

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, January 14, 2010, at 7:00 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California.

Note: All proceedings of this meeting will be tape recorded

Roll Call
Public Comments
Board Member/Staff Comments

APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Special Meeting November 13, 2009. pg 5
- b) Minutes of the Regular Meeting December 10, 2009. pg 6
- c) Minutes of the Special Meeting December 22, 2009. pg 11
- d) Profit & Loss Budget Performance and Variance Reports for December 2009. pg 13
- e) Board Member Reports.
- f) Correspondence
- g) Police Department Update. pg 19
- h) Monthly Calendar. pg 30
- i) Recreation Report
- j) General Manager Update. pg 32

DISTRICT – OLD BUSINESS- NONE

DISTRICT - NEW BUSINESS

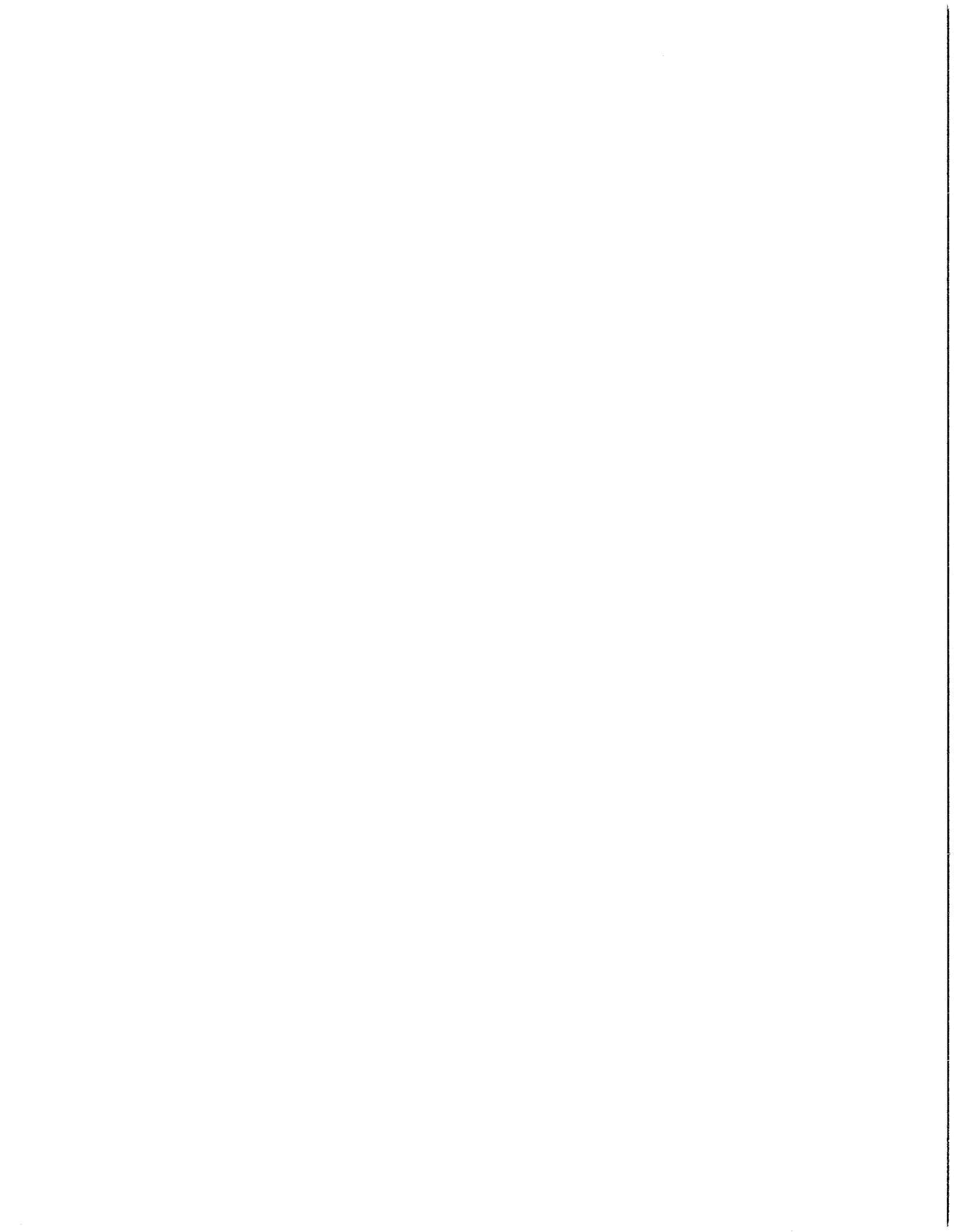
1. Bruce Morrow, President of the Kensington Community Council (KCC), will present to the Board a proposal for a remodel of the Community Center using a donation of \$200,000 from the KCC, and future community donations. The first step to be undertaken for the remodeling project is a building structural analysis to be performed by Stan Wu. Stan Wu will provide an explanation to the Board of the structural analysis process. A copy of the Community Center Remodeling Project Scope of Work, preliminary drawings, and a copy of Stan Wu's contract is attached to the agenda for review. Board discussion and action. pg 37
2. General Manager Greg Harman will present the final revenue totals for Fiscal Year 2008/2009 for Board review and discussion. (The Mid-Year Budget Review for Fiscal Year 2009/2010 will be presented at the February 11, 2010 Board Meeting. pg 57
3. General Manager Greg Harman will request that the Board appoint a member to attend the LAFCO Independent Special District Selection Committee Meeting scheduled for Monday, January 25th, at 10:00 AM, to be held in conjunction with the quarterly meeting of the Contra Costa Special Districts Association meeting at the Pleasant Hill Community Center, 320 Civic Drive. Board Action. pg 65
4. Directors Pat McLaughlin and John Stein will present the Board with a statement of goals for the KPPCSD Board for adoption. Board Action. pg 71

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 STEPHANIE FRIES, 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.



CONSENT CALENDAR

- Minutes
- Profit & Loss Budget Performance
- Board Member Reports
- Correspondence
- Police Department Update
- Monthly Calendar
- Recreation Report
- General Manager Update

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Meeting Minutes for 11/13/2009

AGENDA

A Regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Friday November 13, 2009, 1:00 PM , at the Community Center, 59 Arlington Avenue, Kensington, California.

The board entered into Closed Session at 1:06 PM.

ATTENDEES

Elected Members	Guests/Presenters:	
Charles Toombs, President	Kathy Stein	
Patricia M. McLaughlin, Vice President	Joan Gallegos	
Bill Wright, Director	Lynn Wolter	
Cathie Kosel, Director		
John Stein, Director		
Staff Members		
Stephanie Fries, District Secretary		

ANNOUNCEMENTS: None

-NO PUBLIC, BOARD, OR STAFF COMMENTS-

CLOSED SESSION

The Board entered into Closed Session to discuss to discuss Chief Harman's employment evaluation.

OPEN SESSION

The Board entered into Open Session and announced that President Toombs and Vice President McLaughlin would meet with Chief Harman to present to him his employment evaluation and set formal goals and objectives for the succeeding year once the evaluation is in place.

MOTION: President Toombs moves to adjourn the meeting at 2:36pm.

AYES: Wright, Toombs, McLaughlin, Kosel, Stein

NOES: 0

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Meeting Minutes for 12/10/2009

AGENDA

A Regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday December 10, 2009, 6:00 PM , at the Community Center, 59 Arlington Avenue, Kensington, California.

The board entered into Closed Session at 6:00 PM.

ATTENDEES

Elected Members	Guests/Presenters:	
Charles Toombs, President	Kathy Stein	Lance Maples
Patricia M. McLaughlin, Vice President	Joan Gallegos	Brenda Navellier
Bill Wright, Director	Lynn Wolter	
Cathie Kosel, Director	Linda Lipscomb	
John Stein, Director	Sergeant Hull	
	Detective Barrow	
	Nicki Kaiser	
	Gloria Morrison	
	Anthony Knight	
Gregory E. Harman, General Manager & Chief of Police	Bill McNabb	
Stephanie Fries, District Secretary	Ciara Wood	

ANNOUNCEMENTS: None

CLOSED SESSION

The Board entered into Closed Session for a follow up discussion of Chief Harman's employment evaluation.

OPEN SESSION

The board entered into Closed Session at 7:00 PM.

PUBLIC COMMENTS

Lynn Wolter, resident, reads a letter that she wrote to Helen Allen about Kensington as it relates to LAFCO's current reviews.

Joan Gallegos, resident, suggested that the Board involve Kensington Police Officers in their discussions regarding proposals that may affect them.

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

BOARD COMMENTS

Director Kosel noted that the consolidation of KPPCSD and KFD is a very important issue and would like announcements regarding these issues posted a month in advance. Director Kosel requested that the discussion of splitting the General Manager / Chief of Police position be placed on the next agenda. Director Kosel also suggested that the District hire a new attorney and offered several suggestions. Director Kosel recommended Susan Forrester who specializes in workplace wisdom, bullying, and returning civility to the workplace. Director Kosel noted that her vehicle was vandalized directly following the Board's previous meeting.

Director McLaughlin requested the final year end figure from County and requested that General Manager / Chief of Police Gregory Harman present this information at the next meeting.

CONSENT CALENDAR

MOTION: The Board moves to approve the Consent Calendar as presented

AYES: Wright, Toombs, McLaughlin, Kosel, Stein NOES: 0

OLD BUSINESS #1 - Presentation by Brown Taylor, Special Employee to the District, of the final Kensington Police Protection and Community Services District Staff Report on Feasibility Study for Outsourcing Police Services by Contract with the El Cerrito Police Department for review, discussion, and action by the Board

BOARD COMMENTS

The Board discussed the specific meaning of "high level of service" as mentioned in Brown Taylor's report regarding Kensington Police Services and how this makes KPD different from other departments, including El Cerrito PD. Brown Taylor indicated that this report is a bottom line recommendation based on a dollar amount. The Board noted that the original notion that contracting out would result in a savings of \$300,000 actually turned out to be much less.

PUBLIC COMMENTS

Kathy Stein, resident, asked the Board how they intend to utilize Brown Taylor's report.

Lynn Wolter, resident, noted that there are no standards set for response times in Brown Taylor's report.

Linda Lipscomb, resident, thanked Brown Taylor for his report and commented that she understands that these are not contract negotiations, but it is a good starting point to understanding what our options are.

Nicki Kaiser, resident, thanked Brown Taylor for his report, noting that contracting out does not sound like a viable option for the District.

MOTION: The Board moves to accept the final report presented by Brown Taylor.

AYES: Wright, Toombs, McLaughlin, Kosel, Stein NOES: 0

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

OLD BUSINESS #2 - Board President Chuck Toombs will present the latest lease agreement proposed by the Kensington Fire Protection District for the lease of the Public Safety Building to the Board for discussion and possible action.

BOARD COMMENTS

The Board discussed the proposed lease agreement with KFD and thanked President Toombs for the work and time he spent negotiating with the KFD Board.

PUBLIC COMMENTS

Linda Lipscomb, resident, commented that she is disappointed that the Fire District is charging KPD rent and suggested that this may be an unlawful gift of public funds.

Anthony Knight, resident, commented that he finds it distasteful that the Fire District is collecting rent from the KPD.

Gloria Morrison, resident, commented that she agrees with Ms. Lipscomb's and Mr. Knight's comments.

MOTION: The Board moves to approve the lease as it is currently drafted.

AYES: Wright, Toombs, McLaughlin, Kosel, Stein NOES: 0

OLD BUSINESS #3 - Director John Stein will request for discussion and possible action a review of the District's projected five year financial forecast and recommendations for next steps to be taken.

General Manager / Chief of Police Gregory Harman gave a summary of the proposed tax increase, noting that Sara Meyers at NBS would prefer to be under contract prior to handling the police tax. General Manager / Chief of Police Gregory Harman noted that the deadline for the June Ballot is February 22, 2010 and the District revenue would first appear December 20, 2010.

BOARD COMMENTS

The Board discussed the Police Tax increase and the deadline for the June ballot.

PUBLIC COMMENTS

Lynn Wolter, resident, commented that Director Stein presented compelling evidence from the telephone surveys that were conducted and suggested that the Board move forward with NBS.

Joan Gallegos, resident, noted that this is a community issue and the Board should invite the Kensington Police Officers to be a part of this discussion.

Nicki Kaiser, resident, commented that the overall opinion of the community is that they are willing to pay the tax increase.

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

PUBLIC COMMENTS

Bill McNabb, resident, commented that a \$200 tax increase may seem like a lot, but it is not.

Ciara Wood, resident, commented that as a former Board Member herself, she always knew that we would eventually need a tax increase and this is the easiest way to resolve our budget issues.

MOTION: The Board moves to direct General Manager / Chief of Police Gregory Harman to provide information from NBS as to when we need to sign a contract with them in order to meet the February 22, 2010 deadline.

AYES: Wright, Toombs, McLaughlin, Stein NOES: Kosel

OLD BUSINESS #4 - General Manager Greg Harman will present the Board with a Kensington Park Restroom Project Timeline and provide an update to the progress on the project.

General Manager / Chief of Police Gregory Harman gave a summary of the progress of the Park Restroom Project, indicating that the restroom should be installed and ready to use by August 2010.

MOTION: The Board moves to allocate \$82,000, in addition to the donated \$48,000, as a pre-pay for construction of the park restroom.

AYES: Wright, Toombs, McLaughlin, Kosel , Stein NOES: 0

NEW BUSINESS #1 - NO ACTION - Discussion of the fiscal impact of a consolidation/ merger of the Kensington Fire Protection District (KFPD) and the Kensington Police Protection and Community Services District (KPPCSD). Possible Board action directing the General Manager to explore the LAFCO application process.

BOARD COMMENTS

The Board discussed studying the option of consolidation with KFD and looking to the community for input, noting that consolidation will not solve the District's budget issues.

PUBLIC COMMENTS

Nicki Kaiser, resident, commented that she would like to see a consolidation of the districts and believes it will help to mend fences between the two Boards.

Lynn Wolter, resident, commented that she is shocked by the undermining comments made by those representing the Fire District about KPPCSD.

Ciara Wood, resident, commented that she has been attending LAFCO meetings and believes consolidating will significantly increase the workload for only five Board Members overseeing a consolidated district.

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

NEW BUSINESS #2 - Nominations for and the election of Board Officers for Calendar Year 2010.

Vice President McLaughlin nominates President Toombs for President of the Board, with a second from Director Kosel.

MOTION: The Board moves to elect President Toombs for President of the Board.

AYES: Wright, McLaughlin, Kosel , Stein NOES: 0 ABSTAIN: Toombs

Vice President McLaughlin nominates Director Stein for Vice President of the Board, with a second from Director Wright.

MOTION: The Board moves to elect Director Stein for Vice President of the Board.

AYES: Wright, Toombs, McLaughlin, Kosel , Stein NOES: 0

NEW BUSINESS #3 - The Board President will ask for Board Member requests for assignments for Calendar Year 2010.

President Toombs assigns Director McLaughlin and Director Wright to the Finance Committee, Director Kosel to the Solid Waste Committee, President Toombs and Vice President Stein to the Emergency Preparedness Committee, and Vice President Stein to the Policy and Procedures Committee.

MOTION: President Toombs moves to adjourn the meeting at 9:51pm.

AYES: Wright, Toombs, McLaughlin, Kosel, Stein NOES: 0

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Meeting Minutes for 12/22/2009

AGENDA

A Special meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Tuesday December 22, 2009, 7:00 PM , at the Community Center, 59 Arlington Avenue, Kensington, California.

ATTENDEES

Elected Members	Guests/Presenters:	
Charles Toombs, President	Joan Gallegos	
Patricia M. McLaughlin, Vice President	Lynn Wolter	
Bill Wright, Director	Linda Lipscomb	
Cathie Kosel, Director		
John Stein, Director		
Staff Members		
Gregory E. Harman, General Manager & Chief of Police		
Stephanie Fries, District Secretary		

ANNOUNCEMENTS: None

--NO PUBLIC COMMENTS--

BOARD COMMENTS

Director Kosel commented that the City of Walnut has implemented a 10% salary reduction for its employees. Director Kosel indicated that she endorses a 10% salary reduction for the employees of KPPCSD.

CLOSED SESSION

The board entered into Closed Session at 7:05 PM.

The Board entered into Closed Session to discuss General Manager / Chief of Police Greg Harman's response to his employment evaluation.

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

OPEN SESSION

The board entered into Open Session at 7:35 PM.

The Board indicated that General Manager / Chief of Police Gregory Harman accepted the Board's evaluation and the Board accepted General Manager / Chief of Police Gregory Harman's response to his evaluation.

NEW BUSINESS #1 - The Board will discuss General Manager / Chief of Police Greg Harman compensation recommendations.

BOARD COMMENTS

The Board discussed the current state of the economy, the District's financial situation, and those effect the General Manager/ Chief of Police compensation recommendations.. The Board noted that the Cost of Living Adjustment for this year was 0%.

PUBLIC COMMENTS

Linda Lipscomb, resident, thanks the Board for at least keeping the Chief's salary at its current level and noted that General Manager / Chief of Police Gregory Harman has had a much larger workload than previous Chiefs and has been actively pursuing funds for the District such as WW Grant funds and Prop 1A funds.

Lynn Wolter, resident, commented that the Chief is saving the District a great deal of money and has taken on responsibilities that were not spelled out in his job description when he was hired. Lynn Wolter asks the Board to re-evaluate General Manager / Chief of Police Gregory Harman's job description to ensure he is being compensated fairly.

Joan Gallegos, resident, thanked the Board for being realistic about the Chief's salary and commented that she believes keeping the Chief's salary at its current level is a prudent position for the Board to take at this point.

MOTION: The Board moves to retain General Manager / Chief of Police Greg Harman's salary at the current level.

AYES: Wright, Toombs, McLaughlin, Stein

NOES: Kosel

MOTION: President Toombs moves to adjourn the meeting at 7:46pm.

AYES: Wright, Toombs, McLaughlin, Kosel, Stein

NOES: 0

KPPCSD
Profit & Loss Budget Performance
 December 2009

	Dec 09	Budget	Jul - Dec 09	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
400 · Police Activities Revenue					
401 · Levy Tax	2,530.89	0.00	1,223,009.79	1,267,315.09	1,279,315.09
402 · Special Tax-Police	0.00		680,130.00	680,340.00	680,340.00
410 · Police Fees/Service Charges	417.71	250.00	1,282.71	1,500.00	3,000.00
415 · Grants-Police	23,155.81		62,731.01		
416 · Interest-Police	0.00		2,418.54	4,500.00	18,000.00
418 · Misc Police Income	279.32	1,000.00	4,867.18	6,000.00	12,000.00
Total 400 · Police Activities Revenue	26,383.73	1,250.00	1,974,439.23	1,959,655.09	1,992,655.09
420 · Park/Rec Activities Revenue					
424 · Special Tax-L&L	0.00		30,451.36	29,000.00	29,000.00
426 · Park Donations	0.00	250.00	100.00	250.00	1,000.00
427 · Community Center Revenue	1,300.00	1,250.00	8,139.00	7,500.00	15,000.00
428 · Building E Revenue	0.00		6,000.00		
436 · Interest-Park/Rec	0.00		115.79	175.00	700.00
438 · Misc Park/Rec Rev	132.05		527.05		
420 · Park/Rec Activities Revenue - Other	650.00		650.00		
Total 420 · Park/Rec Activities Revenue	2,082.05	1,500.00	45,983.20	36,925.00	45,700.00
440 · District Activities Revenue					
448 · Franchise Fees	0.00		6,887.75	7,000.00	21,000.00
456 · Interest-District	0.00		342.04	625.00	2,500.00
458 · Misc District Revenue	0.00		1,567.00		
Total 440 · District Activities Revenue	0.00		8,796.79	7,625.00	23,500.00
Total Income	28,465.78	2,750.00	2,029,219.22	2,004,205.09	2,061,855.09
Expense					
500 · Police Sal & Ben					
502 · Salary - Officers	70,245.81	77,078.33	400,384.77	462,469.98	924,940.00
504 · Compensated Absences	0.00		17,988.36	10,000.00	10,000.00
506 · Overtime	6,754.20	2,500.00	41,422.67	15,000.00	30,000.00
508 · Salary - Non-Sworn	2,772.25	2,437.50	17,238.75	14,625.00	29,250.00
516 · Uniform Allowance	533.28	666.67	3,299.67	4,000.02	8,000.00
518 · Safety Equipment	500.00	208.33	2,500.00	1,249.98	2,500.00
521-A · Medical/Vision/Dental-Active	47,783.72	10,189.08	93,566.02	61,134.48	242,269.00
521-R · Medical/Vision/Dental-Retired	9,953.66	9,500.00	60,463.61	57,000.00	114,000.00
522 · Insurance - Police	1,017.37	1,016.67	9,080.49	6,100.02	12,200.00
523 · Social Security/Medicare	1,363.90	1,249.17	7,857.05	7,495.02	14,990.00
524 · Social Security - District	388.01	325.67	2,343.58	1,953.98	3,908.00
527 · PERS - District Portion	19,045.72	24,100.92	119,785.76	144,605.48	289,211.00
528 · PERS - Officers Portion	6,701.66	6,997.08	39,390.26	41,982.48	83,965.00
530 · Workers Comp	10,841.00	10,000.00	47,687.39	46,279.00	46,279.00
Total 500 · Police Sal & Ben	177,900.58	146,269.42	863,008.38	873,895.44	1,811,512.00
550 · Other Police Expenses					

KPPCSD
Profit & Loss Budget Performance
December 2009

	Dec 09	Budget	Jul - Dec 09	YTD Budget	Annual Budget
552 · Expendable Police Supplies	927.87	166.67	1,886.34	999.98	2,000.00
553 · Range/Ammunition Supplies	0.00		1,808.09	2,000.00	2,000.00
562 · Vehicle Operation	3,398.45	3,000.00	18,890.86	18,000.00	36,000.00
564 · Communications (RPD)	0.00	9,380.00	43,801.61	56,280.00	112,560.00
566 · Radio Maintenance	0.00	366.67	0.00	2,200.02	4,400.00
568 · Prisoner/Case Exp./Booking	677.00	416.67	1,576.17	2,499.98	5,000.00
570 · Training	720.00	1,000.00	6,965.56	6,000.00	12,000.00
572 · Recruiting	4,252.24	637.50	8,734.21	3,825.00	7,650.00
574 · Reserve Officers	3,185.47	166.67	5,379.48	1,000.02	2,000.00
576 · Misc. Meals & Travel	-152.26	250.00	497.74	1,500.00	3,000.00
580 · Utilities - Police	321.13	666.67	4,035.33	3,999.98	8,000.00
581 · Bldg Repairs/Maint.	0.00	166.67	123.51	999.98	2,000.00
582 · Expendable Office Supplies	1,057.28	500.00	6,211.78	3,000.00	6,000.00
588 · Telephone(+Rich. Line)	980.42	920.67	5,078.70	5,524.02	11,048.00
590 · Housekeeping	612.91	416.66	3,089.46	2,500.00	5,000.00
592 · Publications	1,950.00	250.00	2,829.64	1,500.00	3,000.00
594 · Community Policing	1,726.03	416.67	3,964.93	2,500.02	5,000.00
596 · WEST-NET/CAL I.D.	0.00		12,471.00	12,472.00	12,472.00
598 · COPS Special Fund	4,005.96	2,622.50	18,870.46	15,735.00	31,470.00
Total 550 · Other Police Expenses	23,662.50	21,344.02	146,214.87	142,536.00	270,600.00
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	924.00	812.50	5,747.00	4,875.00	9,750.00
602 · Custodian	1,750.00	1,895.83	10,500.00	11,374.98	22,750.00
623 · Social Security/Medicare - Dist	0.00	62.17	0.00	373.02	746.00
Total 600 · Park/Rec Sal & Ben	2,674.00	2,770.50	16,247.00	16,623.00	33,246.00
635 · Park/Recreation Expenses					
640 · Community Center Expenses					
642 · Utilities-Community Center	0.00	333.33	173.72	1,999.98	4,000.00
643 · Janitorial Supplies	0.00		118.30	1,500.00	1,500.00
646 · Community Center Repairs	0.00	200.00	0.00	600.00	1,000.00
640 · Community Center Expenses - Other	0.00		81.38		
Total 640 · Community Center Expenses	0.00	533.33	373.40	4,099.98	6,500.00
650 · Building E Expenses					
658 · Bldg E Misc	0.00		-13.22		
Total 650 · Building E Expenses	0.00		-13.22		
660 · Annex Expenses					
662 · Utilities - Annex	126.93	41.67	758.77	249.98	500.00
Total 660 · Annex Expenses	126.93	41.67	758.77	249.98	500.00
672 · Kensington Park O&M	2,050.00	4,400.00	22,747.95	26,400.00	52,800.00
678 · Misc Park/Rec Expense	363.00		2,944.25	1,000.00	2,000.00
Total 635 · Park/Recreation Expenses	2,539.93	4,975.00	26,811.15	31,749.96	61,800.00

KPPCSD
Profit & Loss Budget Performance
 December 2009

	Dec 09	Budget	Jul - Dec 09	YTD Budget	Annual Budget
800 · District Expenses					
810 · Computer Maintenance	1,056.06	1,266.67	12,846.61	15,300.01	22,900.00
820 · Cannon Copier Contract	433.20	458.33	2,194.80	2,749.98	5,500.00
830 · Legal (District/Personnel)	7,464.80	4,166.67	32,296.45	25,000.02	50,000.00
835 · Consultanting	10,286.00	833.33	42,047.50	4,999.98	10,000.00
840 · Accounting	780.00	1,144.45	7,890.00	6,866.67	21,800.00
850 · Insurance	0.00		0.00	30,000.00	30,000.00
860 · Election	445.79		445.79		8,000.00
865 · Police Bldg. Lease	14,000.00	3,567.67	15,535.68	21,406.02	42,812.00
870 · County Expenditures	0.00		8,607.24	5,000.00	18,600.00
890 · Waste/Recycle	0.00		33,300.58	27,500.00	30,000.00
898 · Misc. Expenses/Lobbyist	2,869.00	779.17	4,184.58	4,675.02	9,350.00
Total 800 · District Expenses	37,334.85	12,216.29	159,349.23	143,497.70	248,962.00
950 · Capital Outlay					
972 · Park Buildings Improvement	0.00		145.00		
Total 950 · Capital Outlay	0.00		145.00		
997 · Payroll Expenses	0.00		3.26		
Total Expense	244,111.86	187,575.23	1,211,778.89	1,208,302.10	2,426,120.00
Net Ordinary Income	-215,646.08	-184,825.23	817,440.33	795,902.99	-364,264.91
Other Income/Expense					
Other Expense					
700 · Bond Issue Expenses					
701 · Bond Proceeds	0.00		-178,410.52		
710 · Bond Admin.	0.00		1,703.98		
715 · Bond Interest Income	0.00		-211.41		
720 · Bond Principal	0.00		101,987.21		
730 · Bond Interest	0.00		32,331.87		
Total 700 · Bond Issue Expenses	0.00		-42,598.87		
Total Other Expense	0.00		-42,598.87		
Net Other Income	0.00	0.00	42,598.87	0.00	0.00
	-215,646.08	-184,825.23	860,039.20	795,902.99	-364,264.91

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

Date: Friday, January 08, 2010

FORWARDED TO:

Subject: December 2009 Profit & Loss Variance Report

The following are the most significant budget variances for the month:

	Dec	Budgeted	Jul-Dec	YTD Budgeted
502 Salary-Officers	\$70,245	\$77,078	\$400,384	\$462,469

We continue to save on officer salaries as we maintain 9 sworn officers.

506 Overtime	\$6,754	\$2,500	\$41,422	\$15,000
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We continue to have an increase in overtime due to the 12 hour shifts and the need to pay overtime to cover for officers out sick, at training, or on vacation. However, the savings we have incurred as a result of not hiring to our authorized strength of 10 sworn officers has more than covered this increase in overtime.

Additionally, once Officer Ramos is on solo duty in January, we will be changing to a modified work schedule, with one patrol team going to a 4/10 plan and the other team remaining on a modified 3/12 plan. This new schedule will remove the 48 hours of built in overtime each month.

521A Medical	\$47,783	\$10,189	\$93,566	\$61,134
521R	\$9,953	\$9,500	\$60,463	\$57,000

CALPERS sent us an invoice claiming we were behind two months of payments. Payment was made while CALPERS checked their records and confirmed they made a mistake. Two months of premiums to be credited.

527 PERS	\$19,045	\$24,100	\$119,785	\$144,605
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We continue to save on PERS expenses due to maintaining staff at 9 officers.

572 Recruiting	\$4,252	\$637	\$8,734	\$3,825
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Costs of the recruitment and hire of the four new reserve officers

574 Res Officers	\$3,185	\$166	\$5,379	\$1,000
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Costs of the uniforms and equipment for the four new reserve officers

Greg Harman
General Manager

December 2009 Police Department Report

January 7, 2010

- Department Personnel

- Officer Ramos has successfully completed the Field Training Program and is currently on solo duty with Sergeant Khan's team.

Our four reserve officers are currently assigned to Field Training Officers and have begun the Field Training Program. They will receive the same training as full time sworn officers, which will prepare them to step right into full time positions as they become available.

We are currently staffed at 9 sworn positions with the additional 6 reserve officers, and are continuing our recruitment of both officer and reserve officer candidates.

- Commendations and Correspondence

- Officer Wilson received a note of thanks from a counselor from Contra Costa Health Services for his response to a call from an elderly resident that needed to serve a restraining order to an aggressive family member.
- Detective Barrow received a note of thanks from the controller at the Diocese of Oakland for his efforts in bringing a fraud case involving the Carmelite Sisters to conclusion.

The Carmelite Sisters also sent a Christmas card/ thank you note to the department for all of the service we have provided to them over the years.

- The police department received a note of thanks from a resident who wanted to thank the unnamed officer for providing transportation to her family's residence Christmas Day.

- Investigation of Alleged Misconduct

- Department Investigation #09-04 was initiated in April on an allegation that an officer was absent without leave for a period of seven days. This investigation has been completed and will be

closed pending a request for closed session by the KPPCSD Board.

- Department Investigation #09-06 was initiated on December 24th on an allegation that an officer was rude during a disturbance call for service. The investigation is being conducted by Sergeant Hull.
- 9-1-1 / Richmond Communication Center Information.
- The Ring Time Report for November shows that of the 41 total "911" calls received, 2 had a ring time of over 20 seconds.

The first occurred on 11-07-09, at 6:58 PM with a ring time of 1:29 minutes. This was followed by a 3:30 minute conversation between the caller and the dispatcher; however, no officer was dispatched to an incident following the call. While this is an unacceptable ring time on a 911 call, luckily it was for a non-emergency call in which no service was requested.

The second occurred on 11-10-09, at 7:33 PM, with a ring time of 42 seconds. This call was also a non-response call handled by the dispatcher.

- Communication Center Service Complaints
 - No complaints received this month however, ***this is a good time to remind everyone that for police non-emergencies, you need to contact the dispatch center at "236-0474" and not the KPPCSD business line of 526-4141.*** The KPPCSD business line is only monitored 6 hours a day during the week and should not be used to report police matters.
- Community Networking
 - Between 12-07-09 and 12-10-09, Chief Harman attended the California Specialized Training Institute's "Emergency Management- Earthquake" course and exercise held in Concord and at the Sheriff's Office EOC in Martinez.
 - On 12-14-09, Chief Harman and Officer Wilson attended the Kensington Public Safety Council meeting, which was held at the Community Center at 6:30 PM.

The Kensington Public Safety Council has expanded upon the issues of police services to include those of emergency preparedness and other public safety issues affecting the

community. It is hoped that by meeting in the evenings, we will be able to increase community participation and feedback on those issues concerning Kensington.

The next meeting is scheduled for Monday, January 11th, at 6:30 PM at the Community Center, Room 3.

- On 12-16-09, Chief Harman attended the Contra Costa County Police Chief's Association meeting in Walnut Creek.
- On 12-17-09, Chief Harman attended the annual Senior Center Christmas party hosted by the Kensington Police Department and CSD.
- Community Criminal Activity
 - This section of the report has been prepared by the Watch Commanders reporting on their areas of responsibility.
- Watch Commander Reports
- **Sergeant Khan Team 1**

SIGNIFICANT CASES/ EVENTS:

- 09-5438 On 12/2/09 at 1216 hrs. Officer Ramos took a theft of a license plate report on Highland Blvd.
- 09-5443 On 12/3/09 at 038 hrs. Officer Stegman took a vandalism report to a vehicle on Ocean View Ave.
- 09-5537 On 12/8/09 at 1617 hrs. Officer Ramos took graffiti report on Arlington Ave.
- 09-5539 On 12/8/09 at 1806 hrs. Officer Stegman took a residential burglary report on Franciscan Way
- 09-5624 On 12/13/09 at 1146 hrs. Officer Wilson took an auto burglary case on Arlington Ave.
- 09-5642 On 12/14/09 at 1053 hrs. Officer Wilson took a theft report of a tile saw on Highland Blvd. The thief just drove up to it, placed it in his car, and drove off.
- 09-5658 On 12/15/09 at 1447 hrs. Officers Wilson and Ramos took a residential burglary report on Purdue Ave.
- 09-5662 On 12/15/09 at 1753 hrs. Officer Ramos took a grand theft report on Kingston Rd.
- 09-5843 On 12/29/09 at 0256 hrs. Officer Stegman took a stolen vehicle report from a resident on Colusa Circle. The vehicle had been pursued by ECPD and abandoned in Pinole.

BRIEFING/ TRAINING:

Officers Stegman and Wilson conducted field training for Officer Ramos. Officer Wilson conducted field training for Reserve Officer Hui. I conducted firearms training for Officer Medina. Officer Stegman and I conducted firearms training for Reserve Officers Hui, Tyler, Colon, and Lafitte.

SERGEANT'S SUMMARY:

We are starting the New Year with four new reserve officers in field training. Reserve officers volunteer their time and provide additional manpower to a police department. These four will be completing the same field training as a regular police officer. Until their training is complete, they will be training with a police officer. Please take a moment to say, "Hello" to reserve officers Kevin Hui, Suzanne Tyler, Michael Colon, and Rodney Lafitte, when you see them on the street.

TEAM STATISTICS:

Officer	<u>Wilson</u>	<u>Stegman</u>	<u>Ramos</u>
Days Worked	11	15	10
Traffic Stops (no cite)	3	9	4
Moving Citations	6	2	1
Parking Citations	24	3	25
Vacation/ Security Checks	20	21	18
Field Interviews (FI's)	3	0	3
Cases	3	3	5
Self Initiated Cases	0	0	1
Arrests	0	0	0
Calls for Service	29	31	24

•• **Sergeant Hull Team 2**

TEAM STATISTICS

Officer:	Martinez (K31) (0600-1800)	Medina (K35) (1800-0600)
Days Worked	12	14
Traffic Stops	28	7
Moving Citations	8	15
Parking Citations	7	4
Vacation/Security Checks	110	41
FI-Field Interview	7	1
Cases	10	3
Self Initiated Cases	2	1

Arrests	0	0
Calls for Service	36	29

- Officer Martinez took two vacations days.
- 2009-5619 – On 12-12-2009, Officer Medina assisted ECPD search for several fleeing juveniles.
- 2009-5706 - On 12-18-2009, Officer Martinez assisted ECPD search for two robbery suspects.
- 2009-5790 – On 12-23-2009, Officer Medina assisted Albany PD search for two robbery suspects.
- KPD received a Temporary Restraining Order due to domestic issues at a residence in town.

SIGNIFICANT EVENTS:

2009-5344 – On 11-25-2009, at 1055 hours, Officer Martinez responded to a reported traffic collision with injuries at the Kensington Park Tot Lot. An au pair was attempting to park in the handicap zone and hit the accelerator instead of the brake. The vehicle surged into the park toward two teenage female residents who were standing at the water fountain. The vehicle stopped when it collided into a tree approximately 6 to 8 feet from the water fountain. The only injuries suffered were to the driver. The toddler, who was seated in a child seat, in the back seat area of the vehicle was not injured.

2009-5446 – On 12-3-2009, at 0735 hours, Officer Martinez responded to a report of vandalism to a vehicle in the 400 block of Colusa Avenue. It is suspected that a window was shattered due to being shot by a bb or pellet gun. This case is being referred to Investigations as Albany PD contacted two juveniles as a result of bb and/or paint gun incidents.

2009-5450 - On 12-3-2009, at 1115 hours, Officer Martinez responded to a report of vandalism to a vehicle in the 1600 block of Oak View Avenue. It is suspected that a window was shattered due to being shot by a bb or pellet gun. This case is being referred to Investigations as Albany PD contacted two juveniles as a result of bb and/or paint gun incidents.

2009-5452 - On 12-3-2009, at 1246 hours, Officer Martinez responded to a report of vandalism to a vehicle in the 600 block of Coventry Road. It is suspected that a window was shattered due to being shot by a bb or pellet gun. This case is being referred to Investigations as Albany PD contacted two juveniles as a result of bb and/or paint gun incidents.

2009-5453 - On 12-3-2009, at 0745 hours, Officer Martinez responded to a report of vandalism to a vehicle in the 300 block of Berkeley Park Boulevard. It is suspected that a window was shattered due to being shot by a bb or pellet gun. This case is being referred to Investigations as Albany PD contacted two

juveniles as a result of bb and/or paint gun incidents.

2009-5454 - On 12-3-2009, at 0755 hours, Officer Martinez responded to a report of vandalism to a vehicle in the 300 block of Berkeley Park Boulevard. It is suspected that a window was shattered due to being shot by a bb or pellet gun. This case is being referred to Investigations as Albany PD contacted two juveniles as a result of bb and/or paint gun incidents.

2009-5458 – On 12-3-2009, at 1853 hours, Officer Medina responded to a report of residential burglary in the 300 block of Berkeley Park Boulevard. A burglar climbed atop a carport and forced open a weak door to the master bedroom to gain entry into the residence. The burglar stole approximately \$7,300.00 worth of electronic goods.

2009-5466 – On 12-4-2009, at 0830 hours, Officer Martinez responded to a report of auto theft in the 00 block of Highland Boulevard. A 1990 Honda Accord was stolen from the driveway. The stolen vehicle was recovered on 12-8-2009 by Richmond PD.

2009-5511 – On 12-6-2009, at 0351 hours, Officer Medina responded to a report of a mentally ill person threatening to kill people in the 00 block of Highgate Road. A resident, who takes psychotropic medication to keep him calm had not been taking them became irrational and agitated. The resident was taken into custody without incident and held for 72 hours for a mental evaluation at the county hospital.

2009-5557 – On 12-9-2009, a citizen came to KPD to turn in a women's wallet that was found in the parking lot of Trader Joe's in Berkeley. The citizen knocked on the wrong door on Highgate Court so the resident who did not answer, due to darkness, phoned KPD. Receiving no answer, the citizen came to KPD to turn in the wallet. Upon review by investigations, the citizen was recognized as a known residential burglar and illegal drug user from Richmond with an extensive criminal history.

2009-5685 – On 12-17-2009, at 1341 hours, Sgt. Hull responded to a report of a verbal dispute between neighbors in the 00 block of Anson Way. Neighbors were in a dispute over the foul language being used by the construction crew refurbishing a home. One resident felt foul language was inappropriate for this neighborhood and conveyed his feelings to the property owner. The property owner took umbrage at the manner in which the resident expressed himself. A verbal dispute ensued which resulted in KPD being summoned. No crime had occurred.

2009-5707 – On 12-18-2009, at 1427 hours, Officer Martinez responded to a report of identity theft in the 200 block of Arlington Avenue. A resident's ATM card was used in the town of Millbrae and Vallejo by an unknown suspect. This

case was referred to Investigation for follow up.

2009-5787 – On 12-23-2009, at 1406 hours, Officer Martinez responded to a reported busted EBMUD water pipe in the 00 block of Highland Boulevard. Several homes on Highland Blvd. and Arlington Ave. suffered water damage. Sgt. Hull filed a claim with EBMUC Risk Management for a senior citizen resident whose home flooded on the interior.

BRIEFING/TRAINING:

- Briefed on implementation of KPD sexual assault/domestic violence confidentiality form.
- Briefed on obtaining separate case numbers for accident and marijuana cases to comply with the Public Records Act.
- Briefed on domestic issues at specified addresses.
- Briefed on an Officer Safety Bulletin of a Co Co County resident who threatened suicide by cop.
- Reviewed KPD Policy 344 – Report Preparation
- Reviewed KPD Policy 346 News Media Relations
- Briefed Jones & Mayer; U.S. Supreme Court relaxes rules on police interrogations without counsel.
- Reviewed KPD Policy 348 – Court Appearance and Subpoenas
- Reviewed KPD Policy 349 – Tickler File
- Reviewed KPD Policy 804 – Property Procedures with property room police aide Di Napoli.

SERGEANT'S SUMMARY:

Monitoring the police radio and local news mediums, it appears that armed robberies are increasing in the surrounding cities. Be mindful of your safety when out in the public. The crimes are occurring in the daytime as well as night. I suspect the current state of the economy and California's record unemployment rate may have something to do with influencing this trend.

•• **Detective Keith Barrow**

SIGNIFICANT EVENTS:

2009-5658 Residential Burglary.

An adult Hispanic male knocked on the front door asking for gardening work, the resident told him, no, but the male "let himself in" and asked if the resident could make change for one hundred dollars. The resident told him no and then the man looked around the house and then left, driving away in a small dark colored pick-up truck with gardening tools in it. This case is under investigation.

2009-5539 Residential Burglary.

A rear window and door had pry marks but no entry was made. A rear sliding glass door was open and appeared to be the point of entry. Numerous items were stolen from the home. This case is under investigation.

KPD INVESTIGATIONS INFORMATION:

2008-5830 Domestic Violence.

Case closed, as victim does not wish prosecution.

2009-3190 Residential Burglary.

On 07-16-09, the Oakland Police Department, "PAC Team" made up of California State Parole Agents, Oakland Police Officers, and Alameda County Sheriff's Deputy Parole Agents and, Kensington PD conducted a parole search in the City of Oakland. The search yielded property belonging to multiple victims throughout the bay area. One suspect was taken into custody for several felonies including, theft, burglary, narcotic, and gun charges. To date we have been able to identify 7 victims from the cities of Kensington, Berkeley, Piedmont, and Oakland. **This case was filed with Richmond District Attorney for review. The Richmond District Attorney filed two felony charges and one felony enhancement charge. This case was also filed with the Alameda County District Attorneys' Office for the victims within their jurisdiction. The Alameda County District Attorney filed seven felony additional charges. At this time the US District Attorney's Office is reviewing this case and may take it and charge it in Federal Court.**

2009-3610 / 2009-3975 Vandalism and Annoying phone calls.

This case was submitted to the Richmond District Attorney for filing of charges.

2009-4008 Robbery, Firearm.

Unknown suspect(s) attempted to rob a woman walking south bound 320 Arlington Avenue with a firearm. The woman did not have any money and the suspect(s) walked south bound Arlington Avenue. **If you have any information to aid in the apprehension of the suspect(s) please call Detective Barrow at 510-526-4141 ex. 26 Case open and under investigation.**

2009-5446 Vandalism

On 12-02-09, from 2100hrs until 12-03-09 0700 hrs, four parked vehicles had their windows shot out with a BB gun in the area of Colusa Avenue and Berkeley Park Blvd. Berkeley and Albany Police Departments also had numerous reports of similar windows of vehicles being shot out during the same time periods. We believe the same suspects are responsible for all of these crimes. No arrests have been made. **If you have any information to aid in the apprehension of the suspect(s) please call Detective Barrow at 510-526-4141 ex. 26 Case**

open and under investigation.

KPD INVESTIGATIONS

- Made several court runs for filling cases, and citation drop off.
- Facilitated the repair of 11 patrol radios.
- Updated the KPD residential burglary log.
- Contra Costa County Mobile Field Force.

WEST-NET ASSIGNMENT:

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

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

On 12-21-09 West-NET Agents along with specialized units from Richmond PD and San Pablo PD, FBI, and BNE served several search warrants and arrest warrants in the city of Richmond. The warrants yielded 10 kilograms of cocaine powder, 4.7 pounds of methamphetamines with an estimated street value of over one million dollars and seized \$23,000 in U.S. Currency. Six suspects were arrested.

On 12-29-09 West-NET Agents along with specialized units from Richmond PD and San Pablo PD and FBI Agents served search warrants in the city of Richmond. The warrants yielded 1.200 kilo grams of cocaine powder, four guns, and seized \$17,000 in U.S. Currency. Four suspects were arrested.

INVESTIGATORS SUMMARY:

In the month of December the District of Kensington saw a rise in over all crime. The District sustained 3 non-injury vehicle accidents up from 1, Hit and Run Vehicle Accidents 1, 0 Injury Accidents, 2 Residential Burglaries, 1 Auto Burglary, 2 Stolen Vehicles, 3 Petty Thefts, 8 Vandalisms and 1 Grand Theft.

During the month of December, Kensington residents saw a decline in overall vehicle accidents and a rise in overall crime. If you have any information that may aid in the apprehension or identification of the suspect(s) involved in any of these crimes, please contact Detective Keith

Barrow at 510-526-4141, ext. 26.

Please be aware if you witness criminal activity to call 911 or contact KPD immediately.

•• **Chief Harman**

During the month of January, the District will consider going to the residents of Kensington seeking support for a police tax increase that will be placed on the June ballot. As a Chief of Police, I am not allowed to actively solicit support for political issues; however, I can mention those things that make the Kensington Police Department unique in the way we serve our community.

Two good examples of the service we provide to the community occurred this month.

The first was another example of the benefits of our Vacation Check Program. We received a request for vacation checks from a resident, who after making the request, was placed on a vacation check log. Reserve Officer Hui, while training with Officer Wilson, was on routine patrol and drove by the residence that was on the log. Officer Hui suggested to Officer Wilson that since they were at the residence, they should get out and make a security check and complete a log entry. While checking the rear door to the residence, they found the door unlocked. After confirming the residence was secure, they left a note for the resident, and secured the residence.

The second occurred following a water main break on Highland. After securing the scene with the fire department and East Bay MUD, Sergeant Hull helped an elderly resident file a claim for damages with EBMUD representatives. He later returned to the residence to confirm that the elderly resident had been provided temporary lodging and that EBMUD had begun repairs to the residence.

It is this type of service to the community that sets our department apart from other law enforcement agencies and hopefully is the type of service that the community will continue to support.

Greg Harman

From: Charles Toombs [cet@mcinerney-dillon.com]
Sent: Friday, January 08, 2010 8:40 AM
To: gharman@kensingtoncalifornia.org
Subject: Re: Draft of Januray 14 2010 Agenda

Greg: this is fine. With respect to item 1, have you satisfied yourself about the legal issues you discussed with Pat Miyaki over the KCC as tenant doing these works of improvement?

And can you be prepared during staff comments to discuss the status of your review of proposed renovation of the Annex?

Thanks

Chuck Toombs
Sent from Blackberry

--

Charles E. Toombs
McInerney & Dillon, P.C.
1999 Harrison Street, Suite 1700
Oakland, CA 94612-4700
Telephone (510) 465-7100
FAX (510) 465-8556

From: Greg Harman <gharman@kensingtoncalifornia.org>
To: Charles Toombs
Sent: Thu Jan 07 19:01:13 2010
Subject: Draft of Januray 14 2010 Agenda

This is what I have so far. Let me know of any additions and corrections you want to see.

January 2010

January 2010

February 2010

S	M	T	W	T	F	S
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						

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						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 27		28	29	30	31	Jan 1, 10 12:00am CC Rental; C	2
3		4 7:00pm Pack 82; CC	5 7:00pm Troop 100; C	6	7 7:00pm KPCCSD SPCI 7:30pm EBC; CC3	8	9 5:00pm CC Rental; C
10		11 7:00pm Pack 82; CC	12 7:00pm Troop 100; C	13 6:00pm Cert Prog 7:00pm KFD Mtg; CC	14 6:00pm GPFF; CCM, C 7:00pm KPCCSD, CCE	15	16 9:00am E-WASTE; C 7:00pm CC Rental; C
17	11:00am CC Rental; C	18 7:00pm Pack 82; CC	19 7:00pm Troop 100; C	20 6:00pm Cert Prog	21 7:30pm EBC; CC3	22	23 5:00pm CC Rental; C
24	9:30am CC Rental; C	25 7:00pm Pack 82; CC	26 7:00pm Troop 100; C 7:30pm KMAC, CC3	27 6:00pm Cert Prog	28	29	30
31		Feb 1	2	3	4	5	6

12/27 - 1/1

1/3 - 8

1 - 0 31

1/17 - 22

1/24 - 29

1/31 - 2/5

February 2010

February 2010

March 2010

S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	8	9	10	11	12	13	1	8	9	10	11	12	13
7	14	15	16	17	18	19	7	14	15	16	17	18	19
21	28	22	23	24	25	26	21	28	22	23	24	25	26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 31	Feb 1 7:00pm Pack 82; CC	2 7:00pm Troop 100; C	3 6:00pm Cert Prog	4	5	6 5:00pm Hilltop 6th Gr
7	8 7:00pm Pack 82; CC	9 7:00pm Troop 100; C	10 6:00pm Cert Prog	11 7:00pm KPPCSD, CC3	12	13 1:00pm CC RENTAL;
14	15 7:00pm Pack 82; CC	16 7:00pm Troop 100; C	17 6:00pm Cert Prog	18 7:30pm EBC; CC3	19	20 2:00pm GPFF; ALL C
21	22 7:00pm Pack 82; CC	23 7:00pm Troop 100; C 7:30pm KMAC, CC3	24 6:00pm Cert Prog	25	26	27
28	Mar 1	2	3	4	5	6

Jan 31 - Feb 6

Feb 7 - 13

Feb 14 - 20

Feb 21 - 27

Feb 28 - Mar 6

General Manager December 2009 Report

Budget

At the November 12, 2009 KPPCSD Board Meeting, the Board directed me to consult with the Finance Committee to determine a specific dollar amount needed for the increase to the Special Police Tax and to consult with NBS to develop a plan to identify the tasks that must be completed to get the Special Tax increase on the next ballot.

I have contacted Sara Mares at NBS and inquired into the cost of having NBS coordinate the tasks for a police tax increase ballot measure. Sara Mares indicated that the cost of NBS to provide the District with special tax increase services would be the same as the proposal sent to us in May of this year, that being \$15,000.

At the December 10th KPPCSD Board Meeting, Director McLaughlin, the Chair of the Finance Committee, indicated that the Finance Committee discussed the need for a \$200 increase to the \$300 Special Police Tax to maintain the current level of police services and operations. This increase of \$200.00 per household would generate an additional \$440,000.00 in revenue to be used for police services only.

The County's suggested deadline to the District to get the resolution calling for the ballot measure for the Special Police Tax increase on the June 8, 2010 ballot is February 22, 2010. Part of the service provided to the District by NBS is the preparation of the required resolutions.

I have contacted the County and have asked, if the District is successful in passing a Special Police Tax increase at the June 8, 2010 election, how long would be before the District would start to see revenue generated by the increase? I was informed that, if the District completed all of the required documents properly and on time, the first revenue generated by the tax increase would appear on December 20, 2010, followed by revenue drops on April 20, 2011, and June 20, 2011.

The KPPCSD Board will be holding a Special Meeting Thursday, January 7th, at 7 PM to discuss the possibility of hiring NBS to prepare a police tax ballot measure.

Kensington Park

We are continuing to move forward with the park restroom project. We had our eighth meeting on December 1st and will be presenting the KPPCSD Board with project timeline at the December 10th meeting with a projected use date of August

2010.

Discussions are ongoing with the KCC regarding the remodeling of the Community Center.

I am also examining the repairs and improvements that will be necessary in order to bring the Annex Building up to code for use as a public meeting facility.

Solid Waste

Our next "Free Electronics Recycling Day" is scheduled for Saturday, January 16th, between 9:00AM and 3:00 PM at the Community Center/ Church parking lot.

The next meeting of the County Solid Waste Coordinating Committee is scheduled for February 16th, at 1:00 PM at the Public Safety Building.

Emergency Preparedness

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

Between December 7th and December 10th, I attended a course presented by CALEMA and hosted by the Contra Costa Sheriff's Office entitled, "Earthquake: An Introduction to Emergency Management in California". Key topics covered during the course were seismological and geological considerations, first responder issues, action planning, behavioral considerations, emergency public information, EOC organization and functions, damage assessment, and volunteer services. The course ended with a real time earthquake scenario with activation of the County EOC and exercise.

Other District Items of Interest

On January 12th and 13th, we will be working with U.C. Berkeley Traffic Safety Institute who have agreed to come and conduct a free traffic survey for our community, with special attention being given to the traffic light at Arlington and Kensington Park Road.

OLD BUSINESS

NO OLD BUSINESS

OLD BUSINESS

NO OLD BUSINESS

NEW BUSINESS

#1 - Bruce Morrow, President of the Kensington Community Council (KCC), will present to the Board a proposal for a remodel of the Community Center using a donation of \$200,000 from the KCC, and future community donations. The first step to be undertaken for the remodeling project is a building structural analysis to be performed by Stan Wu. Stan Wu will provide an explanation to the Board of the structural analysis process. A copy of the Community Center Remodeling Project Scope of Work, preliminary drawings, and a copy of Stan Wu's contract is attached to the agenda for review. Board discussion and action.

KENSINGTON COMMUNITY CENTER REMODELING SCOPE OF WORK

EXISTING KITCHEN

New cabinets plumbing fixtures, and lighting

Appliances

Counter tops

Flooring

Pass-through

Sheet rock

Paint

Electrical, lighting

BATHROOMS

New Tile Floor, plumbing fixtures, partitions, and accessories (toilet paper, paper towel dispensers etc)

Door hardware, kick-plates and re-stain

Sheet rock over existing block walls

Light fixtures.

Wall hangings or other decorative elements

Paint

Electrical outlets

MAIN ROOM

New Flooring,

Gypsum wallboard (impact resistant for walls) added to concrete block Possible structural up grades walls and to ceiling.

New fireplace surround.

Upgraded heating units replacing existing ones

New electrical outlets per code

New ceiling lighting

Re-work of audio-visual system

Paint

WEST ENTRY WALL

Trellis added

Ribbon of clearstory windows and existing entry doors removed and replaced by a different arrangement of doors. Existing shear wall to remain

NEW STORAGE on north side of (E) building

Possible new approx. 280 sq ft of storage area added

EXTERIOR

New slate or other entry paving

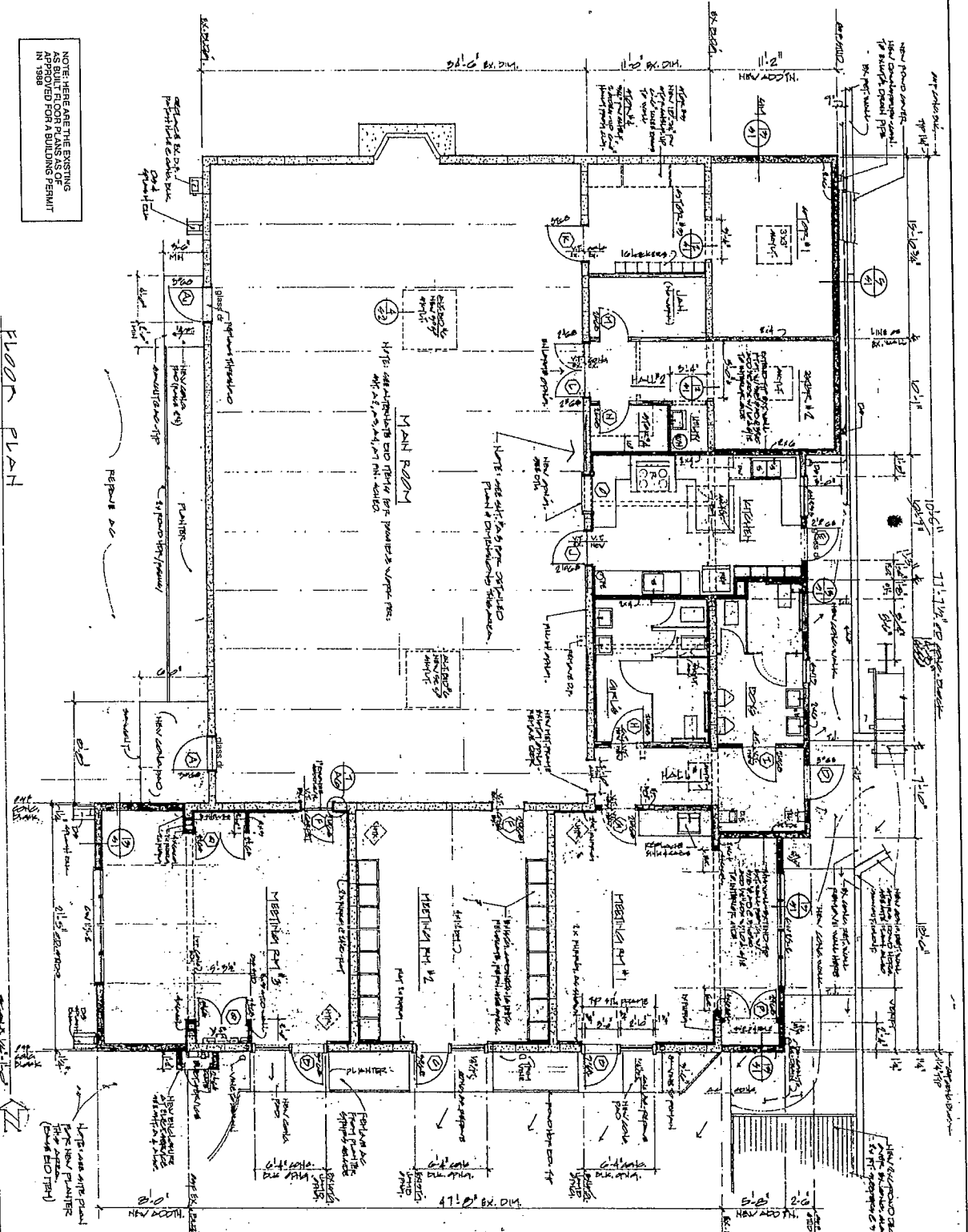
Trellises

Landscape modification ie, potted plants at entry

Reposition backflow preventer for irrigation system at entry wall

NOTE: THESE ARE THE EXISTING
AS BUILT FLOOR PLANS AS OF
APPROVED FOR A BUILDING PERMIT
IN 1988

FLOOR PLAN
WALL 1/8" = 1'-0"

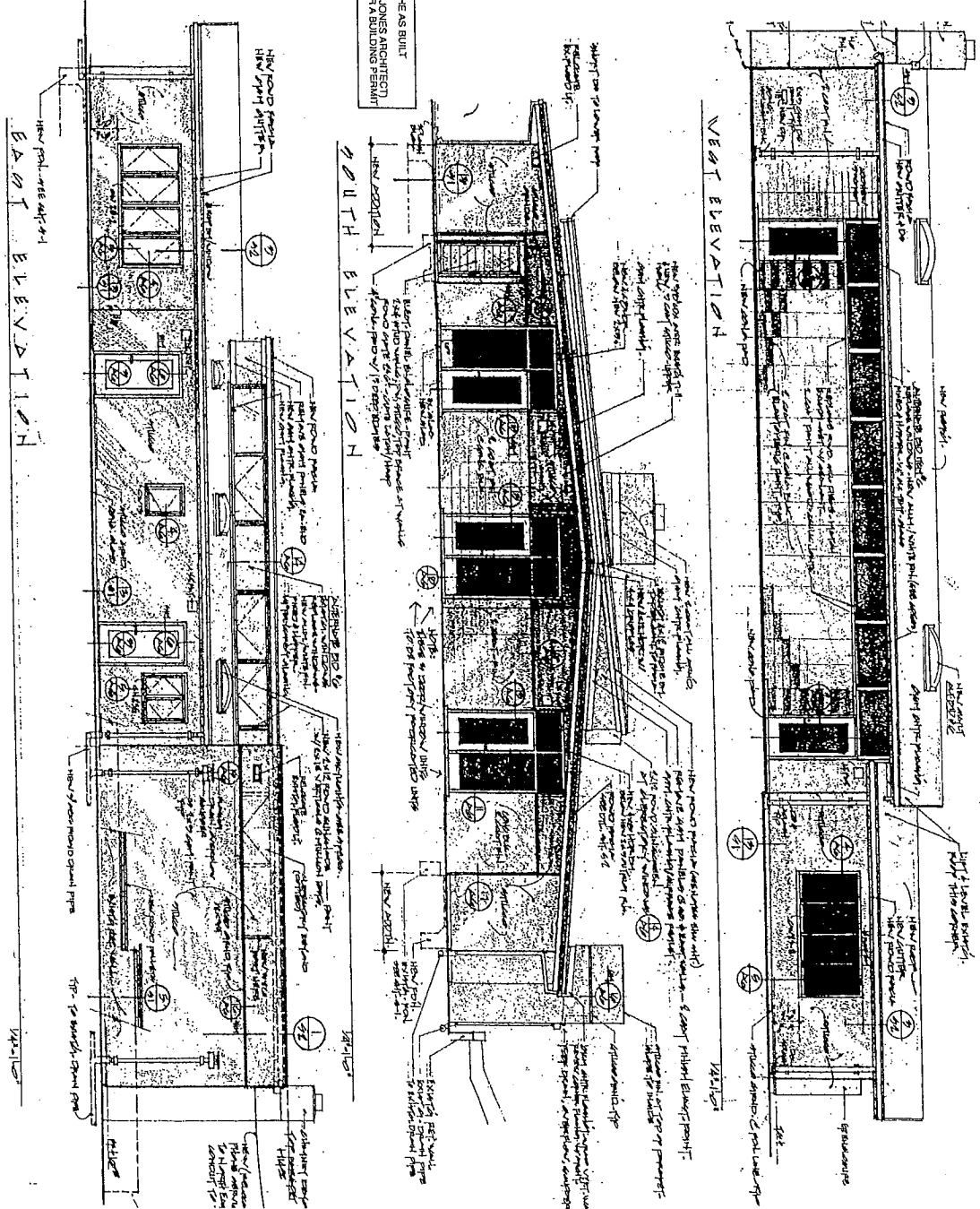


A-3
 DATE: 11-4-09
 SCALE: VARIOUS
KENSINGTON COMMUNITY CENTER
 39 Arlington, Kensington, CA

Existing
 from drawings submitted for
 a building permit in 1988

ARCHITECT
 PROJECT NUMBER
 DATE: 11-4-09
 SCALE: VARIOUS

NOTE: THIS DWG IS THE AS BUILT ELEVATIONS FOR PART JONES ARCHITECT AND IS NOT TO BE USED FOR A BUILDING PERMIT IN 1988



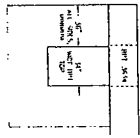
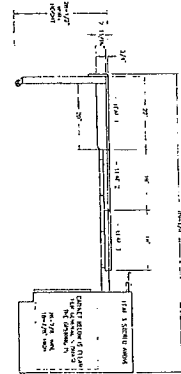
A-3

KENSINGTON COMMUNITY CENTER
 59 Arlington, Kensington, CA

Existing
 from drugs submitted for
 a building permit in 1988

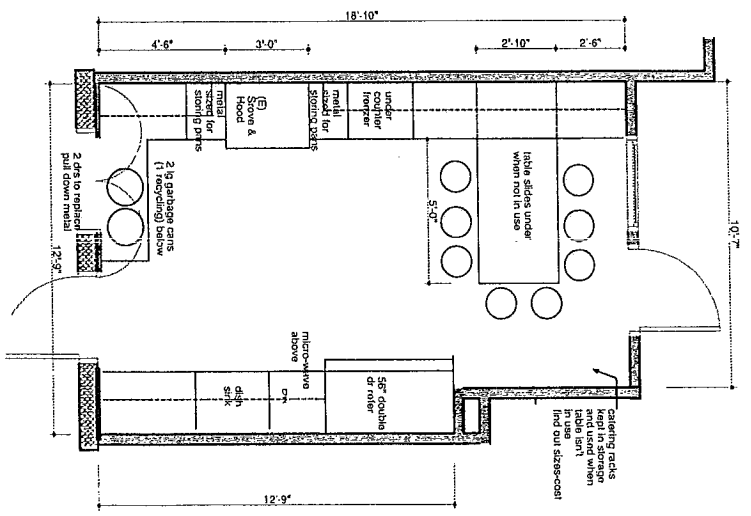
A RECIPIENT

10/10/09
 10/10/09
 10/10/09
 10/10/09



NOTICE

- When using the PRT as a support in light duty floor, the PRT may be connected with a minimum 2" diameter steel pipe, or approved equivalent, extending below the floor level.
- The PRT is not suitable in such applications as the table in the kitchen.
- Temporary use table that is not subject to the above conditions may be used for temporary use only.
- Always follow the PRT safety manual and have the table inspected by a qualified professional at intervals of 60 days.



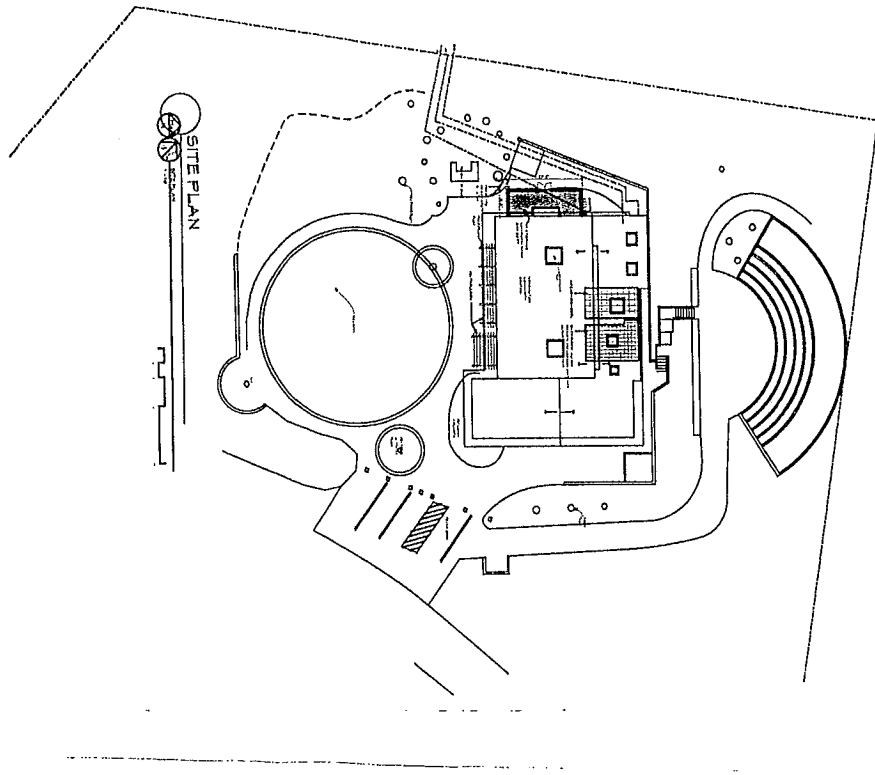
ARCHITECT

Project: Kensington Community Center
 59 Arlington, Kensington, CA
 Date: 10-4-09
 Scale: 1/8" = 1'-0"

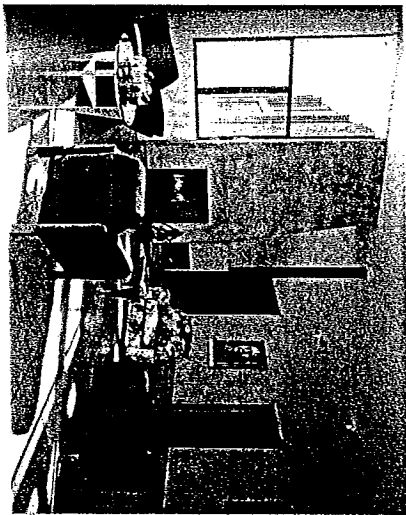
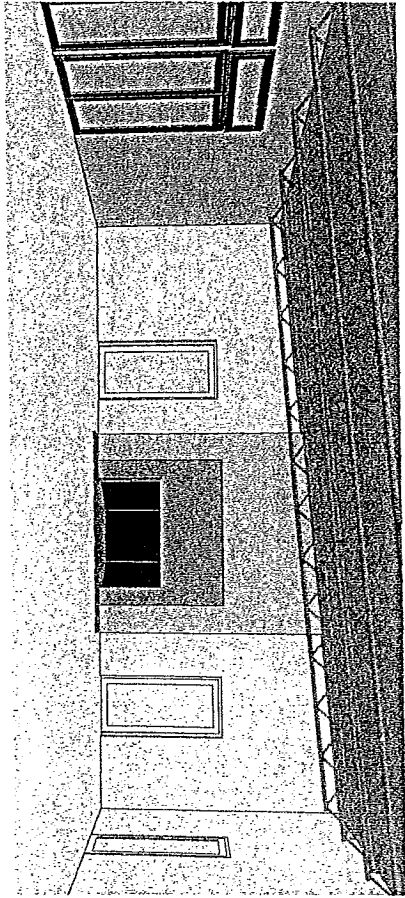
KITCHEN

KENSINGTON COMMUNITY CENTER
 59 Arlington, Kensington, CA

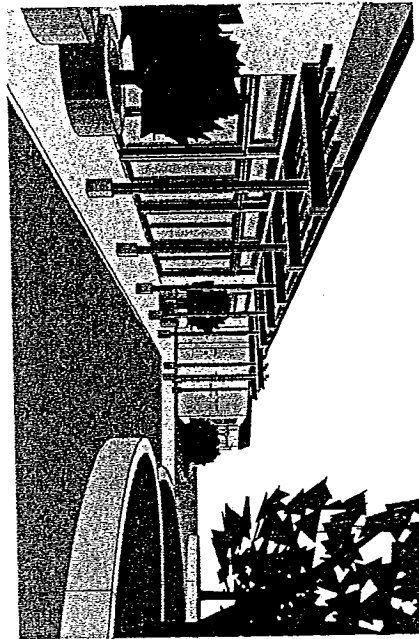
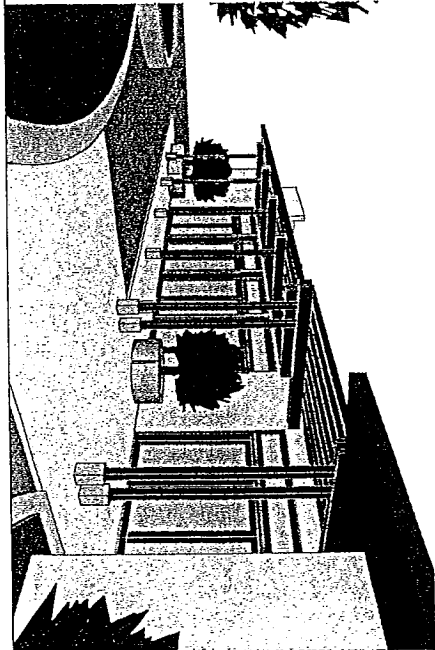
Date: 10-4-09
 Scale: 1/8" = 1'-0"



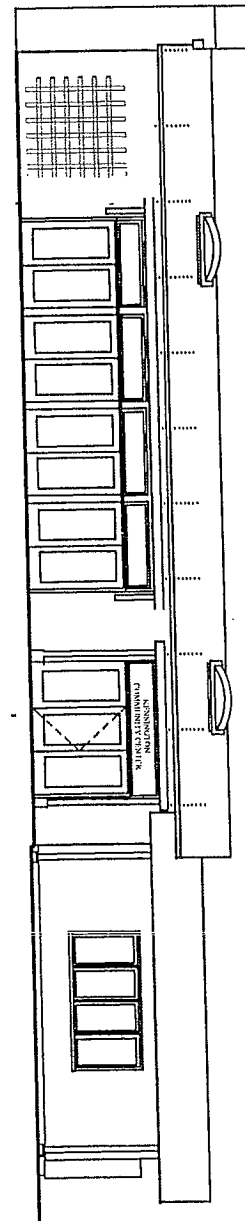
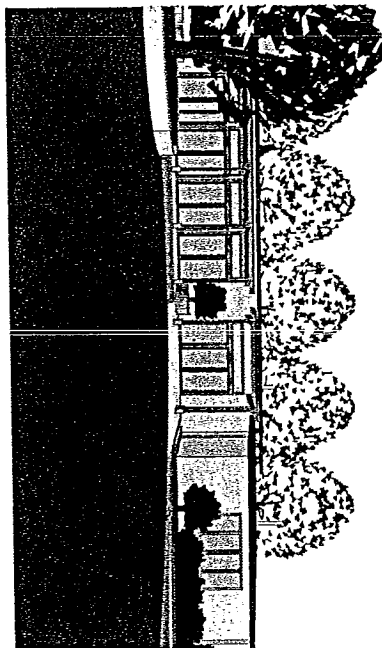
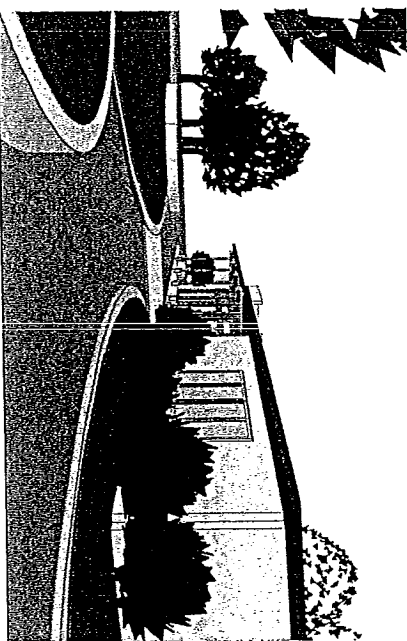
A-1	Date: 10-4-09	KENSINGTON COMMUNITY CENTER 59 Arlington, Kensington, CA	ARCHITECT [Logo] 1234 Main Street San Francisco, CA 94102 Phone: (415) 555-1234 Fax: (415) 555-5678 Email: info@architect.com
	Scale: Varies		



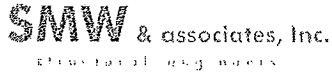
Date: 10-4-69 Scale: Various	KENSINGTON COMMUNITY CENTER	main room		ARCHITECT 1000 17th Street San Francisco, CA
	59 Arlington, Kensington, CA			



FRONT ELEVATION 4



A-4	Date: 10-4-09	KENSINGTON COMMUNITY CENTER 59 Arlington, Kensington, CA	ARCHITECT	
	Scale: Varies			



26 October 2009

Kensington Community Council
c/o Mr. Bruce Morrow
134 Lawson Road
Kensington, CA 94707.

Comm. 0958.00 – Structural Engineering Services, Kensington Community Center Renovation and Addition, Kensington, CA

Dear Bruce:

I am pleased to submit this proposal for structural engineering services of the referenced project.

1. BASIS OF PROPOSAL

1.1 The following serves as the basis for this proposal:

- Architectural Drawings A-1, A-2 and exterior renderings by Deborah Lane, Architect, dated 28 July 2009.

2. SCOPE OF PROJECT

2.1 The existing building is a single-story community center. The structure consists of wood roof decking on metal truss joists, supported by CMU walls. The proposed project is a renovation of the existing building and an attached storage room addition.

2.2 The scope of this proposal will include the following:

- Renovation of west façade including new door openings.
- Evaluation of the existing CMU shear wall or design of a new shear wall at the west façade.
- New trellis structure at the west façade.
- Evaluation of the existing structure for added weight and seismic forces as a result of the renovation.
- Miscellaneous details for a new ceiling system and cover for metal truss joists.
- A 280 sf wood frame single-story storage room addition.
- Foundation for the new shear wall and storage room.

3. BASIC SERVICES

3.1 As-Built Survey: It is our understanding that the original structural drawings are not available. An as-built survey will be required in order to perform the structural analysis and design. The as-built survey may require some openings to be made into the ceilings and walls to determine the existing framing member size, spacing and orientation. Localized excavation may also be required to determine existing footing size. The patching of ceiling and wall openings and excavation around existing footings are not part of this scope of work, and shall be performed by others.

Main Office:
East Bay Office:
Email:

645 Harrison St., Suite 101, San Francisco, CA 94107
318 Hudson Street, Oakland, CA 94618
info@smwa-se.com

T: 415-495-0400
T: 510-653-8790

- 3.2 Design Development: Assist architect in developing the schematic design and generating conceptual structural layout and details
- 3.3 Construction Documents: Produce structural drawings and calculation package as required for permit, bid and construction.
- 3.4 Construction Administration: Provide normal construction phase services per Attachment C. Three site visits are anticipated for this scope of work. Additional site visits will be considered as additional services.

4. ADDITIONAL SERVICES

4.1 Services beyond those specified under Basic Services will be Additional Services and will be provided only at your request.

4.2 Additional Services that can be provided at your request include, but are not limited to:

4.2.1 Repair or Strengthening of Existing Structural Deficiencies:

In the event that existing structural deficiencies are discovered during the course of the project, the owner and architect will be notified promptly. With the owner's approval, the engineering services provided to repair or strengthen the structural deficiencies would be considered as additional services.

5. REIMBURSABLE EXPENSES

5.1 Reimbursable expenses, unless otherwise noted, include printing, plotting, reproduction, delivery, messengers, telephone facsimiles, travel expenses, and photos.

6. COMPENSATION

6.1 Basic Services: The professional fees are as follow:

6.1.1 As-built Survey (Item 3.1) – Lump sum for the amount of \$1,000.

6.1.2 Design Development (Item 3.2) – Hourly basis in accordance to Attachment B. Based on the preliminary scope and basic services defined above, I recommend that you establish a budget of \$1,000.

6.1.3 Construction Documents (Item 3.3) – Hourly basis in accordance to Attachment B. Based on the preliminary scope and basic services defined above, I recommend that you establish a budget of \$4,800.

6.1.4 Construction Administration (Items 3.4) – Hourly basis in accordance to Attachment B. Based on the preliminary scope and basic services defined above, I recommend that you establish a budget of \$1,800.

6.2 Additional Services: Fees for Additional Services are computed on an hourly basis in accordance to Attachment B.

6.3 Reimbursable Expenses: Reimbursable expenses will be billed at cost plus 10%. I recommend a budget of \$400 for reimbursable expenses.

6.4 Retainer: A retainer of \$1,500 is required with the return of the signed contract.

7. GENERAL PROVISIONS

7.1 Invoices are rendered monthly and are to be paid within 14 (fourteen) days after receipt. You have the right to terminate my services at any time, subject only to previous commitments that we have made to others on your behalf. Rates are subject to renegotiation after one year.

7.2 Unpaid balances shall be subject to an additional charge at the rate of 1-1/2% per month from the date of invoice if the unpaid balance is not paid within 30 days. Invoices will be submitted showing percent complete for the lump sum portion and hours worked for the hourly portion of the project along with reimbursable expenses. The Client shall reimburse SMW & Associates Inc. for all attorney's fees and collection costs related to collection of overdue payments.

7.3 This proposal is valid for 60 (sixty) days. This proposed agreement consists of this proposal and the enclosed Standard Provisions. If acceptable, please sign and return one copy of this letter along with the deposit.

8. LIMITATIONS

8.1 The professional services mentioned above consist of providing professional opinions, conclusions, and recommendations made in accordance with generally accepted structural engineering principles and practices. This warranty is in lieu of all other warranties, either expressed or implied.

I look forward to working with you on this project.

Sincerely yours,

Accepted:

Stan M. Wu, S.E.
CA Structural Engineer License No. S4665
CA Civil Engineer License No. C58342

By:

Date:

Attachment A, Standard Provisions
Attachment B, Fee Schedule
Attachment C, Construction Services

STANDARD PROVISIONS

1. **Standard of Care:** Engineer shall perform professional services using that degree of care and skill ordinarily exercised in the structural engineering consulting profession under similar circumstances by reputable structural consultants practicing in the Northern California area. No warranty, express or implied, of merchantability or fitness for use is made or intended in connection with the work to be performed or by the furnishing of any oral or written reports by the Engineer.
2. **Information Provided by Others:** The Engineer shall indicate to the Client the information needed for rendering of services hereunder. The Client shall provide to the Engineer such information as is available to the Client and the Client's consultants and contractors, and the Engineer shall be entitled to rely upon the accuracy and completeness thereof. The Client recognizes that it is impossible for the Engineer to assure sufficiency of such information, either because it is impossible to verify, or because of errors or omissions which may have occurred assembling the information the Client is providing. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify and hold the Engineer, the Engineer's subconsultants and their agents, harmless from any claim, liability or cost (including reasonable attorneys' fees and cost of defense) for injury or economic loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by the Client to the Engineer.
3. **Hidden Conditions:** Inasmuch as the remodeling and/or rehabilitation of an existing building requires that certain assumptions be made regarding existing conditions, and because some of these assumptions may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portion of the building, the Client agrees, to the fullest extent permitted by law, to indemnify and hold the Engineer, the Engineer's subconsultants and their agents, harmless from any claim, liability or cost (including reasonable attorneys' fees and cost of defense) for injury or economic loss arising or allegedly arising out of the professional services provided under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Engineer and the Engineer's subconsultants and their agents.
4. **Instruments of Service:** Drawings, specifications and calculations (and any reproductions thereof) prepared by the Engineer are instruments of service with respect to the Project, and the Engineer shall retain an ownership interest therein whether or not the Project is complete. Client may make and retain copies for information and reference in connection with the Project. Documents may not be used for any other purpose or project.
5. **Limitation of Liability:** The Client agrees, to the fullest extent permitted by law, to limit the liability of the Engineer and his employees, agents and sub-consultants for any and all claims, losses, costs of defense, including attorneys' and expert witness fees, expenses, judgements, damages of any nature whatsoever so that the aggregate liability of the Engineer and his employees, agents and sub-consultants to all those named shall not exceed \$250,000, or the Engineer's fee, whichever is greater. This limitation of liability shall apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
6. **Indemnify and Hold Harmless:** Client shall protect, indemnify, hold harmless and defend the Engineer and its employees, agents and consultants from any and all damages, liabilities, expenses and costs arising out of any claims in connection with the services rendered by the Engineer, except such damages as are found by a court of competent jurisdiction to arise out of the sole negligence or willful misconduct of Engineer.
7. **Timeliness of Service:** The Engineer will work diligently to complete the services in a timely fashion. However, in no event shall the Engineer be responsible for any damage or expense due to delays from any cause.
8. **Termination of Services:** This Agreement may be terminated by the Client or the Engineer should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Engineer for all services rendered to the date of termination, all reimbursable expenses, and all additional expenses incurred due to such termination.

9. **Mediation and Arbitration:** If a dispute arises out of or relates to this Agreement, or the breach thereof, for amounts reflected in billed invoices in excess of \$5,000.00, and if such dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle the dispute in an amicable manner by mediation under the Construction Industry Mediation Rules of the American Arbitration Association, before having recourse to arbitration. If any such dispute is not settled through such mediation, it shall be settled by arbitration in County of Alameda, State of California, in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The Obligations to engage in mediation and arbitration with respect to any such dispute may be compelled by an appropriate order issued by the Superior Court of California, County of Alameda. The Client and the Engineer further agree to include the foregoing provision in any and all agreements with independent contracts and consultants retained for the project and to require all independent contracts and consultants to likewise include said provision in any and all agreements with subcontractors, subconsultants, suppliers or fabricators so retained.
10. **Fee Schedule and Terms:** Client shall pay all fees and reimbursable expenses as rendered on invoices. Payment shall be due upon receipt. Client shall advise Engineer in writing within 15 days of the invoice date of any dispute with the amount of fees and/or costs reflected in the invoice. If Client fails to so advise Engineer, Client waives all right to dispute the invoice amounts at a later date. All invoices past due more than thirty days shall bear interest at the rate of 1-1/2% per month. Engineer may suspend services pending receipt of past due amounts. If Engineer incurs legal expenses in connection with the collection of any amounts owed to Engineer, Client shall pay all such expenses, including attorney's fees. The Client signatory of this Agreement personally guarantees payment of Engineer's fees and is liable as an individual for payment of the Engineer's fees for performance of services hereunder.
11. **Successors and Assignment:** This Agreement and every provision contained herein are binding upon and shall inure to the benefit of Client and Engineer and their respective heirs, successors, executors, administrators and legal representatives. The signatories of this Agreement are authorized to execute this Agreement. Neither Client nor Engineer shall assign or otherwise transfer and rights under or interest in this Agreement without the written consent of the other, except to the extent that any assignment or other transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph or elsewhere in this Agreement shall prevent Engineer from employing such independent professional associates and consultants as Engineer deems appropriate to assist in the performance of services hereunder.

SMW & ASSOCIATES INC.

ATTACHMENT B

2009 FEE SCHEDULE – Residential Projects

<u>Personnel Category</u>	<u>Hourly Billing Rate</u>
Principal	\$150 / hour
Project Manager	\$125 / hour
Project Engineer	\$105 / hour
Senior Designer	\$87 / hour
Designer	\$72 / hour
Intern	\$60 / hour

CONSTRUCTION PHASE SERVICES

1. Reviewing of structural shop drawings and submittals, furnished and check by the building contractor, for general compliance with the intent and requirements of the structural portion of the bid documents. This review should not be construed as an assumption of responsibility by the Structural Engineer for actual compliance by the building contractor with the Contract Documents, for dimensional checking, or for his method of work and safety procedures. Shop drawings for each trade are to be submitted complete. Partial submittals will not be reviewed. The initial review and one follow-up review are included under Basic Services. Additional reviews will be considered as Additional Service.
2. Interpreting the intent of the Structural Contract Documents, answering questions and issuing clarification drawings or addenda as required.
3. Reviewing reports submitted by testing and inspection agencies and identifying or suggesting courses of action as required.
4. The Structural Engineer shall visit the site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the Client and the Structural Engineer, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the Structural Engineer, as an experienced professional, to become generally familiar with Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. Based on these general observations, the Structural Engineer shall keep the Client informed about the progress of the work. The Structural Engineer shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. The Structural Engineer shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Structural Engineer does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations. If the Client desires more extensive project observation or full-time project representation, the Client shall request that such services be provided by the Structural Engineer as Additional Services in accordance with the terms of this Agreement.

NEW BUSINESS

#2 - General Manager Greg Harman will present the final revenue totals for Fiscal Year 2008/2009 for Board review and discussion. (The Mid-Year Budget Review for Fiscal Year 2009/2010 will be presented at the February 11, 2010 Board Meeting.

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

From: Gregory E. Harman, Chief of Police

Date: Thursday, January 07, 2010

FORWARDED TO:

Subject: Agenda Item #2 January 14th Regular Meeting

At the December 10, 2009 KPPCSD Board Meeting, the Board directed me to provide the final revenue totals for Fiscal Year 2008/2009. I have attached the Profit & Loss Statement for July 2008 through June 2009 that shows the total revenue received for the year was \$2,142,492.82.

A summary from the Profit & Loss Budget Performance Reports for Fiscal Years, 2006/2007, 2007/2008, 2008/2009, and the "to date" numbers for Fiscal Year 2009/2010 are as follows:

Fiscal Year	2006/2007	2007/2008	2008/2009	2009 to Date	
Total Revenue	2,178,441	2,148,481	2,142,492	2,029,219	(TBD)
Total Police Exp	1,716,960	1,820,451	1,903,539	894,385	(TBD)
Total Park Exp	103,850	109,973	81,208	41,364	(TBD)
Total District Exp	310,993	233,799	196,052	149,063	(TBD)
Capital Out	22,059	145,498	37,290	145	(TBD)
Total Expense	2,153,864	2,309,723	2,218,091	1,084,962	(TBD)
Profit/Loss	24,577	-161,242	-75,599	944,256	(TBD)

Revenue has decreased:

2006/2007 to 2007/2008 -.013%
2007/2008 to 2008/2009 -.002%
2009/2010 to Present -.052% (TBD)

The main reason for the \$113,000 decline in revenue from Fiscal Year 2008/2009 to 2009/2010 is due to the loss of the \$100,000 in COPS Grant funding. The final revenue totals for Fiscal Year 2009/2010 will not be available until September 2010.

Gregory E. Harman
General Manager/ Chief of Police

KPPCSD
Profit & Loss
July 2008 through June 2009

Jul '08 - Jun 09

Ordinary Income/Expense
Income

400 · Police Activities Revenue	
401 · Levy Tax	1,243,448.05
402 · Special Tax-Police	680,340.00
403 · Misc Tax-Police	54.72
410 · Police Fees/Service Charges	7,916.51
415 · Grants-Police	100,000.00
416 · Interest-Police	24,396.47
418 · Misc Police Income	10,443.69
Total 400 · Police Activities Revenue	<u>2,066,599.44</u>
420 · Park/Rec Activities Revenue	
424 · Special Tax-L&L	29,356.80
426 · Park Donations	250.00
427 · Community Center Revenue	18,922.50
436 · Interest-Park/Rec	1,103.93
438 · Misc Park/Rec Rev	1,311.55
420 · Park/Rec Activities Revenue - Other	600.00
Total 420 · Park/Rec Activities Revenue	<u>51,544.78</u>
440 · District Activities Revenue	
448 · Franchise Fees	21,039.54
456 · Interest-District	3,309.06
Total 440 · District Activities Revenue	<u>24,348.60</u>
Total Income	2,142,492.82

Expense

500 · Police Sal & Ben	
502 · Salary - Officers	885,328.76
504 · Compensated Absences	18,077.74
506 · Overtime	39,123.18
508 · Salary - Non-Sworn	29,412.83
516 · Uniform Allowance	8,032.53
518 · Safety Equipment	2,046.53
521-A · Medical/Vision/Dental-Active	114,636.00
521-R · Medical/Vision/Dental-Retired	110,894.59
522 · Insurance - Police	6,725.12
523 · Social Security/Medicare	13,175.74
524 · Social Security - District	4,831.81
527 · PERS - District Portion	260,233.86

KPPCSD
Profit & Loss
July 2008 through June 2009

	<u>Jul '08 - Jun 09</u>
528 · PERS - Officers Portion	81,300.08
530 · Workers Comp	63,229.44
Total 500 · Police Sal & Ben	<u>1,637,048.21</u>
550 · Other Police Expenses	
552 · Expendable Police Supplies	961.71
553 · Range/Ammunition Supplies	1,133.93
562 · Vehicle Operation	40,927.90
564 · Communications (RPD)	100,439.74
568 · Prisoner/Case Exp./Booking	3,828.81
570 · Training	14,309.65
572 · Recruiting	2,455.59
574 · Reserve Officers	2,501.28
576 · Misc. Meals & Travel	4,102.31
580 · Utilities - Police	7,193.83
581 · Bldg Repairs/Maint.	2,244.36
582 · Expendable Office Supplies	6,125.54
588 · Telephone(+Rich. Line)	9,560.86
590 · Housekeeping	3,731.11
592 · Publications	2,410.09
594 · Community Policing	3,037.61
596 · WEST-NET/CAL I.D.	12,296.00
598 · COPS Special Fund	49,231.14
Total 550 · Other Police Expenses	<u>266,491.46</u>
600 · Park/Rec Sal & Ben	
601 · Park & Rec Administrator	11,450.40
602 · Custodian	21,000.00
623 · Social Security/Medicare - Dist	241.71
Total 600 · Park/Rec Sal & Ben	<u>32,692.11</u>
635 · Park/Recreation Expenses	
640 · Community Center Expenses	
642 · Utilities-Community Center	3,008.44
643 · Janitorial Supplies	1,169.40
646 · Community Center Repairs	790.94
Total 640 · Community Center Expenses	<u>4,968.78</u>
650 · Building E Expenses	
656 · Bldg E Repairs	1,350.00
Total 650 · Building E Expenses	<u>1,350.00</u>

KPPCSD
Profit & Loss
July 2008 through June 2009

	<u>Jul '08 - Jun 09</u>
660 · Annex Expenses	
662 · Utilities - Annex	1,103.06
Total 660 · Annex Expenses	<u>1,103.06</u>
672 · Kensington Park O&M	37,648.30
678 · Misc Park/Rec Expense	3,446.80
Total 635 · Park/Recreation Expenses	<u>48,516.94</u>
800 · District Expenses	
810 · Computer Maintenance	20,574.53
820 · Cannon Copier Contract	3,874.64
830 · Legal (District/Personnel)	82,350.45
835 · Consultanting	9,503.72
840 · Accounting	8,200.47
850 · Insurance	28,603.38
860 · Election	5,307.25
865 · Police Bldg. Lease	5,112.00
870 · County Expenditures	19,482.10
890 · Waste/Recycle	2,109.34
898 · Misc. Expenses/Lobbyist	10,934.48
Total 800 · District Expenses	<u>196,052.36</u>
950 · Capital Outlay	
961 · Police Bldg Improvements	16,556.32
965 · Weapons / Radios	1,149.00
969 · Computer Equipment	1,911.51
972 · Park Buildings Improvement	17,674.08
Total 950 · Capital Outlay	<u>37,290.91</u>
Total Expense	<u>2,218,091.99</u>
Net Ordinary Income	-75,599.17
Other Income/Expense	
Other Expense	
700 · Bond Issue Expenses	
701 · Bond Proceeds	-180,503.34
710 · Bond Admin.	8,730.48
715 · Bond Interest Income	-2,041.12
720 · Bond Principal	93,937.47
730 · Bond Interest	66,608.53

KPPCSD
Profit & Loss
July 2008 through June 2009


	<u>Jul '08 - Jun 09</u>
Total 700 · Bond Issue Expenses	<u>-13,267.98</u>
Total Other Expense	<u>-13,267.98</u>
Net Other Income	<u>13,267.98</u>
Net Income	<u><u>-62,331.19</u></u>

NEW BUSINESS

#3 - General Manager Greg Harman will request that the Board appoint a member to attend the LAFCO Independent Special District Selection Committee Meeting scheduled for Monday, January 25th, at 10:00 AM, to be held in conjunction with the quarterly meeting of the Contra Costa Special Districts Association meeting at the Pleasant Hill Community Center, 320 Civic Drive. Board Action.



December 11, 2009

TO: Presiding Officer of Each Independent Special District in Contra Costa County
FROM: Lou Ann Texeira, LAFCO Executive Officer 
SUBJECT: Announcement of Independent Special District Selection Committee Meeting - January 25, 2010

This is to advise you that on January 25, 2010, there will be a meeting of the Independent Special District Selection Committee (ISDSC). The ISDSC consists of the presiding officer (or his/her designee) of the legislative body of each independent special district. This group appoints the special district members of the Local Agency Formation Commission (LAFCO) pursuant to Government Code Section 56332.

The meeting of the ISDSC is scheduled for Monday, January 25, 2010 at 10:00 a.m. in conjunction with the quarterly meeting of the Contra Costa Special Districts Association (CCSDA), to be held at the Pleasant Hill Community Center, 320 Civic Drive in Pleasant Hill.

The reason for convening the meeting is to request the ISDSC to consider and approve revisions to the Procedures for the Special District Selection Committee. These procedures were previously adopted by the ISDSC in 2005 to supplement the code and provide local rules relating to the selection of special district members to the Contra Costa LAFCO.

In 2008, a subcommittee (David Piepho, John Wyro, Mike Yeraka, Lou Ann Texeira) was formed to review and update these procedures. The subcommittee has drafted proposed revisions (attached). In addition, the subcommittee reviewed a second set of procedures ("Mailed Ballot Procedures") which were adopted by the CCSDA in 2002. Based on the subcommittee's review of the 2002 Mailed Ballot Procedures, it was determined that these procedures should be repealed as they are redundant. In a subsequent action, and as part of the CCSDA agenda, the CCSDA will be asked to repeal the 2002 procedures.

These actions are being requested in anticipation of the April 2010 election of special district members (one alternate and one regular seat) on the Contra Costa LAFCO.

For the ISDSC to transact business on January 25, 2010 a quorum (50% plus one) of independent special districts must be present. Please ensure that the presiding officer/designated alternate for your district attend this meeting. Only the presiding officer, or his/her Board designee can vote; staff members/counsel are not authorized to vote. *Without a quorum of Independent Special Districts no action can be taken at the meeting.*

So we have an up-to-date roster of the ISDSC, please submit the name of your District's presiding officer or designee (must be a board/trustee member) to the LAFCO office by January 15, 2010.

Please contact the LAFCO office if you have any questions or need additional information.

c: Each Member of the Commission
General Manager of Each Independent Special District

CONTRA COSTA COUNTY SPECIAL DISTRICTS
Procedures for the Special District Selection Committee
(Revised December 2009)

The California Government Code, specifically Section 56332, sets forth requirements for the Independent Special Districts Selection Committee ("Selection Committee"). The procedures contained herein are intended to supplement the code and provide local rules relating to the selection of special district members to the Contra Costa Local Agency Formation Commission (LAFCO). ~~The code is silent however regarding the procedures the Selection Committee should use.~~

~~Last year, the Selection Committee developed its own local rules; and at the Committee's meeting on March 10, 2005, the Committee approved the following procedures:~~

Selection Committee Purpose

The purpose of the Selection Committee shall be to appoint the regular and/or alternate special district members to the Contra Costa LAFCO whenever a term expires or a vacancy exists for the regular or alternate special district member seats. The term of office of each LAFCO member shall be four years and until the appointment and qualification of his or her successor (Gov. Code §56334).

Selection Committee Membership

The Selection Committee shall be comprised of the presiding officer of the legislative body of each independent special district. If the presiding officer is unable to attend a Committee meeting, the district may appoint one of its other members to attend the meeting (Gov. Code §56332).

Announcement of Selection Committee Meetings

The LAFCO Executive Officer shall notify all independent special districts of a vacancy or impending vacancy in the position of regular or alternate special district member and shall schedule a meeting of the Selection Committee.

To the extent possible, Selection Committee meetings shall be scheduled in conjunction with meetings of the Contra Costa Special Districts Association as a convenience to members and for efficiency.

The Executive Officer shall provide a schedule to submit nominations to all independent special districts prior to the Selection Committee meeting.

All meetings of the Selection Committee shall be open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

Quorum

Each presiding officer (or appointed alternate board member) attending the Selection Committee meeting shall be required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the Selection Committee business. No meeting shall be convened prior to establishing a quorum. The Committee shall act by majority vote of the quorum, or if more than a quorum is present at the meeting, by majority vote of those members present.

Nomination Procedures

Members of governing boards of independent special districts may be nominated to serve as a regular or alternate special district member of the Contra Costa LAFCO (Gov. Code §56332).

Each independent special district shall be entitled to nominate a maximum of one board member per vacancy (i.e., for each regular and each alternate seat) from any district. Districts are required to make nominations by adoption of a Board resolution.

Upon selection of a nominee, the presiding officer of the district shall provide written notification of the nomination, including a copy of the Board resolution, to the LAFCO Executive Officer.

All nominations received in sufficient time prior to a Selection Committee meeting will be copied and distributed to the presiding officer of each independent special district.

~~In addition to~~ Nominations may be made from the floor at the Selection Committee meeting, but only if no prior nominations by resolution were submitted by any of the independent special districts.

Balloting Process Election Procedures

Each nominee will be afforded an opportunity to make a brief statement (maximum of five minutes) at the Selection Committee meeting. Following these presentations, members of the Selection Committee may discuss the appointment prior to the vote being taken.

Nominees shall be selected based on the following process:

- ~~A~~ A ballot listing all known nominees shall be prepared and copied for the meeting. Each ballot shall have opposite the nominee's name a box to record the vote.
- In the event that no prior nominations by resolution are submitted, a ballot shall also include blank containing blank lines to vote for nominees who are put forth from the floor at the Selection Committee meeting shall be distributed at the meeting.

- Each ballot shall have bear a line for the name of the special district that is casting the vote and a line for the name of the voting delegate. The ballot will not be counted if the name of the special district and voting delegate are not included.
- After votes are tallied, each delegate's vote will be announced during the meeting.

Selection of LAFCO Members

The person selected to serve shall have received a majority of the votes cast in the election.

If there are more than two nominees for a single seat and no individual receives the majority of the total votes cast in the first ballot there shall be a run-off election between the two nominees who received the greatest number of votes.

If there are only two nominees for a single seat and each receives an equal number of votes, the selection to serve on LAFCO shall be done by a "straw draw" unless one of the two candidates chooses to relinquish the position.

If, as a result of an election, the Alternate Special District member on LAFCO is chosen as a Regular Special District Member, another election shall be held at a subsequent the Selection Committee meeting to fill the new vacancy in the Alternate Member position.

Alternate Nominating and Balloting Process

In the event that the LAFCO Executive Officer determines that securing a quorum of Selection Committee members for a meeting is not feasible, the Executive Officer may conduct the business of the Selection Committee in writing (Gov. Code §56332).

NEW BUSINESS

#4 - Directors Pat McLaughlin and John Stein will present the Board with a statement of goals for the KPPCSD Board for adoption. Board Action.

KPPCSD Board Goals - 2010

1. Put a special assessment for police services on the June 2010 ballot and actively work to educate the community (within what is legally permissible) on the need for the assessment increase.
2. Successfully complete police compensation negotiations based on KPPCSD budget parameters and industry comparables
3. Work with legal council, KCC, and the community to finalize an approach to renovating the Community Center within the gift limits of the KCC.
4. Develop building plans, and if fiscally possible, approve renovations to the Park Annex.
5. Complete the building of the Park restrooms.
6. Continually provide input and feedback to the General Manager to improve the KPPCSD (respecting the Board's governance role and the general manager's management role) including feedback regarding Board packets.

