

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

AGENDA

A Regular Meeting of the Board of Directors of the Kensington Police Protection and Community Services District will be held Thursday, November 10, 2011, at 7:00 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California.

Note: All proceedings of this meeting will be tape recorded and video taped.

Roll Call
Public Comments
Board Member/ Staff Comments

APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Regular Meeting October 13, 2011, Page 2
- b) Profit & Loss Budget Performance for October 2011, Page 7
- c) Park Revenue & Expenses Report for October 2011, Page 13
- d) Board Member Reports- None
- e) Correspondence- Page 18
- f) Police Department Update, Page 19
- g) Monthly Calendar, Page 30
- h) Recreation Report – Page 32
- i) General Manager Update, Page 33

DISTRICT – OLD BUSINESS

1. General Manager/ Chief of Police Greg Harman will provide the Board with an update on the Paths Committee project and his conversation with County Supervisor John Gioia regarding the Highland/ Kenyon path drainage issue.

DISTRICT - NEW BUSINESS

1. Board President Chuck Toombs will propose to the Board the formation of an Ad-Hoc Committee to review and update the KPPCSD Board Policy Manual. Board Action.
2. General Manager/ Chief of Police Greg Harman will present to the Board KPPCSD Resolution 2011-016, a Resolution to Tax Defer CALPERS Member Paid Contributions/ Employer Pick-Up under the provisions of Section 414(h)(2) of the Internal Revenue Code. Board Action. Page

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 10 DAYS BEFORE THE MEETING. REQUESTS SHOULD BE SENT TO:

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

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

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

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 1
BOARD OF DIRECTORS

Meeting Minutes for 10/13/2011

AGENDA

| |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District (KPPCSD) was held Thursday, September 8, 2011, 6:00 PM, at the Community Center, 59 Arlington Avenue, Kensington, California. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ATTENDEES

| <u>Elected Members</u> | <u>Guests/Presenters</u> |
|----------------------------------------------------|--------------------------|
| Charles Toombs, President | Joan Gallegos |
| Linda Lipscomb, Vice President | Louise Lacy |
| Tony Lloyd, Director | Bryce Nesbit |
| Mari Metcalf, Director | Lynn Wolter |
| Cathie Kosel, Director | Nicki Kaiser |
| | Barbara Dilts |
| <u>Staff Members</u> | Joel Koosed |
| Gregory E. Harman, General Manager/Chief of Police | Mr. Turner |
| Anita Darden Gardyne, District Secretary | Mrs. Turner |
| Temporary Acting Sergeant Kevin Hui | Mr. Hussain Khan |
| Detective Corporal Keith Barrow | Mrs. Hussain Khan |
| Officer Juan "Manny" Ramos | Josh Evans, ECPD |
| Officer Doug Wilson | |
| Officer Christopher Turner | |

ANNOUNCEMENTS: Board President Charles Toombs called the meeting to order at approximately 6:00 PM. He stated that the Board of Directors (BOD) would meet in closed session for about 40 minutes and would reconvene the public meeting at 7:00p per the agenda.

The public meeting was reconvened at 7:00 PM.

PUBLIC COMMENTS

Louise Lacy requested that Bay View's contract and service to the community be discussed at the November, 2011 BOD meeting. President Toombs instructed her to submit a written request to Chief.

Bryce Nesbit said that he is moving to Berkeley but will continue his work with the Kensington Paths Committee as best he can. He said that the County has offered to repair a drainage pipe temporarily for this winter and permanently for the spring in exchange for certain unspecified considerations. He encouraged the BOD to not allow this offer to slip by and not to mess it up. He said he wanted to remind the BOD that Becky and Eric Stevens of 152 York Ave live next to Kensington's other drainage pipe and that he has determined that the pipe needs inspection.

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 2 **BOARD OF DIRECTORS**

Director Kosel asked GM/COP Harman to schedule time on the November BOD meeting to discuss the Paths Committee findings. President Toombs agreed with Director Kosel and GM/COP Harman said he would put this on the November, 2011 BOD agenda.

Lynn Wolter asked if there was an announcement out of the closed session that had been held earlier in the evening. President Toombs said there was not and that the BOD had discussed labor negotiations with the Kensington Police Officers Association (KPOA) and that they had set up a tentative second closed door session per item 2 of the agenda.

Nicki Kaiser reminded GM/COP Harman that the wild areas of Kensington, including Windsor, are overgrown again and that the roots need to be pulled and not just weed whacked. She expressed support for Bryce's plan regarding the drainage pipes and reiterated the need for urgency in responding to the County's offer.

Barbara Dilts spoke about updating the BOD's policy manual. She referenced BOD policy section 4060.5.3 and said this section provides for a committee on district policy and procedures with a BOD member as its head. She supports Joan Gallegos' recommendation from the September, 2011 BOD meeting to update the BOD policies. President Toombs said this item would appear on the November, 2011 BOD agenda. He confirmed with Barbara that she, along with Joan Gallegos as well as other interested community members, would be welcomed to volunteer on this committee once established.

BOARD COMMENTS

Director Lloyd introduced himself as the Chairman of the Paths Committee and said this Committee has not presented its findings and hopes to present it at the November meeting. He said there were two findings which warrant additional research: liability and maintenance. He said his goal is to provide as much accurate, useful information to the BOD and community as possible. He also said he wanted to bifurcate the drainage issue from the paths issue. The drainage issue is a defect maintenance issue on land owned and maintained by the County and that issue is moving forward on a independent, expedited path. He said the County's willingness to transfer the paths to a separate issue that is being worked through the Path's Committee.

President Toombs announced a public meeting to be held on Saturday October 15th to discuss the plans for the Park buildings plans. He said Sunday, October 16th was the Kensington Parade. He invited all to attend.

Director Metcalf spoke favorably of Officer Wilson's safety alerts via email and encouraged residents to sign up if they haven't.

STAFF COMMENTS

GM/COP Harman said that the national Drug Take Back Day is scheduled for Saturday, October 29, 2011 from 10 - 2p at the Kensington Public Safety Building located at 217 Arlington Avenue. Unused pharmaceuticals can be dropped off at this time as an officer will be on hand to accept. He also said he had a meeting scheduled with John Gioia scheduled for the week of October 17th to discuss drainage issues and that he would be prepared to provide an update of their discussion at the November, 2011 BOD meeting.

DISTRICT - NEW BUSINESS #1 - Chief of Police Greg Harman will give the Oath of Office to Police

Kensington Police Protection and Community Services District -- Board of Directors Meeting -- 10/13/11

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 3
BOARD OF DIRECTORS

Officer Chris Turner.

CONSENT CALENDAR

Director Kosel asked to pull item f. She noted that on Page 32 all the reserve officers in the queue are all male. She said that one female officer is wonderful and two would be fabulous.

Director Metcalf had a question on page 31 on the Crime Summary. She noted a 9/18/11 report of domestic violence on page 27 but that did not appear on the crime summary. GM/COP Harman acknowledged the oversight. She then inquired about the ring time for 2 fire calls to 911, one for 21 seconds and the other for 30. GM/COP Harman said he had no knowledge of fire department calls but agreed to contact Richmond Dispatch to register Director Metcalf's concern.

Director Kosel asked if the domestic violence referenced earlier was the same person as two years ago. GM/COP Harman said he did not know and if he did, he couldn't answer anyway.

MOTION: President Toombs moved to approve the consent calendar. Vice President Lipscomb seconded this motion.

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

OLD BUSINESS #1– General Manager/ Chief of Police Greg Harman will present to the Board for a third reading, Kensington Police Protection & Community Services District Policy # 1020.30 “Nepotism” as a result of the Contra Costa Grand Jury findings reported at the July 14th KPPCSD Board meeting. Board action

STAFF COMMENTS

GM/COP Harman said this was the third reading of the Nepotism Policy which is the result of a Grand Jury finding. He said this policy was an addition to the BOD policy manual.

BOARD COMMENTS

None

PUBLIC COMMENTS

None

MOTION: Director Metcalf moved to approve the Nepotism Policy as presented by GM/COP Harman. President Toombs seconded this motion.

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

NEW BUSINESS #2 - General Manager/ Chief of Police Greg Harman will present to the Board a recommendation that the Board issue the Notice of Final Acceptance for the Kensington Park Restroom Project to ERA Construction. Board Action.

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 4
BOARD OF DIRECTORS

STAFF COMMENTS

GM/COP Harman said the park restrooms project is completed and that they had opened on Wednesday, October 5th. He said the contractor has met all of his obligations and requirements to fill the contract met. He stated he needed BOD approval to formally accept the restroom so that he could initiate the final filings with the County.

BOARD COMMENTS

President Toombs asked if all work was done. GM/COP Harman said yes. President Toombs asked if there were notices or liens against the property. GM/COP Harman said no. GM/COP Harman said he would hold a portion of the final payment until completion of the formal process with the County.

PUBLIC COMMENTS

Nicki Kaiser asked if there were plans for what to do if a power outage occurred and the bathroom's automatic doors did not unlock while a resident was in the bathroom. GM/COP Harman said there was a red button located next to the door that would automatically unlock the door. She then asked about plans to cover holes to minimize access by rats. President Toombs remarked this would be addressed at a later time if warranted.

MOTION: Director Kosel moved that the BOD formally accept the Kensington Park Restrooms. Director Metcalf Lipscomb seconded this motion.

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

NEW BUSINESS #3 - General Manager/ Chief of Police Greg Harman will present to the Board a recommendation that the Board instruct him to enter into agreement for the Contract Renewal for the Kensington Police Protection Delta Dental Premier Group Dental Plan. Board Action

STAFF COMMENTS

GM/COP Harman said he received a 2 year renewal notice for the existing Delta Dental plan. He said although the KPOA Memorandum of Understanding (MOA) is expired, he expected the BOD would continue to provide dental benefits while the negotiations were underway.

BOARD COMMENTS

PUBLIC COMMENTS

None

MOTION: President Toombs moved to approve Chief's recommendation to sign the Delta Dental contract. Vice President Lipscomb seconded this motion.

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

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 5
BOARD OF DIRECTORS

NEW BUSINESS #4 - President Toombs will present to the Board a request to authorize the expenditure of additional funds not to exceed \$5,000 by the firm of Hemming Morse, Inc., CPA with respect to its investigation of the use of District credit cards.

STAFF COMMENTS

None

BOARD COMMENTS

President Toombs said to date the company that is performing the district credit card forensic audit has billed about \$5200 which includes a \$1000 courtesy discount. He said additional discounts could or not be forthcoming and that in any event he expected this matter to be resolved within coming days or weeks. Since GM/COP Harman is limited to a \$5,000 signing authority, President Toombs requested the BOD authorize spending to potentially and slightly exceed \$5,000 so the auditors are fully authorized to complete this process without having to return to the BOD for additional spending authority.

PUBLIC COMMENTS

None

MOTION: Director Kosel moved to approve President Toombs request for increased spending in excess of \$5000s for the forensic auditors to complete their credit card review. Vice President Lipscomb seconded this motion.

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

MOTION: Director Kosel moved to end the meeting at about 7:47 PM. Vice President Lipscomb seconded this motion.

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

ADJOURNMENT

General information

Accessible Public Meetings

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Kensington Police Protection and Community Services District – Board of Directors Meeting – 10/13/11

KPPCSD
Unaudited Profit & Loss Budget Performance
 October 1 through November 3, 2011

| Ordinary Income/Expense | <u>Oct 1 - Nov 3, 11</u> | <u>Budget</u> | <u>Jul 1 - Nov 3, 11</u> | <u>YTD Budget</u> | <u>Annual Budget</u> |
|------------------------------------------------|--------------------------|------------------|--------------------------|---------------------|----------------------|
| income | | | | | |
| 400 · Police Activities Revenue | | | | | |
| 401 · Levy Tax | 47,017.30 | 40,000.00 | 1,244,949.23 | 1,237,000.00 | 1,263,000.00 |
| 402 · Special Tax-Police | 679,890.00 | 0.00 | 679,890.00 | 680,000.00 | 680,000.00 |
| 403 · Misc Tax-Police | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 |
| 404 · Measure G Supplemental Tax Rev | 405,667.70 | 0.00 | 405,667.70 | 453,200.00 | 453,200.00 |
| 410 · Police Fees/Service Charges | 65.00 | 215.50 | 690.00 | 840.50 | 2,000.00 |
| 414 · POST Reimbursement | 0.00 | 0.00 | 4,870.19 | 0.00 | |
| 415 · Grants-Police | 0.00 | 0.00 | 11,315.57 | 0.00 | |
| 416 · Interest-Police | 0.00 | 750.00 | 0.00 | 750.00 | 3,000.00 |
| 417 · Police Asset Sale | 0.00 | 0.00 | 0.00 | 0.00 | |
| 418 · Misc Police Income | 4.79 | 150.00 | 6,648.56 | 6,794.00 | 12,000.00 |
| 419 · Supplemental W/C Reimb (4850) | 0.00 | 0.00 | 0.00 | 0.00 | |
| 400 · Police Activities Revenue - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 400 · Police Activities Revenue | 1,132,644.79 | 41,115.50 | 2,354,031.25 | 2,378,584.50 | 2,413,250.00 |
| 420 · Park/Rec Activities Revenue | | | | | |
| 421 · Levy Tax-Park/Rec | 0.00 | 0.00 | 0.00 | 0.00 | |
| 423 · Misc Tax-Park/Rec | 0.00 | 0.00 | 0.00 | 0.00 | |
| 424 · Special Tax-L&L | 31,679.36 | 0.00 | 31,679.36 | 30,000.00 | 30,000.00 |
| 425 · Bond Taxes-Pk/Rec | 0.00 | 0.00 | 0.00 | 0.00 | |
| 426 · Park Donations | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| 427 · Community Center Revenue | 100.00 | 2,150.00 | 3,243.00 | 5,400.00 | 24,000.00 |
| 428 · Building E Revenue | 0.00 | 0.00 | 0.00 | 0.00 | |
| 429 · Annex Revenue | 0.00 | 0.00 | 0.00 | 0.00 | |
| 430 · KCC Monthly Wage Reimb | 1,089.00 | 0.00 | 1,089.00 | 0.00 | |
| 435 · Grants-Park/Rec | 0.00 | 0.00 | 0.00 | 0.00 | 100,000.00 |
| 436 · Interest-Park/Rec | 0.00 | 50.00 | 0.00 | 50.00 | 200.00 |
| 437 · Pk/R Asset Sale | 0.00 | 0.00 | 0.00 | 0.00 | |
| 438 · Misc Park/Rec Rev | 206.00 | 110.00 | 206.00 | 110.00 | 500.00 |
| 420 · Park/Rec Activities Revenue - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 420 · Park/Rec Activities Revenue | 33,074.36 | 2,310.00 | 36,217.36 | 35,560.00 | 155,200.00 |
| 440 · District Activities Revenue | | | | | |
| 448 · Franchise Fees | 0.00 | 0.00 | 6,708.70 | 7,000.00 | 21,000.00 |
| 449 · District Revenue | 0.00 | 0.00 | 5,005.00 | 0.00 | |

1:16 PM
 11/03/11
 Accrual Basis

KPPCSD
Unaudited Profit & Loss Budget Performance
 October 1 through November 3, 2011

| | <u>Oct 1 - Nov 3, 11</u> | <u>Budget</u> | <u>Jul 1 - Nov 3, 11</u> | <u>YTD Budget</u> | <u>Annual Budget</u> |
|------------------------------------------------|--------------------------|-------------------|--------------------------|---------------------|----------------------|
| 456 · Interest-District | 0.00 | 125.00 | 0.00 | 125.00 | 500.00 |
| 457 · Dist Asset Sale | 0.00 | 0.00 | 0.00 | 0.00 | |
| 458 · Misc District Revenue | 0.00 | 0.00 | 0.00 | 0.00 | |
| 440 · District Activities Revenue - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 440 · District Activities Revenue | 0.00 | 125.00 | 11,713.70 | 7,125.00 | 21,500.00 |
| | | | | | |
| Total Income | 1,165,719.15 | 43,550.50 | 2,401,962.31 | 2,421,269.50 | 2,589,950.00 |
| | | | | | |
| Expense | | | | | |
| 3 · Condense Item Adj. Expense | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4000 · Reconciliation Discrepancies | 0.00 | 0.00 | 0.00 | 0.00 | |
| 500 · Police Sal & Ben | | | | | |
| 502 · Salary - Officers | 66,996.76 | 81,108.50 | 267,481.23 | 302,317.50 | 884,824.00 |
| 504 · Compensated Absences | 0.00 | 0.00 | 15,402.59 | 0.00 | 10,000.00 |
| 506 · Overtime | 8,441.18 | 3,666.66 | 32,713.41 | 13,666.69 | 40,000.00 |
| 508 · Salary - Non-Sworn | 4,651.25 | 5,362.50 | 18,469.00 | 19,987.50 | 58,500.00 |
| 516 · Uniform Allowance | 599.94 | 715.00 | 2,366.43 | 2,665.00 | 7,800.00 |
| 518 · Safety Equipment | 0.00 | 1,250.00 | 925.28 | 1,250.00 | 2,500.00 |
| 521-A · Medical/Vision/Dental-Active | 9,535.89 | 14,338.50 | 44,411.15 | 53,439.50 | 156,416.00 |
| 521-R · Medical/Vision/Dental-Retired | 10,142.97 | 14,441.08 | 49,703.49 | 53,825.83 | 157,539.00 |
| 521-T · Medical/Vision/Dental-Trust | 0.00 | 0.00 | 0.00 | 0.00 | 96,432.00 |
| 522 · Insurance - Police | 927.66 | 1,100.00 | 7,353.90 | 4,600.00 | 12,500.00 |
| 523 · Social Security/Medicare | 1,177.29 | 1,330.64 | 3,873.49 | 4,959.61 | 14,516.00 |
| 524 · Social Security - District | 319.58 | 332.48 | 1,273.01 | 1,239.23 | 3,627.00 |
| 527 · PERS - District Portion | 22,865.96 | 27,820.10 | 94,676.47 | 103,693.10 | 303,492.00 |
| 528 · PERS - Officers Portion | 6,083.68 | 7,364.14 | 25,189.45 | 27,448.11 | 80,336.00 |
| 530 · Workers Comp | 0.00 | 0.00 | 32,032.00 | 34,328.00 | 68,656.00 |
| 540 · Advanced Industrial Disability | 0.00 | 0.00 | 0.00 | 0.00 | |
| 541 · Consultant/Operational Audit | 0.00 | 0.00 | 0.00 | 0.00 | |
| 500 · Police Sal & Ben - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 500 · Police Sal & Ben | 131,742.16 | 158,829.60 | 595,870.90 | 623,420.07 | 1,897,138.00 |
| | | | | | |
| 550 · Other Police Expenses | | | | | |
| 552 · Expendable Police Supplies | 0.00 | 165.00 | 2,474.01 | 615.00 | 1,800.00 |
| 553 · Range/Ammunition Supplies | 0.00 | 366.66 | 619.40 | 1,366.69 | 4,000.00 |
| 555 · CALEA | 0.00 | 0.00 | 0.00 | 0.00 | |
| 560 · Crossing Guard | 1,069.60 | 882.39 | 1,764.84 | 3,288.86 | 9,626.00 |

1:16 PM
 11/03/11
 Accrual Basis

KPPCSD
Unaudited Profit & Loss Budget Performance
 October 1 through November 3, 2011

| | <u>Oct 1 - Nov 3, 11</u> | <u>Budget</u> | <u>Jul 1 - Nov 3, 11</u> | <u>YTD Budget</u> | <u>Annual Budget</u> |
|-------------------------------------------|--------------------------|------------------|--------------------------|-------------------|----------------------|
| 562 · Vehicle Operation | 2,918.23 | 5,041.66 | 15,232.95 | 18,791.69 | 55,000.00 |
| 564 · Communications (RPD) | 25,594.28 | 50,000.00 | 45,201.91 | 69,320.00 | 154,320.00 |
| 566 · Radio Maintenance | 0.00 | 2,145.00 | 0.00 | 7,995.00 | 23,400.00 |
| 568 · Prisoner/Case Exp./Booking | 0.00 | 458.34 | 1,055.32 | 1,708.31 | 5,000.00 |
| 570 · Training | 499.45 | 916.66 | 1,548.67 | 3,416.69 | 10,000.00 |
| 572 · Recruiting | 0.00 | 0.00 | 1,638.00 | 0.00 | |
| 574 · Reserve Officers | 0.00 | 183.34 | 1,164.44 | 683.31 | 2,000.00 |
| 576 · Misc. Dues, Meals & Travel | 0.00 | 294.25 | 950.00 | 1,096.75 | 3,210.00 |
| 580 · Utilities - Police | 1,513.08 | 733.34 | 2,833.41 | 2,733.31 | 8,000.00 |
| 581 · Bldg Repairs/Maint. | 0.00 | 250.00 | 717.66 | 250.00 | 1,000.00 |
| 582 · Expendable Office Supplies | 655.15 | 550.00 | 1,551.28 | 2,050.00 | 6,000.00 |
| 586 · Machine Maintenance | 0.00 | 0.00 | 330.00 | 0.00 | |
| 588 · Telephone(+Rich. Line) | 466.09 | 731.50 | 2,686.03 | 2,726.50 | 7,980.00 |
| 590 · Housekeeping | 274.74 | 366.66 | 971.51 | 1,366.69 | 4,000.00 |
| 592 · Publications | 88.07 | 275.00 | 108.02 | 1,025.00 | 3,000.00 |
| 594 · Community Policing | 111.29 | 229.16 | 2,315.39 | 854.19 | 2,500.00 |
| 596 · WEST-NET/CAL I.D. | 0.00 | 0.00 | 12,893.00 | 12,900.00 | 12,900.00 |
| 598 · COPS Special Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 599 · Measure G Administration | 0.00 | 0.00 | 1,588.22 | 1,500.00 | 3,200.00 |
| 550 · Other Police Expenses - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 550 · Other Police Expenses | 33,189.98 | 63,588.96 | 97,644.06 | 133,687.99 | 316,936.00 |
| | | | | | |
| 600 · Park/Rec Sal & Ben | | | | | |
| 601 · Park & Rec Administrator | 503.25 | 595.84 | 2,063.50 | 2,220.81 | 6,500.00 |
| 602 · Custodian | 2,050.00 | 2,383.34 | 7,300.00 | 8,883.31 | 26,000.00 |
| 604 · Gardener | 0.00 | 0.00 | 0.00 | 0.00 | |
| 606 · Casual Labor | 0.00 | 0.00 | 0.00 | 0.00 | |
| 623 · Social Security/Medicare - Dist | 0.00 | 45.56 | 0.00 | 169.78 | 497.00 |
| 630 · Workers Comp. (Recreation) | 0.00 | 0.00 | 0.00 | 0.00 | |
| 600 · Park/Rec Sal & Ben - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 600 · Park/Rec Sal & Ben | 2,553.25 | 3,024.74 | 9,363.50 | 11,273.90 | 32,997.00 |
| | | | | | |
| 635 · Park/Recreation Expenses | | | | | |
| 640 · Community Center Expenses | | | | | |
| 642 · Utilities-Community Center | 400.43 | 435.96 | 1,108.10 | 1,624.99 | 4,756.00 |
| 643 · Janitorial Supplies | 0.00 | 68.75 | 597.62 | 256.25 | 750.00 |
| 646 · Community Center Repairs | 32.63 | 0.00 | 18,724.61 | 250.00 | 1,000.00 |

KPPCSD
Unaudited Profit & Loss Budget Performance
 October 1 through November 3, 2011

| | <u>Oct 1 - Nov 3, 11</u> | <u>Budget</u> | <u>Jul 1 - Nov 3, 11</u> | <u>YTD Budget</u> | <u>Annual Budget</u> |
|----------------------------------------------|--------------------------|-----------------|--------------------------|-------------------|----------------------|
| 640 · Community Center Expenses - Oth | 0.00 | 0.00 | 290.73 | 0.00 | |
| Total 640 · Community Center Expenses | 433.06 | 504.71 | 20,721.06 | 2,131.24 | 6,506.00 |
| | | | | | |
| 650 · Building E Expenses | | | | | |
| 656 · Bldg E Repairs | 0.00 | 0.00 | 0.00 | 0.00 | |
| 658 · Bldg E Misc | 0.00 | 0.00 | 0.00 | 0.00 | |
| 650 · Building E Expenses - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 650 · Building E Expenses | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | | | | |
| 660 · Annex Expenses | | | | | |
| 662 · Utilties - Annex | 24.42 | 91.66 | 1,435.66 | 341.69 | 1,000.00 |
| 666 · Annex Repairs | 0.00 | 0.00 | 0.00 | 0.00 | |
| 668 · Misc Annex Expenses | 0.00 | 0.00 | 0.00 | 0.00 | |
| 660 · Annex Expenses - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 660 · Annex Expenses | 24.42 | 91.66 | 1,435.66 | 341.69 | 1,000.00 |
| | | | | | |
| 670 · Gardening Supplies | 0.00 | 183.34 | 0.00 | 683.31 | 2,000.00 |
| 672 · Kensington Park O&M | 3,265.00 | 5,666.84 | 16,521.33 | 21,121.81 | 61,820.00 |
| 674 · Park Construction Exp | 0.00 | 0.00 | 0.00 | 0.00 | |
| 678 · Misc Park/Rec Expense | 155.00 | 0.00 | 2,618.95 | 250.00 | 1,000.00 |
| 635 · Park/Recreation Expenses - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 635 · Park/Recreation Expenses | 3,877.48 | 6,446.55 | 41,297.00 | 24,528.05 | 72,326.00 |
| | | | | | |
| 6999 · Uncategorized Expenses | 0.00 | 0.00 | 0.00 | 0.00 | |
| 800 · District Expenses | | | | | |
| 810 · Computer Maintenance | 1,357.00 | 2,753.11 | 13,441.57 | 10,261.64 | 30,034.00 |
| 820 · Cannon Copier Contract | 414.80 | 564.66 | 1,903.28 | 2,104.69 | 6,160.00 |
| 830 · Legal (District/Personnel) | 4,482.00 | 3,208.34 | 18,925.23 | 11,958.31 | 35,000.00 |
| 835 · Consulting | 24,612.19 | 3,600.00 | 24,612.19 | 3,600.00 | 3,600.00 |
| 840 · Accounting | 1,397.50 | 3,300.00 | 10,698.75 | 12,300.00 | 25,275.00 |
| 850 · Insurance | 0.00 | 0.00 | 29,694.11 | 30,000.00 | 30,000.00 |
| 860 · Election | 0.00 | 0.00 | 0.00 | 0.00 | |
| 865 · Police Bldg. Lease | 0.00 | 0.00 | 14,852.50 | 14,852.50 | 29,705.00 |
| 870 · County Expenditures | 570.14 | 0.00 | 570.14 | 1,000.00 | 19,900.00 |
| 880 · KCC/Annex Agreement | 0.00 | 0.00 | 6,021.00 | 0.00 | |
| 890 · Waste/Recycle | 800.45 | 50.00 | 7,683.55 | 6,650.00 | 17,500.00 |
| 898 · Misc. Expenses | 4,267.00 | 975.43 | 5,489.05 | 3,635.68 | 10,641.00 |

1:16 PM
 11/03/11
 Accrual Basis

KPPCSD
Unaudited Profit & Loss Budget Performance
 October 1 through November 3, 2011

| | <u>Oct 1 - Nov 3, 11</u> | <u>Budget</u> | <u>Jul 1 - Nov 3, 11</u> | <u>YTD Budget</u> | <u>Annual Budget</u> |
|----------------------------------------|--------------------------|--------------------|--------------------------|---------------------|----------------------|
| 899 - Depreciation Expense | 0.00 | 0.00 | 0.00 | 0.00 | |
| 800 - District Expenses - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 800 - District Expenses | 37,901.08 | 14,451.54 | 133,891.37 | 96,362.82 | 207,815.00 |
| 950 - Capital Outlay | | | | | |
| 961 - Police Bldg Improvements | 0.00 | 0.00 | 0.00 | 0.00 | |
| 962 - Patrol Cars | 0.00 | 0.00 | 0.00 | 0.00 | |
| 963 - Patrol Car Accessories | 0.00 | 0.00 | 5,673.95 | 0.00 | |
| 965 - Weapons / Radios | 0.00 | 0.00 | 0.00 | 0.00 | |
| 967 - Station Equipment | 0.00 | 0.00 | 0.00 | 0.00 | |
| 968 - Office Furn/Eq | 0.00 | 0.00 | 0.00 | 0.00 | |
| 969 - Computer Equipment | 0.00 | 0.00 | 0.00 | 0.00 | |
| 971 - Park Land | 0.00 | 0.00 | 0.00 | 0.00 | |
| 972 - Park Buildings Improvement | 5,824.22 | 0.00 | 127,246.16 | 120,000.00 | 120,000.00 |
| 973 - Park Construct. Grant | 0.00 | 0.00 | 0.00 | 0.00 | |
| 974 - Other Park Improvements | 0.00 | 0.00 | 0.00 | 0.00 | |
| 978 - Pk/Rec Furn/Eq | 0.00 | 0.00 | 0.00 | 0.00 | |
| 981 - Bldg E Improvements | 0.00 | 0.00 | 0.00 | 0.00 | |
| 983 - Annex Improvements | 0.00 | 0.00 | 0.00 | 0.00 | |
| 950 - Capital Outlay - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 950 - Capital Outlay | 5,824.22 | 0.00 | 132,920.11 | 120,000.00 | 120,000.00 |
| 997 - Payroll Expenses | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Expense | 215,088.17 | 246,341.39 | 1,010,986.94 | 1,009,272.83 | 2,647,212.00 |
| Net Ordinary Income | 950,630.98 | -202,790.89 | 1,390,975.37 | 1,411,996.67 | -57,262.00 |
| Other Income/Expense | | | | | |
| Other Expense | | | | | |
| 700 - Bond Issue Expenses | | | | | |
| 701 - Bond Proceeds | 0.00 | 0.00 | 0.00 | 0.00 | |
| 710 - Bond Admin. | 0.00 | 0.00 | 4,519.92 | 0.00 | |
| 715 - Bond Interest Income | 0.00 | 0.00 | 0.00 | 0.00 | |
| 720 - Bond Principal | 0.00 | 0.00 | 108,916.14 | 0.00 | |
| 730 - Bond Interest | 0.00 | 0.00 | 27,871.20 | 0.00 | |
| 700 - Bond Issue Expenses - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 700 - Bond Issue Expenses | 0.00 | 0.00 | 141,307.26 | 0.00 | |

11

KPPCSD
Unaudited Profit & Loss Budget Performance
 October 1 through November 3, 2011

| | Oct 1 - Nov 3, 11 | Budget | Jul 1 - Nov 3, 11 | YTD Budget | Annual Budget |
|---------------------------------------|-------------------|--------------------|---------------------|---------------------|-------------------|
| 990 - EPC Activities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 995 - Loss/(Gain) - Asset Disposition | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 996 - New Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 998 - Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 999 - Med./Life Ins./Wrk Comp | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Other Expense | <u>0.00</u> | <u>0.00</u> | <u>141,307.26</u> | <u>0.00</u> | <u>0.00</u> |
| Net Other Income | 0.00 | 0.00 | -141,307.26 | 0.00 | 0.00 |
| | <u>950,630.98</u> | <u>-202,790.89</u> | <u>1,249,668.11</u> | <u>1,411,996.67</u> | <u>-57,262.00</u> |

Memorandum

Kensington Police Department



To: Board of Directors

APPROVED YES NO

From: Gregory E. Harman, General Manager/ Chief of Police

Date: Thursday, November 3, 2011

FORWARDED TO:

Subject: Consent Calendar Item C- Park Revenue & Expenses

The KPPCSD Board and the Park Buildings Committee has requested a separate and detailed accounting of park revenues and expenses.

This information is obtained through our QuickBooks software and revenue and expenses from July 2011 through October 2011 is attached to this memo.

KPPCSD
Account QuickReport
 July 1 through November 3, 2011

| Type | Date | Num | Name | Memo | Split | Amount |
|------------------------------------------|------------|---------|---------------|-------------------|-------------------|------------------|
| 420 · Park/Rec Activities Revenue | | | | | | |
| 424 · Special Tax-L&L | | | | | | |
| General Journal | 10/3/2011 | JV08... | CCC Taxes-LLD | SP ASSESS ... | 146 · Advance... | 31,679.36 |
| Total 424 · Special Tax-L&L | | | | | | 31,679.36 |
| 427 · Community Center Revenue | | | | | | |
| Deposit | 7/29/2011 | 1072 | | East Bay Coll... | 112 · General ... | 598.00 |
| Deposit | 7/29/2011 | 3133 | | CC Rental | 112 · General ... | 375.00 |
| Deposit | 7/29/2011 | 1247 | | CC Rental | 112 · General ... | 600.00 |
| Deposit | 7/29/2011 | 6188 | | CC Rental | 112 · General ... | 180.00 |
| Deposit | 9/23/2011 | 957 | | CC Rental | 112 · General ... | 600.00 |
| Deposit | 9/23/2011 | 154 | | CC Rental | 112 · General ... | 700.00 |
| Deposit | 9/23/2011 | 710 | | Wake Up to ... | 112 · General ... | 45.00 |
| Deposit | 9/23/2011 | 746 | | Wake-Up-to ... | 112 · General ... | 45.00 |
| Deposit | 10/13/2011 | | | Extra hour for... | 112 · General ... | 100.00 |
| Total 427 · Community Center Revenue | | | | | | 3,243.00 |
| 430 · KCC Monthly Wage Reimb | | | | | | |
| Deposit | 10/13/2011 | 317 | | GPFf Oct 20... | 112 · General ... | 1,089.00 |
| Total 430 · KCC Monthly Wage Reimb | | | | | | 1,089.00 |
| 438 · Misc Park/Rec Rev | | | | | | |
| Deposit | 10/13/2011 | 3408 | | Tennis Court ... | 112 · General ... | 40.00 |
| Deposit | 10/13/2011 | 3462 | | Tennis Court ... | 112 · General ... | 40.00 |
| Deposit | 10/13/2011 | 3202 | | Tennis Court ... | 112 · General ... | 120.00 |
| Deposit | 10/13/2011 | | | Tennis Court ... | 112 · General ... | 6.00 |
| Total 438 · Misc Park/Rec Rev | | | | | | 206.00 |
| Total 420 · Park/Rec Activities Revenue | | | | | | 36,217.36 |
| TOTAL | | | | | | 36,217.36 |

KPPCSD
 Account QuickReport
 July 1 through November 3, 2011

| Type | Date | Num | Name | Memo | Split | Amount |
|------------------------------------------------|------------|-------|-----------------------|--------------------|-------------------|-----------|
| 635 · Park/Recreation Expenses | | | | | | |
| 640 · Community Center Expenses | | | | | | |
| 642 · Utilities-Community Center | | | | | | |
| Check | 7/29/2011 | 13273 | Pacific Telemanage... | Pay Phone C... | 112 · General ... | 78.00 |
| Check | 8/15/2011 | 13302 | EBMUD | For 2 Arimont | 112 · General ... | 329.06 |
| Check | 9/15/2011 | 13356 | Pacific Telemanage... | Pay phone CC | 112 · General ... | 78.00 |
| Check | 9/30/2011 | 13396 | Pacific Telemanage... | Pay phone C... | 112 · General ... | 78.00 |
| Check | 9/30/2011 | 13416 | PG&E | 59 Arlington ... | 112 · General ... | 144.61 |
| Check | 10/14/2011 | 13455 | EBMUD | 8-1-11 to 9-3... | 112 · General ... | 233.99 |
| Check | 10/28/2011 | 13485 | PG&E | 59 Arlington ... | 112 · General ... | 166.44 |
| Total 642 · Utilities-Community Center | | | | | | 1,108.10 |
| 643 · Janitorial Supplies | | | | | | |
| Check | 7/29/2011 | 13278 | UBS | Community C... | 112 · General ... | 597.62 |
| Total 643 · Janitorial Supplies | | | | | | 597.62 |
| 646 · Community Center Repairs | | | | | | |
| Check | 8/15/2011 | 13299 | Kensington Home a... | Bill Driscoll | 112 · General ... | 17.61 |
| Check | 8/15/2011 | 13299 | Kensington Home a... | Bill Driscoll C... | 112 · General ... | 74.37 |
| Check | 9/15/2011 | 13384 | Cherokee Construct... | Job # 0911-3 | 112 · General ... | 18,600.00 |
| Check | 10/28/2011 | 13484 | Key Shack Inc. | community c... | 112 · General ... | 32.63 |
| Total 646 · Community Center Repairs | | | | | | 18,724.61 |
| 640 · Community Center Expenses - Other | | | | | | |
| Check | 8/15/2011 | 13291 | PG&E | 59 Arlington ... | 112 · General ... | 156.15 |
| Check | 8/30/2011 | 13325 | PG&E | 59 Arlington ... | 112 · General ... | 134.58 |
| Total 640 · Community Center Expenses - Other | | | | | | 290.73 |
| Total 640 · Community Center Expenses | | | | | | 20,721.06 |
| 660 · Annex Expenses | | | | | | |
| 662 · Utilities - Annex | | | | | | |
| Check | 7/15/2011 | 13217 | EBMUD | 1 Windsor se... | 112 · General ... | 155.00 |
| Check | 8/30/2011 | 13325 | PG&E | Annex | 112 · General ... | 50.31 |
| Check | 9/15/2011 | 13371 | EBMUD | 1 windsor 7-1... | 112 · General ... | 1,018.00 |
| Check | 9/15/2011 | 13371 | EBMUD | 1 windsor 7-1... | 112 · General ... | 160.10 |
| Check | 9/30/2011 | 13416 | PG&E | Annex | 112 · General ... | 27.83 |
| Check | 10/28/2011 | 13485 | PG&E | Annex | 112 · General ... | 24.42 |
| Total 662 · Utilities - Annex | | | | | | 1,435.66 |
| Total 660 · Annex Expenses | | | | | | 1,435.66 |
| 672 · Kensington Park O&M | | | | | | |
| Check | 7/15/2011 | 13213 | NBS Government Fi... | LMD Admin I... | 112 · General ... | 1,080.59 |
| Check | 7/15/2011 | 13218 | EBMUD | 1 Windsor irri... | 112 · General ... | 659.88 |
| Check | 7/15/2011 | 13247 | Summer Rain Land... | monthly main... | 112 · General ... | 2,050.00 |
| Check | 8/15/2011 | 13300 | Summer Rain Land... | August fee | 112 · General ... | 2,050.00 |
| Check | 8/15/2011 | 13300 | Summer Rain Land... | Repair of woo... | 112 · General ... | 400.00 |
| Check | 9/15/2011 | 13352 | Olivero Plumbing Co. | Backflow Tes... | 112 · General ... | 112.00 |
| Check | 9/15/2011 | 13373 | Summer Rain Land... | removal of 2 l... | 112 · General ... | 3,100.00 |
| Check | 9/15/2011 | 13373 | Summer Rain Land... | removal of tre... | 112 · General ... | 460.00 |
| Check | 9/15/2011 | 13373 | Summer Rain Land... | repair of hunt... | 112 · General ... | 185.00 |
| Check | 9/15/2011 | 13373 | Summer Rain Land... | Sept 2011 m... | 112 · General ... | 2,050.00 |
| Check | 9/15/2011 | 13375 | Summer Rain Land... | removal of 2 l... | 112 · General ... | 0.00 |
| Check | 9/15/2011 | 13375 | Summer Rain Land... | removal of tre... | 112 · General ... | 0.00 |
| Check | 9/15/2011 | 13375 | Summer Rain Land... | repair of hunt... | 112 · General ... | 0.00 |
| Check | 9/15/2011 | 13375 | Summer Rain Land... | Sept 2011 m... | 112 · General ... | 0.00 |
| Check | 9/30/2011 | 13399 | NBS Government Fi... | LMD Admin I... | 112 · General ... | 1,108.86 |
| Check | 10/14/2011 | 13450 | Summer Rain Land... | October 2011 | 112 · General ... | 2,050.00 |
| Check | 10/14/2011 | 13450 | Summer Rain Land... | removal of br... | 112 · General ... | 380.00 |
| Check | 10/14/2011 | 13450 | Summer Rain Land... | painting of wall | 112 · General ... | 280.00 |
| Check | 10/14/2011 | 13450 | Summer Rain Land... | removal of so... | 112 · General ... | 340.00 |

3:39 PM
11/03/11
Accrual Basis

KPPCSD
Account QuickReport
July 1 through November 3, 2011

| Type | Date | Num | Name | Memo | Split | Amount |
|--------------------------------------|------------|-------|-------------------------|-------------------|-------------------|------------------|
| Check | 10/28/2011 | 13468 | Summer Rain Land... | Work done O... | 112 · General ... | 215.00 |
| Check | 10/28/2011 | 13468 | Summer Rain Land... | INv Dated Oc... | 112 · General ... | 0.00 |
| Check | 10/28/2011 | 13468 | Summer Rain Land... | INv Dated Oc... | 112 · General ... | 0.00 |
| Total 672 · Kensington Park O&M | | | | | | 16,521.33 |
| 678 · Misc Park/Rec Expense | | | | | | |
| Check | 7/15/2011 | 13248 | Steven Lee | Eagle Scout ... | 112 · General ... | 203.46 |
| Check | 8/15/2011 | 13290 | BPXpress | Invoice#RI00... | 112 · General ... | 260.50 |
| Check | 9/15/2011 | 13360 | Saviano Company I... | Tennis Court ... | 112 · General ... | 2,000.00 |
| Check | 10/28/2011 | 13477 | California Park & Re... | paid thru jan ... | 112 · General ... | 155.00 |
| Total 678 · Misc Park/Rec Expense | | | | | | 2,618.95 |
| Total 635 · Park/Recreation Expenses | | | | | | 41,297.00 |
| TOTAL | | | | | | 41,297.00 |

3:37 PM
 11/03/11
 Accrual Basis

KPPCSD
Account QuickReport
 July 1 through November 3, 2011

| Type | Date | Num | Name | Memo | Split | Amount |
|-----------------------------------------|------------|-------|-------------------------|-------------------|-------------------|--------------------------|
| 950 · Capital Outlay | | | | | | |
| 972 · Park Buildings Improvement | | | | | | |
| Check | 8/16/2011 | 13314 | E. R. A. Constructio... | phase 4 Rest... | 112 · General ... | 82,960.84 |
| Check | 9/15/2011 | 13370 | SMW & Associates,... | Structural En... | 112 · General ... | 1,077.30 |
| Check | 9/15/2011 | 13378 | E. R. A. Constructio... | phase 4 Rest... | 112 · General ... | 36,662.05 |
| Check | 9/30/2011 | 13398 | Key Shack Inc. | CC front doo... | 112 · General ... | 21.75 |
| Check | 9/30/2011 | 13404 | Inspection Services,... | INv #111498 | 112 · General ... | 700.00 |
| Check | 9/30/2011 | 13417 | E. R. A. Constructio... | phase 4 Rest... | 112 · General ... | 0.00 |
| Check | 10/14/2011 | 13431 | Kensington Home a... | Lock for park ... | 112 · General ... | 57.09 |
| Check | 10/28/2011 | 13459 | E. R. A. Constructio... | phase 4 Rest... | 112 · General ... | 5,767.13 |
| Total 972 · Park Buildings Improvement | | | | | | <u>127,246.16</u> |
| Total 950 · Capital Outlay | | | | | | <u>127,246.16</u> |
| TOTAL | | | | | | <u><u>127,246.16</u></u> |



Arlington Community Church

52 Arlington Ave.
Kensington, CA 94707

510-526-9146 (office)

www.ace-acc.org

Rev. Tony Clark

Chief Greg Harman
Kensington Police Department
217 Arlington Avenue
Kensington, CA 947078

October 30, 2011

Dear Chief Harman,

On behalf of the Arlington Community Church, we want to thank you and your officers for the protection and assistance you provide the church on a consistent basis.

Today on or around 12:30 pm, Officer Doug Wilson responded to an emergency call I made from the church. A gentleman was running through the rooms speaking incoherently; ultimately he threatened one of the parishioners. Officer Wilson responded within two minutes of receiving the call. He ushered the gentleman outside onto the sidewalk and, after speaking with him, placed him in his patrol car and called for an ambulance. Officer Wilson treated the gentleman with dignity and respect at all times while maintaining the safety of everyone involved.

Please convey our thanks and gratitude to Officer Wilson for his quick action in preventing what might have been a dangerous situation.

Sincerely,

Nina Harmon, Chair
Board of Trustees
Arlington Community Church

October 2011 Police Department Report

November 4, 2011

- Department Personnel
 - Reserve Police Officer Quyen Duong has resigned from the department and has taken a paid position with the Portland Police Department. Congratulations Quyen and good luck!
- Commendations and Correspondence
 - Officer Doug Wilson received a thank you letter from Nina Harmon on behalf of the Arlington Community Church for his response on October 30th to a disturbance call.
- Investigation of Alleged Misconduct
 - Department Investigation #10-003 was initiated on November 11th, at the KPPCSD Board meeting, when Catherine de Neergaard made a formal complaint indicating, "That there is no fair, impartial, and reasonable police review procedure", after voicing her complaints regarding Chief Harman's policies and directions to the department were not being heard. This complaint was followed by an e-mail complaint received by Chief Harman on November 15th.

At the August 11th Board meeting, The KPPCSD Board agreed to hire Labor Law Attorney Lee Ann Wallace to investigate the allegations. Ms. Wallace has been provided all documentation however; Ms. de Neergaard has since ceased her interviews with Ms. Wallace.
 - Department Investigation 2011-002 was initiated on June 5, 2011, on an allegation that an officer falsified an official police document. This investigation is being conducted by Sergeant Hull however; the officer in question is no longer employed by the District.
 - Department Investigation 2011-003 was initiated on June 10, 2011, on allegations that an officer caused a hostile work environment, insubordination, conduct violations, and discrimination. The internal investigation was completed by Sergeant Hull on August 1st. A Skelly hearing was held September 7th. Discipline was administered and is pending appeal. The appeal hearing is

scheduled for December 5, 2011.

- Department Investigation 2011-004 was initiated on July 5, 2011 on allegations that an officer violated department reporting procedures. This investigation is being conducted by Sergeant Hull.

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

- The Ring Time Report for September indicated that there were a total of 56 "911" calls with 4 having ring times over 20 seconds. The first occurred on 09-14-11 with a ring time of 44 seconds at 12:44 AM and was a fire call with no further information available. The second occurred on 09-27-11 at 2:59 PM with a ring time of 54 seconds and also was a fire call with no further information available. The third occurred on 09-30-11 at 10:45 AM and was for 28 seconds. This was a call for service that was transferred to the University of California Police Department. The final was on 09-30-11 at 10:46 AM and was for 33 seconds. This too was a fire call and no further information was available.

Average ring time for the month of September was 7 seconds.

The Ring Time Report for October indicated that there were 55 "911" calls made with 2 having a ring times of over 20 seconds. The first call came in on 10-07-11 at 5:12 PM and there was no call for service generated. The second occurred on 10-14-11 at 7:34 PM for 1 minute and 7 seconds and was a fire alarm call that was canceled.

Average Ring Time for the month of October was 5 seconds.

- Communication Center Service Complaints

At the October 13th KPPCSD Board meeting, KPPCSD Director Mari Metcalf asked about the ring times that were over 20 seconds for the Kensington Fire Department for the month of August. I informed her and the public that I had no information regarding fire service calls other than the date, time, and ring time for the 911 call. When a 911 call for service is generated for police services, or as in the above listed case of a fire alarm or medical call for service that both the fire department and police department are dispatched to, I am able to check the call in our police records system. I also stated that I would check with the Richmond 911 Dispatch Supervisor in inquire into the over 20 second ring times on fire calls.

On Friday, October 14th I e-mailed Richmond Dispatch Supervisor Byron Baptiste and received the following response to my question.

"Overall, we do not have any discernible issue with handling fire calls. Typically, delays like this are based on spikes in call volume. Fire calls come in on the same lines as our other emergency calls, so staff doesn't make a distinction. However, unlike other calls, structure fire incidents generate a great number of calls from neighbors. It is not unusual for all 8 of our 911 lines to ring at once during these incidents."

On 10-31-11, I met with Kensington Fire Board Director Nina Harmon and we discussed the 911 ring times further. It was during this conversation that I phoned Byron at Richmond Dispatch for further clarification. When asked, Byron stated that there are 5 "911" dispatchers on duty during a shift. Due to breaks, this total drops down to 4 however there are usually 5 dispatchers on duty answering the 8 "911" lines at Richmond Dispatch. There is a software program in place that automatically rotates the 911 calls in priority, placing the older calls to the top of the list as calls become stacked during increases in volume. Fire and police calls 911 are not separated, all calls are answered with the oldest call being given priority.

We also learned that now Richmond Dispatch was handling 911 calls from cell phones. These calls were historically sent to CHP Dispatch in Vallejo and then transferred to the local agency dispatch center. However, we also learned that while in most cases this would speed up the ring time and response of emergency personnel, the new system sends 911 cell phone calls to the nearest dispatch center based on what cell tower receives it. So if a 911 cell phone call is made in Kensington, but it is transmitted on a cell tower in Berkeley, that 911 call would go to the Berkeley Dispatch Center first, before being transferred to Richmond Dispatch.

The reality of the consortium that Kensington Police and Fire are part of is that we share a dispatch system with Richmond, San Pablo, and El Cerrito. All three of these cities generate several times the 911 calls for service that Kensington generates. So the ring times may increase depending on calls generated in the larger cities.

As far as other options, there really are none. We could enter into an agreement with another dispatch consortium however that would become an officer safety issue. We currently share a radio channel with San Pablo and El Cerrito and we depend on El Cerrito monitoring our calls for service as they come in and providing cover without being requested to do so. So until the El Cerrito Police Department changes dispatching services, we will continue to belong to the Richmond/ San Pablo/ El Cerrito Consortium.

- Community Networking

- On 10-1-11, Officer Wilson, Chief Harman, Cheyenne Harman, "Yayo", and Police Services Aide DiNapoli attended the "Kensington Celebration of All Creatures Great and Small Faire" sponsored by the Arlington Community Church and held at the Community Center.
- On 10-04-11, Officers Ramos, Martinez, and Reserve Officer Armanino participated in the "Walk to School Day" for Kensington Hilltop School.
- On 10-13-11, Chief Harman attended the "STAND! For Families Free of Violence" luncheon held at the Concord Hilton.
- On 10-15-11, Chief Harman attended the Public Park Buildings meeting held at the Community Center.
- On 10-16-11, Chief Harman, Sergeant Hull, Officer Wilson, and Reserve Officers Colon and Armanino participated in the KCC Fall Parade.
- On 10-17-11, Chief Harman attended the Contra Costa CSDA Chapter meeting in Pleasant Hill.
- On 10-24-11, Chief Harman attended the KIC meeting.
- On 10-25-11, Sergeant Hull attended the KMAC meeting.
- On 10-29-11, Detective Barrow and the Kensington Fire Department collected 160.5 pounds of unpackaged controlled substances during "Drug Take Back Day".

- Community Criminal Activity

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

- Watch Commander Reports

- **Sergeant Hull**
(1400-0200)

Officer Stegman was off two shifts sick.
Detective Barrow wrote 4 citations and 0 parking citations

TEAM #1 STATISTICS

| Officer: | Stegman (K32) (1800-0600) | Wilson (K33) (0600-1800) |
|-----------------------------|------------------------------|-----------------------------|
| Days Worked | 14 | 16 |
| Traffic Stops | 14 | 16 |
| Moving Citations | 5 | 13 |
| Parking Citations | 1 | 10 |
| Vacation/Security Checks | 80 | 34 |
| FI-Field Interview | 1 | 0 |
| Cases | 2 | 1 |
| Self Initiated Cases | 1 | 0 |
| Arrests | 2 | 0 |
| Calls for Service | 41 | 50 |

BRIEFING/TRAINING:

Reviewed CHP Bulletin about On-Duty Emergency Vehicle Collisions
Reviewed Collision Manual Definitions:

- o Accident
- o School Bus
- o Special Conditions
- o Witness

Reviewed KPD Policy 502 – Traffic Collision Reports.

Reviewed KPD Victim Non-Disclosure Form.

Reviewed Landlord Tenant Dispute Statues.

Discussed Traffic on Franciscan Way.

Reviewed Gov. Browns Pension Adjustments.

Discussed Beat 4 crime trends.

Discussed a prior resident's mental state who continues to frequent the District and his request to have a KPD Officer shoot him.

SERGEANT'S SUMMARY:

The Holiday season is fast approaching and I would like to alert everyone that this is the season that mail theft increases. I would like everyone to be mindful of

people and vehicles passing through your neighborhoods.

Mail will be stolen out of mail boxes and criminals will follow mail delivery trucks and steal box deliveries that are left on porches. If anyone suspects criminal activity or suspicious behavior of any type, no matter how slight, please call your police department so at a minimum contact can be made and person/s identified.

SIGNIFICANT EVENTS:

2011-6655 – Officer Stegman responded to the unit block of Arlington Ave. to investigate a person reported as missing.

2011-6668 – Officer Wilson responded to the 200 block of Arlington Ave. to a report of found property. The property was part of a burglary that occurred in Berkeley. The property was returned to its owner.

2011-6726 – Reserve Armanino responded to the 300 block of Colusa Ave. to mediate an ongoing neighbor dispute.

2011-6730 – Officer Stegman responded to the 100 block of Purdue Ave. to check the welfare of an elderly resident.

2011-6898 – Sgt. Hull responded to the 300 block of Berkeley Park Blvd. to a report of vandalism.

2011-6925 – Officer Wilson responded to the 600 block of Oberlin Ave. to a report of petty theft.

2011-7045 – Officer Stegman initiated a traffic stop on Arlington Ave. that resulted in the driver being arrested for a felony warrant from Sonoma County.

2011-7172 – Officer Stegman made an arrest for a misdemeanor warrant out of San Mateo Superior Court.

2011-7312 – Officer Wilson responded to the unit block of Arlington Ave. to a report of vandalism.

2011-7314 – Sgt. Hull responded to the 1600 block of Oak View Ave. to a report of petty theft.

2011-7315 – Sgt. Hull responded to the 200 block of Colusa Ave. to assist ECPD with a missing persons report.

2011-7501 – Officer Wilson responded to the 500 block of Coventry Rd. to a report of assault as a result of a neighbor dispute over noise.

2011-7502 – Officer Wilson responded to the unit block of Arlington Ave. where he took custody of a former resident for 72 hour mental evaluation. This person had also been reported missing out of Placerville.

•• **Acting Sergeant Hui**

TEAM #2 STATISTICS

A.S. Hui (K42) issued 3 moving violations
(1400-0200)

| Officer: | Martinez (K31) (0600-1800) | Turner (K46) (0000-0000) | Ramos (K41) (1800-0600) |
|-----------------------------|-------------------------------|-----------------------------|----------------------------|
| Days Worked | 12 | 16 | 13 |
| Traffic Stops | 38 | 104 | 22 |
| Moving Citations | 28 | 44 | 12 |
| Parking Citations | 3 | 0 | 0 |
| Vacation/Security Checks | 39 | 138 | 121 |
| FI-Field Interview | 0 | 1 | 0 |
| Cases | 1 | 4 | 1 |
| Self Initiated Cases | 0 | 0 | 0 |
| Arrests | 0 | 0 | 0 |
| Calls for Service | 85 | 70 | 23 |

Officer Martinez attended a 24 hour Radar Operators Course.
Acting Sergeant Hui took 68 hours of vacation.

BRIEFING/TRAINING:

- o Reviewed KPD Policy #700 – Department Owned and Personal Property
- o Reviewed KPD Policy #704 – Vehicle Maintenance
- o Reviewed KPD Policy #706 – Vehicle Use Policy
- o Reviewed KPD Victim Non-Disclosure Form
- o Reviewed Contra Costa County's Domestic Violence Protocol

SERGEANT'S SUMMARY:

This past month, we had a few instances of residents that observed suspicious activities and then later phoned in or emailed KPD after some time had passed. After speaking with several residents who waited to contact the police, one of the prevalent reasons cited for not calling when they first observed the suspicious activity was because they did not want to trouble the police with a call for service that may turn out to be completely innocent in nature.

I would like to urge residents to call in as soon as they can. Our officers cannot be on every street at every moment in time. Your assistance in notifying us of peculiar activity on your street helps increase our effectiveness.

For example: Suppose a resident is out walking their dog at night and sees a person shining a flashlight into a parked vehicle. Is this person a neighbor simply looking for something in his own vehicle, or is it a person trying to steal something from your neighbor's car? If you were to call the police within a few minutes of observing this behavior, there is a significantly increased likelihood that we will be able to locate this person and have a talk with him. What if the police were not notified for an hour or two and the subject was burglarizing cars?

Please help us by calling in suspicious activity promptly. It provides us the opportunity to come out to introduce ourselves and to determine if they are supposed to be there. If it is your neighbor's friend looking for his cell phone in the car, we will have a very brief chat with them and be on our way. If they are not supposed be there, and then we will deal with them accordingly.

SIGNIFICANT EVENTS:

- 2011-6641 – On 10/01/2011, Officer Ramos responded to the unit blk of Kensington Ct on a report of a residential burglary.
- 2011-6955 – On 10/12/2011, Officer Turner met with a resident at the Kensington Police Department on a report of harassing emails.
- 2011-6146 – On 10/15/2011, Officer Turner responded to the 300 blk of Berkeley Park Blvd on a report of a petty theft.
- 2011-7069 – On 10/15/2011, Officer Martinez responded to the 200 blk of Coventry Rd on a report of a petty theft.
- 2011-7186 – On 10/20/2011, Officer Turner responded to the 100 blk of Arlington Ave on a report of a burglary.
- 2011-7378– On 10/21/2011, Officer Turner responded to the 1600 blk of Ocean View Ave on a report of a petty theft.

RESERVE OFFICER STATISTICS

| Reserve Officer: | Colon (K44) | Armanino (K47) |
|--------------------------|-------------|----------------|
| Days Worked | 1 | 7 |
| Traffic Stops | 5 | 29 |
| Moving Citations | 0 | 12 |
| Parking Citations | 1 | 1 |
| Vacation/Security Checks | 4 | 4 |
| FI-Field Interview | 0 | 0 |
| Cases | 0 | 0 |
| Self Initiated Cases | 0 | 0 |
| Arrests | 0 | 0 |
| Calls for Service | 1 | 22 |

TRAFFIC ENFORCEMENT:

49 citations were issued on Arlington Ave.
44 citations were issued on Colusa Ave.
21 citations were issued on Franciscan Way
3 citations were issued on Coventry Rd.
2 citations issued on Beloit Ave.

•• **Detective Keith Barrow**

SIGNIFICANT EVENTS:

2011-6641 2011-6669 Residential Burglary/Stolen Vehicle
On Saturday, October 1, 2011, officers responded to a reported residential burglary. We were able to recover some of the victim's property out of another jurisdiction. Two days after this incident the victim's vehicle was stolen by who we believe to have been the suspect in the residential burglary. These cases are under investigation.

2011-7186 Residential Burglary
On Thursday, October 20, 2011, Officers responded to a reported residential burglary witnessed by a Kensington resident. We were able to identify potential suspects in this case and I'm still investigating.

2011-7271 Vandalism
On Saturday, October 22, 2011, I was patrolling the Kensington Community Park and saw three juveniles who looked to be tagging a park bench. The juveniles then ran down to Arlington Avenue. I confirmed the damage to the bench and contacted the juveniles shortly after. We returned to the park with their parents and found several places that had been tagged including the new park bathroom. This case is closed and will be forwarded to the Contra Costa County Juvenile Authority.

KPD INVESTIGATIONS INFORMATION:

2011-5504, 5580 Petty Theft
On Sunday August, 21 & 23, 2011, Officers took two reports of catalytic converters being stolen from vehicles on Purdue Avenue and Arlmont Road. Pleasant Hill PD took two subjects into custody that may be linked to this case. These cases are under investigation.

2011-1618 Homicide.
On 03-12-11, KPD Officers were dispatched to a possible dead body in the 00 block of Arlington Avenue. The individual was pronounced dead at the scene. This case is being investigated as a homicide.

KPD INVESTIGATIONS

- Made several court runs for filling cases, and retrieve court notifications.
- Updated the KPD residential burglary log.
- Updated the KPD stolen vehicle log.
- I'm currently assigned one day per week as a Field Training Officer.
- Covered as Patrol Supervisor for Team 2 during TAS Hui's vacation.

WEST-NET ASSIGNMENT:

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

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

On Tuesday, October 25, 2011, Contra Costa County's Mutual Aid Mobile Field Force (MAMFF) was requested by the Oakland Police Department. MAMFF is a California Law Enforcement Mutual Aid Program which is intended to augment local resources that have become overwhelmed as a result of planned and unplanned circumstances requiring an emergency response.

The Operational Area Mutual Aid Coordinator is the liaison to the County, Regional, State, and Federal agencies for law enforcement related resource requests, to include human caused and natural disasters, civil disturbances and other significant events requiring large numbers of law enforcement personnel and equipment, including the county's Mutual Aid Mobile Field Force (MAMFF).

I responded to the Contra Costa County staging area where MAMFF as a unit then drove to the City of Oakland. We took up positions to relieve Oakland Police Officers and other participating law enforcement agencies. As a unit we took no direct action during the event.

CRIME SUMMARY:

In the month of October the District of Kensington sustained:

- 0 Homicides
- 0 Robberies
- 0 Rapes
- 0 Assaults
- 2 Residential Burglaries
- 0 Attempted Residential Burglaries
- 0 Commercial Burglaries
- 0 Auto Burglaries

1 Stolen Vehicle
0 Grand Thefts
1 Petty Theft
4 Thefts from Unlocked Vehicles
0 Frauds
0 Forgeries
3 Vandalisms
0 Identity Thefts
0 Injury Accidents
1 Non-Injury Vehicle Accident
0 Injury Hit and Run Accident
0 Hit and Run Vehicle Accidents

•• **Chief Harman**

The biggest police event during the month of October would have to be Halloween. This year, even though Halloween was on a Monday night, we had over 2,000 kids and parents out trick or treating in the District. Most of this activity occurred on the Arlington and Ardmore Road.

The Haunted House on Ardmore is the biggest draw and has grown every year the past four years that I have served as Chief. This year, we had to close the unit block of Ardmore Road between 7:30 and 10:00 PM due to the pedestrian traffic.

The good news; all of the comments received regarding this road closure were positive and very supportive.

However the best news of the night, there were no criminal incidents reported and no graffiti or vandalism occurred in the District. A job well done by Sergeant Hull, and Officers Wilson and Stegman.

November 2011

| November 2011 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 6 | 7 | 1 | 2 | 3 | 4 | 5 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

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

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|---------------|---------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------|--------------------------------|-----------|-----------------------------------|
| Oct 30 - Nov 5 | Oct 30 | 31 | Nov 1 7:00pm KPD CITIZEN 7:00pm Troop 100; C | 2 | 3 7:15pm EBC; CCM & | 4 | 5 9:00am Town Hall Mtg |
| Nov 6 - 12 | 6 | 7 7:00pm Pack 82; CCA 7:30pm KCC Meeting 7:30pm KARO; CC3 | 8 7:00pm KPD CITIZEN 7:00pm Troop 100; C | 9 7:00pm KFD Meeting 7:30pm GPFF; CCM | 10 6:00pm KPPCSD Mtg | 11 | 12 8:00am Cert Prog; CC |
| Nov 13 - 19 | 13 | 14 4:00pm Brownies; CC 7:00pm Pack 82; CCA | 15 7:00pm KPD CITIZEN 7:00pm Troop 100; C | 16 | 17 7:15pm EBC; CCM & | 18 | 19 11:00am CC Rental; C |
| Nov 20 - 26 | 20 | 21 7:00pm Pack 82; CCA | 22 7:00pm KPD CITIZEN 7:00pm Troop 100; C | 23 | 24 | 25 | 26 |
| Nov 27 - Dec 3 | 27 | 28 7:00pm Pack 82; CCA 7:30pm KIC; CC3 | 29 7:00pm Troop 100; C 7:30pm KMAG; CC3 | 30 | Dec 1 | 2 | 3 |

December 2011

| December 2011 | | | | | | | January 2012 | | | | | | |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | | | | 29 | 30 | 31 | | | | |

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|---------------------|-------------------------------------------|-----------------------------------------|----------------------------------------|-------------------------------------|--------------------|--------------------------------------------|
| Nov 27 - Dec 3 | Nov 27 | 28 | 29 | 30 | Dec 1 | 2 | 3 |
| | | | | | 7:15pm EBC; CCM & | 6:00pm Wreath Makt | 8:00am-11pm-12am; I 10:00am Public Park |
| Dec 4 - 10 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 6:00am-CC Rental; C | 7:00pm Pack 82; CCM 7:30pm KCC Meeting | 7:00pm Troop 100; C | 5:00pm Winter Regis | 7:00pm KPPCSD MTC | | 3:00pm-CC Rental; C |
| Dec 11 - 17 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | 7:00pm Pack 82; CCM | 7:00pm Troop 100; C | 7:00pm KFD Meeting 7:30pm GPFF; CCM | 5:00pm-5pm-6pm 7:15pm EBC; CCM & | | |
| Dec 18 - 24 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | | 7:00pm Pack 82; CCM | 7:00pm Troop 100; C | | | | |
| Dec 25 - 31 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | 5:00pm 5-10pm Rent | 7:00pm Troop 100; C 7:30pm KMAC; CCM | | | | 3:00pm-CC Rental; C |

Office Report prepared by Marty Westby, Administrator
Kensington Community Council Board Meeting
November 7, 2011

KASEP:

Winter KASEP brochures will be delivered to Kensington Elementary on November 29, followed by registration on December 7 at 6:45 pm for kindergarten students and 7:15 pm for grades 1-6. As in past years, we've donated first place sign-up and a free class to the Garden Party auction. The KASEP winter holiday party and performance takes place on Thursday, December 15th from 5:00 – 6:00pm at the Community Center.

It has been about 6 years since KASEP teachers received First Aid and CPR training. During our staff meeting, it was requested we offer it again. Tom McCullagh, from El Cerrito/ Kensington Fire Department is an instructor. The cost for the 2 classes (National Safety Council First Aid and American Heart Saver CPR) is \$52.00 per person and runs for 3 ½ hours per class. Some KCC's staff receives their certification through other sources. However, there are about 7-10 staff members requesting this training. Cost to KCC would be approximately \$520.00.

KCC Classes and Events:

KCC is offering its 2nd Annual Wreath Making Workshop taught by Catherine Johnson and Ondine Boulter . Last year's event was well attended with creativity overflowing. This year's wreath workshop is scheduled for December 2nd from 6:00-8:00pm. There were not enough sign-ups for the Great Relationships for Life Workshop and thus cancelled.

KCC Administrative:

KCC's office will be closed on November 11 (Veteran's Holiday) and Nov. 23-25 (Thanksgiving Holiday) corresponding to the West Contra Costa Unified School District 's schedule.

Carolina Melgoza, started with KCC in November 2010. She is one of the custodians at Kensington Elementary School and has done an outstanding job with the KCC Office as well as with Kensington Hilltop School. Her contract with KCC is up for renewal and I recommend renewing her contract with KCC for custodial services for another year.

A listing of the different "K" groups along with each group's primary contact has been prepared and reviewed. From this list, a letter will go out early December inviting each group to attend our annual meeting, January 9th at 7:30pm.

KCC Fall Campaign is in motion: letter to the editor is in the November Outlook along with the donation envelope.

General Manager October 2011 Report

Budget

CALPERS CERBT

I received the latest statement from CALPERS on our first quarter earnings report which shows the District's account took a \$44,025.76 loss on investment during the quarter. Our current balance is now \$106,710.43. I have yet to make our 2011-2012 contribution, waiting on our latest actuarial report before doing so.

Kensington Park

Park Restroom

On Wednesday, October 5th, the park restroom was opened for business!

Congratulations and thank you to our volunteer project team of Andrew Mixer, Jack Griffith, and Italo Calpestri, who have been working on the project since July 2009.

Community Center & Annex

The District has contracted with Muller & Caulfield to obtain professional services in connection with an integrated building remodeling plan for the Kensington Park buildings.

The first Public Park Buildings Meeting held on Saturday, October 15th, between 1 and 4 PM. For more information regarding the meeting, the survey, and details on the next meeting Saturday, December 3rd, please go to the District website.

I have also made arrangements with our landscape contractor to begin installation of a drainage system on the north side of the Community Center. This is being completed to avoid the dry rot issues we had on the south side of the building.

Emergency Preparedness

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

The next meeting of the Kensington Public Safety Council will take place Monday, November 14th, at 6:30 PM at the Community Center Room #3. It is very important for those interested in Kensington's emergency preparedness to come to the meetings. The declining community interest in this group is placing this group's continued existence in jeopardy.

We were notified by the Kensington Amateur Radio Operators (KARO) that their emergency radio equipment was stolen from the storage shed located on Anson Way. This equipment was originally purchased by the District and is part of the

District emergency plan. I am working with KARO on purchasing replacement equipment and identifying better security at the site.

Other District Items of Interest

Solid Waste

In response to Bay View's request for assignment of the contract to Republic Services, Inc. - Richmond Sanitary Services, the District sent requests for documents to Republic's attorney in early July and in August. The requests asked for audited financial statements, evidence of insurance and other information that must be analyzed in order to confirm the capability of the proposed assignee to satisfactorily perform the services required by the agreement. We have not yet received the requested documents for review.

Traffic

With the hiring of Officer Chris Turner on October 6th, we will soon be able to reassign Traffic Officer Juan "Manny" Ramos back to traffic enforcement duties. Officer Ramos will return to traffic enforcement duties on Tuesday, November 15th. Drive carefully!

Website

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

www.kensingtoncalifornia.org.

ATT

ATT has notified the District that they are beginning a project to install a new fiber optics cabinet within the public right of way on the east side of Arlington Avenue adjacent to the library at 61 Arlington. There will also be trenching work across Arlington Avenue to connect to PG&E facilities. As those of you that have recently driven on Arlington have noticed, the construction has begun.

Public Safety Building

While driving on the Arlington, you have also noticed the Kensington Fire Protection District has begun the remodel of the Public Safety Building. To our neighbors, we apologized for the additional strain this has placed on parking availability along the Arlington.

Drug Take Back Day

The Kensington Police Department and the Kensington Fire Department held another National Take Back Day on Saturday, October 29th, between 10 AM and 2 PM. This event is sponsored by the U.S. Department of Justice Drug Enforcement Administration. We collected 160 pounds of unpackageged controlled substances!

DISTRICT – OLD BUSINESS

1. General Manager/ Chief of Police Greg Harman will provide the Board with an update on the Paths Committee project and his conversation with County Supervisor John Gioia regarding the Highland/ Kenyon path drainage issue.

DISTRICT - NEW BUSINESS

1. Board President Chuck Toombs will propose to the Board the formation of an Ad-Hoc Committee to review and update the KPPCSD Board Policy Manual.
Board Action.

DISTRICT - NEW BUSINESS

2. General Manager/ Chief of Police Greg Harman will present to the Board KPPCSD Resolution 2011-016, a Resolution to Tax Defer CALPERS Member Paid Contributions/ Employer Pick-Up under the provisions of Section 414(h)(2) of the Internal Revenue Code. Board Action.



Customer Account Services Division
P.O. Box 942709
Sacramento, CA 94229-2709
TTY (877) 249-7442
888 CalPERS (or 888-225-7377) FAX (916) 795-3005

SECOND NOTICE

August 3, 2011

Greg Harman
Kensington Community Services District
217 Arlington Avenue
Kensington, CA 94707

Dear Greg Harman,

Subject: Required Resolution for Tax Deferred Reporting of Member Contributions

This letter is being sent as a reminder of the federal tax reporting requirements concerning the pick-up of employee contributions to the California Public Employees Retirement System (CalPERS) and the CalPERS requirement that contracting agencies provide CalPERS with a copy of such resolutions. Our records indicate that your agency has not provided CalPERS with a copy of its pick-up resolution. Per Revenue Ruling 2006-43, an agency reporting tax deferred member contributions must have adopted a pick-up resolution in accordance with Internal Revenue Code (IRC) 414(h)(2), and CalPERS requires that it be provided with a copy of such resolution. CalPERS sent an explanation of this requirement in Circular Letter 200-049-08 dated October 3, 2008, a copy of which is attached. The Circular Letter stated that if your agency submits tax deferred contributions, it must ensure there is appropriate documentary evidence, or a resolution authorizing tax deferred reporting.

CalPERS is in the process of building and installing a new business reporting system. One of the design features will enhance CalPERS ability to maintain accurate and up to date information about contracting agency and school employer pick-ups. Providing a copy of your agency's existing and future pick-up resolutions and related written documentation will help ensure that our system will accurately record your agency's picked-up contributions.

The new system will validate that your agency has documentation on file with CalPERS before CalPERS accepts pick-up contributions. If this documentation is not on file, upon reporting payroll, you will receive an exception error which cannot be corrected until the appropriate documentation is received. Exception errors will have to be corrected before service credit buybacks, retirement calculations, or refunding of contributions can be processed.

May 11, 2011

Please fax a copy of your agency's pick-up resolution to CalPERS at (916) 795-3005. For your reference, attached is a copy of Circular Letter #200-049-08, including Attachment 1 (Revenue Ruling 2006-43) and Attachment 2 (Sample Resolution E).

Please call the Employer Contact Center at **888 CalPERS** or **(888 225-7377)** if you have any questions.

Sincerely,



Sharen B. Scott, Manager
Employer Contracts and Payroll Reporting
Employer Services Division

Enclosure

Visit the CalPERS website at www.calpers.ca.gov (2008 Circular Letters) for more information on the following:

- 1 – Circular Letter #200-049-08
- 2 – Attachment 1: Revenue ruling 2006-43
- 3 – Attachment 2: Sample Resolution E

BEFORE THE BOARD OF DIRECTORS OF THE KENSINGTON COMMUNITY SERVICE DISTRICT OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA.

In the matter of Wage and Benefits for the Police Officers

RESOLUTION

Concerning the 1982/1983 KCSD Budget

82-08

WHEREAS, the Directors and Officers agreed at an Executive Session held May 25, 1982 at 217 Arlington Avenue, Kensington, California, with the Kensington Police Officers Association on the following items concerning benefits and wages.

WHEREAS, the Directors and Officers agree to have KCSD pay the employees' 9% contribution to Public Employees' Retirement System (PERS).

WHEREAS, the Directors agreed to maintain all other conditions and benefits.

WHEREAS, the Directors agree to initiate said agreements at the beginning of the Fiscal Year, July 1, 1982.

NOW, THEREFORE, BE IT RESOLVED, that the Directors and Officers are in accord with the agreements set forth and this Resolution shall be finalized for the Fiscal Year 1982/1983.

AYBS - 2

Sheila P. Brody
Sheila P. Brody, President

NOES - 0

Edward M. Hirata
Edward M. Hirata, Director

ABSENT - 1

Lawrence S. Thal, Director

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution of the Board of Directors of the Kensington Community Service District, duly and regularly passed and adopted by said Board of Directors on Tuesday, the 7th day of September, 1982.

Judith G. Young
Judith G. Young, District Secretary

Resolution 82-08 agreed upon by members of the Kensington Police Officers Association.

Leonard R. St. Onge, Jr.
Leonard R. St. Onge, Jr., Secretary
For: Michael M. Ayers, President
Kensington Police Officers Association

KPPCSD RESOLUTION 2011-016

RESOLUTION TO TAX DEFER MEMBER PAID CONTRIBUTIONS – IRC 414(h)(2) EMPLOYER PICK-UP

WHEREAS, the governing body of the Kensington Police Protection & Community Services District (Name of Agency) has the authority to implement the provisions of section 414(h)(2) of the Internal Revenue Code (IRC); and

WHEREAS, the Kensington Police Protection & Community Services District (Name of Agency) has determined that even though the implementation of the provisions of section 414(h)(2) IRC is not required by law, the tax benefit offered by section 414(h)(2) IRC should be provided to all full time paid sworn police officers (All Employees, or All Employees In A Recognized Group or Class of Employment) who are members of the California Public Employees' Retirement System;

NOW, THEREFORE, BE IT RESOLVED:

- I. That the Kensington Police Protection & Community Services District (Name of Agency) will implement the provisions of section 414(h)(2) Internal Revenue Code by making employee contributions pursuant to California Government Code Section 20691 to the California Public Employees' Retirement System on behalf of all its employees or all its employees in a recognized group or class of employment who are members of the California Public Employees Retirement System. "Employee contributions" shall mean those contributions to the Public Employees' Retirement System which are deducted from the salary of employees and are credited to individual employee's accounts pursuant to California Government Code section 20691.
- II. That the contributions made by the Kensington Police Protection & Community Services District (Name of Agency) to the California Public Employees' Retirement System, although designated as employee contributions, are being paid by the Kensington Police Protection & Community Services District (Name of Agency) in lieu of contributions by the employees who are members of the California Public Employees' Retirement System.
- III. That employees shall not have the option of choosing to receive the contributed amounts directly instead of having them paid by the Kensington Police Protection & Community Services District (Name of Agency) to the California Public Employees' Retirement System.
- IV. That the Kensington Police Protection & Community Services District (Name of Agency) shall pay to the California Public Employees' Retirement System the contributions designated as employee contributions from the same source of funds as used in paying salary.
- V. That the amount of the contributions designated as employee contributions and paid by the Kensington Police Protection & Community Services District (Name of Agency) to the California Public Employees' Retirement System on behalf of an employee shall be the entire contribution required of the employee by the California Public Employees' Retirement Law (California Government Code Sections 20000, et seq.).

VI. That the contributions designated as employee contributions made by Kensington Police Protection & Community Services District (Name of Agency) to the California Public Employees' Retirement System shall be treated for all purposes, other than taxation, in the same way that member contributions are treated by the California Public Employees' Retirement System.

PASSED AND ADOPTED by the governing body of the Kensington Police Protection & Community Services District (Name of Agency)

this day of November 10 (Date), 2011 (Year).

BY

(Signature of Official)

(Title of Official)

RETURN ADDRESS:

FOR CALPERS USE ONLY

RESOLUTION TO TAX DEFER MEMBER PAID CONTRIBUTIONS - IRC 414(h)(2)

Approved by: _____

Title: _____