

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

AGENDA

Thursday, December 14, 2017
59 Arlington Avenue, Kensington, California

Special Meeting - Closed Session 6:00 P.M.
Reception for community volunteers 7:00 P.M.
Regular Meeting 7:30 P.M.

1. **Call to Order/Roll Call – 6:00 P.M.**
2. **Special Meeting: Closed Session – Public Comments.**
3. **Adjourn to Closed Session**
 - a. CONFERENCE WITH LABOR NEGOTIATORS:
Agency representatives: General Manager Anthony Constantouros and Jonathan Holtzman.
Employee organization: Kensington Police Officers Association.
4. **Reception for Community Volunteers – 7:00 P.M. Pg. 4**
5. **Regular Meeting – Call to Order/Roll Call 7:30 P.M.**
6. **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. Please observe our five-minute limit, per Board Policy 5030.41.

Note: Items that are informational only have been moved to the agenda packet's addendum. Public comments about such items made be made at this time.

We ask that speaker cards be completed and submitted to staff for comments on agenda items.

7. **Consent Calendar**

Note: These are routine items usually adopted by the Board by a single motion, unless a Director removes an item. Non-action items that formerly appeared as part of the Consent Calendar have been moved to the Board Packet's Addendum.

 - a. Minutes from November 16, 2017 Pg. 7
8. **Board/Staff Comments**
9. **Old Business**
 - a. An ordinance of the Board of Directions of the Kensington Police Protection and Community Service District Prohibiting Unauthorized Encroachments on District Land and Adopting Criminal and Civil Procedures, Penalties and other Remedies for such Encroachments: Second Reading and Adoption. Pg. 22
 - b. The Board will consider appointing an ad hoc steering committee to work with Matrix Consulting Group in its evaluation of options related to delivering police services. Pg. 38

- c. Consideration of Proposals from the Public Management Group:
 - 1) Develop job descriptions, titles, and labor market compensation.
 - 2) Review District human resource practices and policies and provide staff training.
 - 3) Update the Board's Policy and Procedures Manual. Pg.39

10. New Business

- a. The Board will consider and possibly approve the extension of Interim Chief of Police Rickey Hull's Employment Agreement. Pg. 68
 - b. Director Christopher Deppe will provide an update on the status of the District's technology, including its website. Pg. 74
 - c. Vice President Nottoli will present an overview and update on our solid waste services. Pg. 77
 - d. The Board will elect a President and Vice President for the calendar year 2018. This is in accordance with Board Policy 5010.60. Pg. 86
11. If further Closed Session is required, the Board will return to Closed Session following the end of the Regular Meeting.

ADJOURNMENT

General Information

- All proceedings of the Open Session will be audio and video taped.
- The Community Center has devices for hearing assistance. Please contact GM Anthony Constantouros for information about the equipment.
- The Community Center is Wi-Fi accessible.
- Upon request, the Kensington Police Protection and Community Services District will provide written agenda materials in appropriate alternative formats or disability-related modification of disabilities to participate in public meeting. Please send 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 two days before the meeting. Requests should be sent to: Lynn Wolter, District Administrator, 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

BOARD PACKET ADDENDUM

For Information Only

- a) Unaudited Profit and Loss Budget Performance Report for November 2017 Pg.
- b) KPD Monthly Statistics for November 2017 Pg.
- c) KPD Monthly Statistics for October 2017 – Revised Pg.
- d) Calendar Pg.
- e) Correspondence Pg.
- f) Recreation Report Pg.

KPPCSD Community Volunteers

We wish to acknowledge the following residents for their outstanding contributions to the District in 2017.

Special Contributions - Michelle Zatcoff, Camden Richards, Josh Dickinson, David Bergen, A. Stevens Delk, David Spath, Simon Brafman, Kim Zvik

Solid Waste

Lisa Cole

A Stevens Delk

Mary Korn

Anthony Knight

Mark Wegner

Lisa Corona - Design
Consultation

Cathy Stein - County
Representative

Ciara Wood - Trail
Management

Technology

David Bergen
Simon Brafman
A Stevens Delk
Dori Oren

David Spath - Meeting
Assistance



Kensington Police Protection
Community Services District

Park Grounds

Charli Danielsen
Katie Gluck
Peter Liddell

Simon Brafman - Park Operations



Park Planning

Paula Black
Peter Conrad
Gretchen Gillfillin
Katie Gluck
Todd Hodson
Ciara Wood



Anne Forrest - KCC President
Lisa Corona - KIC

Finance

Rob Firmim
Paul Haxo
Karl Kruger
Lori Trevino
Jim Watt

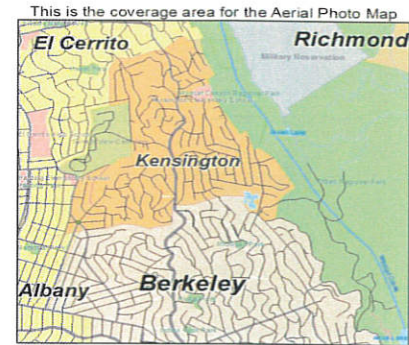
Linda Lipscomb - Data Collection



Emergency Services

Maya Churi
Paul Dorroh
Derek Suring

Paul Moss - Nixle
Larry Nagel - KFPD



Policy and Procedures

A Stevens Delk
Barbara Dilts

Marilyn Stollen - Research



Community Outreach

Andrew Paul Gutierrez
David Spath



Additional Assistance Provided By

Celia Concus
Catherine de Neergaard
Melden Heaslip
Len Schwartzburd
Kensington Fire Protection Board



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Meeting Minutes for 11/16/17

A Regular Meeting (Closed Session) of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday, November 16, 2017, at 6:30 P.M., at the Community Center, 59 Arlington Ave., Kensington, California. A Regular Meeting (Open Session) followed.

ATTENDEES

<u>Elected Members</u>	<u>Speakers/Presenters</u>
Rachelle Sherris-Watt, President	Ann Danforth, District's Legal Counsel
Eileen Nottoli, Vice President	William Glass
Sylvia Hacaj, Director	Farhat Doud
Chris Deppe, Director	Bob Deis
	A. Stevens Delk
<u>Staff Members</u>	Leonard Schwartzburd
Anthony Constantouros, General Manager	Anne Forrest
Rickey Hull, Interim Chief of Police	Todd Hodson
Lynn Wolter, District Administrator	Lisa Coronna
	Celia Concus
<u>Press</u>	Gail Feldman
Linnea Due	Meldon Heaslip
	Marilyn Stollon

President Sherris-Watt called the meeting to order at 6:34 P.M. President Sherris-Watt, Vice President Nottoli, Director Hacaj, Director Deppe, GM Constantouros, ICOP Hull, and District Administrator Wolter were present. President Sherris-Watt announced that Director Welsh had had an accident and would not be able to attend the meeting.

CLOSED SESSION PUBLIC COMMENTS

None.

The Board entered into Closed Session at 6:35P.M.

CLOSED SESSION

- 2a. Conference with Labor Negotiators
Agency designated representatives: (General Manager Anthony Constantouros and Jonathan Holtzman).
Employee organization: Kensington Police Officers Association.

The Board returned to Open Session at 7:39 P.M.

Roll call: President Sherris-Watt, Vice President Nottoli, Director Hacaj, and Director Deppe were present. President Sherris-Watt announced that Director Welsh had had an accident and would not be able to attend the meeting.

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President Sherris-Watt reported that, during Closed Session, the Board had given direction to its labor negotiators.

PUBLIC COMMENTS

A. Stevens Delk noted that, at the prior Board meeting, Jim Watt had remarked upon public comments: The agenda language suggested that this was the time to comment on a consent calendar item. However, when someone had begun to comment on the minutes during public comments, that individual had been told to wait until the consent calendar was taken up. She noted that the Board's policy was not to answer questions at this time. She said that, at the last month's meeting, Catya de Neergaard had reported that Kensington residents were now being turned away when they tried to take fluorescent bulbs and other items to El Cerrito's recycling center. Dr. Delk added that, because of the Board's no reply policy, President Sherris-Watt had told Ms. de Neergaard that Vice President Nottoli would address her concerns during Board comments; However, Vice President Nottoli hadn't done so.

Dr. Delk said that free use of El Cerrito's recycling center had been made possible by a joint powers agreement (JPA) that had been formed in 1991; however, Kensington had not been a member. She explained that, because of the cost of disposing certain hazardous materials, El Cerrito's center was no longer able to provide free service to non-members. The center did still accept other things, such as batteries and electronics, with no charge. Although Kensington had not joined the JPA, it had entered into an agreement with the County in 1997, which enabled residents to make use of the household hazardous waste facility in Richmond, at a cost of about \$12,000 per year. She reported that Vice President Nottoli had been busy: She'd obtained an estimate for a single household hazardous waste drop-off event, and the quote had been \$70,000; she had spoken with Bay View Refuse about the possibility of a by-appointment-only or a quarterly curbside pick-up of hazardous waste, and she'd spoken with El Cerrito about options. She suggested that, until Kensington could identify a cost-effective option, residents should combine hazardous waste drop-offs with neighbors for once-a-year trips to the Richmond facility.

BOARD COMMENTS

Director Deppe reported that, during the prior night, at least four Franciscan Avenue mailboxes had been broken into. He suggested that people empty their mailboxes timely. He also reported that, because of this, he'd contacted the Post Office and signed up for "Informed Delivery," a program in which the Post Office scans one's mail and then sends an email containing images of every mail item one is supposed to receive. He noted that people could sign up for this program online.

President Sherris-Watt thanked the Kensington Community Council (KCC) for its annual fall parade and thanked GM Constantouros for representing the KPPCSD as the parade's Grand Marshall. She also thanked the Kensington Police Department for providing traffic control and for its outreach program on Halloween. She reported that there would be a special Board meeting on November 29th – there had been a Finance Committee meeting scheduled for this night, but it would be cancelled and replaced by the Board meeting.

President Sherris-Watt requested that agenda item 9a, the presentation by Bob Deis, occur after agenda item 8a, the Glass Associates presentation.

STAFF COMMENTS

None.

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CONSENT CALENDAR

President Sherris-Watt asked if anyone wanted to pull items from the Consent Calendar. No one did.

MOTION: President Sherris-Watt moved, and Vice President Nottoli seconded, to adopt the Minutes, Items a and b on the Consent Calendar.

Motion passed: 4 – 0.

AYES: Sherris-Watt, Nottoli, Hacaj, Deppe

NOES:

ABSENT: Welsh

OLD BUSINESS

8a. Director Hacaj introduced the item. Glass Associates had come in July and presented its concepts for the renovation of the Community Center, focusing on the seismic, disability access, and energy efficiency upgrades. In accordance with the process, Glass Associates had spoken with community members at three community events during the past few months. This evening, Glass Associates would present design drawings, which continued to be based on the work the company had done with its contractors. She thanked people for attending and noted that this was an important project for the community and one the District was committed to seeing through in a timely manner. Given what had just happened in Sonoma County, the District might be able to get its project in under the wire, before prices for materials and labor began to increase. The District would be getting costs from the cost estimator in December, and these would enable the Board to make more decisions going forward. She welcomed Farhat Doud and Bill Glass to make their presentation.

Farhat Doud:

- In July, the company had been in the schematic design phase, at which time it had met with users of the building, the Park Building Committee, and the Board. This included initial findings and solutions.
- Now, the company was here to report on the design development phase – looking into how things would actually be working. The company had been working with structural, mechanical, and plumbing consultants to determine this.
- The impetus of the project was to make the building seismically sound, based on a report that had been done by Gregory Wallace. There were a few structural failings, and, primarily, these had to do with the roof not being properly secured to the walls.
- The cost of the structural issues had triggered the ADA (Americans with Disabilities Act) and the energy issues.
- Meetings with different users had resulted in other requests and needs. These had driven a list of options. It was hoped there would be some convergence of the options and the necessities that would enable the District to get “more bang for the buck.”

Ms. Doud summarized the site improvements:

- Primarily ADA work – by code, one parking space must be installed, along with its loading and unloading area, and then an ADA-compliant path of travel must be created, from one’s car to the building’s entrances. To achieve the needed ADA grade, nearby areas would need to be re-graded and primary entrance/exit doors would need to be retrofitted.
- Structural aspects – The primary problems are with the roof: It’s not adequately tied to the walls. It’s recommended that the roof be tied at all edges and at the trusses. She also noted that the roof did not have adequate sheer capacity, so a layer of plywood would need to be added. This would provide an opportunity to install insulation. The front wall is an unrestrained cantilever: It doesn’t support itself or the roof. The glazing (windows) at the top of the front wall prevents the roof from being tied to the wall. Adding a series of columns, secured at the foundation and tied, through the wall, to the roof, could resolve the roof issue.
- Interior ADA revisions – The bathrooms need only minor changes: some of the fixtures would need to be upgraded, and a minor plumbing change would be needed. The kitchen would need

a fair amount of work to make it ADA compliant. The counters would need to be lower, thus all the counters and cabinets would need to be replaced, and a new sink would need to be installed. The flooring would be removed, and there would need to be more clearance at the back door. There would be a rollout table that could be stored underneath the counter: This would provide additional workspace, especially for children participating in cooking classes.

- Energy upgrades – Adding insulation to the ceiling of the main room would be a significant improvement. The ceilings in the other rooms had been insulated during the 1987 remodel. The clerestory windows would be changed to dual-paned low-e windows. Regarding the heating units: The current heaters meet the energy modeling for the building. In order to present the absolute minimum scope of the project, Glass Associates moved replacing the heaters into the “optional” category. Bill Glass added that the energy study had shown that the building did quite well, from an energy efficiency standpoint, but there were a few things that needed to be done: primarily roof insulation. He reported that lighting upgrades might or might not be required, but that, once touched, these could trigger other code issues. Ms. Doud cited that energy, including things like occupancy sensors and dimmers, also fell under accessibility code issues.
- Construction Task – Minimum Scope Rough Order of Magnitude Cost Summary: Total budget \$1,043,000. The architects and their consultants derived this cost summary, using their experience, and the numbers were based on what is known now about the project to date. The cost estimators would provide more accurate numbers later, once Glass Associates progressed with the detailed construction documents. This estimate included the basics Ms. Doud had just reviewed: seismic, ADA, building envelope, and electrical upgrades; site work; and some finish work.
- Requested improvements – Items identified by meeting with the user/community groups and committee members.
 1. Additional accessible parking spaces: There had been requests for more accessibility parking spots because of the large number of seniors in the community. To add a second space would require carving into the hillside, which would be difficult to accomplish because of the grade changes and the catch basin. (Estimate: \$109,500)
 2. Southwest wall options: Keeping the front wall would cost a bit more. It would be more efficient to remove what’s there and install a steel framing. This would free up a lot of options in terms of melding the indoor and outdoor features of the Community Center.

First option: French doors. Installing glazing along this wall would require some sort of shading that could also emphasize the location of the main entrance and create a visual extension of the building’s interior. With this much glazing, some were concerned about a loss of privacy and light control; thus, Glass Associates included the option of installing shades.

Second option: a pivot and slide NanaWall, which would make it possible to open the entire wall.

Third option: fixed glass along the wall.
(Options estimates: \$67,500 - \$91,000)
 3. Heating: The existing heaters work, based on the low use of the building, but are 30 years old and aren’t efficient. It would be easy and cost effective to replace them. Another heating option would be to install furnaces with ducting – a separate system for each room. A third option would be a hybrid – install a furnace and ducting in the main room and then upgrading the existing heaters in the other rooms. (Estimate: \$111,600 - \$149,500)
 4. Storage options: Glass Associates received a lot of comments that there wasn’t enough storage in the building and that it would be good to have a built-in AV/sound system. People also noted there weren’t enough outlets. Adding a storage wall, with cabinets and built-in seating, would address some of the issues. (Estimate for storage: \$31,200 - \$39,000) (Estimate for A/V and sound system: \$12,000)

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5. Fireplace options: Keep but cover the fireplace with cabinetry, add a mantel, or install a fireplace insert. (Estimates: \$2,500 - \$9,500)
6. Restroom access from side rooms and entry area improvement option: Add a moveable screen wall. This would provide a discreet way for people to travel from the side rooms to the restrooms, for people to have a place to "land" when arriving at the building, and provide a location for a bulletin board. (Estimate: \$14,500)

Ms. Doud noted that the options denoted by darker red boxes were items that would be good to do during construction. These were described as invasive and would, therefore, be more cost effective to do during this renovation project. Items denoted by the lighter colored boxes were ones that could be done later, without much intrusion or added cost.

Ms. Doud reported that Glass Associates would proceed with the construction document phase that would cover the basic elements and the bid alternates. This would result in more accurate numbers and would enable Glass to proceed with final documents for the bid process.

President Sherris-Watt thanked Ms. Doud for her presentation and said this would not be the public's only opportunity to comment. She also clarified that the cost estimate slides had not been included in the handout because updated cost estimates would be provided in a couple of weeks, and they might be different from the amounts shown during the presentation.

Director Hacaj suggested posting the design elements on the District's website.

Leonard Schwartzburd asked if the public could have copies of PowerPoint presentation. Director Hacaj responded that it would be put up on the website. Dr. Schwartzburd asked if the insulation values been calculated and whether solar had been considered to address the building's heating needs. Bill Glass responded that the energy consultant and engineering consultants had included the calculations that had to do with conformance with Title 24 and that this had included the option changing the cinderblock wall to glazing and outdoor canopy. Dr. Schwartzburd said his question also entailed installing solar panels. Mr. Glass responded that, to meet Title 24, buildings had to be solar-ready. Therefore, at the end of the project, the building would be solar-ready. He clarified that installing solar panels would not be needed to meet the energy code and that the reason not to install panels at this time would be the first cost. He noted the project basics were already over the intended budget but, if the Board wished to proceed with this, it could be done.

President Sherris-Watt introduced Anne Forrest and Todd Hodson, President and Vice President of the Kensington Community Council (KCC), and said this organization had been working with Director Hacaj and the Park Buildings Committee on this project. Mr. Hodson asked if installing columns, at a cost of about \$70,000, was the least expensive option for the southwest wall. Mr. Glass responded that the structural aspect of it was the least expensive, but it became more expensive when the doors and glazing were added: These numbers were included in the cost sheets. Mr. Hodson said the KCC was responsible for Kensington's recreation and ran the Kensington After School Enrichment Program (KASEP) and summer camp. Because the KCC was one of the Community Center's major users, it had great interest in seeing the renovation timely completed and had been anticipating the project for many years, having contracted with a local architect in 2009 to develop initial drawings – an effort that had initiated the process. Since then, the KCC had been saving and fundraising to help with this project, and he commended Glass Associates for doing a great job conceptualizing what was possible. The KCC had approved a motion to offer \$250,000 of unrestricted funds toward the renovation of the Community Center to be used for the basic elements of the project. This amount included \$32,540 of donated and matching funds. Additionally, the KCC had passed a motion to buy several of the options, should the KPPCSD Board choose to proceed, for an additional amount not to exceed \$210,000, for the following items: the NanaWall; the full upgrade of the heating system, including ducting for the side rooms and the main room; the storage wall, not including the fireplace; and the acoustical ceiling. Any offer

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from KCC would be predicated upon the renovation project becoming fully funded and a contract for completion signed. Mr. Hodson noted that the KCC had funded the renovation of the recreation building and the park restrooms and that the KCC looked forward to fundraising with the KPPCSD in the upcoming year to ensure the Community Center project would become a reality. He also hoped other residents and K-groups would join in the effort.

Director Hacaj thanked the KCC, and President Sherris-Watt said the KPPCSD Board was honored and delighted to be the KCC's partner and was grateful for its gift.

Lisa Caronna, a member of the Kensington Improvement Club (KIC) announced that the KIC had designated \$15,000 for the Community Center: \$5,000 had been donated previously for the new sound system, which left \$10,000 for the renovation project.

President Sherris-Watt said the KIC had come forward quickly when donations had been needed for the sound system. She added that a total of \$15,000 was no small gesture and thanked the KIC's board.

President Sherris-Watt thanked Ms. Doud and Mr. Glass.

NEW BUSINESS

9a. The Board received and discussed the Administrative and Support Study completed by Bob Deis, Senior Consultant of the Public Management Group. Mr. Deis made the presentation.

GM Constantouros said he'd been Kensington's GM for about five months and had noticed some improvements could be made in the administrative aspect of the District's function – the foundation by which all District services were accomplished: Goals were accomplished and tasks were completed efficiently. He also noted there were duties that were either not assigned or not being done. He cited the personnel function as one of these and noted that, as a result, attorneys were called in during or after a complaint process – an expensive way of managing personnel. He noted there also were no best practices or a sense of how to implement these, priorities weren't clear, there weren't policies in a number of areas, and there were limited redundancies (no back-up for functions). The best way to proceed was to have a quick overview of the administrative functions, so he'd called on Bob Deis, of the Public Management Group to perform this. Without any cost estimate, the review provided a third-party analysis of the organization and how it could be improved. He said there likely would be some additional costs and some cost savings that could be realized from a future step of this process. The goal: To ensure that the foundational things were done well, efficiently, and cost effectively. He introduced Mr. Deis.

Mr. Deis began the discussion by citing that the GM had been hired on a part-time basis, with no benefits and within the Board's cost parameters. The GM has been consumed with transactional details or other issues that should be done by someone else, who should be paid less to do them. It would be hard for the GM to remain part-time if he were to do everything currently expected of him. The GM was also concerned about what was not getting done and that things had been getting assigned incrementally. The Board wanted a professional manager to assist in the Board's more strategic priorities and to hold the service providers accountable. With the hiring of the new GM, it was time to reevaluate how duties were assigned. And, because of budget parameters, this had been a high level review.

Mr. Deis presented a slide showing a triangle divided into three sections – corporate support accountability and value systems; ensuring excellent services; and innovation and focus on the future – that diagrammed the framework for good governance and provided the basis to enable an agency to know whether it was performing well.

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- First building block: Most of an agency's work is open to public display and criticism because of things like the Public Records Act and the Brown Act. In exchange for tax dollars, an agency needs to perform well and ethically. If this section fails, an agency can fail.
- Second and third building blocks: Ensuring excellent service. Excellent service can't be provided if an organization hasn't mastered the first building block. If this is taking place, a high performing agency is pursuing innovation, focusing on strategic priorities, and solving problems. For the KPPCSD, examples would be 1) evaluating how police services are provided, which would be a once-in-a-generation kind of conversation that would be high impact, with potential high risk; 2) renovating the Community Center; and 3) working with the Fire District.

Problems can occur between the governing body and the Chief Executive when the corporate support systems aren't functioning well and the Chief Executive is mired in the first block. And, most of the time, the elected officials are focused on the top of the triangle. When this occurs, the Board and the community become disappointed in the Chief Executive's performance, or the CEO leaves. Therefore, the first building block is important.

Roles and duties of a General Manager:

- Ensure first block is functioning well but being done by someone else.
- Hold service providers accountable, directly or through someone else.
- Partner with the Board and community to pursue strategic priorities in order to make the community better.

The Goal of the Project: To look at the first block to see how things are being done and to ensure all items are fulfilled so that the GM is freed up to do perform tasks in the other two blocks.

Project methodology, given the budget parameters:

- Surveyed and interviewed employees
- Reviewed policy documents
- Provided employees the opportunity to respond to the draft report. Good feedback was given, especially in the area of history and how the District got to where it is.

The review was not an evaluation of staff performance: Staff is doing well, given that the District is conservatively funded and given the backdrop of lots of changes in District management over the past three years. His recommendations might create disagreement and discomfort.

Corporate Support:

The Clerk of the Board is the gatekeeper for the Board and is important to the GM and Board. This person has mostly to do with Board meetings: preparing for them, conducting the Board meetings, following up to ensure that whatever decisions made are executed. For example: if the Board approves a contract, the Clerk of the Board ensures it gets signed before goods or services are received. The Clerk of the Board is also responsible for the central filing system and for preparing the agenda.

Observations: This duty has been shared among people.

Standards, backup, and cross training could be improved.

Follow-up is not always done.

The Board's Policy and Procedures Manual isn't current and is lacking items usually found in such a document.

Board minutes are detailed. Most public agencies focus on memorializing Board decisions and how they were made.

Recommendations: Update Board policies and procedures.

Clarify who's fully charged with being Clerk of the Board, along with all the duties for which that position responsible.

Consider alternatives to the minutes. Most agencies rely on the audio/video collection of public comments.

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Asset management: Ensure proper maintenance, performance and timely replacement.

Observations: It's unclear who's responsible for managing the assets.

Recommendation regarding Community Center renovation: GM and staff should be more involved. Someone will need to be project manager, oversee construction, determine the financial strategy, and be accountable to the Board. This is usually the GM. There need to be discussions about financing scenarios and a financial strategy for paying for the balance of the cost of the building. Can it be financed? How does financing market look? Will the District rely on grants and/or its general fund? These usually come from staff.

There's no replacement schedule and fund. Usually, agencies look at their technology and fleet, estimate when replacements will be needed, and begin putting money aside during the life cycle. This ensures money's available when needed.

Recommendations: Ensure someone's identified as being in charge of this responsibility.

Formulate a replacement program and financing component.

Develop a financing plan for the Community Center.

Get the GM and staff more engaged in the renovation project.

IT – Technology is very important for all stakeholders. How do residents, both those who attend meetings and those who don't, learn what's going on at the District? Directors and service providers use technology to fulfill duties and operate efficiently.

Observations: IT is not centralized or assigned.

The payroll system is highly manual, which makes human error possible or leaves the District vulnerable if someone leaves or gets sick.

Recommendations: Assign the responsibility to manage IT oversight and ensure vendors are coordinated.

Seek an alternative to the payroll system.

Citizen Point of Contact – People answering the phones and solid waste. Is it reliable, consistent, available and responsive?

Observations: This is a shared responsibility of two part-time people.

There are no documented standards: What are the hours of operation? What coverage is there at lunchtime?

Recommendations: Determine who's responsible for what.

Solid Waste: Sit down with vendor annually. How does vendor interface with community? District staff is responding to some of this.

Solid waste provider performance: Is it consistent with the contractual obligations? Consider changes as needed. These contracts are usually long because the vendor needs to amortize its equipment. Who's monitoring the contract?

The Board should look at the solid waste franchise fee of 7%. Are other jurisdictions receiving more? Does the Board want to increase it?

Assign solid waste to one person to take care of.

Recreation: KCC provides this service.

Observations: KPPCSD has an interest in parks and recreation, should determine its own goals in this area, and should pursue them with KCC and other partners.

There is no staff person assigned to recreation performance standards.

Community Center fees haven't been increased in a long time.

Recommendations: Review and update the fee schedule.

The District should identify, monitor, and address performance goals of KCC, park and the Community Center.

Public Information and Engagement – a big issue in public agencies. Technology and livelihoods are changing. There is no plan or assigned role to effectuate a plan for reaching out to the community on an ongoing basis. This requires staff support. Board meeting are well attended, but how many people are not attending? They, too, should have benefit of what's occurring.

Recommendations: Develop an information engagement program within the District's fiscal capacity.

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Review the Board's committees and consider consolidating or eliminating them.

Legal issues: He didn't spend any time talking to legal counsel. Any new policies must involve this person.

Finance, Budget, and Accounting – internal controls to safeguard assets. The Board should establish policies to ensure short and long-term solvency, and it should ensure transparency with its budget and audit and compliance with the law and Board policy.

Observations: There's no comprehensive fiscal policy from the Board.

The budget process and document don't conform to best practices.

The budget is a planning, control, and priority-setting document.

The District's missing the equivalent of a CFO (Chief Financial Officer), with a high-functioning fiscal management skillset.

Recommendations: Create a part-time CFO

Improve the budget, replace the payroll system, and enhance long-term planning and forecasting.

Address retiree health and PERS costs.

Human Resources Management – ensure a capable workforce that's well trained, equitably compensate, treated fairly, and accountable for its performance.

Observations: He would not recommend an HR person for a district this size, but most of the discord in the District has derived from HR issues.

Job descriptions not developed using HR standards or adopted by the Board.

Performance evaluations were completed by previous management, but are coming past due.

Laws in this area change constantly and require agencies to remain current.

Recommendation: Invest in a one-time review of the District's HR practices.

Develop missing policies.

Train staff, as needed.

Complete updated performance reviews.

Update job descriptions and related compensation.

Redefine staff roles and duties. Rearrange staff – assign clerical work to a position and pay it less, and identify professional work and pay that person appropriately.

Suggestions:

- Update the GM job description. The last job description was done about ten years ago. There's a possible job for a part-time business support manager to assume some of the higher-level duties to support the GM. Give clerical duties to a part-time administrative assistant. Hire a part-time CFO as a fiscal advisor. Have a police services specialist who might be dedicated to the police department.
- Every one or two years and in open session, the Board should reflect on state of the District, consider emerging opportunities and threats, and develop realistic goals.
- The budget implements these goals.

Next steps:

- Memorialize the new administrative support structure. Assign duties to new job descriptions with similarly required skill sets.
- Write new job descriptions, and set compensation appropriately.
- Commission a one-time HR review.
- Update the Board's Policy and Procedures Manual.

Board comments and questions:

Vice President Nottoli asked how Mr. Deis would work the Clerk of the Board position. Mr. Deis replied that the business support person could ensure that everything's done, but an administrative assistant could do some of it, such as the minutes.

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Public comments and questions:

A. Stevens Delk, a member of the Solid Waste Committee, noted that Mr. Deis had indicated that the Bay View Refuse and Recycling contract might not be well managed and said that, for four months, she'd been trying to get diversion information. However, reports prior to mid-2014 could not be found at the District office, and there was a problem getting the reports. She had submitted a PRA request in September but still had not been able to obtain wanted information. She described Bay View as "the tail wagging the dog." With respect to Mr. Deis having cited the franchise fees as a possible source of more revenue, this money would be restricted to things related to waste management. She noted that, since the District had doubled its franchise fee, from 2% to 4% two years earlier, no money had been spent had been spent on waste management. She asked why this needed to be further increased and said the District should do more to assure property owners that their needs are met and their money well spent.

Mr. Deis responded that he hadn't commented upon whether Bay View was well managed, but that quarterly reports and financial reports were usually required of solid waste providers and that the District could audit Bay View's books. He suggested that following up on this contract should be assigned to someone.

President Sherris-Watt said that she'd spoken to Director Welsh and that he'd encouraged the Board to accept Mr. Deis' report. She thanked Mr. Deis and said his report was very informative and addressed many of the concerns she'd had about the District. She said she knew that the District was legally out of compliance with certain mandates and that there were tasks not being performed. She noted that the Board was required to have a Clerk of the Board and that it did have one, but it was a person overwhelmed with other duties.

MOTION: President Sherris-Watt moved, and Director Hacaj seconded, to accept Bob Deis' report.

Motion passed: 4 – 0.

AYES: Sherris-Watt, Nottoli, Hacaj, Deppe

NOES:

ABSENT: Welsh

President Sherris-Watt reported that Director Welsh had asked that the Board request that Mr. Deis prepare a more extensive cost estimate for outlining some of his recommendations. President Sherris-Watt asked specifically for:

- Reevaluating the Board's Policy and Procedures Manual.
- Creating job descriptions or categories.
- Supplying the Board with policies and best practices, specifically those related to the fiscal arena.
- Supplying the Board with recommendations for someone to perform a human resources review.

Vice President Nottoli asked for a timeline for accomplishing these tasks.

MOTION: President Sherris-Watt moved, and Director Hacaj seconded, that the Board request this.

Motion passed: 4 – 0

AYES: Sherris-Watt, Nottoli, Hacaj, Deppe

NOES:

ABSENT: Welsh

Gail Feldman asked if the Board was asking Mr. Deis to provide a cost estimate for performing the work. President Sherris-Watt responded in the affirmative.

President Sherris-Watt clarified that Mr. Deis had completed this review under the GM's direction but that the cost for this work likely would exceed the GM's limit.

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Celia Concus said that, in a short amount of time, it was difficult to know the history of many of these areas and why things are the way they are. She cited the history of making changes in the Policy and Procedures Manual: It had gone on for many years and had involved major efforts. She noted that the role of the GM and the split of the GM/COP position had just occurred and that there had never been a description of what the role of the GM was supposed to be. She also cited the history of how the franchise fee increase had come about and why its use was limited. She asked how the set of priorities might best be established and said there were nagging issues about what was happening with members of the police department. While she understood there was a police officers' bill of rights, she asked if there was some clue about what the public might be able to know.

Ms. Danforth responded that she could not speak to this because it was not on the evening's agenda. With respect to the franchise fee issue, she said that, historically, franchise fees had not been considered fees within the context of Proposition 218. They're not for the purpose of repaying the agency for the cost of providing a service. They're imposed for the use of the agency's facilities. The KPPCSD had been conservative in placing its franchise fees in a separate account and using them only for solid waste expenses – because some court might ultimately rule that the franchise fee was a 218 fee. This past summer, the California Supreme Court ruled that franchise fees are not subject to proposition to Proposition 218. Therefore, they may be used at the discretion of the District for any legitimate public purpose.

President Sherris-Watt noted that the wonderful thing about working with GM Constantouros and Bob Deis was that there are other agencies with professional standards that provide a roadmap for the KPPCSD. The District had a copy of the CSDA's policy and procedure manual template, which the Board could look at as a way to update and improve its own policies. She wants to operate from the professional standards and regulations and tailor them to the District's needs.

Director Hacaj noted that it was 9:45 P.M.

MOTION: President Sherris-Watt moved, and Director Hacaj seconded, to continue the meeting until 10:30 P.M.

Motion passed: 4 – 0.

AYES: Sherris-Watt, Nottoli, Hacaj, Deppe

NOES:

ABSENT: Welsh

OLD BUSINESS

- 8b. The Board discussed a Staff Report on Clean Energy and considered endorsing 100% Clean Energy and taking action to opt-up to 100% Clean Energy.

District Administrator Wolter reported that, at the Board's last meeting, she had been directed to find out what additional costs would be involved with moving to the standard of Deep Green. She contacted Mr. Killigrew at Marin Clean Energy, and he examined one year's electrical bills for the Community Center, which she had provided to him. Mr. Killigrew ascertained that the energy would be provided by solar or wind and that the cost would be between \$6 and \$8 per month.

Director Hacaj asked if the Kensington Community Council (KCC) paid the electricity bills for the Recreation Building. District Administrator Wolter responded in the affirmative.

Vice President Nottoli asked if the KPPCSD paid for part of the electricity for the Public Safety Building. District Administrator Wolter responded in the affirmative and said that the Fire District Board would control whether its district participated in the green energy program.

President Sherris-Watt said that this was a valuable adoption and that it reflected the District's, the Board's, and community's values.

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Director Deppe asked if District Administrator Wolter had an email from Mr. Killigrew documenting this. District Administrator Wolter responded in the affirmative.

Meldon Heaslip thanked District Administrator Wolter and noted that she had copied him on the email exchange with Mr. Killigrew. Thus, he'd been able to see the PG& E bills for the Community Center and said based on these, the cost for opting up – had the District done so a year earlier – would have been \$63.

MOTION: President Sherris-Watt moved, and Vice President Nottoli seconded, that the Board adopt the Deep Green option for Marin Clean Energy (MCE) that will provide 100% clean energy for the Community Center and direct staff to convey the choice to MCE.

Motion passed: 4 – 0.

AYES: Sherris-Watt, Nottoli, Hacaj, Deppe

NOES:

ABSENT: Welsh

Director Hacaj asked that staff contact the KCC and encourage it to convert the Recreation Building to green electricity because it's a District asset and the cost is minimal.

President Sherris-Watt suggested that the Fire District should do the same with the Public Safety Building.

- 8c. General Manager Constantouros presented an update of the Police Services Request for Proposals.

GM Constantouros reported that interviews of two firms had occurred on November 3rd, and the interview panel had recommended one of them for reference checks. He'd completed most of the reference checking, and the selected firm, Matrix, had been receiving excellent reviews. He had estimated that the bids would have been in the range of \$50,000 - \$100,000, and the quotes from the two firms had been \$74,000 (Matrix) and \$94,000 (the other firm). He reported that he'd like to schedule a special meeting on November 29th at 7:00 P.M. and that Matrix could be make a presentation at that time. He would provide a copy of Matrix's proposal, and Matrix would describe how it would conduct its analysis. He encouraged the public to attend the meeting so it could see an overview of the process before it begins.

President Sherris-Watt directed staff to schedule a special meeting of the Board for Wednesday, November 29th, at 7:00 P.M. She said this would take the place of the regularly scheduled Finance Committee meeting.

Director Hacaj asked if other items could be added to that agenda. President Sherris-Watt responded in the affirmative.

GM Constantouros said staff would get out the agenda the next week, which would be a short week, due to the holiday. Therefore, he asked that any additional agenda items be provided by Monday.

NEW BUSINESS

- 9b. The Board discussed and considered adopting Board Ordinance 2017-01 Prohibiting Encroachments on District Land.

Ann Danforth reported that, where there is publicly owned land, there are frequently encroachments and that this had been a concern for years. One of the problems with encroachments is that the people who install the encroachments may not voluntarily remove them, and the process of compelling these people to remove them can be expensive. Other agencies had faced this problem before and she was offering

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something that had been used by others: A process that would allow the District to issue a notice of violation and compliance order to anyone responsible for unpermitted encroachments on public land. That order would provide a date for compliance and the steps necessary for compliance, which might include restoring the property to its pre-encroachment condition. If the guilty party failed to remove the encroachment by that date, they would be faced with citations and an abatement process, would be responsible for all costs incurred by the agency, and would be responsible for daily fines after the compliance date passed. Failure to comply could result in a lien imposed against their property, upon which the District could foreclose. The existence of such measures often results in their not having to be used, because the property owners recognize the possibility of stiff consequences. The ordinance contains opportunities for the property owners to raise objections, as a matter of fairness and to ensure, prior to the end of the process. She said that, although it seems complex, the ordinance would be cost effective and consistent with what's been approved by the courts.

Ms. Danforth explained that there's a particular process to follow when a public agency adopts an ordinance. After holding a hearing on the ordinance, the Board should introduce and hold a first reading of the ordinance. The law requires that the entire ordinance be read at this point, unless the Board passes a motion to read by title only. If the Board passes such a motion, the President would read only the ordinance title. At that point, there would be a motion to pass the first reading, by roll call vote. The item would be continued to the next regular meeting for second reading and adoption. She clarified that the ordinance would need to be approved at a regular meeting.

Director Hacaj asked who would enforce the citation, the abatement and the daily fines, and who would deliver them. Ms. Danforth responded it would be the GM or his designated person. She suspected that members of the police force would deliver the notices, unless the owner lived out of town – in which case certified mail would be used.

Director Hacaj asked if previous notices would count in the process. Ms. Danforth responded in the negative: The process would have to start anew. She also clarified that the encroachment would be determined to be a misdemeanor by the GM and only if it was a repeat offense.

MOTION: President Sherris-Watt moved, and Vice President Nottoli seconded, that the Board accept this as a first reading by reading the title.

Motion passed: 4 – 0.

AYES: Sherris-Watt, Nottoli, Hacaj, Deppe

NOES:

ABSENT: Welsh

President Sherris-Watt read the title of the ordinance. "This is An Ordinance of the Board of Directors of the Kensington Police Protection and Community Services District Prohibiting Unauthorized Encroachments on District Land and Adopting Procedures, Penalties, and Other Remedies for Such Encroachments - Ordinance 2017-01."

MOTION: President Sherris-Watt moved, and Director Deppe seconded, that the Board accept this as a first reading.

Motion passed: 4 – 0.

AYES: Sherris-Watt, Nottoli, Hacaj, Deppe

NOES:

ABSENT: Welsh

President Sherris-Watt announced that this item would appear again on the December 14th agenda.

District Administrator Wolter said that her understanding was that this ordinance needed to be posted. Ms. Danforth responded that it would need to be posted, in full, within 15 days of passage.

9c. ICOP Hull discussed discrepancies in recent Police Statistics Reports.

ICOP Hull reported that, last month, Jim Watt had noted a significant error in the Police Statistics Reports. This had been ICOP Hull's error: One month there had been 350 total incidents, and the next month had shown 2,510 incidents. He discovered that the new RMS report keeps statistics for five agencies, including Kensington. He hadn't narrowed the parameters of his search for the month that had reported 2,510 incidents. The corrected report had been placed on the table in the back of the room. Recently, he'd had a meeting with everyone and had discovered that the numbers weren't reflective of the true activity because there had been a couple of officers who had been entering the data in a section of the software that hadn't registered when he'd totaled the monthly statistics. This has been corrected.

Marilyn Stollon asked about the format: Was there something tailored for Kensington. She also noted that there were some things that were difficult to understand because they were abbreviated. She asked if footnotes could be added. ICOP Hull responded that the parameters were for Kensington only and that the abbreviations were explained under the description column.

9d. ICOP Hull presented an update on traffic solutions.

President Sherris-Watt asked if ICOP Hull could report on the police department's recent success. ICOP Hull said that he and Director Deppe had met to discuss traffic. Currently, the police department was operating with seven officers, four of whom were working patrol. Thus, there was one officer working the day shift patrol and one working the graveyard patrol. Also available were a sergeant, a detective, and an interim chief of police who could act as cover units and sometimes as primary units – when the day shift officer is tied up. Because there's only one officer during the day, that officer is handling everything that comes in that is patrol-related: dispatch calls, counter calls, security detail, etc. Solutions: the biggest one he could offer is to hire two more officer so the department could have more patrol coverage during the day: One officer focused on patrol and another focused on traffic. He said the day shift in Kensington could get busy, which was why the ICOP, sergeant and detective often responded to calls. If the District wanted more robust traffic enforcement, there should also be a change in the schedule.

ICOP Hull reported that officers had just uncovered and resolved about 20 staged home break-ins in Richmond, El Cerrito, and Kensington. This had required participation of the whole department, especially the sergeant and detective who had managed the case. Simultaneously, the streets had to be covered. With 20 crime scenes in three to five cities, this had been an all-out effort.

Leonard Schwartzburd asked if the 20 crimes had occurred in Kensington, and how many officers there would be with the addition of two officers. ICOP Hull responded that seven officers were active now and that the department was authorized for ten. He reported that one person wasn't working and that the department had lost one person who had not been replaced. Therefore, two more officers would put the department back to nine. He noted there were eight officers on the payroll.

As for the 20 crimes in four cities, ICOP Hull responded that there had been three crimes in Kensington, approximately fifteen in El Cerrito, one in Richmond, and possibly one or more in Benicia. ICOP Hull explained that when there was a crime scene with stolen property, the department gathered the property. Kensington PD had sent a notice to nearby cities informing them that it was working on a certain type of crime. As responses came back, these cities had reported they'd had a lot of this kind of activity and had information that helped Kensington PD identify suspects. Collaboration among the cities is leading to a successful conclusion. As the lead agency, Kensington PD has all the property and will need to call the victims to have them come to get their property.

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President Sherris-Watt added that one agency must take the lead and be the storehouse and collector of the information. She said that the Board wanted to thank the police department for its commitment – especially Sergeant Barrow and Detective Martinez, who did such good work.

ICOP Hull thanked the other officers in the department – everyone had a role to play.

Director Hacaj asked about officers being mandated to be in certain places during the day. She asked if this was ICOP Hull's mandate or someone else's. ICOP Hull responded that some of it was contractual and some of it mandated by him. Director Deppe asked for an explanation of "contractual." ICOP Hull responded this was the contract with the school district for patrolling and police coverage.

ICOP Hull reported that the past Sunday Albany had suffered a power outage. As a result, the phone numbers had been affected. When this happens, Albany's calls automatically roll over to the Berkeley dispatch center. Thus, Kensington's 9-1-1 calls rolled over to Berkeley, but the non-emergency calls had not. Therefore, he was in the process of getting two dedicated lines that would have the capability to roll over to Berkeley dispatch in the event of another Albany outage.

Celia Concus said she was happy to hear that there had been some resolution to the burglaries. With respect to the suggestion of hiring two more officers, she said her understanding was that neighboring agency officers would respond, if needed. Therefore, she questioned whether additional officers were really needed. She said the current status had been working.

President Sherris-Watt noted it was almost 10:30 P.M. and said that it was ICOP Hull's recommendation to hire two more officers and that the Board would take no action on it this evening.

**MOTION: President Sherris-Watt moved, and Vice President Nottoli seconded, to adjourn.
Motion passed: 4 – 0.**

AYES: Sherris-Watt, Nottoli, Hacaj, Deppe

NOES:

ABSENT: Welsh

The meeting was adjourned at 10:29 P.M.

Rachelle Sherris-Watt
KPPCSD Board President

Lynn Wolter
District Administrator

ITEM NUMBER: 9a.

To: KPPCSD Board of Directors

From: Ann R. Danforth, General Counsel

Date: December 14, 2017

Subject: Draft Encroachment Ordinance – Second Reading and Adoption

I. BACKGROUND AND STAFF RECOMMENDATION

The Kensington Police Protection and Community Services District Board of Directors introduced and passed first reading of this ordinance on November 16, 2017. As required by state law, the ordinance now returns to the Board without change for second reading and adoption. If the Board proceeds to adopt the ordinance, it will take effect in 30 days.

Staff recommends that the District Board of Directors:

1. Take public comments on the Ordinance.
2. Hold second reading of the Ordinance (**Exhibit 1**) by moving to read by title only and passing the motion.
3. Pass second reading and adopt the ordinance by motion using a roll call vote.
4. Direct staff to publish the ordinance by posting it in full at the District offices, the Community Center and one other prominent place in the District.

Exhibit: Draft Ordinance

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT PROHIBITING UNAUTHORIZED ENCROACHMENTS ON DISTRICT LAND AND ADOPTING PROCEDURES, PENALTIES AND OTHER REMEDIES FOR SUCH ENCROACHMENTS.

Ordinance No. 2017-01

WHEREAS, Kensington community voters created and funded the Kensington Police Protection and Community Services District (“District”) to provide police, solid waste, and recreational services; and

WHEREAS, the District owns and operates park grounds and facilities for the benefit of its residents; and

WHEREAS, from time to time, private individuals have installed landscaping and other improvements on District-owned real property, without District permission, which has the effect of privatizing the affected land and depriving the public of full enjoyment thereof; and

WHEREAS, when encroaching property owners fail to remove voluntarily said encroachments, the District must initiate and prosecute action to reclaim the land for its intended public purpose; and

WHEREAS, to abate unauthorized encroachments, the District may be required to expend public funds for, without limitation, surveyors, service of process, court costs, attorneys’ fees and ultimately, removal of the improvements;

WHEREAS, the District Board of Directors finds that all costs of removing unauthorized encroachments should be borne by the person or persons that installed them and not by public funds.

NOW, THEREFORE, THE DISTRICT BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT DOES ORDAIN AS FOLLOWS:

SECTION 1: The District Board of Directors hereby ordains and adopts the following Administrative Enforcement Ordinance for Unauthorized Encroachments:

ADMINISTRATIVE REMEDIES

§ 1. Definitions. As used in this ordinance, the terms listed in this section shall have the following meaning:

Administrative Order: The Order issued by the Board if the Encroachment is not corrected by the Compliance Date, pursuant to §§ 8 and 9 of this Ordinance.

Compliance Date: A Notice and Compliance Order's deadline for taking the corrective actions specified therein to remove an Encroachment and restore District-owned land, as set forth in a Notice of Violation and Compliance Order. The District Board may modify the Compliance Date upon appeal pursuant to § 6.

Corrective Actions: The actions necessary to remove an Encroachment and restore District-owned land to its condition preceding the Encroachment.

District: the Kensington Police Protection and Community Services District.

District Board: The Board of Directors of the Kensington Police Protection and Community Services District or its designee.

District-owned land: real property in which the District holds an interest, including, without limitation, fee title ownership, easement or leasehold.

Encroacher: a person or persons who have created, maintained, installed or is otherwise responsible for an Encroachment. Where the Encroachment has been installed or maintained in association with privately owned real property by a person other than the owner of said property, both said owner and the person who installed or maintained the Encroachment shall be considered Encroachers.

Encroachment: Any object, structure, vegetation or other improvement of any kind that encroaches, intrudes or otherwise is located on District-owned land and that has been installed, maintained or otherwise caused to exist by a party other than the District. Encroachments include, without limitation, all activities defined as Work under this ordinance.

Encroachment permit means written District approval of Work within, upon, or beneath District-owned land.

Manager: The General Manager of the District or his/her designee.

Notice of Violation and Compliance Order: The document that the District shall serve upon the Encroacher describing the violation of this ordinance, outlining the actions necessary to correct the violation and stating the District's intention to record said Notice if the violation is not corrected by a specified date, as more fully described in § 5.

Work: The erection of any structure; placement of any improvement; filling; excavation; installation or removal of utility lines or pipes; installation or construction of sidewalks or driveways; installation of roadway approaches; removal or planting of trees or shrubs. "Work" shall also include installation or construction of sidewalks or driveways; removal or planting of trees or shrubs, or any activity that interferes with or obstructs the free flow of traffic, pedestrians or normal activities on public property. "Work" shall also include, without limitation, the business or trade of selling, vending, hawking or peddling any merchandises, article or item whatever.

2. Applicability.

(a) This ordinance is adopted pursuant to § 53069.4 of the California Government Code.

(b) This ordinance provides for administrative remedies, which are in addition to all other legal remedies, criminal or civil, that the District may pursue to address any violation of state and local law.

(c) The administrative abatement process set forth in this ordinance applies to continuing violations of this ordinance.

(d) The Manager shall have sole discretion whether to use the administrative remedies process set forth in this ordinance.

§ 3. Encroachments Prohibited.

(a) No person may create, install, maintain or allow an Encroachment without prior written District approval.

(i) Any person violating any of provision this ordinance shall be guilty of an infraction except as otherwise set forth herein.

(ii) Each person who violates this ordinance shall be charged with a separate offense for each and every day during any portion of which any violation of

any provision of this ordinance is committed, continued or permitted by such.

(iii) The Manager shall have sole discretion to charge repeat offenses as misdemeanors.

(b) The Manager shall have discretion to issue temporary Encroachment permits for Work of up to ten days duration. No such permit shall create a property interest on the part of the permittee.

(c) The District Board must approve any Encroachment permit for Work or other Encroachment expected to continue for more than ten days. No such permit shall create a property interest on the part of the permittee unless the Board expressly grants such an interest.

(d) Any Encroachment permit issued pursuant to this ordinance shall be subject to such terms and conditions that the District, in its sole discretion, deems necessary to ensure the timely removal of any Encroachments and restoration of District land to its condition preceding the Work or other Encroachment.

§ 4. Method of Service. Whenever this ordinance requires service of any document, the District shall cause said service to occur as set forth in this section. The District shall mail the document to the Encroacher if their address is reasonably available and shall conspicuously post a copy of the order at the property that is the site of the Encroachment. In addition, where the Encroachment is associated with real property owned or occupied by the Encroacher, the District shall also serve the document on the occupant of said real property and the owner of said real property at the owner's address as it appears on the last equalized county assessment roll available on the date the notice is prepared. The failure of any person to receive any notice required under this ordinance shall not affect the validity of any proceedings taken under this subchapter.

§ 5. Notice of Violation, Compliance Order and Intention to Record.

(a) Whenever the Manager determines that a violation this Ordinance is occurring or exists, the Manager may issue a written notice of the violation ("Notice of Violation and Compliance Order"), served as set forth in § 4 to any person responsible for the violation.

(b) A Notice of Violation and Compliance Order issued pursuant to this ordinance shall contain the following information:

- (i) The location of the violation;
 - (ii) A citation to this ordinance and a description of the violation;
 - (iii) The Corrective Actions required to comply with this Ordinance;
 - (iv) The Compliance Date, which shall be the last day to complete the Corrective Actions.
 - (v) A statement that if the Corrective Actions are not complete by the Compliance Date, (A) administrative penalties will begin to accrue on a daily basis, and (B) the District will record Notice of Violation and Compliance Order against any privately owned real property associated with the Encroachment and commence abatement proceedings.
 - (vi) Either a copy of this ordinance or an explanation of the consequences of noncompliance with this ordinance, including the amount of potential penalties, and a description of the hearing procedure and appeal process.
 - (vii) A statement that the failure to file an appeal within 10 days of the date of the issue date of the Notice of Violation and Compliance Order will be considered a waiver of any objections to the facts stated in said document and a failure to exhaust administrative remedies regarding said facts.
- (c) The Compliance Date shall give the Encroacher a reasonable period in which to complete the Corrective Actions. However, should the violation constitute an imminent threat to life or property, the Manager may order immediate compliance.
- (d) The Manager shall have the discretion to extend the Compliance Date by up to 15 calendar days upon a finding that prior to the Compliance Date, the Encroacher has obtained any necessary permits and begun and diligently performed the Corrective Actions.

§ 6. Appeal; Board Hearing.

- (a) Any person served with a Notice of Violation and Compliance Order may file an appeal within ten (10) calendar days from the date of service. If no appeal is filed within same period, the Notice of Violation and Compliance Order will constitute a final decision of the District as to the matters stated therein under Government Code Section 53069.4(b)(i).

(b) The appellant shall file their appeal in writing with the Manager, setting forth the basis of the appeal in sufficient detail to enable the Manager to investigate the facts therein.

(c) The District shall set a date, time and place for the hearing before the District Board. The deadlines set forth in the Notice of Violation and Compliance Order shall be tolled while the appeal remains pending.

(d) The Board's hearing shall be informal and formal rules regarding evidence and discovery shall not apply. The Board shall consider any written or oral evidence regarding the alleged violation and actions required to cure the violation.

(e) Within 15 days following the conclusion of the hearing, the Board shall issue its written decision, making findings of fact on each alleged violation, which findings shall be supported by a preponderance of evidence in the record. The District will serve the Board's decision on the Encroacher as set forth in § 4.

(i) If the Board determines that the Encroachments described in the Notice of Violation and Compliance Order do not exist, it shall revoke said document and the District will take no further thereon.

(ii) If the Board determines by a preponderance of the evidence that the Notice of Violation and Compliance Order correctly describes violations of this ordinance and the actions required to correct them, it shall affirm the Notice of Violation and Compliance Order. The Board shall have the discretion to modify the Compliance Date to allow a reasonable period of time to complete the Corrective Actions.

(iii) If the Board determines that the Notice of Violation and Compliance Order inaccurately describes violations of this ordinance and/or the actions required to correct them, it shall issue a corrected Notice of Violation and Compliance Order.

(iv) The District Board's decision shall constitute a final decision of the District as to the matters stated therein under Government Code Section 53069.4(b)(i).

(f) The Board may establish an appeal fee by resolution, which fee shall be paid at the time the appellant files their appeal.

§ 7. Actions Subsequent to the Notice of Violation and Compliance.

(a) If the Manager determines that the Corrective Actions have been completed on or before the Compliance Date, the District will take no further action with respect to the subject Encroachment.

(b) If the Corrective Actions have not been completed on or before the Compliance Date, the administrative penalties shall begin to accrue, the Manager shall record the Notice of Violation and Compliance Order and shall set an Abatement Hearing before the District Board.

(c) The District shall cause a written notice of the Abatement Hearing to be served on the Encroacher as set forth in § 4.

(d) The notice of the Abatement Hearing on a Notice of Violation and Compliance Order shall contain the date, time and place at which the District Board shall conduct the hearing.

(e) Each hearing shall be set on a date not less than 10 days nor more than 60 days from the date of the notice of hearing unless the Manager determines that the matter is urgent or that good cause exists for an extension of time.

(f) The failure of any person subject to a Notice of Violation and Compliance Order to appear at the hearing shall constitute a failure to exhaust administrative remedies, and a waiver of the right to contest the accrual of administrative penalties, recordation of the Notice of Violation and Compliance Order and abatement of the Encroachment.

§ 8. Abatement Hearing; Findings and Order.

(a) At the place and time set forth in the notice of Abatement Hearing, the District Board shall conduct an administrative hearing following the procedures described in § 6(d) and (e) except that the only issues under consideration shall be the following:

(i) The failure of the violator or owner to complete the Corrective Actions on or before the Compliance Date; and

(ii) Whether the Board should order abatement of the Encroachment or pursue other remedies.

(b) Within 15 days following the conclusion of the hearing, the Board shall make findings and issue its determination regarding:

(i) The Board shall issue written findings, which shall be supported by a preponderance of the evidence in the record.

(ii) If the Board finds, by majority vote, that the Corrective Actions were not completed by the Compliance Date, the Board shall issue an administrative order as set forth in § 9 of this ordinance.

(iii) If the Board finds that the Corrective Actions were completed by the Compliance Date, the Board shall issue a finding of those facts and direct that the recorded Order be cancelled.

§ 9. Administrative Order. If the District Board determines that the Corrective Actions were not completed on or before the Compliance Date, the Board shall issue an Administrative Order described in § 8 imposing any or all of the following:

(a) Administrative penalties as provided in § 10, retroactive to the Compliance Date;

(b) Administrative and other costs as provided in § 11, retroactive to the Compliance Date;

(c) An abatement order, directing District staff to abate the Encroachment if the Encroachment is not removed as ordered by the Administrative Order.

(d) If the Board finds that the Encroacher has worked diligently and in good faith to complete the Corrective Actions on or before the Compliance Date, the Board may grant a one-time extension before imposing Administrative Penalties and commencing abatement. This extension shall be contingent upon the Encroacher depositing with the District the estimated Administrative Costs described in § 11, for which the Encroacher shall remain liable.

(e) The Administrative Order will constitute a final decision of the District as to the matters covered therein under Government Code Section 53069.4(b)(i).

§ 10. Civil Administrative Penalties.

(a) Where a violation would be considered an infraction under §3(a)(i), the civil penalties assessed for each administrative citation issued for the same violation shall not exceed the following amounts:

(i) First violation, One Hundred Dollars (\$100.00) per day per violation;

(ii) Second violation within a one-year period, Two Hundred Dollars (\$200.00) per day per violation;

(iii) Third or subsequent violation within a one-year period, Five Hundred Dollars (\$500.00) per day per violation.

(b) Where a violation would be considered a misdemeanor under §3(a)(i), the civil penalties assessed for each violation shall not exceed One Thousand Dollars (\$1,000.00) per day per violation.

(c) Each day after the Compliance Date that the Corrective Actions remain incomplete shall constitute a separate violation.

(d) In determining the amount of the administrative penalty, the Board may take any or all of the following factors into consideration:

(i) The duration of the violation;

(ii) The frequency, recurrence and number of violations, related or unrelated, by the same Encroacher;

(iii) The seriousness of the violation;

(iv) The good faith efforts of the violator to come into compliance;

(v) The economic impact of the penalty on the violator;

(vi) The impact of the violation on the community;

(vii) Such other factors as justice may require.

(e) Administrative penalties imposed by the Board shall accrue from the date specified in the compliance order and shall cease to accrue on the date the violation is corrected as determined by the Manager or the Board.

(f) Administrative penalties assessed by the Board shall be due by the date specified in the administrative order.

(g) Administrative penalties assessed by the Board are a debt owed to the District and, in addition to all other means of enforcement, if the violation is located on real property, may be enforced by means of a lien against the real property on which the violation occurred.

(h) If the violation is not corrected as specified in the Board's order to correct, administrative penalties shall continue to accrue on a daily basis until the violation is corrected, subject to the maximum amount set forth in division (c) above.

(i) If the violator gives written notice to the Manager that the violation has been corrected and if the Manager finds that compliance has been achieved, the Manager shall deem the date the written notice was postmarked or personally delivered to the Manager or the date of the final inspection, whichever first occurred, to be the date the violation was corrected. If no written notice is provided to the Manager, the violation will be deemed corrected on the date of the final inspection.

§ 11. Administrative Costs.

(a) The District Board shall assess administrative costs against the violator when it finds that the Corrective Actions have not been completed by the Compliance Date.

(b) The administrative costs may include any and all costs incurred by the District in connection with the violation of this ordinance, including, but not limited to, costs of investigation, staffing costs incurred in preparation for the hearing and for the hearing itself, attorney fees and costs for all permits, work and inspections necessary to enforce the Notice of Violation and Compliance Order.

§ 12. Failure to Comply with Administrative Order. Failure to pay the assessed administrative penalties and administrative costs specified in the administrative order of the District Board may be enforced as:

(a) A personal obligation of the violator, enforceable in Small Claims Court; and/or

(b) Where the Encroachment or Work is associated with real property owned or occupied by the Encroacher, a lien upon the real property. The lien shall remain in effect until all of the administrative penalties, interest and administrative costs are paid in full.

§ 13. Right of Judicial Review; Attorney's Fees.

(a) Any person aggrieved by a final District action under this ordinance may obtain judicial review by filing a motion for review with the Superior Court in Contra Costa County in accordance with the timelines requirements and provisions set forth in Cal. Gov. Code § 53069.4.

(b) The prevailing party in any judicial action and/or administrative proceeding to abate a nuisance and/or to enforce any provision of this ordinance shall recover the incurred attorney's fees as follows:

(i) The recovery of attorney's fees shall be limited to those individual judicial actions or administrative proceedings in which the District elects, at the initiation of that individual judicial action or administrative proceeding, to seek recovery of its own attorney's fees; and

(ii) In no judicial action or administrative proceeding shall an award of attorney's fees to a prevailing party exceed the amount of reasonable attorney's fees incurred by the District in the judicial action or administrative proceeding.

§ 14. Recovery of Administrative Civil Penalties.

The District may collect the assessed administrative penalties, administrative costs and attorney's fees by use of all available legal means, including recordation of a lien pursuant to § 17.

§ 15. Report of Compliance After Administrative Order.

If, after the District Board has issued an Administrative Order, the Manager determines that the Corrective Actions are complete, the Manager shall so advise the Board by written report.

§ 16. Compliance Dispute.

(a) If the Manager does not file a report pursuant to § 15, an Encroacher who believes that compliance has been achieved may request a compliance hearing before the Appeals Hearing Board by filing a request for a hearing with the Board.

(b) The hearing shall be noticed and conducted in the same manner as a hearing on a Notice of Violation and Compliance Order provided in §§ 6 and 7 of this ordinance.

(c) The Board shall determine the dispute as follows:

(i) If the Corrective Actions are complete, the completion date, and to what relief, if any, the Encroacher may be entitled.

(ii) If compliance has not been achieved, what further steps are required to achieve compliance. In addition, for good cause shown, the Board may amend or modify its original Administrative Order.

§ 17. Lien Procedure.

(a) Whenever the amount of any administrative penalties and/or costs imposed by the Administrative Order in connection with privately owned real property has not been satisfied in full within 90 days and/or has not been successfully challenged by a timely motion for judicial review, these obligations may constitute a lien against said real property.

(b) The lien provided herein shall have no force and effect until recorded with the County Recorder. Once recorded, the administrative order shall have the force and effect and priority of a judgment lien governed by the provisions of the Cal. Civ. Proc. Code §§ 697.340 and may be extended as provided in Cal. Civ. Proc. Code §§ 683.110 to 683.220, inclusive.

(c) Interest shall accrue on the principal amount of the lien remaining unsatisfied pursuant to the law applicable to civil money judgments.

(d) A copy of the recorded lien shall be served upon the owner of the subject property pursuant to § 4 of this ordinance.

§ 18. Public Hearing and Protests.

(a) Any person whose real property is subject to a lien pursuant to § 16 may file a written protest with the Manager within ten (10) days of receiving notice thereof.

(b) Each written protest or objection must contain a description of the property in which the protesting party is interested and the grounds of such protest or objection. Notwithstanding the foregoing, the District will only consider protests on grounds that the owner could not have raised on appeal from the Notice and Compliance Order pursuant to § 6 of this ordinance nor at the Abatement Hearing conducted pursuant § 8 of this Ordinance.

(c) The District Board shall set the matter for hearing no sooner than 15 days and no later than 60 days after the receipt of the protest.

(d) The District Board's decision will constitute a final decision of the District as to the matters covered therein under Cal. Gov. Code Section 53069.4(b)(i)

§ 19. Recording of Lien.

Thirty days following the adoption of a resolution by the District Board imposing a lien, the Manager shall file the same as a judgment lien in the office of the County

Recorder of Contra Costa County, California. The lien may carry such additional administrative charges and costs, including attorneys' fees, as set forth by resolution of the District Board.

§ 20. Satisfaction of Lien.

Once the District receives payment in full for outstanding penalties and costs, the Manager shall either record a notice of satisfaction or provide the property owner or financial institution, with a notice of satisfaction so they may record the notice with the office of the County Recorder. Such notice of satisfaction shall cancel the District's lien.

§ 21. Foreclosure of Real Property Lien.

The District may foreclose the lien and sell the real property by the filing of a complaint for foreclosure in a court of competent jurisdiction and obtaining a judgment to foreclose. There shall be no right to trial by jury. The prevailing party shall be entitled to its attorneys' fees and costs.

§ 22. Redemption of Lien.

The property owner may redeem the lien by the payment in full of all amounts secured by the lien within six months after the lien is recorded and notice is given to the property owner.

§ 23. Penalties as Personal Obligation.

If the District Board determine that the administrative penalties and costs set forth in the Board's order should become a personal obligation of the Encroacher, it may direct that a petition be filed with a court of competent jurisdiction to enter said order as a judgment of that court. The prevailing party shall be entitled to its attorneys' fees and costs.

§ 24. Interest.

Interest shall accrue on all amounts declared due by the District Board, and unpaid, from the date of the administrative order to the date paid pursuant to the laws applicable to civil money judgments.

§ 25. Rules and Regulations.

The District Board may by resolution adopt such rules and regulations for the administration and interpretation of this chapter as it may consider proper.

SECTION 2. SEVERABILITY.

If a court of competent jurisdiction issues a decision holding that any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Ordinance, or any part thereof, is invalid or unconstitutional for any reason, such decision shall not affect the validity of the remaining sections or portions of this chapter or part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance irrespective of the fact that any one or more sections, subdivisions, paragraphs, sentences, clauses or phrases may be declared invalid or unconstitutional.

SECTION 3. EFFECTIVE DATE.

This Ordinance shall take effect and be in force thirty (30) days after the date of passage. Pursuant to the provisions of Government Code Sections 61060 and 25124, District staff shall post a copy of the ordinance within in fifteen (15) of passage, with the names of the directors voting for and against the ordinance. The ordinance shall be posted for at least one week in a prominent place at the Board chambers and at the bulletin boards at _____ and _____.

This ordinance was introduced at a regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District on _____, 2017, and was adopted at a regular meeting of the said Board on _____, 2017, by the following vote:

AYES: DIRECTORS:

NOES: DIRECTORS:

ABSENT: DIRECTORS:

RACHELLE SHERRIS-WATT

President, District Board of Directors

ATTEST:

ANTHONY CONSTANTOUROS

General Manager & Secretary to the Board

AGENDA ITEM # 9b.

Thursday, December 14, 2017

MATRIX CONSULTING GROUP: CONSIDER APPOINTMENT OF STEERING COMMITTEE

Submitted by: Anthony Constantouros, General Manager

BACKGROUND:

At a special meeting of the Board of Directors held on Wednesday, November 29, 2017, a contract with the Matrix Consulting Group was approved. The Matrix Group will be evaluating Kensington police service options. During consideration of the contract, it was suggested that the Board consider appointing a Steering Committee to work with the consultant and provide input during key facets of the study.

The Steering Committee can include two Board members. It is recommended that the committee be comprised of three members, including the General Manager.

RECOMMENDATION:

Consider appointment of Steering Committee to work with the Matrix Consulting Group.

AGENDA ITEM # 9c.

Thursday, December 14, 2017

CONSIDERATION OF PROPOSALS FROM THE PUBLIC MANAGEMENT GROUP:

- (1) DEVELOP JOB DESCRIPTIONS, TITLES AND LABOR MARKET COMPENSATION
- (2) REVIEW DISTRICT HUMAN RESOURCE PRACTICES AND POLICIES AND PROVIDE STAFF TRAINING
- (3) UPDATE THE BOARD'S POLICY AND PROCEDURES MANUAL

Submitted by: Anthony Constantouros, General Manager

BACKGROUND:

At the November 16, 2017 meeting, Mr. Bob Deis, of the Public Management Group, presented a review of the District's administrative support services. This review encompassed most areas of District administrative operations and included recommendations for possible improvements. The study identified functions, such as human resources, that are currently unassigned and can have significant legal mandates.

The next steps in the analysis would be to allocate duties to specific positions with recommended market compensation in an improved organizational structure (proposal of \$11,115); review human resource practices and policies and provide training (proposal of \$8,700); and update the Board's policy and procedures manual. The proposal also includes a 10% contingency fee (total of \$1,981) for unforeseen issues that may arise.

The update the Board's policy manual is based on actual time and does not include a maximum figure. If the Board wishes to proceed with this update, it is recommended that an initial limit of \$10,000 be considered and that the Board appoint a Director to work with the General Manager on this project.

The Board can initially proceed with one or two of the proposals or move forward with all the initiatives. Completing these tasks should result in operational efficiencies and improved cost effectiveness in District functions. Copies of the proposals from the Public Management Group are attached. Also included is the study presented on November 16, 2017.

RECOMMENDATION:

1. Authorize proceeding with the new job descriptions and reorganizing administrative services (\$11,115 + 10% contingency).
2. Consider proceeding with the human resource practices and policies (\$8,700 + 10% contingency) and the update of the Board's Policy Manual (initial \$10,000).



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Bob Deis
707-478-2230
bdeis@publicmanagementgroup.com

December 4, 2017

Via E-mail

Mr. Anthony Constantouros
General Manager
Kensington Police Protection & Community Services District
217 Arlington Ave
Berkeley, CA 94707

**Re: Proposal to Implement Recommendations Found in Review of District
Administrative and Support Services**

Dear Mr. Constantouros:

As you know, I presented a report to your Board on November 16th that summarized the findings and recommendations from our review of the District's administrative and support services. The review evaluated: 1) how the District assigned its administrative and support duties to staff and contractors; 2) assessed if there was a more cost-effective way to reallocate duties; and, 3) evaluated if there were any holes that produced added risk to the District.

I suggested three follow up initiatives. One was to develop 4 possibly 5 new job classifications/specifications that would realign job duties and roles with similar skill sets and to plug some holes where responsibility was unclear or unrealistic. Second, I recommended that a high-level review of your human resources policies and practices be conducted to reset practices to conform with state and federal law and best management practices. Third, I recommended an update to the Board policies and procedures given they were not current and relevant given changes that have occurred in the District.

The Board accepted the report and directed staff to solicit a proposal to implement the three suggested initiatives. The Public Management Group consulting division (PMG) within the Renne Sloan Holtzman Sakai LLP law firm (RSHS) is pleased to provide you with this proposal to conduct the next phase of retooling the District to better clarify roles, reduce risk and improve overall performance.

Mr. Anthony Constantouros

December 4, 2017

Page 2

Our Understanding of the Engagement

Like many of our clients, the District has gone through a leadership change at the Board and GM levels. In fact, for the first time, the Board created the stand-alone but part-time GM position to enhance general management standards, oversight and accountability of District operations. As the new GM, you have been experiencing a plethora of day-to-day activities and issues that are not common for a GM and taking you away from addressing the very issues that led to your new position. In the abundance of caution and recognizing genuine fiscal constraints you asked for a cursory review of the District's administrative processes and related staffing to see if there is room for improvement in these areas. It simply isn't cost effective to continue using your time on basic administrative functions.

We found very informal and incremental practices when assigning work responsibilities and developing job classifications/specifications. Job duties were not assigned based on similar skill sets. Your position requires a new job description. Some duties that are basic to a proper functioning District were not clearly and realistically assigned to a position. Thus, we will develop job descriptions and compensation levels for up to 5 positions.

The District clearly cannot afford nor justify a human resources position, but we thought the District could benefit from a one-time review of human resources practices and policies to ensure conformance with an ever-changing state and federal landscape and best management practices. We will complete such an assessment. The common thread between past concerns in the District involve human resource practices.

Finally, the key policy document that provides direction on how the District is to be managed and how the governing body conducts business, is the Board's Policy Manual. The current Manual includes information that is dated, some of which is not commonly found in such a document and is missing other key policy areas.

Plan of Work

I am proposing three initiatives that tries to strike a balance between recognizing the District's limited size and resources but still conform with our professional standards. We have a team of human resources practitioners that will work closely with me to complete the scope of work.

1) New Job Descriptions—Reorganizing the District Administrative Structure

Our staff will interview the relevant employees and contractors and develop job classifications/specifications that follow best practices--assigning duties to positions that have similar and appropriate knowledge, skills and abilities (KSA's). We will recommend appropriate compensation levels based on what the labor market pays for similar KSA's. PMG staff will also ensure the full list of administrative and support duties outlined in my November 16th report are accounted for in at least one of the new job descriptions. Consultants will work closely you're



Mr. Anthony Constantouros
December 4, 2017
Page 3

your staff and consultants to ensure their opinions and questions are heard and/or addressed and will attend a Board meeting to facilitate adoption of the new job classifications/specifications.

2) Review of Human Resources Practices and Policies

Our staff will review the District’s human resources practices and policies and compare to best management practices but their recommendations will be moderated with the recognition that the District is very small and of modest means. Some areas that will be reviewed include: conformance with state and federal law, leave and compensation management, performance management and discipline, onboarding, employee complaints, recruitment and selection, employee development, etc. There will be a training component offered to staff, given there are no dedicated District human resources staff, but the costs are not included in the fee proposal below since we have no idea what will be required until this phase is completed.

3) Update of Board’s Policy Manual

We will update the Board’s Policy Manual—the most important source for managing the affairs of the governing body’s activities and policy guidance to staff in conducting the business if the District. We will eliminate material that is dated and not appropriate for the Manual and include new sections that reflect best practices--covering areas such as human resources and fiscal management policies.

This piece will include extensive interaction with the full Board in open session. There will likely be extensive public input at those open sessions. Thus, the fee proposal below does not have a “not to exceed” amount given the unknowns in this initiative.

Fee Proposal

The fee proposal itemized below reflects billable rates for consultants that are discounted by 10 percent with a range of \$150 to \$225 per hour. We are recommending a 10 percent contingency authority be delegated to you to address unforeseen circumstances.

1) New Job Descriptions—Reorganizing District Structure	\$ 11, 115
2) Review of Human Resources Practices and Policies	<u>\$ 8, 700</u>
Total	\$ 19, 815
Suggested Contingency (subject to approval by GM)	\$ 1, 981

Update of Board’s Policy Manual (based on actual time)

I anticipate the completion of the first two items listed in this engagement will take approximately 30 days from the first onsite “kick-off” visit. The third will take approximately 60



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Renne Sloan Holtzman Sakai LLP

Mr. Anthony Constantouros
December 4, 2017
Page 4

days. However, the time frames will be largely determined by the accessibility of District staff/contractors, response times for document requests, and scheduling of the interviews.

I look forward to helping you and the District Board.

Sincerely

A handwritten signature in blue ink, appearing to read "Bob Deis".

Bob Deis,
Senior Consultant

cc: Charles Sakai, Managing Partner
Jonathan Holtzman, Partner

HN



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November 6, 2017

Mr. Antonio Constantouros
General Manager
Kensington Police Protection & Community Service District
217 Arlington Ave
Berkeley, CA 94707

Re: Review of District Administrative and Support Services—Phase 1

Dear Mr. Constantouros:

Please find attached the results from our initial review of the District's administrative and support services.

It appears the District has gone through changes in District administration over the years as the General Manager was part of the Police Chief position. The recent creation of the first stand-alone General Manager was an implicit move to professionalize and increase the accountability of the District operations and to provide stability in overall management.

Consistent with this theme, you asked that our firm independently review the administrative and support functions in the District and suggest improvements in how they are assigned to staff and contractors. This review was done with the goals of: 1) reducing risk to the District enterprise; 2) improving effectiveness by ensuring the right skill sets are matched with each duty; 3) improving efficiencies by allocating functions to the appropriate level in the organization with the commensurate compensation level; and, 4) recommending a new District structure using good governance tenets.

Given our experience working with many public agencies, we believe this multi-phased project is important given the District's history. A repeated theme we find in public agencies that are in crisis or simply not reaching their potential is where expectations and professional standards for staff are not clear and organized with good governance tenets in mind—from District management and the Board. When roles are not clear and organized, individual personalities and styles take too much of a role, creating inefficiencies, sometimes mistakes are made or the agency is at undue risk. This becomes acute when a key person leaves the agency.

This report reflects the first phase towards achieving these goals. We have articulated our observations and recommendations in this area. However, we recommend specific “next steps” to achieve all four goals. We also, provide a simple template or framework for discussing, examining and assigning new roles in the District. We hope this helps in the District’s understanding of the current situation and where to go from here.

I wish to thank staff for assisting in this project. They are all dedicated to serving the District’s residents. The observations and recommendations found in this report are in no way intended to be a critique of individual performance or contribution.

It was a pleasure and honor to work on this project phase. I truly enjoy working with the District Board, you and staff.

I am available to help in any way that adds value to the District.

Sincerely,



Bob Deis,
Senior Consultant
Public Management Group, RSHS

Enclosure: Review of District Administrative and Support Services—Phase 1

Kensington Police Protection and Community Service District

Review of District Administrative and Support Services
Phase One

November 6, 2017



Kensington Police Protection and
Community Services District



Renne Sloan Holtzman Sakai
Public Management Group™

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The Purpose and Scope of our Review

You have contracted with our firm to begin looking at the District's organizational structure and how its administrative support activities are distributed amongst staff and contractors. With this initial look, you wanted to see if there were potential improvements that would be more cost effective for the District. You were also concerned about risk to the District because it appeared there were basic responsibilities found in public agencies that were not being addressed at the District. Finally, as the first dedicated but part-time General Manager (GM), you find yourself consumed by activities that are atypical for your position and clearly not the most cost effective use of your time. It also has the dual effect of taking you away from the more strategic priorities of the District Board e.g. reviewing the best mode for delivering police services and the remodel of the community center, thus pushing you further into a full-time position. This later issue runs counter to the Board's premise when creating the dedicated GM position i.e. that it would be part-time and within the long-term fiscal parameters of the District.

Again, this report examines administrative support activities and does not discuss police operations. A review of police services will be conducted by another outside consultant separate from this review.

Executive Summary

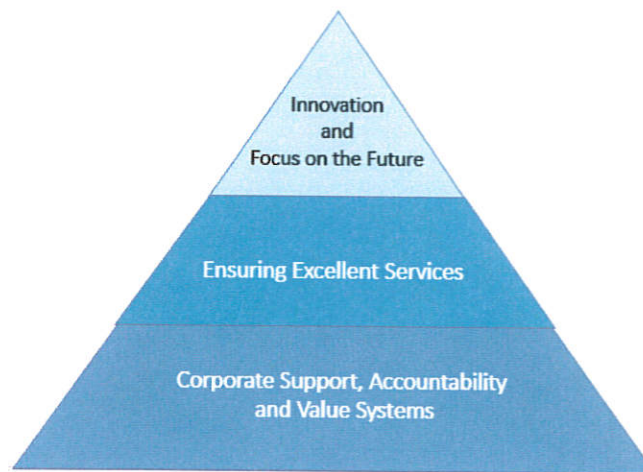
With the creation of a professional part-time District GM, this is an opportune time to begin assessing how the District is conducting business and assigning duties to its limited staff and contractors. We have completed a first phase review of the District's business activities and how the division of labor has occurred up to now. While staff and contractors have endeavored to do the District's business in the best way possible, we believe there are opportunities for improving how the work is distributed among them. This review is not about finding fault or an implicit performance review of individuals. Instead, it is about enhancing District cost effectiveness and performance, reducing risk to the enterprise and providing clarity about expectations. This last area of inquiry "clarity on expectations" is typically the biggest source for positive or negative cultures in public agencies.

The report provides a framework for viewing the District's performance and how might the new GM fulfill his role in this framework. It also inventories the basic administrative support functions of a public agency, assesses who is performing them, identifies which ones are not being addressed and proposes one way to reset the organizational structure and individual roles.

How are Public Agencies Organized and What are the Criteria for Their Success?

The Framework for Good Governance and High Performance

The triangle below provides the building blocks for good governance in governmental agencies and the framework for how our firm evaluates public agencies and assists in creating a high-performing local public agency. It is important to mention that each building block needs to be mastered before the organization can excel in the next block. In other words, if the District does not excel in Corporate Support, Accountability and Value Systems, it is not achieving its potential in Ensuring Excellent Services. Furthermore, if the District is not excelling in the first two blocks, it will be hampered in its ability to take managed-risks through Innovation and Focusing on the Future.



Corporate Support, Accountability and Value Systems At the base is having strong corporate-level support systems that provides departments or program operations with tools they need to deliver on their missions. It involves having the people, policies and procedures which support an extreme level of transparency, accountability, teamwork, and high expectations for values, ethics and professional standards. This is what sets government apart from the private sector. How the District gets the work done is as important as what it accomplishes. If there are breakdowns in these systems, it can create barriers to departments providing good service. Problems in this area can create inefficiencies or other inappropriate activity that eat away at the legitimacy of the District in the eyes of your citizens. This is the focus area of this assessment phase.

Examples of processes and systems in this block include: executive management, public participation and collaboration, personnel practices and policies, conformance with the Brown Act, the use of technology, purchasing, contracting, asset management, budgeting, accounting, treasury, internal controls and professional standards. An ethical code of conduct underlies these systems and practices along with expectations about dealing with ethical concerns as they arise.

Ensuring Excellent Services This is the bread and butter of local agency operations; the service delivery and operations for police, fire, public works, parks and more. These departments or programs need corporate support systems and clear direction to ensure that good services are delivered to the public. These departments should also be practicing Best Management Practices in each of their service areas. Service delivery is about having the right people in the right places along with the tools and proper direction to produce great outcomes.

Innovation and Focus on the Future The top building block is what moves a community or organization forward. It is where innovation takes place. This is where staff, and elected and community leaders identify emerging needs and challenges and develop strategies to address or ameliorate them before they are intransigent problems in front of the District. This includes managed risk taking – trying new things with the recognition that needs change and approaches should change commensurately. This is not a “risk-free” process. However, pursuing innovation can produce the unneeded risk of mistakes if the District has not mastered the first two building blocks. There are visible examples of mistakes in the public sector, many of which have their roots in the fact the organization did not master the basic building blocks.

Role of the General Manager

With the creation of the first General Manager (GM) position in the District, the natural question to ask is: “What is the role of the GM”? It appears, at least up to now, the role involves fulfilling the duties that no one else is doing. This approach can find the GM dedicating a large portion of their time to clerical or routine work which crowds out time available for higher priorities. This obviously is wrong and not the most cost effective use of the District’s investment in the GM position and skill sets.

I have personally been inside many distressed organizations with the assignment of repairing them directly, as the city manager of Stockton, or as a consultant--assisting CEO’s, GM’s and their governing bodies in diagnosing problems and offering help in their return to health. One common attribute of distressed public agencies or mediocre performing agencies, is in the vacuum of clear expectations, where individuals define for themselves what their role is within an agency. This is typically due to high-turnover in management and non-existent or weak leadership. Inevitably a crisis occurs or new leadership arrives and a comprehensive evaluation takes place to clarify roles in an organized manner, to reduce risk to the agency and improve overall performance.

The Kensington Police Protection and Community Service District has reached this point with the hiring of a new GM. While the District has not experienced a substantial crisis like bankruptcy, it has clearly been wrestling with other issues, such as extreme turnover and litigation activity in your Police Department.

Again, referring to the “Framework for Good Governance and High Performance” the role of the GM is to: 1) ensure the first building block is in place and operated by skilled professionals;

2) hold the programs accountable for good service and outcomes; and 3) directly collaborate with the governing body and community leaders in identifying and pursuing the strategic goals of the District.

My assessment of the GM role to date is that you are heavily involved in the transactional details of the framework's first building block and have little time available for the rest. As a result, this project has one goal of identifying the key processes necessary to ensure the first building block is being satisfactorily addressed with resources other than the GM, so that you can focus on the other 2 duties described above.

What is apparent to me as a 34-year public servant and a consultant in many organizations, the major source for stress within public agency CEO or GM offices and between their respective governing bodies, is the fact that the GM has one, sometimes two feet planted in the first basic building block while the governing body is focused on the top building block. The GM cannot do both for very long. Inevitably if this is not addressed and reconciled, disappointment ensues with both parties. What typically occurs is the governing body (and sometimes community) becomes disappointed in the pace of addressing big and visible community issues or the GM/CEO becomes disenchanted or distressed and leaves the organization.

Having described the framework for high-performing public agencies, it is important to recognize there are not always hard lines for the GM's role in satisfying these building blocks. Larger agencies can invest in specialized skill sets that provide capacity in each area. However, the District is a very small where the GM may have to perform some basic functions that might be delegated to someone else in a larger agency. However, the GM cannot find themselves in that Catch 22 situation and be so bogged down that it cannot address the strategic goals of the governing body.

Project Methodology

To conform with project budget parameters, this phase of the project was a simple one. A basic survey was developed that inventoried most of the basic administrative support activities that you would find in the first building block of the framework "Corporate Support, Accountability and Value System" (see Attachment 1). The three-primary staff/contractors were asked to complete the survey and participate in a detailed interview to clarify duties and the time it takes to complete them.

Based on the survey responses and interviews with: the GM, District Administrator, Police Services Specialist (who completes administrative support work as well) and the District's contracted chief accountant (a Certified Public Accountant); I have the following observations and recommendations.

Observations and Recommendations

Clerk of the Board (COB)

This position is the gate keeper and conduit to ensure Board (and Board appointed committees) meetings follow a standard and professional process of: developing agendas, gathering staff reports, posting agendas, supporting the Board and GM at meetings, ensuring community access, collecting and developing accurate minutes and following up to ensure Board decisions are effectuated when involving contracts, purchase orders and other actions. The COB ensures all these activities must conform with the Brown Act. Typically, the COB maintains a central file system for all documents.

Observations

Some of these duties was shared between the District Administrator and GM/COP. It appears other duties were not assigned. There was confusion when someone was sick or on vacation and there was lack of cross training, causing last second activities by the GM, the Chief of Police and/or the President of the Board. Staff reports are not consistently formatted to assist the public in understanding the reports. To help address this situation the GM asked the District Administrator to assume a portion of the COB role.

The Policies and Procedures Manual is old and doesn't adequately provide consistent guidance in this area. Conversely, it includes other details not commonly found in a manual.

There is no backup or cross trained staff person to avoid the scenario where the GM or Board President must drop their own activities and fill in for the Clerk of the Board.

Large amount of resources is consumed (typically 5 hours but up to 8 hours per meeting) in developing detailed minutes when an audio/video posting should suffice. This practice is extremely rare given current technology. This large expenditure is serving the interests of the regular attendees at Board meetings, but I question if the larger community uses it as well to justify the expense.

Sometimes follow up from Board meetings does not occur or there is confusion on what actions the Board took at a given meeting. For example, the FY 17-18 budget was not posted on the District website at the time of this review because apparently, it was not clear if a budget was duly adopted by the Board. This confusion around the budget identified other needed improvements associated with its formulation and review by the public that is discussed later in this report. Sometimes contracts are not get executed in a timely fashion after Board approval.

Recommendations

- 1) Develop Policies and Procedures Manual that clarifies roles, responsibilities and typical timelines for agenda process. Templates for postings, staff reports, contract review and approval, Board decision packets and other COB duties (use of technology) should be inserted as well. The agenda process should produce standard postings and staff reports that provide the information in a format desired by the GM and Board, with appropriate attachments, and professional power point presentations, etc. The goal should be that someone else can sit in for COB upon reviewing the Manual.
- 2) Delegate all the COB duties to one staff person and ensure the COB is responsible for tracking Board direction and decisions and making sure follow up does indeed occur. It should also be clear the COB is responsible for the District's files.
- 3) Identify someone to be cross trained that can fill in for the COB.
- 4) Consider alternatives to detailed minutes. Survey other small entities and neighboring jurisdictions and compare to current District practice. Minutes typically serve as record of the decisions, deliberations and actions of an elected body. Audio/video streaming should be posted to the webpage with action minutes. Maybe a biweekly newsletter (as part of a larger information strategy) with a summary of actions along with other District information might ameliorate the need for detailed minutes. In this later approach, the District is talking to the greater community vs. the minutes are likely talking to a minority.

Asset Management

Many people do not fully appreciate the large investment public agencies have in public assets—the means for providing services. This category includes monitoring and planning for the eventual replacement of assets at the end of their life-cycles. It also includes regular preventive maintenance to ensure proper life cycles and asset performance occurs to support the provision of excellent services.

Observations

It is unclear who “owns” the condition of the grounds and facilities and monitors the contractor’s performance i.e. from an asset management perspective—asset performance, maintenance and replacement. Assets wear out and must be replaced, eventually. This is what a Capital Improvement Program (CIP) addresses, which does not exist in the District.

Up to now, the GM had little involvement in the community center remodel project. Yet, the GM will likely be responsible for remodeling the building within pre-determined budget parameters and ultimately operating it as well. Depending upon the

magnitude of the remodel, the new building must satisfy regulatory standards, likely the County development code and American with Disabilities Act (ADA). A well designed project should consider the operating needs of the users and the maintenance activities of staff and contractors. Finally, this will be the largest expenditure commitment of the District in some time, thus typically a governing body wants someone to lead the project that is accountable to all the Board members.

There is no fleet, information technology (IT) and facilities replacement fund program. Typically, agencies set aside funds on an annual basis to eventually replace assets as they reach the end of their useful lives, to reduce surprises or the impact on annual budgets. It is my understanding that a police officer is assigned the task of tracking and maintaining the police vehicles.

Recommendations

- 5) Normally we would recommend a review of the parks and grounds by a professional, who in turn would recommend possible changes in maintenance activities and/or capital improvements. If this is not possible given the sensitivity of the finances, a staff person (District Administrator or GM), in conjunction with the two Board Parks committees and the contractors should review any past reports, inspect the grounds and facilities, evaluate their condition and performance, and jointly develop a maintenance and long-term capital program. This should be reported to the Board for future action.
- 6) The GM and staff need to be heavily involved in the Community Center remodel project. The design needs to take in account the user and maintenance perspectives. Americans with Disabilities Act (ADA) compliance will be an issue given the topography. The land use/development regulatory agency needs to be included at some point in time. A financing plan must be developed as project costs become better known.
- 7) A baseline assessment of the fleet, IT and other assets should be undertaken with a multi-year replacement schedule developed to ensure adequate fiscal planning at end of life cycles.

Information Technology (IT)

This includes the provision of technology that performs two primary roles. First, technology is key in providing valuable information to each stakeholder that has a separate role to fulfill. Service providers need information to provide excellent services. Managers and elected officials use information for accountability, transparency and to make decisions. Citizens use technology to keep abreast on the District activities and to participate in decision making. Second, technology is used to enhance efficiencies in the District. Someone in the District needs to

design, purchase, maintain, monitor, and eventually replace technology to serve these purposes. The security of the District's systems must be monitored as well.

Observations

The current District approach is not centralized under one person's responsibility and is splintered among various vendors working independently. Given the budget parameters of this phase, I had limited time to assess, but it appears the primary IT role is performed by a vendor "Rubicon". It appears no one person is assigned to monitor the performance of this vendor vis-à-vis the goals of IT as described above. There is no assigned back up for operating the audio-visual system for Board meetings and a previous District employee independently handled this role.

The payroll system is a highly manual process that consumes an extraordinary amount of staff time. The payroll needs of the District are not unique when compared to other public agencies that have police departments. There are alternatives out there that would be more efficient. This is the first payroll process that we have seen where employees are paid before time is earned.

Recommendations

- 8) Review the IT contracts especially for Rubicon and interview the individuals assigned to the District. Depending upon the interview results, the District should be clear who is responsible for the primary IT functions, including: monitoring hardware/software performance vs. District needs; evaluating alternatives to the current payroll system, ensuring network and system security, webpage management, adequate help desk capacity, creating an IT replacement plan, etc. One District staff person should be assigned the overall District IT monitoring role.
- 9) Seek alternatives to the current payroll system. This may consist of a new system purchase or contracting with another provider or agency.

Customer and Citizen Point of Contact

This is one of the most impactful services the District provides--interacting with community members and/or businesses. Whoever fills this role has more of an impact on the District's image in the community than any other point of contact. The quality of the interaction, the reliability and hours of operation and the responsiveness is key to the District's performance. Yet, given the limited resources of the District, this must be performed in the most efficient way possible.

Observations

It appears two employees share overlapping responsibilities in the area. There are no written standards e.g. hours of availability, lunch coverage, etc. Customer service inquiries for solid waste apparently come to staff and even the GM. Your contract with

the solid waste provider requires they have office hours (8:00 to 3:00) to address citizen inquires. They also must provide a messaging system.

Recommendations

- 10) Clarify office and phone hour standards, including during lunch breaks. Clarify roles between the two staff, when answering citizen inquiries, with a provision for backup when the other is out.
- 11) Unless the citizen inquiry can be easily answered, refer solid waste inquiries to the provider. Ask provider to complete outreach program on common questions and educate how to reach them with questions.

Solid Waste Contractor Performance

The District's solid waste provider, Bay View Refuse and Recycling Services, Inc. is signatory to a comprehensive contract that clarifies roles and responsibilities. It is important to clarify that the District is in the business of providing solid waste and recycling services, but it is provided via Bay View on behalf of the District. This means the District may have certain liabilities associated with this service, unless it has been transferred to Bay View via contract. It is important that a staff person in the District be responsible for understanding contract requirements, monitoring performance, ensuring regular communication with the provider, understanding of the larger regulatory context and completes an examination of their books, if needed. No contract anticipates everything, so regular monitoring of District needs and interacting with the provider is important to consider changes over the life of the agreement.

Observations

While the agreement says, the GM is the District representative with Bay View, it is doubtful that a combined GM/Police Chief had the adequate time to fulfill these duties. It appears the Board's Solid Waste Committee may be filling some of that void.

The provider contract is 43 pages long with various reporting, performance, communication and audit requirements. The franchise fee is 7%, which may be a source for more revenue, notwithstanding the politics.

The contract has communication standards with the community.

Recommendations

- 12) Decide which staff member is the point person (can be a delegated responsibility to another agency) to understand the regulatory environment and current best practices, monitor District/provider performance and to interact with the Solid Waste Committee.

Parks and Recreation Provider Performance

It appears the District is in the business of providing parks and recreation services to District residents, but again, it is provided through contractors. It is important the District clarify what service goals and standards they have in these two areas and a staff person be assigned the task of effectuating these goals through current contractors, or other means if appropriate.

Observations

The Police Services Specialist is the liaison with the providers (Bill Driscoll, Fernando Herrera and Kensington Community Council) to get things done on a day-to-day basis, but does not monitor overall performance against some desired standard.

It appears the Board has two committees (Park Grounds and Park Planning) with mutually supporting roles in this area.

The fee schedule regarding use of the facilities appears to be dated. The recreation provider has reserved time slots for the use of the Community Center.

Recommendations

- 13) A District employee should work with the Board and committees to identify, monitor and address the performance of contractors from an Asset Management perspective (see above) and a program performance perspective as described here.
- 14) Review and update the fee schedule including what consideration the District receives from the recreation provider for the use of facilities.

Public Information and Engagement

An area that is quickly evolving in public agencies includes citizen expectations for their governmental institutions regarding two-way communication between public officials and citizens. This is a challenging area in that methods for satisfying this need are quickly evolving as well, given the plethora of tools and the constantly changing technology. However, like other agencies, the District needs to develop a communication and engagement plan and effectuate it within the financial parameters available to the District.

Observations

There is no discernable plan or assigned role from the interviewees in this area, except the District Administrator is assigned the maintenance of the webpage.

This is an area where technology can play a big role in fulfilling District goals.

There appears to be 8 Board committees that cover various aspects of District business, including: Solid Waste, Finance, Community Outreach, Technology, Park Grounds, Park Planning, Policy and Procedures and Emergency Preparedness. This is a large list given the size of the District. The project budget did not provide enough time to evaluate their specific roles and related expectations of staff, but I assume this large number has an impact on staff e.g. inquiries, postings, research, minutes, etc.

There appears to be a large active group of citizens that participate in the semi-monthly Board meetings. This reflects an engaged and active citizenry. The challenge for staff and governing bodies throughout the country is assessing whether the active participants are representative of the overall District. To the extent they are, their participation is valuable for the District. Yet, the District should have a plan to reach out to the other members of the community to ascertain the collective opinion of the greater community.

Recommendations

- 15) Develop a public information and engagement program that provides an efficient avenue to share District information and to solicit feedback from the community. This would supplement what the Board and GM receive at Board meetings. Given the community center remodel and the evaluation of the Police services, this is an opportune time to initiate such an effort.
- 16) Discuss with the Board the role of the committees and their impact on staff. Consider reducing the list of committees and/or combine some of them.

Legal

The chief counsel to the Board and GM is typically a contracted one for small agencies, along with specialty counsel if needed. Given state and federal law, the largest specialty area is typically for labor relations. It is important that attorneys are appropriately included in developing policies, procedures and templates for such things as contracts, review of contracts and other legal commitments. They should also be consulted as needed to ensure compliance with the law. Conversely, it is important that General Counsel ensures the appropriate management of risk and conformance with law by providing advice and training to staff.

Observation

The project budget did not provide time to interact with Ann Danforth, District counsel. She is relatively new to the District and should be consulted on the recommendations in this report.

Recommendation

- 17) District counsel should be involved in developing any new policies and procedures that are recommended in this report.

Finance, Budget and Accounting

This is a critical role of any public agency and represents a large part of that first building block of the good government framework described earlier. An agency rarely gets kudos for being great in this area, but if it fails in this area, the trust and legitimacy of that agency gets tarnished for a very long time.

This area covers many roles and activities, including: 1) having appropriate internal controls to safeguard District assets; 2) developing and implementing fiscal management policies and practices that ensures the short and long-term solvency of the District; 3) fulfilling the transparency role by developing an expenditure plan (budget) and financial statements that satisfies best practices; 4) controlling fiscal activity to ensure conformance with budgets; and, 5) ensuring conformance with state and federal law, Board policy and other tenets associated with public agencies e.g. fairness in competing for District business.

Observations

There is no comprehensive financial policies and procedures manual which would provide guidance on District expenditures such as purchasing, credit cards, contracts, etc. No expenditure activity should occur without specific or delegated authority through Board action.

As mentioned earlier, the payroll process is largely a manual one that is difficult to follow. Processes that are largely manual or lack written guidelines make the District vulnerable to clerical errors, staff turnover or extended leaves.

Small agencies tend to be more informal, lack clear separation of duties and are candidates for inappropriate use of funds.

The District budget has very limited information that is typically found in a public agency budget. The Government Finance Officers Association (GFOA) best practices is the benchmark for public agency budgets. A budget should go well beyond a simple accounting document. It should be integrated into the planning and management functions of the District. It should have a short and long term perspective, with linkages to District goals, desired results and outcomes and promote communication and transparency with stakeholders. The District budget and related processes do not satisfy these standards.

The biggest missing piece is the role of the Chief Finance Officer (CFO) in the District. District staff performs the transactional role while an outside Certified Public Accountant (CPA) performs the chief accountant role. There is no one providing the professional role of designing and overseeing the activities described for this category. It appears various people or stakeholders might (or think that are) performing pieces of

this role, but this bifurcation creates risk for the District. For example, the District is self-insured for workers' compensation. A CFO would assess the District's risk profile and claims experience vis-à-vis District financial capacity and engage the GM and Board on options. A CFO would ensure conformance with state law e.g. GANN compliance. A fiscal forecast needs to be completed and regularly updated using reliable revenue/expenditure trends. The budget can be improved over time.

The Finance Committee is appropriately concerned about the District's Other Post-Employment Benefits (OPEB) and PERS expenditure trends. A CFO and GM would have the proper context to assess these liabilities and collaborate on a fiscal plan which would have budget and possibly labor negotiation implications.

A CFO would have the skill sets to assess the (largely) manual payroll system and implement a more efficient replacement.

Recommendations

- 18) Consider hiring a part-time CFO to address the following: 1) develop a finance policy and procedures manual; 2) evaluate internal controls; 3) evaluate the risk management financing structure; 4) purchase and implement new payroll system; 5) commission long range fiscal forecast; 6) improve the budget process; 7) evaluate the financing strategy for the community center remodel project; and, 8) ensure there is adequate cross training for key processes.

Human Resources (HR) Management

This category of activities is focused on ensuring the District has a capable workforce that is well trained, equitably compensated and treated fairly, with entry points for addressing concerns and are accountable for contributing towards the District's mission. There is also a plethora of state and federal laws that must be complied with, including the Meyers Milias Brown Act.

Observations

It is hard to justify a dedicated HR professional given the size of District, but the HR systems could be reviewed at a deeper level and reset to conform with current best practices, and the myriad of state and federal laws. State law in this area changes annually, thus updates in practices need to change commensurately as well.

Job descriptions have been developed with a high degree of self-direction.

While performance evaluations were apparently timely under previous management, employees have not received one since then.

The Police Services Specialist is diligent in ensuring that Police receive their necessary POST training.

Recommendations

- 19) Invest in a one-time review of the HR systems and develop updates to any processes that are dated. Develop a basic policies/procedures manual and train a few staff.
- 20) Complete performance reviews with staff and seek an understanding of the future performance expectations given new management and the implications of this project. Consider a staff workshop to develop plans for implementing the recommendations found in this report.
- 21) After deciding the future roles and duties of District staff, use an independent resource to develop new job descriptions and related compensation.

Redefining Roles and Duties of District Staff

Observations

With the creation of the dedicated part-time GM position, this is the perfect time to clarify its role in the District; however, this cannot be done in a vacuum. Given there are only three staff (and one contractor) that perform administrative support for the District, the duties for all should be clarified in a coordinated way. The division of labor should be allocated based on what is best for the District and follow basic Human Resources classification and compensation tenets. The GM duties and role should be clarified using the framework for good government discussion above. The balance of duties (whether currently performed or not as identified in this report) should be distributed into positions and job descriptions that have appropriate skill sets and commensurate pay.

For example, the District Administrator with a salary of \$48 per hour is performing duties that range from clerical, technical or to a higher level of business support or management. Some of these duties can be best completed by a clerical skill set at a lower wage. The title may also be confusing to some given there is a General Manager and a District Administrator. Titles should be developed that appropriately describe the role and duties of each position, after completing this project.

Recommendations

- 22) The GM should work with the Board and clarify the role of the GM position.
- 23) The GM should take this report and commission an independent rewriting of job descriptions based on what makes sense for the district. New compensation

schedules would be developed commensurate with the new job descriptions and necessary skills to be successful.

A possible process for the division of labor could be as follows:

A. Inventory all administrative support duties that are being performed by the District Administrator, Police Services Specialist and the GM and allocate them to the following positions based on the similar skill sets required to perform them:

1. District Administrator (or Business Support Manager)—assuming some tasks that are currently being done by the GM
2. Administrative Assistant (clerical and minute taking duties) – assuming clerical tasks that are currently being done by the District Administrator
3. Police Services Specialist (may be limited to just police support)
4. CFO duties (could be contracted)
5. General Manager

B. Inventory all tasks not being done as suggested by this report and allocate them to the above positions.

C. Redesign new job descriptions by someone outside the District, determine the appropriate compensation based on the skill sets necessary for success in the new jobs and the labor market.

Priority and Goal Setting by the Board and GM

Successful public agency governing bodies meet on an annual basis with their chief executive to do the following: 1) In the case of the District, hear from the GM about the current state of the organization e.g. strengths and weaknesses; 2) the governing body reflects on the opportunities and challenges facing the community; 3) they develop near and long term goals for the District that are pragmatic and reconciled with the capacity of the District; and 4) direct the GM to develop a budget that effectuates the goals of the board. This ensures continuity of direction from the Board down into the organization. This type of activity is not “fluff” and a waste of taxpayer’s monies. If you believe in the framework for good government mentioned above, this activity is simply good stewardship of the public agency. It is key to the top building block in the framework for good government. It is also a best practice that we have seen in successful public agencies.

Observation

We did not see evidence of this best practice being regularly conducted at the District.

Recommendation

- 24) Conduct a Board GM workshop that fulfills the goals identified above.

Next Steps

Assigning Duties, Responsibilities and Expectations

The next natural step is to take the above inventory of duties as described above and assign them to newly created job descriptions and titles that follow good human resource practices e.g. duties are commensurate with appropriate knowledge, skill and abilities (KSA's) along with labor market competitive pay structures. The new District organizational structure and related fiscal implications should be proposed by the GM and adopted by the Board.

Consider commissioning an independent review of the District human resource practices and policies, update as appropriate and train various staff on the changes.

Depending upon resource constraints and competing priorities, consider help in updating the Board's policies and procedures manual.

Enclosure: Attachment A—Employee Survey



Attachment A

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3	Review of Kensington CSD's Admin Support Functions August 24, 2017		Frequency Per Week		Time To Complete Per Week		Inrequent Items--How Often Per Month/Year		Time To Complete Per Month/Year		
4	Work Sheet										
5											
6											
7	Finance, Budget and Accounting										
8											
9	Accounts Payable--paying bills when due & ensuring compliance with Purchasing/Credit Card policies										
10	Accounts Receivable--issuing bills, collecting, monitoring and booking receivables										
11	AP or AR Problem Identification/Resolution-- identifying and resolving any areas of concern										
12											
13											
14	Purchasing--acquiring goods, services, requesting for conferences, making other obligations, etc.										
15	Purchasing--developing contracts, ensuring execution by proper authority, monitoring for compliance										
16	Purchasing--maintaining central repository for all contracts and related documents										
17	Purchasing--ensuring compliance with District Purchasing/Contracting Policies										
18	Purchasing Problem Identification/Resolution--identifying and resolving any activity that is a concern										
19											
20											
21	Budget Develop--working with staff, developing budget for review by GM and/or Committees & BOD										
22	Budget Develop--ensuring budget is accurate, conforms with state law and is defensible in public										
23	Budget Mgmt--uses accounting system to monitor conformance with original budget adoption and control points										
24	Budget Mgmt--ensures that rev./exp. Transactions are conforming to budget format to aid in monitoring										
25	Budget Forecasting--based on current trends, forecasts the district's fiscal position over time										
26	Budget Problem Identification/Resolution--identifying and resolving any activity that is a concern										
27											
28											
29	Payroll--ensures payroll is accurately inputted into the system to facilitate issuing of paychecks										
30	Payroll--ensures payroll is in conformance with MOU's, employment contracts or District policy										
31	Payroll--ensures pay is in conformance with state and federal law (e.g. IRS, etc.)										
32	Payroll--ensures pay and related costs are properly and timely charged against the budget										
33	Payroll--ensures other comp. programs/costs are monitored, properly accounted for and 3rd party providers are paid										
34	Payroll Problem Identification/Resolution--identifying and resolving any areas of concern										
35											
36											
37	Treasury--monitors and manages the cash balances of the District										
38	Treasury--ensures adequate balances to fund expected cash flow and invests in excess that conforms to BOD policy										
39	Treasury--periodically reviews locations and processes used for collecting cash & properly depositing of that cash										
40											
41											
42	General Accounting--ensures accounting activity is timely recorded in conformance with the budget, state law and GAAP										
43	General Accounting--ensures books are closed in a timely basis & develops draft financial statements for audit										
44	General Accounting--works with outside auditors to facilitate audit conclusion and resolve outstanding issues										
45	General Accounting--ensures the budget reconciles with final audited figures										
46	General Accounting--reviews processes with a focus on adequate internal controls and safeguarding of assets										
47	General Accounting--ensures all assets are properly reclassified										
48	General Accounting Problem Identification/Resolution--identifying and resolving any activity that is a concern										
49											
50											
51	Human Resources Management										
52											
53											
54	HR--works with hiring authority to ensure a fair and timely recruitment and selections process										
55	HR Onboarding--works with hiring authority to ensure employees have signed and enrolled in all benefit programs										
56	HR Training--works with hiring authority to ensure all MOU or state required training stds. are met e.g. POST, AB1234, etc.										
57	HR Performance Eval--ensures hiring authority is completing PE's and related step/merit increases										
58	HR Benefits Administration--ensures all benefit programs have current contracts, ee's are enrolled or unenrolled at separation										
59	HR Benefits Administration--monitors workers compensation activity for negative activity										
60	HR Benefits Administration--ensures proper liability insurance is maintained and reviewed periodically										
61	HR Benefits Administration--monitors the retiree health insurance program and costs										
62	HR--Ensures development and control of HR files										

Attachment A

63	HR--job description and payroll management																			
64	HR Monitoring, Compliance w/State and Federal Law--FMLA, ILSA, ADA, COBRA, etc.																			
65	HR Problem Identification/Resolution--identifying and resolving any areas of concern																			
66																				
67																				
68	Clerk of the Board																			
69																				
70	COB--development and posting of Board Agenda consistent with Brown Act retribs. and Board desires--is citizen friendly																			
71	COB--ensuring staff reports and agenda items are uniform and in conformance with good practices and BOD desires																			

	A	B	C	D	E	F	G	H	I	J	K
	Review of Kensington CSD's Admin Support Functions August 24, 2017	Frequency Per Week	Time To Complete Per Week	Infrequent Items--How Often Per Month/Year	Time To Complete Per Week	Time To Complete Per Month/Year	Time To Complete Per Month/Year	Time To Complete Per Month/Year	Time To Complete Per Month/Year	Time To Complete Per Month/Year	Time To Complete Per Month/Year
3	4										
72	COB--development and maintenance of Board Meeting Rules of Procedures & assists citizen understanding at meeting										
73	COB--ensures staff reports are posted in conformance with the Brown Act or BOD directives--including webpage										
74	COB--ensures GM and General Counsel have reviewed Agenda before publishing										
75	COB--maintains master calendar for Board and Committee meetings										
76	COB--ensures acceptable meeting minutes are recorded and ultimately published										
77	COB--ensures BOD appointed committees are supported e.g. positions, staff reports, minutes, etc.										
78	COB--works with GM or BOD Pres 7 follows up and ensures BOD actions are executed e.g. approving/signing contracts, etc.										
79	COB--ensures proper filings with state e.g. FOHM 700, etc.										
80	Asset Management										
81											
82											
83	AM--tracks all acquired assets and monitors for suitability and life cycle (vehicles, technology, facilities, etc.)										
84	AM--ensures vehicles, technology, parks and facilities are properly maintained										
85	AM--a capital improvement program is developed and monitored										
86	AM--monitors and controls access to District facilities										
87											
88											
89	Information Technology										
90											
91	IT--inventories all IT hardware and software & monitors lifecycle										
92	IT--facilitates an evaluation of hardware and software performance vs. District business needs										
93	IT--ensures and then monitors for adequate IT support to meet District business information needs										
94	IT--monitors IT purchases										
95	IT--monitors District Webpage usage and updates design to improve functionality and utilize latest technology										
96	IT--ensures system security is updated on a regular basis										
97											
98											
99	Customer and Citizen Point of Contact										
100											
101	CCC--acts as District contact for citizen inquires--Police Matters, including problem resolution										
102	CCC--acts as District contact for citizen inquires--Parks Matters, including problem resolution										
103	CCC--acts as District contact for citizen inquires--Recreation Matters, including problem resolution										
104	CCC--acts as District contact for citizen inquires--Facility Use Matters, including problem resolution										
105	CCC--acts as District contact for citizen inquires--Solid Waste Matters, including problem resolution										
106											
107											
108	Solid Waste Contractor Performance										
109											
110	SW--interacting with Solid Waste provider to ensure performance pursuant to contract										
111											
112											
113	Parks and Recreation Provider Performance										
114											
115											
116	PR--monitors performance of recreation provider vis-à-vis needs of community and best practices										
117	PR--monitors performance of parks and ground maintenance										
118											
119											
120	Public Information and Engagement										
121											

ITEM NUMBER: 10 a.

To: KPPCSD Board of Directors
From: Ann R. Danforth, General Counsel
Date: December 14, 2017
Subject: Extension of Contract for Interim Police Chief

I. BACKGROUND AND ANALYSIS

On February 9, 2017, the District retained then-Master Sergeant Rickey Hull to serve as Interim General Manager/Chief of Police. The Employment Agreement took effect December 16, 2016 and had a term of six months. The parties extended the agreement for an additional six months, with the understanding that Interim Chief Hull's role as Interim General Manager would cease when the District's new permanent General Manager began his employment.

General Manager Anthony Costantouros began his employment with the District in June of this year. Under his leadership, the District is undertaking a thorough review of Police Department operations, to consider the optimal model for delivering this vital service. At its November 29th meeting, the District Board decided to retain Matrix Consulting Group conduct the review, considering both reorganization options and outsourcing.

During the course of this review, District staff recommends maintaining the *status quo* for command of the Police Department. Accordingly, we have prepared the attached Amended Employment Agreement. The primary changes from the original Agreement are as follows:

- Interim Chief Hull's employment in his current position is extended to May 17, 2018
- The recitals and Sections I.C and 4.A are modified to reflect that the Interim Chief of Police is subordinate to the General Manager, as required by the District's contract with Mr. Constantouros.
- Section I.A and Exhibit A are modified to duties and responsibilities that currently fall under the General Manager's purview.

II. CONCLUSION AND RECOMMENDATION

The Board should approve the draft Agreement and authorize the Board President to execute the final document.

Exhibits: Draft Employment Agreement

**INTERIM CHIEF OF POLICE
EMPLOYMENT AGREEMENT (“Agreement”)**

The Kensington Police Protection and Community Services District (hereinafter “KPPCSD” or “District”) desires to extend the employment of **Rickey L. Hull** (hereinafter “Hull” or “employee”) as Interim Chief of Police. Hull’s current contract with the District expires on December 31, 2017.

Hull is aware of and understands that as Interim Chief of Police for the District he serves at the pleasure of the General Manager and is subject to the General Manager’s supervision, control and direction. Hull understands that the Board of Directors of the District (hereinafter “Board”), also has the right to establish rules and regulations governing the conduct of the Department and all of its employees including the Interim Chief of Police.

The parties understand that nothing in this Agreement shall be interpreted to amend, modify or supersede any ordinance of the District, or county or state or federal law, pertaining to the operation of the District.

In consideration of the mutual covenants contained herein, the parties agree as follows:

1. DUTIES

A. The District hereby agrees to continue the employment of Hull as Interim Chief of Police to perform the functions and duties of Chief of Police and to perform other legally permissible and proper duties and functions as required by law and as the District shall from time to time assign. A non-exclusive list of the Chief of Police’s duties are set forth in Exhibit A, which is attached hereto and incorporated herein by this reference.

B. Hull hereby agrees to perform all such functions and duties to the best of his ability and in a competent and efficient manner. Hull further agrees to focus his full professional time, ability and attention to District business during the term of this Agreement. Consequently, Hull hereby agrees not to engage in any other business pursuits whatsoever directly or indirectly, or render any services of a business, commercial, or professional nature to any other person or organization, for compensation, without the prior written consent of the District. This shall not preclude Hull from volunteering his services to other entities or individuals as long as such volunteer services are not in conflict with the services to be provided by Hull under this Agreement.

C. General Manager shall have the authority to this Agreement. Notwithstanding the foregoing, the Board of Directors must approve (i) any amendment to this Agreement and (ii) any action that changes, revokes, amends or supersedes Hull’s at-will status.

2. TERM

A. Unless terminated earlier by either the District or Hull, this Agreement shall be in full force and effect starting **January 1, 2018**, and ending **June 30, 2018**. (the “Term”). The

Parties shall have the option to mutually agree to extend the term of this Agreement in writing for up to an additional six months, to and including **December 31, 2018**, on the same terms as set forth herein.

B. Nothing in this Section shall prevent, limit or otherwise interfere with the right of the District to terminate this Agreement for any reason, or no reason at all.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Hull to resign at any time from this position with the District.

D. Nothing in this Agreement shall preclude the termination of this Agreement by mutual consent of both parties.

3. SALARY AND COMPENSATION

A. Hull shall receive a base pay of \$129,031.05.

B. Hull's salary is payable in semi-monthly installments on the 15th and the 30th of each month.

4. AT-WILL EMPLOYMENT STATUS

A. Hull is a confidential, at-will employee and serves as Interim Chief of Police at the pleasure of the General Manager. Hull understands, acknowledges and accepts that this position is not within the represented police bargaining unit, and that such position is a confidential position that is unrepresented. At-will employment means that employment is at the mutual consent of Hull and the District and either may terminate the employment at any time, for any reason, or no reason at all. Hull and District agree that no representative of the District has made or can make any promises, statements, or representations which state or imply that Hull is hired, employed, or retained under any terms other than as an at-will employee.

B. Due to the interim nature of the position, District and Hull understand and agree that Hull will be permitted to return to his status as Master Sergeant, upon termination of this Agreement, provided Hull has not engaged in any form of misconduct as defined in Section 4.C below and that all rights and benefits conferred under this Agreement shall terminate.

C. Misconduct includes, but is not limited to, dishonesty, fraud, self-dealing, insubordination or other malfeasance or misfeasance committed in the performance of the Interim Chief of Police's duties and responsibilities under this Agreement; or Hull's violation of any law which can be punished as a felony committed at any time. The determination of whether Hull is terminated due to misconduct is in the District's sole discretion; provided, however, that Hull has the right to provide a written or verbal explanation in response to any misconduct alleged pursuant to Sections 4.B and 4.C.

5. HOURS OF WORK

Due to the nature of the employment of a person in the position of the District's Interim Chief of Police, Hull will typically be required to work at least a full-and- complete work week of forty hours (40) per week, and devote whatever time is necessary to fulfill his employment responsibilities and duties as provided for in this Agreement. The Interim Chief of Police position is exempt from overtime laws including but not limited to the Fair Labor Standards Act. As such, Hull is not entitled to receive payment for hours worked in excess of a regular work week, including, but not limited to, overtime, call-out, court appearances, standby, holidays and regular days off.

6. HOLIDAYS

Hull shall receive fourteen (14) holidays, specified in the KPOA MOU, as paid days off. Payment for these holidays is included in base salary specified in Sections 3.A and 3.B of this agreement: No additional compensation shall be paid to Hull for holidays regardless of whether or not they are worked; provided, however, that Hull shall be permitted to take compensatory time off in exchange for time worked on holidays. Such time off shall not exceed twenty (20) hours for the term of this Agreement. Any accrued compensatory time under this provision shall have no cash value, and will expire if Hull reverts to Master Sergeant position pursuant to Section 4.B.

7. HEALTH PLAN BENEFITS

A. The District shall provide health benefits through the Public Employees' Retirement System Health Benefit Program.

B. The District's direct contribution towards Hull's health plan premium shall be the minimum as determined by CalPERS under the Public Employment Medical and Hospital Care Act ("PEMHCA"). For 2017, the minimum established under PEMHCA is \$128 per month.

C. Effective June 30, 2017, the District will make additional contributions to a Cafeteria Plan up to a maximum of the Kaiser Bay Area HMO plan based on the Hull's coverage level elected (Employee only, Employee + 1, or Employee + 2 coverage), less a \$125 monthly employee contribution, and less the PEMHCA minimum contributed under 7.B. If Hull elects a plan that costs more than the Kaiser Bay Area HMO, Hull will be responsible for the \$125 monthly contribution plus any amounts above the District's maximum contribution.

D. If Hull retires as the Interim Chief of Police, Hull has access to retiree health care benefits under CalPERS per the Public Employment Medical and Hospital Care Act ("PEMHCA"). As a retiree, the District's contribution towards Hull's health plan premium shall be the PEMHCA minimum as determined by CalPERS on an annual basis. This paragraph shall not preclude Hull from exercising his return rights under Section 4.B.

E. The District's provision of health care premiums in retirement is not a vested right. At its sole discretion, in accordance with state and federal law, the District may change the provider of its health plan benefits, or change the amount of payments required by the District or the employee at any time, or eliminate such coverage or plan altogether.

8. RETIREMENT

Hull shall continue to be covered under the CalPERS Three Percent (3.0%) at Age 50 plan, including single year final compensation and the 1959 Survivor benefit. The District will pay two percent (2.0%) of Hull's nine percent (9.0%) mandatory CalPERS contribution, and Hull will pay seven percent (7.0%) of the mandatory contribution.

9. ALL OTHER TERMS AND CONDITIONS OF EMPLOYMENT

Unless modified herein, Hull will continue to receive life insurance, disability insurance, dental and vision coverage, deferred compensation, sick leave, bereavement leave, vacation, educational incentives, clothing allowance and safety equipment as provided in the KPOA MOU. To the extent they are inconsistent, this Agreement shall control over the KPOA MOU.

Article XII of the KPOA MOU shall not apply to the Interim Chief of Police.

10. INTEGRATION

This Agreement and its attachments constitute the entire agreement between the parties.

11. SCOPE AND SEVERABILITY

In the event any portion of this Agreement is declared null and void by superseding federal or state law, the balance of the Agreement shall continue in full force and effect, and the parties hereto shall commence negotiations to ensure that the superseded portion shall be rewritten to conform as closely as possible to the original intent.

SIGNATURES:

Kensington Police Protection and Community
Services District Board of Directors

Rachelle Sherris-Watt, President

Date: _____
Interim Chief of Police Hull

Rickey L. Hull

Date: _____

AGENDA ITEM # 10b.

Thursday, December 14, 2017

REVIEW OF DISTRICT TECHNOLOGY AND WEBSITE

Submitted by: Anthony Constantouros, General Manager

BACKGROUND:

Director Chris Deppe has been working to improve the District website and other technology areas. He will give a report at the meeting

RECOMMENDATION:

No action required; for information only.

AGENDA ITEM # 10b.

Thursday, December 14, 2017

UPDATE ON NEW DISTRICT WEBSITE

Submitted by: Director Christopher Deppe

BACKGROUND:

1. Planned date for the new website going live is 1/1/2018
2. The new domain will be kppcsd.org. This means both the website and our email addresses will use this domain. Once the site is live all request for kensingtoncalifornia.org will be redirected to kppcsd.org. We also control kppcsd.com and kppcsd.net, which will also redirect to kppcsd.org.
3. The new site will certainly have some rough spots and omissions, and should be looked at as a work in progress. But we need to pull the trigger and move forward.
4. The new site is controlled by a Content Management System (CMS). The advantage is that the user interface is largely determined by the CMS, and we don't need to spend time on it. The downside is that the layout of the pages/navigation is only so flexible, and we need to work within those restrictions.
5. The old site will be kept live for a period of a few months to make sure no important content is missing on the new site. During that period the old site will be reachable via a link on the new site. There will be an email address to send comments about the new site. No changes will be made to the old site after January 1. We should create an email address to send website comments to, something like webmaster@kppcsd.org.
6. A complete copy will be made of the old site before it's taken down so we can still retrieve content if needed.

7. The content and structure on the new site was designed to best represent the KPPCSD and its areas of responsibility. It is not intended to be a catch-all website for Kensington. Because of this, and to reduce clutter and make it easier to find important documents, not all content will be carried over to the new site. I'm using website stats to determine which pages/documents are most often accessed and therefore which should be included in our new site. (I'm still working on moving and organizing the pages/documents.) Whenever possible a textual PDF version will be used instead of a scanned version. Also over time I'd like the remaining scanned documents to be converted to a textual PDF version. The search function on the new site is pretty powerful and automatically indexes all documents as they are added.

8. There are links to external sites to accommodate users who are used to that. However, not all external groups have their own website. KIC and KPOA are examples. I propose to host one page for these groups for 6 months to give them time to create their own website. We really shouldn't be spending the KPPCSDs time and money maintaining web pages for other entities. There is the question of who gets the service and who does not, as well as the larger issue of being clear what the KPPCSD does and what it's roles and responsibilities are. I propose that any organization we link to or provide a space for on our site must remain apolitical. (An alternative is to not link to any external organization besides those associated with the KPPCSD and/or county, such as the library and the KCC after school programs.)

9. We should consider creating a social media steering committee that will be responsible for determining on an ongoing basis what is to be included on the website and other social media outlets (Facebook, Twitter, etc.)

RECOMMENDATION:

For information only; consider formation of media steering committee.

Solid Waste Update Item 10c.

Prepared by Vice President and Director Eileen Nottoli

Rates

1. The attached chart compares 2017 garbage rates with nearby areas.
2. Bay View's 2018 rates are attached.

Community Garbage Containers

1. The Kensington Improvement Club donated five garbage containers in 2004. Two are located on the Colusa Circle at Oak View, and three along the Arlington at Amherst, Coventry, and by the Market.
2. We are examining replacements and adding recycling containers and putting containers in the Park.
3. The County requires encroachment permits for anything on a public street and we are working with Kate Rauch on this.
4. Ciara Wood obtained two containers for dog wastes at the trailheads at Lake and Grizzly, and Bay View picks up each Monday.

Food Waste

1. If food waste were collected for composting, containers of food/green waste would need to be picked up weekly.
2. Rates in Sausalito went up by approximately 10% when food waste was collected from residents.
3. We currently have unlimited green waste pickups twice a month whereas Albany, Berkeley, and El Cerrito residents are limited to 64 gallons/week of green waste. Cal Fire has designated Kensington as a Very High Fire Hazard Area, and unlimited green waste is a benefit.
4. We would want Bay View to supply residents with one raccoon proof container for food/green waste and continue with unlimited green waste.
5. Republic, which operates the Organic Facility, indicated they have capacity to lock Kensington into the facility but may not have the capacity in the future.
6. We are working with Bay View to include in the April invoice a survey on whether residents want food composting with the additional cost for weekly pickup.

Recycling Options

1. At Dr. A. Stevens Delk's suggestion, we prepared the attached guide to additional places to take no longer wanted materials that can be reused or recycled. This guide will be an insert in Bay View's December invoice and will be on our website. This will be updated on our website and will be an annual addition to the December invoice.

Household Hazardous Waste

1. In 1995, a number of communities in West Contra Costa County formed a Joint Powers Agreement (JPA) to comply with the disposal of household hazardous wastes (HHW). Kensington did not join the JPA. Consequently, Kensington residents cannot participate in the

West Contra County HHW drop off events and cannot drop off HHW at the El Cerrito Recycling Center (ECRC).

2. Kensington residents must take HHW to the HHW Facility in Richmond. They should get a permit from Bay View but no one is turned away. Bay View is billed by the County on a per vehicle charge.
3. A wide variety of materials can be taken to places for recycling that would be classified as HHF if they were disposed of. ECRC accepts batteries (car, alkaline, NiCad, and lithium), computers and peripheral equipment, and other ewastes. Kelly-Moore accepts paint in original containers (but you need to call to make sure they have room). Besides solvents and CFBs and tubes, it's unclear what hazardous waste Kensington residents may have.
4. El Cerrito Recycling Center no longer accepts CFBs from Kensington Residents. The Center had an unwritten agreement with the County to reimburse the County for ECRC's cost (~\$3/bulb). The County reimbursed the ECRC for some time until July 2015 when the County suddenly stop reimbursing the Center. We understand that the ECRC is owed about \$6,000 from the County. We contacted Kate Rauch and she is working with the County to reimburse ECRC for past costs and continue reimbursing in the future.
5. Bay View is investigating having a hazardous waste pick up service once a quarter in Kensington.

Tasks Required of General Manager/District Under the Solid Waste, Recyclable, and Organic Materials Collection Contract

1. **Notifications.** The District must:
 - a. Notify Bay View of District Special Events and Community Clean-Up Events (§ 4.4.C).
 - b. Notify Bay View of any illegally dumped materials (§ 4.4.D).
 - c. Provide written notice of any requested modification (§ 4.8).
2. **Annual Information Brochure.** Bay View must prepare and send an annual service information brochure describing the services offered including rates, service options, set-out requirements, payment options, discounts (if any), collection days, service level and inquiry/complaint procedures with contact information for Bay and General Manager (§ 4.10).
3. **Weight and Delivery Information.** Bay View must provide the District, upon request, with copies of weight and delivery information and any videos of receiving and unloading videos (§5.3).
4. **Emergency Telephone Number.** Bay View must provide the General Manager with an emergency number (§7.1.C).
5. **Service Complaints.**
 - a. The General Manager can inspect the complaint log required to be kept by Bay View and Bay View must provide copies upon request (§7.2.A).
 - b. Bay View must develop and implement a policy and procedure, which is subject to approval by the General Manager, for responding to and recording complaints, including dispute resolution (§7.2.B).
6. **Maintenance and Audit of Records.** Bay View must maintain full and complete financial statements and accounting records concerning the District that are separate from other Bay View operations. The General Manager is entitled to examine and audit the books at any reasonable time as well as the reports of Gross Receipts and fee invoices (§7.3.A).
7. **Quarterly and Annual Records.** Bay View to file with the District quarterly and annual reports.
 - a. Quarterly reports are due on the 15th day after each quarter and must contain tonnage of disposed and diverted materials including recyclable and organic materials marketed and processing residue disposed; number of customers by type, containers at each service level, and participation level; customer service including calls by complaints and inquiries, new service calls, and events of tagging and reason for tagging (§7.4 and Exhibit D).
 - b. The Annual Report (which is the 4Q report) must provide a summary assessment of the programs, vehicle inventory, a list of the recyclables and organics markets, operational statistics and information, financial statement, and audit of gross receipts and franchise fees (§7.4 and Exhibit D).
 - c. Bay View is also required to maintain a file of its Routing and Collection System and a list of all Collection Premises and their services; Bay View is also required to provide copies to the General Manager upon request at no cost (§7.4).
8. **Monitoring the Contract.** The General Manager is responsible for monitoring and administering the Contract. (§7.7).
9. **Franchise Fees.**

- a. The District is required to pay the 3% franchise fee due to the County (§8.1.B).
 - b. Franchise fees that pain on or before the last day of each month are subject to a delinquency penalty of 3% Franchise Fees (§8.2).
 - c. The General Manager can request a detailed calculation of the Gross Receipts including the number of customers charged at each service level and rate for each billing period (§8.2).
10. **Audit of Franchise Fees.** The General Manager may perform an audit of Bay View's billing and payment of fees (§8.3).
 11. **Rates and Annual Adjustment.** The General Manager is responsible for approving the rates (§9.2.A).

Recycling Guide for Kensington Residents

This guide lists some of the places that accept various common household materials for reuse, recycling or disposal. This list was compiled in November 2017 and the information may change. Please notify Eileen Nottoli at enottoli@kensingtoncalifornia.org of any changes so that we can update this guide.

The El Cerrito Recycling Center accepts a **wide** variety of materials (see the full list at <http://ca-elcerrito.civicplus.com/952/Drop-Off-Materials-Accepted>) for re-use or recycling. Because the Center has specific bins for various materials, its recycling is more efficient than our single stream recycling. Importantly, certain materials that would otherwise need to be sent to a hazardous waste facility can be brought for recycling to the El Cerrito Recycling Center.

The El Cerrito Recycling Center's Exchange Zone has reuseable items that can be left or picked up for further reuse (see list at <http://ca-elcerrito.civicplus.com/956/The-Exchange-Zone>).

Materials	Facility	Location and Hours
Air Conditioners	Berkeley Recycling Center* (510) 524-0113	669 Gilman St, Berkeley
Appliances (anything with a cord other than air conditioners or refrigerators)	El Cerrito Recycling Center (510) 215-4350	7501 Schmidt Lane, El Cerrito M-F: 8:00 to 5:45 (summer) M-F: 8:00-5:00 (winter) Sat - Sun: 9:00 to 4:45 (all year)
Art supplies and reusable materials for creative projects	East Bay Depot for Creative Reuse Call to check 510-547-6470 creativereuse.org	4695 Telegraph Ave., Oakland 11-5 everyday
Baby items and household items	Bay Area Rescue Mission 510-215-4887	123 McDonald Avenue, Richmond
	GRIP - Homeless Shelter 510-233-2141	165 22nd St., Richmond
Batteries (automobile lead-acid, alkaline, NiCad, and lithium batteries)	El Cerrito Recycling Center West County HHW Collection Facility** (888) 412-9277	7501 Schmidt Lane, El Cerrito 101 Pittsburg Ave., Richmond Thurs-Sat: 9am-4pm (closed 12-12:30pm)
Bicycles	El Cerrito Recycling Center	7501 Schmidt Lane, El Cerrito
Clothing, footwear, linens (see also listings under Furniture, ...)	USAgain boxes http://www.usagain.com/what-we-collect	Exxon Station 304 Arlington Ave, Kensington
		Harding Elementary 230 Fairmont Ave, El Cerrito
		El Cerrito Recycling Center
CFLs (compact fluorescent bulbs)	West County HHW Collection Facility**	101 Pittsburg Ave., Richmond
Computers and peripheral equipment	El Cerrito Recycling Center	7501 Schmidt Lane, El Cerrito
	West County HHW Collection Facility**	West County HHW Collection Facility**
ewaste	El Cerrito Recycling Center	7501 Schmidt Lane, El Cerrito
	West County HHW Collection Facility**	101 Pittsburg Ave.
	Action Metal Recycling* 510-236-2488 http://www.actionmetalrecyclingca.com/	385 Pittsburg Ave, Richmond M-F 8-3:30, Sat 8-12:30
Electrical cables	El Cerrito Recycling Center	7501 Schmidt Lane, El Cerrito
Exercise equipment	El Cerrito Recycling Center	7501 Schmidt Lane, El Cerrito
Eye glasses	El Cerrito Recycling Center	7501 Schmidt Lane, El Cerrito
Fluorescent bulbs and tubes	West County HHW Collection Facility**	101 Pittsburg Ave., Richmond

Furniture, household items, clothing	Goodwill - 510-525-2680 Albany; 510-965-1833 Richmond Out of the Closet 510-841- 6000	505 San Pablo Ave, Albany 12341 San Pablo Ave, Richmond M-Sa 9-8 Su 10-7 1600 University Ave., Berkeley Su 10-6
Furniture, construction items and salvaged materials and re-sale of salvaged materials, sinks, doors, cabinets.	Urban Ore 510-841-7283;	900 Murray St Berkeley M-Sa 8:30-7 Sun 10-7
Home health equipment	El Cerrito Recycling Center	7501 Schmidt Lane
Ink/Toner Cartridges	Staples, Office Depot, Walmart Mail option for HP cartridges: https://h30248.www3.hp.com/recycle/supplies/choose-return-materials-hpe.asp?__cc=us&__la=en	Staples 2352 Shattuck Ave. Berkeley Office Depot 318 Tenth Street, Berkeley, CA 94710 Office Depot
Mattresses	DR3 Recycling* 510-351-0520 http://www.mattressrecycling.us/	9921 Medford Ave, Oakland M-F 6-3
Oil (cooking and motor)	El Cerrito Recycling Center	7501 Schmidt Lane
Paint (all brands of wet paint in original container with label and no corrosion)	Kelly-Moore Paints 510-525-3162 paintcare.com	969 San Pablo Ave, Albany
Paper Shredding / Hard drive destruction	Automatic Response Systems* 510-524-8202 BerkeleyShreds.com	1461 Eastshore Hwy, Berkeley M-Sa 8am - 5 pm
Pet supplies	RabbitEARS	10342 San Pablo Ave., El Cerrito M-Sat 10-6, Sun 10-5
Pharmaceuticals	El Cerrito Recycling Center (see staff for assistance and review Center's website for instructions) See East MUD website for disposal locations West County HHW Collection Facility**	7501 Schmidt Lane, El Cerrito 101 Pittsburg Ave, Richmond
Plastic film (must be clean and dry. Examples: grocery bags, bread bags, cling wrap)	El Cerrito Recycling Center Safeway, Lucky	7501 Schmidt Lane, El Cerrito
Scrap metal	El Cerrito Recycling Center Sims Metal Management 510-412-5300 http://www.simsmm.com/Local-Solutions/North-America/California/Richmond	7501 Schmidt Lane, El Cerrito 600 S. 4th St., Richmond M-F 9-5 Sat. 8-12noon
Sharps and Syringes: must be in a thick plastic container with a screw top lid	El Cerrito Recycling Center (see staff for assistance)	7501 Schmidt Lane, El Cerrito
Smoke detectors (only First Alert and BRK smoke detectors)	First Alert Mail-in Program 800-323-9005 (M-F 7:30am - 5pm) http://www.firstalert.com/contact-us	
Styrofoam – block	El Cerrito Recycling Center	7501 Schmidt Ln, El Cerrito
Styrofoam – peanuts	UPS stores	

*Fees may apply

** Permit needed from Bay View



**BAY VIEW REFUSE
& RECYCLING
SERVICE,
INC.**

CITY - COUNTY - CONTRACTORS

2525 Garden Tract Road, Richmond, CA 94801
LEWIS FIGONE, PRESIDENT 510-237-4614

October 1, 2017

General Manager, Tony Constantouros
Kensington Community Services District
217 Arlington Ave
Kensington, CA 94707

Kensington proposed rate increase effective January 1, 2018 according to CPI calculation of new rates.

Dear Chief Hull,

Listed below are the computed 3.0% Consumer Price Index rate changes from August 2016 to August 2017

<u>Residential:</u>	<u>Current Rates</u>	<u>Rates effective January 1, 2018</u>
1-32 gallon can Once a week service	\$44.30	\$45.65
2-32 gallons cans Once a week service	\$88.60	\$91.25
3-32 gallon cans Once a week service	\$132.90	\$136.90
4-32 gallon cans Once a week service	\$177.20	\$182.50
1-20 gallon can (mini) Once a week service	\$40.30	\$41.65
1-45 gallon can Once a week service	\$94.60	\$97.45

Commercial:

1 cubic yard-wet	\$48.80	\$50.26
1 cubic yard-dry	\$47.20	\$48.62
1-32 gallon can Once a week service	\$45.95	\$47.33

Sincerely,
Bay View Refuse & Recycling Svc, Inc.

By *Lewis Figone*
Lewis Figone, President

Comparison of 2017 Garbage Rates

	Kensington	Albany	El Cerrito	Berkeley
Service Company	Bay View	Waste Management	East Bay Sanitary Company co	City of Berkeley
20 gallon	\$40.30	37.53	\$32.40	25.43
32/35 gallon	\$44.30	\$42.03	\$43.00	40.68
Backyard service	Incl.	\$15.21		Only for seniors or disabled
Green/Food waste	No combined green/food waste	1-64 gallon/week (\$7.62 for additional 64 or 96 gallon totter)	1-64 gallon/week (\$27.51/month for additional 35 gallon or \$53.20/month for additional 64 gallon container)	1-32 or 64 gallon/week Food to be collected in pail provided by City and put with green waste on day of collection
Green waste	Unlimited 2x/month	See above	See above	See above
Senior Discount	No	20% for low-income seniors 62 and older	Call company	No
Disabled	Backyard service provided at no charge	Residents with an ongoing physical disability may qualify for an exemption to curbside service	Call company	Only for senior or disabled

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

POLICY MANUAL

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

5010.10 Regular meetings of the Board of Directors shall be held on the second Thursday of each calendar month at 7:30 PM in the Community Center, 59 Arlington Avenue, Kensington. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

5010.11 The Board may choose to reschedule meetings at any time by a four-fifths vote by the Board, or if less than four-fifths of the Directors are present, a unanimous vote of those Directors that are present.

5010.12 To accommodate special circumstances that may arise between regular meetings, the General Manager may reschedule the date, time, and place of the next regular meeting after consultation with the Board President, or if the President is not available, the Board Vice President.

5010.20 Special meetings (non-emergency) of the Board of Directors may be called by the Board President.

5010.21 All Directors, the General Manager, District Counsel and other desired staff shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

5010.22 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

5010.23 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

5010.24 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.30 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President's absence.

5010.31 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one (1) hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

5010.32 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

5010.40 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment. If no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.22 above.

5010.50 Time Limit for Board Meeting. All meetings of the Board of Directors must be adjourned by 10:00 p.m. Meetings can be extended by a four-fifths vote by the Board, or if less than four-fifths of the Directors are present, a unanimous vote of those Directors that are present.

5010.51 If a meeting is still in session at 9:45 p.m., the Board President (or whoever is chairing the meeting) shall stop the progress of the meeting and suggest which of the remaining items on the agenda will be addressed in the remaining fifteen minutes of the meeting or ask the Board to consider whether it will extend the meeting as described in Policy # 5010.50.

5010.60 Election of Officers. The Board of Directors shall hold an annual

organizational meeting at a scheduled meeting in December. At this meeting the Board will elect a President and Vice President. The General Manager or his/her designate will serve as Board Secretary at all meetings.

5010.70 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

5010.80 The Chairperson and the General Manager shall ensure that appropriate information is available for the citizens attending meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

BOARD PACKET ADDENDUM
NON-ACTION INFORMATIONAL ITEMS

KPPCSD
Unaudited Profit & Loss Budget Performance
 November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
400 · Police Activities Revenue					
401 · Levy Tax	0.00	0.00	1,581,774.74	1,740,000.00	1,740,000.00
402 · Special Tax-Police	0.00	0.00	0.00	680,000.00	680,000.00
403 · Misc Tax-Police	0.00	0.00	0.00	0.00	0.00
404 · Measure G Supplemental Ta...	0.00	0.00	0.00	547,995.00	547,995.00
409 · Asset seizure forfeit/WEST ...	0.00	0.00	0.00	0.00	0.00
410 · Police Fees/Service Charges	150.00	125.00	850.90	625.00	1,500.00
411 · Kensington Hilltop Srvcs Re...	0.00	5,012.75	0.00	5,012.75	20,051.00
412 · Special Assignment Revenue	0.00	0.00	0.00	0.00	0.00
413 · West County Crossing Guar...	0.00	3,874.33	0.00	3,874.33	11,623.00
414 · POST Reimbursement	0.00	0.00	0.00	0.00	0.00
415 · Grants-Police	15,711.87	0.00	66,649.92	0.00	0.00
416 · Interest-Police	0.00	0.00	0.00	625.00	2,500.00
418 · Misc Police Income	356.95	1,150.00	1,591.66	3,450.00	11,500.00
419 · Supplemental W/C Reimb (4...	0.00	0.00	2,048.97	11,033.00	11,033.00
Total 400 · Police Activities Revenue	16,218.82	10,162.08	1,652,916.19	2,992,615.08	3,026,202.00
420 · Park/Rec Activities Revenue					
424 · Special Tax-L&L	0.00	0.00	0.00	37,503.00	37,503.00
427 · Community Center Revenue	1,500.00	1,500.00	7,372.50	10,000.00	28,000.00
437 · Contributions for Sound Sy...	0.00	0.00	0.00	0.00	0.00
438 · Misc Park/Rec Rev	0.00	0.00	80.00	0.00	200.00
439 · Contributions for Communit...	0.00	350.00	302.00	1,050.00	3,500.00
Total 420 · Park/Rec Activities Reve...	1,500.00	1,850.00	7,754.50	48,553.00	69,203.00
440 · District Activities Revenue					
448a · Franchise Fees Gross	4,048.74	3,150.00	30,540.94	31,483.00	90,000.00
448b · less Franchise Fees Paid ...	-1,735.17	-9,443.00	-13,088.97	-12,143.00	-38,570.00
456 · Interest-District	0.00	0.00	0.00	50.00	200.00
458 · Misc District Revenue	0.00	0.00	0.00	0.00	0.00
Total 440 · District Activities Revenue	2,313.57	-6,293.00	17,451.97	19,390.00	51,630.00
Total Income	20,032.39	5,719.08	1,678,122.66	3,060,558.08	3,147,035.00
Expense					
500 · Police Sal & Ben					
502 · Salary - Officers	61,409.08	80,253.00	350,178.47	382,311.00	940,953.00
504 · Compensated Absences	14,055.46	2,350.00	44,267.28	6,850.00	9,200.00
506 · Overtime	21,763.50	6,250.00	67,429.20	31,250.00	75,000.00
508 · Salary - Non-Sworn	6,074.71	5,382.50	29,677.03	26,912.50	64,590.00
516 · Uniform Allowance	433.29	666.67	2,366.43	3,333.35	9,000.00
518 · Safety Equipment	163.07	208.33	1,745.12	1,041.65	2,500.00
521-A · Medical/Vision/Dental-Act...	10,945.06	15,046.92	73,881.46	75,234.60	180,563.00
521-R · Medical/Vision/Dental-Ret...	10,947.56	11,519.25	65,932.78	57,596.25	138,231.00
521-T · Medical/Vision/Dental-Trust	0.00	0.00	0.00	0.00	262,462.00
522 · Insurance - Police	196.00	578.33	1,490.00	2,891.65	6,940.00
523 · Social Security/Medicare	1,744.16	1,326.42	7,953.39	6,632.10	15,917.00
524 · Social Security - District	1,291.45	333.75	6,253.31	1,668.75	4,005.00
527 · PERS - District Portion	11,668.59	14,430.00	219,848.31	225,141.00	326,151.00
528 · PERS - Officers Portion	2,755.52	3,212.00	16,147.87	16,060.00	38,546.00
530 · Workers Comp	0.00	0.00	91,391.75	92,000.00	92,000.00
Total 500 · Police Sal & Ben	143,447.45	141,557.17	978,562.40	928,922.85	2,166,058.00
550 · Other Police Expenses					
552 · Expendable Police Supplies	21.64	183.33	21.64	916.65	2,200.00

KPPCSD
Unaudited Profit & Loss Budget Performance
 November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Bud...
553 · Range/Ammunition Supplies	0.00	458.33	750.00	2,291.65	5,500.00
560 · Crossing Guard	1,097.78	1,162.30	3,293.34	3,486.90	11,623.00
562 · Vehicle Operation	2,555.80	3,020.83	12,923.68	15,104.15	36,250.00
564 · Communications (RPD)	34,051.26	0.00	120,774.21	222,958.00	222,958.00
566 · Radio Maintenance	181.69	181.67	908.45	908.35	2,180.00
568 · Prisoner/Case Exp./Booking	4,471.45	741.67	5,484.24	3,708.35	8,900.00
570 · Training	-93.00	833.33	2,124.00	4,166.65	10,000.00
572 · Recruiting	0.00	1,312.50	350.00	6,562.50	15,750.00
574 · Reserve Officers	798.56	806.25	1,148.05	4,031.25	9,675.00
576 · Misc. Dues, Meals & Travel	30.00	236.25	1,555.00	1,181.25	2,835.00
580 · Utilities - Police	222.00	2,000.00	3,526.59	4,200.00	11,040.00
581 · Bldg Repairs/Maint.	0.00	250.00	0.00	1,250.00	3,000.00
582 · Expendable Office Supplies	323.00	541.67	1,744.59	2,708.35	6,500.00
588 · Telephone(+Rich. Line)	511.85	425.00	2,443.92	2,125.00	5,100.00
590 · Housekeeping	317.93	333.33	1,856.13	1,666.65	4,000.00
592 · Publications	0.00	0.00	0.00	0.00	3,500.00
594 · Community Policing	376.67	1,000.00	2,636.52	4,500.00	9,000.00
595 · Legal/Consulting - Police	18,226.25	2,766.67	31,240.94	13,833.35	33,200.00
596 · WEST-NET/CAL I.D.	0.00	0.00	0.00	6,100.00	6,100.00
599 · Police Taxes Administration	0.00	0.00	1,799.32	1,750.00	3,500.00
Total 550 · Other Police Expenses	63,092.88	16,253.13	194,580.62	303,449.05	412,811.00
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	717.34	880.00	3,760.66	3,600.00	8,323.00
602 · Custodian	1,750.00	1,750.00	8,300.00	8,750.00	22,750.00
623 · Social Security/Medicare - D...	0.00	53.08	0.00	265.40	637.00
Total 600 · Park/Rec Sal & Ben	2,467.34	2,683.08	12,060.66	12,615.40	31,710.00
635 · Park/Recreation Expenses					
640 · Community Center Expenses					
642 · Utilities-Community Center	361.01	553.00	2,346.20	2,765.00	6,636.00
643 · Janitorial Supplies	0.00	75.00	755.49	550.00	1,250.00
646 · Community Center Repairs	1,166.80	208.33	1,166.80	1,041.65	2,500.00
648 · Community Center Equip ...	182.75		913.75		
Total 640 · Community Center Ex...	1,710.56	836.33	5,182.24	4,356.65	10,386.00
660 · Annex Expenses					
662 · Utilities - Annex	0.00	0.00	0.00	0.00	0.00
666 · Annex Repairs	0.00	0.00	0.00	0.00	1,000.00
668 · Misc Annex Expenses	0.00	0.00	0.00	0.00	1,000.00
Total 660 · Annex Expenses	0.00	0.00	0.00	0.00	2,000.00
670 · Gardening Supplies	0.00	0.00	0.00	500.00	1,000.00
672 · Kensington Park O&M	6,727.33	4,000.00	24,899.67	43,500.00	69,300.00
674 · Park Construction Exp	0.00	0.00	0.00	0.00	5,000.00
678 · Misc Park/Rec Expense	0.00	170.00	0.00	170.00	1,370.82
Total 635 · Park/Recreation Expenses	8,437.89	5,006.33	30,081.91	48,526.65	89,056.82
800 · District Expenses					
808 · District Salaries	14,037.86	11,635.00	67,422.35	58,175.00	139,620.00
809 · District Payroll Taxes	0.00	890.08	0.00	4,450.40	10,681.00
810 · Computer Maintenance	1,089.00	2,207.33	15,515.00	11,036.65	26,488.00
820 · Cannon Copier Contract	252.20	420.42	1,944.56	2,102.10	5,045.00
830 · Legal (District/Personnel)	3,144.65	5,220.00	17,221.99	26,100.00	53,000.00
835 · Consulting	950.00	3,566.67	950.00	17,833.35	42,800.00
840 · Accounting	5,127.50	10,000.00	9,187.50	21,100.00	45,500.00
850 · Insurance	0.00	0.00	37,070.96	32,576.00	32,576.00

KPPCSD
Unaudited Profit & Loss Budget Performance
November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Bud...
860 · Election	0.00	0.00	0.00	0.00	0.00
865 · Police Bldg. Lease	2,955.67	2,955.67	14,778.35	14,778.35	35,468.00
870 · County Expenditures	0.00	0.00	946.42	1,800.00	21,800.00
890 · Waste/Recycle	109.22	0.00	109.22	0.00	0.00
898 · Misc. Expenses	7,352.42	1,687.50	15,926.25	8,437.50	20,250.00
899 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00
Total 800 · District Expenses	35,018.52	38,582.67	181,072.60	198,389.35	433,228.00
950 · Capital Outlay					
961 · Police Bldg Improvements	0.00	0.00	0.00	0.00	0.00
962 · Patrol Cars	0.00	0.00	0.00	0.00	0.00
963 · Patrol Car Accessories	0.00	0.00	0.00	1,000.00	1,000.00
965 · Personal Police Equipment-...	0.00	747.58	0.00	4,035.33	13,546.64
966 · Police Traffic Equipment	0.00	7,132.30	100.16	7,132.30	8,810.16
967 · Station Equipment	0.00	0.00	0.00	0.00	6,005.00
968 · Office Furn/Eq	0.00	0.00	0.00	0.00	0.00
969 · Computer Equipment	0.00	0.00	0.00	3,000.00	3,000.00
972 · Park Buildings Improvement	425.15	30,000.00	15,708.62	80,000.00	307,230.00
974 · Other Park Improvements	0.00	0.00	0.00	0.00	4,500.00
978 · Pk/Rec Furn/Eq	0.00	0.00	0.00	1,000.00	1,000.00
Total 950 · Capital Outlay	425.15	37,879.88	15,808.78	96,167.63	345,091.80
997 · Payroll Expenses	1,796.64		1,796.64		
Total Expense	254,685.87	241,962.26	1,413,963.61	1,588,070.93	3,477,955.62
Net Ordinary Income	-234,653.48	-236,243.18	264,159.05	1,472,487.15	-330,920.62
Other Income/Expense					
Other Expense					
700 · Bond Issue Expenses					
701 · Bond Proceeds	0.00	0.00	0.00	0.00	0.00
710 · Bond Admin.	0.00	0.00	5,084.36	0.00	0.00
715 · Bond Interest Income	0.00	0.00	0.00	0.00	0.00
720 · Bond Principal	0.00	0.00	140,484.95	0.00	0.00
730 · Bond Interest	0.00	0.00	12,490.36	0.00	0.00
Total 700 · Bond Issue Expenses	0.00	0.00	158,059.67	0.00	0.00
995 · Loss/(Gain) - Asset Disposition	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	158,059.67	0.00	0.00
Net Other Income	0.00	0.00	-158,059.67	0.00	0.00
Net Income	-234,653.48	-236,243.18	106,099.38	1,472,487.15	-330,920.62

NOVEMBER STATISTICS



KENSINGTON POLICE DEPARTMENT

INCIDENTS BY OFFICER BY INCIDENT TYPE NOVEMBER 2017

12/06/2017

OFFICER	NO. THIS OFFICER	INCIDENT TYPE	NUMBER THIS TYPE
		Abandoned Vehicle	1
		Alarm	2
		Case/Incident Follow-Up Activity	4
		Check Vehicle Registration & Status	2
		Citation Correction	1
		Citizen Assist	3
		Found Property Report	1
		Juvenile Problem	1
		Lost Property	1
		Mis Pub Auto	2
		Misc Check of a Pedestrian	1
		Parking Citation	6
		Request for Extra Patrol	1
		Suspicious Circumstance	2
		Suspicious Person/s	3
		Unclassified	1
		Vehicle Accident - No Injury	2
		Vehicle Stop	2
		415 PC - Disturbance of Peace	4
		911 Call	2
		Abandoned Vehicle	2
		Alarm	3
		Animal Call	1
		Case/Incident Follow-Up Activity	2
		Check Vehicle Registration & Status	3
		Citizen Assist	4
		KPD Assist	1
		Request for Extra Patrol	1
		Ride Alongs	1
		Security or Business Chk	76
		Suspicious Circumstance	6
		Suspicious Person/s	2
		Suspicious Vehicle	2
		Vacant Home Watch	14
		Vandalism	1
		Vehicle Stop	34
		Vehicle Theft	1
		Welfare Check	3
		Case/Incident Follow-Up Activity	1
		Check Vehicle Registration & Status	1
		Citation Correction	2
		Citizen Assist	5

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KENSINGTON POLICE DEPARTMENT

INCIDENTS BY OFFICER BY INCIDENT TYPE NOVEMBER 2017

12/06/2017

OFFICER	NO. THIS OFFICER	INCIDENT TYPE	NUMBER THIS TYPE
		Security or Business Chk	1
		Abandoned Vehicle	1
		Case/Incident Follow-Up Activity	3
		Check Vehicle Registration & Status	1
		Citation Correction	1
		Citizen Assist	2
		Hazard	1
		Hit and Run - Property Damage	1
		KPD Assist	1
		Reckless Driving	1
		415 PC - Disturbance of Peace	1
		911 Call	4
		Abandoned Vehicle	7
		Alarm	3
		Animal Call	2
		Assistance to an Outside Agency	2
		Case/Incident Follow-Up Activity	2
		Check Vehicle Registration & Status	5
		Citizen Assist	15
		Hazard	1
		INFORMATION	1
		Identity Theft	1
		Juvenile Problem	1
		Lost Property	1
		Medical - Illness, injury, accident, 5150	1
		Mis Pub Auto	2
		Misc Check of a Pedestrian	1
		Misc Civil Matter	1
		Missing Person Report	1
		Parking Citation	2
		Petty Theft	1
		Request for Extra Patrol	2
		Suspicious Circumstance	4
		Suspicious Vehicle	1
		Vehicle Accident - No Details	1
		Vehicle Accident - No Injury	1
		Vehicle Stop	12
		Welfare Check	2
		Abandoned Vehicle	1
		Alarm	4
		Animal Call	3



KENSINGTON POLICE DEPARTMENT

INCIDENTS BY OFFICER BY INCIDENT TYPE NOVEMBER 2017

12/06/2017

OFFICER	NO. THIS OFFICER	INCIDENT TYPE	NUMBER THIS TYPE
		BOLO	1
		Burglary	1
		Case/Incident Follow-Up Activity	1
		Citation Correction	2
		Citizen Assist	4
		Foot Patrol	1
		Hazard	1
		INFORMATION	2
		KPD Assist	1
		Misc Check of a Pedestrian	1
		Parking Citation	2
		Request for Extra Patrol	7
		Security or Business Chk	25
		Suspicious Circumstance	1
		Suspicious Person/s	1
		Unclassified	1
		Vacant Home Watch	1
		Vandalism	1
		Vehicle Stop	16
		911 Call	1
		Alarm	1
		Citizen Assist	1
		KPD Assist	1
		Parking Citation	1
		Suspicious Circumstance	1
		Suspicious Person/s	2
		Parking Citation	2



KENSINGTON POLICE DEPARTMENT

INCIDENTS BY INCIDENT TYPE NOVEMBER 2017

12/06/2017

INCIDENT TYPE	DESCRIPTION	NUMBER THIS TYPE
10-33	Alarm	17
10851 VC	Vehicle Theft	1
11-24	Abandoned Vehicle	14
11-82	Vehicle Accident - No Injury	3
11-83	Vehicle Accident - No Details	1
20002 VC	Hit and Run - Property Damage	1
23103 VC	Reckless Driving	1
415 PC	415 PC - Disturbance of Peace	6
459 PC	Burglary	1
488 PC	Petty Theft	2
530.5 PC	Identity Theft	1
594 PC	Vandalism	2
911CALL	911 Call	10
ADVICE	Person Seeking Advice From PD	1
ANIMAL	Animal Call	6
BOLO	BOLO	1
CITECORR	Citation Correction	6
EXTPATRL	Request for Extra Patrol	11
FDAMBRUN	Medical - Illness, injury, accident, 5150	1
FNDPROP	Found Property Report	3
FOLLOWUP	Case/Incident Follow-Up Activity	13
FOOTPTRL	Foot Patrol	1
HAZARD	Hazard	3
INFO	INFORMATION	3
KPDASST	KPD Assist	4
LOSTPROP	Lost Property	2
MISSPERS	Missing Person Report	1
MPAIDED	Citizen Assist	40
MPAUTO	Mis Pub Auto	4
MPCIVIL	Misc Civil Matter	2
MPJUV	Juvenile Problem	2
OTHER	Unclassified	2
OUTASST	Assistance to an Outside Agency	4
PARKER	Parking Citation	13
PEDCHK	Misc Check of a Pedestrian	4
RIDER	Ride Alongs	1
SECURITY	Security or Business Chk	103
SUSCIRC	Suspicious Circumstance	16
SUSPERS	Suspicious Person/s	9
SUSVEH	Suspicious Vehicle	3
TRIP	Check Vehicle Registration & Status	12
VACWATCH	Vacant Home Watch	15
VEHSTOP	Vehicle Stop	68
WELFARE	Welfare Check	5
Total Incidents		419

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KENSINGTON POLICE DEPARTMENT

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PATROL STATISTICS REPORTING PERIOD: NOVEMBER 2017

12/06/2017

Statistic	Count
Total Incidents	419
Calls for Service	154
Officer Initiated Incidents	265
Traffic Stops	68
Other OIA Incidents	197
Bus/Building checks	103
Veh/Ped Check	16
Total Officer Reports	16
Accident	1
Crime	1
Criminal Accident	0
Missing Person	1
Trial by Declaration	0
Utility	1
Vehicle	0
Unclassified Reports	12
Total Misdemeanor & Felony Arrests	0
Misdemeanor Arrests	0
Felony Arrests	0
Total Citations	42
Moving	32
Parked	10
FIs	0

REVISED OCTOBER STATISTICS



KENSINGTON POLICE DEPARTMENT

INCIDENTS BY OFFICER BY INCIDENT TYPE OCTOBER 2017

Revised

12/06/2017

OFFICER	NO. THIS OFFICER	INCIDENT TYPE	NUMBER THIS TYPE
		415 PC - Disturbance of Peace	2
		911 Call	1
		Abandoned Vehicle	1
		Alarm	1
		Area Security Check	4
		Case/Incident Follow-Up Activity	1
		Check Vehicle Registration & Status	5
		Citizen Assist	6
		Dangerous or Gravely Disabled Person	1
		Fire - Grass, vegetation, wildland	1
		Fire alarm activation	1
		Hazard	2
		Hazardous Material Report	1
		Identity Theft	1
		Mis Pub Auto	1
		Parking Citation	4
		Security or Business Chk	2
		Suspicious Circumstance	2
		Vehicle Stop	2
		415 PC - Disturbance of Peace	1
		Alarm	4
		Animal Call	1
		Juvenile Problem	1
		Person Seeking Advice From PD	1
		Security or Business Chk	26
		Suspicious Circumstance	3
		Suspicious Vehicle	3
		Traffic Hazard	1
		Vehicle Stop	7
		Abandoned Vehicle	1
		Case/Incident Follow-Up Activity	1
		Check Vehicle Registration & Status	1
		Citizen Assist	7
		Abandoned Vehicle	2
		Alarm	7
		Animal Call	1
		Assistance to an Outside Agency	1
		Burglary	1
		Case/Incident Follow-Up Activity	3
		Check Vehicle Registration & Status	1
		Citizen Assist	4



KENSINGTON POLICE DEPARTMENT

INCIDENTS BY OFFICER BY INCIDENT TYPE

OCTOBER 2017

12/06/2017

OFFICER	NO. THIS OFFICER	INCIDENT TYPE	NUMBER THIS TYPE
		Hazard	1
		KPD Assist	1
		Mis Pub Auto	1
		Misc Albany Muni Code Violation	1
		Parking Citation	1
		Reckless Driving	1
		Suspicious Circumstance	1
		Theft	1
		Vehicle Stop	2
		Abandoned Vehicle	5
		Alarm	5
		Animal Call	1
		Area Security Check	1
		Case/Incident Follow-Up Activity	1
		Citizen Assist	4
		Found Property Report	2
		Hazard	2
		INFORMATION	1
		Juvenile Problem	1
		Mis Pub Auto	1
		Recovered Stolen Vehicle	1
		Residential or Vehicle Lockout	1
		Suspicious Circumstance	1
		Traffic Hazard	4
		Vehicle Accident - No Injury	1
		911 Call	4
		Abandoned Vehicle	6
		Alarm	6
		Area Security Check	3
		Assistance to an Outside Agency	4
		Battery	1
		Burglary	2
		Case/Incident Follow-Up Activity	5
		Check Vehicle Registration & Status	2
		Citizen Assist	10
		Fire alarm activation	1
		Flagdown of Officer	1
		Foot Patrol	5
		Found Property Report	1
		Hit and Run - Property Damage	1
		Identity Theft	2
		KPD Assist	1



KENSINGTON POLICE DEPARTMENT

INCIDENTS BY OFFICER BY INCIDENT TYPE

OCTOBER 2017

12/06/2017

OFFICER	NO. THIS OFFICER	INCIDENT TYPE	NUMBER THIS TYPE
		Mis Pub Auto	4
		Misc Civil Matter	2
		Park and walk	4
		Parking Citation	1
		Request for Extra Patrol	14
		Restraining Order	1
		Ride Alongs	1
		Security or Business Chk	84
		Suspicious Person/s	3
		Terrorist Threats	1
		Theft	1
		Traffic Hazard	1
		Unclassified	1
		Vacant Home Watch	3
		Vandalism	1
		Vehicle Accident - No Injury	1
		Vehicle Stop	26
		415 PC - Disturbance of Peace	3
		Alarm	9
		Animal Call	1
		Assistance to an Outside Agency	2
		Citizen Assist	2
		Hazard	1
		Juvenile Problem	1
		KPD Assist	2
		Mis Pub Auto	1
		Parking Citation	2
		Person Seeking Advice From PD	2
		Request for Extra Patrol	1
		Security or Business Chk	3
		Suspicious Circumstance	3
		Suspicious Person/s	2
		Suspicious Vehicle	1
		Vehicle Stop	1



KENSINGTON POLICE DEPARTMENT

INCIDENTS BY INCIDENT TYPE OCTOBER 2017

12/06/2017

INCIDENT TYPE	DESCRIPTION	NUMBER THIS TYPE
10-33	Alarm	34
11-24	Abandoned Vehicle	17
11-82	Vehicle Accident - No Injury	2
20002 VC	Hit and Run - Property Damage	2
23103 VC	Reckless Driving	1
242 PC	Battery	1
415 PC	415 PC - Disturbance of Peace	7
422 PC	Terrorist Threats	1
459 PC	Burglary	3
484 PC	Theft	2
488 PC	Petty Theft	1
5150WI	Dangerous or Gravely Disabled Person	1
530.5 PC	Identity Theft	3
594 PC	Vandalism	1
911CALL	911 Call	9
ADVICE	Person Seeking Advice From PD	3
ANIMAL	Animal Call	4
AREACHK	Area Security Check	8
BOLO	BOLO	1
EXTPATRL	Request for Extra Patrol	15
FDFIREGR	Fire - Grass, vegetation, wildland	1
FDFRALRM	Fire alarm activation	3
FLAG	Flagdown of Officer	1
FNDPROP	Found Property Report	3
FOLLOWUP	Case/Incident Follow-Up Activity	11
FOOTPTRL	Foot Patrol	5
HAZARD	Hazard	7
HAZMAT	Hazardous Material Report	1
INFO	INFORMATION	2
KPDASST	KPD Assist	4
LOCKOUT	Residential or Vehicle Lockout	1
MISCAMC	Misc Albany Muni Code Violation	1
MPAIDED	Citizen Assist	37
MPAUTO	Mis Pub Auto	10
MPCIVIL	Misc Civil Matter	3
MPJUV	Juvenile Problem	3
OTHER	Unclassified	1
OUTASST	Assistance to an Outside Agency	9
PARKER	Parking Citation	10
PARKNWLK	Park and walk	4
RECVEH	Recovered Stolen Vehicle	1
RESTORDR	Restraining Order	1
RIDER	Ride Alongs	1
SECURITY	Security or Business Chk	117



KENSINGTON POLICE DEPARTMENT

INCIDENTS BY INCIDENT TYPE

OCTOBER 2017

12/06/2017

INCIDENT TYPE	DESCRIPTION	NUMBER THIS TYPE
SUSCIRC	Suspicious Circumstance	12
SUSPERS	Suspicious Person/s	5
SUSVEH	Suspicious Vehicle	5
TRFHAZ	Traffic Hazard	6
TRIP	Check Vehicle Registration & Status	9
VACWATCH	Vacant Home Watch	3
VEHSTOP	Vehicle Stop	41
WELFARE	Welfare Check	1
Total Incidents		435



KENSINGTON POLICE DEPARTMENT

PATROL STATISTICS REPORTING PERIOD: OCTOBER 2017

12/06/2017

Statistic	Count
Total Incidents	435
Calls for Service	184
Officer Initiated Incidents	251
Traffic Stops	41
Other OIA Incidents	210
Bus/Building checks	117
Veh/Ped Check	10
Total Officer Reports	13
Accident	0
Crime	6
Criminal Accident	0
Missing Person	0
Trial by Declaration	0
Utility	0
Vehicle	1
Unclassified Reports	6
Total Misdemeanor & Felony Arrests	0
Misdemeanor Arrests	0
Felony Arrests	0
Total Citations	35
Moving	19
Parked	16
FIs	0

December 2017

January 2018

Su	Mo	Tu	We	Th	Fr	Sa
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			

December 2017

Su	Mo	Tu	We	Th	Fr	Sa
3	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
Nov 26	27	28	29	30	Dec 1	2
1:00pm KEF Fundraising Event for Hilltop School (CCM)	7:00pm KCC MTG (CC3) 7:00pm Cub Scouts - Pack 82 (CCM)	7:00pm Special KMAC Mtg (CC3) 7:00pm Boy Scouts - Troop 100 (CCM)	7:00am Wake Up To AI Anon (CC3)	6:00pm Dad's Club (CC1)		12:00pm CC Rental (CCM)
3	4	5	6	7	8	9
	7:00pm KCC MTG (CC3) 7:00pm Cub Scouts - Pack 82 (CCM)	7:00pm Special KMAC Mtg (CC3) 7:00pm Boy Scouts - Troop 100 (CCM)	7:00am Wake Up To AI Anon (CC3)	6:00pm Dad's Club (CC1)		
10	11	12	13	14	15	16
10:00am CC Rental (CCM)	6:00pm KPSC (CC3) 7:00pm Cub Scouts - Pack 82 (CCM) 7:30pm KARO Mtg (CC3)	7:00pm Boy Scouts - Troop 100 (CCM)	7:00am Wake Up To AI Anon (CC3) 6:00pm GPFF (CCM) 7:00pm *KFD Mtg (CC3)	6:00pm KPPCSD Mtg (CCM)		3:00pm CC Rental (CCM)
17	18	19	20	21	22	23
	7:00pm Cub Scouts - Pack 82 (CCM)	7:00pm Boy Scouts - Troop 100 (CCM)	7:00am Wake Up To AI Anon (CC3)			4:00pm CC Rental (CCM)
24	25	26	27	28	29	30
	7:00pm Cub Scouts - Pack 82 (CCM) 7:30pm *KIC (CC3)	3:30pm CC Rental (CCM) 7:00pm Boy Scouts - Troop 100 (CCM) 7:00pm KMAC Mtg	7:00am Wake Up To AI Anon (CC3) 7:00pm Finance Comm (CCM)	6:00pm KPPCSD Mtg (CCM)		
31	Jan 1, 18	2	3	4	5	6
8:00am						

106

January 2018

February 2018

January 2018

Su	Mo	Tu	We	Th	Fr	Sa
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			

Su	Mo	Tu	We	Th	Fr	Sa
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
Dec 31	Jan 1, 18 7:00pm KCC MTG (CC3) 7:00pm Cub Scouts - Pack 82 (CCM)	2 7:00pm Boy Scouts - Troop 100 (CCM)	3 7:00am Wake Up To AI Anon (CC3) 6:00pm CERT Training (CCM)	4	5	6
7	8 6:00pm KPSC (CC3) 7:00pm Cub Scouts - Pack 82 (CCM) 7:30pm KARO Mtg (CC3)	9 7:00pm Boy Scouts - Troop 100 (CCM)	10 7:00am Wake Up To AI Anon (CC3) 6:00pm GPFF (CCM) 7:00pm *KFD Mtg (CC3)	11 6:00pm KPPCSD Mtg (CCM)	12	13
14	15 7:00pm Cub Scouts - Pack 82 (CCM)	16 7:00pm Boy Scouts - Troop 100 (CCM)	17 7:00am Wake Up To AI Anon (CC3) 6:00pm CERT Training (CCM)	18 7:00pm Dad's Club (CC1)	19 3:00pm Hilltop School 6th Grade Event (CCM)	20 1:00pm CC Rental (CCM)
21	22 7:00pm Cub Scouts - Pack 82 (CCM) 7:30pm *KIC (CC3)	23 7:00pm Boy Scouts - Troop 100 (CCM)	24 7:00am Wake Up To AI Anon (CC3) 7:00pm Finance Comm (CCM)	25 6:00pm KPPCSD Mtg (CCM)	26	27 8:30am CC Rental (CCM)
28	29 7:00pm Cub Scouts - Pack 82 (CCM)	30 7:00pm Boy Scouts - Troop 100 (CCM) 7:00pm KMAC Mtg (CC3)	31 7:00am Wake Up To AI Anon (CC3) 6:00pm CERT Training (CCM)	Feb 1	2	3

107

Dear Kensington Police Officers,

Thank you from the bottom of my heart
for helping save Wine Country.

Sonoma Valley is my beloved home and,
thanks to you, it's still the beautiful
place that it has always been.

Please know that if you return to
Sonoma or Napa you'll be welcomed
as heroes.

Very sincerely,

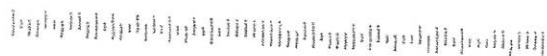
A grateful North Bay Resident

Snoopy creator Charles Schultz spent much
of his life in Sonoma County. His home was
destroyed by the North Bay wildfires but the
museum dedicated to his work survived, thanks
to the efforts of many first responders.

122 Broadway
Sonoma, CA 95476
SAN FRANCISCO
CA 95476
14 NOV '17
PM 5 L



Kensington Police
217 Arlington Ave.
Kensington, CA 94707



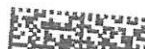
Dear Kensington Police
Protection & Community Service

Thank you for your
service during the North
Bay fires!

Sincerely,

Santa Rosa East District

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Kensington Police Dept

Thanksgiving 2017

Thank You!



for coming to Sonoma County to help during these recent fires. We are deeply grateful to have such wonderful neighbors here in Northern California. Best wishes for a safe & happy Thanksgiving! Sincerely, Karin Bernard

To our friendly neighborhood
Police + Fire crews,

Please accept these chocolates
as a token of thanks to those
who helped my son, Arvydas, at
Blake Gardens Friday morning.
Thank you for caring for my son
& wife when I could not be there.
I am ever grateful for your
help & concern.

with the greatest appreciation.
yours truly,

Romas Kundirka & family

Kensington
ON

6 NOV 2007

Dear Officer Wilkens,
Thank you for your
courteous and professional
assistance.

I wish to you for a
wonderful Thanksgiving

Wishing you and yours
well,
rest,

In deep appreciation
Ayaz Sohi Beh

Lynn Wolter

From: Rickey L. Hull
Sent: Monday, November 27, 2017 12:13 PM
To: Lynn Wolter
Subject: FW: a comment

Correspondence.
RLH

From: Chris Hall [mailto:chris@kensingtonfarmersmarket.org]
Sent: Friday, November 24, 2017 2:50 PM
To: Rickey L. Hull <rhull@Kensingtoncalifornia.org>
Subject: Fwd: a comment

Apologies.

Earlier message went off before I could complete the first paragraph.

Begin forwarded message:

From: Chris Hall <chris@kensingtonfarmersmarket.org>
Subject: a comment
Date: November 24, 2017 at 2:43:19 PM PST
To: "Rickey L. Hull" <rhull@kensingtoncalifornia.org>

Chief Hull,

Good afternoon.

Thanks for taking time to chat with me about the Halloween event at the circle last month. Things went very well and having some officers on hand added to the fun and many of the kids wanted to get their pictures taken with officer Wilkens and the newest member of the force. I did not get his name. It was another nice connection with the community and it's police department down at a neighborhood event.

On another note I wanted to commend another of your officers, Ted Foley, for his style of policing in our community. In my opinion Ted is the embodiment of the term "Community policing".

He knows how to interact with all of us on the street, in the farmers' market and in general. This is not always an easy task given some peoples attitudes towards policemen in general. When someone has to wear a gun, a bullet proof vest, handcuffs, etc. it is not always easy to be taken as just another helpful member of any community. Ted pulls this off with ease and level of

inter personal energy that has you forgetting that he's a policeman.

Last month I caught him taking a break from his patrol car to paint out a bit of graffiti tagged on one of the buildings at the circle. I believe he was doing this on his own initiative and with his own materials. Wow!

Congratulations on having another asset on your team in blue.

We appreciate your hard work in serving our community.

All the best,

Chris Hall

Lynn Wolter

From: David Spath <dpspath@yahoo.com>
Sent: Monday, November 27, 2017 3:17 PM
To: Tony Constantouros
Cc: Lynn Wolter
Subject: Matrix Consulting Group Proposal

General Manager Constantouros,

Unfortunately, I will be unable to attend the November 29th KPPCSD Board of Director's special meeting at which Matrix Consulting Group (Matrix) will present their proposal to conduct a police services options analysis. Therefore, I want to take this opportunity to submit several comments and questions concerning the proposal.

Your recommendation to the board is to authorize the Matrix to proceed with the evaluation of police services as detailed in the Request for Proposal (RFP) and their proposal. Assuming that authorization is given, should we expect that Matrix will begin the evaluation in December? If so, the Project Schedule as shown on page 20 of the proposal envisions the first of two community input activities to occur in the third week, which would be during the Christmas holiday period. Although I recognize that this schedule is tentative, I strongly recommend that, to obtain maximum community participation, neither of the community input activities take place at least until January, 2018 and, preferably, not until February, 2018. My reason for recommending a delay in the community input activities until February is that to maximize public participation in both the proposed survey and the "Town Hall" meeting, it would be useful to publicize both events through the Kensington Outlook. Unfortunately, the next edition of the Outlook will not be disseminated to the community until February, 2018.

On page 13, Task 3, the second community input activity is described as a "Town Hall" or focus group meeting for community stakeholders. It is not clear from the description whether the intent is to have a meeting open to all residents or a focus group made up of a select group of individual stakeholders. I would assume that the intent is to have a community-wide meeting. If not, then it is important that Matrix clearly articulate how the focus group participants will be selected.

On page 16, the Task Results for Task 5 and Task 6 refer to a project steering committee that will review identified alternatives, including a detailed analysis of the staffing and organizational needs, and provide guidance. This is the first reference to a project steering committee in the proposal. The makeup of the committee needs to be defined and, if the committee is other than members of the board and the General Manager, a description of how members of the committee will be selected.

On page 17, Task 7, the intent is to develop a detailed analysis of the operating costs of the service alternatives. Although such an analysis appears to be feasible for the "creation of a police department in another format" as described in Task 6, it does not seem feasible to attempt to estimate the cost of contracting for services without going through the RFP process. Each potential contracting agency may have a different service model that it would propose to employ to meet the service delivery requirements that Matrix identifies as necessary for Kensington. For example, El Cerrito provided the Ad Hoc Committee with a service concept that would add Kensington as a beat to its existing service in El Cerrito, while the Contra Costa County Sheriff, who expressed an interest in responding to a RFP, has different service models including establishing a complete police

department as in Orinda and Lafayette. It is not clear from the proposal if Matrix intends to cost out different contracting service models and, if so, how they would select them.

Sincerely,

Dave Spath

Thank You! Thank you!

Thank You! Thank you!

Thank you! Thank you!
Thank you!

We all

SUPPORT

YOU A LOT



Thanks for sharing your First Responders with us in our time of need.

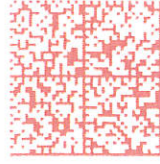
It was amazing seeing all of the different areas that were represented in Sonoma County during the fires. We have been very lucky to have so much support during this difficult time.

Thank you for your part in keeping us safe,
Santa Rosa Girls Scouts - Service Unit 102

Thanks so much
for
Everything!!!



Main Branch
P.O. Box 403, Santa Rosa, CA 95402-0403



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Kensington Police Protection and
Community Services District
217 Arlington Ave
Kensington, CA 94703

947031499 0061



Thank You!

To all who came to help us—

Thank you so much. Words don't seem to be enough. They can't even begin to describe how truly grateful & blessed we feel that you came to help us. You may think that you were "just doing your job", but it was so much more than that. You brought peace, hope, & a sense of security to everyone, especially during one of the hardest, most traumatic times in our lives. You all sacrifice so much & it doesn't go unnoticed. Your hard work is appreciated. You are the real superheroes. We also want to extend our thanks to your families. They graciously lendled you to us (some at a time where they needed you too). I hope this letter finds you all safe & well. May your holidays be blessed. Thank you for everything!!

Much Love & God Bless



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FDIC
EQUAL HOUSING
LENDER
NMLS ID 643948

120

KASEP:

- Fall KASEP classes end on Friday, December 15th.
- Winter 2018 brochures went home in the kid's Thursday's packets on 11/30.
- KASEP Winter Registration will take place on Tuesday, December 5th starting at 7:30pm. This session, we are offering 62 classes. There are 3 new classes: **Metal Jewelry Creation** on Wednesdays and **3D Structures & Sculptures** on Fridays for Grades 3-6. There is one new kindergarten class: **Eco Kids** on Mondays. Description of classes are available to view on-line: www.KensingtonCommunityCouncil.org
- The office will be closed during the school break, December 18 - January 1, 2017. WINTER KASEP Classes start Tuesday, January 2, 2018.

KCC Adult Classes:

- Tuesday's new class "Tai Chi Arthritis and Fall Prevention" with Nobuo Nishi is going very well. Class meets in the Community Center from 9:30am to 10:30am. Drop-in fee is \$10
- Wednesday Acrylic Artists are busily painting in the Community Center every Wednesday 9:45am – 12:30pm. They are a small group of self-directed artists, who enjoy painting together and welcome new artists to their group. Drop-in fee is \$9.
- Friday's Tai Chi Chuan with Nobuo Nishi has a strong following and meets every Friday in the Community Center at 9:30am to 10:30am. Drop-in fee is \$10.

KCC Administration:

- The Fall Fund Drive envelopes are still trickling in. So far we have collected \$7,735 (154 donors) and 62 Thank You letters were mailed. KCC is very grateful to everyone who has donated so generously. If you would still like to donate, please send your donation to:

KCC Fall Fund
59 Arlington Avenue
Kensington, CA 94707