



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

A G E N D A

Thursday, June 14, 2018
59 Arlington Avenue, Kensington, California

Special Meeting – Closed Session 6:30 P.M.
Regular Meeting: 7:30 P.M.

1. **Call to Order/Roll Call 6:30**
2. **Special Meeting: Closed Session – Public Comments**
3. **Adjourn to Closed Session**
 - a. **Conference with Legal Counsel – Anticipated Litigation:**
Significant exposure to litigation pursuant to California Government Code §§ 54956.9(d)(2) and (e)(1).
4. **Regular Meeting – Call to Order/Roll Call 7:30 P.M.**
5. **Recognition of Kensington Eagle Scouts: Thomas Franaszek, Evan Garrison, and Charlie Meacham**
6. **Public Comments:** Members of the public may address the Board on items not listed on the agenda but that are within the jurisdiction of the District. Comments on matters that are listed on the agenda and requiring Board action may be made at the time the Board is considering each item. Please observe our five-minute limit, per Board Policy 5030.41.
7. **Board/Staff Comments**
 - a. Extension of Interim Chief of Police contract and increase in compensation to reflect compensation adjustment in Memorandum of Understanding with Kensington Police Officer Association.
8. **Consent Calendar**

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

 - a. Minutes from May 10, 2018 meeting
9. **Old Business**
 - a. **Park Assessment.** *Resolution 2018-05 A Resolution of The Board of Directors of the Kensington Police Protection and Community Services District, Confirming the Assessment and Ordering the Levy for the Kensington Park Assessment District for Fiscal Year 2018/19*

Related documents:
9a Staff Report
9a Park Assessment Resolution 2018-05
 - b. **Budget Approval.** *Resolution 2018-06 A Resolution of The Board of Directors of the Kensington Police Protection and Community Services District adopting the budget for fiscal year 2018-19*

Related documents:
9b Staff Report
9b Proposed Budget FY 2018-19
9b Budget Resolution 2018-06

10. New Business

- a. *Resolution 2018-07 A Resolution of the Board of Directors of the Kensington Police Protection and Community Services District Establishing the Annual Supplemental Special Tax for Police Protection.*

Related documents:

10a Staff Report
10a Supplemental Tax Resolution No 2018-07

- b. In anticipation of renovations of the Kensington Community Center, the Board will discuss a timeline for construction and review and vote on a contract with the Arlington Community Church for meeting space.

Related documents:

10b Staff Report
10b Arlington Community Church KPPCSD Contract 5-5-18540 (002)
10b EBRP Resolution

- c. Vote to grant Director Christopher Deppe authority to vote on the election held by Contra Costa LAFCO re Nominations to Appoint an Independent Special District Representative to the countywide Redevelopment Agency Oversight Board

Related Documents:

10c RDA Oversight Board Election

- d. District Options for Policy Governing District Website and Other Social Media (General Counsel)

Related Documents:

10d Staff Report
10d CSDA Model Policies and Procedures Manual, Policies 2415 and 2420

11. Summer Meetings

- a. July 18, 2018 Special Meeting
- b. August 9, 2018 Regular Meeting

ADJOURNMENT

General Information

- All proceedings of the Open Session will be audio and video taped.
- The Community Center has devices for hearing assistance. Please contact GM Anthony Constantouros for information about the equipment.
- The Community Center is Wi-Fi accessible.
- Upon request, the Kensington Police Protection and Community Services District will provide written agenda materials in appropriate alternative formats or disability-related modification of disabilities to participate in public meeting. Please send written request, including your name, mailing address, phone number, and a brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be sent to: Lynn Wolter, District Administrator, Kensington Police Protection & Community Services District, 217 Arlington Ave, Kensington, CA 94707

POSTED: Public Safety Building-Colusa Food-Library-Arlington Kiosk- and at www.kensingtoncalifornia.org
Complete agenda packets are available at the Public Safety Building and the Library.

All public records that relate to an open session item of a meeting of the Kensington Police Protection & Community Services District that are distributed to a majority of the Board less than 72 hours before the meeting, excluding

records that are exempt from disclosure pursuant to the California Public Records Act, will be available for inspection at the **District offices, 217 Arlington Ave, Kensington, CA 94707** at the same time that those records are distributed or made available to a majority of the Board

DRAFT

Board of Directors

Minutes for Regular Meeting

Thursday, May 10, 2018

Before the Regular Meeting began, Board President, Rachelle Sherris-Watt introduced Officer Amit Nath. Officer Nath awarded a Letter of Recognition to Kensington Hilltop student, Aili Yi. Aili not only served as a translator for a student injured at school, communicating with First Responders, the student and staff, but also comforted the student's parents, assuring them that everything would be fine.

American Medical Response Ambulance Service tried to send Operations Supervisor, David Malarkey, to celebrate and present the young man with a gift, but he ended up having to go to a call. The honor will be conferred at a future date.

The District and community salute this outstanding young citizen.

1. Call to Order/Roll Call 7:40 pm

Present: Director Deppe, Director Hacaj, Director Welsh, Vice President Nottoli, Board President Sherris-Watt

Staff: General Manager, Constantouros, Attorney, Danforth

2. Public Comments

Leslie Reckler, PTA President and incoming President of Bayside Council of PTAs, thanked the Kensington community for its support of education. The WCCUSD (West Contra Costa Unified School District) is looking to move from at-large elections to trusted elections, where they take the district and cut it up into pieces and elect a representative to represent a specific area. The WCCUSD considering this because they were served with a demand letter by an attorney who claims that the district is in violation of the California Voting Rights Act, and has a history of racially and polarized voting. Mrs. Reckler stated, for the record, that it was not known if the district had racially polarized voting.

She submitted a timeline that showed deadlines for action by the WCCUSD on May 16th, June 13th and the decision to have a vote in November 2018 asking, “Do you want to move to trusted elections?” Mrs. Reckler hoped that the answer by the voters would be yes, after doing citizens did homework.

Julie Stein spoke about solid waste disposal. She complimented Vice President Nottoli for doing a good job with the survey. She asked about how things would look if there was a majority of “yes” votes. Her questions were 1. Would we continue to have unlimited recycling like we do now on a weekly basis? 2. Could this mean we would be moving to a so-called robocan type of service?

Dr. A. Stevens Delk said we continue to pay the highest rates in Contra Costa County, higher than Orinda, Moraga, Lafayette, Danville -all of which already have food composting. The composting survey did not ask if there was any concern about adopting 65-gallon cans. The Sanitation Law requires the food waste must be collected weekly. She said it is interesting that Bay City’s Refuge can drive across the bridge to Sausalito, pick up waste, including food scraps for composting, and return to Richmond for 10% less than its sister-company. Dr. Delk also stated that the survey did not mention that in 2021, the District should be looking at what to do when the Bayview contract expires in 2023.

Residents were told that China is no longer taking paper and glass goods for reuse, which may mean the District might not meet state requirements if these materials have to be sent to landfill. But based on a garbage report, if all recyclables and all food waste were dumped in landfill next year, the District would still be in compliance with the California Diversion Goal for 2020. It is unfortunate that the survey seeking community input didn’t ask if residents wanted to have the service or not, just when the district should close the deal.

Jim Watt stated that the Residential Collection Survey, restricted the number of yard waste containers that could put out each week to 2, requiring all containers to be wheeled carts, delivered to the courier for pickup. It made no sense to Mr. Watt that Bay View Refuse should be the ones tabulating results. He found that the survey was written in a way biased in favor of recommending the conversion to recyclable food waste. He hoped that the survey would not be used as the basis for incorporating a new pickup service for all Kensington.

Mabry Benson wanted make a point from the April 24th Matrix Meeting. Among the statistics that were presented, the crime stats were the same when we had a low number of officers, 6, as when we had 10 officers. Mrs. Benson maintains that the reason we have

a low crime rate is because we're not close to San Pablo Avenue. We have narrow contorted streets that even residents can't find a way in or out of.

She noticed that a lot of people haven't paid an awful lot of attention to the ad-hoc report on police contracting. She was a member of the contracting subcommittee. All interviewed departments said, "We could have dedicated officers on a dedicated Kensington beat."

If Kensington had a major event, flood or earthquake, officers in an area will go to where they are most needed for triage. The first point emphasized in any disaster preparedness is, "do not expect or count on public services that will bring police and fire." Basically, you're on your own.

Paul Dorroh attended the Kensington Fire Protection District Board Meeting and said there was some discussion among Directors, about a dialogue between the Fire District and the Community Services District about possible alternative sites for a Public Safety Building. The Fire Board is waiting for a resolution from the KPPCSD as to whether or not any of the park property could be considered as an alternative site. He suggests that it would be a good idea to elevate the priority of the investigation into alternative sites because the way our Districts are jurisdictionally carved-up, it's not really one District's problem on what to do about public safety, but it's our problem. Mr. Dorroh thinks that has fairly high priority. The Fire Board needs to make a decision about what to do and if KPPCSD property is not on the table then announce that to the public.

Karl Kruger asked last month to have officer staffing on the agenda. He thinks we have 3 big issues. Mr. Kruger thinks all three issues are very important to this District and they [KPPFD and KPPCSD] have to be, in some communication as to where we are.

3. Board/Staff Comments

Director Deppe thinks it would be good to develop a more formal, comprehensive website policy that the board should adopt. He asked staff and our attorney to look into the issue and come back with recommendations for the next meeting. It should clarify what we are doing and serve as a guide for whoever maintains the website.

Board President Rachelle Sherris-Watt mentioned that the garbage survey could be sent back to Bayview, turned into the Public Safety Building or completed online by May 31st. Final decisions regarding composting would not be made until after extensive public discussion has occurred.

Director Deppe voted in the most recent LAFCO election. Elected were Special District Member, Igor Skaredoff and Special District Alternate, Stan Caldwell.

John Gioia has a candidate workshop for anyone interested in running for public office this fall on Saturday, May 12th from 9 am - 12:30 pm - details on the supervisor's website.

The Kensington Carnival takes Saturday, May 12th from 11am - 3 pm, and the KPD will be there.

The Finance Committee meets Wednesday, May 30th.

Director Hacaj encouraged residents to attend the Kensington Carnival which would feature a white elephant garage sale, carnival games and the opportunity to knit the school community together with the larger community.

General Manager Constantouros noted that the community meeting on Saturday, April 28th regarding police services, was extremely well attended, as was the previous meeting in March.

He mentioned that police negotiations were moving slowly. There have been a couple of family deaths for negotiators that slowed the process.

Interim Chief of Police Rickey Hull announced that we have established a platform on the Nixle application. Residents will soon be able to sign up.

As far as recruiting goes, the KPD has one person in background right now and has received 2 applications in the last week. Chief Hull is recruiting online through the Police Chief's Association website.

An abatement process for the vehicles on Grizzly Peak Boulevard is being developed. In the past, the cars have come back and then moved the different parts of the city, creating another problem somewhere else. He has spoken to the owner of the vehicles and they each shared their intentions. ICOP Hull will continue to engage with the owner while pursuing a permanent solution.

4. New Business

- a. LAFCO is seeking nominees for appointment to the county's Redevelopment Agency Oversight Board.**

President Sherris-Watt introduced the informational item and if Director had interest in being nominated they needed to request the vote be ajenized before the May 24th meeting.

- b. The Board will discuss the administration and use of Nixle and possibly appoint a Board member to work with the Interim Chief of Police and General Manager to implement the system and interface with the community.**

Director Hacaj and **Director Deppe** volunteered to work with Chief Hull.

David Spath asked whether Nixle would be implemented in real-time. El Cerrito has Nixle but provides a bi-weekly summation of activities. Dr. Spath subscribes to Berkeley and also subscribes to San Diego where they have real-time notifications. He stated that the summation was useless in real life. He supports alerts that will help residents navigate an emergency. He noted the larger infrastructure that Berkeley and San Diego have, but that when there is a missing person, it would be important to get the information out.

ICOP Hull had a discussion with Sergeant Barrow as to how the infrastructure was going to work in order to input the information on the platform. He envisioned it, not in real time, seven days a week, but only when one of the individuals who inputs information is on duty, or the incident is severe enough. Chief Hull would hesitate to input information from afar, as the on-scene reality may be different.

General Manager Constantouros encouraged residents to sign up for Nixle. He notes that it is an impressive system and that signing up is easy.

- c. The Board will review the Proposed Budget for Fiscal Year 2018-19 along with supporting documents.**

General Manager Constantouros presented the budget. It is a different type of budget in a different format from previous budgets. Called a program budget, it divides the services and/or programs that the District provides. It includes accomplishments and objectives and provides a narrative, which was not included in the past. GM Constantouros would like to add measurable goals. The budget message includes what the General Manager sees as the key issues facing the community in the next year. The ones that are listed in this budget message include the Community Center project. The other key issue is the increased retirement and healthcare costs for retirees. Another key issue that was raised earlier the meeting is the Public Safety Building. It does affect the district. It is a topic that we need to discuss and

coordinate with the Fire District. The other topic listed is the public police services study currently with Matrix. The study will be completed after the budget is adopted so a budget amendment where the board can give staff direction on how to proceed would be required.

There's also an administrative study that hasn't been completed. That will also probably need a budget amendment when it is completed. It will be subject to the review of the board and there will have to be a cost analysis related to it. Also included in this budget is the policy and procedures manual, which as most people who work with the district know, is not in very good condition.

This also includes some very simple pie charts. It's just simply revenues and expenditures. It pictorially demonstrates what the revenues look like and what the expenditures look like. The revenue and expenditures summaries are presented a little differently, but the information is very similar to what has been presented in the past. The narrative section starts on page 11. You could, for example, include major issues in a separate type or separate listing. Major issues could include such things as legal costs. That would provide a more detailed discussion of legal costs and also track them over multiple years. You can also include another one on technology, for example. Technology throughout the district is in various areas and if it's not centralized, it's a little hard to track it sometimes.

In future years, he would like a two-year budget. This is a non-growth budget. There's no major changes in the budget. This is just allocating costs and trying to separate them by the departments.

There is a capital project section that I mentioned earlier, on page 18. It does include the community center and shows where the funds are coming from.

Page 19 shows the authorized staffing of the district. We really have not had a chart that had authorized staffing before. There has been some confusion of filled positions and authorized positions. This chart, it just simply shows staffing as authorized. It doesn't necessarily show all the positions that are filled. They are subject, of course, to the board's approval and changes, but since the police department, which is the largest unit, is undergoing a study, this is probably going to change significantly when that study is completed.

The general manager, which is shown as a half-time position is an approximation of the time he is currently spending. That is up to the board again, also, in terms of the future, how much time you want a general manager to serve.

Then on page 20 is something is a five-year financial forecast, which has never been included in the budget. The purpose of this document is for long-term financial planning. These assumptions mostly show a three percent to five percent growth rate, except for the retirement plan, which is estimated at 10% per year. One of the things with projections is do not want to be too optimistic, that's safe and on the other hand, you don't want to be too pessimistic.

President Sherris-Watt said that the budget has the KPPCSD funding the crossing guard on Arlington Avenue as the West Contra Costa Unified School District has determined that they will not be funding the crossing guard. A couple of assumptions that are made but are not listed in the budget is an increase of 3.5% in salaries, which is subject to negotiation.

GM Constantouros clarified that this is only a budgeting and it isn't approved salaries. All salaries are subject to approval of the board. President Sherris-Watt: All right if there are no-- good I'm giving everybody every opportunity.

Jim Watt, Finance Committee member, wanted to mention that the version presented was not the complete budget. The important thing from his point of view is how much money the District will have if completing all the things that have been discussed. The unassigned fund balance, money that doesn't have restrictions placed to it has been running in the range of \$1.2 to \$1.5 million. In that \$1.2 million Mr. Watt said the District is short \$350,000 dollars to meet the cost of fixing the Community Center. The target that has been shown for this upgrade, \$1,649,000, will push that unassigned reserve very close to \$900,000.

Vice President Nottoli noted the difference between two months of general fund operating budget vs. 25% reserve is that the 2 months would be around \$566,000 where 25% is close to \$800,000.

Director Hacaj said it was unknown whether or not \$350,000 was needed until more much more substantial evidence and figures came back from contractors.

President Rachelle Sherris-Watt mentioned the last document, the draft of a reserve policy for the District where it is suggested that between 20 and 30% of annual operating expenses are held in reserve.

Lynn Wolter, speaking as a resident and not in her staff capacity asked that given length of the time it would take to get a measure on the ballot, would the 25% allow for sufficient lead time? Mrs. Wolter's understanding was that it can take up to two years to complete the process of getting a measure prepared on the ballot, voted upon and revenues received.

President Sherris-Watt said when talking about a reserve policy, hopefully, the District would continue to receive income. Two years of operating expenses would mean a reserve of \$6.5 million.

President Sherris-Watt made a motion to adjourn.

Vice President Nottoli seconded the motion.

The Board voted 5-0 to adjourn.

The next meeting is May 24, 2018.

Agenda Item 9a

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 14, 2018
ITEM 9.a.**

PUBLIC HEARING

RESOLUTION (2018-05) OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT, CONFIRMING THE ASSESSMENT AND ORDERING THE LEVY FOR THE KENSINGTON PARK ASSESSMENT DISTRICT FOR FISCAL YEAR 2018/19

BACKGROUND

The Kensington Police Protection and Community Services District is required to annually approve resolutions prepared by NBS that initiate the process of collecting the park tax assessment. This is pursuant to the Landscaping and Lighting Act of 1972 that established the Kensington Park Assessment District.

To initiate the process, the following three resolutions, were adopted at the May 24, 2018 Board Meeting:

1. Resolution 2018-01: approval of the Annual Report for the Kensington Park Assessment District for Fiscal-Year 2018/2019.
2. Resolution 2018-02: The approval of the Annual Report for the Kensington Park Assessment District for the Fiscal-Year 2018/2019
3. Resolution 2018-03: The Board's declaring its intention to levy and collect assessments for the Kensington Park Assessment District for Fiscal-Year 2018/2019 and to set the public hearing for Thursday, May 24, 2018, at 7:30 P.M.

Resolution 2018-03 is required to be published in a local newspaper at least 10 days prior to the June 14, 2018 public hearing. The resolution was published in the East Bay Times on May 29, 2018.

The total assessment to most dwelling units is \$17.24, which is an increase from \$16.65 last year, with a total of 2.188 parcels to be assessed. The total balance to levy will be \$38,841.40. This revenue may be used only for maintenance of the "New Park."

The final step in the process will be the holding of a public hearing and the approval of Resolution 2018-05.

RECOMMENDATION:

1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Adopt Resolution 2018-05

FISCAL IMPACT: Anticipated revenue of \$38,841.40

ATTACHMENTS: Resolution 2018-05 & Resolution 2018-03

SUBMITTED BY: Anthony Constantouros, General Manager

RESOLUTION NO. 2018-05

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT,
CONFIRMING THE ASSESSMENT AND ORDERING THE LEVY FOR
THE KENSINGTON PARK ASSESSMENT DISTRICT
FOR FISCAL YEAR 2018/19**

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the "Board of Directors") does resolve as follows:

WHEREAS, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the "Act") to establish the Kensington Park Assessment District (the "Assessment District"); and

WHEREAS, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Annual Report; and

WHEREAS, the Board of Directors has, by previous resolution, declared its intention to hold a Public Hearing concerning the levy and collection of assessments within the Assessment District; and

WHEREAS, a Public Hearing has been held and concluded and notice thereof was duly given in accordance with Section 22626 of the Act; and

WHEREAS, at the time and place specified in the Resolution of Intention the Board of Directors conducted such hearing and considered all objections to the assessment.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:

- 1. Confirmation of Assessment and Diagram:** The Board of Directors hereby confirms the assessment and the diagram as is described in full detail in the Annual Report on file with the Secretary.
- 2. Levy of Assessment:** Pursuant to Section 22631 of the Act, the adoption of this resolution shall constitute the levy of an assessment for the fiscal year commencing July 1, 2018 and ending June 30, 2019.
- 3. Ordering of the Levy:** The Board of Directors hereby orders NBS to prepare and submit the levy of assessments to Contra Costa County for placement on the Fiscal Year 2018/19 secured property tax roll.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on _____, the ____ day of _____, 2018, by the following vote to wit:

AYES:

Rachelle Sherris-Watt, President

NOES:

Eileen Nottoli, Vice President

ABSENT:

Len Welsh, Director

Sylvia Hacaj, Director

Christopher Deppe, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on _____, the ____ day of _____, 2018.

District General Manager

RESOLUTION NO. 2018-03

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT,
DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR
THE KENSINGTON PARK ASSESSMENT DISTRICT
FOR FISCAL YEAR 2018/19**

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the "Board of Directors") does resolve as follows:

WHEREAS, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the "Act") to establish the Kensington Park Assessment District (the "Assessment District"); and

WHEREAS, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Annual Report.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:

- 1. Intention:** The Board of Directors hereby declares its intention to levy and collect assessments within the Assessment District to pay the costs of the Improvements for the fiscal year commencing July 1, 2018 and ending June 30, 2019. The Board of Directors finds that the public's best interest requires such action.
- 2. Improvements:** The improvements within the District include, but are not limited to: the operating, maintaining and servicing of all public landscaping improvements, consisting of landscaping and grass. Operating, maintaining and servicing include, but are not limited to: personnel, materials, electrical energy and water. Services provided include all necessary service, operations, administration and maintenance required to keep the improvements in a healthy, vigorous, and satisfactory condition.
- 3. Assessment District Boundaries:** The boundaries of the Assessment District are as shown by the assessment diagram filed in the offices of the Secretary, which map is made a part hereof by reference.
- 4. Annual Report:** Reference is made to the Annual Report prepared by NBS, on file with the Secretary, for a full and detailed description of the improvements, the boundaries of the Assessment District and the zones therein, and the proposed assessments upon assessable lots and parcels of land within the Assessment District.
- 5. Notice of Public Hearing:** The Board of Directors hereby declares its intention to conduct a Public Hearing concerning the levy of assessments in accordance with Section 22629 of the Act. All objections to the assessment, if any, will be considered by the Board of Directors. The Public Hearing will be held on **Thursday, June 7, 2018 at 7:00 pm** or as soon thereafter as is feasible in the meeting place of the Board of Directors located at 59 Arlington Avenue, Kensington, CA. The Board of Directors further orders the Secretary to publish notice of this resolution in accordance with Section 22626 of the Act.
- 6. Increase of Assessment:** The maximum assessment is not proposed to increase from the previous year above that previously approved by the property owners (as "increased assessment" is defined in Section 54954.6 of the Government Code).

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT, DECLARING
ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR
THE KENSINGTON PARK ASSESSMENT DISTRICT
FOR FISCAL YEAR 2018/19

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the "Board of Directors") does resolve as follows:

WHEREAS, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the "Act") to establish the Kensington Park Assessment District (the "Assessment District"); and

WHEREAS, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Annual Report.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:

- 1. Intention:** The Board of Directors hereby declares its intention to levy and collect assessments within the Assessment District to pay the cosB of the Improvements for the fiscal year commencing July 1, 2018 and ending June 30, 2019. The Board of Directors finds that the public's best interest requires such action.
- 2. Improvements:** The improvements within the District include, but are not limited to: the operating, maintaining and servicing of all public landscaping improvements, consisting of landscaping and grass. Operating, maintaining and servicing include, but are not limited to: personnel, materials, electrical energy and water. Services provided include all necessary service, operations, administration and maintenance required to keep the improvements in a healthy, vigorous, and satisfactory condition.
- 3. Assessment District Boundaries:** The boundaries of the Assessment District are as shown by the assessment diagram filed in the offices of the Secretary, which map is made a part hereof by reference.
- 4. Annual Report:** Reference is made to the Annual Report prepared by NBS, on file with the Secretary, for a full and detailed description of the improvements, the boundaries of the Assessment District and the zones therein, and the proposed assessments upon assessable lots and parcels of land within the Assessment District.
- 5. Notice of Public Hearing:** The Board of Directors hereby declares its intention to conduct a Public Hearing concerning the levy of assessments in accordance with Section 22629 of the Act. All objections to the assessment, if any, will be considered by the Board of Directors. The Public Hearing will be held on Thursday, June 7, 2018 at 7:00 pm or as soon thereafter as is feasible in the meeting place of the

Board of Directors located at 59 Arlington Avenue, Kensington, CA. The Board Of Directors further orders the Secretary to publish notice Of this resolution in accordance with Section 22626 of the Act.

6. Increase Of Assessment: The maximum assessment is not proposed to increase from the previous year above that previously approved by the property owners (as "increased assessment" is defined in Section 54954.6 of the Government Code).

RESOLUTION NO. 2018-03

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on _____, the 24 day of may, 2018, by the following vote to wit:

AYES: 4



Rachelle Sherris-Watt, President

NOES: 0




Eileen Nottoli, Vice President

ABSENT: 1

Len Welsh, Director



Sylvia Hacaj, Director



Christopher Deppe, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on _____, the 24 day of may, 2018.



District General Manager

RESOLUTION NO. 2018-05

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT,
CONFIRMING THE ASSESSMENT AND ORDERING THE LEVY FOR
THE KENSINGTON PARK ASSESSMENT DISTRICT
FOR FISCAL YEAR 2018/19**

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the "Board of Directors") does resolve as follows:

WHEREAS, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the "Act") to establish the Kensington Park Assessment District (the "Assessment District"); and

WHEREAS, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Annual Report; and

WHEREAS, the Board of Directors has, by previous resolution, declared its intention to hold a Public Hearing concerning the levy and collection of assessments within the Assessment District; and

WHEREAS, a Public Hearing has been held and concluded and notice thereof was duly given in accordance with Section 22626 of the Act; and

WHEREAS, at the time and place specified in the Resolution of Intention the Board of Directors conducted such hearing and considered all objections to the assessment.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:

- 1. Confirmation of Assessment and Diagram:** The Board of Directors hereby confirms the assessment and the diagram as is described in full detail in the Annual Report on file with the Secretary.
- 2. Levy of Assessment:** Pursuant to Section 22631 of the Act, the adoption of this resolution shall constitute the levy of an assessment for the fiscal year commencing July 1, 2018 and ending June 30, 2019.
- 3. Ordering of the Levy:** The Board of Directors hereby orders NBS to prepare and submit the levy of assessments to Contra Costa County for placement on the Fiscal Year 2018/19 secured property tax roll.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on _____, the ____ day of _____, 2018, by the following vote to wit:

AYES:

Rachelle Sherris-Watt, President

NOES:

Eileen Nottoli, Vice President

ABSENT:

Len Welsh, Director

Sylvia Hacaj, Director

Christopher Deppe, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on _____, the ____ day of _____, 2018.

District General Manager

RESOLUTION NO. 2018-03

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT,
DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR
THE KENSINGTON PARK ASSESSMENT DISTRICT
FOR FISCAL YEAR 2018/19**

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the "Board of Directors") does resolve as follows:

WHEREAS, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the "Act") to establish the Kensington Park Assessment District (the "Assessment District"); and

WHEREAS, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Annual Report.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:

- 1. Intention:** The Board of Directors hereby declares its intention to levy and collect assessments within the Assessment District to pay the costs of the Improvements for the fiscal year commencing July 1, 2018 and ending June 30, 2019. The Board of Directors finds that the public's best interest requires such action.
- 2. Improvements:** The improvements within the District include, but are not limited to: the operating, maintaining and servicing of all public landscaping improvements, consisting of landscaping and grass. Operating, maintaining and servicing include, but are not limited to: personnel, materials, electrical energy and water. Services provided include all necessary service, operations, administration and maintenance required to keep the improvements in a healthy, vigorous, and satisfactory condition.
- 3. Assessment District Boundaries:** The boundaries of the Assessment District are as shown by the assessment diagram filed in the offices of the Secretary, which map is made a part hereof by reference.
- 4. Annual Report:** Reference is made to the Annual Report prepared by NBS, on file with the Secretary, for a full and detailed description of the improvements, the boundaries of the Assessment District and the zones therein, and the proposed assessments upon assessable lots and parcels of land within the Assessment District.
- 5. Notice of Public Hearing:** The Board of Directors hereby declares its intention to conduct a Public Hearing concerning the levy of assessments in accordance with Section 22629 of the Act. All objections to the assessment, if any, will be considered by the Board of Directors. The Public Hearing will be held on **Thursday, June 7, 2018 at 7:00 pm** or as soon thereafter as is feasible in the meeting place of the Board of Directors located at 59 Arlington Avenue, Kensington, CA. The Board of Directors further orders the Secretary to publish notice of this resolution in accordance with Section 22626 of the Act.
- 6. Increase of Assessment:** The maximum assessment is not proposed to increase from the previous year above that previously approved by the property owners (as "increased assessment" is defined in Section 54954.6 of the Government Code).

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT, DECLARING
ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR
THE KENSINGTON PARK ASSESSMENT DISTRICT
FOR FISCAL YEAR 2018/19

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the "Board of Directors") does resolve as follows:

WHEREAS, the Board of Directors previously completed its proceedings in accordance with and pursuant to the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (the "Act") to establish the Kensington Park Assessment District (the "Assessment District"); and

WHEREAS, the Board of Directors has retained NBS for the purpose of assisting with the annual levy of the Assessment District, and the preparation and filing of an Annual Report.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:

- 1. Intention:** The Board of Directors hereby declares its intention to levy and collect assessments within the Assessment District to pay the cosB of the Improvements for the fiscal year commencing July 1, 2018 and ending June 30, 2019. The Board of Directors finds that the public's best interest requires such action.
- 2. Improvements:** The improvements within the District include, but are not limited to: the operating, maintaining and servicing of all public landscaping improvements, consisting of landscaping and grass. Operating, maintaining and servicing include, but are not limited to: personnel, materials, electrical energy and water. Services provided include all necessary service, operations, administration and maintenance required to keep the improvements in a healthy, vigorous, and satisfactory condition.
- 3. Assessment District Boundaries:** The boundaries of the Assessment District are as shown by the assessment diagram filed in the offices of the Secretary, which map is made a part hereof by reference.
- 4. Annual Report:** Reference is made to the Annual Report prepared by NBS, on file with the Secretary, for a full and detailed description of the improvements, the boundaries of the Assessment District and the zones therein, and the proposed assessments upon assessable lots and parcels of land within the Assessment District.
- 5. Notice of Public Hearing:** The Board of Directors hereby declares its intention to conduct a Public Hearing concerning the levy of assessments in accordance with Section 22629 of the Act. All objections to the assessment, if any, will be considered by the Board of Directors. The Public Hearing will be held on Thursday, June 7, 2018 at 7:00 pm or as soon thereafter as is feasible in the meeting place of the

Board of Directors located at 59 Arlington Avenue, Kensington, CA. The Board Of Directors further orders the Secretary to publish notice Of this resolution in accordance with Section 22626 of the Act.

6. Increase Of Assessment: The maximum assessment is not proposed to increase from the previous year above that previously approved by the property owners (as "increased assessment" is defined in Section 54954.6 of the Government Code).

RESOLUTION NO. 2018-03

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on _____, the 24 day of may, 2018, by the following vote to wit:

AYES: 4



Rachelle Sherris-Watt, President

NOES: 0



Eileen Nottoli, Vice President

ABSENT: 1

Len Welsh, Director



Sylvia Hacaj, Director



Christopher Deppe, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on _____, the 24 day of may, 2018.



District General Manager

Agenda Item 9b

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

JUNE 14, 2018

ITEM 9.b.

RESOLUTION (2018-06) OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT ADOPTING THE BUDGET FOR FISCAL YEAR 2018-19

BACKGROUND

The Board of Directors annually adopts a spending plan for operating and capital costs for the coming fiscal year. Over the past several months, staff has developed a Proposed Budget for the fiscal year beginning July 1, 2018. The Fiscal Year 2018-19 Proposed Budget projects revenue of \$3,285,185 to fund operating and capital costs of \$3,195,967.

Revenue

The District's main source of revenue is property tax revenue. It is anticipated that the general tax levy will generate \$1,812,000, with an additional \$682,000 from the Special Police Tax and \$564,500 from the Measure G Supplemental Tax. Overall, tax revenue is expected to account for 93 percent of District revenue for Fiscal Year 2018-19. The remaining sources of revenue include anticipated grant funding (\$100,000), franchise fee revenue (\$54,285), assessment district revenue (\$37,500), Community Center revenue (\$14,000), interest earnings (\$8,200) and miscellaneous other revenue totaling \$12,700.

Operating Expenditures

District operating expenses for Fiscal Year 2018-19 are projected to be \$3,134,667. Of this amount, \$2,474,163 (79 percent) will fund police activities, \$118,955 (4 percent) will fund parks and recreations activities with the remaining \$541,549 (17 percent) is allocated to general district administration activities.

Capital Expenditures

The Fiscal Year 2018-19 Proposed Budget includes a total of \$61,300 in capital expenses. The items to be funded include the purchase of two radar speed guns (\$8,800), replacement computer hardware/software (\$3,000), purchase and installation of four bus benches and five garbage containers along Arlington Avenue (\$40,000), park/playground equipment (\$4,500) and funding for the study and disposal of serpentine rock (\$5,000).

Unbudgeted Items

The following items have not been included in the budget figures presented for consideration as cost information is not available at this time.

- The District contracted with outside consultants for a review of police services and administrative organizational structure. Once those studies have been finalized and

Board review of recommendations has been completed, budget adjustments may be required. It is anticipated that this information will be available during the second quarter of the fiscal year.

- The preliminary cost estimate of the Community Center Project is \$1.6 million with approximately \$1.3 million in funding identified. It is anticipated that the final project cost will be identified when bids are received during the next several months. This project is identified as an information only item in the Capital section of the budget (page 19). Once final costs have been determined, and should the Board decide to move forward with this project, the actual fiscal impact will be determined and the budget will be adjusted accordingly.

The Finance Committee reviewed the Proposed Budget in detail on May 1 and May 30, 2018. The Finance Committee recommended adoption of the Budget by the Board of Directors with the understanding that all budget accounts would be up for potential review at such time as the Board takes action on funding the police services/administrative organizational changes and Community Center Project.

RECOMMENDATION:

1. Discuss and receive comments;
2. Adopt Resolution 2018-07

FISCAL IMPACT: Anticipated annual revenue of \$3,285,185 and expenditures of \$3,195,967

ATTACHMENTS:

Proposed Budget – Fiscal Year 2018-19
Resolution 2018-07

SUBMITTED BY: Anthony Constantouros, General Manager

RESOLUTION NO. 2018-07
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
ADOPTING THE BUDGET FOR FISCAL YEAR 2018-19

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the "Board of Directors") does resolve as follows:

WHEREAS, The General Manager has prepared and submitted to the Board of Directors a Proposed Budget for the fiscal year commencing July 1, 2018 and ending June 30, 2019;

WHEREAS, the Board of Directors and Finance Committee have reviewed the Proposed Budget in detail.

WHEREAS, the Board of Directors held a public hearing on the Proposed Budget on June 14, 2018, where all interested persons were heard.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:

1. The Board of Directors hereby adopts the Budget for Fiscal Year 2018-19 as presented and amended at this meeting.
2. The sums of money therein set forth are hereby appropriated from revenues of the District to the departments, functions and activities therein set forth for expenditures during the Fiscal Year 2018-19.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on _____, the ____ day of _____, 2018, by the following vote to wit:

AYES:

Rachelle Sherris-Watt, President

NOES:

Eileen Nottoli, Vice President

ABSENT:

Len Welsh, Director

Sylvia Hacaj, Director

Christopher Deppe, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on _____, the ____ day of _____, 2018.

Tony Constantouros, General Manager



Kensington Police Protection and Community Services District

Proposed Budget Fiscal Year 2018-19

June 14, 2018

Kensington Police and Community Services District
Fiscal Year 2018-19 Proposed Budget

Elected Officials and Administrative Staff

Elected Officials

Rachelle Sherris-Watt	Board President
Eileen Nottoli	Board Vice-President
Len Welsh	Board Member
Sylvia Hacaj	Board Member
Christopher Deppe	Board Member

District Management

Anthony Constantouros	General Manager
Rickey Hull	Interim Chief of Police

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Kensington Police and Community Services District

Fiscal Year 2018-19 Proposed Budget

GENERAL MANAGER'S MESSAGE

I am pleased to present the Proposed Budget for the Kensington Police Protection and Community Services District for the 2018-19 fiscal year. This document provides a comprehensive overview of the projected District revenues and expenditures for the twelve month period beginning July 1, 2018. The budget is a balanced financial plan for the coming fiscal year which will support the District's Mission Statement of providing services that enhance the community of Kensington.

The Fiscal Year 2018-19 Proposed Budget projects revenue of \$3,285,185 to fund operating and capital expenditures totaling \$3,195,967 in three areas – Police, Recreation and Administration. The Proposed Budget requests no additional staffing and includes funding requests of \$61,300 for capital purchases which are listed on page 19 of the budget document. Significant activities anticipated during the coming fiscal year include:

Community Center Project which is tentatively scheduled for construction during the next fiscal year. The preliminary cost estimate is \$1,649,000 with \$1,295,320 is funding identified. This project will most likely require some type of debt financing which will be further analyzed and discussed with the Board of Directors over the next several months. While this project is identified in the Capital section of the budget document (page 19), the anticipated funding sources and costs have not been included in the preliminary budget estimates at this time.

Planning for Increased Retirement/OPEB costs – These costs are increasing steadily and are subject to new GASB reporting requirements. Increasing CalPERS costs are still not in long-term control and are anticipated to have severe negative impacts on future budgets.

Gann Appropriations Limit Ballot Initiative– The District has placed an initiative on the ballot every four years since the early 1980's to increase the appropriations limit. The last ballot measure was approved in November 2014. An election will be required in November 2018 and will be essential to the future viability of the District. A Board subcommittee will be appointed to work with the General Counsel and County Elections Office to handle the Appropriations Limit ballot measure.

Public Safety Building – The Fire Board is the lead agency on this project. The direction of the project will have cost, location and administrative impacts on the District.

Police Services Study – This study will be completed and most likely implemented during the next fiscal year. There could be cost increases in police operations depending on the disposition and implementation of the study. A budget adjustment, possibly at mid-year, will be required when the recommendations are implemented.

Kensington Police and Community Services District

Fiscal Year 2018-19 Proposed Budget

Administrative Study – A preliminary evaluation concluded that District administration may need a reallocation of duties and positions. Recommended positions and salaries will be presented during the next several months. A budget adjustment will be required when the recommendations are presented and approved.

Policy and Procedures Manual – A review of the District’s Policy and Procedures Manual has commenced and is targeted for completion during Fiscal Year 2018-19.

Other Items of Interest – The Fiscal Year 2018-19 Budget includes the following items of interest:

- Continued funding for crossing guard services although reimbursement from Kensington Hilltop and West County for these services is not anticipated.
- Funding for four bus benches and five garbage containers to be placed at various locations along Arlington Avenue at an estimated total cost of \$40,000.

The budget document includes the annual Appropriations Limit Calculation (page 27). This item is presented for information purposes only and will be considered by the Board of Directors as a separate agenda item in July.

The Finance Committee reviewed the Proposed Budget in detail on May 1 and May 30, 2018. The Finance Committee recommended adoption of the Budget by the Board of Directors with the understanding that all budget accounts would be up for potential review at such time as the Board takes action on funding the Community Center Project and Police Services/Administrative organizational changes.

Respectfully Submitted,

Anthony Constantouros
General Manager

Summary Information

Kensington Police and Community Services District

Fiscal Year 2018-19 Proposed Budget

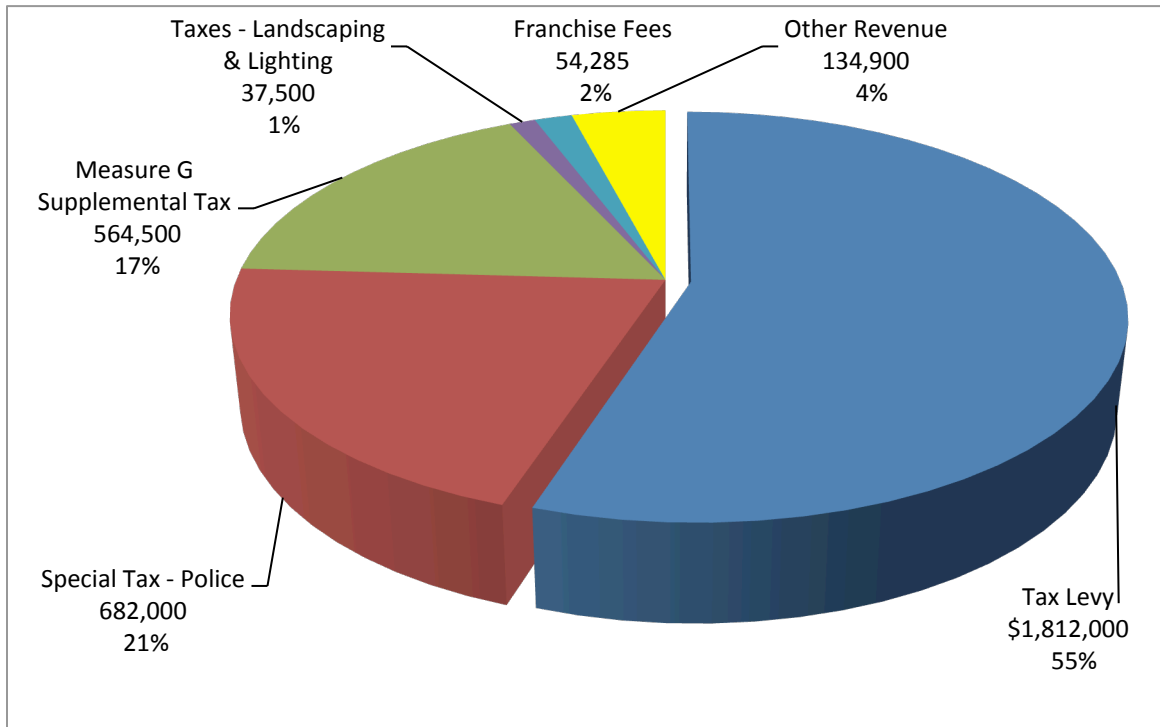
PROPOSED BUDGET SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY2017-18 Budget	FY 2018-19 Proposed
<u>Revenue</u>				
Police Activities	\$ 2,993,864	\$ 3,348,397	\$ 3,038,202	\$ 3,179,000
Parks and Recreation Activities	72,961	78,735	69,203	51,700
District Administration	<u>60,948</u>	<u>60,899</u>	<u>51,630</u>	<u>54,485</u>
Total Revenue	\$ 3,127,773	\$ 3,488,031	\$ 3,159,035	\$ 3,285,185
<u>Expenditures</u>				
Police Activities	2,295,106	2,413,152	2,578,869	2,474,163
Parks and Recreation Activities	101,007	121,084	120,596	118,955
District Administration	441,816	430,208	433,228	541,549
Capital Outlay	59,357	74,153	316,820	61,300
Total Expenditures	\$ 2,897,286	\$ 3,038,597	\$ 3,449,513	\$ 3,195,967
Total Operating Surplus/(Shortfall)	\$ 230,487	\$ 449,434	\$ (290,478)	\$ 89,218

Kensington Police and Community Services District
Fiscal Year 2018-19 Proposed Budget

GENERAL FUND REVENUE BY SOURCE

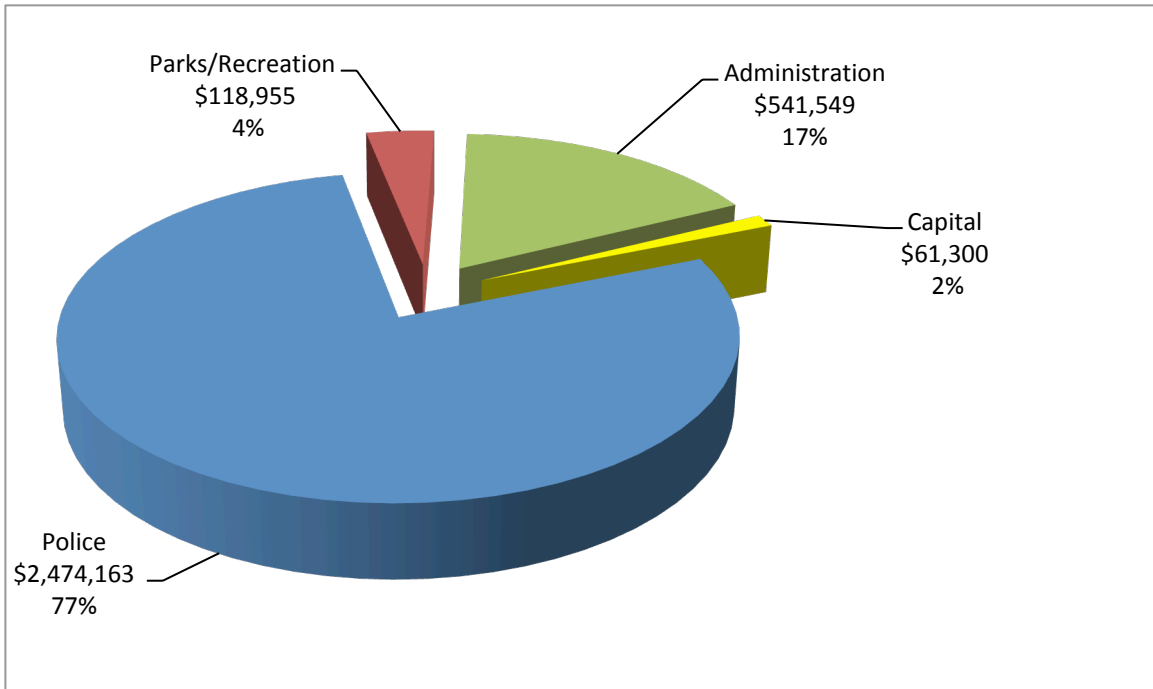
Fiscal Year 2018-19



Kensington Police and Community Services District
Fiscal Year 2018-19 Proposed Budget

GENERAL FUND EXPENDITURES BY ACTIVITY

Fiscal Year 2018-19



Kensington Police and Community Services District

Fiscal Year 2018-19 Proposed Budget

REVENUE AND EXPENDITURE SUMMARY

	FY 2015-16 Actual	FY 2016-17 Actual	FY2017-18 Budget	FY 2018-19 Proposed
REVENUE				
Levy Tax	\$ 1,573,566	\$ 1,685,200	\$ 1,752,000	\$ 1,812,000
Special Police Tax	681,690	681,630	680,000	682,000
Measure G Supplemental Tax	514,176	527,989	547,995	564,500
Kensington Hilltop Services Reimb.	28,475	19,468	20,051	-
West County Crossing Guard Reimb.	10,515	11,151	11,623	-
Grants - Police	100,000	158,951	-	100,000
Special Assessment - L&L	35,191	36,220	37,503	37,500
Community Center Revenue	37,520	31,393	28,000	14,000
Community Center Contributions	-	11,000	3,500	-
Franchise Fee Revenue	58,607	55,819	51,430	54,285
Investment Income	4,486	8,213	2,700	8,200
Other Revenue	83,547	260,997	24,233	12,700
TOTAL REVENUE	\$ 3,127,773	\$ 3,488,031	\$ 3,159,035	\$ 3,285,185
EXPENDITURES				
<u>Police</u>				
Salary and Benefits	2,044,406	2,167,006	2,166,058	2,171,531
Other Police Expenses	250,700	246,146	412,811	302,632
TOTAL POLICE EXPENSES	\$ 2,295,106	\$ 2,413,152	\$ 2,578,869	\$ 2,474,163
<u>Parks/Recreation</u>				
Salary and Benefits	8,365	9,059	8,960	9,219
Community Center Expenses	12,948	14,626	10,386	12,386
Other Parks/Recreation Expenses	79,694	97,399	101,250	97,350
TOTAL PARKS/RECREATION EXPENSES	\$ 101,007	\$ 121,084	\$ 120,596	\$ 118,955
<u>District Administration</u>				
Salary and Benefits	-	5,938	150,301	195,418
Other District Administration Expenses	441,816	434,270	282,927	346,131
TOTAL DISTRICT ADMINISTRATION EXPENSES	\$ 441,816	\$ 440,208	\$ 433,228	\$ 541,549
<u>Capital Outlay</u>	\$ 50,357	\$ 74,153	\$ 316,820	\$ 61,300
TOTAL OPERATING/CAPITAL EXPENSES	\$ 2,888,286	\$ 3,048,597	\$ 3,449,513	\$ 3,195,967
Total Operating Surplus/(Shortfall)	\$ 239,487	\$ 439,434	\$ (290,478)	\$ 89,218

Kensington Police and Community Services District
Fiscal Year 2018-19 Proposed Budget

GENERAL FUND REVENUE DETAIL

REVENUE	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budget	FY 2017-18 Projected	FY 2018-19 Proposed
<u>Police Activities Revenue</u>					
401 Levy Tax	\$ 1,573,566	\$ 1,685,200	\$ 1,752,000	\$ 1,762,170	\$ 1,812,000
402 Special Police Tax	681,690	681,630	680,000	681,780	682,000
404 Measure G Supplemental Tax	514,176	527,989	547,995	548,106	564,500
409 Asset Seizure	18,525	143,777	-	-	-
410 Police Fees/Service Charges	3,370	3,369	1,500	2,570	1,500
411 Kensington Hilltop Services Reimb.	28,475	19,468	20,051	20,051	-
413 West County Crossing Guard Reimb.	10,515	11,151	11,623	11,623	-
414 POST Reimbursement	5,762	1,054	-	1,054	1,000
415 Grants - Police	100,000	158,951	-	102,616	100,000
416 Investment Income	4,421	7,633	2,500	10,500	8,000
418 Miscellaneous Revenue	24,010	13,923	11,500	9,500	10,000
419 Supplemental Workers Compensation Reim	29,354	94,252	11,033	2,049	-
Total Police Activity Revenue	\$ 2,993,864	\$ 3,348,397	\$ 3,038,202	\$ 3,152,019	\$ 3,179,000
<u>Parks and Recreation Activities Revenue</u>					
424 Special Assessment - L&L	35,191	36,220	37,503	37,481	37,500
43.5 Grants - Parks/Recreation	-	-	-	-	-
427 Community Center Revenue	37,520	31,393	28,000	29,981	14,000
438 Miscellaneous Revenue	250	122	200	702	200
439 Community Center Contributions	-	11,000	3,500	120	-
Total Parks and Recreation Activity Revenue	\$ 72,961	\$ 78,735	\$ 69,203	\$ 68,284	\$ 51,700
<u>District Administration Revenue</u>					
448a/b Franchise Fee Revenue	58,607	55,819	51,430	55,000	54,285
456 Investment Income	65	580	200	250	200
458 Miscellaneous Revenue	2,276	4,500	-	-	-
Total District Administration Revenue	\$ 60,948	\$ 60,899	\$ 51,630	\$ 55,250	\$ 54,485
TOTAL REVENUE	\$3,127,773	\$3,488,031	\$3,159,035	\$3,275,553	\$3,285,185

Kensington Police and Community Services District
Fiscal Year 2018-19 Proposed Budget

DEPARTMENTAL ACTIVITIES

Kensington Police and Community Services District

Fiscal Year 2018-19 Proposed Budget

POLICE DEPARTMENT

Departmental Overview

The Kensington Police Department was established in the mid-1940's. The Department provides the full range of services usually provided by a local department that maintains a staff of sworn officers. Typical responsibilities include crime prevention, traffic control, neighborhood patrol, responding to emergency calls, issuing traffic and parking citations, enforcing warrants, mediating disputes, investigating crimes, investigating traffic accidents, providing first aid to people in need, enforcing warrants, arresting violators, testifying in court, and enforcing court orders.

Key Accomplishments – Fiscal Year 2017-18

- Transitioned from the Richmond PD dispatch center into the Albany PD dispatch center for CAD/RMS. Brought fiber optic cable into the District.
- Recruited 5 interested applicants of which two were hired as reserves and three were rejected. Of the two hired reserves, one was hired as a full-time police officer.
- Installed five poles for portable speed signs.
- Installed a new server to facilitate new report writing software to move closer to a paperless records system for patrol duties.
- Police entries into RIMS for statistical purposes.
- Contracted with Matrix to conduct analysis of police organizational options.
- Matrix community meetings held on March 17 and April 28.

Major Goals – Fiscal Year 2018-19

- Installation of two additional traffic poles for permanent solar speed signs.
- Establish a platform for Nixle to facilitate communicating with the public about District and police issues and concerns.
- Recruit more qualified applicants into the reserve program for consideration of permanent employment.
- Reinforce KPD policies and procedures and improve upon professional standards.
- Improve the police relationship with District proprietors and create environment for the establishment of a police and community partnership.

Kensington Police and Community Services District
Fiscal Year 2018-19 Proposed Budget

POLICE DEPARTMENT

<u>POLICE</u>	FY 2015-16	FY 2016-17	FY2017-18	FY 2017-18	FY 2018-19
	Actual	Actual	Budget	Projected	Proposed
<u>Salaries and Benefits</u>					
Salaries	\$ 1,160,904	\$ 1,175,837	\$ 1,089,743	\$ 707,952	\$ 1,059,846
Benefits	883,502	991,169	1,076,315	595,680	1,111,685
Total Labor Costs	2,044,406	2,167,006	2,166,058	1,303,632	2,171,531
<u>Other Expenses</u>					
Police Supplies	5,836	3,334	2,200	159	2,200
Range/Ammunition Supplies	2,886	7,521	5,500	1,325	5,500
Crossing Guard	10,890	11,089	11,623	6,199	12,474
Vehicle Operation	25,010	25,485	36,250	17,996	27,500
Communications	119,489	123,270	222,958	163,829	114,578
Radio Maintenance	2,180	1,817	2,180	908	-
Prisoner/Case Exp/Booking	16,866	10,406	8,900	7,622	12,000
Training	9,391	3,794	10,000	2,509	10,000
Recruiting	4,291	3,285	15,750	350	15,750
Reserve Officers	191	3,580	9,675	7,189	4,000
Dues, Meals, Travel	2,379	1,687	2,835	1,705	2,850
Utilities	11,032	13,164	11,040	6,035	11,400
Building Maintenance and Repairs	4,942	658	3,000	-	3,000
Office Supplies	6,711	5,588	6,500	2,787	6,500
Telephone	6,429	4,904	5,100	4,567	5,280
Housekeeping	4,945	4,557	4,000	2,777	4,000
Publications	2,580	2,923	3,500	2,750	3,500
Community Policing	5,655	9,520	9,000	5,042	2,000
Legal/Consulting	-	-	33,200	44,555	50,000
CAL I.D.	5,508	6,101	6,100	-	6,100
Measure G Administration	3,489	3,463	3,500	2,720	4,000
Total Other Expenses	250,700	246,146	412,811	281,024	302,632
TOTAL POLICE EXPENSES	\$ 2,295,106	\$ 2,413,152	\$ 2,578,869	\$ 1,584,656	\$ 2,474,163

Kensington Police and Community Services District

Fiscal Year 2018-19 Proposed Budget

PARKS AND RECREATION

Departmental Overview

The KPPCSD maintains and makes improvements to the Community Center, Kensington Park and surrounding amenities, including tot lot, swings, picnic areas, basketball court, and tennis courts.

For many years, the KPPCSD has entered into agreements with the Kensington Community Council (KCC), which is a not-for-profit organization that provides recreation programs for school children and adults on the District's behalf. The KCC also helps raise funds and provides volunteers to help maintain the Community Center and Kensington Park.

The Board is about to begin a renovation project of the Community Center. A large part of the amount needed has already been secured from prior year budgets and the WW Grant. More funds may need to come from the 2017-18 budget, given that the project likely will begin just about the time the new fiscal year commences. Community organizations, such as the KCC and the Kensington Improvement Club (KIC) have pledged contributions.

Key Accomplishments – Fiscal Year 2017-18

- The Kensington After School Enrichment Program (KASEP) filled 51 classes with 419 seats.
- KASEP offered 3 new classes: STEM Legos, Creative Clay and Spanish through Art and Play.
- KCC Summer Camp 2018 registration is filling rapidly with 50% full by the end of March 2018; this has resulted in 327 camper spaces filled.
- KCC Adult Classes have included Tai Chi Arthritis and Fall Prevention, Acrylic Artists, and Tai Chi Chuan.
- Glass and Associates were hired and are preparing final construction documents based on the designs that were approved by the Board.
- Several organizations have offered donations toward the Community Center remodel.

Major Goals – Fiscal Year 2018-19

- Continue current KASEP classes and consider adding new classes.
- Continue success with Summer Camp program.
- Explore additional Adult Classes of interest to the Kensington community.
- Complete the remodel of the Community Center.

Kensington Police and Community Services District
Fiscal Year 2018-19 Proposed Budget

PARKS AND RECREATION

	FY 2015-16 Actual	FY 2016-17 Actual	FY2017-18 Budget	FY 2017-18 Projected	FY 2018-19 Proposed
<u>PARKS/RECREATION</u>					
<u>Salaries and Benefits</u>					
Salaries	\$ 7,945	\$ 8,440	\$ 8,323	\$ 5,883	\$ 8,564
Benefits	420	619	637	473	655
Total Labor Costs	8,365	9,059	8,960	6,356	9,219
<u>Other Expenses</u>					
Custodian	21,000	21,000	22,750	13,550	22,750
Community Center - Utilities	5,743	6,680	6,636	3,718	6,636
Community Center - Janitorial Supplies	1,241	676	1,250	779	1,250
Community Center Repairs	5,964	5,611	2,500	1,488	1,500
Equipment Maintenance	-	1,659	-	1,850	3,000
Annex Repairs	-	-	1,000	-	1,000
Annex - Miscellaneous Expenses	-	-	1,000	-	1,000
Gardening Supplies	-	-	1,000	-	1,000
Kensington Park O&M	54,401	75,028	69,300	36,081	69,600
Park Construction	-	-	5,000	-	1,000
Miscellaneous Expenses	4,293	1,371	1,200	94	1,000
Total Other Expenses	92,642	112,025	111,636	57,560	109,736
TOTAL PARKS/RECREATION EXPENSES	\$ 101,007	\$ 121,084	\$ 120,596	\$ 63,916	\$ 118,955

Kensington Police and Community Services District

Fiscal Year 2018-19 Proposed Budget

DISTRICT ADMINISTRATION

Departmental Overview

The KPPCSD Administration handles the oversight and processing of all administrative matters. The General Manager advises on efficient delivery of services, best practices to achieve an effective organization, and implements the policy direction of the Board of Directors. The General Manager explores methods to improve accountability, cost effectiveness, professional standards and evaluation of District services.

Key Accomplishments – Fiscal Year 2017-18

- A part-time General Manager was hired in June 2017.
- Improvements have been made to the Board Agenda process.
- RFP for police services study distributed; Matrix hired.
- A new website has been launched.
- An administrative study of the organization has been completed.
- Complete the recommendations of administrative study.
- A revised budget format has been initiated.

Major Goals – Fiscal Year 2018-19

- Implement the recommendations of the administrative study.
- Hiring and supervision of District staff.
- Implementation of Board direction related to police services.
- Develop an updated Policy and Procedures Manual.
- Develop plan for serpentine rock in park.
- Participate in options related to Public Safety Building.
- Oversee the Community Center remodel process.

Kensington Police and Community Services District
Fiscal Year 2018-19 Proposed Budget

DISTRICT ADMINISTRATION

	FY 2015-16 Actual	FY 2016-17 Actual	FY2017-18 Budget	FY 2017-18 Projected	FY 2018-19 Proposed
<u>DISTRICT ADMINISTRATION</u>					
<u>Salaries and Benefits</u>					
Salaries	\$ -	\$ 5,938	\$ 139,620	\$ 100,786	\$ 181,531
Benefits	-	-	10,681	7,698	13,887
Total Labor Costs	-	5,938	150,301	108,484	195,418
<u>Other Expenses</u>					
Computer Maintenance	25,226	26,105	26,488	19,717	26,538
Website Maintenance	-	-	-	-	7,000
Copier Contract	4,742	4,865	5,045	3,105	5,045
Legal	263,482	227,419	53,000	32,684	55,880
Consulting	34,756	46,648	42,800	19,624	44,000
Accounting	46,618	50,748	45,500	17,188	59,250
Insurance	27,572	27,607	32,576	36,635	39,000
Elections	-	3,562	-	-	10,000
Police Building Lease	1	1	35,468	23,645	35,468
County Expense	21,743	21,396	21,800	7,615	21,800
Waste/Recycle	260	-	-	262	16,500
Miscellaneous Expenses	17,416	15,919	20,250	16,228	25,650
Total District Administration Other Expenses	441,816	424,270	282,927	176,703	346,131
TOTAL DISTRICT ADMINISTRATION EXPENSES	\$ 441,816	\$ 430,208	\$ 433,228	\$ 285,187	\$ 541,549

Kensington Police and Community Services District

Fiscal Year 2018-19 Proposed Budget

SOLID WASTE

Departmental Overview

In 1979, Kensington residents voted to add solid waste to the services provided by the Kensington Police Protection and Community Service District. Kensington's most recent contract with Bay View Refuse and Recycling commenced in 2015 and will expire in 2023. Through this agreement, Bay View Refuse and Recycling provides weekly garbage collection and twice-monthly green waste pick-ups.

In 2017, the KPPCSD Board began researching the possibility of adding food composting to the list of services. A survey is scheduled for 2018 to ascertain whether residents wish to add, and to pay an additional 7% fee, for this service. Should this service be included, residents will be able to add compostable food items to their green waste, and these bins will be collected every week

2017/18 Accomplishments

- Average of 123.33 tons/month of solid waste disposed for 2017
- Average of 207 tons/month of yard waste recycled for 2017
- Achieved 53% to 61% diversion rate per quarter for 2017

2018/19 Goals

- Maintain or improve on 2017 accomplishments
- Consider possibility of adding food composting
- Explore possibility of replacing garbage receptacles in several public locations
- Consider early planning for process related to 2023 contract expiration

Note: No separate budget has been developed for the Solid Waste activity at this time.

Kensington Police and Community Services District
Fiscal Year 2018-19 Proposed Budget

CAPITAL PURCHASES/PROJECT

CAPITAL PURCHASES

Radar Speed Signs (2)	\$ 8,800
<u>Computer Hardware/Software</u>	
Replacement Computer - Chief of Police	\$ 1,500
@ RISK` Modeling Software	1,500
Total Computer Hardware/Software	\$ 3,000
Bus Benches (4) and Garbage Containers (5) (includes permits and installation costs)	\$ 40,000
Study/Disposal of Serpentine Rock	\$ 5,000
Park Play Equipment	\$ 4,500
Total Capital Purchases	\$ 61,300

CAPITAL PROJECT

Community Center ADA & Seismic Upgrades

Project Cost - Design and Construction *	\$ 1,649,000
Source of Funding:	
General Fund Allocation FY 2016-17	\$ 307,320
General Fund Allocation FY 2017-18	350,000
Measure WW Grant Funds	158,000
Donations:	
Kensington Community Council	250,000
Kensington Community Council	210,000
Kensington Improvement Club	10,000
Total Donations	\$ 470,000
Solid Waste Franchise Fees (debris removal)	10,000
Total Available Funding	\$ 1,295,320
 Additional Funding Desired	 \$ 353,680
Total Capital Projects	\$ 1,649,000

**Preliminary Estimate*

Kensington Police and Community Services District

Fiscal Year 2018-19 Proposed Budget

AUTHORIZED STAFFING

	FY 2015-16 Budget	FY 2016-17 Budget	FY2017-18 Budget	FY 2018-19 Proposed
<u>POLICE</u>				
Police Chief	1.000	1.000	1.000	1.000
Master Sergeant	1.000	1.000	0.000	1.000
Sergeant	2.000	2.000	2.000	2.000
Corporal	1.000	1.000	1.000	1.000
Police Officer	5.000	5.000	6.000	5.000
Police Services Aide (Non-Sworn)	0.375	0.375	0.375	0.400
Total Police	10.375	10.375	10.375	10.400
<u>PARKS AND RECREATION</u>				
Police Services Aide	0.125	0.125	0.125	0.130
Total Parks and Recreation	0.125	0.125	0.125	0.130
<u>DISTRICT ADMINISTRATION</u>				
General Manager	0.000	0.000	0.500	0.500
District Administrator	0.625	0.750	0.750	0.750
Total District Administration	0.625	0.750	1.250	1.250
TOTAL AUTHORIZED STAFFING	11.125	11.250	11.750	11.780

Kensington Police and Community Services District
Fiscal Year 2018-19 Proposed Budget

FIVE YEAR FINANCIAL FORECAST

FIVE YEAR FINANCIAL FORECAST								
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
	Actual	Actual	Budget	Proposed Budget	Projected	Projected	Projected	Projected
REVENUE								
Levy Tax	\$ 1,573,566	\$ 1,685,200	\$ 1,752,000	\$ 1,812,000	\$ 1,875,420	\$ 1,941,060	\$ 2,008,997	\$ 2,079,312
Special Police Tax	681,690	681,630	680,000	682,000	682,000	682,000	682,000	682,000
Measure G Supplemental Tax	514,176	527,989	547,995	564,500	584,258	604,707	625,871	647,777
Asset Seizure	18,525	143,777	0	0	0	0	0	0
Police Fees/Service Charges	0	0	0	1,500	1,500	1,545	1,591	1,639
Kensington Hilltop Services Reimb.	28,475	19,468	20,051	0	0	0	0	0
West County Crossing Guard Reimb.	10,515	11,151	11,623	0	0	0	0	0
POST Reimbursement	5,762	1,054	0	1,000	1,000	1,000	1,000	1,000
Grants - Police	100,000	158,951	0	100,000	100,000	100,000	100,000	100,000
Grants - Parks/Recreation	0	0	0	0	0	0	0	0
Special Assessment - L&L	35,191	36,220	37,503	37,500	37,500	37,500	37,500	37,500
Community Center Revenue	37,520	31,393	28,000	14,000	35,000	36,050	37,132	38,245
Community Center Contributions	0	11,000	3,500	0	0	0	0	0
Franchise Fee Revenue	58,607	55,819	51,430	54,285	55,914	57,591	59,319	61,098
Investment Income	4,486	8,213	2,700	8,200	8,000	8,000	8,000	8,000
Miscellaneous Revenue	29,906	21,914	11,700	10,200	10,000	10,000	10,000	10,000
Supplemental Workers Comp Reimb.	29,354	94,252	12,533	0	0	0	0	0
Total Revenue	\$ 3,127,773	\$ 3,488,031	\$ 3,159,035	\$ 3,285,185	\$ 3,390,591	\$ 3,479,452	\$ 3,571,410	\$ 3,666,571
EXPENDITURES								
Police								
Salaries and Benefits	2,044,406	2,167,006	2,166,058	2,171,531	2,251,910	2,337,107	2,427,845	2,523,098
Other Expenses	250,700	246,146	412,811	302,632	311,711	321,062	330,694	311,711
Total Police	2,295,106	2,413,152	2,578,869	2,474,163	2,563,621	2,658,169	2,758,539	2,834,809
Parks/Recreation								
Salaries and Benefits	8,365	9,059	8,960	9,219	9,496	9,516	9,801	10,095
Custodian	21,000	21,000	22,750	22,750	22,750	22,750	22,750	22,750
Community Center	12,948	14,626	10,386	12,386	10,255	12,142	11,048	12,973
Other Expenses	58,694	76,399	78,500	74,600	73,188	75,339	77,654	79,935
Total Parks/Recreation	101,007	121,084	120,596	118,955	92,939	96,997	98,503	103,004
District Administration								
Salaries and Benefits	0	5,938	150,301	195,418	201,281	207,319	213,539	219,945
Other Expenses	441,816	424,270	282,927	346,131	356,515	367,210	378,227	389,573
Total District Administration	441,816	430,208	433,228	541,549	557,795	574,529	591,765	609,518
Capital Outlay								
	59,357	74,153	316,820	61,300	50,300	32,500	56,950	27,500
Total Expenditures	\$ 2,897,286	\$ 3,038,597	\$ 3,449,513	\$ 3,195,967	\$ 3,264,655	\$ 3,362,195	\$ 3,505,757	\$ 3,574,831
Operating Surplus (Deficit)	\$ 230,487	\$ 449,434	\$ (290,478)	\$ 89,218	\$ 125,936	\$ 117,257	\$ 65,652	\$ 91,740
Projected Ending Cash Balance*			\$ 2,379,400	\$ 2,468,618	\$ 2,594,554	\$ 2,711,811	\$ 2,777,463	\$ 2,869,203

*Includes Franchise Fee and Capital Funds

APPENDIX A

EXPENDITURE DETAIL

Kensington Police and Community Services District

Fiscal Year 2018-19 Proposed Budget

	FY 2015-16 Actual	FY 2016-17 Actual	FY2017-18 Budget	FY 2017-18 Projected	FY 2018-19 Proposed
<u>POLICE</u>					
<u>Police Salaries and Benefits</u>					
<u>Salaries</u>					
502 Salaries - Sworn	\$ 945,959	\$ 925,016	\$ 940,953	\$ 512,522	\$ 949,954
504 Compensated Absences	13,689	52,397	9,200	51,340	9,200
506 Overtime	98,724	88,013	75,000	97,052	75,000
508 Salaries - Non-Sworn	<u>102,532</u>	<u>110,411</u>	<u>64,590</u>	<u>47,038</u>	<u>25,692</u>
Total Salaries	1,160,904	1,175,837	1,089,743	707,952	1,059,846
<u>Benefits</u>					
516 Uniform Allowance	7,678	6,812	9,000	3,433	9,000
518 Safety Equipment	791	2,867	2,500	3,832	2,500
521-A Health Insurance - Active	163,436	174,696	180,563	101,552	214,366
521-R Health Insurance - Retirees	163,594	154,736	138,231	106,971	150,657
521-T OPEB Trust	35,541	25,888	262,462	-	247,036
522 Disability/Life Insurance	4,428	4,248	6,940	1,802	6,940
523 Social Security/Medicare	16,521	14,523	15,917	10,243	15,484
524 Social Security/District	6,509	7,655	4,005	2,903	1,593
527 CalPERS - District Portion	368,679	489,837	326,151	250,341	358,418
528 CalPERS Employee Portion	71,488	53,123	38,546	23,211	22,691
530 Workers Compensation	<u>44,837</u>	<u>56,784</u>	<u>92,000</u>	<u>91,392</u>	<u>83,000</u>
Total Benefits	<u>883,502</u>	<u>991,169</u>	<u>1,076,315</u>	<u>595,680</u>	<u>1,111,685</u>
Total Police Salaries and Benefits	2,044,406	2,167,006	2,166,058	1,303,632	2,171,531
<u>Police Other Expenses</u>					
552 Police Supplies	5,836	3,334	2,200	159	2,200
553 Range/Ammunition Supplies	2,886	7,521	5,500	1,325	5,500
560 Crossing Guard	10,890	11,089	11,623	6,199	12,474
562 Vehicle Operation	25,010	25,485	36,250	17,996	27,500
564 Communications (RPD)	119,489	123,270	222,958	163,829	114,578
566 Radio Maintenance	2,180	1,817	2,180	908	-
568 Prisoner/Case Exp/Booking	16,866	10,406	8,900	7,622	12,000
570 Training	9,391	3,794	10,000	2,509	10,000
572 Recruiting	4,291	3,285	15,750	350	15,750
574 Reserve Officers	191	3,580	9,675	7,189	4,000
576 Dues, Meals, Travel	2,379	1,687	2,835	1,705	2,850
580 Utilities	11,032	13,164	11,040	6,035	11,400
581 Building Maintenance and Repairs	4,942	658	3,000	-	3,000
582 Office Supplies	6,711	5,588	6,500	2,787	6,500
588 Telephone	6,429	4,904	5,100	4,567	5,280
590 Housekeeping	4,945	4,557	4,000	2,777	4,000
592 Publications	2,580	2,923	3,500	2,750	3,500
594 Community Policing	5,655	9,520	9,000	5,042	2,000
595 Legal/Consulting	-	-	33,200	44,555	50,000
596 CAL- I.D.	5,508	6,101	6,100	-	6,100
599 Measure G Administration	<u>3,489</u>	<u>3,463</u>	<u>3,500</u>	<u>2,720</u>	<u>4,000</u>
Total Police Other Expenses	250,700	246,146	412,811	281,024	302,632
TOTAL POLICE EXPENSES	\$ 2,295,106	\$ 2,413,152	\$ 2,578,869	\$ 1,584,656	\$ 2,474,163

Kensington Police and Community Services District

Fiscal Year 2018-19 Proposed Budget

	FY 2015-16 Actual	FY 2016-17 Actual	FY2017-18 Budget	FY 2017-18 Projected	FY 2018-19 Proposed
<u>PARKS/RECREATION</u>					
<u>Parks/Recreation Salaries and Benefits</u>					
601 Salaries	\$ 7,945	\$ 8,440	\$ 8,323	\$ 5,883	\$ 8,564
623 Social Security/Medicare	<u>420</u>	<u>619</u>	<u>637</u>	<u>473</u>	<u>655</u>
Total Parks/Recreation Salaries and Benefits	8,365	9,059	8,960	6,356	9,219
602 Custodian	21,000	21,000	22,750	13,550	22,750
<u>Community Center</u>					
642 Utilities	5,743	6,680	6,636	3,718	6,636
643 Janitorial Supplies	1,241	676	1,250	779	1,250
646 Facility Repairs	5,964	5,611	2,500	1,488	1,500
648 Equipment Maintenance	-	<u>1,659</u>	-	<u>1,850</u>	<u>3,000</u>
Total Community Center Expenses	12,948	14,626	10,386	7,835	12,386
<u>Other Parks/Recreation Expenses</u>					
666 Annex Repairs	-	-	1,000	-	1,000
668 Annex - Miscellaneous Expenses	-	-	1,000	-	1,000
670 Gardening Supplies	-	-	1,000	-	1,000
672 Kensington Park O&M	54,401	75,028	69,300	36,081	69,600
674 Park Construction	-	-	5,000	-	1,000
678 Miscellaneous Expenses	<u>4,293</u>	<u>1,371</u>	<u>1,200</u>	<u>94</u>	<u>1,000</u>
Total Other Parks/Recreation Expenses	58,694	76,399	78,500	36,175	74,600
TOTAL PARKS/RECREATION EXPENSES	\$ 101,007	\$ 121,084	\$ 120,596	\$ 63,916	\$ 118,955

Kensington Police and Community Services District

Fiscal Year 2018-19 Proposed Budget

	FY 2015-16 Actual	FY 2016-17 Actual	FY2017-18 Budget	FY 2017-18 Projected	FY 2018-19 Proposed
<u>DISTRICT ADMINISTRATION</u>					
<u>District Administration Salaries and Benefits</u>					
808 Salaries	\$ -	\$ 5,938	\$ 139,620	\$ 100,786	\$ 181,531
809 Payroll Taxes	-	-	10,681	7,698	13,887
Total District Administration Salaries and Benefits	-	5,938	150,301	108,484	195,418
<u>District Administration Other Expenses</u>					
810 Computer Maintenance	25,226	26,105	26,488	19,717	26,538
815 Website Maintenance	-	-	-	-	7,000
820 Copier Contract	4,742	4,865	5,045	3,105	5,045
830 Legal	263,482	227,419	53,000	32,684	55,880
835 Consulting	34,756	46,648	42,800	19,624	44,000
840 Accounting	46,618	50,748	45,500	17,188	59,250
850 Insurance	27,572	27,607	32,576	36,635	39,000
860 Elections	-	3,562	-	-	10,000
865 Police Building Lease	1	1	35,468	23,645	35,468
870 County Expense	21,743	21,396	21,800	7,615	21,800
890 Waste/Recycle	260	-	-	262	16,500
898 Miscellaneous Expenses	17,416	15,919	20,250	16,228	25,650
Total District Administration Other Expenses	441,816	424,270	282,927	176,703	346,131
TOTAL DISTRICT ADMINISTRATION EXPENSES	\$ 441,816	\$ 430,208	\$ 433,228	\$ 285,187	\$ 541,549
<u>CAPITAL OUTLAY</u>					
962 Patrol Cars	27,533	-	-	-	-
963 Patrol Car Accessories	3,572	-	1,000	-	-
965 Personal Police Equipment	5,233	13,547	-	1,892	-
966 Traffic Equipment	-	8,810	-	-	8,800
967 Station Equipment	8,485	6,005	-	-	-
969 Computer Equipment	-	2,170	3,000	-	3,000
972 Park Buildings Improvements	13,931	10,100	307,320	41,559	-
974 Other Park Improvements	-	-	4,500	-	5,000
978 Parks/Recreation Furniture/Equipment	603	33,521	1,000	-	44,500
TOTAL CAPITAL OUTLAY	\$ 59,357	\$ 74,153	\$ 316,820	\$ 43,451	\$ 61,300
TOTAL DISTRICT OPERATING/CAPITAL EXPENSES	\$2,897,286	\$3,038,597	\$3,449,513	\$1,977,210	\$3,195,967

APPENDIX B

APPROPRIATIONS LIMIT CALCULATION

Kensington Police and Community Services District

Fiscal Year 2018-19 Proposed Budget

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT APPROPRIATIONS LIMITATION

The appropriations limitation imposed by Proposition 4 and modified by Proposition 222 creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The revenues which are subject to the limitation are those considered "proceeds of taxes." The basis for calculating the limit began in 1978-79 and is increased each year based on population growth and inflation.

FY 2017-18 Limitation \$4,183,401

Annual Adjustment (2018-19):

Change in Population = 0.88 percent

Change in California Per Capita Personal Income = 3.67 percent

Population Factor Converted to a Ratio = 1.0088

Per Capita Factor Converted to a Ratio = 1.0367

Calculation of FY 2018-19 Appropriation Limitation

$$\$4,183,401 \times 1.0088 \times 1.0367 = \underline{\underline{\$4,375,000}}$$

Appropriations Subject To Limitation = **\$3,104,000**

RESOLUTION NO. 2018-06
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
ADOPTING THE BUDGET FOR FISCAL YEAR 2018-19

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the "Board of Directors") does resolve as follows:

WHEREAS, The General Manager has prepared and submitted to the Board of Directors a Proposed Budget for the fiscal year commencing July 1, 2018 and ending June 30, 2019;

WHEREAS, the Board of Directors and Finance Committee have reviewed the Proposed Budget in detail.

WHEREAS, the Board of Directors held a public hearing on the Proposed Budget on June 14, 2018, where all interested persons were heard.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:

1. The Board of Directors hereby adopts the Budget for Fiscal Year 2018-19 as presented and amended at this meeting.
2. The sums of money therein set forth are hereby appropriated from revenues of the District to the departments, functions and activities therein set forth for expenditures during the Fiscal Year 2018-19.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on _____, the ____ day of _____, 2018, by the following vote to wit:

AYES:

Rachelle Sherris-Watt, President

NOES:

Eileen Nottoli, Vice President

ABSENT:

Len Welsh, Director

Sylvia Hacaj, Director

Christopher Deppe, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on _____, the ____ day of _____, 2018.

Tony Constantouros, General Manager

Agenda Item 10a

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

**BOARD OF DIRECTORS MEETING
JUNE 14, 2018
ITEM 10.a.**

RESOLUTION (2018-06) OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL SUPPLEMENTAL SPECIAL TAX FOR POLICE PROTECTION

BACKGROUND

On June 8, 2010, the voters of the Kensington Police Protection and Community Services District approved Measure G, a supplemental special tax in the amount of \$200 per for single family parcels, with amounts for properties in other use categories identified in Ordinance No. 2016-12. The revenue from these actions was to provide a source of funding to be used for purposes directly related to police protection services. A four-year history of the Supplemental Tax is summarized in the chart below:

	Supplemental Tax – Per Parcel			
<u>Class of Improvement/Use*</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
Single Family Residential	\$220.09	\$ 226.28	\$ 232.38	\$ 241.18
Multi-Family Residential	\$ 331.35	\$ 339.42	\$ 348.57	\$ 361.78
Commercial & Institutional	\$ 331.35	\$ 339.42	\$ 348.57	\$ 361.78
Misc. Improved Property	\$220.90	\$226.28	\$ 232.38	\$ 241.18
Unimproved Property	\$ 66.27	\$ 67.88	\$ 69.71	\$ 72.35

*Class of Improvement or Use will be determined annually based on data from the Contra Costa County Assessor.

Section 4 of the authorizing ordinance requires the District's General Manager to file a report with the Board of Directors no later than June 30 of each year. The report shall contain both of the following:

- (i) The amount of funds collected and expended under this Ordinance;
 - The total amount of funds collected and expended in FY 2017/18 is \$547,995.00

(ii) the status of any project required or authorized to be funded to carry out the purposes set forth in this Ordinance.

- The funds collected and expended under Measure G were utilized solely for police protection services. As specified in Section 3 of the authorizing ordinance, the purpose of this Supplemental Special Tax is to raise revenue only for the purposes of obtaining, providing, operating, maintaining and expanding police protection service, facilities and equipment, for paying the salaries and benefits to police personnel, and for such other necessary police protection services expenses of the District.

For Fiscal Year 2018/19, the maximum annual amount of the Supplemental Special Tax for each category of property shall be determined by multiplying the preceding fiscal year’s maximum special tax by an inflation factor in an amount not to exceed the increase in the Consumer Price Index as published by the U.S. Department of Labor for the April to April San Francisco-Oakland-San Jose area (the “Consumer Price Index”). The following table shows the maximum Supplemental Special Tax for Fiscal Year 2017/18 and Fiscal year 2018/19. The increase in the Consumer Price Index from Fiscal Year 2017/18 to Fiscal Year 2018/19 is 3.217%.

Class of Improvement or Use*	2017/18 Maximum Tax	2018/19 Maximum Tax
Single Family Residential	\$241.18 per parcel	\$248.94 per parcel
Multiple Unit Residential	361.78 per parcel	373.41 per parcel
Commercial and Institutional	361.78 per parcel	373.41 per parcel
Miscellaneous Improved Property	241.18 per parcel	248.94 per parcel
Unimproved Property	72.35 per parcel	74.68 per parcel

It is recommended that the Board of Directors approve the 2018/19 Maximum Tax as identified in the above table.

RECOMMENDATION:

1. Discuss and receive comments;
2. Adopt Resolution 2018-06

FISCAL IMPACT: Anticipated annual revenue of \$564,500.00

ATTACHMENTS: Resolution 2018-06

SUBMITTED BY: Anthony Constantouros, General Manager

RESOLUTION NO. 2018-06
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
ESTABLISHING THE ANNUAL SUPPLEMENTAL SPECIAL TAX FOR POLICE PROTECTION

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the “Board of Directors”) does resolve as follows:

WHEREAS, in 2010, the voters of the Kensington Police Protection and Community Services District (the “District”) approved a supplemental special tax (the “Supplemental Special Tax”) in the amount of \$200 per year for single family residential parcels, with amounts for properties in other use categories identified in Ordinance No. 2010-01, to provide a source of funding for police protection services.

WHEREAS, for Fiscal Year 2018/19, the maximum annual amount of the Supplemental Special Tax for each category of property shall be determined by multiplying the preceding fiscal year’s maximum special tax by an inflation factor in an amount not to exceed the increase in the Consumer Price Index as published by the U.S. Department of Labor for the April to April San Francisco-Oakland-San Jose area (the “Consumer Price Index”). The following table shows the maximum Supplemental Special Tax for Fiscal Year 2017/18 and Fiscal year 2018/19. The increase in the Consumer Price Index from Fiscal Year 2017/18 to Fiscal Year 2018/19 is 3.217%.

Class of Improvement or Use*	2017/18 Maximum Tax	2018/19 Maximum Tax
Single Family Residential	\$241.18 per parcel	\$248.94 per parcel
Multiple Unit Residential	361.78 per parcel	373.41 per parcel
Commercial and Institutional	361.78 per parcel	373.41 per parcel
Miscellaneous Improved Property	241.18 per parcel	248.94 per parcel
Unimproved Property	72.35 per parcel	74.68 per parcel

*Class of Improvement or Use will be determined annually based on data from the Contra Costa County Assessor.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:

1. The Board of Directors hereby declares its intention to levy the Supplemental Special Tax for the Fiscal Year, July 1, 2018 through June 30, 2019 in the following amounts.

Class of Improvement or Use*	2018/19 Supplemental Tax
Single Family Residential	\$ per parcel
Multiple Unit Residential	\$ per parcel
Commercial and Institutional	\$ per parcel
Miscellaneous Improved Property	\$ per parcel
Unimproved Property	\$ per parcel

*Class of Improvement or Use will be determined annually based on data from the Contra Costa County Assessor.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on _____, the ____ day of _____, 2018, by the following vote to wit:

AYES:

Rachelle Sherris-Watt, President

NOES:

Eileen Nottoli, Vice President

ABSENT:

Len Welsh, Director

Sylvia Hacaj, Director

Christopher Deppe, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on _____, the ____ day of _____, 2018.

Tony Constantouros, General Manager

RESOLUTION NO. 2018-07
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
ESTABLISHING THE ANNUAL SUPPLEMENTAL SPECIAL TAX FOR POLICE PROTECTION

The Board of Directors of the Kensington Police Protection and Community Services District (hereafter referred to as the “Board of Directors”) does resolve as follows:

WHEREAS, in 2010, the voters of the Kensington Police Protection and Community Services District the (“District”) approved a supplemental special tax (the “Supplemental Special Tax”) in the amount of \$200 per year for single family residential parcels, with amounts for properties in other use categories identified in Ordinance No. 2010-01 to provide a source of funding for police protection services.

WHEREAS, for Fiscal Year 2018/2019, the maximum annual amount of the Supplemental Special Tax for each category of property shall be determined by multiplying the preceding fiscal year’s maximum special tax by an inflation factor in an amount not to exceed the increase in the Consumer Price Index as published by the U.S. Department of Labor for the April to April San Francisco-Oakland-San Jose area (the “Consumer Price Index”). The following table shows the maximum Supplemental Special Tax for Fiscal Year 2017/2018 and Fiscal Year 2018/2019. The increase in the Consumer Price Index from Fiscal Year 2017/2018 to Fiscal Year 2018/2019 is 3.217%.

Class of Improvement or Use*	2017/2018 Maximum Tax	2018/2019 Maximum Tax
Single Family Residential	\$241.18 per parcel	\$248.94 per parcel
Multiple Unit Residential	\$361.78 per parcel	\$373.41 per parcel
Commercial and Institutional	\$361.78 per parcel	\$373.41 per parcel
Miscellaneous Improved Property	\$241.18 per parcel	\$248.94 per parcel
Unimproved Property	\$72.35 per parcel	\$74.68 per parcel

*Class of Improvement or Use will be determined annually based on data from the Contra Costa County Assessor

NOW, THEREFORE BE IT RESOLVED, DETERMIND, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:

The Board of Directors hereby declares its intention to levy the Supplemental Special Tax for the Fiscal Year, July 1, 2018 through June 30, 2019 in the following amounts:

Class of Improvement or Use*	2018/2019 Maximum Tax
Single Family Residential	\$248.94 per parcel
Multiple Unit Residential	\$373.41 per parcel
Commercial and Institutional	\$373.41 per parcel
Miscellaneous Improved Property	\$248.94 per parcel
Unimproved Property	\$74.68 per parcel

*Class of Improvement or Use will be determined annually based on data from the Contra Costa County Assessor

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on Board of Directors of the Kensington Police Protection and Community Services District, by the vote to wit:

AYES:

Rachelle Sherris-Watt, President

NOES:

Eileen Nottoli, Vice President

ABSENT:

Len Welsh, Director

Sylvia Hacaj, Director

Christopher Deppe, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board of Directors held on Board of Directors of the Kensington Police Protection and Community Services District.

Anthony Constantouros
General Manager

Agenda Item 10b

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS MEETING

JUNE 14, 2018

ITEM # 10b

BACKGROUND

The Kensington Community Center is slated for seismic and ADA renovations in the coming fiscal year. In order to secure a space for public meetings that is large enough to include resident attendance, we have entered into discussion with the Arlington Community Church. At 52 Arlington Avenue, the church is physically situated close to our current meeting space, allows the District to easily record meetings and provide seating, and is not disruptive to Kensington Fire Department or Kensington Police Department operations.

RECOMMENDATION:

The Board should consider the issue and vote on the contract.

It is recommended that staff alert users of the Community Center that the building will be unavailable for regular use or rentals after October 31, 2018.

Staff should also contact Contra Costa County Board of Elections so that they are prepared for the Community Center's unavailability on November 6, 2018.

FISCAL IMPACT:

With 2 Board meetings a month, the expense could cost the District up to \$1200 for rentals from mid-October 2018 – June 2019.

ATTACHMENTS:

Rental Contract from Arlington Community Church

East Bay Regional Parks Resolution: 2018-05-116

SUBMITTED BY: Directors Hacaj and Sherris-Watt

Arlington Community Church
52 Arlington Avenue Kensington, CA 94707
acc.staff@sbcglobal.net
www.acc.ucc.org 510 526-9146 office

Rental Agreement

This Rental Agreement is entered into between Arlington Community Church, UCC (ACC) and the Kensington Police Protection and Community Services District for ongoing bi-monthly meetings on the 2nd and 4th Thursday of the month between 6:00 PM – 11:00 PM June, 2018 – June, 2019.

Number of Guests: 50-200

Arlington Community Church has agreed to charge a flat rate of \$75.00 per board meeting to cover operating costs.

Rental Check to be paid monthly

Refundable Security Deposit: WAIVED

Rental check must be received no later than (10) business days prior to the event date (can be sent at any time before).

Renter has agreed to setup and clean after themselves. A cleaning fee of \$60-\$200 may be applied if rented rooms and exterior premises are not left in tenable conditions.

All rates are subject to change until we receive a signed contract and full payment. Additional fees may apply if damage to our furniture or facilities, including, but not limited to, wax, or scuff marks or stains on floors, furniture, or breakage or theft to the property as a result of the rental.

KPPCSD shall provide ACC with proof of liability insurance in an amount not less than \$1,000,000.

Please keep your group relegated to the rented rooms of the Social Hall and patio areas only. **Under no circumstances** is the group allowed on the stairs or upper deck on the Arlington Ave (east side), or on the deck on the south end of the building above the point, or the south most point area, or anywhere on the Rincon Road access to the building. If you have any issues on the day of your event you can contact our building & grounds caretaker, **Javier Gonzalez at 510-776-9731**

In the event that you must cancel or reschedule your event, you must give written email notice within (20) business days of your event.

KPPCSD Representative entering into Contract

Name:

Email: Address:

Telephone:

I, _____, have read and understand this agreement and shall abide by it.

Client Signature _____ **Date** _____

Arlington Community Church Representative Signature _____

Date _____

Event Policies

Displays and Decorations

Displays brought into the Church must be approved by the Office. Items may not be attached to any stationary wall, floor, window, curtain, stage rods or ceiling with nails, staples, tape or any other substance. No fires shall be lit in the fireplace.

Staging, draping and themed events are subject to approval by the Church. Candles are permitted on dining tables in appropriate containers. All decorative items must be removed from the Church at the conclusion of the event. The Church shall not assume responsibility for damage or loss of articles brought into the premises or for any items left unattended.

We will provide colorful swags hung on the beams of the ceiling of the hall for a fee. The Church will provide a chart of available colors.

Sound and Lighting Systems

Church sound and lighting systems shall not be operated by client without permission from the Church. Use of these systems is available for an additional cost.

Tables and Chairs

Tables and chairs are included in our prices. We do not provide table or chair covers. We will set up and take down tables, chairs, microphones, vacuum the rug, clean the kitchen and floors and empty the trash for you for a fee. We reserve the right to adjust table size in the event that the number of guests changes.

Food and Beverages

Food is only allowed in the hall, upstairs conference room and upstairs lounge; food and beverages are not allowed in the Fireside Room or Sanctuary. You must provide all food and beverages for the event. You may serve alcohol. The Church will assume no responsibility for use of alcohol by any guest. Guests may be required to show proof of legal drinking age. You may sell alcohol if the event is a fundraiser for a non-profit organization. If you serve alcohol, you are required to provide liability insurance in an amount not less than \$1,000,000 and provide the Church with a Certificate of Insurance listing the Church as an Additional Insured Party. The Office will provide a list of insurance companies that provide this type of insurance. Red wine is not permitted to be served as it can seriously stain our hardwood floors. Tenants can be held responsible for any red wine spills and charged up to \$6,000.00 if floors are damaged. White wine is permitted.

Children

Children must be supervised at all times while in the Church. Chaperones may be required. They are not allowed in any room not specifically rented by you. They are not to be on the stage for any reason and are not allowed to play behind the drapes or curtains. They may not put their feet on furniture or eat outside the hall. They may not play in the outside landscaped area, on the stairs to the upstairs deck

and the upstairs deck. They may not play in the play yards nor use toys or equipment as they do not belong to the church. The church is not responsible for injuries or damages.

Service Animals

Service Animals are allowed; owner must be responsible for any mess or damage done by the animal.

Noise

In consideration of all our guests, neighbors and other scheduled events, we ask that any noise be kept to an acceptable volume level.

Parking

You may park in the large parking lot across the street from the Church entrance. You may park on Arlington Avenue and behind the Church on Rincon Road. There are three disability parking spaces available for your use.

Damages

Liability for damages to any Church property and premises will be charged accordingly. The signatory of the function is held responsible for personal property or equipment brought onto Church premises. The Church is not responsible for damage, breakage or loss of items rented or brought into the Church by the client or the client's representative. The Church shall not assume responsibility for any items left unattended.

Smoking

Smoking is not permitted anywhere on the premises, including the patio, courtyard, decks or within 25 feet of any door or window.

I have read and understand these policies and shall abide by them.

Signature_____ Date_____

EAST BAY REGIONAL PARK DISTRICT

RESOLUTION NO.: 2018- 05- 116

May 15, 2018

**AUTHORIZATION TO AMEND THE 2018 BUDGET, APPROPRIATE FUNDS, APPROVE TIME
EXTENSION AND CLOSE MEASURE WW LOCAL GRANT PROGRAM PROJECTS**

WHEREAS, on November 4, 2008, the voters in Alameda and Contra Costa Counties approved Measure WW: Regional Open Space Wildlife, Shoreline and Parks Bond Extension for the East Bay Regional Park District (Park District); and

WHEREAS, of the \$500 million bond extension, \$125 million (25%) of the bond proceeds are allocated to the Local Grant Program to fund park and recreation projects of cities and other local communities; and

WHEREAS, on January 13, 2009 (Resolution 2009-1-011), the Board of Directors approved the Measure WW Local Grant Program Procedural Guidelines; and

WHEREAS, on January 13, 2009, (Resolution 2009-1-016) the Board of Directors approved a resolution of intention which authorizes the reimbursement of expenditures, including such expenditures incurred pursuant to the establishment of the Measure WW Local Grant program, from future bond proceeds; and

WHEREAS, the Park District received nine (9) project applications from local agencies prior to the March 31, 2018 application deadline; and

WHEREAS, staff has reviewed these applications and recommends the appropriation of \$3,376,568.29 to fund nine (9) of these projects and recommends budget increases for three (3) projects and the Park District's 5% administrative fee valued at \$1,269,961.00 in 2018 Measure WW Local Grant Funds; and

WHEREAS, local agencies have completed eighteen (18) Measure WW Local Grant Program projects in 2017; and

WHEREAS, the Park District has received eight written time extension requests and additional agencies may require more time to complete projects;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the East Bay Regional Park District hereby:

- I. Appropriates \$3,646,529.29 for Measure WW grants to other agencies in various project budgets and \$1,000,000 for the Park District's 5% administrative cost (Project 314700) for salaries and benefits as described in Attachment I, which brings the total appropriation of Measure WW Local Grant funds to \$121,864,067.72; and

2. Formally closes eighteen (18) Measure WW Local Grant Program projects as described in Attachment 2; and
3. Authorizes future adjustment of budgets and transfer of funds between WW Local Grant projects accounts within the total amount granted each agency and within the total appropriation authorized by this resolution, without additional approval from the Board of Directors; and
4. Extends the expiration of the WW Local Grant Program for three years, to December 31, 2021.

BE IT FURTHER RESOLVED that the General Manager is hereby authorized and directed on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary to accomplish the intentions of this resolution.

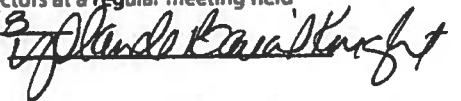
Moved by Director Wieskamp, seconded by Director Corbett, and adopted this 15th day of May 2018 by the following vote:

FOR: Colin Coffey, Ellen Corbett, Whitney Dotson, Beverly Lane, Dee Rosario,
Dennis Waespi, Ayn Wieskamp.
AGAINST: None.
ABSTAIN: None.
ABSENT: None.


Dennis Waespi, Board President

CERTIFICATION

I, Yolande Barial Knight, Clerk of the Board of Directors of the East Bay Regional Park District, do hereby certify that the above and foregoing is a full, true and correct copy of Resolution No. 2018-05-116 adopted by the Board of Directors at a regular meeting held on May 15, 2018



Agenda Item 10c



DATE: April 25, 2018

To: Board Chair and Clerk, Each Independent Special District

FROM: Lou Ann Texeira, Executive Officer, Contra Costa LAFCO

SUBJECT: **CALL FOR NOMINATIONS TO APPOINT AN INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE TO THE COUNTYWIDE REDEVELOPMENT AGENCY OVERSIGHT BOARD**

Dear District Chair:

BACKGROUND

In 2011, the State of California dissolved redevelopment agencies throughout the state and created redevelopment agency (RDA) oversight boards as successor agencies. As part of this legislation, on July 1, 2018, the more than 400 RDA oversight boards in California will be consolidated into one oversight board per county (with the exception of Los Angeles which will have five). In Contra Costa County, there are 17 RDA oversight boards which will be consolidated into one board per Health & Safety Code §34179(j).

When this occurs, each county’s Independent Special District Selection Committee (“ISDSC”) will be granted authority to appoint *one special district representative* to the county’s RDA oversight board. If this committee fails to appoint the special district representative by July 15, 2018, the Governor will make the appointment on its behalf. The Governor may also appoint individuals for any member position that remains vacant for more than 60 days. Therefore, it is important that the independent special districts in Contra Costa County take proactive steps to ensure a successful local appointment process.

ELIGIBILITY REQUIREMENTS

There are 44 independent special districts in Contra Costa County (excluding multi-county districts) that are eligible to participate in the election. A board member from any of the 44 independent special districts is eligible to be appointed to the RDA oversight board. Of the 44 independent special districts, the following have territory in the jurisdiction of a former RDA:

Alamo Lafayette Cemetery District	Los Medanos Community Healthcare District
Ambrose Recreation & Park District	Pleasant Hill Recreation & Park District
Byron Brentwood Knightsen Union Cemetery District	Rodeo Hercules Fire Protection District
Central Contra Costa Sanitary District	Rodeo Hercules Sanitary District
Contra Costa Mosquito & Vector Control District	San Ramon Valley Fire Protection District
Contra Costa Resource Conservation District	Stege Sanitary District
Contra Costa Water District	West Contra Costa Healthcare District
East Contra Costa Irrigation District	West County Wastewater District
Ironhouse Sanitary District	

Members representing a majority (23) of the 44 independent special districts shall constitute a quorum for the conduct of the election. No action may be taken by the committee if there is no quorum.

Your district's representative on the ISDSC is the presiding officer of the legislative body of the district (i.e., board chairperson) or an alternate board member, as appointed by your board. *See attached list used in the recent election for the LAFCO special district seats. Please provide updated information as needed. *We encourage all independent special districts to vote!*

SELECTION OF SPECIAL DISTRICT REPRESENTATIVE TO COUNTY RDA OVERSIGHT BOARD

Pursuant to Government Code §56332 *et seq.*, the LAFCO Executive Officer is giving written notice and calling for nominations for an independent special district member to the countywide RDA oversight board. As with the recent appointment of the special district seats to LAFCO, and as provided for in LAFCO law, this election will be conducted by mail/email.

Enclosed is a nomination form to be completed by your special district's presiding officer, or his or her alternate as designated by your board. Please return this nomination form to Contra Costa LAFCO by email or mail prior to the end of the nominating period, **May 30, 2018**. Feel free to attach a brief resume and/or candidate statement (one page) of the nominee, if you choose.

At the end of the nominating period, if only one candidate is nominated, that candidate shall be deemed appointed by the committee. If two or more candidates are nominated, the LAFCO Executive Officer will prepare and deliver ballots and voting instructions to the districts. The nominee with the second most votes among all ballots received will be appointed "alternate."

SCHEDULE

The election schedule is as follows:

April 25, 2018	Start of Nomination Period
May 30, 2018	End of Nomination Period
May 31, 2018	Start of Voting Period
June 30, 2018	End of Voting Period
July 2, 2018	Ballots Counted
July 2, 2018	Results Announced

Contra Costa LAFCO encourages your district to participate in the election process. If you have any questions, please contact Contra Costa LAFCO by phone at 925-335-1094 or email LouAnn.Teixeira@lafco.cccounty.us.

Sincerely,

Lou Ann Teixeira, Executive Officer
Contra Costa LAFCO

Attachments:

- Nomination Form
- List of Independent Special Districts

c: Each Commissioner, Contra Costa LAFCO
Robert R. Campbell, Contra Costa County Auditor-Controller
Maureen Toms, AICP, Contra Costa County Department of Conservation and Development

Agenda Item 10d

ITEM NUMBER: 10.d.

To: KPPCSD Board of Directors
From: Ann R. Danforth, General Counsel
Date: June 14, 2018
Subject: District Options for Policy Governing District Website and Other Social Media

I. BACKGROUND

The District is preparing a new Manual of Policies and Procedures (“MPP”), which will be based on the California Special District Association (“CSDA”) model manual. Staff anticipates that this process will consume several months. In the interim, a number of questions have arisen regarding the use of the District’s new website. The District’s current Policies and Procedures Manual does not address social media use. Accordingly, the Board may wish to accelerate adoption of a policy to govern how the District uses the website and other social media.

II. ANALYSIS

Social media has become an increasingly vibrant means of communication in recent years. Websites and other media are now the standard and most effective source of information that many organizations offer the public.

Government agencies face a particular challenge in using social media. Anytime a public agency uses or creates a means of communication, the agency must decide whether to open that forum to all who wish to participate or to limit use to particular users and/or types of information. The First Amendments of the U.S. and California Constitution come into play whenever a public agency owns or controls a media that can be used for interactive communication. To use a simple example, if a city maintains a billboard that is open for use on a first-come, first-served basis, it may run afoul of First Amendment rights if it tries to bar a would-be user because of distasteful content.

The District, like most public agencies, has created and maintains its website for the specific purpose of communicating with District residents and other members of the public. The District could avoid the First Amendment issue simply by disallowing postings by non-District officials. However, there are other agencies whose

communications may further the District's own goals. By adopting carefully drafted criteria, the Board may allow information from those agencies on its website.

Other complications that may arise from social media use include the following:

1. Use of public resource issues
2. Employee use of social media, both on behalf of the agency and personally
3. Other employment-related social media issues
4. Open meeting law issues
5. Public records retention and disclosure issues
6. Procurement, gift and contract issues, and
7. Equal access/Section 508 (disability access) issues
8. Privacy issues

The CSDA model manual's Policies 2415 and 2420 (attached as Exhibit A) address social media and website usage. The model policies address many of the above issues but not all of them. Accordingly, the Board may wish to consider the following modifications:

- A statement of the website's purpose. One possibility: To enhance communication with residents about District services and operations, provide timely information regarding District business, streamline processes and foster productivity improvements.
- A clarification that the website is subject to both Policy 2415 and 2520.
- Criteria for posting hyperlinks and other information outside agencies. I would recommend limiting such postings to agencies that provide services typical of local government agencies, such as Contra Costa County, the Kensington Fire Protection District and the West Contra Costa Unified School District.
- The website and any other District social media should include a statement advising users how to request assistance if they have a disability that impairs their ability to access the information on the medium.
- A statement that information that is outdated or no longer relevant may be removed but such information must be retain in digital or other form as required by California law.

For further information regarding public agencies and social media, I recommend the following article by the Institute for Local Government: http://www.ca-ilg.org/sites/main/files/file-attachments/3_-_social_media_paper_110813_0.pdf.

To see examples of other agencies' social media policies, please see:

- <https://www.cityofberkeley.info/webpolicy/>
- <http://www.ca-ilg.org/sites/main/files/file-attachments/sanmateosocialmedia.pdf>
- <https://www.weho.org/home/showdocument?id=10054>

III. CONCLUSION AND RECOMMENDATION

As time-consuming as they can be, websites and other forms of social media have become an integral part of doing business in the 20th Century. A well-crafted policy regarding the use of the new website will simplify decisions for District users and promote confidence that District officials administer the website in a fair and even-handed manner.

Exhibit A: CSDA Model Policies and Procedures Manual, Policies 2415 and 2420

Exhibit A

POLICY 2415: Social Media Use

2415.1 Purpose:

The policy outlines the protocol and procedures for use of social media to publicize District services and events. In addition, this policy addresses the responsibilities of employees and District officials with regard to social media and the use of District resources (time/equipment), as well as responsibilities related to the public records and open meeting laws.

2415.2 Definitions:

a) **Social Media:** Various forms of discussions and information-sharing, including social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums. Technologies include: picture-sharing, wall-postings, fan pages, email, instant messaging and music-sharing. Examples of social media applications include but are not limited to Google and Yahoo Groups, (reference, social networking), Wikipedia (reference), MySpace (social networking), Facebook (social networking), YouTube (social networking and video sharing), Flickr, (photo sharing), Twitter (social net-working and microblogging), LinkedIn (business networking), and news media comment sharing/blogging.

b) **Social Networking:** The practice of expanding business and/or social contacts by making connections through web-based applications. This policy focuses on social networking as it relates to the Internet to promote such connections for District business and for employees, elected and appointed officials who are using this medium in the conduct of official District business.

c) **“Posts” or “postings”** means information, articles, pictures, videos, or any other form of communication posted on a District social media site.

2415.3 Policy: No district social media site may be created without the approval of the General Manager or his or her designee. All District social media sites created on behalf of the District, by its employees on District time, or using other District resources are the property of the District and shall be administered and regularly monitored by the General Manager or his/her designee. These social media sites shall be used only to inform the public about District business, services and events. Individual departments may not have their own pages/sites. Individual departments wishing to add content to District social media sites may submit a request to the General Manager. The District’s web site, [insert web URL], will remain the location for content regarding District business, services and events. Whenever possible, links within social media formats should direct users to the District web site for more information, forms, documents, or online services necessary to conduct business with the District. District social media sites shall clearly state that such sites are maintained by the District and that the sites comply with this Social Media Policy.

2415.4 District employees and appointed and elected officials shall not disclose information about confidential District business on the District’s social media sites, personal social media sites, or otherwise. In addition, all use of social media sites by elected and appointed officials shall be in

compliance with California's open meeting laws, which prohibit serial meetings of a majority of the Board or another legislative body of the District via email or other electronic means. Members of the Board, committees and/or legislative bodies shall not respond to, "like", "share", retweet, or otherwise participate in any published postings, or use the platform or any form of electronic communication to respond to, blog or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body on which they serve. Employees and elected or appointed officials' posts to non-District social media sites are a reflection of their own views and not necessarily those of the District and should not suggest otherwise.

2415.5 Posting/Commenting Guidelines:

- a) All postings made by the District to social media sites will contain information and content that has already been published or broadcast by the District. The District will not comment on other social media member's sites. All official social media postings by the District will be done solely on the District's social media sites or in response to postings made on the District's social media sites. Officers, employees and agents of the District representing it on District social media sites shall conduct themselves professionally and in accordance with all District policies. All District social media sites shall use authorized District contact information for account set-up, monitoring and access. Personal email accounts or phone numbers may not be used to set up, monitoring, or post to a District social media platform.
- b) The District reserves the right to remove from its social media sites content that it finds to violate this policy or applicable law. Any participants on the District's social media sites who are in continual violation of the postings/commenting guidelines may be barred from further use of the District's site. The District will only post photos for which it has copyright or the owner's permission.
- c) District social media platforms are subject to the California Public Records Act. Any content maintained on a District social media site that is related to District business, including a list of sub-scribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure. All postings on District social media sites shall be sent to a District email account and maintained consistently with the Public Records Act, provided, however, that any material removed from a District social media site consistently with this policy shall be considered a preliminary draft, note or memorandum not retained by the District in the ordinary course of business and shall not constitute a public record of the District required to be retained consistently with the District's records retention schedules.
- d) Chat functions in any social media sites will not be used.
- e) Links to all social media networks to which the District belongs will be listed on the District's web-site. Interested parties wishing to interact with these sites will be directed to visit the District's web site for more information on how to participate.
- f) The District reserves the right to terminate any District social media site without notice or to temporarily or permanently suspend access to District social media as to some or all persons at any time. The District reserves the right to implement or remove any functionality of its social

media platforms, in the discretion of the General Manager or his or her designee. This includes, but is not limited to, information, articles, pictures, videos, or any other form of communication that can be posted on a District social media platform

g) District social media sites may contain content, including but not limited to, advertisements or hyperlinks over which the District has no control. The District does not endorse any hyperlink or advertisement placed on District social media sites by the social media site's owners, vendors, or partners.

h) District employees may post to District social media platforms only during working hours. After-hours or weekend postings may only be made with prior approval of the General Manager or his or her designee.

i) Any person authorized to post items on any of the District's social media platforms shall review, be familiar with, and comply with this Policy and each social media platform's terms and conditions of use.

j) Any person authorized to post items on behalf of the District to any of the District's social media platforms shall not express personal views or concerns through such postings. Instead, postings on any of the District's social media platforms on behalf of the District shall only reflect the views of the District.

k) Posts must contain information that is freely available to the public and not be confidential as defined by any District policy or state or federal law.

l) Posts may NOT contain any personal information, except for the names of persons being available for contact by the public as representatives of the District. Posts to District social media sites shall NOT contain any of the following:

- 1) Comments that are not topically related to the information commented upon;
- 2) Comments in support of, or opposition to, political campaigns, candidates or ballot measures;
- 3) Profane language or content;
- 4) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, or any other category protected by federal, state, or local law;
- 5) Sexual content or links to sexual content;
- 6) Solicitations of commerce;
- 7) Conduct or encouragement of illegal activity;
- 8) Information that may tend to compromise the safety or security of the public or public systems; or
- 9) Content that violates a legal ownership interest of any other party.

Procedures:

2415.6 The General Manager or his designee will be responsible for responding to comments and messages as appropriate. The District will direct users to the District's web site for more information, forms, documents or online services necessary to conduct business with the District.

2415.7 The District may invite others to participate in its social media sites. Such invitations will be based upon the best interests of the District as determined by the General Manager or his or her designee.

Responsibilities:

2415.8 It is the responsibility of employees and appointed and elected officials to understand the procedures as outlined in this policy.

2415.9 Employees who are not designated by the General Manager to access social media sites for District business are prohibited from accessing social media sites utilizing the District computer equipment and/ or the District's web access. While at work, employees who are not granted access via District systems and computing equipment may use personal computing devices and personal web accounts to access social media sites only during non-working hours such as lunch periods and breaks. State law pro-vides that more than occasional or incidental personal use of District resources is a crime.

2415.10 The General Manager will determine if a requested use of District social media sites or other District resources is appropriate and complies with this policy.

2415.11 All content on District social media sites must comply with District web standards, the rules and regulation of the social media site provider, including privacy policies, and applicable law. Employee or District confidentiality shall be maintained in accordance with all applicable laws and District policies. If a question arises regarding the use or posting of confidential information on a social media site, the matter shall be referred to the General Manager. The information in question shall not be posted, or if already posted, shall be removed until an opinion is rendered by General Manager or, at his or her request, General Counsel. Notwithstanding the opinion of the District counsel, the General Manager reserves the right to restrict or remove District information from a District social media site if the General Manager concludes the info-mation does not serve the best interest of the District.

2415.12 All social media-based services to be developed, designed, managed by or purchased from any third party source for District use requires appropriate budget authority and approval from the Board of Directors.

2415.13 The District reserves the right to change, modify, or amend all or part of this policy at any time.

POLICY 2420: District Web Page

2420.1 Policy: It is District policy to control the content and accuracy of the information provided on the District's Web page. All information will be directed to the [position title] acting in the capacity of the District Web manager. All information posted on the District website must be consistent with the District's mission and public interest and the District's social media policy.

2420.2 Procedure: Any District Board Director, official or employee may request postings to the District Web page through the General Manager or his designated representative. Postings must be non-political in nature. The General Manager who shall approve, modify, or deny the request. Postings shall be submitted in Word format as an e-mail attachment unless only a hard copy is available. In either case, it is the submitter's responsibility to check the item for accuracy both prior to submission and after posting to the Web page to insure no inadvertent errors appear on the final document. The submitter shall inspect the posted submission within 24 hours of posting.

a) The General Manager or his or her designee shall submit the approved request to the [District department or vendor] for inclusion on the web page and, when necessary, to suggest alternative solutions.

b) The General Manager or his or her designee shall also manage removal of outdated postings.

2420.3 Privacy Policy.

Last Updated: [date]

The following privacy policy shall be posted to the District's website under a link on the home page.

The [name of district] ("District," "we" or "us") is concerned about privacy issues and wants you to be familiar with how we collect, use and disclose information. We are pleased to provide this Privacy Policy to inform you of our practices as information that we collect through this website. Please note that this Privacy Policy applies only to our online information-gathering and dissemination practices conducted in connection with this website, and does not apply to any of our practices conducted offline. If you have any questions or comments about the Privacy Policy or our privacy practices, please contact us at [contact email address].

By accessing or using this website, you agree with all the terms of this Privacy Policy, so please do not access or use this website if you do not.

We may change this Privacy Policy at any time. Please take a look at the "Updated" legend at the top of this page to see when this Privacy Policy was last revised. Any changes to this Privacy Policy will become effective when posted to this website. By accessing or using the website after any such changes, you accept the revised Privacy Policy.

Personal Information We May Collect

We collect two types of information through this website: Personal Information and Other Information. "Personal Information" is information that identifies you or relates to you as an individual. "Other Information" is any information that does not reveal your specific identity or does not directly relate to an individual. Other Information is addressed below, under the heading "Other Information".

We may collect Personal Information through the Sites such as:

- Name
- Email address
- Mailing Address
- Preferences for electronic or physical delivery of newsletters

We may use Personal Information:

- to respond to your inquiries and fulfill your requests, such as to send you information, to register you for events, and to provide you District services.
- to keep a record of your contact information and correspondence, if you contact us through this website and to respond to you.
- to send you administrative information, including information regarding the websites and changes to our terms, conditions and policies.
- to facilitate social sharing functionality.
- for our internal business purposes, such as improving or modifying this website and operating and expanding our services.

- as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public or government authorities, including public or government authorities outside your country of residence; (d) to enforce our terms and conditions; (e) to protect our operations or those of any of our affiliates; (f) to protect our rights, privacy, safety or property, or yours or others'; or (g) to pursue available remedies or limit the damages that we may sustain.

How Personal Information May Be Disclosed:

- to third-parties provide us services such as website hosting, data analysis, IT services and infrastructure, customer service, email delivery, auditing and the like.
- to a third party (whether affiliated or unaffiliated with us) upon any reorganization of the District or transfer or some of all of its services to another entity.
- by you, on message boards, blogs and other services to which you are able to post information. Please note that any information you post or disclose through these services will become public information, and may be available to visitors to this website and to the general public. We urge you to be thoughtful when disclosing your Personal Information, or any other information, on this site.
- to your friends associated with your social media account, to other website users as well as to your social media account provider, in connection with your social sharing activity, such as if you connect your social media account to your use of this website. By connecting your use of this website to your social media account, you authorize us to share information with your social media account provider and you understand that the use of the information we share will be governed by the social media site's privacy policy. If you do not want your Personal Information shared with other users or with your social media account provider, please do not connect your social media account with your use of this website and do not participate in social sharing on this website.
- as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public or government authorities, including public or government authorities outside your country of residence; (d) to enforce our terms and conditions; (e) to protect our operations; (f) to protect our rights, privacy, safety or property, or yours or others'; or (g) to allow us to pursue available remedies or limit the damages that we may sustain.

Other Information We May Collect:

“Other Information” is any information that does not reveal your identity or relate to an individual, such as:

- Browser information
- Information collected through cookies, pixel tags and other technologies
- Demographic information and Other Information you provide
- Aggregated information
- Zip codes

How We May Collect Other Information:

We and our third-party service providers may collect Other Information in a variety of ways, including:

- **Through your browser:** Most Internet browsers transmit certain information to websites that you visit, such as your computer’s type (Windows or Macintosh) and its Media Access Control (MAC) address and screen resolution, and the type and version of your computer’s Operating System and browser. We use this information to ensure this website functions properly.
- **Using cookies:** Cookies are text files, containing small amounts of information, which are downloaded to your computer, or smartphone or other device by which you visit a website. Cookies allow us to recognize your browsing device to assist with your use of this website. This can include helping us understand how this website is used, letting you navigate between pages efficiently, remembering your preferences, and generally improving your browsing experience. Cookies can also help ensure marketing you see online is more relevant to you and your interests, although we do not intentionally use them for that purpose, our service providers may.
- **If you do not want information to be collected through the use of cookies on your computer,** most browsers allow you to automatically decline the transfer of cookies to your computer or other device, or to be given the choice of declining or accepting a particular cookie (or cookies) from a particular website. If cookies are disabled, however, some features of this website may not operate as intended. Information about procedures to disable cookies can be found on your Internet browser provider’s website.
- **Using applications:** We may use applications, including mobile applications or widgets, to collect information from you.
- **Using pixel tags and other similar technologies:** Pixel tags (also known as web beacons and clear GIFs) may be used in connection with some website pages and HTML-formatted email messages to, among other things, track the actions of users of this website and email recipients, measure the success of marketing campaigns and compile statistics about use of this website and response rates.
- **IP Address:** Your “IP Address” is a number that is automatically assigned to your computer or other web-browsing device by your Internet Service Provider (ISP). An IP Address is identified and logged automatically in our server log files whenever a user visits this website, along with the time of visit and the page(s) visited. Collecting IP Addresses is standard practice on the Internet and many websites do it automatically. We use IP Addresses for purposes such as measuring use of this website, helping diagnose server problems and administering this website.

- **From you:** We collect information when you provide it voluntarily, such as your company, title, interests and preferred means of communication. Unless combined with Personal Information, such information does not personally identify you or any other user of this website.
- **By aggregating information:** Aggregated Personal Information does not personally identify you or any other user of this website. For example, we may aggregate Personal Information to calculate the percentage of our users who have a particular telephone area code.

How We May Use and Disclose Other Information: We may use and disclose Other Information for any purpose, except when applicable law requires to treat Other Information as Personal Information. In those situations, we may use and disclose Other Information for the purposes for which we use and disclose Personal Information.

In some instances, we may combine Other Information with Personal Information (such as combining your name with your company and title). If we combine any Other Information with Personal Information, we will treat the combined information as Personal Information as long as it is so combined.

Third Party Sites: This Privacy Policy does not address, and we are not responsible for, the privacy, information or other practices of any third parties, including any third party operating any site to which this website contains a link. Please read the terms, conditions and policies of third-party sites before accessing or using them. The inclusion of a link on the Sites does not imply our endorsement of the linked site.

Security: We use reasonable organizational, technical and administrative measures to protect Personal Information under our control. Unfortunately, no data storage system or method of Internet data transmission is perfectly secure. Please do not send sensitive or confidential information to us by email or by any other means in connection with this website. If you have reason to believe that your communications with us have been compromised in any way, please immediately notify us of the problem by contacting us as provided in the “Contact Us” page of this website.

Choices and Access: Your choices regarding our use of your Personal Information for marketing purposes

You may opt-out of receiving these marketing-related emails by following the unsubscribe instructions in any message we send you, by emailing us at [contact email address]. We strive to honor such request(s) as soon as reasonably practicable. How you can access, change or suppress your Personal Information:

You may request to review, correct, update, suppress or otherwise modify any Personal Information that you have previously provided to us through this website, or object to our use of such Personal Information by emailing us at [contact email address] or by other means as noted on the “Contact Us” portion of this website. You may also oppose the processing or transferring of Personal Information to the extent the laws of your country require, if you have a legitimate reason to do so.

In your request, please state what information you would like us to change, and whether you would like to have your Personal Information removed from our database or otherwise let us know what

limitations you would like to place on our use of your Personal Information. For your protection, we will only implement requests with respect to the Personal Information associated with the particular email address that you use to send us your request, and we may need to verify your identity before doing so. We strive to comply with requests as soon as reasonably practicable.

We may need to retain certain information for recordkeeping purposes, and there may also be residual information that will remain in our databases and other records. Such information will not be removed. We may, from time to time, re-contact former users of this website. Finally, we are not responsible for removing information from the databases of third parties (such as service providers) with whom we have shared your Personal Information.

Retention Period: We will retain your Personal Information as necessary to fulfill the purposes outlined in this Privacy Policy unless a longer retention period is required or allowed by law.

Use of Site by Minors: The Sites is not directed to children under the age of 13 and we request they not provide Personal Information through this website.

Cross-Border Transfer: Your Personal Information may be stored and processed in any country in which we engage service providers, and by using our Sites you consent to the transfer of information to countries outside of your country of residence, including the United States, which may have different data protection rules than those in your country.

Sensitive Information: We ask that you not send us, and you not disclose, any sensitive Personal Information (e.g., Social Security numbers, credit card or other payment card information, information related to racial or ethnic origin, political opinions, religion or other beliefs, health, criminal background or trade union membership) on or through this website or otherwise except as necessary to pay for District services.

Contacting Us: If you have any questions about this Privacy Policy, please contact us by email at [contact email address] or by other means as noted on the "Contact Us" portion of this website.

Please note that email communications are not secure; accordingly, please do not include credit card information or other sensitive or confidential information in your emails to us.