

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

AGENDA

A Regular Meeting of the Board of Directors of the Kensington Police Protection and Community Services District will be held Thursday, February 9, 2012, at 6:00 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California. The Board will enter into Closed Session pursuant to California Government Code Section 54957. The Board will return to Open Session at 7:00 P.M. At the conclusion of the Regular Open Session meeting, the Board will return to Closed Session if needed pursuant to California Government Code Section 54957.

Note: All proceedings of the Open Session meeting will be tape recorded and video taped.

Roll Call
Public Comments

DISTRICT- CLOSED SESSION

1. Closed Session- Pursuant to California Government Code Section 54957
 - a. The Board will enter into closed session to discuss the General Manager/ Chief of Police performance review pursuant to California Government Code Section 54957.

Report on Action Taken in Closed Session

Roll Call
Public Comments
Board Member/ Staff Comments

APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Regular Meeting December 8, 2011, Page 3
- b) Minutes of the Regular Meeting January 12, 2012, Page 12
- c) Profit & Loss Budget Performance for January 2012, Page 22
- d) Park Revenue & Expenses Report for January 2012, Page 29
- e) Board Member Reports- None
- f) Correspondence- None
- g) Police Department Update, Page 38
- h) Monthly Calendar, Page 48
- i) Recreation Report , Page 50
- j) General Manager Update, Page 51

DISTRICT – OLD BUSINESS- NONE

DISTRICT - NEW BUSINESS

1. Susila Patel will provide a presentation on the Stroke Program at Doctors Medical Center in San Pablo.
2. General Manager Greg Harman will provide the Board with a mid-year budget review for Fiscal Year 2011- 2012 for possible budget adjustment. Possible Board Action. Page 54
3. Director Kosel requests the Board discuss and consider changing law firms from Hanson / Bridgett to a yet unidentified law firm for District counsel. Possible Board Action.

ADJOURNMENT

General Information

Accessible Public Meetings

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

REQUESTS SHOULD BE SENT TO:

District Secretary Anita Gardyne, Kensington Police Protection & Community Services District, 217 Arlington Ave, Kensington, CA 94707
POSTED: Public Safety Building-Colusa Food-Library-Arlington Kiosk- and at www.kensingtoncalifornia.org
Complete agenda packets are available at the Public Safety Building and the Library.

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 1
BOARD OF DIRECTORS

Meeting Action Minutes for 12/08/2011

AGENDA

A regular meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) was held Thursday, December 08, 2011, 7:00 PM, at the Community Center, 59 Arlington Avenue, Kensington, California.

ATTENDEES

| <u>Elected Members</u> | <u>Guests/Presenters</u> |
|--|---|
| Charles Toombs, President | Joel Koosed |
| Linda Lipscomb, Vice President | Anthony Knight |
| Tony Lloyd, Director | Gloria Morrison |
| Cathie Kosel, Director | Lynn Wolter |
| Mari Metcalf, Director | Joan Gallegos |
| | Hague Harry, attorney representing Bay View |
| <u>Staff Members</u> | Barbara Dilts |
| Gregory E. Harman, General Manager/Chief of Police | Louise Lacy |
| Anita Darden Gardyne, District Administrator | |
| Temporary Acting Sergeant Kevin Hui | |
| Detective Corporal Keith Barrow | |

ANNOUNCEMENTS: Board President Charles Toombs called the meeting to order at approximately 7:02 PM.

PUBLIC COMMENTS

None.

BOARD COMMENTS

Vice President Lipscomb said she received an email from Kate of Supervisor Gioia's office indicating that the County will be repairing Los Altos Drive on December 27th. She said this reflects continuance of the County's support for the District's road ways and said she was pleased to receive ongoing County support.

Director Kosel commended District Administrator Gardyne for her excellent work, accountability reports, and her intelligent approach to problem solving.

STAFF COMMENTS

District Administrator Gardyne said that she had not correctly reflected Vice President Lipscomb's proposed change on page 5 of the November BOD Meeting Minutes. Vice President Lipscomb's change to this section was to insert the words "entity is an" after the word separate in the final sentence of this paragraph and Administrator Gardyne had merely inserted the word "entity". With this change, the sentence now reads, "He said the County's willingness to transfer the paths to a separate entity *is an* issue that is being worked through the Path's Committee".

Kensington Police Protection and Community Services District – Board of Directors Meeting –12/08/11

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CONSENT CALENDAR

President Toombs asked to pull items b and c, the Minutes of the Regular November BOD meeting and the Profit and Loss Budget Performance for November, 2011. Vice President Lipscomb also asked that item b, the Minutes of the Regular November meeting be pulled. Director Kosel asked that item g, the Police Department Update be pulled.

President Toombs began with a discussion of the Minutes of the Regular November BOD meeting. He said that the goal was to find the balance between action minutes and a novel. He said that past minutes had been excellent but he understood that they took a lot of time to create.

Vice President Lipscomb said she found the Minutes of the Regular November BOD meeting presented too brief, skeletal, and saying things like, Director Kosel spoke. She said it gave no indication as to events that had occurred and found it inadequate. She said that she wanted the Minutes to include a summary of what was said at a meeting. Vice President Lipscomb said that the General Manager and District Administrator should review the time requirements necessary to write an acceptable set of minutes. She also said she valued being able to review past minutes to remind herself of what was actually said at a meeting.

Director Metcalf questioned if Administrator Gardyne had the time to adequately prepare the minutes as she had in the past and sought clarity as to how much time Administrator Gardyne is allowed to work on District business.

Director Kosel asked who was responsible for producing the BOD minutes and GM/COP Harman said he was responsible for everything.

President Toombs and Vice President Lipscomb each said they believed that GM/COP Harman and District Administrator Gardyne should review time and content requirements for adequate BOD meeting minute production.

GM/COP Harman recommended that the Minutes of the Regular November BOD meeting not be approved, that they be rewritten to include more detail, and then resubmitted at the January, 2012 BOD meeting.

District Administrator Gardyne said that she and resident Joan Gallegos met to review the section of the BOD Policy Manual that addressed BOD Minutes in anticipation of formulation of a BOD Policy Review sub committee. She said that she and Ms. Gallegos had concluded that current practices are not in compliance with existing District policy.

President Toombs asked if GM/COP Harman had followed up on potentially using UBS to provide more services to the District as a part of ongoing cost containment. GM/COP Harman said that he had not yet as doing so would be part of a larger discussion. GM/COP Harman noted that Bill Driscoll, the current Youth Hut maintenance provider, provides more services than a commercial cleaning service like UBS does and cited Mr. Driscoll's setting up and taking down chairs for public meetings as an example.

Director Kosel reviewed the Department Personnel section of the November 2011 Police Department Report on page 18. She expressed concern at the loss of the total number of employees under current

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leadership but expressed a heightened concern for the loss of female employees. She suggested the BOD perform exit interviews with employees leaving the District and inquired about the cost of training and recruiting a reserve officer. She also inquired about the number of officers attending Vallejo Officer Capoot's funeral on November 30th and asked if overtime was paid for attending officers. GM/COP Harman said that he and Detective Corporal Barrow attended on duty and that neither received overtime pay for that day.

Director Metcalf inquired about four accounts included on the November Profit and Loss Budget Performance report. First she asked about account 418 and wanted to know specifically which receivables were included in the \$2,271 identified in the report. GM/COP Harman said he did not know but that he would follow up with Police Services Specialist Di Napoli as she handles District receivables. He said he would respond to Director Metcalf's question at the next BOD meeting.

Director Metcalf then inquired about the officer overtime reflected in account 506. GM/COP Harman responded that the department is currently working short one officer having started out the fiscal year down two officers. He said that year to date the District is about \$20,000 over budget in overtime and under budget about \$30,000 in base officer salary. He also said that arrests are up for November and that increases the amount of time worked, depending on the time of the arrest, as does time spent performing investigations. He said that overtime would decline when the department was fully staffed but overall the organization is operating within its personnel budget.

Director Metcalf then inquired about account 580 and questioned why the police utilities budget for the month of November was about \$667 but the actual amount paid was \$0. GM/COP Harman responded that he believed Administrator Gardyne was on top of the payables and that the District was current on all of its utility bills and that this could have been a coding error or merely reflect a timing difference.

Director Metcalf closed by asking for an accounting of the contents of account code 830, Legal (District Personnel). After some discussion, GM/COP Harman said that he would share the requested data in closed door session. Director Metcalf suggested that this be added to the closed door session on January 12th and GM/COP Harman agreed.

Vice President Lipscomb confirmed that Reserve Officers receive no pay for their services.

MOTION: Vice President Lipscomb moved to approve the consent calendar absent item b. Director Kosel seconded this motion.

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

DISTRICT – OLD BUSINESS #1 - KPPCSD Director Tony Lloyd will provide the Board with the preliminary findings of the Paths Committee for initial Board review and discussion. This item will be continued at the Regular Meeting of the KPPCSD Board on January 12th for action. Page 32

STAFF COMMENTS

None.

BOARD COMMENTS

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Director Lloyd said the Paths Committee had met over 10 months and held its final meeting on December 6th. He said that the Committee used a comprehensive framework in developing its recommendation and ultimately developed a consensus view that ownership of the paths by the district is feasible and reasonable. He said that the Committee's final report would be issued to the BOD in early January.

Director Lloyd explained that the Committee, in developing its consensus recommendation, had evaluated a variety of attributes including: Acquisition of the Paths, Path Maintenance, Construction of Paths, Liability and Risk of Acquisition, Rights of Neighboring Property Owners, and Financial Support Grants. He said that the Committee estimated that the recurring costs of owning the paths would be \$3000- \$5000 per year and there may or may not be some acquisition costs, the amount of which a function, to some extent, of how the BOD wishes to proceed (e.g. purchase all paths at once or purchase them one at a time). He also said that there would be a need for one time use of the District's attorneys at the start of the project.

Directors Kosel and Metcalf each thanked Director Lloyd for developing such a comprehensive framework. Director Lloyd said the thanks go to the entire Committee and noted that the Committee member names were included in the report.

President Toombs echoed compliments about Director Lloyd expressed above and personally thanked those Committee members in the audience by name. He later noted that this item neither requested nor required Board Action so none was taken.

PUBLIC COMMENTS

Anthony Knight asked who was on the Paths Committee and asked if there was an expectation of push back from the community in response to a recommendation to move forward with path acquisition. Director Lloyd said that the next step was for the Community and the BOD to meet and develop a shared view of how to proceed. He acknowledged that there could be some residents who may not wish to move forward in the manner that the Committee recommends.

Gloria Morrison said that Director Lloyd took a reasonable, practical, business like approach to developing the Committee's framework and said the Committee's success was a function of Director Lloyd's leadership.

DISTRICT – NEW BUSINESS #1 - General Manager/ Chief of Police Greg Harman will present to the Board a request from Bay View Refuse for a 2009/10 CPI rate increase of 1% to be effective January 1, 2012. Board Action.

STAFF COMMENTS

GM/COP Harman summarized the information contained in the agenda packet. In short, he said staff recommends that the BOD consider authorizing Bay View Refuse an increase to its rates of 1% effective January 2012 to reflect the increase in the Consumer Price Index (CPI) for the 2009/2010 year. He said that Bay View can request a rate increase every year for the prior year's CPI per the Bay View franchise agreement. For example, if the CPI index for 2009/2010 was 1%, Bay View would ask for its 1% CPI rate increase for the next calendar year. He said that initially Bay View did not request a rate increase based on 2009/2010 CPI or 2010/2011 CPI, but instead requested a different increase, something on the order of 6%. As a result of Bay View requesting a non-CPI based rate increase, a 218 hearing was held over the summer of 2011 and Bay View's request for that rate increase was ultimately denied. Subsequent to that

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denial, GM/COP Harman said he received a request from Bay View to increase its 2012 rates by 3.9%. He said he received this request from Bay View in November, 2011. He explained that this 3.9% increase was comprised of two components: a 2.9% increase for the 2010/2011 CPI and a 1% increase for the 2009/2010 CPI. In response to Bay View's 3.9% increase request, he said that he had approved the 2.9% CPI increase per the contract. Since the contract does not allow for CPI increases except for the year immediately prior (which would be for 2010/2011), GM/COP Harman said he needs BOD approval to provide Bay View with the 1% CPI rate increase from 2009/2010. He explained that Bay View could have requested this increase effective January 2011 but had not made the request. Later GM/COP Harman explained that approval of a CPI increase from 2009/2010 was not retroactive and would only be applied to rates that would become effective January 1, 2012 if the BOD approved by the 1% increase before them tonight.

GM/COP Harman later said that the memo in the BOD package did not include the 2012 rate for the mini can. He said that he confirmed earlier that day with Kim Christie of Bay View that the 2012 rate for the mini can are:

23.59 = current (2011) rate,
\$24.28 = the 2012 rate with the 2.9% increase Harman approved in Nov 2011, and increasing to
\$24.51 if the BOD approves the additional 1% rate increase requested.

He reiterated that the 2012 mini can rate would be \$24.41 if the BOD approves the 1% increase before them tonight.

After the BOD approved the 1% rate increase, GM/COP Harman closed this portion of the meeting by confirming with Hague Harris, attorney representing Bay View Refuse, that there was no need for the District to send a formal letter to Bay View informing them that the 1% increase had been approved.

BOARD COMMENTS

Director Lloyd asked if the 2009/2010 CPI rate increase was retroactive. GM/COP Harman said it was not. Later Director Lloyd later said that he was a 30 year Bay View customer and inquired if this proposed rate increase was in lieu of the proposed 6% increase that had been denied via the 218 Hearing. Hague Harris, attorney representing Bay View Refuse, said that the only matter before the BOD this evening was the 1% increase and that anything else was a legal matter not before this body.

Director Kosel said Bay View has been our hauler for 70 years and that every year their annual surveys indicate their customers' value their service to the community.

Director Metcalf concurred with Director Kosel's comments and said that Bay View's service was valued by the community.

President Toombs said he believed the 1% increase was a reasonable request and that he would be prepared to grant it.

Vice President Lipscomb said that Bay View's service is great and that she is in favor of granting this 1% increase.

PUBLIC COMMENTS

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Hague Harris, attorney representing Bay View Refuse, said he was not prepared to speak at this event but did confirm that the 1% 2009/2010 CPI rate increase requested would not be applied retroactively per GM/COP Harman's comments. After the 1% increase was approved by the BOD, he explained that Bay View customers would receive notification of the change in their 2012 rates with a sufficient amount of time to pay the new higher rate.

Barbara Dilts said that she was delighted that the District is retaining Bay View's services.

Louise Lacy said she is pleased that Bay View will be retained and that based on her review of neighboring communities' rates for similar services, she believes that the District's rates would have increased by as much as one third had Bay View not been retained.

Anthony Knight sought clarification as to whether or not Bay View was moving forward with its stated plan of reassigning its contract with the District to Republic. In response, Hague Harris, attorney representing Bay View Refuse, said that Bay View has decided not to assign the contract and that the reassignment request has been withdrawn. He further stated that he was pleased to hear favorable comments about Mr. Figone.

Joan Gallegos said she was happy that the situation had been resolved in this manner and that the District gets to keep Bay View.

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| <p>MOTION: Director Kosel moved to approve Staff's recommendation to increase Bay View's 2012 rates by 1%. Vice President Lipscomb seconded this motion.</p> |
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| <p>AYES: Toombs, Lipscomb, Lloyd, Kosel, Metcalf NOES: 0 ABSENT: 0</p> |
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DISTRICT – NEW BUSINESS #2 - General Manager/ Chief of Police Greg Harman will present to the Board for discussion and action the opportunity to join in litigation with the City of Brentwood and several (21) other Contra Costa cities and Specials Districts in the Petition for Writ of Mandate and Complaint for Declaratory and Injunctive Relief against the County of Contra Costa in the allocating of the cost of a property tax refund to Chevron USA. Board Action.

STAFF COMMENTS

GM/COP Harman said that on November 17, 2011, he received a letter informing the District of litigation filed in Contra Costa County Superior Court against Contra Costa County by the City of Brentwood and 21 other cities and Special Districts in the County. In the lawsuit, Brentwood and the other cities and Special Districts are objecting to the allocation method the Contra Costa County Auditor used to allocate a property tax refund owed to Chevron USA. GM/COP Harman reminded all that Chevron had sued the County over its property tax payments and had been awarded money as a result of that suit. He said that in response to losing this lawsuit, the County developed an allocation methodology that requires all entities within the County to participate in paying Chevron its refund. Brentwood along with 21 other municipalities and Special District's within the County found this unacceptable and filed a lawsuit against Contra Costa County. He said that the District had until December 13, the date of the pretrial hearing, to join the litigation and thus the need for an immediate response by the BOD.

GM/COP Harman said that there were basically two issues before the District:

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1. Is the District within the tax rate area of this action and should the District be charged for this refund?
2. Will our District benefit as well as what would be the consequences if the District were part of the litigation.

GM/COP Harman went on to say that if the current litigation is unsuccessful, the District would lose almost \$11,000 in property tax revenue for FY11 and a similar amount for FY12. He said that if the lawsuit was successful and it is determined our District is within the tax area; our loss of property tax revenue would greatly increase to an undetermined amount to cover those parties no longer included in the refund. In short, this would mean if Brentwood won its lawsuit and KPPCSD was not a part of it, the KPPCSD would be among a smaller pool of municipalities/ special districts required to repay about \$2M to Chevron.

GM/COP Harman said that the District attorney's at Hanson Bridgett had been contacted and had sent an email to BOD members offering an opinion under attorney client privilege. GM/COP Harman also said that he had contacted the County Auditor and the County Assessor and both reluctantly informed him that Kensington does not fall within this tax rate area. As a result, he said, Kensington is in the same condition as Brentwood and the other 21 municipalities/ special districts. He also said that he had learned that the Kensington Fire District was planning to join the lawsuit.

BOARD COMMENTS

President Toombs asked how much it would cost the District to join the litigation. GM/COP Harman said that the District's attorneys said the cost for joining the litigation would be about \$1,000 if the lawsuit failed and \$0 if the lawsuit was successful. He said that the reason that the District would not have to pay anything in legal fees if the suit is successful is because there was an assumption that the County would be required to reimburse the cities/Special districts for all legal fees incurred as a result of this action. Later he said that he was in favor of joining the litigation and didn't want to look back a year from now and say we should have joined this even if it did cost as much as \$2,000. He noted that others did the heavy lifting and that this could go all the way to the Supreme Court. He also noted that if the litigants won, the City of Richmond would have to pay the entire refund amount to Chevron USA.

Director Lloyd said he thought it would cost to \$2,000 to join the litigation. He said it was clearly a risk management issue and that he thought there was a way to stack the odds in the District's favor. He said that he could go either way.

Director Kosel said she contacted Brenda Navalier of the Kensington Fire District (KFD) to find out what KFD was doing in response to this litigation. She said that Ms. Navalier confirmed that 23 agencies had already banded together in this litigation and believed attorney fees would total \$150,000 for all municipalities/Special Districts. Director Kosel said that Ms. Navalier estimated that KFD's cost to join the litigation would be about \$1,980. Director Kosel further estimated that KPPCSD cost to join would be about half of KFD's share or about \$1,000 which is consistent with GM/COP Harman's cost estimate. Director Kosel reiterated that the more agencies join, the lower everyone's individual costs would be. She said that she was in favor of joining the litigation.

Vice President Lipscomb said she was torn about joining the litigation as she thought it was equally probable that if the District did nothing and litigants won, the District would get the same benefit as if they had joined the lawsuit. She said she thought the District could succeed either way but acknowledged that the entry price of only \$1000 made it easy for her to be swayed to a yes vote. President Toombs said

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that he was not convinced that the District would enjoy the benefits of a win if it did not join the litigation.

Director Metcalf said she supports joining the litigation.

PUBLIC COMMENTS

Joan Gallegos said she supports joining the litigation.

MOTION: Director Kosel moved that the District join in the aforementioned pleading. Vice President Lipscomb seconded this motion.

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

DISTRICT – NEW BUSINESS #3 - Nominations for and the election of Board Officers for Calendar Year 2012. Board Action.

STAFF COMMENTS

None.

BOARD COMMENTS

President Toombs announced that nominations for Board President were open. In response Director Kosel said she believed the BOD needed a leader who valued public dialogue, the First Amendment rights of the public and all BOD members, and the truth. She then nominated Director Lloyd as President and referenced comments made earlier in the evening about Director Lloyd made by resident Gloria Morrison.

Vice President Lipscomb then nominated President Toombs and said that he had the experience of long service and that he had guided them through difficult times.

The Directors voted by raising their hands. Those voting in favor Chuck Toombs remaining BOD President were Chuck Toombs, Linda Lipscomb, and Tony Lloyd.

Those voting in favor of electing Tony Lloyd as BOD President were Cathie Kosel and Mari Metcalf.

As a result, Chuck Toombs won by a by a 3-2 vote and will remain BOD President for the 2012 calendar year.

After the vote had occurred, Director Lloyd said he appreciated, and was flattered by, Director Kosel's nomination.

Next, President Toombs announced that nominations for Board Vice President were open. He then nominated Vice President Lipscomb to remain in this role. In response, Director Kosel nominated Director Lloyd.

The Directors voted by raising their hands. Those voting in favor Linda Lipscomb remaining BOD Vice President were Chuck Toombs and Linda Lipscomb.

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

Those in favor of electing Tony Lloyd as BOD Vice President were Cathie Kosel, Mari Metcalf, and Tony Lloyd.

As a result, Tony Lloyd won by a 3-2 vote and was elected BOD Vice-President for the 2012 calendar year.

PUBLIC COMMENTS

None.

DISTRICT – NEW BUSINESS #4 - The Board President will ask for Board Member requests for assignments for Calendar Year 2012. Board Action.

STAFF COMMENTS

GM/COP Harman acknowledged that the Policy manual said committee assignments were required to be in until the end of January, but that he would appreciate having the assignments confirmed tonight so that he could schedule a Finance Committee meeting for January, 2012.

BOARD COMMENTS

President Toombs said that Ms. Gallegos was correct that no Board Action was required to establish committee membership per the Policy manual. After some discussion, the following the committee assignments were made:

| | |
|--|---------------------|
| Finance Committee: | Toombs and Lipscomb |
| Policy and Procedures: | Lloyd and Lipscomb |
| Solid Waste: | Kosel |
| Park Planning and Recreation Coordinator | Lloyd |
| Community Outreach Coordinator | Metcalf |

During the discussion, Director Kosel expressed concern that meetings are held during the day when Director Metcalf is working in San Francisco. Director Metcalf said she is generally not available for meetings that start before 7p due to her work schedule. Director Kosel also confirmed with GM/COP Harman that Solid Waste Committee meetings are scheduled to begin at 2p.

PUBLIC COMMENTS

Joan Gallegos said no BOD action was required to assign BOD committee membership per the Policy Manual.

MOTION: Vice President Lipscomb moved to end the meeting at about 8:28 PM. President Toombs seconded this motion.

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

ADJOURNMENT

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 1

BOARD OF DIRECTORS

Meeting Action Minutes for 01/12/2012

AGENDA

A regular meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) was held Thursday, January 12, 2012, 6:00 PM, at the Community Center, 59 Arlington Avenue, Kensington, California.

ATTENDEES

| <u>Elected Members</u> | <u>Guests/Presenters</u> |
|---|---|
| Charles Toombs, President | Joel Koosed |
| Tony Lloyd, Vice President | Anthony Knight |
| Linda Lipscomb, Director | Gloria Morrison |
| Cathie Kosel, Director | Lynn Wolter |
| Mari Metcalf, Director | Joan Gallegos |
| | Catherine De Neergard |
| <u>Staff Members</u> | Kate Rausch, representing County Supervisor John Gioia |
| Gregory E. Harman, General Manager/Chief of Police | Gloria Morrison |
| Anita Darden Gardyne, District Administrator | Ruth Fascetto |
| Sergeant Rickey Hull | Ciera Miller |
| Temporary Acting Sergeant Kevin Hui | John Stein |
| Detective Corporal Keith Barrow | Barbara Dilts |
| Officer Rodney Martinez | Chris Schelling |
| Officer Doug Wilson | Nicki Kaiser |
| Officer Juan Ramos | Nick Day |
| | Bryce Nesbit |
| | Paul Dorro |
| | Ray Brazza |
| | Carol Moretti |
| | Kay Reed, representing the Kensington Community (Farmers) Market |

ANNOUNCEMENTS: Board President Charles Toombs called the meeting to order at approximately 6:01 PM. He took roll call and confirmed that all Board of Directors (BOD) were present. He then said that the BOD will enter closed session for about an hour and would return at 7p to begin the regular, public portion of the meeting. He said that if those items discussed in closed session were not resolved by 7p, the BOD would return to close session at the end of the regular portion of the meeting. The BOD exited to enter closed session at approximately 6:02p.

PUBLIC COMMENTS

Resident Nicki Kaiser confirmed that she would be able to make a public comment at 7p when the regular portion of the meeting began.

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ANNOUNCEMENTS: Board President Charles Toombs called the regular portion of the meeting to order at approximately 7:03 PM. He announced that the matter that the BOD had discussed in closed session earlier in the evening had not been resolved. He said that as a result the BOD would continue its closed session at the end of the regular meeting.

PUBLIC COMMENT

Ruth Fascetto said she was not a Kensington resident but frequently uses the trail near the school. During her walks along the trail, she said she has noticed bags containing dog droppings on the ground and in the green waste cans of those residents who live along the trail. She requested that the District place a can along the trail for dog owners to place their trash.

Carol Moretti said she was a resident and also uses the same trail. She said that she collects her dog's leavings and drives them home with her to discard them since there is no trash can available. She said that placing a trash can along the trail would be a good idea. In response to her comments, Director Metcalf confirmed that both ends of the trail are in Kensington.

Ciera Miller said that the problem with dog owners has worsened over time and noted that some trail users have asked residents along the trail to provide/fund a trash can. She said she thinks that is wrong and went on to suggest that the trail end of Grizzly Peak/Kenyon area should have a can placed there first.

~~GM/COP Harman said that he had spoken to Ruth Fascetto and that he had invited her to attend tonight's BOD meeting. He explained that it costs \$35/month for Bay View to pick up a public can. He went on to suggest that the can currently located at Grizzly Peak and Wild Cat Canyon be relocated to the trail in question. After receiving the wink from the BOD to move forward, he said he would relocate the trash can as described.~~

Nicki Kaiser said "Yeah" for the decision to relocate the trash can and then read from a prepared open letter to the KPPCSD BOD. In it, she took issue with the application of the Brown Act to the Path Committee's work. In response, President Toombs explained that the District's attorneys had advised the BOD that the Path Committee's work was covered by the Brown Act. Director's Kosel and Metcalf each said they agreed with Ms. Kaiser.

Bryce Nesbit recommended citing a cell phone tower in Kensington because it would 1) preempt a cell phone company from doing so at their discretion and 2) a locally placed cell phone tower would generate a softer tone resulting in less of a potential health hazard to residents. While no specific location was suggested, he mentioned a place where the living did not dwell.

Kay Reed spoke on behalf of the Kensington Community (Farmers) Market. She invited the BOD to select a date to sit in the non profit booth at the Farmer's Market and gave GM/COP Harman a file with forms for them to fill out to schedule this. She said that this space was reserved by various non-profit groups who benefit from exposure to and access by the local community. She also invited the public to visit the Farmer's Market and offered \$1 off coupons to all.

BOD COMMENTS

Vice President Lloyd announced that the Policy Committee had held its first meeting. He said committee members included himself, GM/COP Harman, John Stein, Barbara Dilts, Joan Gallegos, and Director

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Lipscomb. H said they were in the process of combing through existing policy and were developing a process to update them.

Director Kosel said she understood that the forensic audit has been completed and that she is eager to see it. She said she also understood that this forensic audit is being held by the District's attorneys in its San Francisco office. She said that she does not know why it went to the Attorney's office and not the BOD. She went on to say that she was told by the District's attorneys that BOD members must travel to their San Francisco office to read the report and be watched by a paralegal while they read it. She said she found this highly unusual since both the forensic auditor and the attorney are employed by the BOD and the BOD members are elected officials of Kensington. She said if the forensic audit is ultimately boring, then these unusual restrictions are unnecessary at best. She also said if the audit will require complex, controversial, sensitive or difficult decisions by the BOD, then BOD members need to see the audit report soon and unhampered by restrictions by one group employed by the BOD on the product of another consultant of the BOD. At a minimum, she said, the audit needs to be provided to the Board for review and discussion in a closed session. She ended by asking President Toombs if he knew when the BOD would be able to review the long awaited audit.

President Toombs responded that this was a privacy concern for the Chief and went onto say that someone made a complaint to yet another public agency about this report so until that public agency revolves that person's report, the BOD simply can't review the audit. He said that he hoped to make the audit report a part of Chief's evaluation but since another public agency is now involved, that can't occur until that agency completes its process. He said he did not know when the BOD would review the audit.

Director Metcalf sought clarification as to which other agency was involved. President Toombs responded that someone had contacted the Contra Costa District Attorney's (DA's) office about this report and that they are investigating this now. He said that he did not know who had called the DA but that he had not. He said that until the DA has completed its investigation, the BOD cannot move forward with its audit review.

Director Metcalf then asked President Toombs why he had not notified the BOD that this contact had been made by the DA. President Toombs repeated that this was a privacy concern with the Chief and that it belongs to the Chief to distribute and not him. President Toombs said he had no excuse why he had not notified the BOD about this and that this is just how it came out. He later said that he became aware of the DA's involvement around January 5th 2012. Director Metcalf commented that had she not just asked her questions, this BOD may not have been aware of the DA's involvement. President Toombs responded that he may not be sure about that.

President Toombs said that he did not want to go any further into the substance of the report except to say that it will be part of a closed session. He said there will be provisions made to make it a part of the evaluation process. He said that is all he is prepared to say about the audit this evening.

Director Kosel commented that the BOD was eight month's late with the Chief's performance evaluation and asked where the BOD was in that regard. President Toombs said that the plan was to move forward with the evaluation process last fall but that the process could not go forward with an audit pending as the audit impacted the outcome of the appraisal

Director Metcalf asked President Toombs if he agreed with Directors having to go into San Francisco to view the audit. President Toombs responded that this was a closed door matter and that he did not want to go into this any further.

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Director Kosel said that limiting access by BOD members to important information is not a closed session matter. She said she thought this would be of concern to every Kensington resident. President Toombs said that she had her opinion and he had his and right now he had the gavel.

In response to a question from the public, President Toombs explained that every year GM/COP Harman is entitled to an evaluation as a part of his contract.

STAFF COMMENT

GM/COP Harman read a commendation for former Reserve Officer Jill Chandler. He commended her in absentia for her service and for working over hours 170 hours as a Kensington reserve officer

GM/COP Harman invited all Kensington Police Department (KPD) Officers present to join him and thanked them for their service. He went on to say that in September, 2011 LAFCO released its results of its municipal service review of Contra Costa County agencies. LAFCO determined KPD had the 4th best priority 1 response time over the past 3 years. He noted that initially LAFCO determined KPD had received the best priority 1 response time but the results were recast using a revised and unknown formula after some larger department's complained about the initial outcome. As a result of this reformulation, KPD dropped from first to fourth. GM/COP Harman also said that over the past three years, KPD had the best violent crime clearance rate at 65% and the best property crime clearance rate of 17%. He said the clearance rate is defined as when the suspect is identified in a crime. He also said that KPD deals mainly with property crimes and he cited some recent Kensington statistics:

| | <u># of Property Crimes</u> |
|------|------------------------------------|
| 2008 | 195 |
| 2009 | 162 |
| 2010 | 130 |
| 2011 | 074 |

He said that these results reflect that property crimes were cut in half over three years because of the hard work and dedication of these officers. He said this is why this unit commendation is warranted. He then read the Unit Commendation.

BOARD COMMENT

President Toombs said that he was going to reorganize the agenda in deference to John Gioia's representative Kate Rausch. He then said the BOD would address Old Business #1 which related to Vice President Lloyd's work with the Path Committee. At this time, he turned the dais over to Vice President Lloyd.

DISTRICT -- OLD BUSINESS #1 - KPPCSD Director Tony Lloyd and Committee Member Chris Schelling will present to the Board the findings of the Paths Committee for initial Board review and discussion. County Supervisor John Gioia is also expected attend and participate in the discussions. Board Action, Pages 105-121.

BOARD COMMENTS

Vice President Lloyd thanked the Path Committee members and the community for their hard work in preparing this evening's findings. He said his goal in making this presentation is to enable BOD members to make an easy decision about the fate of the paths. He then introduced committee member Chris Schelling to deliver the committee's findings. Later Vice President Lloyd said at the conclusion of

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Mr. Schelling's presentation, that Rausch would speak on behalf of County Supervisor John Gioia to share the County perspective regarding the paths.

Mr. Schelling said that committee was made up of residents who brought their unique perspectives and acknowledged that none participated in a professional capacity. He also said that the map included in the BOD package is not current. Vice President Lloyd said that the corrected map will be uploaded to the web at a later date.

Mr. Schelling reminded all that the Committee's charter is to determine whether it is legally and economically sustainable, reasonable and feasible for the District to exert any form of ownership and control over the existing Kensington paths. He said in performing its assessment, the Committee looked at several key areas including: 1) Acquisition of the Paths, 2) Path Maintenance, Construction (on or of) Paths, 4) liability and Risk of Acquisition, 5) neighboring Property Owners, and Financial (Grants) in preparing this proposal. He also reviewed several additional items the BOD wanted reviewed and these are detailed on page 45 of the BOD package.

Mr. Schelling said that the committee, after receiving input from the District's attorneys, determined that the BOD should enter into discussions to determine what is required to acquire the paths. After reviewing three distinct options, the committee recommends that the District move forward with Option 1 which is to Acquire All Paths. He explained that this scenario recommends the Board seek to acquire all paths so that ownership is transferred free and clear to KPPCSD by the County. He said the pros of this recommendation include access to grant money to fund the acquisition as well as to fund maintenance and/or construction costs. He said that the costs and liability impacts of moving forward with this recommendation need to be developed.

Vice President Lloyd said additional details of the land transfer need to be worked out but that he had confirmed with Kate Rausch earlier today that no additional taxes would be incurred by the District as a result of the paths land transfer should it go through. He said that the County does not currently own the paths either and that costs are not a prohibitive issue and it is probably the least of the details that have to be managed if the BOD chooses to acquire all paths.

Mr. Schelling said that once the BOD concurs with the recommendation to acquire the paths, then there are a series of additional questions that follow; one is Path Maintenance. The committee looked at an all volunteer maintenance option, in partnership with KIC, and an all professional services option. They determined that the All Volunteer option would cost would not exceed \$1,000 per year and the All Professional Services Option would not exceed \$5,000 per year. The Committee also recommended creation of a reserve fund to be available for unusual, one time events like a downed tree. He said the Committee also recommends that this Reserve fund be seeded with \$5,000 initially with an amount equal to \$100 per path acquired added annually.

Mr. Schelling said the Committee also considered construction on or of the Paths and that they grouped each path into one of three categories to facilitate assessment. The three groups developed are: 1) Paths requiring Little/No construction, 2) Paths requiring Repair, and 3) Paths with major capital requirements. He said the Committee also looked at liability and risk of acquiring the paths and noted that while risk liability authority and management is principally the responsibility of the BOD, California Government code 830. through 831.9 provides some litigation protection and immunities from prosecution under certain criteria and conditions. He said that based on discussion with neighboring communities, the insurance claims over the past 10 years have been negligible. He said that feedback from the District's insurance provider, SRDMA, confirmed that the Districts incremental insurance costs change would be negligible.

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Mr. Schelling said next the committee looked at Neighboring Property owners' rights regarding paths governance and recommends a town hall meeting be held so the entire community can express its views. He said that he felt this was especially true if voter approved financing is required to acquire the paths in addition to grant funds. He noted that a list of potential grant funds is provided in the BOD package.

Kate Rausch of Supervisor John Gioia's office spoke and said that John supports a collaborative, community driven process and is interested in partnering with KPPCSD however the Kensington community wants though he prefers to go path by path so that ownership issues can be figured out as the project moves along. Ms. Rausch said in the case of the Highland-Kenyon path, where the broken drainage pipe is, the County's Public Works Department had been hesitant to work on this path because the County does not own the land. Public Works is currently providing a temporary fix on this path because all four neighboring property owners granted them access permission. She said that County likes using the Highland-Kenyon path as a test case for path acquisition. If all neighboring land owners acknowledge the paths are not their property, then the County is comfortable determining that the path is abandoned property. At that point, she said, this abandoned land can be transferred to KPPCSD. Survey work could be required on this and other paths. She also said this land transfer will be on a path by path process though learnings will be applied with each undertaking to hopefully speed up the transfer process. She said that John is excited to find a collaborative way to move forward with property owners and the larger community. Later, Ms. Rausch reiterated that Supervisor Gioia is excited about moving this project forward in a collaborative effort. Vice President Lloyd said Supervisor Gioia has been responsive and helpful to this project and thanked him for his continued support.

PUBLIC COMMENTS

Catherine DeNeergard asked why it was necessary to survey the Highland-Kenyon path and why is Supervisor Gioia suggesting property owners' need to give permission to allow transfer of the paths to the District. Ms. Rausch said the County does not believe it owns the paths though there is no dispute that the paths exist. Ms. Rausch also said if property owners adjoining the paths aren't willing to sign off that they have no claim to that land, then the County real estate legal experts would likely be interested in contemporary land surveys as some of the existing surveys are in excess of fifty years old and may or not be as accurate as all parties would like. Later, Ms. DeNeergard said she preferred to acquire all the paths at once and was concerned about the potential delays of moving path by path. She also suggested that the County reconsider its position of saying it does not own the paths and simply state that it does.

Nick Day, who later identified himself as a licensed surveyor, said path surveys do not need to be done and that it is the adjacent property owner's responsibility to dispute County records and to pay for a survey at their expense. In response to his comment, Ms. Rausch reiterated the County's suggestion to move forward on a path by path basis and secured Mr. Day's willingness to participate in the Path Committee's process going forward. Mr. Day later recommended using parcel maps not assessor maps. She also said that the County Assessor maps are accurate enough to determine tax rates so the Assessor maps should be accurate enough to enable property lines to be defined.

Nicki Kaiser referenced CA government code section 831.4, said she believed some useful information had been prepared but was not included in the BOD package and said that the paths are also fire safety roads. Later she spoke about brush clearance. She said that she had secured a \$5,000 grant for brush clearance but over \$4,200 had to be returned to the grantor because of lack of clarity of land/path ownership. She said the question of land ownership needs to be resolved now. Later, she suggested the District consider acquiring the Ardmore path first.

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John Stein asked that all turn to page 53 of the BOD package. He said he could be supportive of the first conclusion referenced on that page. He suggested that the Committee go back and work on those options referenced in that first bullet and then come back with sufficient detail on how they would “land this plane”. He said if the Committee needs additional resources to continue its work, it should pursue securing them. He said he was not comfortable as a taxpayer having the District undertake this project absent additional data. He also said it seemed like a good idea to acquire the paths.

Mr. Schilling said that the paths would be given to the District in their current state and the larger community would have to be involved in decision making around upgrading paths such as to add stairs, railings or other attributes currently not in place. Once the community’s expectations are clearly defined he said, additional costing data can be developed.

Paul Dorro reinforced Ms. Kaiser’s comments about the utility of these pathways as ingress and egress roads in event of fire. He said he was puzzled that nobody owned the land though he understood the County wishes to pursue the abandonment clause. He also suggested that in addition to one big town hall meeting, smaller meetings that are path specific also be scheduled so that those adjacent landowners most affected are engaged. He concurred with the County’s recommendation to proceed path by path.

Ray Barazza, a Path’s Committee member, reminded all of the Committee’s charter and confirmed that it had been met.

~~Gloria Morrison, a Path’s Committee member, concurred with Mr. Barazza’s comments and asked the BOD if there was a possibility of securing LAFCO consent prior to public comment phase. President Toombs basically responded yes and explained that LAFCO would be the authority to confirm that the District could legally acquire these paths. He also said there was no reason this question could not be asked of LAFCO now.~~

Bryce Nesbitt spoke as an individual and said the Committee found no significant barriers to moving forward with path acquisition. He reiterated that the County has agreed to work through whatever complications may exist and offer KPPCSD clear title. He thinks the community should accept County’s offer. Later he suggested that Highland-Kenyon is a good candidate to be the first path acquired by the District though he did offer other alternatives.

BOARD COMMENTS

President Toombs asked Vice President Lloyd what he wanted the BOD to do with this information. He later said it was a fine report and he was prepared to accept it. President Toombs said ideally he would prefer to have additional cost data to make a decision though he thinks moving forward with path acquisition is a good idea. Later President Toombs said additional costing data would make it possible to know if, for example, a voter approved tax bond would be necessary to fund this project. He reiterated his comfort with accepting accept the Committee’s report several times.

Director Kosel said she thought this was an excellent report and that she appreciated the Committee’s recommendations. She said she valued Nick Day’s advice and that acquiring paths one by one could take too long. She recommended moving as quickly as possible and putting resources into place to enable the project to move forward and maintain the community’s enthusiasm.

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Director Metcalf asked Committee members how they felt about moving forward path by path. Mr. Schelling said that he would try to answer with the Committee's consensus response as opposed to his individual response. He said that costs and other issues, e.g. access to grant funding, need to be evaluated in deciding to move on a path by path basis.

Vice President Lloyd reminded all of the Committee's charter and reiterated that the committee members are residents and not specialists trained to develop detailed real estate financial data. Bryce Nesbit spoke as a Committee member and detailed KPCSD enhancements needed on a path by path basis. Overall he said that KPPCSD costs were estimated to simply be grant administration costs and that other projects, and their associated costs, would wait for grant funding. He said the fixed costs to KPPCSD are minimal and restated the costs for path maintenance using either a volunteer or professional service. He also reiterated that the paths would come with clear title from the County and that title insurance would come with that transfer. If in that rare instance a title challenge should emerge, he said, the title insurance would cover that so the District should not incur out of pocket costs to defend a title challenge.

Vice President Lloyd said that Mr. Nesbitt's assessment is the same as the County's. In short, the County would be doing the heavy lifting of obtaining clear title and that the greatest cost to the District is the cost of insurance which has already been provided with the Committee's findings. As a result, KPPCSD should bear no out of pocket costs from accepting the land transfer from the County since title insurance and risk/liability (SDRMA) insurance would be in place and the costs for these policies as stated in the findings, are nominal. Later he said that the paths would be accepted as they exist today.

~~Vice President Lloyd later said that each path had its own personality, length, and state of upgrade/not-upgrade and if the Committee needs to go back path by path to determine costs and assess the legality of moving forward, the Committee needs help to determine what each path is expected to look like and how much it will cost to realize this vision.~~

Director Lipscomb said she wants to see the District have the paths and said that it is clear from Ms. Rausch's comments that the County is prepared to work with the District in a certain way. She also said she does not know how much it will ultimately cost to develop the paths and the incumbency of how far the District is legally required to do so. She said the government codes designed to protect the District for design immunity (e.g. 830.1) are all predicated on development and improvement being developed to a legal standard. She said she thinks all that can be solved over time. She also said if the District opted to use volunteers for egress and ingress improvement on a public way, she was concerned about prevailing wage issues. She reiterated her desire for the District to acquire all the paths and said that she had questions that she thinks needed to be answered first. She said she supports going to Phase 2 to determine what the costs will be of acquiring all the paths and if it is incumbent on the District to develop all the paths. Later she spoke about her concerns of making Ardmore the first path acquired by the district.

Vice President Lloyd said that the County sees moving one path at a time as an opportunity to learn from each move and that the County has the patience to support a path by path transition. He also said the County would transfer all the paths to the District at once if this is what the District wants. Again, he reiterated the County's commitment to work with the District as the District chooses to proceed. Mr. Nesbitt added that he had spoken to Julie Turner, Public Works Director, yesterday and she echoed County's desire to transfer a single test path first.

President Toombs said that he wants to try to acquire the Kenyon-Highland path first because it is a good test path where you can decide if you want to leave it in pristine shape and because it will bring up issues that have to be resolved. As a result, he said, this path would serve as a good model for further path acquisition.

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Director Lipscomb added that the County is putting the permanent drain into Kenyon-Highland so resolving the ownership issue there first has value. She concurred that this path would create a good model for future path acquisition and confirmed with GM/COP Harman that he had successfully secured the cooperation of the four adjacent land owners to allow County access to the Highland-Kenyon path as a part of the temporary drainage repair.

STAFF COMMENTS

None.

MOTION: Director Kosel moved to pass the following motion:

Whereas public safety requires our action; Whereas the cost appears to be modest; Whereas we have an offer of clear title from Contra Costa County; Whereas we should honor the tradition of paths in the town of Kensington, I move that we: 1) accept the report of the Path Committee , 2) move to acquire the Highland-Kenyon path first with the intention of acquiring all the others as quickly as possible, 3) that we maintain the paths in their present condition and 4) that we call a town hall meeting to determine how this community may want to improve the paths or not.

Director Metcalf seconded this motion.

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

CONSENT CALENDAR

President Toombs asked to pull item h) the Police Department Update.

PUBLIC COMMENT

Lynn Wolter complimented the department for its reduction in property crime.

MOTION: Director Kosel moved to approve the consent calendar. Director Lipscomb seconded this motion.

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

DISTRICT – NEW BUSINESS #1 - The Board will discuss the proposed Extension Agreement between the District and the Kensington Police Officers Association (KPOA). Board Action. Pages 105-121

BOARD COMMENTS

President Toombs said that the BOD had been working for some time with the KPOA and had reached an agreement. In short, he said that the Memorandum of Understanding (MOU) is left pretty much as is and will be in effect from July 1, 2010 – June 30, 2013. He said that changes are limited to: 1) a KPOA change to the Dental plan and 2) a change to the long term disability plan which results in the district saving about \$70 per officer per month. He also said there were no new wage increases but noted two positions are being created: Master Sergeant and Corporal. He noted that Detective Keith Barrow had been promoted to Corporal but there MOU did not have a Corporal rank in it. He said that the Master Sergeant monthly starting salary was \$7,614.05, which is 3% above current step grade for a Sergeant. He said that the monthly step two for a Master Sergeant is \$7,842.47. The monthly base pay for a corporal

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would be \$6,576.71 with no step increase. He noted that this represented a 2% increase over an officer's top pay grade. He also said that new salaries are not retroactive but would be in effect January 1, 2012. He noted that this new MOU was a substantial savings for the District as the incremental cost to the District is about \$20,000 over the three years. He said the KPOA had already approved the proposed MOU extension.

Director Kosel thanked all the negotiators from both sides and said she thought they came up with a fair deal. Her one disappointment, she said, is that this proposal does not address the issue of retirement. She said it is a big issue everywhere and noted that Kensington officers do not contribute to their own retirement funding at all. She reminded all that the District pays its contribution to PERS and also pays the officer's contribution to PERS. She said she would have been happy to see a minimum contribution by the officers' to begin to acknowledge the unsustainability of this retirement plan.

PUBLIC COMMENTS

Nicki Kaiser said she was amazed that it took so long to come to an agreement with a police force this small but she is glad to see it wrapping up.

MOTION: President Toombs moved that the extension agreement as presented tonight be passed by this BOD, executed by the District, and submitted to KPOA for its execution as well. Director Lipscomb seconded this motion.

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

President Toombs announced at about 9:36P that the BOD would be returning to its closed door session and that it would publicly report its findings this evening at the end of that closed session.

At 10:55 p.m., the Board came out of a closed session held pursuant to California Government code Section 54957 – Public Employee Discipline/Dismissal/Release. Having heard all the evidence, the directors deliberated on an appeal to a personnel decision. With all directors having heard the evidence, but not being able to come to a majority vote, no action was taken.

ADJOURNMENT

KPPCSD
Unaudited Profit & Loss Budget Performance
July 1, 2011 through February 3, 2012

| | Jul 1, '11 - Feb 3, 12 | Budget | Jul 1, '11 - Feb 3, 12 | YTD Budget | Annual Budget |
|--|------------------------|---------------------|------------------------|---------------------|---------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 400 · Police Activities Revenue | | | | | |
| 401 · Levy Tax | 1,258,343.73 | 1,242,000.00 | 1,258,343.73 | 1,242,000.00 | 1,263,000.00 |
| 402 · Special Tax-Police | 679,890.00 | 680,000.00 | 679,890.00 | 680,000.00 | 680,000.00 |
| 403 · Misc Tax-Police | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 |
| 404 · Measure G Supplemental Tax | 405,667.70 | 453,200.00 | 405,667.70 | 453,200.00 | 453,200.00 |
| 410 · Police Fees/Service Charges | 1,145.00 | 1,261.03 | 1,145.00 | 1,261.03 | 2,000.00 |
| 414 · POST Reimbursement | 8,275.64 | 0.00 | 8,275.64 | 0.00 | |
| 415 · Grants-Police | 11,315.57 | 0.00 | 11,315.57 | 0.00 | |
| 416 · Interest-Police | 0.00 | 1,500.00 | 0.00 | 1,500.00 | 3,000.00 |
| 417 · Police Asset Sale | 0.00 | 0.00 | 0.00 | 0.00 | |
| 418 · Misc Police Income | 13,425.69 | 9,644.00 | 13,425.69 | 9,644.00 | 12,000.00 |
| 419 · Supplemental W/C Reimb (48 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 400 · Police Activities Revenue - O | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 400 · Police Activities Revenue | 2,378,063.33 | 2,387,605.03 | 2,378,063.33 | 2,387,605.03 | 2,413,250.00 |
| 420 · Park/Rec Activities Revenue | | | | | |
| 421 · Levy Tax-Park/Rec | 0.00 | 0.00 | 0.00 | 0.00 | |
| 423 · Misc Tax-Park/Rec | 0.00 | 0.00 | 0.00 | 0.00 | |
| 424 · Special Tax-L&L | 31,679.36 | 30,000.00 | 31,679.36 | 30,000.00 | 30,000.00 |
| 425 · Bond Taxes-Pk/Rec | 0.00 | 0.00 | 0.00 | 0.00 | |
| 426 · Park Donations | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| 427 · Community Center Revenue | 8,084.77 | 16,405.17 | 8,084.77 | 16,405.17 | 24,000.00 |
| 428 · Building E Revenue | 7,500.00 | 0.00 | 7,500.00 | 0.00 | |
| 429 · Annex Revenue | 0.00 | 0.00 | 0.00 | 0.00 | |
| 430 · KCC Monthly Wage Reimb | 1,089.00 | 0.00 | 1,089.00 | 0.00 | |
| 435 · Grants-Park/Rec | 0.00 | 100,000.00 | 0.00 | 100,000.00 | 100,000.00 |
| 436 · Interest-Park/Rec | 0.00 | 100.00 | 0.00 | 100.00 | 200.00 |
| 437 · Pk/R Asset Sale | 0.00 | 0.00 | 0.00 | 0.00 | |
| 438 · Misc Park/Rec Rev | 206.00 | 200.00 | 206.00 | 200.00 | 500.00 |
| 420 · Park/Rec Activities Revenue | 0.00 | 0.00 | 0.00 | 0.00 | |

KPPCSD
Unaudited Profit & Loss Budget Performance
July 1, 2011 through February 3, 2012

| | Jul 1, '11 - Feb 3, 12 | Budget | Jul 1, '11 - Feb 3, 12 | YTD Budget | Annual Budget |
|--|------------------------|--------------|------------------------|--------------|---------------|
| Total 420 · Park/Rec Activities Reve | 48,559.13 | 146,705.17 | 48,559.13 | 146,705.17 | 155,200.00 |
| 440 · District Activities Revenue | | | | | |
| 448 · Franchise Fees | 13,306.74 | 14,000.00 | 13,306.74 | 14,000.00 | 21,000.00 |
| 449 · District Revenue | 0.00 | 0.00 | 0.00 | 0.00 | |
| 456 · Interest-District | 0.00 | 250.00 | 0.00 | 250.00 | 500.00 |
| 457 · Dist Asset Sale | 0.00 | 0.00 | 0.00 | 0.00 | |
| 458 · Misc District Revenue | 0.00 | 0.00 | 0.00 | 0.00 | |
| 440 · District Activities Revenue - (| 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 440 · District Activities Reven | 13,306.74 | 14,250.00 | 13,306.74 | 14,250.00 | 21,500.00 |
| Total Income | 2,439,929.20 | 2,548,560.20 | 2,439,929.20 | 2,548,560.20 | 2,589,950.00 |
| Expense | | | | | |
| 3 · Condense Item Adj. Expense | 0.00 | 0.00 | 0.00 | 0.00 | |
| 4000 · Reconciliation Discrepancies | 0.00 | 0.00 | 0.00 | 0.00 | |
| 500 · Police Sal & Ben | | | | | |
| 502 · Salary - Officers | 472,484.49 | 523,776.76 | 472,484.49 | 523,776.76 | 884,824.00 |
| 504 · Compensated Absences | 15,402.59 | 0.00 | 15,402.59 | 0.00 | 10,000.00 |
| 506 · Overtime | 43,648.30 | 23,678.18 | 43,648.30 | 23,678.18 | 40,000.00 |
| 508 · Salary - Non-Sworn | 30,534.50 | 34,629.31 | 30,534.50 | 34,629.31 | 58,500.00 |
| 516 · Uniform Allowance | 4,166.25 | 4,617.24 | 4,166.25 | 4,617.24 | 7,800.00 |
| 518 · Safety Equipment | 1,925.28 | 1,250.00 | 1,925.28 | 1,250.00 | 2,500.00 |
| 521-A · Medical/Vision/Dental-Acti | 76,576.34 | 92,589.45 | 76,576.34 | 92,589.45 | 156,416.00 |
| 521-R · Medical/Vision/Dental-Reti | 85,533.57 | 93,255.84 | 85,533.57 | 93,255.84 | 157,539.00 |
| 521-T · Medical/Vision/Dental-Trus | 0.00 | 96,432.00 | 0.00 | 96,432.00 | 96,432.00 |
| 522 · Insurance - Police | 9,052.25 | 7,603.45 | 9,052.25 | 7,603.45 | 12,500.00 |
| 523 · Social Security/Medicare | 7,229.53 | 8,592.79 | 7,229.53 | 8,592.79 | 14,516.00 |
| 524 · Social Security - District | 2,123.13 | 2,147.02 | 2,123.13 | 2,147.02 | 3,627.00 |
| 527 · PERS - District Portion | 163,796.08 | 179,653.31 | 163,796.08 | 179,653.31 | 303,492.00 |
| 528 · PERS - Officers Portion | 43,579.30 | 47,555.20 | 43,579.30 | 47,555.20 | 80,336.00 |
| 530 · Workers Comp | 48,048.00 | 51,492.00 | 48,048.00 | 51,492.00 | 68,656.00 |

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KPPCSD
Unaudited Profit & Loss Budget Performance
July 1, 2011 through February 3, 2012

| | Jul 1, '11 - Feb 3, 12 | Budget | Jul 1, '11 - Feb 3, 12 | YTD Budget | Annual Budget |
|--|------------------------|---------------------|------------------------|---------------------|---------------------|
| 540 · Advanced Industrial Disabilit | 0.00 | 0.00 | 0.00 | 0.00 | |
| 541 · Consultant/Operational Audit | 0.00 | 0.00 | 0.00 | 0.00 | |
| 500 · Police Sal & Ben - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 500 · Police Sal & Ben | 1,004,099.61 | 1,167,272.55 | 1,004,099.61 | 1,167,272.55 | 1,897,138.00 |
| 550 · Other Police Expenses | | | | | |
| 552 · Expendable Police Supplies | 2,138.03 | 1,065.52 | 2,138.03 | 1,065.52 | 1,800.00 |
| 553 · Range/Ammunition Supplies | 619.40 | 2,367.83 | 619.40 | 2,367.83 | 4,000.00 |
| 555 · CALEA | 0.00 | 0.00 | 0.00 | 0.00 | |
| 560 · Crossing Guard | 4,652.76 | 5,698.13 | 4,652.76 | 5,698.13 | 9,626.00 |
| 562 · Vehicle Operation | 21,048.36 | 32,557.49 | 21,048.36 | 32,557.49 | 55,000.00 |
| 564 · Communications (RPD) | 76,779.65 | 74,492.41 | 76,779.65 | 74,492.41 | 154,320.00 |
| 566 · Radio Maintenance | 74.81 | 13,851.72 | 74.81 | 13,851.72 | 23,400.00 |
| 568 · Prisoner/Case Exp./Booking | 677.11 | 2,959.75 | 677.11 | 2,959.75 | 5,000.00 |
| 570 · Training | 3,476.67 | 5,919.56 | 3,476.67 | 5,919.56 | 10,000.00 |
| 572 · Recruiting | 388.00 | 0.00 | 388.00 | 0.00 | |
| 574 · Reserve Officers | 1,248.44 | 1,183.89 | 1,248.44 | 1,183.89 | 2,000.00 |
| 576 · Misc. Dues, Meals & Travel | 1,274.50 | 1,900.17 | 1,274.50 | 1,900.17 | 3,210.00 |
| 580 · Utilities - Police | 3,857.17 | 4,735.62 | 3,857.17 | 4,735.62 | 8,000.00 |
| 581 · Bldg Repairs/Maint. | 933.78 | 525.86 | 933.78 | 525.86 | 1,000.00 |
| 582 · Expendable Office Supplies | 3,181.73 | 3,551.72 | 3,181.73 | 3,551.72 | 6,000.00 |
| 586 · Machine Maintenance | 330.00 | 0.00 | 330.00 | 0.00 | |
| 588 · Telephone(+Rich. Line) | 2,784.24 | 4,723.79 | 2,784.24 | 4,723.79 | 7,980.00 |
| 590 · Housekeeping | 1,984.80 | 2,367.83 | 1,984.80 | 2,367.83 | 4,000.00 |
| 592 · Publications | 2,314.52 | 1,775.86 | 2,314.52 | 1,775.86 | 3,000.00 |
| 594 · Community Policing | 2,560.39 | 1,479.90 | 2,560.39 | 1,479.90 | 2,500.00 |
| 596 · WEST-NET/CAL I.D. | 12,893.00 | 12,900.00 | 12,893.00 | 12,900.00 | 12,900.00 |
| 598 · COPS Special Fund | 38.96 | 0.00 | 38.96 | 0.00 | 0.00 |
| 599 · Measure G Administration | 1,588.22 | 2,250.00 | 1,588.22 | 2,250.00 | 3,200.00 |
| 550 · Other Police Expenses - Oth | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 550 · Other Police Expenses | 144,844.54 | 176,307.05 | 144,844.54 | 176,307.05 | 316,936.00 |

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KPPCSD
Unaudited Profit & Loss Budget Performance
 July 1, 2011 through February 3, 2012

| | Jul 1, '11 - Feb 3, 12 | Budget | Jul 1, '11 - Feb 3, 12 | YTD Budget | Annual Budget |
|---|------------------------|------------------|------------------------|------------------|------------------|
| 600 · Park/Rec Sal & Ben | | | | | |
| 601 · Park & Rec Administrator | 3,709.75 | 3,847.68 | 3,709.75 | 3,847.68 | 6,500.00 |
| 602 · Custodian | 12,550.00 | 15,390.79 | 12,550.00 | 15,390.79 | 26,000.00 |
| 604 · Gardener | 0.00 | 0.00 | 0.00 | 0.00 | |
| 606 · Casual Labor | 0.00 | 0.00 | 0.00 | 0.00 | |
| 623 · Social Security/Medicare - Di | 0.00 | 294.18 | 0.00 | 294.18 | 497.00 |
| 630 · Workers Comp. (Recreation) | 0.00 | 0.00 | 0.00 | 0.00 | |
| 600 · Park/Rec Sal & Ben - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 600 · Park/Rec Sal & Ben | 16,259.75 | 19,532.65 | 16,259.75 | 19,532.65 | 32,997.00 |
| 635 · Park/Recreation Expenses | | | | | |
| 640 · Community Center Expenses | | | | | |
| 642 · Utilities-Community Center | 2,103.69 | 2,815.35 | 2,103.69 | 2,815.35 | 4,756.00 |
| 643 · Janitorial Supplies | 618.82 | 443.97 | 618.82 | 443.97 | 750.00 |
| 646 · Community Center Repairs | 25,681.71 | 500.00 | 25,681.71 | 500.00 | 1,000.00 |
| 640 · Community Center Expens | 15.91 | 0.00 | 15.91 | 0.00 | |
| Total 640 · Community Center Exp | 28,420.13 | 3,759.32 | 28,420.13 | 3,759.32 | 6,506.00 |
| 650 · Building E Expenses | | | | | |
| 656 · Bldg E Repairs | 0.00 | 0.00 | 0.00 | 0.00 | |
| 658 · Bldg E Misc | 0.00 | 0.00 | 0.00 | 0.00 | |
| 650 · Building E Expenses - Othe | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 650 · Building E Expenses | 0.00 | 0.00 | 0.00 | 0.00 | |
| 660 · Annex Expenses | | | | | |
| 662 · Utilities - Annex | 2,197.46 | 591.97 | 2,197.46 | 591.97 | 1,000.00 |
| 666 · Annex Repairs | 0.00 | 0.00 | 0.00 | 0.00 | |
| 668 · Misc Annex Expenses | 0.00 | 0.00 | 0.00 | 0.00 | |
| 660 · Annex Expenses - Other | 160.10 | 0.00 | 160.10 | 0.00 | |
| Total 660 · Annex Expenses | 2,357.56 | 591.97 | 2,357.56 | 591.97 | 1,000.00 |

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KPPCSD
Unaudited Profit & Loss Budget Performance
July 1, 2011 through February 3, 2012

| | Jul 1, '11 - Feb 3, 12 | Budget | Jul 1, '11 - Feb 3, 12 | YTD Budget | Annual Budget |
|---|------------------------|-------------------|------------------------|-------------------|-------------------|
| 670 · Gardening Supplies | 0.00 | 1,183.89 | 0.00 | 1,183.89 | 2,000.00 |
| 672 · Kensington Park O&M | 23,699.78 | 36,594.58 | 23,699.78 | 36,594.58 | 61,820.00 |
| 674 · Park Construction Exp | 0.00 | 0.00 | 0.00 | 0.00 | |
| 678 · Misc Park/Rec Expense | 6,299.78 | 500.00 | 6,299.78 | 500.00 | 1,000.00 |
| 635 · Park/Recreation Expenses - (| 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 635 · Park/Recreation Expenses | 60,777.25 | 42,629.76 | 60,777.25 | 42,629.76 | 72,326.00 |
| 6999 · Uncategorized Expenses | 0.00 | 0.00 | 0.00 | 0.00 | |
| 800 · District Expenses | | | | | |
| 810 · Computer Maintenance | 19,705.01 | 17,778.76 | 19,705.01 | 17,778.76 | 30,034.00 |
| 820 · Cannon Copier Contract | 3,060.43 | 3,646.45 | 3,060.43 | 3,646.45 | 6,160.00 |
| 830 · Legal (District/Personnel) | 32,097.29 | 20,718.37 | 32,097.29 | 20,718.37 | 35,000.00 |
| 835 · Consulting | 54,083.25 | 3,600.00 | 54,083.25 | 3,600.00 | 3,600.00 |
| 840 · Accounting | 16,416.25 | 18,655.17 | 16,416.25 | 18,655.17 | 25,275.00 |
| 850 · Insurance | 29,694.11 | 30,000.00 | 29,694.11 | 30,000.00 | 30,000.00 |
| 860 · Election | 0.00 | 0.00 | 0.00 | 0.00 | |
| 865 · Police Bldg. Lease | 29,705.00 | 29,705.00 | 29,705.00 | 29,705.00 | 29,705.00 |
| 870 · County Expenditures | 7,152.40 | 6,541.38 | 7,152.40 | 6,541.38 | 19,900.00 |
| 880 · KCC/Annex Agreement | 6,021.00 | 0.00 | 6,021.00 | 0.00 | |
| 890 · Waste/Recycle | 4,872.54 | 8,324.14 | 4,872.54 | 8,324.14 | 17,500.00 |
| 898 · Misc. Expenses | 7,083.28 | 6,298.98 | 7,083.28 | 6,298.98 | 10,641.00 |
| 899 · Depreciation Expense | 0.00 | 0.00 | 0.00 | 0.00 | |
| 800 · District Expenses - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 800 · District Expenses | 209,890.56 | 145,268.25 | 209,890.56 | 145,268.25 | 207,815.00 |
| 950 · Capital Outlay | | | | | |
| 961 · Police Bldg Improvements | 0.00 | 0.00 | 0.00 | 0.00 | |
| 962 · Patrol Cars | 0.00 | 0.00 | 0.00 | 0.00 | |
| 963 · Patrol Car Accessories | 0.00 | 0.00 | 0.00 | 0.00 | |
| 965 · Weapons / Radios | 0.00 | 0.00 | 0.00 | 0.00 | |
| 967 · Station Equipment | 0.00 | 0.00 | 0.00 | 0.00 | |

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KPPCSD
Unaudited Profit & Loss Budget Performance
July 1, 2011 through February 3, 2012

| | Jul 1, '11 - Feb 3, 12 | Budget | Jul 1, '11 - Feb 3, 12 | YTD Budget | Annual Budget |
|--|------------------------|---------------------|------------------------|---------------------|---------------------|
| 968 · Office Furn/Eq | 0.00 | | 0.00 | 0.00 | 0.00 |
| 969 · Computer Equipment | 0.00 | | 0.00 | 0.00 | 0.00 |
| 971 · Park Land | 0.00 | | 0.00 | 0.00 | 0.00 |
| 972 · Park Buildings Improvement | 142,609.38 | 120,000.00 | 142,609.38 | 120,000.00 | 120,000.00 |
| 973 · Park Construct. Grant | 0.00 | | 0.00 | 0.00 | 0.00 |
| 974 · Other Park Improvements | 0.00 | | 0.00 | 0.00 | 0.00 |
| 978 · Pk/Rec Furn/Eq | 0.00 | | 0.00 | 0.00 | 0.00 |
| 981 · Bldg E Improvements | 0.00 | | 0.00 | 0.00 | 0.00 |
| 983 · Annex Improvements | 0.00 | | 0.00 | 0.00 | 0.00 |
| 950 · Capital Outlay - Other | 0.00 | | 0.00 | 0.00 | 0.00 |
| Total 950 · Capital Outlay | 142,609.38 | 120,000.00 | 142,609.38 | 120,000.00 | 120,000.00 |
| 997 · Payroll Expenses | 0.00 | | 0.00 | 0.00 | 0.00 |
| Total Expense | 1,578,481.09 | 1,671,010.26 | 1,578,481.09 | 1,671,010.26 | 2,647,212.00 |
| Net Ordinary Income | 861,448.11 | 877,549.94 | 861,448.11 | 877,549.94 | -57,262.00 |
| Other Income/Expense | | | | | |
| Other Expense | | | | | |
| 700 · Bond Issue Expenses | | | | | |
| 701 · Bond Proceeds | -176,400.42 | 0.00 | -176,400.42 | 0.00 | |
| 710 · Bond Admin. | 8,533.76 | 0.00 | 8,533.76 | 0.00 | |
| 715 · Bond Interest Income | -89.59 | 0.00 | -89.59 | 0.00 | |
| 720 · Bond Principal | 108,916.14 | 0.00 | 108,916.14 | 0.00 | |
| 730 · Bond Interest | 27,871.20 | 0.00 | 27,871.20 | 0.00 | |
| 700 · Bond Issue Expenses - Other | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total 700 · Bond Issue Expenses | -31,168.91 | 0.00 | -31,168.91 | 0.00 | |
| 990 · EPC Activities | 0.00 | 0.00 | 0.00 | 0.00 | |
| 995 · Loss/(Gain) - Asset Dispositio | 0.00 | 0.00 | 0.00 | 0.00 | |
| 996 · New Equipment | 0.00 | 0.00 | 0.00 | 0.00 | |
| 998 · Insurance | 0.00 | 0.00 | 0.00 | 0.00 | |

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KPPCSD
Unaudited Profit & Loss Budget Performance
July 1, 2011 through February 3, 2012

| | Jul 1, '11 - Feb 3, 12 | Budget | Jul 1, '11 - Feb 3, 12 | YTD Budget | Annual Budget |
|-------------------------------|-------------------------------|-------------------|-------------------------------|-------------------|----------------------|
| 999 - Med./Life Ins./Wrk Comp | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Other Expense | -31,168.91 | 0.00 | -31,168.91 | 0.00 | |
| Net Other Income | 31,168.91 | 0.00 | 31,168.91 | 0.00 | 0.00 |
| | 892,617.02 | 877,549.94 | 892,617.02 | 877,549.94 | -57,262.00 |

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Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

Date: Friday, February 03, 2012

FORWARDED TO:

Subject: Consent Calendar Item D- Park Revenue & Expenses

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

This information is obtained through our QuickBooks software. Revenue and expenses from July 1, 2011 through January 31, 2012 is attached to this memo.

KPPCSD
Account QuickReport
 July 1, 2011 through February 2, 2012

| Type | Date | Num | Name | Memo | Split | Amount |
|--|------------|---------|---------------|-------------------|-------------------|-----------|
| 420 · Park/Rec Activities Revenue | | | | | | |
| 424 · Special Tax-L&L | | | | | | |
| General Journal | 10/3/2011 | JV08... | CCC Taxes-LLD | SP ASSESS ... | 146 · Advance... | 31,679.36 |
| Total 424 · Special Tax-L&L | | | | | | 31,679.36 |
| 427 · Community Center Revenue | | | | | | |
| Deposit | 7/29/2011 | 1072 | | East Bay Coll... | 112 · General ... | 598.00 |
| Deposit | 7/29/2011 | 3133 | | CC Rental | 112 · General ... | 375.00 |
| Deposit | 7/29/2011 | 1247 | | CC Rental | 112 · General ... | 600.00 |
| Deposit | 7/29/2011 | 6168 | | CC Rental | 112 · General ... | 180.00 |
| Deposit | 9/23/2011 | 957 | | CC Rental | 112 · General ... | 600.00 |
| Deposit | 9/23/2011 | 154 | | CC Rental | 112 · General ... | 700.00 |
| Deposit | 9/23/2011 | 710 | | Wake Up to ... | 112 · General ... | 45.00 |
| Deposit | 9/23/2011 | 746 | | Wake Up to ... | 112 · General ... | 45.00 |
| Deposit | 11/4/2011 | | | Extra hour for... | 112 · General ... | 100.00 |
| Deposit | 11/4/2011 | 731 | | AA Rent | 112 · General ... | 90.00 |
| Deposit | 11/4/2011 | 2252 | | Rental | 112 · General ... | 1,300.00 |
| Deposit | 12/29/2011 | 2569 | | CC Rental | 112 · General ... | 500.00 |
| Deposit | 12/29/2011 | 187 | | CC Rental | 112 · General ... | 450.00 |
| Deposit | 12/29/2011 | 271 | | CC Rental | 112 · General ... | 375.00 |
| Deposit | 12/29/2011 | 221 | | CC Rental | 112 · General ... | 450.00 |
| Deposit | 12/29/2011 | 1375 | | CC Rental | 112 · General ... | 600.00 |
| Deposit | 12/29/2011 | 4350 | | CC Rental | 112 · General ... | 300.00 |
| Deposit | 12/29/2011 | 1004 | | Alanon Rent | 112 · General ... | 45.00 |
| Deposit | 12/29/2011 | 3543 | | Tennis Court ... | 112 · General ... | 40.00 |
| Deposit | 12/29/2011 | 3218 | | Tennis Court ... | 112 · General ... | 64.00 |
| Deposit | 12/29/2011 | 3224 | | Tennis Court ... | 112 · General ... | 80.00 |
| Deposit | 12/29/2011 | | | CC Rental | 112 · General ... | 300.00 |
| Deposit | 12/29/2011 | 3306 | | Ewaste paym... | 112 · General ... | 247.77 |
| Total 427 · Community Center Revenue | | | | | | 8,084.77 |
| 428 · Building E Revenue | | | | | | |
| Deposit | 1/31/2012 | 6032 | | Half of Bldg ... | 112 · General ... | 7,500.00 |
| Total 428 · Building E Revenue | | | | | | 7,500.00 |

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KPPCSD

Account QuickReport

July 1, 2011 through February 2, 2012

| Type | Date | Num | Name | Memo | Split | Amount |
|---|-----------|------|------|------------------|-------------------|------------------|
| 430 - KCC Monthly Wage Reimb | | | | | | |
| Deposit | 11/4/2011 | 317 | | GFFF Oct 20... | 112 · General ... | 1,089.00 |
| Total 430 · KCC Monthly Wage Reimb | | | | | | |
| 438 - Misc Park/Rec Rev | | | | | | |
| Deposit | 11/4/2011 | 3408 | | Tennis Court ... | 112 · General ... | 40.00 |
| Deposit | 11/4/2011 | 3462 | | Tennis Court ... | 112 · General ... | 40.00 |
| Deposit | 11/4/2011 | 3202 | | Tennis Court ... | 112 · General ... | 120.00 |
| Deposit | 11/4/2011 | | | Tennis Court ... | 112 · General ... | 6.00 |
| Total 438 · Misc Park/Rec Rev | | | | | | |
| Total 420 · Park/Rec Activities Revenue | | | | | | |
| TOTAL | | | | | | 48,559.13 |

KPPCSD
Account QuickReport

July 1, 2011 through February 2, 2012

| Type | Date | Num | Name | Memo | Split | Amount |
|---|------------|-------|-------------------|-------------------|-------------------|----------|
| 600 - Park/Rec Sal & Ben | | | | | | |
| 601 - Park & Rec Administrator | | | | | | |
| Paycheck | 7/15/2011 | | Di Napoli, Andrea | | 112 - General ... | 151.00 |
| Paycheck | 7/29/2011 | | Di Napoli, Andrea | | 112 - General ... | 222.00 |
| Paycheck | 8/15/2011 | | Di Napoli, Andrea | | 112 - General ... | 307.25 |
| Paycheck | 8/30/2011 | | Di Napoli, Andrea | | 112 - General ... | 291.25 |
| Paycheck | 9/14/2011 | | Di Napoli, Andrea | | 112 - General ... | 307.50 |
| Paycheck | 9/29/2011 | | Di Napoli, Andrea | | 112 - General ... | 281.25 |
| Paycheck | 10/14/2011 | | Di Napoli, Andrea | | 112 - General ... | 240.50 |
| Paycheck | 10/28/2011 | | Di Napoli, Andrea | | 112 - General ... | 262.75 |
| Paycheck | 11/15/2011 | | Di Napoli, Andrea | | 112 - General ... | 305.00 |
| Paycheck | 11/30/2011 | | Di Napoli, Andrea | | 112 - General ... | 270.00 |
| Paycheck | 12/15/2011 | | Di Napoli, Andrea | | 112 - General ... | 266.50 |
| Paycheck | 12/30/2011 | | Di Napoli, Andrea | | 112 - General ... | 252.25 |
| Paycheck | 1/13/2012 | | Di Napoli, Andrea | | 112 - General ... | 241.50 |
| Paycheck | 1/29/2012 | | Di Napoli, Andrea | | 112 - General ... | 311.00 |
| Total 601 - Park & Rec Administrator | | | | | | 3,709.75 |
| 602 - Custodian | | | | | | |
| Check | 7/15/2011 | 13224 | William Driscoll | July 1 - 15 se... | 112 - General ... | 875.00 |
| Check | 7/29/2011 | 13267 | William Driscoll | July 16 - July... | 112 - General ... | 875.00 |
| Check | 8/15/2011 | 13289 | William Driscoll | August 1-15, ... | 112 - General ... | 875.00 |
| Check | 8/30/2011 | 13330 | William Driscoll | August 16-31... | 112 - General ... | 875.00 |
| Check | 9/15/2011 | 13346 | William Driscoll | Sept 1 - 15, 2... | 112 - General ... | 875.00 |
| Check | 9/30/2011 | 13414 | William Driscoll | Sept 16 -30, ... | 112 - General ... | 875.00 |
| Check | 10/14/2011 | 13440 | William Driscoll | Oct. 1-15, 2011 | 112 - General ... | 875.00 |
| Check | 10/14/2011 | 13441 | William Driscoll | restroom & s... | 112 - General ... | 300.00 |
| Check | 10/28/2011 | 13469 | William Driscoll | Oct 16 - 31 cl... | 112 - General ... | 875.00 |
| Check | 11/15/2011 | 13495 | William Driscoll | Nov 1 - 15 cl... | 112 - General ... | 875.00 |
| Check | 11/30/2011 | 13532 | William Driscoll | Invoice #0064 | 112 - General ... | 875.00 |
| Check | 12/15/2011 | 13554 | William Driscoll | Invoice #0065 | 112 - General ... | 875.00 |
| Check | 12/30/2011 | 13588 | William Driscoll | Invoice #0066 | 112 - General ... | 875.00 |

12:16 PM
02/02/12
Accrual Basis

KPPCSD
Account QuickReport
July 1, 2011 through February 2, 2012

| Type | Date | Num | Name | Memo | Split | Amount |
|--------------------------------|-----------|-------|------------------|---------------|-------------------|--------------------------------|
| Check | 1/30/2012 | 13694 | William Driscoll | Invoice #0068 | 112 · General ... | 875.00 |
| Check | 1/30/2012 | 13694 | William Driscoll | Invoice #0069 | 112 · General ... | 875.00 |
| Total 602 · Custodian | | | | | | <u>12,550.00</u> |
| Total 600 · Park/Rec Sal & Ben | | | | | | <u>16,259.75</u> |
| TOTAL | | | | | | <u><u>16,259.75</u></u> |

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KPPCSD
Account QuickReport
 July 1, 2011 through February 2, 2012

| Type | Date | Num | Name | Memo | Split | Amount |
|---|------------|---------|------------------------|------------------|-------------------|----------|
| 635 · Park/Recreation Expenses | | | | | | |
| 640 · Community Center Expenses | | | | | | |
| 642 · Utilities-Community Center | | | | | | |
| General Journal | 7/1/2011 | REV ... | Kensington Police P... | | 210 · Account... | -164.53 |
| Check | 7/29/2011 | 13273 | Pacific Telemanage... | Pay Phone C... | 112 · General ... | 78.00 |
| Check | 8/15/2011 | 13291 | PG&E | 59 Arlington ... | 112 · General ... | 156.15 |
| Check | 8/15/2011 | 13302 | EBMUD | For 2 Arlmont | 112 · General ... | 329.06 |
| Check | 9/15/2011 | 13356 | Pacific Telemanage... | Pay phone CC | 112 · General ... | 78.00 |
| Check | 9/30/2011 | 13396 | Pacific Telemanage... | Pay phone C... | 112 · General ... | 78.00 |
| Check | 9/30/2011 | 13416 | PG&E | 59 Arlington ... | 112 · General ... | 144.61 |
| Check | 10/14/2011 | 13455 | EBMUD | 8-1-11 to 9-3... | 112 · General ... | 233.99 |
| Check | 10/28/2011 | 13485 | PG&E | 59 Arlington ... | 112 · General ... | 166.44 |
| Check | 11/15/2011 | 13502 | Pacific Telemanage... | Pay phone C... | 112 · General ... | 78.00 |
| Check | 11/30/2011 | 13535 | PG&E | 59 Arlington ... | 112 · General ... | 146.77 |
| Check | 12/15/2011 | 13548 | Pacific Telemanage... | Monthly fee f... | 112 · General ... | 78.00 |
| Check | 12/15/2011 | 13559 | EBMUD | 2 Arlmont Dr | 112 · General ... | 118.30 |
| Check | 12/15/2011 | 13573 | PG&E | CC 11-4-11 t... | 112 · General ... | 213.60 |
| Check | 1/13/2012 | 13666 | Pacific Telemanage... | CC Payphone | 112 · General ... | 78.00 |
| Check | 1/13/2012 | 13684 | PG&E | Dec CC Billing | 112 · General ... | 264.15 |
| Check | 1/30/2012 | 13706 | PG&E | due Jan 23, ... | 112 · General ... | 27.15 |
| Total 642 · Utilities-Community Center | | | | | | 2,103.69 |
| 643 · Janitorial Supplies | | | | | | |
| Check | 7/29/2011 | 13278 | UBS | Community C... | 112 · General ... | 597.62 |
| Check | 12/15/2011 | 13577 | Kensington Home a... | Comm Center | 112 · General ... | 7.46 |
| Check | 12/30/2011 | 13599 | Bank Card | Nov 12 - Dec... | 112 · General ... | 13.74 |
| Total 643 · Janitorial Supplies | | | | | | 618.82 |

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KPPCSD
Account QuickReport
 July 1, 2011 through February 2, 2012

| Type | Date | Num | Name | Memo | Split | Amount |
|--|------------|---------|------------------------|--------------------|-------------------|-----------|
| 646 · Community Center Repairs | | | | | | |
| Check | 8/15/2011 | 13299 | Kensington Home a... | Bill Driscoll | 112 · General ... | 17.61 |
| Check | 8/15/2011 | 13299 | Kensington Home a... | Bill Driscoll C... | 112 · General ... | 74.37 |
| Check | 9/15/2011 | 13384 | Cherokee Construct... | Job # 0911-3 | 112 · General ... | 18,600.00 |
| Check | 10/28/2011 | 13484 | Key Shack Inc. | community c... | 112 · General ... | 32.63 |
| Check | 11/30/2011 | 13525 | Summer Rain Land... | storm drain a... | 112 · General ... | 4,500.00 |
| Check | 12/30/2011 | 13589 | KEL-AIRE | service order ... | 112 · General ... | 591.68 |
| Check | 1/13/2012 | 13660 | KEL-AIRE | Repair of hea... | 112 · General ... | 818.02 |
| Check | 1/13/2012 | 13673 | Summer Rain Land... | CC Leak Rep... | 112 · General ... | 120.00 |
| Check | 1/30/2012 | 13696 | Key Shack Inc. | keys for Roo... | 112 · General ... | 13.05 |
| Check | 1/30/2012 | 13696 | Key Shack Inc. | Cam Lock keys | 112 · General ... | 4.35 |
| Check | 1/30/2012 | 13714 | Summer Rain Land... | cut pipe and ... | 112 · General ... | 260.00 |
| Check | 1/30/2012 | 13714 | Summer Rain Land... | storm drain ... | 112 · General ... | 650.00 |
| Total 646 · Community Center Repairs | | | | | | 25,681.71 |
| 640 · Community Center Expenses - Other | | | | | | |
| General Journal | 7/1/2011 | REV ... | Kensington Police P... | | 210 · Account... | -118.67 |
| Check | 8/30/2011 | 13325 | PG&E | 59 Arlington ... | 112 · General ... | 134.58 |
| Total 640 · Community Center Expenses - Other | | | | | | 15.91 |
| Total 640 · Community Center Expenses | | | | | | 28,420.13 |
| 660 · Annex Expenses | | | | | | |
| 662 · Utilities - Annex | | | | | | |
| General Journal | 7/1/2011 | REV ... | Kensington Police P... | | 210 · Account... | -155.00 |
| Check | 7/15/2011 | 13217 | EBMUD | 1 Windsor se... | 112 · General ... | 155.00 |
| Check | 8/30/2011 | 13325 | PG&E | Annex | 112 · General ... | 50.31 |
| Check | 9/15/2011 | 13371 | EBMUD | 1 windsor 7-1... | 112 · General ... | 1,018.00 |
| Check | 9/15/2011 | 13371 | EBMUD | 1 windsor 7-1... | 112 · General ... | 160.10 |
| Check | 9/30/2011 | 13416 | PG&E | Annex | 112 · General ... | 27.83 |
| Check | 10/28/2011 | 13485 | PG&E | Annex | 112 · General ... | 24.42 |
| Check | 11/15/2011 | 13509 | EBMUD | 8/29 - 10/28/... | 112 · General ... | 713.56 |
| Check | 11/30/2011 | 13535 | PG&E | Annex | 112 · General ... | 26.32 |

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KPPCSD
Account QuickReport
 July 1, 2011 through February 2, 2012

| Type | Date | Num | Name | Memo | Split | Amount |
|--------------------------------------|------------|---------|------------------------|-------------------|-------------------|----------|
| Check | 12/15/2011 | 13573 | PG&E | Annex 11-4-1... | 112 · General ... | 27.44 |
| Check | 1/13/2012 | 13685 | EBMUD | Annex & Buil... | 112 · General ... | 149.48 |
| Total 662 · Utilities - Annex | | | | | | 2,197.46 |
| 660 · Annex Expenses - Other | | | | | | |
| Check | 11/15/2011 | 13509 | EBMUD | 8/29 - 10/28/... | 112 · General ... | 160.10 |
| Check | 12/15/2011 | 13559 | EBMUD | 9/30/11 - 12/... | 112 · General ... | |
| Total 660 · Annex Expenses - Other | | | | | | 160.10 |
| Total 660 · Annex Expenses | | | | | | 2,357.56 |
| 672 · Kensington Park O&M | | | | | | |
| General Journal | 7/1/2011 | REV ... | Kensington Police P... | | 210 · Account... | -659.88 |
| Check | 7/15/2011 | 13213 | NBS Government Fi... | LMD Admin I... | 112 · General ... | 1,080.59 |
| Check | 7/15/2011 | 13218 | EBMUD | 1 Windsor irri... | 112 · General ... | 659.88 |
| Check | 7/15/2011 | 13247 | Summer Rain Land... | monthly main... | 112 · General ... | 2,050.00 |
| Check | 8/15/2011 | 13300 | Summer Rain Land... | August fee | 112 · General ... | 2,050.00 |
| Check | 8/15/2011 | 13300 | Summer Rain Land... | Repair of wo... | 112 · General ... | 400.00 |
| Check | 9/15/2011 | 13352 | Olivero Plumbing Co. | Backflow Tes... | 112 · General ... | 112.00 |
| Check | 9/15/2011 | 13373 | Summer Rain Land... | removal of 2 l... | 112 · General ... | 3,100.00 |
| Check | 9/15/2011 | 13373 | Summer Rain Land... | removal of tr... | 112 · General ... | 460.00 |
| Check | 9/15/2011 | 13373 | Summer Rain Land... | repair of hunt... | 112 · General ... | 185.00 |
| Check | 9/15/2011 | 13373 | Summer Rain Land... | Sept 2011 m... | 112 · General ... | 2,050.00 |
| Check | 9/15/2011 | 13375 | Summer Rain Land... | removal of 2 l... | 112 · General ... | 0.00 |
| Check | 9/15/2011 | 13375 | Summer Rain Land... | removal of tr... | 112 · General ... | 0.00 |
| Check | 9/15/2011 | 13375 | Summer Rain Land... | repair of hunt... | 112 · General ... | 0.00 |
| Check | 9/15/2011 | 13375 | Summer Rain Land... | Sept 2011 m... | 112 · General ... | 0.00 |
| Check | 9/30/2011 | 13399 | NBS Government Fi... | LMD Admin I... | 112 · General ... | 1,108.86 |
| Check | 10/14/2011 | 13450 | Summer Rain Land... | October 2011 | 112 · General ... | 2,050.00 |
| Check | 10/14/2011 | 13450 | Summer Rain Land... | removal of br... | 112 · General ... | 380.00 |
| Check | 10/14/2011 | 13450 | Summer Rain Land... | painting of wall | 112 · General ... | 280.00 |
| Check | 10/14/2011 | 13450 | Summer Rain Land... | removal of so... | 112 · General ... | 340.00 |
| Check | 10/28/2011 | 13468 | Summer Rain Land... | Work done O... | 112 · General ... | 215.00 |
| Check | 10/28/2011 | 13468 | Summer Rain Land... | INv Dated Oc... | 112 · General ... | 0.00 |
| Check | 10/28/2011 | 13468 | Summer Rain Land... | INv Dated Oc... | 112 · General ... | 0.00 |

30

12:16 PM
 02/02/12
 Accrual Basis

KPPCSD
Account QuickReport
 July 1, 2011 through February 2, 2012

| Type | Date | Num | Name | Memo | Split | Amount |
|--------------------------------------|------------|---------|------------------------|-------------------|-------------------|------------------|
| Check | 11/30/2011 | 13525 | Summer Rain Land... | location mont... | 112 · General ... | 2,050.00 |
| Check | 11/30/2011 | 13525 | Summer Rain Land... | 2 Invoices Da... | 112 · General ... | 0.00 |
| Check | 12/15/2011 | 13566 | Fernando Herrera | Monthly Main... | 112 · General ... | 2,050.00 |
| Check | 12/15/2011 | 13566 | Fernando Herrera | planter repair... | 112 · General ... | 510.00 |
| Check | 12/15/2011 | 13566 | Fernando Herrera | Monthly main... | 112 · General ... | |
| Check | 1/13/2012 | 13668 | NBS Government Fi... | 1-1-12 to 3-3... | 112 · General ... | 804.61 |
| Check | 1/13/2012 | 13673 | Summer Rain Land... | Jan O&M | 112 · General ... | 2,050.00 |
| Check | 1/13/2012 | 13685 | EBMUD | Irrigation Use... | 112 · General ... | 373.72 |
| Total 672 · Kensington Park O&M | | | | | | 23,699.78 |
| 678 · Misc Park/Rec Expense | | | | | | |
| General Journal | 7/1/2011 | REV ... | Kensington Police P... | | 210 · Account... | -184.01 |
| Check | 7/15/2011 | 13248 | Steven Lee | Eagle Scout ... | 112 · General ... | 203.45 |
| Check | 8/15/2011 | 13290 | BPXpress | Invoice#RI00... | 112 · General ... | 260.50 |
| Check | 9/15/2011 | 13360 | Saviano Company I... | Tennis Court ... | 112 · General ... | 2,000.00 |
| Check | 10/28/2011 | 13477 | California Park & R... | paid thru jan ... | 112 · General ... | 155.00 |
| Check | 11/15/2011 | 13496 | Kensington Home a... | Martinez Offi... | 112 · General ... | 28.65 |
| Check | 11/15/2011 | 13505 | Moran Engineering | Tmapping an... | 112 · General ... | 1,000.00 |
| Check | 11/30/2011 | 13524 | Mighetto Electric | 1pole lights r... | 112 · General ... | 305.55 |
| Check | 1/13/2012 | 13663 | UBS | Park Bathroo... | 112 · General ... | 1,927.23 |
| Check | 1/13/2012 | 13682 | City National Bank | 3/2/2012 Loa... | 112 · General ... | 603.41 |
| Total 678 · Misc Park/Rec Expense | | | | | | 6,299.78 |
| Total 635 · Park/Recreation Expenses | | | | | | 60,777.25 |
| TOTAL | | | | | | 60,777.25 |

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January 2012 Police Department Report

February 3, 2012

- Department Personnel
 - We are currently staffed at 9 sworn positions and 3 reserve officers.
- Commendations and Correspondence
 - Officer Doug Wilson received a letter of thanks for his handling of a parking complaint on January 26th.
 - Chief Harman received an e-mail thanking him for the recovery and return of a lost wallet on January 26th.
- Investigation of Alleged Misconduct

 - Department Investigation 2011-004 was initiated on July 5, 2011 on allegations that an officer violated department reporting procedures. This investigation is being conducted by Sergeant Hull.
 - Citizen's Investigation 2011-005 was initiated on October 5, 2011, on allegations that an officer was rude while signing off on a fix it ticket. This investigation is being conducted by Sergeant Hull.
 - Citizen's Investigation 2012-001 was initiated on January 8, 2012 on an allegation that an officer used racial profiling in issuing a traffic citation. This investigation is being conducted by Sergeant Hull.
- 9-1-1 / Richmond Communication Center Information.
 - The Ring Time Report for January identified 67 total 911 calls for service 7 having ring times over 20 seconds. All 7 of these ring times over 20 seconds were for fire calls for service. I have contacted El Cerrito-Kensington Fire Chief Lance Maples and provided him with the ring time report for his follow up.

Average ring time for the month of January was 5.7 seconds.

- Community Networking
 - On 1-9-12, Chief Harman and KPPCSD Board President Chuck Toombs attended the Kensington Public Safety Council meeting.

Following the KPSC meeting, both Chief Harman and President Toombs represented KPPCSD at the KCC Annual K-Group meeting.
 - On 01-18-12, Chief Harman attended the West County Police Chief's meeting in Hercules.
 - On 1-21-12, Chief Harman, KPPCSD Board President Chuck Toombs, and KPPCSD Board Vice President Tony Lloyd attended the John Gioia Traffic meeting for residents of Franciscan Way and the Valley/ Coventry area.
 - On 01-23-12, Chief Harman attended the Quarterly meeting of the Contra Costa Special Districts Association held in Pleasant Hill.
 - On 01-25-12, Chief Harman attended the Contra Costa County Police Chief's Association meeting in Martinez.
-

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

- Watch Commander Reports

- **Sergeant Hull**
TEAM #1 STATISTICS

| Officer: | Turner (K46) (0600-1800) | Stegman (K32) (1800-0600) | Ramos (K41) (0730-1730) |
|--------------------------|-----------------------------|------------------------------|----------------------------|
| Days Worked | 17 | 14 | 17 |
| Traffic Stops | 75 | 8 | 24 |
| Moving Citations | 44 | 0 | 16 |
| Parking Citations | 8 | 0 | 2 |
| Vacation/Security Checks | 103 | 86 | 1 |
| FI-Field Interview Cases | 0 | 0 | 0 |
| Self Initiated Cases | | | |
| Arrests | 1 | 0 | 0 |

BRIEFING/TRAINING:

California Criminal Investigation Manual

- o Arrests
- o Citizen's Arrests
- o Consent Searches

Discussed principles of abandoned property

Discussed jurisdiction issues in Identity Theft Cases

Discussed civil suits against Special Districts

Discussed vacation home checks

Discussed officer response to alarm calls

Reviewed KPD Citizen Arrest Form

Reviewed Northern Ca. Family Center Runaway Program

Reviewed Sexual Assault/DV Non-Disclosure Form

Discussed Witness Admonishment Form

Discussed theft of catalytic converters

Discussed Do Not Resuscitate Forms (DNR)

Discussed report format for injury accidents and hit & run accidents

Reviewed 2011 California Legislative Updates

Reviewed CPOA Client Alert "Open Carry" of firearms in public

KPD Policy 212 – Electronic Mail

KPD Policy 314 – Vehicle Pursuit Policy

KPD Policy 322 – Search and Seizure

KPD Policy 426 – Reporting Police Activity Outside Jurisdiction

KPD Policy 430 – Emergency Utility Service

KPD Policy 458 – Foot Pursuit Policy

SERGEANT'S SUMMARY:

I would like to commend Detective Barrow, Officer Turner, Reserve Armanino, Officer Stegman, Reserve Foley, and TAS Hui.

Because of your professionalism, dedication to duty and your commitment to the residents of this District, the work load on 1-23-2012 was handled in an effective and efficient manner that made me proud to have been able to work with you toward a common goal. The work load that was dispatched between 1630 and 2000 hours is unusual for KPD but does occur from time to time.

Due to your collective work ethic we were able to handle these calls without calling for aid from outside agencies. On two of the calls that were dispatched forensic evidence had to be located and collected. Locating and collecting evidence successfully can be a very slow and tedious process but it is necessary and integral to the investigatory process to identify responsible party/s and suspect/s. Because of your confident and competent approach to police work I

believe with the evidence collected a suspect will be identified.

SIGNIFICANT EVENTS:

- 2012-0057 – On 1-12-2012, Officer Turner responded to the unit block of Lam Ct. to a report someone shooting a pellet gun.
- 2012-0121 – On 1-4-2012, Officer Ramos responded to the 300 block of Arlington Ave. to a report of counterfeit money.
- 2012-0123 – On 1-4-2012, Officer Ramos responded to the unit block of Stratford Rd. to a reported injury accident.
- 2012-0189 – On 1-8-2012, Officer Turner responded to the unit block of Arlington Ave. to a report of identity theft.
- 2012-0228 - On 1-10-2012, Reserve Armanino responded to the 300 block of Colusa Ave. to a report of attempted commercial burglary.
- 2012-0229 – On 1-10-2012, Reserve Armanino located a stolen vehicle ECPD was following and lost.
- 2012-0235 – On 1-10-2012, Officer Turner responded to the 200 block of Princeton Ave. to a report of vandalism.
- 2012-0262 – On 1-11-2012, Sgt. Hull, Det. Barrow, Officer Ramos, and Officer Turner responded to the 700 block of Coventry Rd. to serve a felony possession of firearms warrant out of Richmond Superior Court.

- 2012-0350 – On 1-15-2012, Officer Turner conducted a traffic stop and issued the driver a citation for driving with a suspended license.
- 2012-0402 – On 1-16-2012, Officer Stegman responded to the 300 block of Ocean View Ave. to mediate an ongoing civil landlord tenant dispute.
- 2012-0577 – On 1-23-2012, Officer Turner made a warrant arrest issued by the City of Berkeley.
- 2012-0578 – 1-23-2012, Officer Stegman and Reserve Foley responded to the 200 block of Lexington Ave. to a report of residential burglary.
- 2012-0579 – On 1-23-2012, Reserve Armanino responded to the 200 block of Colusa Ave. to a report of attempted residential burglary.
- 2012-0580 – On 1-23-2012, Det. Barrow responded to the 200 block of Purdue Ave. to conduct a welfare check. An elderly resident has fallen and been lying on the ground for several days without food or water. The resident was transported to the hospital for medical care.
- 2012-0581 – On 1-23-2012, Reserve Armanino responded to the 100 block of Lawson Dr. to a report of a stolen automobile.
- 2012-0589 – On 1-24-2012, Officer Turner responded to the 100 block of Colusa Ave. to a report of a violation of a restraining order.

**** Acting Sergeant Hui**
TEAM #2 STATISTICS

A.S. Hui (K42) Issued one parking citation and made three arrests.

| Officer: | Martinez (K31) (0600-1800) | Wilson (K38) (1800-0600) |
|-----------------------------|-------------------------------|-----------------------------|
| Days Worked | 13 | 13 |
| Traffic Stops | 25 | 12 |
| Moving Citations | 23 | 6 |
| Parking Citations | 7 | 6 |
| Vacation/Security Checks | 42 | 75 |
| FI-Field Interview | 0 | 0 |
| Cases | 4 | 2 |
| Self Initiated Cases | 0 | 0 |
| Arrests | 0 | 0 |
| Calls for Service | 56 | 27 |

Officer Wilson recovered 6 hours of comp time.
Acting Sergeant Hui recovered 24 hours of comp time.

BRIEFING/TRAINING:

- o Reviewed SDRMA – Housekeeping
- o Reviewed Traffic Collision report policies

- o Reviewed 4th Amendment – Laws of Search and Seizure
- o Reviewed the “Exclusionary Rule”
- o Reviewed KPD Policy #300 – Use of Force

SERGEANT’S SUMMARY:

Over the course of the past several months, I have urged residents to call about solicitors that knock on their doors. I did this because a percentage of these people going door to door are posing as solicitors in search of a house to burglarize. This was demonstrated this month when KPD received a call from one of our residents.

The resident reported seeing three suspicious subjects walking up his street. One of the subjects went up to the front door and knocked. When no one answered, the subject motioned for his two associates and the three subjects were last seen walking around the house to the rear yard.

The three subjects were quickly apprehended by the responding KPD Officer with the assistance of El Cerrito PD.

I would like to commend Sergeant Hull and Officer Wilson for their assistance in this arrest. Sergeant Hull came in to assist on his scheduled day off, and Officer Wilson came in early on his regularly scheduled day to assist with this case.

SIGNIFICANT EVENTS:

- 2012-0130 – On 1/5/2012, Officer Martinez responded to the 200 blk of Stanford Ave on a report of an identity theft.
- 2012-0131 – On 1/5/2012, Officer Martinez responded to the 300 blk of Colusa Ave on a report of an identity theft.
- 2012-0325 – On 1/14/2012, Acting Sergeant Hui responded to the unit blk of Arlington Ave on a report of a hit and run collision.
- 2012-0327 – On 1/14/2012, Acting Sergeant Hui responded to the 100 blk of Purdue Ave on a report of three suspicious subjects. All three subjects were subsequently arrested for residential burglary.
- 2012-0479 – On 1/19/2012, Officer Martinez responded to the unit blk of Arlington Ave on a report of a vandalism.
- 2012-0483 – On 1/19/2012, Officer Wilson responded to the unit blk of Highgate Rd on a report of an identity theft.
- 2012-0496 – On 1/20/2012, Officer Martinez responded to the 200 blk of Arlington Ave on a report of domestic violence.
- 2012-0685 – On 1/26/2012, Officer Wilson responded to the 1500 blk of Valley Dr on a report of an auto burglary.

RESERVE OFFICER STATISTICS:

| Reserve Officer: | Colon (K44) | Armanino (K47) |
|--------------------------|-------------|----------------|
| Days Worked | 0 | 10 |
| Traffic Stops | 0 | 28 |
| Moving Citations | 0 | 18 |
| Parking Citations | 0 | 1 |
| Vacation/Security Checks | 0 | 40 |
| FI-Field Interview | 0 | 0 |
| Cases | 0 | 0 |
| Self Initiated Cases | 0 | 0 |
| Arrests | 0 | 0 |
| Calls for Service | 0 | 44 |

TRAFFIC STATISTICS:

49 moving citations were issued on Arlington Ave
44 moving citations were issued on Colusa Ave
9 moving citations were issued on Franciscan Way
1 moving citation was issued on Sunset Dr
1 moving citation was issued on Kensington Rd

•• **Detective Keith Barrow**

SIGNIFICANT EVENTS:

2012-238 Hit and Run Vehicle Accident

On Tuesday, January 10, 2012, Officers responded to a hit and run vehicle accident in the 00 block of Arlington Avenue. The victim vehicle was located. The reporting person saw and telephoned police with the suspect vehicle license plate number. The suspect was contacted and turned themselves in the next day. **This case will be forwarded to the Contra Costa County District Attorney for charges.**

2012-327 Residential Burglary / Three Suspects Arrested

On Saturday, January 14, 2012, Acting Sergeant Hui responded to three suspicious males in and around a residence within the 100 block of Purdue Avenue. Upon arrival he determined a residential burglary had occurred. Hui coordinated a search of the area for the suspects with the aid of officers' from El Cerrito PD and they quickly apprehended the suspects. **All three suspects have been charged with residential burglary and have been held to answer by the Contra Costa County District Attorneys' Office. Good job Hui.**

2012-578 Residential Burglary

On Monday, January 23, 2012, Officers responded to a residential burglary within the 200 block of Lexington Drive. The suspect(s) forced entry and took several items from the residence. The same day an attempted burglary occurred within the 200 block of Colusa Avenue. It's believed that the same suspect(s) is responsible for both crimes do to evidence left at the scene. These cases are under investigation.

2012-589 Restraining Order Violation

On Tuesday, January 24, 2012, Officers responded to the 100 block of Colusa for a restraining order violation. The suspect was not present upon officer's arrival. This case is under investigation.

2011-9074 Residential Burglary

On Thursday, December 29, 2011, officers responded to a residential burglary on Franciscan Avenue. The resident was home and the suspects fled the area. Persons of interest have been identified and this investigation is on going.

KPD INVESTIGATIONS INFORMATION:

2011-8338 Identity Theft

On Monday, November 28, 2011, three Kensington merchants reported they had been the victims of identity theft. This case is under investigation.

2011-7186 Residential Burglary

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

2011-1618 Homicide.

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

KPD INVESTIGATIONS

- Made several court runs for filling cases, and retrieve court notifications.
- Updated the KPD residential burglary log.
- Updated the KPD stolen vehicle log.
- I'm currently assigned one day per week as a Field Training Officer.

WEST-NET ASIGNMENT:

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

While on this assignment I work with other West Contra Costa County law enforcement officers and agencies. I participate and aid in the service of search warrants, surveillance and on going narcotics investigations. This month we made several arrests, recovered firearms and narcotics.

CRIME SUMMARY:

In the month of January the District of Kensington sustained:

0 Homicides
0 Robberies
0 Rapes
0 Assaults
2 Residential Burglaries
1 Attempted Residential Burglary
1 Commercial Burglary
0 Auto Burglaries
1 Stolen Vehicle
0 Grand Thefts
0 Petty Thefts
1 Theft from Unlocked Vehicles
1 Fraud
1 Forgery
3 Vandalisms
6 Identity Thefts

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0 Injury Accidents
0 Non-Injury Vehicle Accidents
0 Injury Hit and Run Accident
1 Hit and Run Vehicle Accident

•• **Chief Harman**

Last month I was able to brag about how the department reduced crime during the past year by 50% and that we reduced crime over the past 4 years by 62%. I wrote how proud I was of the officer's accomplishments and their professionalism.

I was feeling great about how far we have come as a police department and how our efforts were really paying off for the community.

Then on January 21st, I received an e-mail from Officer Doug Wilson. Officer Wilson described how he had received a call from an elderly resident informing him that her fire alarm was going off but there was no fire. She had asked Officer Wilson if he could stop by and shut the alarm off. Officer Wilson went to the residence and learned that the alarm was sounding from a newly installed carbon monoxide detector. The resident felt that it could have been a defective unit or a bad battery and wanted Officer Wilson to re-set it so the alarm would be silenced.

Officer Wilson could have done just that, re-set the alarm and gone back out on patrol. However, he decided to call the fire station and speak to one of the firefighters about the alarm. The firefighter suggested that they go out and use their carbon monoxide detector on their fire rig and see if they would pick anything up. They did, and they were getting high readings of carbon monoxide. After investigating further, they all decided to contact PG&E. A PG&E technician arrived and after testing with his unit, which maxed out the unit for high readings, located the problem with the furnace. The technician then capped the defective furnace to eliminate the problem until it could be repaired.

As it turns out, had the elderly resident gone to bed as planned with the furnace on, with the high levels of carbon monoxide filling the residence due to the defective furnace, her sons would have come home the next day to a very tragic accident.

The elderly resident was picked up by one of her sons and taken away from the residence while Officer Wilson and the fire personnel stayed at the residence and aired the residence out for a few hours.

Officer Wilson wrote, "Between you and I, it is one of the times where I feel I really earned my money today and possibly saved a life." He went on to write that he was telling me about this incident because, "When people doubt how valuable this department is, or how much time we take and how we care for our residents.

You and I both know that may not always be the case in other areas, but it is in Kensington, and I'm proud of that."

I am too.

February 2012

| February 2012 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 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 | | | |

| March 2012 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 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 |
|----------------|-----------------------------------|--|--|--|--------------------------------|----------------------------------|-----------------------------------|
| Jan 29 - Feb 4 | Jan 29 | 30 | 31 | Feb 1 | 2 7:15pm EBC; CCM & | 3 | 4 5:00pm 5-11pm Hilltc |
| Feb 5 - 11 | 5 | 6 4:00pm Brownies; CC 7:00pm Pack 82; CCM 7:30pm KCC Meeting | 7 7:00pm Troop 100; C | 8 7:00pm KFD Mtg; CC 7:30pm GPFF; CCM | 9 7:00pm RPPCSD Mtg | 10 5:30pm ECHS Pasta F | 11 12:00pm CC Rental; C |
| Feb 12 - 18 | 12 1:00pm CC Rental; CC | 13 4:00pm Brownies; CC 7:00pm Pack 82; CCM 7:30pm KARO; CC3 | 14 7:00pm Troop 100; C | 15 Monthly Statistics D | 16 7:15pm EBC; CCM & | 17 | 18 10:00am Recycle/Com |
| Feb 19 - 25 | 19 | 20 7:00pm Pack 82; CCM | 21 7:00pm Troop 100; C | 22 | 23 | 24 | 25 |
| Feb 26 - Mar 3 | 26 | 27 7:00pm Pack 82; CCM 7:30pm KIC; CC3 | 28 7:00pm Troop 100; C 7:30pm KMAC; CC3 | 29 | Mar 1 | 2 | 3 |

March 2012

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

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|---------------|---|--|---|--|-----------|---------------------------------|
| Feb 26 - Mar 3 | Feb 26 | 27 | 28 | 29 | Mar 1 7:15pm EBC; CCM & | 2 | 3 |
| Mar 4 - 10 | 4 | 5 7:00pm Pack 82; CCM 7:30pm KGC Meeting | 6 7:00pm Troop 100; C | 7 6:00pm KASEP Spring | 8 7:00pm KPPCSD Mtg | 9 | 10 6:00pm 6pm-10pm R |
| Mar 11 - 17 | 11 | 12 4:00pm Brownies; CC 7:00pm Pack 82; CCM 7:30pm KARO; CC3 | 13 7:00pm Troop 100; C | 14 7:00pm KFD Mtg, CC 7:30pm GPFF; CCM | 15 Monthly Statistics D 7:15pm EBC; CCM & | 16 | 17 4:00pm GPFF Annual |
| Mar 18 - 24 | 18 | 19 7:00pm Pack 82; CCM | 20 7:00pm Troop 100; C | 21 | 22 | 23 | 24 |
| Mar 25 - 31 | 25 | 26 7:00pm Pack 82; CCM 7:30pm KIC; CC3 | 27 7:00pm Troop 100; C 7:30pm KMAC; CC3 | 28 | 29 | 30 | 31 |

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KASEP:

At the KASEP teachers' meeting on January 24th, we discussed introducing an additional kindergarten class from 1:00 – 2:00 pm twice a week. This time frame works for children attending Neighborhood School. We are in the early planning stages with the intent to introduce this offering in spring 2012.

Ten teachers participated on the January 28th First Aide and CPR class. Tim Mccullagh from the El Cerrito/Kensington Fire Department did an outstanding job. The material covered is relevant to our business practice and provides tools to assist in the event of an emergency.

Winter session continues through March 16th. Spring KASEP Registration is scheduled for Wednesday, March 7th. The Oversight Committee Members met and provided feedback on winter registration. This parent group is a volunteer group of parents who provide valuable insight and offer best practice ideas towards improving / honing our service.

I've mailed tax forms to all our independent contractors and to the IRS. For 2011, we generated forms for 27 contractors, which include KASEP teachers, camp specialty teachers, KCC recreation teachers, and the Outlook staff.

KCC Classes and Events:

Peter Margolis is conducting a 4-day Beginning Robotics Workshop at the Recreation Building during the Winter Break, February 21-24, grades 3 –8th. Class and registration Information was published in the February Outlook.

KCC Summer Day Camp:

The schedule of field trips and specialty teachers for the summer is finished. Camp flyers and registration forms will be mailed to families who enrolled in camp last year and sent home to Kensington Elementary students through the Thursday packet. We'll also post forms on the www.aboutkensington.com website. Camp will run June 11th through August 17th (10-weeks). Fees for camp this year will be increased to be more competitive and cover camp expenses. Danielle Power offered her services to help with counselor interviews slated to be held in March.

General Manager January 2012 Report

Budget

At the end of January, I learned that the State of California has expanded the SB 90 Open Meetings & Absentee Ballots Reimbursement Act to include Identity Theft Investigations. Since the State mandates that law enforcement agencies investigate all reported identity thefts cases no matter where the incident takes place, the State will now reimburse those agencies for their costs of the average time it takes officers to take the initial report and investigation. What that means to Kensington, is that I have contracted with our SB 90 consultant and have applied for this reimbursement for the Fiscal Years 2002- 2011. If the State funds this mandated legislation, Kensington can expect to recover up to \$35,000 from the Act.

Being the skeptic that I am in regards to State mandated reimbursements, the first question I asked the consultant was, "What are the chances of this State reimbursement being funded?" His response was, "That the good thing about this claim is that it falls under law enforcement and the governor has said that he intends to pay law enforcement claims in the upcoming budget."

We will see...

Kensington Park

Community Center & Annex

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

The first two Public Park Buildings Meeting were held on Saturday, October 15th, and Saturday, December 3rd. The next Public Meeting will be at the March 8th KPPCSD Board meeting in which a presentation and recommendations will be made to the Board by the consultant.

KCC Community Center Drain Repair

Former KCC Board President Bruce Morrow spoke to the contractor that was scheduled to begin a project to upgrade the drainage to the rear of the Community Center and it was determined that there was a better fix, at a lower cost, remedy for the drainage problem which all parties agree would be the best course of action.

Hopefully this KCC sponsored project will be getting under real soon.

Emergency Preparedness

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

The next meeting of the Kensington Public Safety Council will take place Monday, February 13th, at 6:30 PM at the Community Center Room #3. It is very important for those interested in Kensington's emergency preparedness to come to the meetings. The declining community interest in this group is placing this group's continued existence in jeopardy.

KPSC Chair Peter Liddell has applied for a CAER Grant for audio visual equipment. If approved, KPSC will purchase audio visual equipment for group safety presentations.

Speaking of safety presentations, KPSC will be hosting along with KPPCSD and the Kensington Fire Department a Home Fire Safety Workshop on a date and time to be determined at the Community Center. Topics will include fire safety, carbon monoxide detection, and wildfire protection. More information on the event to follow...

Other District Items of Interest

Solid Waste

At the December 8th meeting of the KPPCSD Board of Directors, the Board approved a 1% CPI rate increase that was not made by Bay View per our contract in 2010. This CPI increase will be included with the 2.9% CPI increase that was approved for the 2011-12 fiscal year in October.

The good news is that at the meeting, Bay View representatives indicated that they were no longer considering assigning the contract to Republic; however, they also indicated that they wished to continue discussions regarding their rates for the mini cans. Those discussions are continuing.

Public Works

The County has installed the "temporary fix" of the broken drainage pipe that runs between Highland and Kenyon streets that is on the Highland/ Kenyon Path. This temporary fix looks like it will take care of the flooding issues on the path and Kenyon Avenue giving the District time to come to a decision on the pathway. That decision was made at the January 12th meeting of the Board following the presentation by the Path Committee and John Gioia Staff Representative, Kate Rauch.

The KPPCSD Board directed me to move forward and work with the County to acquire the Highland/ Kenyon Path as a first step in the District acquiring all the

Kensington Paths. I am currently working with John Gioia's staff, which is facilitating with the County this acquisition process.

Drug Take Back Day

The Kensington Police Department and the Kensington Fire Protection District are participating in the Fourth National Take Back Initiative, scheduled for Saturday, April 28th, between 10:00 AM and 2:00 PM. Please bring all your unwanted pharmaceuticals to the Public Safety Building during this very successful event.

Website

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

www.kensingtoncalifornia.org.

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

From: Gregory E. Harman, General Manager

Date: Friday, February 03, 2012

FORWARDED TO:

Subject: New Business Item #2 Mid-Year Budget Review for Fiscal Year 2011-2012

The following information is unaudited and prepared from the January 2012 Unaudited Profit & Loss Budget Performance Report that is part of the Consent Calendar in this month's packet, however, still a good indication of where we are in terms of the Fiscal Year 2011-2012 Budget.

| Revenue | To Date | Annual Budget | Expected Difference |
|----------------------|-------------|---------------|---------------------|
| 401 Levy Tax | \$1,258,344 | \$1,263,000 | -\$4,656 |
| 402 Spec Police Tax | \$679,890 | \$680,000 | -\$110 |
| 404 Measure G | \$405,668 | \$453,200 | -\$47,532 |
| Total All Police Rev | \$2,378,064 | \$2,413,250 | -\$35,186 |

The County has credited us \$35,186 less to date than budgeted for this fiscal year. The final end of year amounts is determined by County's ability to collect property tax payments, the Special Tax, and the Measure G Tax. The final County adjustment occurs in September 2011.

| | | | |
|--------------------|----------|---|----------|
| 415 Grants- Police | \$11,316 | 0 | \$88,684 |
|--------------------|----------|---|----------|

This amount is revenue received to date from the 2011/2012 COPS Grant and is included in the Total All Police Revenue amount. We are still expecting to receive an additional \$88,684 in 2011/2012 COPS Grant revenue. By law, the \$100,000 in grant money was not part of our 2011/2012 budget but we are anticipating it will be received

by the end of this fiscal year. By Board resolution, this grant funding when received, was to be used to continue to pay for our 10th officer position.

| | | | |
|-------------|----------|----------|---------|
| 424 Spc Tax | \$31,679 | \$30,000 | \$1,679 |
|-------------|----------|----------|---------|

The County has collected \$1,679 over the annual budgeted amount for the New Park Assessment.

| | | | |
|------------------|---------|----------|-----------|
| 427 Com Cent Rev | \$8,085 | \$24,000 | -\$15,915 |
|------------------|---------|----------|-----------|

Community Center rentals have been down now for two fiscal years due to our inability to rent/ reserve the room in advance of the plans to remodel the building. We are anticipating an additional \$1,200 in rentals in the next five months.

| | | | |
|----------------|----------|-----------|------------|
| Total Park Rev | \$48,559 | \$155,200 | -\$106,641 |
|----------------|----------|-----------|------------|

Most of this \$106,641 shortfall in Park Revenue will be covered by our collection of \$100,000 in Measure WW Grant funding reimbursement for the park restroom project. We anticipate an additional \$1,200 in rental income and an additional \$3,000 collected from KCC with our new lease agreement. At this point in time our projected Park Revenue shortfall is -\$2,441.

Total District Revenue collected to date is \$2,439,929 as compared to the estimated budgeted revenue for Fiscal Year 2011/12 of \$2,589,950. When we receive the COPS Grant funding due of \$88,864, our second half payment of \$7,500 from KCC, and our final \$7,000 in Franchise Fees from our garbage contract, our total District revenue for the fiscal year is projected to be \$2,543,293. This is an -\$46,657 decrease to Fiscal Year 2011/12 budgeted projections. This shortfall will hopefully be reduced when the County completes their final collections of tax and adjusts our revenue received.

| Expenses | To Date | Annual Budget | Difference |
|-------------------|-----------|---------------|------------|
| 502 Police Salary | \$472,484 | \$884,824 | -\$412,340 |

At the mid- year point, we are on target to meet budgeted police salary expectations for the fiscal year with a surplus of \$51,293. This surplus is a result of not funding the second sergeant position to date and not hiring the tenth officer position that has been vacant since mid-September. (This surplus can not be reflected in the budget at this time due to an undetermined status of a personnel issue.)

However, with the finalization of the new KPOA Contract January 1st, and the new salary classifications of Master Sergeant and Corporal, it is recommended that the Board adjust the 502 Salary and benefits portion of the budget as follows:

502 Police Salary from \$884,824 to \$888,046 (+\$3,222)
 527 PERS- District from \$303,492 to \$304,491 (+\$999)

528 PERS- Officer from \$80,336 to \$80,626 (+\$290)

| | | | |
|--------------|----------|----------|---------|
| 506 Overtime | \$43,648 | \$40,000 | \$3,648 |
|--------------|----------|----------|---------|

Overtime costs are \$20,000 over what they were projected to be at this time in the budget. This has occurred for two reasons, the first being personnel shortage. We have been working with nine officers since the beginning of the fiscal year as a result of a personnel issue. The second reason has been an unanticipated increase in investigation overtime expenses. Looking forward, I believe it would safe to estimate that overtime costs for the fiscal year will be at least \$20,000 over budgeted estimates and it is recommended that the Board adjust Item 506 from \$40,000 to \$60,000.

Total police salary and benefits expenses to date are \$1,004,100. This is \$163,173 less than estimated budgeted projections at this point in the fiscal year, however, funding our retiree medical fund of \$96,500 has not occurred yet and the salary-medical expense savings from having one less officer can not be taken into account at this time. Therefore, I recommend the Board adjust the 2011/12 Fiscal Year Budget as recommended above increasing the Total Annual Budget for Salary and Benefits from \$1,897,138 to \$1,921,649.

Other police related expenses while \$31,000 less than projected at this time in the budget, I do not anticipate this continuing and believe we will meet targeted budgeted amounts for the year.

Park salary and benefits are expected to meet targeted budgeted amounts. However, there have been expenditures to the Community Center that were not budgeted for and should be adjusted at this time.

The water damage to the Community Center storage rooms was repaired in August at a cost of \$18,600. We also installed a storm drain system along the north side of the Community Center building at a cost of \$4,500. This \$23,100 in additional Community Center repairs should be adjusted to the 2011/12 Fiscal Year Budget Item 646.

Total Park/ Rec Expenses (Chart #635) should be increased from the budgeted amount of \$72,326 to \$95,426.

There are two adjustments that need to be made in the District Expenses portion of the 2011/12 Budget.

The first is Legal Expenses, Item 830 in the budget. To date, legal expenses have totaled \$32,097, which is approximately \$12,000 over what they were projected to be at this time. This is a direct result of personnel issues that could not be anticipated at the time the budget was prepared. The current budgeted amount for legal fees for Fiscal Year 2011/12 was \$35,000. I recommend the Board adjust Item 830 from \$35,000 to \$50,000.

The second adjustment that needs to be made is in Consulting, Item # 835. The Fiscal Year 2011/12 Budget had \$3,600 budgeted for a new actuarial report. To date, \$54,000 has been expensed to this account with an anticipated \$11,000 due for work that has been completed. This additional \$65,000 for consulting expenses was for the park buildings consultant and investigators used during personnel investigations.

I recommend the Board adjust Item # 835 from \$3,600 to \$68,600 to reflect this expense.

Summary

Revenue was estimated to be \$2,589,950 for the year in the initial 2011/12 Budget, with expenses of \$2,647,212, creating a shortfall of (\$57,262). (This shortfall amount did not take into consideration the \$100,000 expected from the COPS Grant.)

Revised revenue is now estimated to be \$2,543,293, with revised expenses estimated to be \$2,741,826, creating a new shortfall of (\$198,533). With the anticipated receipt of the COPS Grant funding of \$88,684, the new estimated shortfall for Fiscal Year 2011/12 is (\$109,849). This is a direct result of the \$65,000 in consulting fees, \$23,100 in Community Center repairs, and an increase in legal fees of \$15,000 which were not anticipated at the time the 2011/12 Budget was prepared and approved.