

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, March 8, 2012, at 7:00 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California.

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

Roll Call
Public Comments
Board Member/ Staff Comments

APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Regular Meeting February 8, 2012, Page 2
- b) Profit & Loss Budget Performance for February 2012 is not available due to data not entered as of March 2nd
- c) Park Revenue & Expenses Report for February 2012 is not available due to data not entered as of March 2nd
- d) Board Member Reports- None
- e) Correspondence- None
- f) Police Department Update, Page 11
- g) Monthly Calendar, Page 20
- h) Recreation Report, Page 22
- i) General Manager Update, Page 23

DISTRICT -- OLD BUSINESS- NONE

DISTRICT - NEW BUSINESS

1. The KPPCSD Ad Hoc Buildings Committee will present a recommendation that the Board accept the Kensington Park Buildings Master Plan Report as prepared by Muller & Caulfield Architects. Possible Board Action. Page 26 (For the Report, see Attachment to the agenda packet).
2. General Manager/ Chief of Police Greg Harman will ask the Board how it wishes to vote on the 2012 Community Clean Water Initiative Official Ballot for the Contra Costa Clean Water Program. The three ballots are for the three parcels owned by the District and if the fee is passed by the property owners of the County, the District's Proposed Annual Fee for the three parcels will be \$307.42. Ballots must be received by the Clerk of the Board of the Contra Costa County Supervisors by April 6, at 5:00 PM. Board Action. Page 30
3. General Manager/ Chief of Police Greg Harman will ask the Board if any member would like to be nominated for selection to run for election for Seat A of the California Special District Association Board of Directors. Possible Board Action. Page 37
4. General Manager/ Chief of Police Greg Harman will promote Sergeant Ricky Hull to the rank of Master Sergeant, Corporal Keith Barrow to the rank of Sergeant, and Temporary Acting Sergeant Kevin Hui to the rank of Sergeant.

ADJOURNMENT

General Information

Accessible Public Meetings

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

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

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BOARD OF DIRECTORS

Meeting Action Minutes for 02/09/2012

AGENDA

A regular meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) was held Thursday, February 09, 2012, 7:00 PM, at the Community Center, 59 Arlington Avenue, Kensington, California.

ATTENDEES

<u>Elected Members</u>	<u>Guests/Presenters</u>
Charles Toombs, President	Joel Koosed
Tony Lloyd, Vice President	Anthony Knight
Linda Lipscomb, Director	Joan Gallegos
Cathie Kosel, Director	Barbara Dilts
Mari Metcalf, Director	John Stein
	John Hodgkins
<u>Staff Members</u>	Jan Stensland
Gregory E. Harman, General Manager/Chief of Police	Gail Tapscott
Anita Darden Gardyne, District Administrator	Vida Dorrah
Sergeant Rickey Hull	Paul Dorrah
Temporary Acting Sergeant Kevin Hui	Kate Reed
Detective Corporal Keith Barrow	Andrew Reed
Officer Doug Wilson	Lynn Wolter
	Mr. Wilson

ANNOUNCEMENTS: Board President Charles Toombs called the meeting to order at approximately 7:00 PM. He announced that the BOD will enter closed session at the end of the regular meeting and then took roll call and confirmed that all Board of Directors (BOD) were present. He then asked the public to comment on anything not on the current agenda.

PUBLIC COMMENTS

Joan Gallegos said she attended a recent County Board of Supervisors meeting regarding a fee for clean water. She said she went in response to a pamphlet she received in the mail which included statements suggesting that communities retain fees their residents pay and those same communities determine how funds they collect will be used. She said she became concerned when she learned at the Supervisor's meeting that unincorporated communities, like Kensington, will have their fees retained by the County and the County will determine its use. She questioned how much Kensington residents had paid in fees, where the money is going, and how it's being used. She encouraged the BOD to get involved in this issue.

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John Hodgkins spoke about Bay View Refuse and asked that the District negotiator be less reckless and more careful in negotiations with its vendors, including Bay View, to avoid driving the District towards a cliff. GM/COP Harman responded that he believed he had been careful in the negotiations.

Jan Stensland said she has worked in waste management and that she has been involved in the District's Solid Waste Committee. She said that the solid waste management process here has been thorough and well done. She said that Bay View had been problematic from an administrative standpoint including misuse of funds, having the District spend hundreds of thousands of dollars in legal fees, as well as an outrageously lengthy contract term. She said she loves the Bay View employees but she cannot support a company that runs its business as it does. She wants more of a choice in companies and supports sending out a Request for Proposal (RFP) to get a wider perspective on who can service our community's waste management needs.

In response, Director Metcalf asked Ms. Stensland to clarify her statement about Bay View's misuse of funds. Ms. Stensland responded that years ago there was misuse of funds by the waste company itself, a lawsuit that we as a community had to pay for, and an admission of guilt on misuse of funds by the waste company. She acknowledged that these events had occurred years ago and she could be wrong. President Toombs thanked Ms. Stensland for her comments and said he preferred not to cast allegations that cannot be proven here and now.

Joan Gallegos said she did not believe the facts presented by the previous speaker were completely accurate as they applied to Kensington and shared her recollection of the history between the District, the County, and Bay View Refuse.

BOD COMMENTS

Vice President Lloyd, per KPPCSD Policy 4030.7, reported out on training he received so far this year. He said he has been participating in CSDA's continuing education and training programs, which are free for the most part, and has attended training in: Pension Reform, How to Be an Effective Board Member, Ethics Training, and Communications Protocols for District Board Members. He encouraged other Directors to take advantage of CSDA's offerings as he found them worthwhile. Vice President Lloyd also announced that the KPPCSD Policy Committee had held its initial meeting and was working to: 1) determine what templates are out there, 2) what current policies are, and 3) what the District's legal counsel says relative to existing policy so the need for specific policy change can be determined. He said this Committee will operate under the Brown Act so scheduling notification will go out. He said the Committee members were working to calendar its first meeting and expected it to occur in the last week of February. He concluded by reminding all that at the January BOD meeting, the BOD have approved acquisition of the Highland-Kenyon path as the initial test model for acquiring all paths. As a result of this decision, he said, the Path Committee has been made a standing committee under the Park and Rec Committee, with himself and a yet to be identified Director, as members on it. This committee will be responsible for long term planning and budget and financial issues related to path acquisition.

Director Lipscomb shared two public service announcements. The first invited the public to attend an Open House on Revamping Highway I-80 that is scheduled for February 13, 2012 at the Richmond Memorial Building. The second was a reminder that the Bay Bridge is scheduled to be closed February 17 – February 21, depending on weather.

President Toombs read a letter he received from Tom Dean, Moderator at the Arlington Community Church thanking the police force, particularly GM/COP Harman and Officer Doug Wilson, for keeping its

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constituents safe and secure. Next President Toombs said that the County, under the auspices of Supervisor Gioia and Kate Rausch, had met with two groups (Franciscan Way and Valley Road) regarding traffic concerns in their neighborhoods. He said that he and Vice President Lloyd also attended those traffic meetings. He concluded by saying that the Park and Rec Committee hoped to present its consultants' report at the March BOD meeting.

Director Kosel asked if there was a significant encroachment happening at 79 Arlington Avenue. GM/COP Harman responded yes and said it is being worked on. He went on to say that due to specific issues, BOD interaction will be necessary and that he planned to bring this matter before the BOD in a closed door session soon. Next, Director Kosel said she received a letter from Kensington residents The Pattons regarding the wonderful service they receive from Bay View.

Director Kosel talked about GM/COP Harman's performance objectives and said she would like to see them posted on the District website so the community could review them but noted they are stamped confidential. GM/COP Harman responded that his performance objectives need to remain confidential since they are a part of his performance evaluation. He suggested that Director Kosel consider posting the BOD'S goals and objectives on the District website and reminded the BOD that they have an obligation per the KPPCSD Policy Manual to provide the community with an annual update on the past year's accomplishments. GM/COP Harman said that President Toombs had made such a report to the KCC K Group meeting. Director Kosel responded that Mr. Toombs' report was not a Board report as it reflected only President Toombs' personal opinion.

Director Metcalf complimented Officer Wilson on his carbon monoxide article in the Outlook and suggested that he maintain a monthly safety column in the Outlook. She then inquired about the protocol for the Kensington Police Department's (KPD's) response to a noise complaint. Temporary Acting Sergeant Kevin Hui explained that the County's Noise Ordinance would be followed. During their exchange, a discussion of when a complainant's anonymity may or may not be protected occurred. GM/COP Harman and Sgt. Rickey Hull interjected and provided specific examples of circumstances under which a complainant's anonymity may not be protected.

STAFF COMMENTS

District Administrator Gardyne stated that in the January 2012 BOD package, she mistyped resident Ciera Woods' name as Ciera Miller on pages 12 and 13 of that document.

GM/COP Harman presented a Blue Commendation to Officer Wilson for his actions on January 20, 2012 in which Officer Wilson's actions led to confirmation of the presence of carbon monoxide in an elderly resident's home. As a result of Officer Wilson's actions, the resident was safely removed from her home and the source of the carbon monoxide leak identified and repaired.

CONSENT CALENDAR

Note all changes appear in bold

President Toombs asked to pull item g, the January 2012 Police Department Report. Director Metcalf asked to pull items a (Minutes of the BOD's December 2011 Regular Meeting), b (Minutes of the BOD's January 2012 Regular Meeting), and c (Profit and Loss Budget Performance for January 2012).

President Toombs said to begin with item a, Minutes of the BOD's December 2011 Regular Meeting. In

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response, Director Metcalf referred all to Page 5, paragraph 2 of these December 2011 Minutes and reminded all that she had asked GM/COP Harman to review the contents of receivables General ledger (G/L) account 418 during the January 2012 meeting, that he had agreed to do so, but that she could not recall receiving the promised response from GM/COP Harman. GM/COP Harman explained that he had instead provided a written response to Director's Metcalf question and that his response appeared on Page 35 of the December BOD package and is contained within the December General Manager's Report.

Director Metcalf then referred all to Page 5, paragraph 5 of the December 2011 BOD meeting Minutes and noted that she had requested GM/COP Harman provide a review of the contents of G/L account 830, Legal (District Personnel) and that GM/COP Harman had agreed to do so and said that it would occur during the January 12, 2012 closed session. She said that this had not occurred. President Toombs explained Directors could review the District's legal bills when it travels to San Francisco to review other documents held at the District's attorney's office. Director's Metcalf and Kosel requested that documents prepared by the District's attorneys at the Board's direction be made available to Director's more conveniently. Director Kosel said she had confirmed that in the past the District's attorneys made confidential documents available to Directors locally.

Director Metcalf then referred all to Page 11 of the December 2011 BOD Meeting Minutes and noted that she had clearly communicated that she could not be available for BOD meetings before 7:00p without prior discussion and agreement.

Director Metcalf then referred all to Page 21 of the February 2012 BOD package which contained the last page of the January 2012 BOD Meeting Minutes. She noted that the last paragraph of the page misstated the outcome of the BOD's January 2012 closed door session. President Toombs requested that the language stand as written. GM/COP Harman noted that the paragraph under discussion had been drafted by the District's attorneys. Director Kosel reminded all that the attorneys had not been present in the closed door session and concurred with Director Metcalf that the language presented did not accurately reflect the outcome of the closed door session. GM/COP Harman stated that contents of the Minutes can be changed if a majority of the BOD agreed. At that point, Director Metcalf motioned to change the minutes.

MOTION: Director Metcalf moved to strike the final sentence of the paragraph that reads, "With all director's having heard the evidence, but not being able to come to a majority vote, no action was taken." and replace it with, " Two Directors voted to sustain the dismissal, two Directors voted against sustaining the dismissal, and one Director abstained." Director Kosel seconded the motion.

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

The motion was approved by a 3-2 vote and as a result the language of the January 2012 Minutes will be changed.

Director Metcalf concluded by saying she would refrain from asking her comments about item c, the Profit and Loss Report for January 2012, until GM/COP Harman made his presentation on this subject later in the meeting.

President Toombs said that he pulled item G, the January 2012 Police Department Report at GM/COP Harman's request. GM/COP Harman referred all to page 38 of the February 2012 BOD package and reviewed the January Ring Time Report. He noted that he erred in this report when he wrote that all seven calls with ring times over 20 seconds were Kensington Fire Department (KFD) calls as it was determined

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that that 5 of the 7 were KPD calls. Director Metcalf explored actual Ring Time results with GM/COP Harman. GM/COP Harman stated that there is an opportunity here to educate the public about when it is appropriate to use 911. Director Lipscomb thanked Chief for following up on Ring Time Results with Richmond Police.

Director Lloyd referred all to page 18, paragraph four of the February BOD package. He asked that the first sentence of this section be changed to replace the second use of the word Committee with the word Community so that the sentence reads, "Vice President Lloyd later said that each path had its own personality, length, and state of upgrade/not-upgrade and if the Committee needs to go back path by path to determine costs and assess the legality of moving forward, the **Community** needs to help determine what each path is expected to look like and how much it will costs to realize this vision.

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

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

DISTRICT – OLD BUSINESS – None.

DISTRICT – NEW BUSINESS #1 - Susila Patel will provide a presentation on the Stroke Program at Doctors Medical Center in San Pablo.

Susila Patel introduced herself as the Stroke Coordinator at Doctor's Hospital in San Pablo, CA. She thanked the community for inviting her to speak tonight and for their support of Measure G. She said that as of September 29, 2011. Doctor's Hospital was certified by the Joint Commission as a Primary Stroke Center in this area. She talked about the symptoms of stroke and the services available for stroke victims at Doctor's Hospital. She said that receiving fast medical attention is crucial to minimizing the effects of a stroke and so getting a victim to the nearest hospital right away is critical. She encouraged those that suspect a stroke to call 911 right away and not to attempt to drive the victim to the hospital. In response to a question from the audience, she said that the closest hospital (Alta Bates or Doctor's Hospital) might vary depending upon time of day and traffic patterns.

BOARD COMMENTS

Director Kosel suggested that Susila Patel be interviewed by the Outlook so that the entire community can be made aware of stroke symptoms as well as the services Doctor's Hospital has available.

Vice President Lloyd said he was personally familiar with Doctor's Stroke related programs and asked if the EMS responders knew to get a potential stroke victim to the nearest Primary Stroke Center. Ms. Patel explained that first responders are trained to appropriately assess for stroke and to respond accordingly. Vice President Lloyd also asked how Doctors Hospital planned to communicate the availability of stroke care out to the larger Kensington Community. Ms. Patel said that she would be visiting the community via church groups and other public interest forums.

PUBLIC COMMENTS

None.

DISTRICT – NEW BUSINESS #2 - General Manager Greg Harman will provide the Board with a mid-year budget review for Fiscal Year 2011- 2012 for possible budget adjustment. Possible Board Action.

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STAFF COMMENTS

GM/COP Harman reviewed his estimates for revenue and expenses for the District's current fiscal year. He summarized his findings on Page 57 of the February 2012 BOD package which are that he is projecting a \$109,849 shortfall for the current fiscal year (after receipt of the remaining \$88,684 for the COPS grant). He said this shortfall is a function of the BOD's decision to spend funds that were not budgeted for: 1)\$65,000 for consulting expenses related to the park buildings and personnel investigations, 2) \$23,100 in Community Center repairs, and 3)\$15,000 in legal fees. GM/COP Harman said that the BOD has two options. One is to do a mid year budget adjustment now to include the three aforementioned items in the budget. The second option is for the BOD to do nothing but to know that it has been forewarned that the District is projected to end the fiscal year over budget.

BOARD COMMENTS

Director Metcalf confirmed that of the \$65,000 spent on consulting expenses, \$25,000 of it was spent on personnel investigations. Later, Director Metcalf asked how many personnel investigations were underway during the current fiscal year and how many are currently ongoing. In response GM/COP Harman said he would have to go back and check the records as investigations are tracked on a calendar year whereas financials are tracked on a fiscal year (July 1 – June 30). He said he believed that there were two investigations during the current fiscal year.

Director Kosel said it has been very difficult to oversee spending of District funds due to lack of transparency. She said there is an ongoing challenge of accessing District financial data, whether it is access to officer salary data or District credit card information, and that not having access to this data makes it difficult for her to be accountable to her constituents. She minded all that at the January 2012 BOD meeting she asked how much has been spent on recent personnel actions beyond legal fees. She said she would not vote to increase legal fees until: 1) she can be assured that legal funds already spent are accounted for and that these funds were reasonably spent, and 2) she knows which budget items will be reduced to balance out the \$15,000 overage in legal expenses. Director Kosel then motioned that Chief's request for a mid year budget adjustment be tabled until her two questions referenced above are answered.

Director Lipscomb said she went into San Francisco and reviewed the attorney's documents. Later she said that she preferred to let the budget stand as is and complimented GM/COP Harman on the work he presented.

Vice President Lloyd said that the budget appears to be about 4% over variance largely due to consulting fees, community center repair costs, and legal fees. He questioned why these items ended up as overruns and were not included in the budget. He said he preferred to track the budget as is and did not support a mid year budget adjustment.

President Toombs said GM/COP Harman had prepared a good report but that he did not see the need for a mid year budget adjustment.

The consensus of the BOD is that there is no need for a budget adjustment and no action is required at this time.

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MOTION: Director Kosel moved that GM/COP Harman provide the BOD with bottom line expenses associated with the actual personnel investigations including specific overtime, legal, consulting, and photography expense details. Director Metcalf seconded this motion.

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

PUBLIC COMMENTS

None.

DISTRICT – NEW BUSINESS #3 - Director Kosel requests, “The KPPCSD Board of Directors requests that the General Manager send out an RFP for legal representative for the District.” Possible Board Action.

STAFF COMMENTS

None.

BOARD COMMENTS

Director Kosel said she had confirmed that the District does not have a Memorandum of Understanding (MOU) with Hanson-Bridgett and that she is aware that they have been the District’s attorneys since at least 1993. She said that Kurt Franklin, a Hanson-Bridgett attorney, says that the District pays \$200 per hour for Associates and \$270 per hour for partners. She said that she is suggesting the Board review its options for legal representation.

Director Lipscomb said she questioned what prompted the request to discuss this issue this evening as she has been impressed by Hanson-Bridgett’s services and legal opinions, values their knowledge of Kensington and its institutional memory, and she has not heard a well articulated reason to make a change. She said she thought that leaving Hanson-Bridgett would be a big mistake.

Vice President Lloyd said that considering a change of legal counsel is a significant effort and any consideration of divorcing oneself from a critical partner such as its legal counsel would require a significant rationale such as prices being out of line with the market, poor service, or the philosophy’s of the District and its legal counsel having drifted apart. Later he suggested that looking introspectively at oneself could be a good thing and urged removal of the words RFP from any motion contemplated. He clearly stated that he was not in support of pursuing a RFP.

Director Metcalf acknowledged that changing legal counsel could result in a loss of historical knowledge but supported looking at available alternatives since Hanson-Bridgett has been in place since at least 1993 with no consideration of alternative vendors since that time. Later Director Metcalf said that she could not comment on the many items she receives from Hanson-Bridgett stamped confidential and this limits her ability to publicly state why she thinks now is the right time to consider alternatives.

President Toombs said he thinks tht Hanson-Bridgett’s fees are reasonable, their legal advice is good, and he trusts them. He said he would not support using the same legal counsel as KFD because of the potential for conflict of interest.

PUBLIC COMMENTS

Joan Gallegos said she was inclined to take a look at options as she has been troubled by some of Hanson Bridgett’s representation in some instances over the past few years.

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Gail Tapscott said that it appears there is always an agenda behind the published agenda and this concerns her. She also inquired about the District's process for reviewing services. She expressed concern about pursuing a RFP due to the work effort required to implement one. Later she suggested that all services be reviewed periodically as a part of routine business practice.

Andrew Reed said maybe it's a good thing to look at a legal change at some point but given competing priorities and limited resources, he questioned if doing so now would be a waste of time.

John Stein said that Hanson-Bridgett is a fine legal firm and has provided exceptional representation to the best of his knowledge. He said he thinks the District enjoys an exceptional rate from Hanson-Bridgett, that he has not heard any compelling reason to change legal firms, and thinks the Directors should focus on a few critical things and replacing Hanson-Bridgett is not one of them.

Jim Hodgkins said that looking at alternative vendors over time is a Board fiduciary responsibility. He later said that if the BOD felt they could they could take this one, they should be allowed to.

Paul Dorrah that said preparing a RFP requires a lot of work and effort and doing so will consume staff time. He said that Hanson-Bridgett is a highly qualified firm with a substantial public entity practice and expressed concern about the learning curve associated with getting new attorneys up to speed.

Vida Dorrah asked who would do the RFP and questioned if a consultant would be required to prepare it. Later she said that she felt the audience's time had been wasted and questioned if the Directors had the time and energy to drive this with their own resource.

Jan Stensland said preparing an RFP is a lot of work and that she feels like she is being insulted. She said she does not believe this is an important issue for the community and doesn't feel the BOD is focused on the right issues.

Kate Reed said she did not believe this is a priority at this time and that pursuing it would likely be a burden to staff. She said that every few years services should be reviewed as a course of business and she did not think a motion was necessary to do that.

MOTION: Director Kosel moved that the BOD examine its options for legal advice and counsel. Vice President Lloyd seconded this motion.

AYES: Kosel, Metcalf, Lloyd NOES: Toombs, Lipscomb ABSENT: None

At about 9:54 p.m. President Toombs announced that the BOD would enter into closed door session to discuss the General Manager/ Chief of Police performance review pursuant to California Government Code Section 54957. At this point, the public session ended and the Directors exited to meet privately in a closed session.

DISTRICT- CLOSED SESSION - - Pursuant to California Government Code Section 54957

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

At 12:18 a.m., the Board came out of a closed session held pursuant to California Government Code Section 54957 – General Manager/ Chief of Police performance review. President Toombs announced

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that the Board took no formal action.

MOTION: Director Lipscomb moved to end the meeting at about 12:19 a.m. and President Toombs seconded this motion.

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

ADJOURNMENT

February 2012 Police Department Report

February 29, 2012

- Department Personnel
 - We are currently staffed at 9 sworn positions and 3 reserve officers.
- Commendations and Correspondence
 - The Police Department received a note of appreciation from resident Mandy Hammond on 02-01-12.
 - KPPCSD Board President Charles Toombs received letter from Tom Dean, the Moderator at the Arlington Church, commenting on the excellent service provided by the police department and acknowledging Officer Doug Wilson and Chief Harman for meeting with members of the congregation on January 5th. The letter was received on 02-01-12 and read at the February 9th KPPCSD Board meeting by President Toombs.
 - On 02-06-12, Officer Chris Turner received an e-mail of compliment from resident Marion Gade following her ride along with him.
 - On 02-14-12, Officer Chris Turner received another e-mail of compliment from Kevin Tjahjadi, a current police academy recruit, following a ride along.
- Investigation of Alleged Misconduct
 - Department Investigation 2011-004 was initiated on July 5, 2011 on allegations that an officer violated department reporting procedures. This investigation is being conducted by Sergeant Hull.
 - Citizen's Investigation 2011-005 was initiated on October 5, 2011, on allegations that an officer was rude while signing off on a fix it ticket. This investigation is being conducted by Sergeant Hull.
 - Citizen's Investigation 2012-001 was initiated on January 8, 2012 on an allegation that an officer used racial profiling in issuing a traffic citation. This investigation is being conducted by Sergeant Hull.

- 9-1-1 / Richmond Communication Center Information.
- The Ring Time Report for February has not been received as of this report date.

- Community Networking

- On 02-13-12, Officer Doug attended the Kensington Public Safety Council meeting.
- On 02-22-12, Chief Harman attended the Contra Costa County Police Chief's Association meeting in Martinez.

Later that evening, Chief Harman, Corporal Barrow, TAS Hui, and Officer Stegman attended the Richmond Elks Club "Officer of the Year Awards Dinner", in which Officer Doug Wilson was honored as Kensington Police Department's Officer of the Year.

- On 02-27-12, Chief Harman attended the KIC meeting.

- Community Criminal Activity

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

- Watch Commander Reports

- **Sergeant Hull**

TEAM #1 STATISTICS

Officer:	Turner(K46) (0600-1800)	Stegman (K32) (1800-0600)	Ramos (K41) (0730-1730)
Days Worked	14	13	10
Traffic Stops	63	11	41
Moving Citations	25	5	35
Parking Citations	7	2	6
Vacation/Security Checks	73	50	5
FI-Field Interview	0	0	0
Cases	1	1	0
Self Initiated Cases	0	1	0
Arrests	1	4	0
Calls for Service	96	12	11

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BRIEFING/TRAINING:

- Distributed Domestic Violence Quick Reference Guide
- Viewed video on Human Trafficking
- Reviewed Client Alert Taking DNA Samples
- Reviewed Informal Discovery Requests
- Reviewed process to obtain phone traps from a harassment allegation.
- Reviewed Ca. AG's Victim Services Unit pamphlet Helping Crime Victims
- Reviewed Open Carry Law update
- Reviewed Adult and Juvenile arrest log

SERGEANT'S SUMMARY:

This month KPD completed and passed a detention audit conducted by the California Corrections Standards Authority.

This month the District suffered an armed carjacking and an unarmed street robbery. Fortunately no one was injured in these incidents. Unfortunately, no polity is crime free. However, the community and the police department can aspire to keep crime to a minimum if we work together. I urge residents and civic minded visitors to the district to report crime, suspicious activity, and other occurrences that cause concern. At a minimum the KPD can make contact and assess the activity and identify involved parties. Not all suspicious activity is criminal but if it happens in a public space or is visual from a public space, KPD has the authority to make contact.

Three subjects were arrested for possession of methamphetamine.

SIGNIFICANT EVENTS:

- 2012-0980 – On 2-8-2012, Detective Barrow was contacted by a juvenile in the City of El Cerrito who reported a possible failed abduction attempt.
- 2012-1063 – On 2-12-2012, Officer Turner conducted a traffic enforcement stop and arrested the driver who had a misdemeanor traffic warrant from Pleasanton PD.
- 2012-1081 – On 2-13-2012, Officer Turner responded to the unit block of Kingston Dr. to a report of robbery.
- 2012-1101 – On 2-14-2012, Officer Turner and Officer Ramos were responding to assist ECPD with a home invasion. While enroute to assist, the suspect carjacked a vehicle and drove at high rates of speed into Kensington. The suspect almost collided with one KPD officer and carjacked a second vehicle from a Kensington resident with a gun. Driving this vehicle erratically and at high rates of speed almost collided with a second KPD officer. A pursuit ensued but the suspect eluded capture. The suspect subsequently committed similar crimes in the cities of Martinez and Vacaville before he was located in Richmond later in the evening. Another pursuit ensued whereby the suspect stole a Richmond

patrol vehicle and attempted to evade capture. This pursuit ended with the suspects arrest in the city of Richmond.

- o 2012-1103 – On 2-14-2012, Reserve Armanino responded to the 1600 block of Ocean View Ave. to a report of theft from a vehicle.
- o 2012-1257 – On 2-20-2012, Officer Turner responded to the 1600 block of Oak View Ave. to a report of a dog bite.
- o 2012-1261 – On 2-20-2012, a Berkeley resident came to KPD to report she was a victim of Identity Theft. Officer Turner took a courtesy report for the Berkeley Police Department.
- o 2012-1330 – On 2-22-2012, Officer Turner responded to the 200 block of Lake Dr. to a report of auto theft.
- o 2012-1469 – On 2-28-2012, Officer Stegman and Reserve Foley conducted a traffic stop in the 200 block of Arlington Ave. that resulted in three adult males being arrested for possession of methamphetamine.
- o 2012-1470 – On 2-28-2012, Officer Stegman and Reserve Foley conducted a traffic stop in the 200 block of Arlington Ave. that resulted in one adult male being arrested for possession of marijuana.

TRAFFIC STATISTICS:

42 moving citations were issued on Colusa Ave
32 moving citations were issued on Arlington Ave
20 moving citations were issued on Grizzly Peak Blvd
12 moving citation were issued on Franciscan Wy
5 moving citation were issued on Kenyon Ave
1 citation was issued on Coventry Rd
1 citation was issued on Berkeley Park Blvd
1 citation was issued on Purdue Ave
1 citation was issued on Beloit Ave.

**** Acting Sergeant Hui**

TEAM #2 STATISTICS

A.S. Hui (K42)
(1400-0200)

Officer:	Martinez (K31) (0600-1800)	Wilson (K38) (1800-0600)
Days Worked	16	11
Traffic Stops	35	12
Moving Citations	19	8
Parking Citations	6	7
Vacation/Security Checks	66	34
FI-Field Interview	0	0

Cases	6	0
Self Initiated Cases	0	0
Arrests	0	0
Calls for Service	59	24

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

BRIEFING/TRAINING:

- o Reviewed KPD Policy #304 – Shooting Policy
- o Reviewed KPD Policy #310 – Officer Involved Shooting
- o Discussed Officer Conduct/Public Perception
- o Reviewed SDRMA subject matter on first aid
- o Reviewed changes to California vehicle code pertaining to child passenger restraint systems
- o Reviewed changes to firearms laws in California
- o Reviewed restraining orders and protective orders

SERGEANT'S SUMMARY:

Many of you who read this monthly report have already heard about the February 18th murder of a Berkeley resident on Park Gate Rd near Grizzly Peak Blvd. Based on reports by local media, the call initially came out as a suspicious person possibly trespassing. This tragedy occurred less than two miles from the Kensington/Berkeley border.

I urge all residents to call KPD when they observe suspicious activity, crimes, or any occurrence that causes concern. By working together with residents and the community, we can strive to keep Kensington a wonderful place to live and play and do our best to keep crime to a minimum.

SIGNIFICANT EVENTS:

- o 2012-0818 – On 2/1/2012, Acting Sergeant Hui responded to the unit blk of Stratford Rd on a report of a residential burglary.
- o 2012-0834 – On 2/2/2012, Officer Martinez responded to the unit blk of Franciscan Way on a report of a petty theft.
- o 2012-0840 – On 2/2/2012, Officer Martinez responded to the unit blk of Franciscan Way on a report of financial abuse of an elderly subject.
- o 2012-0878 – On 2/4/2012, Officer Martinez responded to the 1600 blk of Oak View Ave on a report of a petty theft.
- o 2012-0993 – On 2/9/2012, Officer Martinez responded to the 300 blk of Colusa Ave on a report of a commercial burglary.
- o 2012-0994 – On 2/9/2012, Officer Martinez responded to the 200 blk of Lake Dr on a report of a petty theft.

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- 2012-1357 – On 2/23/2012, Officer Martinez responded to the unit blk of Beverly Rd on a report of a residential burglary.

Reserve Officer:	Colon (K44)	Armanino (K47)
Days Worked	0	4
Traffic Stops	0	20
Moving Citations	0	12
Parking Citations	0	3
Vacation/Security Checks	0	14
FI-Field Interview	0	0
Cases	0	0
Self Initiated Cases	0	0
Arrests	0	0
Calls for Service	0	11

•• **Detective Keith Barrow**

Due to end of month investigations, Detective Barrow's February Report will be in next month's Police Report.

•• **Chief Harman**

In last month's report, I had written about how proud I was of the department for reducing property crime in half the past year. I also wrote how proud I was of Officer Doug Wilson in the way that he took his time investigating an elderly resident's call of her recently installed carbon monoxide alarm going off and as a result, he probably saved her life.

Officer Doug Wilson was voted by his peers to represent Kensington as this years Richmond Elks "Officer of the Year." Part of the honor of being named "Officer of the Year" is being recognized by the West County Law Enforcement community at the Awards Dinner at the Richmond Elks Lodge. Each agency's chief presents his "Officer of the Year" and gives a biography on the honored officer.

This is were the Kensington officers sometimes feel a bit undeserving of the award. We sit there and listen how "Officer San Pablo" made 94 arrests last year and "Officer Richmond" made 36 drug arrests, seizing 50 pounds of drugs, and recovered 25 assault rifles.

This year, I presented our Officer of the Year, Officer Doug Wilson. I mentioned how Doug is our Neighborhood Watch Coordinator, arranged over 20 National Night Out parties last year, produces a Neighborhood Watch bulletin, and is our main component in our community policing efforts dealing with a very "high

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maintenance community". My comment did receive one of the biggest laughs of the night, but in a way, it was a true reflection of how we police this community.

I can think of no other police department that is more involved in the community policing philosophy than ours. Our officers make every effort to respond to citizen's concerns, take as much time that is necessary to make sure that every call they handle is done in a way to insure as best as they can that all parties they are dealing with are treated fairly and with respect, and really do care about the community they serve.

I remember the first time I experienced this was when I first was applying for the position here. I had made several trips into the community and on one particular Saturday, I noticed Sergeant Ricky Hull speaking with an elderly resident in front of the bank. I watched for several minutes this exchange before deciding to move along. Forty five minutes later, I drove by and noticed Sergeant Hull was still speaking with the resident. At the time, I thought that was unusual, for any officer to take that much time just talking with a citizen.

However, that was my introduction to as what Sergeant Khan use to call, "The Kensington Way". When I hired Doug Wilson, I did so knowing how well he worked with the community at our previous employer, believing he would be a perfect fit for Kensington.

Officer Chris Turner recently received a nice compliment from a ride along police academy recruit who stated, "I've been to several ride alongs with multiple departments, yet I witnessed the best example of community policing and proactive initiative with Officer Turner." He ended his e-mail with, "I immediately turned in an application with Officer Turner after our ride along, and look very much forward in progressing to become a part of the Kensington Police Department."

After only a few hours of observation, this young police academy recruit was able to identify what we do best, "community policing and proactive initiative".

So, as I presented Doug Wilson as our "Officer of the Year" to our law enforcement peers, I did so knowing that our department is all about "community policing and proactive initiative". That's what we do and I believe we do it well.

February 1, 2012

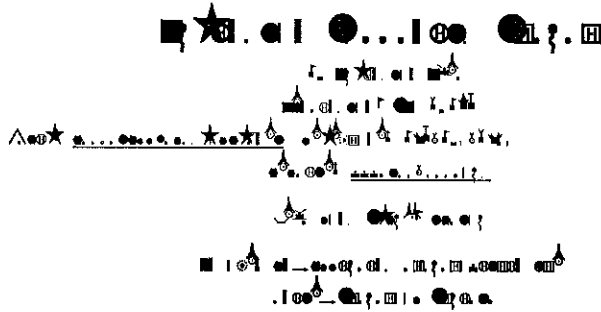
Dear Kemington Police Department,

Just a note to tell you how much your prompt and courteous attention and service are appreciated.

Not only do you keep us safe + sound but you are always so helpful in other matters.

Keep up the good work + please know you are greatly appreciated.

Sincerely,
Maudie Hammond



Charles Toombs, President
Kensington Police Protection Community Services District
217 Arlington Avenue,
Kensington, CA 94707

February 1, 2012

Dear President Toombs,

On behalf of your neighbors across the street, I want to let you know of the excellent service your police force provide to keep us safe and secure. We have over 100 children in the church five (5) days a week and, often, elderly and disabled adults.

On three occasions in the last few months, officers responded to our call for assistance when a gentleman entered the building behaving in a disruptive manner and appearing disoriented. The officers quickly assessed the situation and intervened appropriately. We were particularly impressed with their kind and gentle manner; in fact, they spoke so softly no one but the gentleman could hear them.

On January 5, 2012, Chief Greg Harman and Officer Doug Wilson met with several members of the congregation to provide guidance and instruction in dealing with this type of difficulty. Their presentation was informative and helped reassure us that your officers will respond quickly and appropriately. We were particularly impressed with Chief Harman's statement that he and his officers were happy to assist us at any time even if we weren't sure they were needed. His directive was, "Don't try to handle these situations yourselves, let us assess the situation and provide whatever help is required".

Thank you for the assistance you provide in keeping us safe and secure.

Sincerely,

Tom Dean, Moderator
Arlington Community Church



March 2012

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

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

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

April 2012

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

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 1 - 7	Apr 1	2 7:00pm Pack 82; CCM 7:30pm KCC Meeting	3 7:00pm Troop 100; C	4	5 7:15pm EBC; CCM &	6	7 10:00am SHREDDING 6:00pm CC Rental; C
	8	9 7:00pm Pack 82; CCM 7:30pm KARO; CC3	10 7:00pm Troop 100; C	11 7:00pm KFD Mtg; CC 7:30pm GPFF; CCM	12 6:00pm KPPCSD MTC	13	14
Apr 8 - 14	15 Monthly Statistics D	16 4:00pm Brownies; CC 7:00pm Pack 82; CCM	17 7:00pm Troop 100; C	18 6:30pm CERT PROGR	19 6:00pm KPSD/KFD W 7:15pm EBC; CCM &	20	21 8:00am UNIVERSAL \
	22	23 7:00pm Pack 82; CCM 7:30pm KIC; CC3	24 7:00pm Troop 100; C 7:30pm KMAC; CC3	25	26	27	28
Apr 15 - 21	29	30 7:00pm Pack 82; CCM	May 1	2	3	4	5
Apr 22 - 28							
Apr 29 - May 5							

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DRAFT

DRAFT

KASEP:

Winter KASEP classes end Friday, March 16th and Spring KASEP classes begin on Monday, March 19th. Spring session continues up through Friday, June 1st. KASEP registration for spring session will be held on Wednesday, March 7th; brochures went out to Hilltop families the week of February 27th. This session two additional kindergarten classes are offered at new times, 1:05pm – 2:00pm. Families can enroll in one or more of the 56 enrichment classes offered by KCC.

KCC Classes and Events:

The Robotics President's Week Camp went well. Feedback received from families attending was very positive. Children were challenged and supported in their learning. Peter Margolis, instructor, agreed to offer another Robotics Camp at KCC during Spring Break, April 9 - 13th.

"Paint your Pet" adult watercolor class taught by Marge Essel is offered at a new time. The class changed from Thursday evening to Friday mornings, 9:00 – 11:00am; held at the Recreation Building starting March 2nd.

The Annual KCC Senior Picture for the Outlook is scheduled for Sunday, May 6th at 3:00pm at KCC's Office. This is open to all high school senior students attending El Cerrito, Berkeley, Albany and private high schools who attended all or part of their elementary years at Kensington Hilltop school.

KCC Summer Day Camp:

KCC Summer Camp registration for Kensington and Hilltop families is scheduled for Tuesday, March 13th, 7:00pm at the Community Center. Walk-in registrations are welcome at the KCC Office any time after the 13th.

The KCC Summer Camp Registration packet is available on-line on the website, WWW.AboutKensington.Com as well as in the Kensington Library and sent home in Hilltop student's backpack. We are very excited to have Ethan Houser return this year as Camp Director and our congratulations to Jacob Fong, who accepted the Head Counselor position. Interviews for Camp Counselors are scheduled for Tuesday, March 27th. KCC Summer Camp runs for 10 weeks, beginning June 11th through August 17th.

General Manager February 2012 Report

Budget

On February 6th, I received two letters from our insurance provider, SDRMA, informing me that we would receive a longevity discount on our property and liability coverage of \$1,609.00 and a longevity discount on our Workman's Compensation coverage of \$2,037.00. We have received these discounts and have applied them to reimburse our General Fund.

At the end of the month, I applied for our requested reimbursement of \$100,000.00 from our East Bay Regional Parks Measure WW Grant. This \$100,000.00 in grant funding, along with the KCC donation of \$50,000.00, went to the construction of the park restroom project that was completed late last year.

Kensington Park

Community Center & Annex

Rosemary Muller of Muller & Caulfield will be presenting the "Kensington Park Buildings Master Plan Report" to the Board at the March 8th KPPCSD Board Meeting. This project was begun by the KPPCSD Board in February of 2010, when the Board formed the Park Buildings Ad-Hoc Committee to look at the best use and repair of the park buildings. Following their initial investigation and the issuance of a request for proposals, the Park Buildings Committee recommended the Board hire the firm of Muller & Caulfield to produce an integrated park buildings plan. This occurred in August of 2011 and the report was completed this month.

KCC Community Center Drain Repair

The KCC's Community Center rear wall drainage project has been completed by Jim Stuart Construction. This project, along with the drainage project completed along the south wall late last year by the District, should protect the Community Center from flooding for years to come.

Now we wait for the first heavy rains of the season to see how well the projects will work.

Emergency Preparedness

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

The next meeting of the Kensington Public Safety Council will take place Monday, March 13th, at 6:30 PM at the Community Center Room #3. It is very important for those interested in Kensington's emergency preparedness to come to the

meetings. The declining community interest in this group is placing this group's continued existence in jeopardy.

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

Speaking of safety presentations, KPSC will be hosting along with KPPCSD and the Kensington Fire Department a Home Fire Safety Workshop on Thursday, March 22nd, at 6PM, at the Community Center. Topics will include fire safety, carbon monoxide detection, and wildfire protection.

Other District Items of Interest

Solid Waste

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

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

Public Works

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

The KPPCSD Board directed me to move forward and work with the County to acquire the Highland/ Kenyon Path as a first step in the District acquiring all the Kensington Paths. I am currently working with John Gioia's staff, which is facilitating with the County this acquisition process.

Drug Take Back Day

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

Website

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

www.kensingtoncalifornia.org.

New Business # 1-

The KPPCSD Ad Hoc Buildings Committee will present a recommendation that the Board accept the Kensington Park Buildings Master Plan Report as prepared by Muller & Caulfield Architects. Possible Board Action.

To: KPPCSD Board of Directors
From: Kensington Park Buildings Ad Hoc Committee
Date: March 8, 2012
Subject: **New Business Item # 1**

Presentation - Kensington Park Buildings Master Plan Possible Board Action

RECOMMENDATIONS:

The Committee recommends that the Board approve the following motion:

1. The Board shall accept the Kensington Park Buildings Master Plan prepared by Muller Caulfield Architects dated March 8, 2012; and
2. The Board shall empower the current Kensington Park Buildings Ad Hoc Committee to research methods for appropriate public and private funding to implement the goals and objectives of the Master Plan and that this committee prepare a report to the Board on its findings as and when they are available.

FISCAL IMPLICATIONS:

Capital Improvements to implement a portion or all of the Master Plan recommendations range from \$700,000 to \$2.5 million. Identifying funding options for these improvements are needed prior to making a decision on potential phasing of any capital expenditure for Park Buildings improvements.

CURRENT SITUATION

The architectural firm of Muller and Caulfield, in association with BAE Urban Economics has completed a Master Plan focused on Kensington Park Buildings. The global findings of the study conclude:

- There is strong public sentiment, as expressed in community meetings and an on-line survey, to improve the buildings in Kensington Park.
- Full implementation of the recommended Master Plan for both the Community Center and the Annex requires capital investment of approximately \$2.5 million. However, minimal necessary renovation of only the Community center could be completed for approximately \$700,000.
- Similar to other public community buildings, revenue from event rentals will not pay for capital improvements, nor will it totally eliminate the annual operating deficit.

The process included co-ordination with the Kensington Park Buildings Ad Hoc Committee (Committee), research of the existing structures, two public community meetings, a web-based on-line survey for Kensington residents, input from recreation programs and maintenance staff, a market analysis of comparable facilities, financial analysis of the Community Center, and a final public presentation to the Board this evening.

The consultants have formulated professional recommendations based on the detailed, thorough collection of information, their assessment of the physical constraints and potential of the existing structures, community input, and financial projections.

The Master Plan is conceptual in nature and should not be interpreted as the final detailed design for the buildings. Should funding sources be identified and phases of the plan move forward, more detailed design would be required for each structure to establish the best total design solution including issues such as storage, materials, finishes, etc. to meet current user needs and future building goals.

BACKGROUND

Park Buildings provide critical space for recreation, community meetings, classes, and special events for all ages and are a valuable community asset. Kensington Park Buildings are in need of repair and/or improvement. The Board has expressed interest in a clear path toward making those improvements that meet community needs while also being fiscally responsible. Recently there have been multiple and conflicting requests for improvements to the Annex and the Youth Hut/Community Center.

At the February 11, 2010 Board meeting, the Board requested that the Committee be formed to examine, discuss, and come up with a recommendation on the best use of funding for the repair, remodel, and uses of the Kensington Park Buildings.

On September 9, 2010 following a report on the recommendations of the Committee, the KCCSPD Board (Board) took a number of actions related to the Park Buildings including "that the Board re-establish an ad-hoc committee to find a professional to define and conduct the Park Buildings needs assessment under the direction of the committee and to recommend to the Board hiring said professional. "

The Committee met numerous times to develop a scope of services needed for the development of a needs assessment and an integrated park building plan and the outline for the Request For Proposals (RFP).

On Feb 3, 2011, the Board took action to move forward with the RFP and on March August 11, 2011 the Board took action to enter a contract with the firm of Muller and Caulfield for architectural consultant services.

The Committee met numerous times during the course of the 6 month study and provided input and volunteer time when needed to assist the consultants in the collection of information and research related to the project.

That project is now complete and recommendations of the consultants outlined in the Kensington Park Buildings Master Plan report will be presented to the Board this evening.

Attachment 1:

Kensington Park Buildings Master Plan dated March 8, 2012

New Business # 2-

General Manager/ Chief of Police Greg Harman will ask the Board how it wishes to vote on the 2012 Community Clean Water Initiative. Official Ballot for the Contra Costa Clean Water Program. The three ballots are for the three parcels owned by the District and if the fee is passed by the property owners of the County, the District's Proposed Annual Fee for the three parcels will be \$307.42. Ballots must be received by the Clerk of the Board of the Contra Costa County Supervisors by April 6, at 5:00 PM. Board Action.

**Please Return Your Ballot Before
Friday, April 6th at 5:00 p.m.**

To be tabulated, Clean Water ballots MUST be
received by Friday, April 6, 2012 at 5:00 p.m.

Additional Information

For additional information on the Contra Costa Clean Water Program, its services, the proposed Clean Water fee, the ballot proceeding or to obtain a copy of the Fee Report, call: (925) 313-2360 or visit: www.cccleanwater.org



Para Ayuda En Español

Este infome contiene información sobre su propuesta iniciativa de agua limpia. Es muy importante que entienda el material. Busque la asistencia de alguien que puede traducirlo para usted.



Official Ballot Guide



**CONTRA COSTA
CLEAN WATER
PROGRAM**

2012 Community Clean Water Initiative

**Please Return Your Ballot
Before Friday, April 6th at 5:00 p.m.**

Why Did You Receive This Ballot Guide and Official Ballot?

This ballot guide provides information about improving water quality in Contra Costa County through a proposed new Clean Water fee that will:

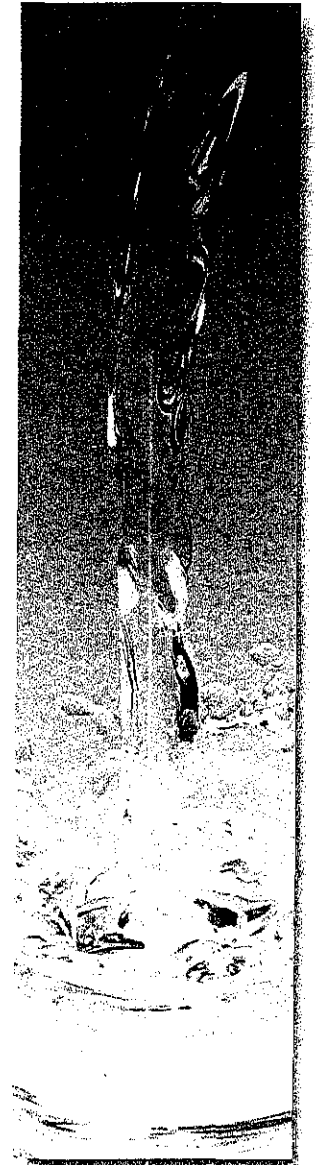
- Protect local sources of clean drinking water from contamination and pollution
- Remove harmful and dangerous pollutants, toxic chemicals, and potentially infectious bacteria and viruses from our local creeks, reservoirs, lakes, the Delta and Bay
- Capture, clean and use rainwater to irrigate local parks and landscaping. This "rainwater harvesting" will also decrease the impacts of polluted stormwater and urban runoff on our local creeks, lakes, the Delta and Bay
- Prevent illegal or toxic discharges from industrial and commercial properties
- Provide other clean water and pollution control services and facilities required by Federal and State clean water mandates
- Keep trash and pollution off our shorelines and out of our local creeks, reservoirs, lakes, the Delta and Bay

The official ballot included with this ballot guide allows property owners to decide on this proposed "2012 Community Clean Water Initiative." Please read the information in this ballot guide and call the Clean Water Program at 925-313-2360 if you have any additional questions. Then complete the official ballot to vote on this initiative.

Protecting Clean Water

Each year, tons of harmful and dangerous pollutants, bacteria and trash are carried through our communities and enter local creeks, reservoirs, lakes, the Delta and Bay. As water drains from streets, parking lots, and lawns, pollutants are picked up and enter the drainage system through thousands of catch basins throughout Contra Costa County. From there, this polluted water flows through a system of pipes, open channels and creeks into the Delta and Bay.

The Contra Costa Clean Water Program is composed of Contra Costa County, all of its nineteen cities and towns, and the Contra Costa County Flood Control & Water Conservation District. These twenty-one agencies are working cooperatively to prevent water pollution, but much more needs to be done to protect and improve local water quality. Also, new and expanded State and Federal clean water mandates require local communities to pay large fines if creeks, reservoirs, lakes, the Delta and Bay are not cleaned up. These are the reasons the Clean Water Program is proposing the 2012 Community Clean Water Initiative to improve local water quality and protect our communities from toxic and dangerous pollutants.



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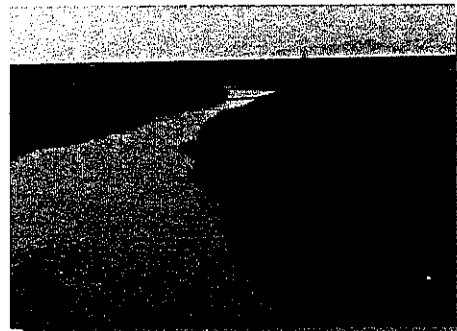
Local Clean Water Bodies in West County Communities

If this measure is approved, the following local creeks and water bodies will benefit from clean water services and projects:

- Baxter Creek
- Carquinez Shorelines
- Cerrito Creek
- Edwards Creek
- Garrity Creek
- Hilltop Lake
- Jewel Lake
- Maloney Reservoir
- North Reservoir
- Pinole Creek
- Point Pinole
- Refugio Creek
- Rheem Creek
- Rodeo Creek
- San Francisco Bay
Shorelines and Wetlands
- San Pablo Bay
Shorelines and Wetlands
- San Pablo Reservoir
- Summit Reservoir
- Wildcat Creek



Baxter Creek



Pinole Creek

Photo by Ted Thamer



Pinole Shoreline

Photo by Ted Thamer

Including Crockett, El Cerrito, El Sobrante, Hercules, Kensington, Pinole, Richmond, Rodeo, San Pablo



San Pablo Creek



Hilltop Lake

Strict Fiscal Safeguards

The proposed 2012 Community Clean Water Initiative includes strict fiscal safeguards to ensure the proceeds are used only for local clean water and pollution control services.

- All funds shall ONLY be used for local clean water and pollution control services in your community
- 100% of all funding received will be used in the community where it was generated (i.e. 100% Return-to-Source)
- An Independent Citizens Oversight Committee will ensure all funds are spent properly
- Conduct Mandatory Annual Audits
- The Clean Water fee will expire after 10 years

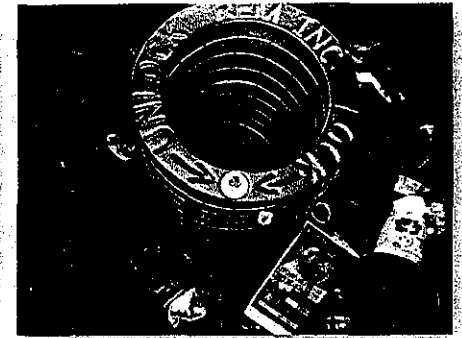
Information About Your Proposed Clean Water Fee

The proposed annual Clean Water fee for your property is printed on the official ballot included with this ballot guide. The total amount that would be raised County-wide by the proposed 2012 Community Clean Water Initiative for fiscal year 2012-13 is approximately \$8+ million. The proposed Clean Water fee is based on the cost of clean water and pollution control services and facilities needed to improve water quality and comply with federal and state mandates. The proposed Clean Water fee is calculated based on the average impervious surface (surfaces not permeable by water, such as driveways, pavement and buildings) for properties of different types and sizes. For example, properties with large impervious areas send more polluted water into the storm drain system than property types without impervious surfaces, such as open space.

The proposed annual Clean Water fee can only be increased by the consumer price index, or two percent, whichever is less. This will help ensure that Clean Water fee revenues keep pace with the cost of operating and maintaining our clean water and water pollution control services and facilities in future years. For more information, contact the Clean Water Program and/or review the Clean Water Fee Report available from the Program. Moreover, if approved, the Clean Water fee will be levied annually for a period not to exceed 10 years.



Trash in Creek



Device used to Capture Trash in Water Runoff

Balloting Process

You may return your ballot in the following ways:

- A) Mail your ballot to the address shown on the enclosed ballot return envelope so that it is received on or before April 6, 2012 at 5:00 p.m.
- B) Hand-deliver your ballot to the Clerk of the Board of the Contra Costa County Supervisors at 651 Pine Street, 1st Floor, Room 106, Martinez, California so that it is received on or before April 6, 2012 at 5:00 p.m.

If you have questions about the Clean Water fee or the proposed clean water services, lose your official ballot, require a replacement official ballot, need a proportional official ballot so you can vote your share of your property separately from other owners, or want to change your vote, call the Clean Water Program at (925) 313-2360. The Clean Water fee shall not be imposed if, upon the conclusion of the tabulation, official ballots submitted in opposition to the fee exceed the official ballots submitted in favor of the fee. Failure of any person to receive a ballot(s) shall not invalidate the proceedings.

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Contra Costa Clean Water Program
c/o Carol Keane and Associates, CPA
700 Ygnacio Valley Road, Ste 360
Walnut Creek, CA 94596

**2012 COMMUNITY CLEAN WATER INITIATIVE
OFFICIAL BALLOT
CONTRA COSTA CLEAN WATER PROGRAM**

In order to:

- Protect sources of clean drinking water from contamination and pollution;
- Keep trash and pollution out of lakes, creeks, rivers, the Delta and Bay;
- Prevent illegal discharges of pollution into water bodies through improved monitoring, investigation and enforcement;
- Catch, treat, and reuse rainwater; and
- Remove dangerous pollutants and toxins from water bodies;

Do you approve the proposed annual clean water fee for your property listed on the other side of this ballot?

- YES**, I approve the proposed annual clean water fee.*
- NO**, I do not approve the proposed annual clean water fee.*

***NOTE:**

The proposed annual clean water fee for your property is printed on the other side of this ballot.

Signed _____ **Date** _____
Signature of Record Property Owner, or Authorized Representative

Fold so that this side is on the inside before placing this ballot in the return envelope

Print Name _____
I hereby declare, under penalty of perjury, that I am the property owner or owner's authorized representative of the parcel identified on this official ballot.

Instructions for the completion and return of this Official Ballot are on the other side

Who May Complete this Official Ballot?

1. If the property is owned by an individual, the individual may sign.
2. If a property is held by a husband and wife, either may sign for both.
3. If two or more persons own the property as tenants-in-common or as joint tenants, any tenants-in-common, or joint tenant, may sign for all.
4. If the property is owned by a corporation, the ballot may be signed for the corporation by an officer or officers authorized to make contracts or by resolution of the corporation's Board of Directors.
5. If the property is owned by another legal entity, the ballot may be signed by any person authorized by law to make contracts for the entity.
6. If the property is owned by a public agency, the ballot may be signed by any person authorized by law to make contracts for the agency or by resolution of the agency's Governing Board.

Steps for Completing the Official Ballot

1. Verify the owner name, address, and parcel number listed on the assessment ballot are correct. If they are not correct, call 925-313-2360.
2. Fill in or clearly mark the oval next to the word "YES" or "NO" to approve or disapprove of the proposed clean water fee. To ensure a permanent mark, a pen should be used.
3. Sign and date this official ballot. Only official ballots which are signed and marked with the property owner's support or opposition will be counted. After marking your vote, simply FOLD the ballot so that your vote is on the inside of the fold. Then place the ballot in the return envelope provided. No postage is necessary to mail back your ballot.
4. If you make a mistake in completing your ballot or wish to change or withdraw your ballot, please call 925-313-2360.

5. To be tabulated, ballots MUST be received by Friday, April 6, 2012 at 5:00 p.m.

You may return your ballot in the following ways:

- A) Mail your ballot to the address shown on the enclosed return envelope so that it is received on or before April 6, 2012 at 5:00 p.m.
- B) Hand-deliver your ballot to the Clerk of the Board of Contra Costa County Supervisors at 651 Pine Street, 1st Floor, Room 106, Martinez, California so that it is received on or before April 6, 2012 at 5:00 p.m.



Please see other side to complete this ballot.

2 36 1 *****AUTO**5-DIGIT 94706
KENSINGTON COMMUNITY SERVICE
217 ARLINGTON AVE
KENSINGTON CA 94707-1401

50075539



PARCEL NUMBER	PROPOSED ANNUAL FEE
5720400133	\$212.42

← FOLD HERE (this side should be on outside after fold)

Please see other side to complete this ballot.

2 36 1 *****AUTO**5-DIGIT 94706
KENSINGTON POLICE & COMM SVCS
217 ARLINGTON AVE
KENSINGTON CA 94707-1401

50075537



PARCEL NUMBER	PROPOSED ANNUAL FEE
5720400117	\$60.80

← FOLD HERE (this side should be on outside after fold)

Please see other side to complete this ballot.

2 36 1 *****AUTO**5-DIGIT 94706
KENSINGTON POLICE & COMM SVCS
217 ARLINGTON AVE
KENSINGTON CA 94707-1401

50075540



PARCEL NUMBER	PROPOSED ANNUAL FEE
5720400141	\$34.20

← FOLD HERE (this side should be on outside after fold)

New Business # 3-

General Manager/ Chief of Police Greg Harman will ask the Board if any member would like to be nominated for selection to run for election for Seat A of the California Special District Association Board of Directors. Possible Board Action.



**California Special
Districts Association**

Districts Stronger Together

DATE: February 24, 2012

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2013 - 2015 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

Commitment: Serving on the Board requires one's interest in the issues confronting special districts statewide. A board member is expected to attend all board meetings held every other month, usually on the second Friday of the month, at CSDA's office in Sacramento. Besides serving on the Board, each Board Member is expected to participate on at least one committee, which usually meets 3-4 times a year in Sacramento. CSDA reimburses directors for their related expenses for Board and Committee meetings as outlined in Board Policy. In addition, all Board Members are expected to attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the Annual Conference (held in the fall) as part of their obligation to the CSDA membership; expenses for these two events are not reimbursed by CSDA, even if a board meeting or committee meeting is held in conjunction with the event.

Nomination Procedures: Any regular member Independent Special District is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of

Directors. **A copy of the member district's resolution or minute action must accompany the nomination. The deadline for receiving nominations is May 25, 2012.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 8th. The ballots must be received by CSDA no later than 5:00 p.m. August 3, 2012 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 7th. All selected Board Members will be introduced at the Annual Conference in San Diego, CA in September.

Expiring Terms

(See enclosed map for regional breakdown)

Region 1	Seat A	Mark Bryant, Garberville Sanitary District*
Region 2	Seat A	Noelle Mattock, El Dorado Hills Community Services District*
Region 3	Seat A	James Kohnen, Alameda County Mosquito Abatement District*
Region 4	Seat A	Ann Mathews, Kern County Water Agency*
Region 5	Seat A	Jack Curtis, Ventura River County Water District
Region 6	Seat A	Jo MacKenzie, Vista Irrigation District*
	Seat C	Dewey Ausmus, North County Cemetery District

(* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@cstda.net.



**California Special
Districts Association**
Districts Stronger Together

BOARD OF DIRECTORS NOMINATION FORM

PLEASE BE SURE THE CANDIDATE'S PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE

Name of Candidate: _____

District: _____

Mailing
Address: _____

Region: _____ (see attached map)

Telephone: _____

Fax: _____

E-mail: _____

Nominated by (optional): _____

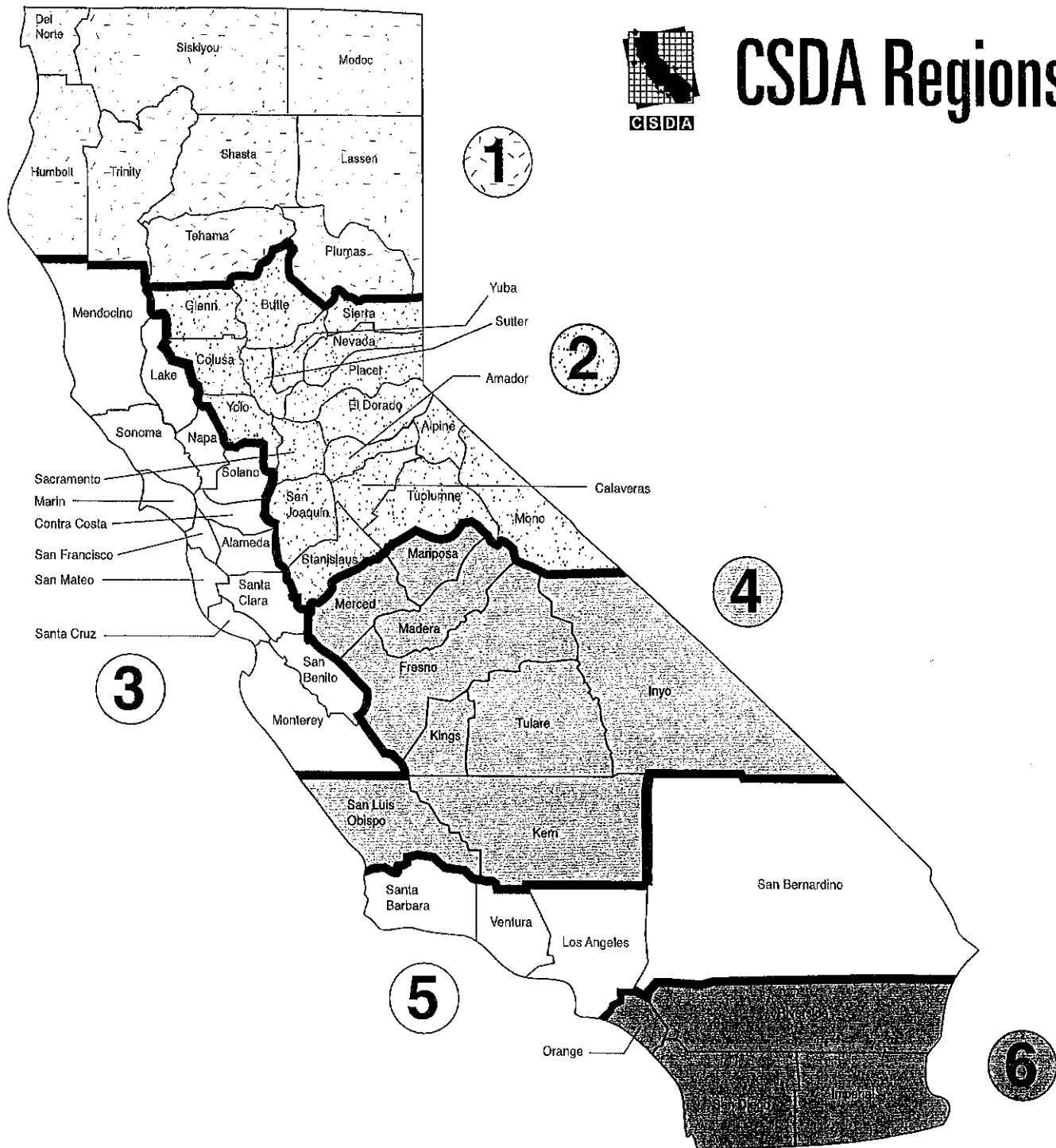
Return this **form and a Board resolution/minute action** supporting
the candidate by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 25, 2012



CSDA Regions



2012 Board of Directors by Region

Region 1

Mark Bryant, *Garberville Sanitary District*
 Phil Schoefer, *Western Shasta RCD*
 Norman Shopay, *McKinleyville CSD*

Region 2

Region 3

Pete Kampa, *Tuolumne Utilities District*
 Noelle Mattock, *El Dorado Hills CSD*
 Ginger Root, *Tuxedo Country Club FPD*

Stanley Caldwell, *Mt. View Sanitary District*
 James Kohnen, *Alameda County Mosquito AD*
 Sherry Sterrett, *Pleasant Hill RPD*

Region 4

Adrienne (Ann) Mathews, *Kern County Water Agency*
 Steve Perez, *Rosamond CSD*
 Tim Ruiz, *East Niles CSD*

Region 5

Jim Acosta, *Saticoy Sanitary District*
 Jack Curtis, *Ventura River County Water District*
 Kathy Tiegs, *Cucamonga Valley Water District*

Region 6

Dewey Ausmus, *North County Cemetery District*
 William Nelson, *Orange County Cemetery District*
 Jo MacKenzie, *Vista Irrigation District*

Attachment for New Business # 1-

Kensington Park Buildings Master Plan Report

Prepared by Muller & Caulfield