

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

AGENDA

A Closed Session of the Board of Directors of the Kensington Police Protection and Community Services District will be held **Thursday, February 23, 2017, at 6:30 P.M.** at the Community Center, 59 Arlington Avenue, Kensington, California. The Board will commence its monthly Regular Meeting in Open Session **Thursday, February 23, 2017, at 7:30 P.M.**, at the Community Center, 59 Arlington Avenue, Kensington, California. If further Closed Session is required, the Board will return to Closed Session following the end of the Regular Meeting.

Note: All proceedings of the Open Session will be videotaped.

1. **Call to Order/Roll Call**
2. **Closed Session – Public Comments**
 - (a) PUBLIC EMPLOYEE EMPLOYMENT, DISCIPLINE OR DISMISSAL: The Board will be briefed on personnel matters pursuant to Government Code Section 54957(b)(1). Three items.
 - (b) CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION: The Board will be briefed on matters involving significant exposure to litigation pursuant to Government Code Section 54956.9(e). Two items.

Director Hajac will be participating in both the Closed and Open Sessions, by phone, from Ebbets Pass Fire District, 1037 Blagen Rd, Arnold, CA 95223.

3. **Regular Meeting: Open Session – Call to Order/Roll Call 7:30 P.M.**
4. **Public Comments:** Members of the public may address the Board on any issue on the Consent Calendar and on items not listed on the agenda but that are within the jurisdiction of the District. Comments on matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of five (5) minutes, per Board Policy 5030.41.
5. **Board/Staff Comments**
6. **Consent Calendar**
 - (a) Board Member Reports - None
 - (b) Correspondence Pg. 4
 - (c) General Manager's Report Pg. 8

7. Old Business

- (a) The Board will receive an update from the Interim General Manager/Chief of Police regarding the status of negotiations for the provision of dispatch, RMS and Records Management services to the District. Information Only.

8. New Business

- (a) The Board will review and consider approval of Resolution 2017-06 to amend Appendix A of Policy #2000 of the District Policy and Procedure Manual to create job descriptions for: i) District Chief of Police; and ii) District General Manager and will direct staff to conform implementing policies (Policy #2000.25) to reflect these two separate job descriptions. Page. 9. Action Item.
- (b) The Board will receive an update an update from Director Nottoli regarding the development of a Community Center wireless facility policy. Information Only.
- (c) The Board will receive an update from Director Hacaj regarding renovations to the Community Center. Information Only.
- (d) The Board will review and consider approval of Resolution 2017- 08 to amend Sections 5060.5, 5060.5.2, and 5060.4.4 of the District's Policy and Procedure Manual to reflect a change from the preparation of summary minutes to action minutes. Page. 18. Action Item.

ADJOURNMENT

General Information
Accessible Public Meetings

NOTE: UPON REQUEST THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT WILL PROVIDE WRITTEN AGENDA MATERIALS IN APPROPRIATE ALTERNATIVE FORMATS, OR DISABILITY-RELATED MODIFICATION OR DISABILITIES TO PARTICIPATE IN PUBLIC MEETINGS. PLEASE SEND A WRITTEN REQUEST, INCLUDING YOUR NAME, MAILING ADDRESS, PHONE NUMBER AND A BRIEF DESCRIPTION OF THE REQUESTED MATERIALS AND PREFERRED ALTERNATIVE FORMAT OR AUXILIARY AID OR SERVICE AT LEAST 2 DAYS BEFORE THE MEETING. REQUESTS SHOULD BE SENT TO:

Interim General Manager/ Chief of Police Rickey Hull, Kensington Police Protection & Community Services District, 217 Arlington Ave, Kensington, CA 94707

POSTED: Public Safety Building-Colusa Food-Library-Arlington Kiosk- and at www.kensingtoncalifornia.org

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

All public records that relate to an open session item of a meeting of the Kensington Police Protection & Community Services District that are distributed to a majority of the Board less than 72 hours before the meeting, excluding records that are exempt from disclosure pursuant to the California Public Records Act, will be available for inspection at the **District offices, 217 Arlington Ave, Kensington, CA 94707** at the same time that those records are distributed or made available to a majority of the Board.

Lynn Wolter

From: Mstollon <mstollon@sonic.net>
Sent: Tuesday, February 07, 2017 8:56 PM
To: Lynn Wolter
Subject: : Police Vehicles Repair/ 4 is the industry standard for our size dept

Lynn I forgot to include you on the cc. Pls include in the next agenda . I already sent this to the board.

Dear Board Members:

I noticed in the agenda packet, GM Report that Det. Martinez reports that 2 police cars need maintenance, one requiring a transmission service. I believe that we currently have 7 cars, some are new i.e. the former chief, and at least 1-2 other new SUV ordered in the past few years. As we look to find ways to pay for the GM position , one way might be to sell off extra cars, as other PDs do, and certainly not to replace any.

I pulled out my **Brown Taylor Report from 2007** which indicated the following in Section 4, pages 110-11 :

- **Industry standard is 2.3 officers for each marked field patrol vehicle __ 3.9 vehicles**
- **4 marked patrol vehicles, he said, is sufficient for our 9 staff,** at the time of the report there were 7 cars.
- The report indicated that cars were driven 590 miles per month, or about 7085 per year, I do not know the current usage/mileage of the cars this year for our 1 sq mile town. I believe that Det. Martinez has the fleet records.

Unfortunately, in succeeding years, 2007-16, the recommendations of Brown Taylor were ignored by the former KPPCSD board and the KPD continued to request and was granted permission to purchase vehicles at **@ \$ 30-35k plus, including one for the Chief/gm a year ago.**

Since the practice of officers using vehicles to commute was stopped, per ICGM Hart, we can assume that we do not need as many vehicles, and also taking into consideration that 2 officers are off work on long term disability, there is a reduced staff demand for vehicles. Unless there is some special reason why we have one officer per car.

I have attached the Brown Taylor Audit for your review. I understand that this may not be addressed now, but I thought I would provide you with the relevant information.

Sincerely,

Marilyn Stollon

<2007 Brown Taylor Audit.pdf>

Section Four - Fleet Management

The Department With Four Marked Patrol Vehicles is Sufficient For Kensington Field Patrol Operations.

With the 2007 / 2008 District Financial Plan one of the four marked patrol vehicles was replaced with a new 2008 Ford Crown Victoria. This vehicle had 51,559 miles at the end of the 06/07 F/Y. The following table displays those vehicles that are part of the District Fleet.

District Fleet – June 30, 2007

Vehicle	#1	#2	#3	#4	#5	#6	#7
Make	Ford	Ford	Ford	Ford	Ford	Ford	Ford
Model	Crown Vic	Crown Vic	Crown Vic	Crown Vic	Explorer	Crown Vic	500
Year	2008	2005	2005	2004	2002	1999	2006
Mileage 7/1/07	0000	29,267	25,668	24,189	27,834	60,049	20,796
Vehicle Profile	Marked Patrol	Marked Patrol	Marked Patrol	Marked Patrol	Marked Patrol	Unmarked	Unmarked
I.D. #'s	Unk	SO73903	SO73907	1113386	1098625	4LXE181	1234612

Table Notes:

- Vehicles 1 through 4 are marked field patrol vehicles.
- Marked field patrol vehicles in a four month sampling (March / June 2006) were driven on average 590 per month, or a projected 7,085 miles per year.
- Projections for vehicle reaching 50,000 miles are as follows:
 - Vehicle #1 - seven years
 - Vehicle #2 - three years
 - Vehicle #3 - three years
 - Vehicle #4 - four years
- Vehicle #5 the Ford Explorer is used as a back-up for patrol use with very limited monthly mileage, (59 miles per month). The vehicle was originally designated as a supervisor vehicle as the trunk design enabled easy access to field operations equipment. The vehicle was also designated as a vehicle for use during times of disaster (earthquake, flood, fire, etc.)

It is recommended that this vehicle not be replaced as four patrol vehicles are sufficient to a field patrol resource of nine officers.

(Industry standard is 2.3 officers for each marked field patrol vehicle – 3.9 vehicles).

- Vehicle #6 is an unmarked vehicle and used for travel to schools, conferences etc. Additionally this vehicle can be used as a pool vehicle for the new Assistant to the City Manager.
- Vehicle #7 is the vehicle assigned as the General Manager Chief of Police Vehicle.

As a Significant Assignment for the District Fleet Manager, (a collateral duty assigned to a police officer) The Vehicle Maintenance Log, By Vehicle, Should be Maintained.

During “justification research” to acquire a replacement vehicle for F/Y 07-08 it was found that vehicle maintenance records were not maintained for vehicles individually. This practice was changed with a month maintenance report generated for each of the District Fleet Vehicle. The log is submitted to the General Manager for review and information.

Additionally, it is recommended that the officer collateral duty as “Fleet Manager” be a day shift or overlap shift assignment for easy in managing the Fleet Program.

Section Recommendations

- **Over time reduce the patrol fleet to four patrol vehicles.**
- **Continue to maintain a monthly vehicle Maintenance Log for each vehicle.**
- **That the collateral duty as District Fleet Manager be assigned by Shift (day or overlap) not by individual.**

GENERAL MANAGER'S REPORT

FEBRUARY 23, 2017

On 3 February, 2017 portable electronic speed signs were deployed to assist with slowing traffic. Encroachment permits have been obtained from Contra Costa County for five poles that have been strategically placed for this effort.

1. Adjacent to the parking lot across from the Arlington Church (52 Highland Blvd.) for north bound traffic.
2. In front of 150 Arlington Ave. for south bound traffic.
3. In front of 250 Kenyon Ave. for north bound traffic.
4. Across from 89 Franciscan Wy. for south bound traffic.
5. Behind 3 Kenyon Ave. for north bound traffic into the front of Hilltop Elementary School.

The last payment has been made to Bay Area Land Surveying Inc. for the survey at 79 Arlington Ave. concerning the encroachment into the Kensington Park. There is a possible second encroachment into the park from an address on Arlmont Avenue. This second encroachment will be investigated going forward.

Emergency lighting will be installed at the Community Center so that light will be available during power outages. We conducted part of the KPPCSD Board meeting on February 9, 2017 during a power outage due to the rain storm. Personal flashlights and cell phone lights were utilized to complete the meeting. Due to the loss of power, the audio\video recording from the newly installed AV equipment was lost. Audio of the meeting was completed by a portable audio recording device and uploaded to the website.



KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2017-06

RESOLUTION OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICE DISTRICT TO AMEND APPENDIX "A" OF POLICY #2000 OF THE DISTRICT'S POLICY AND PROCEDURES MANUAL TO CREATE TWO JOB DESCRIPTIONS FOR THE POSITION OF DISTRICT GENERAL MANAGER AND THE DISTRICT CHIEF OF POLICE

WHEREAS, California Special Districts are required to employ a General Manager pursuant to California Government Code Section 61050(a); and

WHEREAS, the training and professional skills required of General Manger and Chief of Police are distinctly different; and

WHEREAS, the General Manager's preferred background includes a degree in public administration and training in management, policy formation, accounting, budgeting, human resources, labor relations, and planning.

WHEREAS, the General Manager should have a broad understanding of all services provided to the community and should ensure those services are efficiently implemented and funded over time with policy guidance set by the Board of Directors; and

WHEREAS, a Chief of Police's primary focus is on public safety with requisite training and skills centered on the means to ensure that citizens have a safe environment via a well-trained police department; and

WHEREAS, the separation of the positions of General Manager and Chief of Police is the preferred organizational structure because it allows for an additional level of review and oversight of District affairs and enables an agency to focus on the needs of the District, which has not been possible with a position that combines the duties of both General Manager and Chief of Police.

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

1. The Board of Directors hereby approves the amendment of Appendix "A" of District Policy and Procedures Manual Policy #2000, the text of which is attached hereto as Attachment "1" and which creates two separate job descriptions, one for the position of District General Manager and one for the position of District Chief of Police.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on _____, the ____ of _____ 2017 by the following vote:

AYES:

BOARD MEMBERS:

NOES:

BOARD MEMBERS:

ABSTAIN:

BOARD MEMBERS:

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 the Board held on _____, the _____ day of _____, 2017.

District General Manager/Chief of Police

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

POLICY MANUAL

POLICY TITLE: Executive Officer
POLICY NUMBER: 2000

2000.10 The General Manager shall be the Executive Officer of the Kensington Police Protection and Community Services District and for the Board of Directors.

2000.20 The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors. The agreement of employment shall be for the period of time as specified in the attached Memorandum of Understanding. (See Appendices A and B.)

2000.30 Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.

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APPENDIX A

JOB DESCRIPTION GENERAL MANAGER/CHIEF OF POLICE

GENERAL

The General Manager/Chief of Police (GM/COP) shall be responsible for all of the following:

- (a) The implementation of the policies established by the Board of Directors for the operation of the District.
- (b) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.
- (c) The supervision of the District's facilities and services.
- (d) The supervision of the District's finances.

The GM/COP is appointed by and serves under the direction of the Kensington Police Protection and Community Services District (KPPCSD) Board of Directors. The KPPCSD is responsible for providing police services and solid waste and recycling collection services within the Kensington community, and for managing the Kensington Park and its facilities. General responsibilities for managing District affairs and particular responsibilities for managing the different areas of District business are described separately.

DISTRICT AFFAIRS

The GM/COP shall be responsible for preparing the District Budget and for negotiating and maintaining all District records, District agreements, and District contracts.

The GM/COP shall be responsible for obtaining and preparing District Election material, as needed, and develop a working relationship with State and County legislators and be prepared to introduce or support legislation that affects the District's ability to serve the community. The GM/COP shall represent the District at State, County, and local public meetings.

The GM/COP shall prepare agendas for District Meetings, prepare and furnish Board Directors with all the appropriate information needed for Directors to conduct District meetings, and maintain a calendar of required events throughout the year.

The GM/COP shall prepare and submit all documents required by law and the Public Records Act, or other information in the public interest, to the public and/or appropriate agencies in a timely fashion.

POLICE DEPARTMENT

Authority: The GM/COP is the chief executive officer of the department and the final departmental authority in all matters of policy, operations and discipline. He/she exercises all lawful powers of his/her office and issues such lawful orders as are necessary to assure the effective performance of the department.

Responsibilities: Through the GM/COP the department is responsible for the enforcement of laws and ordinances coming within its legal jurisdiction. The GM/COP is responsible for planning, directing, coordinating, controlling, training, and staffing all activities of the department for its continued and efficient operation, for the enforcement of rules and regulations within the department, for the completion and forwarding of such reports as may be required by competent authority and for the department's relations with Kensington citizens.

Functions: The GM/COP sets objectives for the department, makes plans, develops procedures, organizes and re-organizes, provides for staff and equipment, adopts rules and regulations for the administration of the department, sets policy, coordinates efforts and relationships, reports on departmental accomplishments, maintains public and employee relationships, develops the budget, directs departmental training activities, controls personnel files and investigates and properly disposes of citizen complaints regarding the actions of officers, performs annual performance evaluations of Sergeants, and provides direction to the department.

As circumstances require, the GM/COP shall also observe and investigate persons and situations which require attention that may affect enforcement of law or prevention of crime, perform miscellaneous services relative to public reports, testify in court, investigate crimes for the purpose of apprehension and prosecution of offenders and the recovery of stolen property.

SOLID WASTE HANDLING AND DISPOSAL

The KPPCSD provides services within the Kensington community to collect, transfer, and dispose of solid waste, and provide additional solid waste handling services, including, but not limited to, source reduction, recycling, and composting activities. The GM/COP shall supervise the solid waste handling programs within Kensington by working with the solid waste hauler, county staff, community members, and designated Board Directors on the implementation of the Solid Waste Contract. In addition, the GM/COP shall be responsible for providing information to the Board of Directors regarding possible rate changes and for ensuring the District meets State and local mandates regarding waste reduction and recycling.

PARK AND RECREATIONAL SERVICES

The KPPCSD is responsible for providing recreational services to the community through the ownership of the Kensington Park and its facilities. The Kensington Community Council (KCC), a non-profit volunteer organization, provides and manages recreation programs in the park.

The GM/COP shall be responsible for managing the Kensington Park and its facilities with the assistance of the Park Administrator and oversee park development, maintenance and repair of recreation facilities, coordinating with the KCC and its staff when necessary. The GM/COP shall work with designated members of the Board of Directors to negotiate the agreement between the KCC and the KPPCSD as needed and work with designated members of the Board of Directors to negotiate lease or rental agreements for KPPCSD facilities and property.

QUALIFICATIONS

The GM/COP shall be a sworn police officer under section 832 of the Penal Code and have at least a Bachelor's degree from an accredited college or university. A Master's degree is preferred. The GM/COP shall have at least five to seven years of progressive supervisory, command experience in a law enforcement agency and a California POST Supervisory Certificate or higher. If the GM/COP does not have the required California POST certifications at the time of hire, they shall be obtained within two years. The GM/COP shall have demonstrated managerial and community involvement experience.

**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.



Kensington Police Protection and Community Services District

The Kensington Police Protection and Community Services District (KPPCSD) is seeking to create two positions serving under the direction the KPPCSD Board, that of a General Manager and a Chief of Police. These are at-will positions.

General Manager

Appoints, supervises, disciplines and dismisses the District's employees. This is to be consistent with directives established by the Board of Directors.

Supervises the District's facilities, services, and oversees maintenance of capital assets.

Prepares the yearly operating budget and supervises the District's finances.

Maintains all District agreements and contracts.

Supervises preparation and distribution of all agendas. Prepare and furnish Board Directors with the appropriate meeting information needed to conduct District meetings.

Obtains and prepares District election material. Represents the District (as needed) at state, county and local public meetings.

Supervises maintenance of a yearly operating calendar.

Maintains and updates District website.

Furnishes Board Directors with appropriate information need to conduct District meetings and execute their role in the KPPCSD.

Maintains excellent relationships with KPPCSD Attorneys and the KFPD General Manager and KFPD Chief.

Maintains professionalism, diplomacy, sensitivity and tact to communicate with community members, the media, Board and staff.

Prepares and submits all documents required by law and the Public Records Act, or other information in the public interest, to the public and/or appropriate agencies in the time required.

Oversees Kensington Park, its development, maintenance and repair of recreation facilities.

Coordinates with Kensington Community Council, as needed, and negotiates lease or rental agreements for KPPCSD facilities and property.

Supervises the implementation of the Solid Waste Contract. Responsible for communicating changes in rates and ensuring that the District meets State and local mandates regarding waste reduction and recycling.

Works with the Board to improve professional relationships, build morale and increase productivity and retention with sworn and non-sworn staff.

Chief of Police

Enforces laws and ordinances that come within the legal jurisdiction of the Kensington Police Department (KPD).

Directs, controls, coordinates and staffs all activities of the KPD for its continued and efficient operation.

Enforces the rules and regulations within the department, setting a standard of excellence.

Ensures the completion, maintenance and forwarding of reports and records as may be required by competent authority, local, state and federal law.

Sets objectives for the KPD, developing and administering procedures, rules and regulations for the successful function of the department.

Directs departmental training activities.

Controls personnel files, overseeing that they are secured and updated as mandated.

Completes annual performance evaluations of subordinates.

Keeps abreast of the state of the art police standards and brings them into policy, as deemed appropriate.

Manages staff resources with the confines of the collective bargaining agreement and budgetary restraints.

Patrols the service area of the KPD and other local agencies as needed.

Maintains cordial and mutually beneficial relationships with other public safety agencies.

RESOLUTION NO. 2017-08

RESOLUTION OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICE DISTRICT TO AMEND POLICY #'s 5060.5, 5060.5.2, and 5060.4.4 OF THE DISTRICT'S POLICY AND PROCEDURES MANUAL TO REQUIRE THE PREPARATION OF ACTION MINUTES

WHEREAS, Board has, historically, relied upon the preparation of summary minutes which has been costly and time-consuming to prepare;

WHEREAS, the preparation of action minutes, will provide the public and the Board with sufficient information as to the Board's consideration and action relative to Board action;

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

1. The Board of Directors hereby approves the amendment of Sections 5060.5, 5060.5.2, and 5060.4.4 of the District Policy and Procedures Manual, the text of which is attached hereto as "Attachment 1" and which requires the preparation of action minutes.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on _____, the ____ of _____ 2017 by the following vote:

AYES:

BOARD MEMBERS:

NOES:

BOARD MEMBERS:

ABSTAIN:

BOARD MEMBERS:

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 the Board held on _____, the _____ day of _____, 2017.

District General Manager/Chief of Police

Proposed Changes to Items 5060.4.4, 5060.5, 5060.5.2 in the Policy and Procedure Manual of the KPPPCSD

5060.4.4 The recordings shall be retained for ~~90 days~~ 365 days after the date of the meeting or until the minutes of the meeting have been approved by the Board of Directors, whichever comes later. After that time, the recording media shall be reused or the recording shall be erased.

5060.5 The minutes are ~~a summary~~ an action record of the proceedings of meetings of the Board of Directors.

5060.5.2 The minutes of Board meetings shall also include the following information if relevant:

- The name of the organization;
- Date, place and type of each meeting;
- Directors present and absent, by name;
- Administrative staff present, (or their substitutes), by name;
- Visitors and delegations appearing before the Board, by name;
- Call to order, including time;
- Time and name of Directors or District staff arriving late;
- Time and name of Directors or District staff departing before adjournment;
- Names of Directors or District staff absent during the deliberation of an agenda item regardless of whether action was taken;
- ~~Summarial record of names of public comment commentators regarding matters not on the agenda and the subject of presentation, including names of commentators, if provided;~~
- ~~Summarial record of staff reports and Board member comments;~~
- Names of staff members and Board members providing reports;
- Approval of the minutes or amended minutes of preceding meetings;
- Approval of financial reports;
- Approval of any items included in the consent calendar;
- ~~Summarial information as to each subject of the Board's deliberation and its disposition;~~
- All motions along with the name of the Board member making the motion, and the member making a second, excepting those motions that are withdrawn;
- Final wording of the motion as adopted;
- All points of order;
- Resolutions and ordinances described as to their substantive context;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- All announcements of employment, resignations, or terminations or employment within the District;
- ~~A~~ An action record of all described bidding procedures and stages in a bidding process, including the authorization of calls for bids, bids received, and acceptance of bids;
- Adoption of the annual budget
- Adoption of new or amended policies and procedures;
- Approval of all dispositions of District assets;
- Approval of all purchases of District assets;
- Record of the vote of each Director on every item for which there was a vote; and,
- Time of meeting adjournment.

5060.4.4 The recordings shall be retained for 365 days after the date of the meeting or until the minutes of the meeting have been approved by the Board of Directors, whichever comes later. After that time, the recording media shall be reused or the recording shall be erased.

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- Call to order, including time;
- Time and name of Directors or District staff arriving late;
- Time and name of Directors or District staff departing before adjournment;
- Names of Directors or District staff absent during the deliberation of an agenda item regardless of whether action was taken;
- Record of names of public commentators regarding matters not on the agenda and the subject of presentation;
- Names of staff members and Board members providing reports;
- Approval of the minutes or amended minutes of preceding meetings;
- Approval of financial reports;
- Approval of any items included in the consent calendar;
- All motions along with the name of the Board member making the motion, and the member making a second, excepting those motions that are withdrawn;
- Final wording of the motion as adopted;
- All points of order;
- Resolutions and ordinances described as to their substantive context;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- All announcements of employment, resignations, or terminations or employment within the District;
- An action record of all described bidding procedures and stages in a bidding process, including the authorization of calls for bids, bids received, and acceptance of bids;
- Adoption of the annual budget;
- Adoption of new or amended policies and procedures;
- Approval of all dispositions of District assets;
- Approval of all purchases of District assets;
- Record of the vote of each Director on every item for which there was a vote; and,
- Time of meeting adjournment.



**SCOTTSDALE PLANNING COMMISSION
KIVA-CITY HALL
3939 DRINKWATER BOULEVARD
SCOTTSDALE, ARIZONA**

WEDNESDAY, SEPTEMBER 28, 2016

SUMMARIZED MEETING MINUTES*

PRESENT: Michael Edwards, Chair
Larry S. Kush, Commissioner
David Brantner, Commissioner - telephonically
Paul Alessio, Commissioner
Matthew Cody, Vice Chair
Ali Fakih, Commissioner
Michael J. Minnaugh, Commissioner

STAFF: Tim Curtis
Joe Padilla
Greg Bloemberg
Keith Niederer
Jesus Murillo
Brad Carr

CALL TO ORDER

Chair Edwards called the regular session of the Scottsdale Planning Commission to order at 5:01 p.m.

ROLL CALL

A formal roll call was conducted confirming members present as stated above.

* Note: These are summary action minutes only. A complete copy of the meeting audio is available on the Planning Commission page on ScottsdaleAZ.gov, search "Planning Commission"

MINUTES REVIEW AND APPROVAL

1. Approval of September 14, 2016 Regular Meeting Minutes including the Study Session.

COMMISSIONER BRANTNER MOVED TO APPROVE THE SEPTEMBER 14, 2016 REGULAR MEETING MINUTES INCLUDING THE STUDY SESSION, SECONDED BY COMMISSIONER KUSH, THE MOTION CARRIED UNANIMOUSLY WITH A VOTE OF SEVEN (7) TO ZERO (0).

CONTINUANCES

2. 6-ZN-2016 (South Scottsdale Mixed-Use)

Request to Continue to October 19, 2016

Request by owner for a Zoning District Map Amendment from Highway Commercial District (C-3) to Planned Unit Development District (PUD), including a Development Plan and amended development standards, on a +/- 3.3-acre site located at 2040 and 2042 N. Scottsdale Road. Staff contact person is Greg Bloemberg, 480-312-4306. **Applicant contact person is Lance Baker, 480-948-9766.**

Item No. 2: Moved to continue to 6-ZN-2016 to October 19, 2016 by 7-0 vote; Motion by Commissioner Alessio, 2nd by Commissioner Fakh.

EXPEDITED AGENDA

3. 24-UP-2005#3 (T-Mobile Monarch Property Type 4 Wireless Communication Facility)

Request by applicant for a Conditional Use Permit for an existing Type 4 alternative concealment wireless communication facility concealed within a 55-foot tall artificial palm tree located at 7220 E. McKellips Road (a.k.a. 409 N. Scottsdale Road) with Multiple Family Residential District (R-5) zoning. Staff contact person is Keith Niederer, 480-312-2953. **Applicant contact person is Declan Murphy, 602-326-0111.**

4. 7-AB-2016 (Arnold Residence)

This is to inform you of a request by owner to abandon the western 33-foot half-street, located along N. 71st Street, adjacent to eastern boundary of 7070 E. Lowden (parcel number 216-67-252), with Single-Family Residential District, Environmentally Sensitive Lands, Foothills Overlay (R1-70 ESL FO) zoning designation. Staff contact person is Jesus Murillo, 480-312-7849. **Applicant contact person is Cameron Carter, 480-240-5639.**

Item No's 3 and 4: Recommended to City Council for approval of cases 24-UP-

* Note: These are summary action minutes only. A complete copy of the meeting audio is available on the Planning Commission page on ScottsdaleAZ.gov, search "Planning Commission"



POLICY AND SERVICES COMMITTEE ACTION MINUTES

Special Meeting
October 06, 2015

Chairperson Chair Burt called the meeting to order at 7:00 P.M. in the Community Meeting Room, 250 Hamilton Avenue, Palo Alto, California.

Present: Burt (Chair), DuBois, Wolbach

Absent: Berman

Agenda Items

1. Auditor's Office Quarterly Report as of June 30, 2015.

NO ACTION TAKEN

The Committee took a break from 7:28 P.M. to 7:31 P.M.

2. Discussion and Recommendation to Council Regarding City Council Procedural Matters, Including Updates to Procedures and Protocols Handbook.

MOTION: Chair Burt moved, seconded by Council Member Wolbach to recommend the topic of the Boards and Commissions responsibilities be added to the Committee of the Whole Agenda for discussion.

MOTION PASSED: 3-0 Berman absent

MOTION: Chair Burt moved, seconded by Council Member Wolbach to refer the Procedures and Protocols with the changes captured by Staff be forwarded to the Council for approval.

MOTION PASSED: 3-0 Berman absent

ADJOURNMENT: Meeting was adjourned at 9:17 P.M.

ACTION MINUTES

**TEMECULA CITY COUNCIL
REGULAR MEETING
CITY COUNCIL CHAMBERS
41000 MAIN STREET
TEMECULA, CALIFORNIA
JUNE 28, 2016 – 7:00 PM**

6:00 PM - The City Council convened in Closed Session in the Canyons Conference Room on the third floor of the Temecula City Hall concerning the following matters:

1. **CONFERENCE WITH LEGAL COUNSEL—PENDING LITIGATION.** The City Council will meet in closed session with the City Attorney pursuant to Government Code Section 54956.9(d)(1) with respect to the following matter of pending litigation: *Los Ranchitos Homeowners Association v. City of Temecula*, Riverside County Superior Court No. RIC1512880.
2. **CONFERENCE WITH LEGAL COUNSEL— PENDING LITIGATION.** The City Council will meet in closed session with the City Attorney pursuant to Government Code Section 54956.9(d)(1) with respect to the following matter of pending litigation: Claim of Granite Construction Company for additional compensation for work on Main Street Bridge Over Murrieta Creek (Replacement), Project No. PW03-05.

At 6:00 PM Mayor Naggar called the City Council meeting to order and recessed to Closed Session to consider the matters described on the Closed Session agenda.

The City Council meeting convened at 7:01 PM.

CALL TO ORDER: Mayor Mike Naggar
Prelude Music: Min Ji Kim
Invocation: Mayor Mike Naggar
Flag Salute: County Supervisor Chuck Washington

ROLL CALL: Comerchero (absent), Edwards, McCracken, Rahn, Naggar

PRESENTATIONS/PROCLAMATIONS

Presentation of Certificates of Achievement to Evan Bonnard, Richard Austin LaFleur, Gino Piccino, and Zachary Skinner of Troop #301 for Attaining Eagle Scout Rank

Presentation of Certificates of Achievement to Invictus Games Participants Sarah Rudder and Eric Rodriquez

PUBLIC COMMENTS

The following individuals addressed the City Council:

- Leland Mark
- Michael Michael

CITY COUNCIL REPORTS

CONSENT CALENDAR

- 1 Waive Reading of Standard Ordinances and Resolutions – Approved Staff Recommendation (4-0, Council Member Comerchero absent) Council Member McCracken made the motion; it was seconded by Council Member Edwards; and electronic vote reflected approval by Council Members Edwards, McCracken, Rahn and Naggar with Council Member Comerchero absent.

RECOMMENDATION:

- 1.1 That the City Council waive the reading of the text of all standard ordinances and resolutions included in the agenda except as specifically required by the Government Code.
- 2 Approve the Action Minutes and Joint Meeting Action Minutes of June 14, 2016 – Approved Staff Recommendation (4-0, Council Member Comerchero absent) Council Member McCracken made the motion; it was seconded by Council Member Edwards; and electronic vote reflected approval by Council Members Edwards, McCracken, Rahn and Naggar with Council Member Comerchero absent.

RECOMMENDATION:

- 2.1 That the City Council approve the Action Minutes and Joint Meeting Action Minutes of June 14, 2016.
- 3 Approve the List of Demands – Approved Staff Recommendation (4-0, Council Member Comerchero absent) Council Member McCracken made the motion; it was seconded by Council Member Edwards; and electronic vote reflected approval by Council Members Edwards, McCracken, Rahn and Naggar with Council Member Comerchero absent.

RECOMMENDATION:

- 3.1 That the City Council adopt a resolution entitled:

RESOLUTION NO. 16-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMECULA ALLOWING CERTAIN CLAIMS AND DEMANDS AS SET FORTH IN EXHIBIT A

4

Adopt Resolutions Regarding the November 8, 2016 General Municipal Election – Approved Staff Recommendation (4-0, Council Member Comerchero absent) Council Member McCracken made the motion; it was seconded by Council Member Edwards; and electronic vote reflected approval by Council Members Edwards, McCracken, Rahn and Naggar with Council Member Comerchero absent.

RECOMMENDATION:

That the City Council adopt the following resolutions regarding the November 8, 2016 General Municipal Election:

4.1 Adopt a resolution entitled:

RESOLUTION NO. 16-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMECULA CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2016, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

4.2 Adopt a resolution entitled:

RESOLUTION NO. 16-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMECULA REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2016 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE

4.3 Adopt a resolution entitled:

RESOLUTION NO. 16-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMECULA ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2016

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

POLICY MANUAL

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

5060.1 The minutes of a meeting of the Board of Directors are the official record of the proceedings of that meeting.

5060.2 District staff shall keep minutes of all open and public regular, special, and emergency meetings of the Board.

5060.2.1 Draft copies of a meeting's minutes shall be distributed to Directors as a part of the information packet for the next regular Board meeting, at which time the Board shall consider approving the minutes as presented or with modifications.

5060.2.2 If the draft minutes for a meeting are ready for distribution approximately two weeks before the next regular meeting of the Board of Directors, District staff may distribute copies of the minutes to Directors for review. If Directors find errors in grammar, spelling or punctuation, Directors may return copies with suggested corrections to District staff up to one week before the next regular Board meeting. Directors shall not suggest changes in content. District staff may incorporate the suggested corrections in the draft minutes and re-submit them to the Board as part of the information packet for the next regular Board meeting.

5060.2.3 The Board may amend the minutes submitted by District staff only at Board meetings. The following procedure shall be used:

5060.2.3.1 Changes in grammar, spelling, or punctuation. To approve the change(s), the majority of the Board shall vote in favor of the requested change(s). If more than one change is requested and there is no objection to any of the requested changes, all of the changes may be approved with one motion.

5060.2.3.2 Changes in content. To approve the change(s), at least three Directors shall vote in favor of the requested change(s). If more than one change is requested and there is no objection to any of the requested changes, all of the changes may be approved with one motion. If there is a question about the

accuracy of the minutes, discussion and approval of the minutes may be postponed to allow District staff to review the appropriate audio recording.

5060.2.4 Minutes shall become official only after they have been approved at a Board meeting by a minimum of three Directors voting for approval. The Board President shall sign the approved minutes.

5060.2.4.1 A motion to approve the minutes shall be voted on separately from any motion to make changes in the minutes as submitted by District staff.

5060.2.4.2 When the Board has requested and approved changes in the submitted minutes, District staff shall prepare amended minutes at a later date and submit them to the Board President for signature.

5060.2.4.3 District staff shall review all content changes approved by the Board before the approved changes are incorporated into the official minutes. If an approved change is not consistent with the audio recording of the appropriate meeting, the minutes shall be re-submitted to the Board with a report by the General Manager.

5060.2.5 The official minutes of regular, special, and emergency meetings of the Board of Directors shall be retained permanently. Signed originals shall be kept in a fireproof vault or in fire-resistant, locked cabinets. Electronic copies may be available for a limited time on the District's website.

5060.3 Minutes shall not be prepared for discussions and actions taken in closed sessions of the Board of Directors.

5060.4 To help in the preparation and ensure the accuracy of the minutes, meetings of the Board shall be recorded using audio equipment.

5060.4.1 The Chairperson shall announce the fact that a recording is being made at the beginning of each meeting, and the recording device shall be placed in plain view of all present, so far as is possible.

5060.4.2 The recordings, tapes, discs, or other electronic data/information storage devices shall be stored in fire-resistant, locked cabinets or in a fireproof, locked vault.

5060.4.3 For up to 90 days after the date of a meeting or until the minutes of a meeting have been approved by the Board, whichever comes later, members of the public may inspect recordings of that meeting on a playback machine that shall be made available by the District. There shall be no charge for such a request.

5060.4.4 The recordings shall be retained for 90 days after the date of the meeting or until the minutes of the meeting have been approved by the Board of Directors, whichever comes later. After that time, the recording media shall be reused or the recording shall be erased.

5060.4.5 No recordings shall be made during closed sessions of the Board.

5060.5 The minutes are a summary record of the proceedings of meetings of the Board of Directors.

5060.5.1 The minutes of Board meetings shall record all motions, resolutions, and ordinances as having passed or failed, and individual votes shall be recorded. All resolutions and ordinances adopted by the Board shall be numbered sequentially starting new at the beginning of each calendar year.

5060.5.2 The minutes of Board meetings shall also include the following information, if relevant:

- Date, place and type of each meeting;
- Directors present and absent, by name;
- Administrative staff present, by name;
- Visitors and delegations appearing before the Board, by name;
- Call to order, including time;
- Time and name of Directors or District staff arriving late;
- Time and name of Directors or District staff departing before adjournment;
- Names of Directors or District staff absent during the deliberation of an agenda item regardless of whether action was taken;
- Summarial record of public comment regarding matters not on the agenda, including names of commentators, if provided;
- Summarial record of staff reports and Board member comments;
- Approval of the minutes or amended minutes of preceding meetings;
- Approval of financial reports;
- Approval of any items included in the consent calendar;
- Summarial information as to each subject of the Board's deliberation and its disposition;
- Resolutions and ordinances described as to their substantive context;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- All announcements of employment, resignations, or terminations of employment within the District;
- A record of all described bidding procedures and stages in a bidding process, including the authorization of calls for bids, bids received, and

- acceptance of bids;
- Adoption of the annual budget;
- Adoption of new or amended policies and procedures;
- Approval of all dispositions of District assets;
- Approval of all purchases of District assets;
- Record of the vote of each Director on every item for which there was a vote; and,
- Time of meeting adjournment.

5060.5.3 The minutes shall include any other information the Board may deem to be of importance.