The work shall be accomplished in accordance with such modifications. It is required that this addendum be attached to the Specifications. This addendum contains two pages.

#### IMPORTANT

RECEIPT OF THIS ADDENDUM MUST BE ACKNOWLEDGED BY: INCLUDING A SIGNED COPY OF THIS COVER PAGE WITH THE BID PROPOSAL SUBMITTAL AND BY NOTATION IN THE "BID LETTER", SECTION 00400 PAGE 2. FAILURE TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM MAY CONSTITUTE GROUNDS FOR REJECTION OF THE BID.

Approved

  
\_\_\_\_\_  
Greg Harman, General Manager  
Kensington Police Protection & Community Service District

Acknowledgement of Receipt:

  
\_\_\_\_\_  
Contractor

#### ADDENDUM ITEMS

**Item No.1.1** - BRFI response to *Retaining Wall Height* (see Addendum 1 – Attachment A)

- A. Plan note #3 to Read: "See Sheet LW1.4 for wall Height."
- B. Retaining Wall Schedule, Detail 8, Note #2 to read: "Bid according to wall heights shown on sheet LW1.4"
- C. Bid Option #1: Higher Retaining Wall and Wider Footing: Change "Square foot of additional" to read "Cost to raise entire retaining wall one (1) eight inch CMU course, including required changes in rebar and footing size".

Note: Retaining wall heights to be approximately six (6) inches higher than "H" Dimension shown on Detail 8 – Retaining Wall Schedule, Sheet S5.1.  
e.g. Retaining wall height of 4'-10" equals "H" dimension of 4'-4".

240

ADDENDUM 2 (Revised)

Issued 03/22/2011

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICE DISTRICT

PHASE 4- RESTROOMS  
FOR  
KENSINGTON COMMUNITY PARK

This Revised Addendum 2 supersedes the draft Addendum 2 issued on 3/21/2011. There are no substantive revisions, although additional documents were included in Attachment A.

The following shall modify the Contract Documents. The work shall be accomplished in accordance with such modifications. It is required that this addendum be attached to the Specifications. This addendum contains two pages.

IMPORTANT

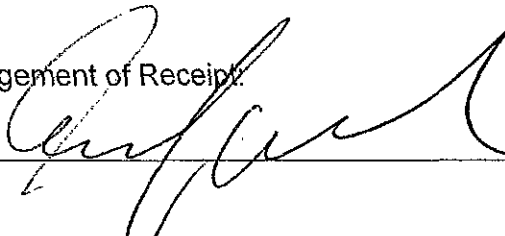
RECEIPT OF THIS ADDENDUM MUST BE ACKNOWLEDGED BY: INCLUDING A SIGNED COPY OF THIS COVER PAGE WITH THE BID PROPOSAL SUBMITTAL AND BY NOTATION IN THE "BID LETTER", SECTION 00400 PAGE 2. FAILURE TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM MAY CONSTITUTE GROUNDS FOR REJECTION OF THE BID.

Approved:



\_\_\_\_\_  
Greg Harman, General Manager  
Kensington Police Protection & Community Service District

Acknowledgement of Receipt:



\_\_\_\_\_  
Contractor

**ADDENDUM ITEMS**

**Item No.2.1** – The following revisions are hereby made to Section 00300, "Pre-Bid Conference," of the contract documents to clarify that attendance at the Pre-Bid Conference was recommended, not mandatory. Deleted text is crossed out, and new text is underlined. In Section 00300, Part 1.01 "Background," the second sentence of subpart A is hereby revised as follows:

Attendance at the Pre-bid conference is ~~mandatory~~recommended.

## ADDENDUM 2

Issued 03/21/2011

### KENSINGTON POLICE PROTECTION & COMMUNITY SERVICE DISTRICT

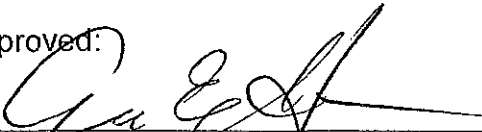
#### PHASE 4- RESTROOMS FOR KENSINGTON COMMUNITY PARK

The following shall modify the Contract Documents. The work shall be accomplished in accordance with such modifications. It is required that this addendum be attached to the Specifications. This addendum contains two pages.

#### IMPORTANT

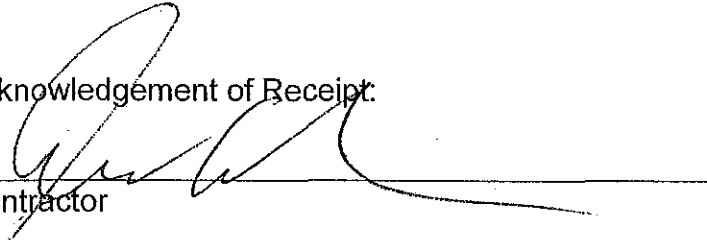
RECEIPT OF THIS ADDENDUM MUST BE ACKNOWLEDGED BY: INCLUDING A SIGNED COPY OF THIS COVER PAGE WITH THE BID PROPOSAL SUBMITTAL AND BY NOTATION IN THE "BID LETTER", SECTION 00400 PAGE 2. FAILURE TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM MAY CONSTITUTE GROUNDS FOR REJECTION OF THE BID.

Approved:



\_\_\_\_\_  
Greg Harman, General Manager  
Kensington Police Protection & Community Service District

Acknowledgement of Receipt:



\_\_\_\_\_  
Contractor

#### ADDENDUM ITEMS

**Item No.2.1** – The following revisions are hereby made to Section 00300, "Pre-Bid Conference," of the contract documents to clarify that attendance at the Pre-Bid Conference was recommended, not mandatory. Deleted text is crossed out, and new text is underlined. In Section 00300, Part 1.01 "Background," the second sentence of subpart A is hereby revised as follows:

Attendance at the Pre-bid conference is ~~mandatory~~ recommended.

In Section 00300, Part 1.02 "Location and time of Pre-Bid Conferences," the first sentence of subpart A is hereby revised as follows:

A ~~mandatory~~ pre-bid conference will be held prior to the date of bid opening.





DISQUALIFICATION QUESTIONNAIRE

The Bidder shall complete, under penalty of perjury, the following questionnaire:

Has the Bidder, any officer of the Bidder, or any employee of the Bidder who has proprietary interest in the Bidder, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation?

Yes \_\_\_\_\_

No  \_\_\_\_\_

If the answer is yes, explain the circumstances in the following space:

NAME OF BIDDER:

*EVCA Construction Inc*  
*By Eugene A. [Signature]*

NOTE: This questionnaire constitutes a part of the Bid, and signature on the portion of this Bid shall constitute signature on this questionnaire.

END OF DISQUALIFICATION QUESTIONNAIRE

# KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

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April 6, 2011

Mr. Enrique Avila  
ERA Construction  
319 Willard Avenue  
Richmond, CA 94801

**Re: Notice of Recommendation to Award Contract:  
KPPCSD Phase 4-Restrooms for Kensington Community Park**

Dear Mr. Avila:

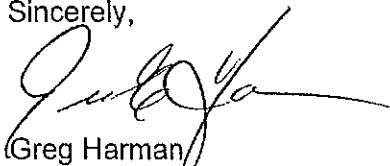
The Kensington Police Protection and Community Services District ("KPPCSD") staff has completed its review of the bids received in response to the Phase 4-Restrooms for Kensington Community Park Project ("Project").

This letter is to advise you that staff is recommending award of a contract for the Project to your firm for the Grand Total Bid Price of \$136,710.38. Your firm submitted the lowest responsive, responsible bid.

This action will take place at the KPPCSD board meeting to be held on April 14, 2011, at 7:00 p.m. The meeting will be held in the Community Center, located at 59 Arlington Avenue, Kensington, CA. Your attendance at this meeting is not mandatory.

KPPCSD looks forward to working with ERA Construction, Inc. on this Project.

Sincerely,



Greg Harman  
General Manager

cc: Charles Toombs, Board President

## DISTRICT - NEW BUSINESS

6. 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.  
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

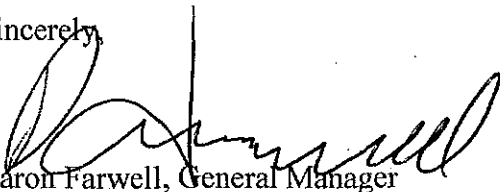
All City Management Services (ACMS) is keenly aware of the difficult economic times faced by many of our clients. Many Agencies continue to reaccess their budgets against the need to maintain critical services and provide for public safety.

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



## DISTRICT - NEW BUSINESS

7. 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. Board Action.

# Memorandum

**Kensington Police Department**



**To:** KPPCSD Board of Directors

APPROVED      YES      NO

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

\_\_\_\_\_

**Date:** Thursday, April 07, 2011

FORWARDED TO:

**Subject:** New Business Item #7 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.  
 1020 Terra Bella Avenue  
 Mountain View, CA 94043-1830  
 Cont. Lic. CA #557093  
 Cont. Lic. NV #0056488  
 Cont. Lic. WA #SAVIAC1952NT  
 Cont. Lic. OR #134244  
 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.**

**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**

<p><i>Saviano Company, Inc. Experts in Tennis &amp; 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</i></p>
--

# First Serve Productions Inc.

CSLBC Contractors License 773811

7063 Commerce Circle Suite A

Pleasanton, CA 94588

925.355-9100

fax 925.416-0407

www.firstservepro.com

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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*

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*Authorized Signature*

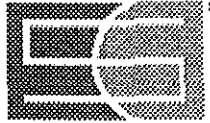
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### Acceptance of Proposal

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

Date \_\_\_\_\_

Signature \_\_\_\_\_



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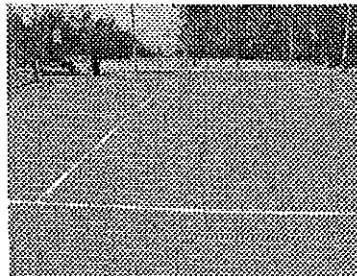
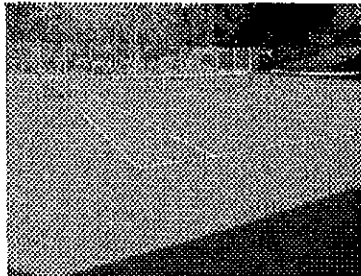
March 6, 2011

Andrea Dinapoli  
217 Arlington Ave  
Kensington, CA 94707

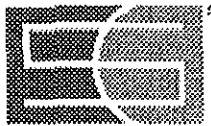
Re: Kensington Tennis Courts

Dear Andrea:

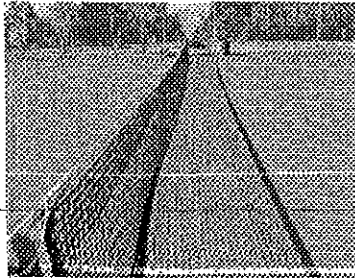
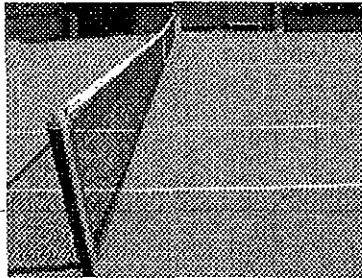
I had a chance to evaluate the two tennis courts off Arlington on Friday, March 4, 2011. The two tennis courts are in relatively good shape, and have approximately 275' of cracks in the two courts.



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



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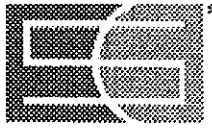
Sport Court Tennis recommends that you consider utilizing one of the three patching options below for repair of the cracks. There are four options to consider for repairing and resurfacing the court:

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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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



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T E N N I S**

## **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**

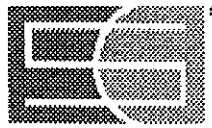
We then excavate loose material in cracks, blow and fill to level with Novacrylic acrylic court patch material made up of acrylic binder, cement and 30/60/90 grit sand depending on the crack depth. Where necessary, we use fill sand if cracks require a two-application process.

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

**Tenntrex-3000 Polyester Stitch Bonded Fabric**

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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.

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**Asphalt Emulsion**

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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.

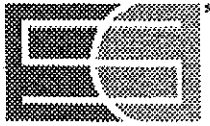
**Acrylic Resurfacer**

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

## DISTRICT - 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. Possible Board Action.

## Notification of Nominations – 2011 Election SDRMA Board of Directors

January 19, 2011

Mr. Charles Toombs  
Board President  
Kensington Police Protection and Community Services District  
217 Arlington Avenue  
Kensington, California 94707-1498

Dear Mr. Toombs:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2011 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2011-02, Candidate Nomination Resolution and Candidate Statement of Qualifications.

General Election Information - Three (3) Directors seats are up for election. The nomination filing deadline is Wednesday, May 4, 2011. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due September 16, 2011.

Nominee Qualifications - Nominees must be a board member or full-time management employee (see SDRMA Election Policy 2011-02, Section 4.1) and be an active member agency of either SDRMA's property/liability or workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete and submit a "Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at [www.sdrma.org](http://www.sdrma.org). To obtain documents electronically:



From the SDRMA homepage, click on the "2011 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2012 and expire December 31, 2015.

Nomination Filing Deadline – Nomination documents **must be received in SDRMA's office no later than 5:00 P.M. on Wednesday, May 4, 2011.**

Please do not hesitate to contact me at 800.537.7790, if you have any questions regarding the 2011 SDRMA Board of Director Nominations or the election process.

Sincerely,  
Special District Risk Management Authority

  
Gregory S. Hall, ARM  
Chief Executive Officer

# 2011 Nomination Packet Checklist



## SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 5, 2011, marked the official commencement of nominations for the SDRMA Board of Directors. Three seats on the Board of Directors are up for election in September 2011.

**For your convenience we have enclosed the necessary nomination documents and election process schedule.** Please note that some items have important deadlines. All document contained in this packet, as well as additional information regarding SDRMA Board elections are available on our website [www.sdrma.org](http://www.sdrma.org) and/or by calling SDRMA Chief Executive Officer Greg Hall at 800.537.7790.

- \_\_\_ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** SDRMA Board of Directors has established a policy that requires candidates seeking election to the SDRMA Board of Directors to be: 1) a Board member or full-time management employee (per SDRMA Election Policy 2011-02, Section 4.1) of their respective member agency, and 2) nominated by resolution of the Board of Directors of their respective member agency. This document also reviews the Board of Directors' Role and Responsibilities along with additional information.
  
- \_\_\_ **Attachment Two:** **SDRMA Board of Directors 2011 Election Schedule:** Please review this document for important deadlines.
  
- \_\_\_ **Attachment Three:** **SDRMA Election Policy No. 2011-02:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.
  
- \_\_\_ **Attachment Four:** **Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.
  
- \_\_\_ **Attachment Five:** **Candidate Statement of Qualifications:** Please be advised that no statements are endorsed by SDRMA. Candidate statements of qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

**Please complete and return all required nomination and election documents to:**

SDRMA Election Committee  
C/O Paul Frydendal, CFO  
Special District Risk Management Authority  
1112 "I" Street, Suite 300  
Sacramento, California 95814  
800.537.7790

SDRMA BOARD OF DIRECTORS  
FACT SHEET

## SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property, liability and worker's compensation coverages and comprehensive risk management programs for special districts and other public agencies and providers of municipal services throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	7-Board Members: SDRMA Board of Directors consists of seven (7) Board Members, who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, <i>setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.</i>
Board of Directors' Responsibilities	<i>Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.</i>
Three (3) Seats For this Election	3-Seats: Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year.
Term of Directors	4-Year Terms: Directors are elected for 4-year terms. Terms for directors elected this election begin January 1, 2012 and end on December 31, 2015.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2006-04 and applicable laws.
Number of Meetings per Year	12-Board Meetings Annually: Generally not more than one (1) meeting per month, with an average of nine (9) meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Typically the first Wednesday of each month (overnight stay recommended the night prior to the meeting).
Meeting Starting Time	8:30 a.m.: Meetings begin promptly.
Meeting Length	6 - 8 hours: Length of meetings on average.
Average Time Commitment	15 - 20 hours: Commitment per month.

*"The mission of Special District Risk Management Authority is to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool to CSDA member districts, delivered in a timely, cost efficient manner, responsive to the needs of the districts."*

SDRMA BOARD OF DIRECTORS  
2011 ELECTION SCHEDULE

# 2011 Election Schedule



JANUARY						
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DECEMBER						
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## TASK TIMELINE

1/5 Board approved Election Schedule

1/18-21 Mail Notification of Election and Nomination Procedure to Members in January  
90 days prior to mailing Ballots (118 actual days)

05/04 Deadline to return Nominations  
5/10 Election Comm. Reviews Nominations

05/16-17 Mail Ballots 60 days prior to ballot receipt deadline (123 actual days)

9/16 Deadline to Receive Ballots

9/20 Election Committee Counts Ballots  
9/21 Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule

10/12 Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session

11/2 Directors' Elect Invited to SDRMA Board Meeting

1/2012 Newly Elected Directors Seated and Election of Officers



SDRMA BOARD OF DIRECTORS  
ELECTION POLICY NO. 2011-02

A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Financial Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during March of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a full-time management employee of an SDRMA member. To qualify as a "full-

time management employee," the candidate must be a full-time, management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]

4.2. Each nominated candidate must submit a properly completed and signed "Statement of Qualifications" (required form attached) on or before the filing deadline in June in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed on or before the aforementioned deadline by (1) personal delivery to SDRMA's office; or (2) by U.S. mail received by the SDRMA office. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.

4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

4.4. A candidate that does not submit a Candidate's Statement of Qualifications which complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

#### 5.0. Nominating Procedure

5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in June. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in June is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.

5.2. A member may not nominate a candidate unless that member is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable more than ninety (90) days past due.

5.3. The Election Committee, as hereinabove defined and comprised, shall review all nominations received from members and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.

5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.

- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

#### 6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

#### 7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

#### 8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

#### 9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency (sample Resolution enclosed) and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.
- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.  
  
PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.
- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

- 11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:
  - a) notify all then member entities that a vacancy has occurred; and
  - b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
  - c) the SDRMA Board shall establish the closing date for the receipt of applications; and
  - d) candidates shall submit the following, by the date specified in the notice:
    - i) a letter of interest; and
    - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
    - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
  - e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and



- f) upon verification or rejection of each application by the Election Committee, staff will mail acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the candidates were certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Board determines in its sole discretion that neither of these two options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

Revised and adopted this 5<sup>th</sup> day of January 2011, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

This policy rescinds existing Policy No. 2009-07 and all other policies inconsistent herewith.

APPROVED:

David Aranda, President  
Board of Directors

ATTEST:

Gregory S. Hall, ARM  
Chief Executive Officer

224

**SAMPLE  
RESOLUTION FOR  
CANDIDATE NOMINATION**

Available for download in Microsoft Word file format  
visit our website at [www.sdrma.org](http://www.sdrma.org)



[AGENCY NAME]  
RESOLUTION NO.

A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING  
[CANDIDATE'S NAME] AS A  
CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT  
AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a board member or full-time management employee per SDRMA Election Policy 2011-02, Section 4.1 and be an active member agency of either SDRMA's property/liability or workers' compensation programs, and 2) be nominated by resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Statement of Qualifications" on or before the filing deadline in June in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED the governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME] its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority; and further directs that a copy of this resolution be delivered to SDRMA on or before the May 4, 2011 filing deadline.

ADOPTED this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]  
NAYES: "  
ABSTAIN: "  
ABSENT: "

APPROVED

\_\_\_\_\_  
President  
Board of Directors

ATTEST

\_\_\_\_\_  
Secretary

CANDIDATE'S STATEMENT  
OF  
QUALIFICATIONS





## DISTRICT - NEW BUSINESS

9. 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. 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

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. <ul style="list-style-type: none"> <li>- Travel @ \$.51 per mile – 100 mile per trip</li> <li>- Bridge Toll \$5.00</li> </ul> </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**

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**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:**

*De*

## SECTION 2 - CORE COMPETENCIES

Core competencies are skills, capabilities and responsibilities that are essential for the success of the GM/COP. Many of the core competencies are outlined in the GM/COP job description. Core Competency dimensions are identified in nine (9) categories with seventy-two (72) sub-factor ratings to help define the primary nine (9) categories.

**REMEMBER:** This Position has two important and distinct roles.

- **Chief of Police:** Providing Executive Leadership for Police Services
- **General Manager:** Providing Administration and Management for District Operations.

### 2.1 Financial Management

Sound financial management is one of the most critical responsibilities of the GM/COP. The GM/COP must insure that solid budgeting and accounting systems and appropriate financial controls and risk management strategies are in place. Achieving budget targets is a very important factor in performance assessment. The Board is responsible for supporting the GM/COP with a Finance Committee and Appropriate Professional Financial Resource.

#	Core Competency	1	2	3	4	5
1	Plans, organizes, prepares, and presents the annual budget with adequate documentation and support information to enable Directors to make informed fiscal policy decisions.					
2	Performs competitive analysis of District's operating benchmarks versus industry standards					
3	Makes sound financial decisions and takes effective corrective action as required to control costs and achieve budget goals					
4	Monitors monthly budget and other financial statements, and makes accurate monthly financial reports and projections to the Board					
5	Develops and implements effective strategies for generating budgeted revenue					
6	Ensures that the budget addresses the Board's goals and objectives					
7	Ensures that Supervisors are aware of budget requirements and are effectively managing costs					
	<b>Overall Financial Management Rating</b>					

**Comments and Observations:**

## 2.2 Organization Management

The GM/COP has overall responsibility for the day-to-day operations of the Police Department and District. These responsibilities include developing, maintaining and using all systems and resources that facilitate the effective operation of police service delivery, District Park and Recreation and Solid Waste Handling and Disposal.

#	Core Competency	1	2	3	4	5
1	Develops, maintains and administers a sound organizational structure and plan, and initiates improvements as necessary					
2	Plans and organizes on-going service delivery systems to assure efficient and effective services to Kensington Community					
3	Maintains knowledge of current and innovative trends, technologies, and systems provided by local government and incorporates that knowledge into program research and recommendations.					
4	Plans and organizes responses to public requests and complaints or areas of concern that are brought to the attention of the GM/COP					
5	Anticipates and recognizes future needs and problems and plans accordingly					
6	Ensures that appropriate administrative systems, technology and procedures are in place to effectively manage the District					
7	Ensures that District Sergeants effectively schedule, supervise and direct the work of all District employees including handling all personnel-related matters including compensation, job changes, performance evaluation, discipline etc.					
<b>Overall Organization Management Rating</b>						

**Comments and Observations:**

### 2.3 Board Relations

The GM/COP has a responsibility to provide a high degree of leadership for the Board and its committees. Part of that leadership responsibility is to help the Board remain focused on governance and long-term planning. In order to do so, the Board must have confidence and trust that the GM/COP is effectively managing all aspects of the District's operations. Important is that the Board have displayed support for the GM/COP in pursuit of duties.

#	Core Competency	1	2	3	4	5
1	Plans, organizes, and follows through on work assigned by the District Board so that it is completed with timeliness and efficiency.					
2	Plans and organizes work involved in researching the Board's suggestions and reporting the results of the analyses.					
3	Helps the Board focus on highest priority topics that need Board attention and involvement rather than day-to-day management issues					
4	Orients new Board members and engages all Board members to ensure that everyone understands how the organization functions, and has information needed for informed decision making					
5	Keeps the Board apprised of the organizational climate and any issues that could affect the District's operations					
6	Serves as an articulate and effective spokesperson for the District with the membership and outside organizations that are of benefit to the District					
7	Administers the Board calendar to insure that the Board maintains compliance with critical milestone dates for Board action and personal Board Member mandated training.					
8	Carries out directives of the Board as a whole rather than those of any one Board Member					
9	Receptive to constructive criticism and advice					
10	Willing to try new ideas proposed by District Board Members or Staff.					
<b>Overall Board Relations Rating</b>						

**Comments and Observations:**



## 2.4 Planning and Coordination

Assisting with planning and coordination of Board and committee activities is a very important leadership responsibility of the GM/COP. The GM/COP is expected to be a partner with the Board, and to assist the Board in achieving both its short and long-term goals.

#	Core Competency	1	2	3	4	5
1	Works with the Board and its committees in developing a shared vision for the mission and vision of the District, and appropriate goals and strategies to advance the mission					
2	Helps the Board coordinate committee activities to ensure that they are in alignment with the Board's goals and committee charters					
3	Plans, develops and approves specific operational policies, programs, procedures, methods, rules and regulations in concert with general policies					
4	Provides necessary administrative support to ensure that committee activities are documented and communicated to the Board					
5	Creates and administers the annual Work Plan based on the District's (strategic / business) plan, input from committees, the GM's action items, and priorities established by the Board					
6	Keeps District Board members advised of new and pending legislation and development.					
7	Reports are generally produced through own initiative rather than when requested by the Board.					
8	Displayed outreach to community for experienced subject matter experts to help with District issues and affairs. (community volunteers with expertise)					
<b>Overall Planning and Coordinating Rating</b>						

**Comments and Observations:**

## 2.5 Services Management

The District exists for the delivery of services to its public constituents and partnerships. Quality of service is one of the major factors that determine whether the District is excellent or mediocre, and whether constituents are satisfied or dissatisfied. Accordingly, the concept of excellent service and its consistent delivery is a vital part of the GM/COP responsibilities. Areas involve, police services, park and recreation facilities, and solid waste.

#	Core Competency	1	2	3	4	5
1	Works with Department Managers / Sergeants to ensure the highest performance standards for District service delivery.					
2	Oversees the community education and/or public outreach programs to promote the District's services and facilities.					
3	Maintains high visibility and engages the employees so they feel confident that the GM/COP is committed to quality service delivery.					
4	Develops appropriate outreach and feedback mechanisms to properly assess that service delivery objectives are being met.					
	<b>Overall Service Management Rating</b>					

**Comments and Observations:**

## 2.6 Human Resources

The District is primarily a service-based operation. This entails hiring, training, developing and promoting qualified people to efficiently manage and operate the District. The GM/COP plays a key role in developing and sustaining Human Resource (HR) Policies that not only comply with Federal and State regulations yet meet the spirit of the District's HR philosophy. Due to the personnel resource involved, police operations are a significant element of this performance dimension. Functions include:

#	Core Competency	1	2	3	4	5
1	Maintains positive employee-employer relations and guides people so they work toward common objectives.					
2	Effectively selects, trains, and organizes employees.					
3	Addresses personnel problems and takes appropriate action when warranted					
4	Maintains an atmosphere in which employees enjoy working for the District Specifically the Police Department.					
5	Has developed a "friendly and informal relationship" with the work force, yet maintains the prestige and dignity of the Executive Manager.					
6	Ensures policies and procedures are uniformly enforced.					
7	Oversees employee salaries and benefits and where appropriate, contract negotiations and settlements as directed by the Board.					
8	Ensures that personnel policies are current and in compliance with Federal and State laws.					
9	Ensures the District complies with mandated personnel due process.					
	<b>Overall Human Resources Rating</b>					

**Comments and Observations:**

## 2.7 Facility Management

The District's facilities, equipment and infrastructure are of prime importance and a major focus of the GM/COP responsibilities. The GM/COP is responsible for insuring that all of the District's physical assets are maintained in a manner that will maximize their useful life span and productivity.

#	Core Competency	1	2	3	4	5
1	Displayed work activity that ensure that appropriate standards for care and maintenance of physical assets are in place and being effectively implemented.					
2	Maintains asset records and replacement schedules; advises the Board and budgets for appropriate asset replacements and additions.					
3	Maintains inventory records and a thorough understanding of all of the District's real estate holdings and related issues, including regulatory, legal and related issues.					
<b>Overall Facility Management Rating</b>						

**Comments and Observations:**

## 2.8 Personal Leadership Qualities

Beyond the core functional responsibilities of the GM/COP, there are a number of additional leadership and interpersonal skills that are important to the success of the GM/COP.

#	Core Competency	1	2	3	4	5
1	Demonstrates a clear commitment to the District's mission, vision and values and engages others in advancing the mission of the District.					
2	Ensures that District employees who have public contact demonstrate a perception, attitude, and feeling of helpfulness, courtesy, and sensitivity.					
3	Motivates subordinates to create a team atmosphere and commitment to the organization.					
4	Composure, appearance, and attitude is fitting for an individual in this Executive position.					
5	Knowledgeable of current developments affecting the management field. Displayed through personal professional development.					
6	Demonstrates a sense of innovation and creativity.					
7	Anticipates problems and develops effective approaches for solving them.					
8	Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their daily activities and collateral duties and programs					
9	Displayed Willingness to ask difficult questions and challenge organizational assumptions.					
10	Displayed dedication to the Kensington Community and its Citizens					
11	Skillful with the news media – avoiding political positions and partisanship					
12	Positively and effectively represents the District and its interests with other governmental jurisdictions or agencies.					
13	Maintains sufficient visibility, identity, and availability in the community.					
14	Seeks to continuously improve own skills and knowledge.					
	<b>Overall Personal Leadership Qualities Rating</b>					

**Comments and Observations:**

## 2.9 Interpersonal Skills

#	Core Competency	1	2	3	4	5
1	Does the Manager exhibit the proper skills to be easy to talk to: Listen to what is being said: Respond in a thoughtful, clear, and pointed manner.					
2	Are written communications clear, concise, formatted appropriately, and accurate.					
3	Effective problem solving skills.					
4	Good judgment in decision making.					
5	Ability to build trusting relationships.					
6	Ability to balance diverging and competing points of view. Being firm when convinced but not stubborn.					
7	Displayed ability to be decisive, to reach timely decisions and initiate action with out being compulsive.					
8	Demonstrates integrity and honesty in day-to-day relationships.					
9	Is practical and uses common sense.					
10	Demonstrates a positive attitude.					
	<b>Overall Interpersonal Skills Rating</b>					

**Comments and Observations:**

**OVERALL PERFORMANCE RATING:**

#	CORE COMPETENCY OVERALL PERFORMANCE RATING	1	2	3	4	5
2.1	Overall Financial Management Rating					
2.2	Overall Organization Management Rating					
2.3	Overall Board Relations Rating					
2.4	Overall Planning and Coordinating Rating					
2.5	Overall Service Management Rating					
2.6	Overall Human Resources					
2.7	Overall Facility Management Rating					
2.8	Overall Personal Leadership Qualities Rating					
2.9	Overall Interpersonal Skills Rating					
	<b>OVERALL CORE COMPETENCY PERFORMANCE RATING</b>					

**SUMMARY OF DIRECTOR COMMENTS**

**A. Positive Performance / Accomplishments of the GM/COP During this Rating Period. "Continue With and / or More Of"**

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**B. Opportunity for Improvement. "Less Of"**

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### SECTION 3 - NEW PERFORMANCE OBJECTIVES

Annual performance "objectives" are measurable goals and may include **organizational priorities** such as improving departmental performance, **leadership tasks** such as coordinating a strategic planning process, or **professional development goals** such as obtaining a professional certification or specific tasks that the GM/COP has been charged with accomplishing in a given year. They should be a "Critical Few Things".

Focus should incorporate general direction of duties described in the GM/COP Job Description that include:

- General Administration
- District Affairs
- Police Department
- Solid Waste Handling and Disposal
- Park and Recreation Services

**TOTAL ANNUAL GOALS SHOULD BE NO MORE THAN "10". ANY MORE, THEY ARE NO LONGER SIGNIFICANT**

#	Performance Goal Description
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	MAXIMUM NUMBER OF GOALS



# ATTACHMENT

## D

### PERFORMANCE APPRAISAL BOARD FINAL DOCUMENT

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

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**Annual Goal Setting and Performance Appraisal Document**

**General Manager / Chief of Police**

**Board Final Document**

**July 1, 20\_\_ through June 30, 20\_\_**

## PERFORMANCE APPRAISAL SUMMARY

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.

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.

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

### PREVIOUS ANNUAL PERFORMANCE GOALS

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				
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10				

**Comments and Observations:**

## SECTION 2 - CORE COMPETENCIES

Core competencies are skills, capabilities and responsibilities that are essential for the success of the GM/COP. Many of the core competencies are outlined in the GM/COP job description. Core Competency dimensions are identified in nine (9) categories with seventy-two (72) sub-factor ratings to help define the primary nine (9) categories.

**REMEMBER:** This Position has two important and distinct roles.

- **Chief of Police:** Providing Executive Leadership for Police Services
  - **General Manager:** Providing Administration and Management for District Operations.
- 

### CORE COPENTENCY RATING PERIOD SUMMARY:

*Section II summary overview completed by the Board Performance Review (Executive) Committee.*

## OVERALL PERFORMANCE RATING

#	CORE COMPETENCY OVERALL PERFORMANCE RATING	1	2	3	4	5
2.1	Overall Financial Management Rating					
2.2	Overall Organization Management Rating					
2.3	Overall Board Relations Rating					
2.4	Overall Planning and Coordinating Rating					
2.5	Overall Service Management Rating					
2.6	Overall Human Resources					
2.7	Overall Facility Management Rating					
2.8	Overall Personal Leadership Qualities Rating					
2.9	Overall Interpersonal Skills Rating					
	<b>OVERALL SUB-FACTOR RATING.</b> (Composite of all Sub-factor Ratings from all Nine Dimensions)					
	<b>TOTAL NUMBER OF OVERALL RATINGS BY DIRECTORS</b> (Total votes by Directors for Each of the Nine (9) dimensions)					
	<b>OVERALL RATING BY DIRECTORS</b> (one overall vote per Director)					

### Matrix Overview

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## 2.1 Financial Management

Sound financial management is one of the most critical responsibilities of the GM/COP. The GM/COP must insure that solid budgeting and accounting systems and appropriate financial controls and risk management strategies are in place. Achieving budget targets is a very important factor in performance assessment. The Board is responsible for supporting the GM/COP with a Finance Committee and Appropriate Professional Financial Resource.

#	Financial Management	1	2	3	4	5
	Overall Rating					

### Comments and Observations:

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## 2.2 Organization Management

The GM/COP has overall responsibility for the day-to-day operations of the Police Department and District. These responsibilities include developing, maintaining and using all systems and resources that facilitate the effective operation of police service delivery, District Park and Recreation and Solid Waste Handling and Disposal.

#	Organization Management	1	2	3	4	5
	Overall Rating					

### Comments and Observations:

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### 2.3 Board Relations

The GM/COP has a responsibility to provide a high degree of leadership for the Board and its committees. Part of that leadership responsibility is to help the Board remain focused on governance and long-term planning. In order to do so, the Board must have confidence and trust that the GM/COP is effectively managing all aspects of the District's operations. Important is that the Board have displayed support for the GM/COP in pursuit of duties.

#	Board Relations	1	2	3	4	5
	Overall Rating					

#### Comments and Observations:

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### 2.4 Planning and Coordination

Assisting with planning and coordination of Board and committee activities is a very important leadership responsibility of the GM/COP. The GM/COP is expected to be a partner with the Board, and to assist the Board in achieving both its short and long-term goals.

#	Planning and Coordinating	1	2	3	4	5
	Overall Rating					

#### Comments and Observations:

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## 2.5 Services Management

The District exists for the delivery of services to its public constituents and partnerships. Quality of service is one of the major factors that determine whether the District is excellent or mediocre, and whether constituents are satisfied or dissatisfied. Accordingly, the concept of excellent service and its consistent delivery is a vital part of the GM/COP responsibilities. Areas involve, police services, park and recreation facilities, and solid waste.

#	Service Management	1	2	3	4	5
	Overall Rating					

### Comments and Observations:

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## 2.6 Human Resources

The District is primarily a service-based operation. This entails hiring, training, developing and promoting qualified people to efficiently manage and operate the District. The GM/COP plays a key role in developing and sustaining Human Resource (HR) Policies that not only comply with Federal and State regulations yet meet the spirit of the District's HR philosophy. Due to the personnel resource involved, police operations are a significant element of this performance dimension. Functions include:

#	Human Resources	1	2	3	4	5
	Overall Rating					

### Comments and Observations:

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## 2.7 Facility Management

The District's facilities, equipment and infrastructure are of prime importance and a major focus of the GM/COP responsibilities. The GM/COP is responsible for insuring that all of the District's physical assets are maintained in a manner that will maximize their useful life span and productivity.

#	Facility Management	1	2	3	4	5
	Overall Rating					

### Comments and Observations:

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## 2.8 Personal Leadership Qualities

Beyond the core functional responsibilities of the GM/COP, there are a number of additional leadership and interpersonal skills that are important to the success of the GM/COP.

#	Core Competency	1	2	3	4	5
	Overall Personal Leadership Qualities Rating					

### Comments and Observations:

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## 2.9 Interpersonal Skills

#	Interpersonal Skills	1	2	3	4	5
	Overall Rating					

### Comments and Observations:

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## SUMMARY OF DIRECTOR COMMENTS

**A. Positive Performance / Accomplishments of the GM/COP During this Rating Period. "More Of"**

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**B. Opportunity for Improvement. "Less Of"**

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## SECTION 3 - NEW PERFORMANCE OBJECTIVES

Annual performance "objectives" are measurable goals and may include **organizational priorities** such as improving departmental performance, **leadership tasks** such as coordinating a strategic planning process, or **professional development goals** such as obtaining a professional certification or specific tasks that the GM/COP has been charged with accomplishing in a given year. They should be a "Critical Few Things".

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#	Performance Goal Description
1	
2	
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**Comments by the General Manager / Chief of Police: (optional)**

**Signatures:**

KPPCSD General Manager / Chief of Police

\_\_\_\_\_

Date: \_\_\_\_\_

President of the KPPCSD Board of Directors

\_\_\_\_\_

Date: \_\_\_\_\_

Vice President of the KPPCSD Board of Directors

\_\_\_\_\_

Date: \_\_\_\_\_

## DISTRICT - NEW BUSINESS

10. Nicole 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. Possible Board Action.