

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

AGENDA

A Regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District will be held Thursday February 12, 2009, 7:30 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California.

Note: All proceedings of the Regular meeting will be tape recorded.

Roll Call
Public Comments
Board Member/Staff Comments

APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Regular Meeting December 18, 2008
- b) Minutes of the Regular Meeting January 8, 2009
- c) Minutes of the Special Meeting January 17, 2009
- d) Minutes of the Special Meeting January 18, 2009
- e) Profit & Loss Budget Performance Reports for January
- f) Board Member Reports
- g) Correspondence
- h) Police Department Update
- i) General Manager Update
- j) Monthly Calendar
- k) Recreation Report

DISTRICT – OLD BUSINESS

1. None

DISTRICT - NEW BUSINESS

1. Discussion for adoption Resolution 09-01 authorizing the application for local grants funds in the amount of \$258,358 from the East Bay Regional Park District Measure WW Park Bond Extension. Board Action.
2. Discussion for adoption Resolution 09-02 authorizing the expenditure plan in the amount of \$100,000 from the Supplemental Law Enforcement Services Fund for fiscal year 2008/2009 Enacted State Budget. Board Action.
3. General Manager Greg Harman will recommend that the Board approve the contract as proposed by John Feld, an independent contractor, to provide the Board of the Kensington Police Protection & Community Services District and the General Manager with general public relations services. Board Action.
4. Ito Ripsteen of Gordon Realty, a commercial real estate service, will present the Board with a proposal for services to identify possible uses and lessees for the Annex Building. Board Action.
5. Board President Bill Wright will announce the 2009 Committee assignments, Task Force formations, and have the first reading of the revision of the Policy Manual Policy Number 4060.3, eliminating the Emergency Preparedness Committee and forming the Executive Committee. Board Action.
6. General Manager Greg Harman will present the proposed lease agreement between the Kensington Fire District and the KPPCSD for the lease of the Public Safety Building to the Board for review and discussion. Board Action.
7. General Manager Greg Harman will present a Mid-Year Budget Review to the Board for discussion and review. Board Action.

ADJOURNMENT

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

General Information

Accessible Public Meetings

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

DISTRICT SECRETARY STEPHANIE FRIES
COMMUNITY SERVICES DISTRICT, 217 ARLINGTON AVE., KENSINGTON, CA 94707

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

GENERAL
MANAGER'S
MEMORANDUM

Kensington Police Protection and Community Services District

MEMORANDUM

DATE: January 31, 2009
TO KPPCSD Board of Directors
FROM: Gregory E. Harman, General Manager / Police of Chief
SUBJECT: KPPSCD Board Meeting, February 12, 2009

DISTRICT – OLD BUSINESS- None

DISTRICT- NEW BUSINESS

1. Discussion for adoption Resolution 09-01 authorizing the application for local grants funds in the amount of \$258,358 from the East Bay Regional Park District Measure WW Park Bond Extension. Board Action.

In order to receive the \$258,358 funding from the Measure WW grant, the District's Board of Directors must submit a resolution authorizing the District to enter into a contract with East Bay Regional Park District (EBRPD). Once the resolution has been passed and forwarded to EBRPD, the District will receive a Master Contract for signature. Once the Master Contract is signed and executed, the District can begin to submit projects to EBRPD for review for funding.

The project applications will only be accepted February 1st through March 31st each year. Projects received after March 31st will be held for review in the following year.

I recommend that the Board approve Resolution 09-01 so that we can move forward with applying for funding.

2. Discussion for adoption Resolution 09-02 authorizing the expenditure plan in the amount of \$100,000 from the Supplemental Law Enforcement Services Fund for fiscal year 2008/2009 Enacted State Budget. Board Action.

On January 22nd, I received a letter from the Contra Costa County Supplemental Law Enforcement Oversight Committee indicating that we have received a preliminary allocation of Supplemental Law Enforcement Services Funds (SLESF), also known as "COPS Grant Funding", for the Fiscal Year 2008/2009 in the amount of \$100,000.

If funding becomes available, the committee is requesting that each agency conduct the appropriate public hearing pursuant to Government Code 30063 to consider adopting a Resolution with an expenditure plan in an amount up to the allocation with the understanding that future reductions are likely. The certified copy of the Resolution and expenditure plan must be received by the Committee no later than March 6th.

I have prepared two expenditure plans for the Board's review and discussion.

Plan A

Police Services Aide	\$23,920
Andrea DiNapoli's position records, property & evidence management, staff back up.	
Administrative Aide	\$23,920
Donald Miller's position of community outreach, emergency planning, grants management.	
Crossing Guard Contract	\$10,167
Establishing K9 Program	\$30,000
The purchase and training of K9 and handler, vehicle retrofit, equipment, K9 maintenance.	
Establishing VIP Program	\$12,000
The training of volunteers in the Citizen's Academy for police services assistance.	
Total Proposed Grant Expenditures	\$100,007

Plan B

Hiring of a lateral entry police officer at Step 3, including benefits, \$102,279.
 The additional officer could be assigned to traffic enforcement and patrol duties and would be ready to staff the tenth officer position once a vacancy opens due to future retirements expected within the next two years.

Again, this funding has not be approved to be released by the State Controller's Office at this time.

3. General Manager Greg Harman will recommend that the Board approve the contract as proposed by John Feld, an independent contractor, to provide the Board of the Kensington Police Protection & Community Services District and the General Manager with general public relations services. Board Action.

John Feld is proposing a contract to provide public relations services to the District, Board, and General Manager in their professional roles with the community to include media outreach, the development of a monthly bulletin, and create a district controlled e-tree to facilitate real time communication to the community.

The service is being proposed at a rate of \$21.00 an hour, with a maximum of 80 hours in a month.

The District is currently in an agreement with the Houston Lobbyist Group, at a rate of \$650.00 a month. I would recommend that the Board cancel the Houston Group agreement and use this expense to pay for a portion of John Feld's services. The balance of the contract could be expensed to the salary allocation for the Administrative Aide position, that was funded in this year's budget, and that is planned on being cancelled due to the lack of reimbursements from the COPS Grant.

4. Ito Ripsteen of Gordon Realty, a commercial real estate service, will present the Board with a proposal for services to identify possible uses and lessees for the Annex Building. Board Action.

Ito Ripsteen is proposing to represent the District in a leasing process to identify the maximum potential of the renting of the Annex, provide maximum exposure of the property during the process, and minimize the time it will take to get each possible tenant through the permitting process.

The Gordon Commercial Service would prepare and distribute marketing materials, target key prospects, steward lease through signature and deal closure, and lend advice and expertise as needed through the permitting process.

The advantage to the District of using this marketing strategy is that it would receive a broader range of marketing possibilities for the Annex and have a better understanding of what it can expect with regards to revenue and expenditure options.

5. Board President Bill Wright will announce the 2009 Committee assignments, Task Force formations, and have the first reading of the revision of the Policy Manual Policy Number 4060.3, eliminating the Emergency Preparedness Committee and forming the Executive Committee. Board Action.
6. General Manager Greg Harman will present the proposed lease agreement between the Kensington Fire District and the KPPCSD for the lease of the Public Safety Building to the Board for review and discussion. Board Action.

On January 29th, I met with Fire Administrator Brenda Navellier to discuss the proposed contract for the lease of the Public Services building. After a brief preliminary discussion, I was advised that the Fire District believed that the lease proposed was a fair offer and that there would be no consideration given to changing the terms of the proposal.

7. General Manager Greg Harman will present a Mid-Year Budget Review to the Board for discussion and review. Board Action.

The District Audit for Fiscal Year 2007-2008 has not been completed, and it is anticipated that it will be ready for review by April.

For Fiscal Year 2008-2009, total year to date revenue through January is \$1,976,274.85, with a year to date budget of \$1,979,476.22, and annual budget of \$2,100,426.22. There has been a drop in expected interest income and revenue from Community Center. However, it is anticipated that the difference of \$124,151.40 in revenue will be collected during the next three series of funding drops by the County.

The East Bay Regional Measure WW funding has become available and the District will be able to apply for our portion of the \$258,358 for long term capital improvements in the park.

The Supplemental Law Enforcement Grant (COPS) funding is still in doubt. Although the funding was approved in the State's budget this fiscal year, the State Controller has not released funds under the grant. With the State's current fiscal crisis, it is unlikely that our allocation of \$100,000 will be forthcoming.

Expenditures to date are at \$1,293,465.83 and we had budgeted \$1,610,857.75 to date of the total yearly budget of \$2,533,984.00. In reviewing the overall expenditures to date, there have been savings across most expense accounts.

However, there has been one expenditure item that has had a significant increase, and that is in the expense for District Legal Fees. The 2008-2009 Budget for legal fees was set at \$15,000. To date, we have spent the following:

POA Negotiations	\$18,852.70
Outside Investigator	\$22,342.82
Hanson/Bridgett	\$7,021.80
Total	\$48,217.32

Overall, it appears that we are currently running under our expenditure forecasts for the year to date. If this trend continues, we should be able to come in under our \$203,000 operating budget shortfall. With the allocation of Measure WW funding, our Park Buildings Capital Improvement expenditures should also be covered, removing the need to use allocated reserves for this purpose.

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

CONSENT CALENDAR

- Minutes
- Budget Comparison & Statement of Investments
- Monthly Committee Reports
- Correspondence
- Police Department Update
- General Manager's Update
- Monthly Calendar
- Recreation Report

MINUTES

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Meeting Minutes for 12/18/2008

AGENDA

A special meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday December 18, 2008, 7:30 PM , at the Community Center, 59 Arlington Avenue, Kensington, California.

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

ATTENDEES

Elected Members	Guests/Presenters:	
Cindy Kimball, President	Joan Gallegos	
Charles Toombs, Director	Lynn Wolter	
Patricia M. McLaughlin, Director	Val Paola	
Cathie Kosel, Director	Officer Keith Barrow	
Bill Wright, Director		
Staff Members		
Gregory E. Harman, General Manager/ Chief of Police		
Stephanie Fries, District Secretary		

ANNOUNCEMENTS: None

-- NO PUBLIC COMMENTS --

BOARD COMMENTS

Name	Comments
Director Wright	Commented that he appreciates the opportunity to serve as President of the Board & hopes that with the many years of experience each member brings to the Board, the Board can facilitate insightful discussion /debate between Board Members amongst themselves without violating the Brown Act. Also commented that he would like to see a restructuring of Board Meetings to allow for more interaction between Board Members.

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

STAFF COMMENTS

Name	Comments
GM/COP Harman	Commented that the Workshop with Chuck Beesley has been confirmed for January 17, 2009 at the Community Center, beginning at 8:30am and ending at around 4:30pm. Also commented that while the Workshop is open to the public, the public will not be allowed to participate. Also commented that an Agenda will be posted for this Workshop. Chuck Beesley has requested personal contact information for Board Members so he may contact them individually to determine the anticipated direction of the Workshop.
Director Wright	Inquired about whether Public Comments would be allowed at the aforementioned Workshop.
GM/COP Harman	Responded to Director Wright's inquiry, indicating that Public Comments will be allowed at the Workshop.
Director Wright	Inquired about whether or not Chuck Beesley's individual contact with the Board would be in violation of the Brown Act.
GM/COP Harman	Responded to Director Wright's inquiry, indicating that the Board will still be in compliance with the Brown Act because Chuck Beesley will only be asking Board Members a series of questions to help set the direction and tone of the Workshop.
Director McLaughlin	Further responded to Director Wright's inquiry, indicating that the Board would not be in violation of the Brown Act, so long as District Business is not discussed.
Director Wright	Indicated that there is no Consent Calendar and no Old Business, so the meeting will now enter into Closed Session.

-- CLOSED SESSION TO DISCUSS THE KPOA CONTRACT & MOU --

OPEN SESSION

Name	Comments
Director Wright	Indicated that item #1, the contract and MOU for the KPOA, was discussed in closed session and the proposal is to accept a negotiated agreement that would provide that the existing contract, that expired in June 2008, continues in its entirety with all terms except for the provision of compensation. Further indicated that this would be a two-year contract with the first year providing a raise of 6%, and the second year providing a raise of 4%, beginning retroactively July 1, 2008 and expiring June 30, 2010. If approved, the Board would direct GM/COP Harman to amend the existing contract to include the aforementioned provisions.

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

OPEN SESSION (cont.)

Name	Comments
Director McLaughlin	Moves to accept the negotiated salary changes.
Director Toombs	Seconds the Motion to accept the negotiated salary changes.
Director Kosel	Commented that she would support this Motion, but has concerns & reservations about the negotiated salary changes due to the current macroeconomic climate.
President Kimball	Commented that she would also support the Motion and would like to ensure that the community, the board, and the police department work together to support the compensation package.
Director McLaughlin	Thanked the police officers for supporting the Board & community in hard times and hopes that they will continue that support.

PUBLIC COMMENTS

Name	Comments
Lynn Wolter	Commented that she is disappointed that Hansen & Bridgett's attorney's fees were excessive, suggesting that we take this into consideration before using their services in the future.
Joan Gallegos	Commented that she believed the most of the negotiator's dealings with the police department were done over the telephone & not in person. Also commented that she believed there should have been more information on the Agenda regarding the MOU and compensation.

MOTION: Director McLaughlin moves to accept the negotiated salary changes.

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

-- CLOSED SESSION TO DISCUSS PERSONNEL MATTERS--

OPEN SESSION

The Board of Directors discussed Personnel Matters with no action.

MOTION: Director Wright moves to adjourn the meeting at 10:20pm.

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

Cindy Kimball, President _____

Stephanie Fries, District Secretary _____

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Meeting Minutes for 01/08/2009

AGENDA

A regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday January 8, 2009, 7:30 PM, at the Community Center, 59 Arlington Avenue, Kensington, California.

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

ATTENDEES

Elected Members	Guests/Presenters:	
Bill Wright, President	Julie Sautman	
Charles Toombs, Vice President	Joan Gallegos	
Patricia M. McLaughlin, Director	Lynn Wolter	
Cathie Kosel, Director	Kathy Stein	
Cindy Kimball, Director	Ciara Wood	
	Gretchen Gillfillan	
Staff Members		
Gregory E. Harman, General Manager/ Chief of Police		
Stephanie Fries, District Secretary		

ANNOUNCEMENTS: None

PUBLIC COMMENTS

Name	Comments
Lynn Wolter	Inquired about the closed session meeting about the Police Officers' contract; suggesting that the Board consider establishing a Compensation Committee to thoroughly investigate all the aspects of the Police Officers' contract.

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

PUBLIC COMMENTS (cont.)

Name	Comments
Patrick Maguire	Inquired about the status of the signal as well as shared his experience & concern regarding vehicles that have veered off the road in front of his house at 46 Arlington. Suggested placing a speed limit radar sign to reduce speeding issues on Arlington.

BOARD COMMENTS

Name	Comments
President Wright	Announced that he, Vice President Toombs, and GM/COP Harman attended the KCC sponsored K-Group meeting to discuss the District's fiscal situation. Also discussed library funding issues & the possibility of going to the voters to secure funding.

STAFF COMMENTS

Name	Comments
GM/COP Harman	Indicated that the meeting minutes for the December 18, 2008 special closed session meeting to discuss the POA contract & MOU were not completed in time to be placed on the current agenda due to staff spending a significant amount of time calculating & processing retroactive payroll checks. Commented that Jerry Fahey previously indicated that the installation of two more signals would be completed by January 5th, but the signals have yet to be completed & Jerry Fahey apologizes for the delay. Commented that Kensington Police Officers have been issuing relatively few citations compared to the number of stops being made, which generally indicates that the majority of people being stopped are Kensington residents.

ACTION / DISCUSSION ITEMS

Name	Comments
Director McLaughlin	Requests that the meeting minutes format be modified to reduce white space.
Director Kosel	Indicated that the motion listed on page thirteen from the December 11, 2008 meeting minutes erroneous lists her as voting 'yes' when she actually voted 'no'.
Director Kimball	Commented that she feels the officers are doing a great job and she was amazed that Officer Rodney Martinez had three arrests in two months.
GM/COP Harman	Indicated that two of Officer Martinez's arrests were for DUI crashes.

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

ACTION / DISCUSSION ITEMS (cont.)

Name	Comments
Director Kimball	Commented that she appreciated GM/COP Harman's section in the General Manager's Update about water conservation & that she found it very proactive and informative.

MOTION: Director Kosel moves to approve the meeting minutes as amended.

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

MOTION: Director Kosel moves to approve items C, D, E, F, G, H as amended, and I.

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

- NO OLD BUSINESS -

Name	Comments
President Wright	Moves to New Business #1: Discussion of Jason Kaldis & the remodeling of the Annex for possible action.
GM/COP Harman	Indicated that the architect, Jason Kaldis, was unable to attend the Board meeting, but that GM/COP Harman met with him to discuss the analysis of the Annex to be used as a childcare center as opposed to a general meeting building /standard rental building. Further indicated that the architect determined that using the Annex for a childcare center would require the least expensive remodel to comply with building codes as opposed to all other proposed uses. Indicated that GM/COP Harman and the District Secretary would be attending the Measure WW Workshop to determine if the grant money that is available to Kensington could be used to remodel the Annex for use as a childcare center.
Director Kosel	Inquired about what specific documents have been provided by the prospective tenant.
GM/COP Harman	Responded to Director Kosel's inquiry, indicating that there had been a selection committee who reviewed the two prospective tenant applicants for the Annex, only one of whom provided a complete & professional business plan. During this process, building inspectors were called in by the prospective tenant resulting in the Annex being closed down due to building code violations.
Director Kosel	Commented that she would like to look over the Annex applicant information.

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

ACTION / DISCUSSION ITEMS (cont.)

Name	Comments
Director McLaughlin	Commented that she believes that the Board has made a commitment to the proposed applicant, the Sautmans, and that the issue is not open for question.
President Wright	Opens the floor for public comment regarding the Annex building proposal.
Cathy Stein	Indicated that specific renovations to the Annex building and the costs of those renovations were unknown at the time the decision to rent it out was agreed upon. Suggested that the Board at least attempt to give the community the impression that they are spending this money carefully.
Ciara Wood	Commented that she believes that if the Board makes this commitment to the Sautmans, the Annex will never realize its full potential for community use. Further commented that she does not believe that a for-profit childcare facility will serve the interests of the community.
Joan Gallegos	Suggested that the Board review last year's Board Meeting minutes to overlook agreements and determine what commitments have been made. Commented that she believes the Kensington community has a need for a childcare facility.
President Wright	Indicated that there will be no action taken regarding the Annex at this point.
President Wright	Moves to New Business #2: Proposal of repairs to be made to the gutters & roof of Building E
GM/COP Harman	Discussed repairs to be made to building E, indicating that a landscaper pointed out that a down spout is missing & Esther had Westco Roofing and Nicolas Roofing inspect the the roof for needed repairs & to submit bids. Westco submitted a bid that included extensive repairs to be made, while the Nicolas Roofing bid included minimal necessary repairs. Indicated that Esther is willing to consider bids from other roofers. Commented that he is displeased with KCC for not offering to pay for the repair of the roof.
Director McLaughlin	Commented that the terms of the lease with KCC are clear; repairs to the building are the responsibility of the District. Commented that she does not feel that we should ask KCC to pay for the repairs.
Director Kosel	Inquired about whether or not there might be a warrantee on the roof.
Vice President Toombs	Commented that a roof warrantee is usually for ten years.
President Wright	Suggested finding out if we have a warrantee on the existing roof before accepting a bid.
Cathy Stein	Suggested that we ask the roofers what the remaining life of the existing roof might be.

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

ACTION / DISCUSSION ITEMS (cont.)

Name	Comments
Lynn Wolter	Commented that at the KCC meeting, it was mentioned that the KCC has accumulated over \$200,000 but has not used these funds for worthwhile projects, such as beautifying the building to generate more rental income.

MOTION: Director McLaughlin moves to go forward with the Nicolas Roofing Company proposal for repairs to Building E pending investigation into the remaining life of the roof & any applicable warrantee

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

Name	Comments
President Wright	Moves to New Business #3: Recommendation that Board Members consider moving the Regular Meetings to the third or fourth Thursday of the month to be held in the main Community Center room.
Director Kimball	Commented that one of the reasons Board Meetings are held on the second Thursday of the month is to get information into the Kensington Outlook. Also commented that the large room has terrible acoustics and a limited PA system.
Director McLaughlin	Commented that these meetings have been on the second Thursday of the month for a very long time & the community has become accustomed to attending meetings on this day. For this reason, Director McLaughlin suggests scheduling special meetings when the Board anticipates a larger than normal turnout.
Vice President Toombs	Expressed concern that changing the day of the Board Meetings might cause possible scheduling conflicts with other groups meeting at the Community Center.
Director Kimball	Expressed concern that the community might interpret such a change as the Board's attempt to keep the community in the dark.
President Wright	Commented "why fix it if it isn't broken" and suggested assessing any issues at the time they occur. Opens the floor for public comment.
Gretchen Gillfillan	Inquired about why the meeting isn't posted on the KIC sign.
President Wright	Suggested that GM/COP Harman coordinate with KIC to see about getting the meeting posted on the sign.
Kathy Stein	Indicated that she would not attend meetings in the large room due to the aforementioned drawbacks, including the fact that the room is very cold.

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

ACTION / DISCUSSION ITEMS (cont.)

Name	Comments
President Wright	Moves to New Business #4: Board Workshop with Chuck Beesley
President Wright	Discussed the possibility of dividing the Workshop with Chuck Beesley into two half days rather than one full day.
Director Kimball	Commented that she agrees with the idea of dividing the workshop into two days.
Vice President Toombs	Indicated that he would be unavailable on the afternoon of January 17th & that dividing the Workshop into two half days would be preferred to avoid scheduling conflicts.
GM/COP Harman	Commented that he will need to prepare an Agenda Packet for the Workshop with Chuck Beesley, so a decision regarding the Workshop schedule should be made as soon as possible.
President Wright	Indicated that he would call Chuck Beesley to discuss modifying the schedule for the Workshop.
GM/COP Harman	Commented that The Arlington will be catering the Workshop.

MOTION: President Wright moves to adjourn the meeting at 9:25pm.

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

Bill Wright, President _____

Stephanie Fries, District Secretary _____

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Meeting Minutes for 01/17/2009

AGENDA

A special meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Saturday January 17, 2009, 8:30 AM, at the Community Center, 59 Arlington Avenue, Kensington, California.

The board entered into Open Session at 8:35 AM.

ATTENDEES

Elected Members	Guests/Presenters:	
Bill Wright, President	Chuck Beesley	
Charles Toombs, Vice President	Joan Gallegos	
Patricia M. McLaughlin, Director	Lynn Wolter	
Cathie Kosel, Director	Val Paola	
Cindy Kimball, Director	Joe Paola	
	Ciara Wood	
Staff Members		
Gregory E. Harman, General Manager/ Chief of Police		
Stephanie Fries, District Secretary		
Andrea Di Napoli, Police Services Aide		

ANNOUNCEMENTS: None

PUBLIC COMMENTS

Name	Comments
Ciara Wood	Thanked President Wright for his comments about civil conduct at Board Meetings. Commented that she feels the special meeting/workshop allows for public comments, but that those comments will not necessarily be considered as they are not participatory comments.

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

PUBLIC COMMENTS (cont.)

Name	Comments
Joan Gallegos	Commented that she agrees with President Wright's comments about civil conduct at Board meetings.
President Wright	Thanked everyone for attending the Workshop on a Saturday and Sunday.
Vice President Toombs	Thanked everyone for allowing special scheduling of the Workshop, allowing him to accompany his daughter to the airport.

- NO STAFF COMMENTS -

STRATEGIC PLANNING WORKSHOP WITH CHUCK BEESLEY TO REVIEW PUBLIC AGENCY PRINCIPLES, BOARD/MANAGEMENT INTERACTIONS, IDENTIFY ISSUES AND PRIORITIES, AND DEVELOP AGREEMENTS AND ACTION PLANS

MOTION: President Wright moves to adjourn the meeting at 12:35pm.

AYES: Toombs, Wright, Kimball, McLaughlin, Kosel **NOES:** 0

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Meeting Minutes for 01/18/2009

AGENDA

A special meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Sunday January 18, 2009, 1:00 PM , at the Community Center, 59 Arlington Avenue, Kensington, California.

The board entered into Open Session at 1:05 PM.

ATTENDEES

Elected Members	Guests/Presenters:	
Bill Wright, President	Chuck Beesley	
Charles Toombs, Vice President	Joan Gallegos	
Patricia M. McLaughlin, Director	Lynn Wolter	
Cathie Kosel, Director	Val Paola	
Cindy Kimball, Director	Joe Paola	
	Ciara Wood	
Staff Members	Yolla Harman	
Gregory E. Harman, General Manager/ Chief of Police		
Stephanie Fries, District Secretary		
Andrea Di Napoli, Police Services Aide		

ANNOUNCEMENTS: None

**- NO PUBLIC COMMENTS -
- NO STAFF COMMENTS -**

STRATEGIC PLANNING WORKSHOP WITH CHUCK BEESLEY TO REVIEW PUBLIC AGENCY PRINCIPLES, BOARD/MANAGEMENT INTERACTIONS, IDENTIFY ISSUES AND PRIORITIES, AND DEVELOP AGREEMENTS AND ACTION PLANS

MOTION: President Wright moves to adjourn the meeting at 4:35pm.

AYES: Toombs, Wright, Kimball, McLaughlin, Kosel **NOES:** 0

Bill Wright, President _____

Stephanie Fries, District Secretary _____

PROFIT & LOSS
BUDGET
PERFORMANCE,
PROFIT & LOSS
PREVIOUS
COMPARISON,
STATEMENT OF
INVESTMENTS &
VARIANCE REPORT

KPPCSD
Profit & Loss Budget Performance
January 2009

	Jan 09	Budget	Jul '08 - Jan 09	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
400 · Police Activities Revenue					
401 · Levy Tax	0.00	81,000.00	1,216,097.59	1,206,926.22	1,287,926.22
402 · Special Tax-Police	0.00		680,340.00	679,000.00	679,000.00
410 · Police Fees/Service Charges	0.00	700.00	1,904.35	2,150.00	3,500.00
416 · Interest-Police	0.00	9,000.00	9,955.55	18,800.00	35,000.00
418 · Misc Police Income	1,587.15	1,000.00	7,925.11	8,500.00	15,000.00
400 · Police Activities Revenue - Other	610.00		2,473.96		
Total 400 · Police Activities Revenue	2,197.15	91,700.00	1,918,696.56	1,915,376.22	2,020,426.22
420 · Park/Rec Activities Revenue					
424 · Special Tax-L&L	-840.43		28,516.37	28,800.00	28,800.00
426 · Park Donations	250.00		250.00	2,500.00	3,000.00
427 · Community Center Revenue	8,880.00		12,426.00	16,000.00	22,000.00
436 · Interest-Park/Rec	0.00	250.00	352.46	750.00	1,200.00
438 · Misc Park/Rec Rev	176.00		176.00		
420 · Park/Rec Activities Revenue - Other	0.00		1,070.55		
Total 420 · Park/Rec Activities Revenue	8,465.57	250.00	42,791.38	48,050.00	55,000.00
440 · District Activities Revenue					
448 · Franchise Fees	6,832.11	6,950.00	13,746.24	13,850.00	20,800.00
456 · Interest-District	0.00		1,040.67	2,200.00	4,200.00
Total 440 · District Activities Revenue	6,832.11	6,950.00	14,786.91	16,050.00	25,000.00
Total Income	17,494.83	98,900.00	1,976,274.85	1,979,476.22	2,100,426.22
 Expense					
4000 · Reconciliation Discrepancies	0.00		0.05		
500 · Police Sal & Ben					
502 · Salary - Officers	73,219.74	73,513.67	511,238.28	514,595.65	882,164.00
504 · Compensated Absences	0.00	0.00	5,427.92	13,830.00	19,728.00
506 · Overtime	3,292.80	2,500.00	15,419.48	17,500.00	30,000.00
508 · Salary - Non-Sworn	6,950.21	6,481.33	42,901.73	45,369.35	77,776.00
516 · Uniform Allowance	666.60	708.33	4,666.20	4,958.35	8,500.00
518 · Safety Equipment	0.00	208.33	0.00	1,458.35	2,500.00
521-A · Medical/Vision/Dental-Active	17,569.10	9,610.46	60,596.63	67,273.20	115,325.50
521-R · Medical/Vision/Dental-Retired	18,815.35	9,610.46	67,102.69	67,273.20	115,325.50
522 · Insurance - Police	0.00	1,016.67	5,057.38	7,116.65	12,200.00
523 · Social Security/Medicare	1,234.92	1,229.67	8,459.84	8,607.65	14,756.00
524 · Social Security - District	495.25	495.83	2,888.30	3,470.85	5,950.00
527 · PERS - District Portion	21,524.16	21,512.33	148,675.05	150,586.35	258,148.00
528 · PERS - Officers Portion	6,649.80	6,676.25	46,431.23	46,733.75	80,115.00
530 · Workers Comp	0.00		39,755.44	58,458.75	77,945.00
541 · Consultant/Operational Audit	0.00	0.00	0.00	0.00	0.00
Total 500 · Police Sal & Ben	150,417.93	133,563.33	958,620.17	1,007,232.10	1,700,433.00
550 · Other Police Expenses					

KPPCSD
Profit & Loss Budget Performance
 January 2009

	Jan 09	Budget	Jul '08 - Jan 09	YTD Budget	Annual Budget
552 · Expendable Police Supplies	393.00	333.33	970.10	2,333.35	4,000.00
553 · Range/Ammunition Supplies	0.00	208.33	1,133.93	1,458.35	2,500.00
560 · Crossing Guard	1,038.80	1,016.70	4,674.60	5,591.85	10,167.00
562 · Vehicle Operation	2,770.29	3,250.00	22,893.94	22,750.00	39,000.00
564 · Communications (RPD)	34,053.81	7,816.67	62,278.89	54,716.65	93,800.00
566 · Radio Maintenance	0.00	366.67	0.00	2,566.65	4,400.00
568 · Prisoner/Case Exp./Booking	131.26	823.33	2,295.97	5,763.35	9,880.00
570 · Training	724.00	1,000.00	9,024.07	7,000.00	12,000.00
572 · Recruiting	0.00	637.50	1,103.14	4,462.50	7,650.00
574 · Reserve Officers	0.00	166.67	1,449.13	1,166.65	2,000.00
576 · Misc. Meals & Travel	152.00	242.50	3,149.27	1,697.50	2,910.00
580 · Utilities - Police	600.87	680.00	3,994.44	4,760.00	8,160.00
581 · Bldg Repairs/Maint.	0.00	916.67	2,244.36	6,416.65	11,000.00
582 · Expendable Office Supplies	323.82	558.33	3,298.39	3,908.35	6,700.00
586 · Machine Maintenance	0.00	41.67	0.00	291.65	500.00
588 · Telephone(+Rich. Line)	798.20	1,045.67	6,023.84	7,319.65	12,548.00
590 · Housekeeping	19.55	458.33	1,850.98	3,208.35	5,500.00
592 · Publications	2,182.76	375.00	2,267.43	2,625.00	4,500.00
594 · Community Policing	455.51	550.00	1,539.35	3,850.00	6,600.00
596 · WEST-NET/CAL I.D.	0.00		12,296.00	12,297.00	12,297.00
598 · COPS Special Fund	0.00	0.00	0.00	0.00	0.00
550 · Other Police Expenses - Other	107.25		147.25		
Total 550 · Other Police Expenses	43,751.12	20,487.37	142,635.08	154,183.50	256,112.00
600 · Park/Rec Sal & Ben					
601 · Park & Rec Administrator	1,037.75	947.25	6,843.65	6,630.75	11,367.00
602 · Custodian	1,750.00	2,000.00	12,250.00	14,000.00	24,000.00
606 · Casual Labor	0.00	166.67	0.00	1,166.65	2,000.00
623 · Social Security/Medicare - Dist	0.00	72.50	241.71	507.50	870.00
Total 600 · Park/Rec Sal & Ben	2,787.75	3,186.42	19,335.36	22,304.90	38,237.00
635 · Park/Recreation Expenses					
640 · Community Center Expenses					
642 · Utilities-Community Center	302.68	370.00	2,739.04	2,590.00	4,440.00
643 · Janitorial Supplies	0.00	166.67	1,169.40	1,166.65	2,000.00
646 · Community Center Repairs	525.00	83.33	790.94	583.35	1,000.00
640 · Community Center Expenses - Other	164.52		313.52		
Total 640 · Community Center Expenses	992.20	620.00	5,012.90	4,340.00	7,440.00
660 · Annex Expenses					
662 · Utilities - Annex	51.86	0.00	468.41	0.00	0.00
666 · Annex Repairs	0.00	0.00	0.00	0.00	0.00
668 · Misc Annex Expenses	0.00	41.67	26.56	291.65	500.00
660 · Annex Expenses - Other	0.00		200.00		
Total 660 · Annex Expenses	51.86	41.67	694.97	291.65	500.00
670 · Gardening Supplies	0.00	166.67	0.00	1,166.65	2,000.00
672 · Kensington Park O&M	2,050.00	4,400.00	19,081.64	30,800.00	52,800.00

KPPCSD
Profit & Loss Budget Performance
 January 2009

	Jan '09	Budget	Jul '08 - Jan 09	YTD Budget	Annual Budget
674 · Park Construction Exp	0.00	0.00	0.00	0.00	0.00
678 · Misc Park/Rec Expense	0.00	41.67	3,370.00	291.65	500.00
Total 635 · Park/Recreation Expenses	3,094.06	5,270.01	28,159.51	36,889.95	63,240.00
800 · District Expenses					
810 · Computer Maintenance	0.00	805.45	20,574.53	18,872.75	22,900.00
820 · Cannon Copier Contract	335.03	458.33	2,108.25	3,208.35	5,500.00
830 · Legal (District/Personnel)	9,354.00	1,250.00	33,260.50	8,750.00	15,000.00
835 · Consultanting	0.00	833.33	0.00	5,833.35	10,000.00
840 · Accounting	412.50	1,816.67	4,338.75	12,716.65	21,800.00
850 · Insurance	0.00		28,603.38	30,000.00	30,000.00
860 · Election	0.00		0.00	8,000.00	8,000.00
865 · Police Bldg. Lease	0.00		5,112.00	5,112.00	5,112.00
870 · County Expenditures	3,201.37	350.00	11,599.43	3,850.00	18,600.00
890 · Waste/Recycle	0.00	458.33	0.00	3,208.35	5,500.00
898 · Misc. Expenses/Lobbyist	854.95	1,570.83	9,130.21	10,995.85	18,850.00
Total 800 · District Expenses	14,157.85	7,542.94	114,727.05	110,547.30	161,262.00
950 · Capital Outlay					
961 · Police Bldg Improvements	0.00		12,700.00	18,700.00	18,700.00
962 · Patrol Cars	0.00		0.00	29,000.00	29,000.00
963 · Patrol Car Accessories	0.00	0.00	0.00	0.00	35,000.00
965 · Weapons / Radios	0.00	0.00	0.00	0.00	0.00
967 · Station Equipment	0.00	0.00	0.00	0.00	0.00
968 · Office Furn/Eq	0.00	0.00	0.00	0.00	0.00
969 · Computer Equipment	0.00		0.00	2,000.00	2,000.00
971 · Park Land	0.00	0.00	0.00	0.00	0.00
972 · Park Buildings Improvement	2,432.36	2,000.00	17,288.61	230,000.00	230,000.00
973 · Park Construct. Grant	0.00		0.00	0.00	0.00
974 · Other Park Improvements	0.00	0.00	0.00	0.00	0.00
978 · Pk/Rec Furn/Eq	0.00	0.00	0.00	0.00	0.00
981 · Bldg E Improvements	0.00	0.00	0.00	0.00	0.00
983 · Annex Improvements	0.00	0.00	0.00	0.00	0.00
Total 950 · Capital Outlay	2,432.36	2,000.00	29,988.61	279,700.00	314,700.00
Total Expense	216,641.07	172,050.07	1,293,465.83	1,610,857.75	2,533,984.00
Net Ordinary Income	-199,146.24	-73,150.07	682,809.02	368,618.47	-433,557.78
Other Income/Expense					
Other Expense					
700 · Bond Issue Expenses					
701 · Bond Proceeds	0.00		-180,503.34		
710 · Bond Admin.	0.00		1,721.39		
715 · Bond Interest Income	0.00		-652.87		
720 · Bond Principal	0.00		93,097.04		
730 · Bond Interest	0.00		34,312.37		
Total 700 · Bond Issue Expenses	0.00		-52,025.41		

KPPCSD
Profit & Loss Budget Performance
January 2009

	Jan 09	Budget	Jul '08 - Jan 09	YTD Budget	Annual Budget
Total Other Expense	0.00		-52,025.41		
Net Other Income	0.00	0.00	52,025.41	0.00	0.00
	<u>-199,146.24</u>	<u>-73,150.07</u>	<u>734,834.43</u>	<u>368,618.47</u>	<u>-433,557.78</u>

BOARD
MEMBER
REPORTS

Board Report – from Board President Wright

Financial Information

The following information (attached) may be helpful to the task forces as we look to understand some of the items impacting our fiscal situation.

1. A financial spreadsheet (prepared by Director McLaughlin in fall '08) that lists our actual revenues and expenses, by department and by account for each of the five years through 2008 and budgeted for 2009.
2. A one-page summary of our 2008/2009 approved budget. The bottom half of this sheet lists the Fund Carryovers (Reserves) and the future allowances against these Funds.
3. A summary of Park items previously identified as needed maintenance and/or capital improvements. This list was developed approximately one year ago by General Manager Harman.

I have asked the General Manager to provide Director's Toombs and Kosel with copies of the detailed approved budget.

KPPCSD Revenue/Expense Summary
July 1, 2003 - June 30, 2008

Ordinary Income/Expense * District Level	Fiscal Year		Jul 03-Jun 04		Jul 04-Jun 05		Jul 05-Jun 06		Jul 06-Jun 07		Jul 07-Jun 08		Jul 08-Jun 09	
	Actual	% Change	Actual	% Change	Actual	% Change	Actual	% Change	Actual	% Change	Actual	% Change	Actual	(Budget)
Revenue														
401 - Levy Tax	905,525.07	8.11%	978,922.31	8.75%	1,064,617.65	11.23%	1,184,205.84	11.23%	1,207,369.72	1.96%	1,207,369.72	6.67%	1,287,926.22	0.00
403 - Misc Tax-Police	0.00	0.00%	0.00	1000.00%	53.40	-100.00%	0.00	1000.00%	56.91	1000.00%	56.91	-100.00%	0.00	0.00
Taxes Revenue Summary	905,525	8.11%	978,922	8.76%	1,064,671	11.23%	1,184,206	11.23%	1,207,427	1.96%	1,207,427	6.67%	1,287,926	1,287,926
416 - Interest-Police	5,054.84	30.93%	6,618.30	19.73%	7,924.12	18.17%	9,363.95	107.27%	25,029.43	107.27%	25,029.43	-30.08%	17,500.00	17,500.00
456 - Interest-District	294.66	30.35%	384.09	57.78%	606.02	54.80%	938.13	340.49%	4,132.36	340.49%	4,132.36	1.64%	4,200.00	4,200.00
Interest Revenue Summary	5,350	30.90%	7,002	21.82%	8,530	20.77%	10,302	183.07%	29,162	183.07%	29,162	-25.59%	21,700	21,700
427 - Community Center Revenue	6,655.00	25.61%	8,359.50	35.28%	11,309.00	56.23%	17,667.99	46.71%	25,920.00	46.71%	25,920.00	-15.12%	22,000.00	22,000.00
449 - District Revenue	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00
457 - Dist Asset Sale	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00
458 - Misc District Revenue	0.00	100.00%	0.52	-100.00%	0.00	100.00%	10,589.00	-100.00%	0.00	100.00%	0.00	0.00%	0.00	0.00
District Revenue Summary	6,655	25.62%	8,360	35.27%	11,309	149.86%	28,257	-8.27%	25,920	-8.27%	25,920	-15.12%	22,000	22,000
Revenue Total	917,530	8.37%	994,285	9.07%	1,084,510	12.75%	1,222,765	3.25%	1,262,508	3.25%	1,262,508	5.47%	1,331,626	1,331,626
Expenses														
508 - Salary - Non-Sworn	39,066.96	2.35%	39,983.10	-12.54%	34,929.88	-7.94%	32,156.60	-7.94%	47,442.27	47.54%	47,442.27	63.94%	77,776.30	77,776.30
524 - Social Security - District	2,462.96	3.35%	2,545.54	-30.61%	1,766.36	13.87%	2,011.36	48.97%	2,996.38	48.97%	2,996.38	98.57%	5,949.89	5,949.89
601 - Park & Rec Administrator	30,465.12	2.78%	31,311.12	-53.55%	14,544.17	-26.49%	10,691.40	3.61%	11,076.84	3.61%	11,076.84	2.62%	11,367.20	11,367.20
602 - Custodian	19,741.12	-4.02%	18,948.36	-5.98%	17,816.00	19.27%	21,250.00	15.76%	24,600.00	15.76%	24,600.00	-2.44%	24,000.00	24,000.00
623 - Social Security/Medicare - Dist	3,790.39	1.44%	3,844.85	-9.24%	3,489.50	-77.38%	789.21	-1.22%	779.56	-1.22%	779.56	11.55%	869.59	869.59
630 - Workers Comp. (Recreation)	2,353.00	-16.11%	1,974.00	-19.91%	1,581.00	-100.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00
Personnel Expense Summary	97,880	0.74%	98,607	-24.83%	74,127	-9.75%	66,899	29.89%	86,895	29.89%	86,895	38.06%	119,963	119,963
642 - Utilities-Community Center	3,477.74	-1.95%	3,409.82	11.13%	3,789.18	-0.80%	3,759.00	8.78%	4,089.01	8.78%	4,089.01	8.58%	4,440.00	4,440.00
643 - Janitorial Supplies	2,061.39	-32.68%	1,387.67	-8.94%	1,263.62	9.80%	1,387.51	133.39%	3,238.34	133.39%	3,238.34	-38.24%	2,000.00	2,000.00
646 - Community Center Repairs	2,149.94	-48.09%	1,116.06	-14.01%	959.70	468.30%	5,453.95	-19.57%	4,386.50	-19.57%	4,386.50	-77.20%	1,000.00	1,000.00
Community Center Expense Summ	7,689	-23.09%	5,914	1.67%	6,013	76.31%	10,600	10.50%	11,714	10.50%	11,714	-36.49%	7,440	7,440
810 - Computer Maintenance	13,961.37	-13.12%	12,129.59	-1.52%	11,945.79	109.94%	25,079.55	11.16%	27,879.19	11.16%	27,879.19	-17.86%	22,900.00	22,900.00
820 - Cannon Copier Contract	0.00	0.00%	0.00	0.00%	0.00	1000.00%	0.00	1000.00%	4,641.05	12.47%	4,641.05	5.37%	5,500.00	5,500.00
590 - Housekeeping	3,116.26	26.49%	3,941.62	12.79%	4,445.65	6.33%	4,726.97	-0.34%	4,711.13	-0.34%	4,711.13	16.74%	5,500.00	5,500.00
865 - Police Bldg. Lease	4,545.00	1.80%	4,627.00	1.90%	4,715.00	1.99%	4,809.00	3.20%	4,963.00	3.20%	4,963.00	3.00%	5,112.00	5,112.00
Bldg & Office Equip. Maintenance E	21,623	-4.28%	20,698	1.97%	21,106	85.99%	39,257	8.96%	42,773	8.96%	42,773	-8.79%	39,012	39,012
830 - Legal (District/Personnel)	2,389.80	4.39%	2,494.70	774.72%	21,821.54	465.87%	123,480.69	-70.93%	35,896.13	-70.93%	35,896.13	-58.21%	15,000.00	15,000.00
835 - Consulting	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	1000.00%	4,000.00	1000.00%	4,000.00	150.00%	10,000.00	10,000.00
840 - Accounting	8,792.94	41.99%	12,485.36	21.94%	15,224.13	14.29%	17,399.87	8.26%	18,837.23	8.26%	18,837.23	15.73%	21,800.00	21,800.00
898 - Misc. Expenses/Lobbyist	11,380.26	5.47%	12,002.30	6.03%	12,725.54	39.80%	17,790.28	-19.52%	14,316.73	-19.52%	14,316.73	31.66%	18,850.00	18,850.00
Professional Services Expense Sum	22,563	19.59%	26,982	84.46%	49,771	218.80%	158,671	-53.96%	73,050	-53.96%	73,050	-10.13%	65,650	65,650
850 - Insurance	21,720.36	10.66%	24,034.94	0.57%	24,172.69	7.60%	26,010.91	8.44%	28,205.45	8.44%	28,205.45	6.36%	30,000.00	30,000.00
860 - Election	0.00	100.00%	349.40	-100.00%	0.00	1000.00%	6,620.27	-100.00%	0.00	1000.00%	0.00	1000.00%	8,000.00	8,000.00
870 - County Expenditures	11,593.35	33.11%	15,431.51	15.99%	17,899.12	-26.34%	13,184.86	9.79%	14,476.12	9.79%	14,476.12	28.49%	18,600.00	18,600.00
880 - KCC/Annex Agreement	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00
District General Expense Summary	33,314	19.52%	39,816	5.67%	42,072	8.90%	45,816	-6.84%	42,682	-6.84%	42,682	32.61%	56,600	56,600
968 - Office Furn/Eq	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00
969 - Computer Equipment	2,164.06	-100.00%	0.00	0.00%	0.00	1000.00%	7,003.29	65.39%	11,582.96	65.39%	11,582.96	-82.73%	2,000.00	2,000.00
978 - Pk/Rec Furn/Eq	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	1000.00%	5,000.00	1000.00%	5,000.00	-100.00%	0.00	0.00
Bldg. & Equip Assets Expense Sur	2,164	-100.00%	0	0.00%	0	100.00%	7,003	136.79%	16,583	136.79%	16,583	-87.94%	2,000	2,000
Expenses Total	185,232	3.66%	192,017	0.56%	193,089	70.00%	328,246	-16.62%	273,697	-16.62%	273,697	6.20%	290,665	290,665
Excess Revenue	732,298	9.55%	802,268	11.11%	891,421	0.35%	894,519	10.54%	988,812	10.54%	988,812	5.27%	1,040,961	1,040,961
Police Level														
Revenue														
402 - Special Tax-Police	679,860.00	1.16%	687,723.00	-1.13%	679,950.00	0.00%	679,950.00	-0.19%	678,630.00	-0.19%	678,630.00	0.05%	679,000.00	679,000.00
410 - Police Fees/Service Charges	2,640.00	39.52%	3,683.45	-0.78%	3,654.70	-7.65%	3,375.20	5.57%	3,563.30	5.57%	3,563.30	-1.78%	3,500.00	3,500.00
Tax & Grant Revenue Summary	682,500	1.30%	691,406	-1.13%	683,605	-0.04%	683,325	-0.17%	682,193	-0.17%	682,193	0.04%	682,500	682,500

KPPCSD Revenue/Expense Summary
July 1, 2003 - June 30, 2008

Fiscal Year	Jul 03-Jun 04	% Change	Jul 04-Jun 05	% Change	Jul 05-Jun 06	% Change	Jul 06-Jun 07	% Change	Jul 07-Jun 08	% Change	Jul 08-Jun 09
415 · Grants-Police	100,000.00	0.00%	100,000.00	44.00%	144,000.00	-30.56%	100,000.00	0.00%	100,000.00	-100.00%	0.00
416 · Interest-Police	5,054.84	30.93%	6,618.30	19.73%	7,924.12	18.17%	9,363.95	107.27%	25,029.43	-30.08%	17,500.00
417 · Police Asset Sale	0.00	1000.00%	8,839.00	-100.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
418 · Misc Police Income	21,864.50	-0.61%	21,730.63	-8.83%	19,812.44	-15.58%	16,726.08	-8.83%	15,249.44	-1.64%	15,000.00
Misc Police Revenue Summary	126,919	8.09%	137,188	25.18%	171,737	-26.58%	126,090	11.25%	140,279	-76.83%	32,500
Revenue Total	809,419	2.37%	828,594	3.23%	855,341	-5.37%	809,415	1.61%	822,472	-13.07%	715,000
Plus excess District Revenue	732,298	9.55%	802,288	11.11%	891,421	0.35%	894,519	10.54%	988,812	5.27%	1,040,961
Available Police Revenue	1,541,717	5.78%	1,630,882	7.11%	1,746,763	-2.45%	1,703,934	6.30%	1,811,284	-3.05%	1,755,961
Expenses											
502 · Salary - Officers	761,112.06	-3.73%	732,751.11	1.31%	742,349.52	-7.90%	683,671.65	13.15%	773,546.66	14.04%	882,163.84
504 · Compensated Absences	13,810.39	-12.60%	12,069.64	16.41%	14,050.64	229.34%	46,273.77	-59.28%	18,843.73	4.69%	19,728.00
506 · Overtime	22,640.14	-16.40%	18,926.10	28.02%	24,228.96	0.52%	24,353.87	9.89%	26,763.57	12.09%	30,000.00
541 · Consultant/Operational Audit	0.00	0.00%	0.00	0.00%	0.00	1000.00%	157,269.37	-71.36%	45,044.19	-100.00%	0.00
Police Salary Expense Summary	797,563	-4.24%	763,747	2.21%	780,629	16.77%	911,569	-5.20%	864,198	7.83%	931,892
516 · Uniform Allowance	7,700.01	2.24%	7,872.51	-20.70%	6,242.95	20.13%	7,499.63	2.66%	7,699.23	10.40%	8,500.00
518 · Safety Equipment	785.46	248.05%	2,733.83	-72.35%	755.81	67.31%	1,264.51	337.89%	5,537.17	-54.85%	2,500.00
521 · Medical Ins./Vision/Dental	145,229.65	7.00%	155,395.53	12.43%	174,711.98	6.42%	185,936.35	14.10%	212,160.10	8.72%	230,650.57
522 · Insurance - Police	9,437.79	2.27%	9,651.64	-18.76%	7,840.73	24.05%	9,726.15	-5.58%	9,183.82	32.84%	12,200.00
523 · Social Security/Medicare	11,126.64	1.64%	11,308.64	3.14%	11,663.94	-3.76%	11,225.76	13.69%	12,762.51	15.62%	14,756.19
527 · PERS - District Portion	98,705.05	109.64%	206,925.69	10.28%	228,201.86	-5.32%	216,050.91	7.81%	232,932.40	10.83%	258,147.51
528 · PERS - Officers Portion	69,342.73	-4.09%	66,504.21	-0.25%	66,341.03	-6.23%	62,205.54	13.03%	70,311.29	13.94%	80,114.75
530 · Workers Comp	96,632.00	-28.76%	68,837.00	-24.89%	51,705.39	24.70%	64,475.34	-13.31%	55,895.01	39.45%	77,945.43
540 · Advanced Industrial Disability	0.00	0.00%	0.00	0.00%	0.00	1000.00%	-1,434.33	-100.00%	0.00	0.00%	0.00
552 · Expendable Police Supplies	2,471.96	-3.04%	2,396.87	47.75%	3,541.37	18.53%	4,197.64	47.14%	6,176.58	-35.24%	4,000.00
Police Benefits Expense Summary	441,431	20.43%	531,626	3.65%	551,005	1.84%	561,148	9.18%	612,658	12.43%	688,814
553 · Range/Ammunition Supplies	1,243.70	-77.48%	280.05	150.56%	701.70	42.51%	1,000.00	-100.00%	0.00	1000.00%	2,500.00
562 · Vehicle Operation	933.67	-100.00%	0.00	0.00%	0.00	1000.00%	31,669.12	5.33%	33,357.57	16.91%	39,000.00
566 · Radio Maintenance	0.00	0.00%	0.00	0.00%	0.00	1000.00%	978.57	62.43%	1,589.50	176.82%	4,400.00
580 · Utilities - Police	5,911.94	-3.75%	5,690.45	20.21%	6,840.75	5.19%	7,195.90	13.52%	8,169.03	-0.11%	8,160.00
581 · Bldg Repairs/Maint.	114.75	-100.00%	0.00	1000.00%	856.78	-74.83%	215.63	2197.92%	4,955.01	122.00%	11,000.00
582 · Expendable Office Supplies	4,931.17	-2.09%	4,827.92	-3.34%	4,666.82	43.26%	6,685.56	-1.07%	6,613.91	1.30%	6,700.00
586 · Machine Maintenance	92.00	4.35%	96.00	200.02%	288.02	62.53%	468.12	158.86%	1,211.77	-68.74%	500.00
Police Equipment Expense Summary	13,227	-17.64%	10,894	22.58%	13,354	261.04%	48,213	15.94%	55,897	29.27%	72,260
564 · Communications (RPD)	0.00	0.00%	0.00	1000.00%	35,832.52	99.18%	71,371.46	50.98%	107,754.77	-12.95%	93,800.00
588 · Telephone(+Rich. Line)	10,354.14	-5.91%	9,742.67	-32.35%	6,590.57	50.75%	9,935.27	19.91%	11,913.03	5.33%	12,548.40
Communications Expense Summary	10,354	-5.91%	9,743	335.44%	42,423	91.66%	81,307	47.18%	119,668	-11.33%	106,348
555 · CALEA	12,023.77	-98.02%	237.50	110.53%	500.00	-100.00%	0.00	0.00%	0.00	0.00%	0.00
560 · Crossing Guard	0.00	0.00%	0.00	0.00%	0.00	1000.00%	8,865.27	1.00%	8,953.67	13.55%	10,167.00
568 · Prisoner/Case Exp./Booking	7,657.04	17.34%	8,984.65	-40.07%	5,384.25	-14.72%	4,591.52	-32.47%	3,100.67	218.64%	9,880.00
570 · Training	6,726.67	-58.57%	2,786.96	348.80%	12,508.01	-53.00%	5,878.29	43.53%	8,437.31	42.23%	12,000.00
572 · Recruiting	32.00	8585.63%	2,779.40	123.98%	6,225.18	475.06%	35,798.62	-78.07%	7,849.79	-2.55%	7,650.00
574 · Reserve Officers	769.86	-41.14%	453.13	75.99%	797.48	-91.97%	64.00	3025.00%	2,000.00	0.00%	2,000.00
576 · Misc. Meals & Travel	2,929.91	16.70%	3,419.26	0.75%	3,444.97	-18.12%	2,820.83	-12.96%	2,455.11	18.53%	2,910.00
592 · Publications	1,110.61	-22.99%	855.32	11.16%	950.75	77.30%	1,685.66	265.51%	6,161.33	-26.96%	4,500.00
594 · Community Policing	1,338.02	-67.36%	436.79	-100.00%	0.00	1000.00%	3,558.05	165.83%	9,458.25	-30.22%	6,600.00
596 · WEST-NET/CAL I.D.	11,715.06	0.50%	11,774.00	-100.00%	0.00	1000.00%	12,367.92	-1.82%	12,143.00	1.27%	12,297.00
598 · COPS Special Fund	116,629.00	-13.10%	101,349.41	7.19%	108,636.14	-99.82%	200.00	-12.50%	175.00	-100.00%	0.00
General Expense Summary	160,932	-17.31%	133,076	4.04%	138,447	-45.23%	75,830	-19.91%	60,734	11.97%	68,004
961 · Police Bldg Improvements	12,700.00	-100.00%	0.00	1000.00%	16,401.54	-22.57%	12,700.00	0.00%	12,700.00	47.24%	18,700.00
962 · Patrol Cars	0.00	0.00%	0.00	1000.00%	26,305.14	-100.00%	0.00	1000.00%	32,829.99	-11.67%	29,000.28
963 · Patrol Car Accessories	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	1000.00%	52,147.38	-32.88%	35,000.00
965 · Weapons / Radios	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	1000.00%	42,368.60	-100.00%	0.00
967 · Station Equipment	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	2,000.00

KPPCSD Revenue/Expense Summary
July 1, 2003 - June 30, 2008

Fiscal Year	Jul 03-Jun 04	% Change	Jul 04-Jun 05	% Change	Jul 05-Jun 06	% Change	Jul 06-Jun 07	% Change	Jul 07-Jun 08	% Change	Jul 08-Jun 09
Assets	12,700	-100.00%	0	1000.00%	42,707	-70.26%	12,700	1002.72%	140,046	-40.95%	82,700
Expense Summary	1,436,207	0.90%	1,449,086	8.25%	1,568,565	7.79%	1,690,766	9.61%	1,853,201	5.22%	1,950,019
Excess Revenue	105,510	72.28%	181,776	-1.97%	178,198	-92.61%	13,168	-418.32%	-41,917	362.96%	-194,058
Park Level											
Revenue	26,709.24	0.17%	26,753.42	1.46%	27,144.68	2.82%	27,908.86	3.30%	28,830.64	-0.11%	28,800.00
424 · Special Tax-L&L	534.07	-67.08%	175.79	-35.55%	113.29	-48.84%	57.96	2029.00%	1,233.97	-2.75%	1,200.00
436 · Interest-Park/Rec	27,243	-1.15%	28,929	1.22%	27,258	2.60%	27,967	7.50%	30,065	-0.21%	30,000
Tax & Interest Summary	27,030.80	13.36%	30,643.20	-48.14%	15,892.80	283.87%	61,008.21	-100.00%	0.00	0.00%	0.00
429 · Annex Revenue	27,031	13.36%	30,643	-48.14%	15,893	283.87%	61,008	-100.00%	0	0.00%	0
Annex Revenue Summary	25,190.10	-32.80%	16,928.34	-96.07%	664.92	-100.00%	0.00	0.00%	0.00	0.00%	0.00
430 · KCC Monthly Wage Reimb	389.00	124.11%	871.79	-91.63%	73.00	-100.00%	0.00	1000.00%	3,706.22	-100.00%	0.00
438 · Misc Park/Rec Rev	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
420 · Park/Rec Activities Revenue -	25,579	-30.41%	17,800	-95.85%	738	-100.00%	0	1000.00%	3,706	-100.00%	0
Misc Park Revenue Summary	79,853	-5.61%	75,373	-41.77%	43,889	102.73%	88,975	-62.04%	33,771	-11.17%	30,000
Revenue Total	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
Expenses	1,463.17	-100.00%	0.00	1000.00%	700.00	42.86%	1,000.00	-49.00%	510.00	292.16%	2,000.00
604 · Gardener	32,645.55	-12.04%	28,716.14	14.74%	32,948.49	34.80%	44,415.46	23.55%	1,200.00	66.67%	2,000.00
606 · Casual Labor	34,109	-15.81%	28,716	20.65%	34,646	35.80%	47,050	20.27%	54,875.35	-3.78%	52,800.00
670 · Gardening Supplies	0.00	0.00%	0.00	0.00%	0.00	1000.00%	351.52	-100.00%	56,585	0.38%	56,800
672 · Kensington Park O&M	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
Park Maintenance Expense Summal	0	0.00%	0	0.00%	0	1000.00%	352	-100.00%	0	0.00%	0
656 · Bldg E Repairs	317.10	13.53%	360.00	42.41%	512.67	65.50%	848.45	1.94%	864.89	-100.00%	0.00
658 · Bldg E Misc	430.72	188.09%	1,240.87	1211.55%	16,274.58	-58.38%	6,774.18	-74.84%	1,704.48	-100.00%	0.00
Bldg E Expense Summary	170.00	-81.25%	31.88	-100.00%	0.00	1000.00%	795.94	232.79%	2,648.78	-81.12%	500.00
662 · Utilities - Annex	918	77.89%	1,633	928.16%	16,787	-49.85%	8,419	-38.02%	5,218	-90.42%	500
666 · Annex Repairs	534.28	-100.00%	0.00	1000.00%	650.00	0.00%	650.00	-100.00%	0.00	0.00%	0.00
668 · Misc Annex Expenses	0.00	0.00%	0.00	1000.00%	1,317.31	78.86%	2,356.08	1640.90%	41,017.03	-100.00%	0.00
Annex Expense Summary	700.00	-100.00%	0.00	1000.00%	2,882.54	40.47%	4,049.00	-100.00%	0.00	1000.00%	500.00
574 · Park Construction Exp	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
974 · Other Park Improvements	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
Park Assets Expense Summary	1,234	-100.00%	0	1000.00%	4,850	45.47%	7,055	481.38%	41,017	-98.78%	500
Expenses Total	36,261	-16.30%	30,349	85.45%	56,283	11.71%	62,876	63.53%	102,821	-43.79%	57,800
Excess Revenue	43,592	3.28%	45,024	-127.53%	-12,395	-310.57%	26,099	-364.56%	-69,050	-59.74%	-27,800
Total Operating Income	1,806,802	5.06%	1,898,252	4.50%	1,983,740	6.93%	2,121,155	-0.11%	2,118,751	-1.99%	2,076,626
Total Operating Expenses	1,657,700	0.83%	1,671,452	8.76%	1,817,937	14.52%	2,081,887	7.10%	2,229,718	3.08%	2,298,484
Total Excess Operating Revenue	149,102	52.11%	226,800	-26.89%	165,803	-76.32%	39,268	-382.59%	-110,967	99.93%	-221,858
Dedicated Revenues											
448 · Franchise Fees	20,007	-2.25%	19,557	4.90%	20,516	0.10%	20,537	2.94%	21,140	-1.61%	20,800
Revenue Total	20,007	-2.25%	19,557	4.90%	20,516	0.10%	20,537	2.94%	21,140	-1.61%	20,800
890 · Waste/Recycle	0	0.00%	0	1000.00%	8,836	-100.00%	0	1000.00%	4,135	33.00%	5,500
Expenses Total	0	0.00%	0	1000.00%	8,836	-100.00%	0	1000.00%	4,135	33.00%	5,500
Excess Revenue	20,007	-2.25%	19,557	-40.28%	11,680	75.83%	20,537	-17.20%	17,005	-10.03%	15,300
426 · Park Donations	2,752	-16.42%	2,300	418.03%	11,915	208.44%	36,750	-76.63%	8,589	-65.07%	3,000
435 · Grants-Park/Rec	0	1000.00%	22,000	600.00%	154,000	-100.00%	0	0.00%	0	0.00%	0
437 · PK/R Asset Sale	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
Revenue Total	2,752	783.09%	24,300	582.78%	165,915	-77.85%	36,750	-76.63%	8,589	-65.07%	3,000
971 · Park Land	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0

KPPCSD Revenue/Expense Summary
July 1, 2003 - June 30, 2008

	Fiscal Year	Jul 03-Jun 04	% Change	Jul 04-Jun 05	% Change	Jul 05-Jun 06	% Change	Jul 06-Jun 07	% Change	Jul 07-Jun 08	% Change	Jul 08-Jun 09
972 - Park Buildings Improvement		0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	1000.00%	230,000
973 - Park Construct. Grant		0	0.00%	0	1000.00%	332,281	-100.00%	0	0.00%	0	0.00%	0
Expenses Total		0	0.00%	0	100.00%	332,281	-100.00%	0	0.00%	0	1000.00%	230,000
Excess Revenue		2,752	783.09%	24,300	-784.64%	-166,366	-122.09%	36,750	-76.63%	8,589	-2742.85%	-227,000
Total Income		1,829,561	6.15%	1,942,108	11.74%	2,170,170	0.38%	2,178,442	-1.38%	2,148,481	-2.24%	2,100,426
Total Expense		1,657,700	0.83%	1,671,452	29.17%	2,159,054	-3.57%	2,081,887	7.30%	2,233,854	13.44%	2,533,984
Total Excess Revenue		171,861	57.49%	270,656	-95.89%	11,117	768.54%	96,555	-188.42%	-85,373	407.84%	-433,558
Check Excess		171,860.88		270,656.23		11,116.90		96,554.59		-85,372.62		

KPPCSD
Projected Revenue and Expense
2008/2009

Budgeted Revenues 2008/2009	
Total 400 - Police Activities Revenue	\$2,020,426
Total 420 - Park/Rec Activities Revenue	55,000
Total 440 - District Activities Revenue	<u>25,000</u>
Total Revenues	\$2,100,426
Budgeted Expenditures 2008/2009	
Total 500 - Police Sal & Ben	\$1,700,432
Total 550 - Other Police Expenses	256,112
Total 600 - Park/Rec Sal & Ben	38,237
Total 635 - Park/Recreation Expenses	63,240
Total 800 - District Expenses	161,262
Total 950 - Capital Outlay	<u>314,700</u>
Total Expenditures	<u>\$2,533,983</u>
Excess of Revenue over Expense 2008/2009	-\$433,557
Cash Carryovers 2007/2008	<u>\$1,966,632</u>
Estimated Fund Carryovers into 2009/2010	\$1,533,076
Future Allowances:	
Allowance for Mandated Contingencies (10% of Total Expenditures)	\$253,398
Allowance for Est'd Vacation/Comp Liab	70,000
Allowance for Retirees' Medical	?
Allowance for Notes Payable - District Portion of Bond	92,830
Allowance for Notes Payable - Final yr Public Safety Bldg	12,700
Allowance for Park Bldgs Replacement	300,000
Expenditure for Annex Renovation in Current Year	<u>(100,000)</u>
Total Allowances	\$628,928
Allocated Funds:	
Dedicated for Park Restroom	\$48,000
Use of Dedicated Funds for Park Restroom	(\$48,000)
Bay View Account Balance	<u>155,947</u>
Total Allocations	\$155,947
Available Funds Net of Future Allowances and Allocations	\$748,199

KPPCSD 2007/2008
Park/Rec
Itemization of Operating Activity/Capital Improvements with Estimated Upgrades

Maintenance items are those that are needed now and should be completed on a regular basis.

	Est'd Cost/Range	Est'd Cost/Range
Community Center Facility		
Paint exterior of the building	\$10,000	\$10,000
Repair/replace ceiling tiles	\$5,000	\$15,000
Powerwash restroom floors	\$500	\$500
Total		\$15,500
Community Center Grounds		
Amphitheatre seating requires power cleaning/patching	\$1,500	\$1,500
Barbeque requires powerwash, cleaning, refurbishing	\$250	\$250
Total		\$1,750
Annex		
No recommendations at this time		
Meadow Area		
Remove underbrush and growth	\$1,500	\$1,500
Repair stairs and fill in pathways	\$1,500	\$1,500
Pruning of oak trees by arborist(3 of 12 oaks at \$400 each per year)	\$1,200	\$1,200
Solicit arborist report to develop a "System Planned Removal" for old pines	\$5,000	\$10,000
Total		\$9,200
Park ADA		
Paint yellow warning stripes on stairs	\$100	\$100
Make ADA parking slots at the Windsor Circle turnaround into one van accessible space	\$700	\$700
Total		\$800
Total costs associated with all listed maintenance items		<u>\$27,250</u>
		<u>\$42,250</u>

Itemization of Operating Activity/Capital Improvements with Estimated Upgrades

	Est'd Cost/Range	Est'd Cost/Range
Capital Improvement Projects		
Short Term (1-2 years)		
Annex		
Install low retaining wall the length of the rear yard to facilitate drainage	\$1,500	\$5,000
Replace cement porch, stairs, and hand rails for ADA access	\$7,500	\$10,000
Total	\$9,000	\$15,000
Meadow Area		
Install low retaining wall around amphitheatre to divert water to storm drains	\$3,000	\$9,000
Total	\$3,000	\$9,000
Park ADA		
Install truncated domes at all blended conditions where walks meet pkg aisles/streets	\$7,000	\$7,000
Total	\$7,000	\$7,000
Restroom Facility		
Remaining balance after \$30,000 KCC donation applied	\$60,000	\$90,000
Total	\$60,000	\$90,000
Total Short Term Capital Improvement Projects		
	\$79,000	\$121,000

Itemization of Operating Activity/Capital Improvements with Estimated Upgrades

Capital Improvement Projects continued

	Est'd Cost/Range	Est'd Cost/Range
Mid-Term (2-3 years)		
Community Center Grounds		
Repair asphalt road to amphitheatre	\$10,000	\$10,000
Clear old play structure from amphitheatre, level, plantings	\$15,000	\$15,000
Total	<u>\$25,000</u>	<u>\$25,000</u>
Lower Tennis Courts		
Low retaining wall and plantings for hill on north side	\$3,000	\$9,000
Total	<u>\$3,000</u>	<u>\$9,000</u>
Total Mid Term Capital Improvement Projects	<u>\$28,000</u>	<u>\$34,000</u>
Long Term (3-4 years)		
Community Center Facility		
Update interior lighting	\$2,000	\$2,000
Update kitchen	\$20,000	\$20,000
Update cabinets in side rooms	\$5,000	\$5,000
Total	<u>\$27,000</u>	<u>\$27,000</u>
Community Center Grounds		
Relocate dumpster area (should be completed when asphalt is repaired)	\$10,000	\$10,000
Mask barbecue fence	\$1,000	\$1,000
Update general landscaping	\$10,000	\$10,000
Removal of eucalyptus trees	\$15,000	\$20,000
Total	<u>\$36,000</u>	<u>\$41,000</u>
Total Long Term Capital Improvement Projects	<u>\$63,000</u>	<u>\$68,000</u>
Grand Total for Capital Improvement Projects	<u>\$170,000</u>	<u>\$223,000</u>

KPPCSD 2007/2008

Park/Rec Recap

Operating Activity/Capital Improvements with Estimated Upgrades

Est'd Cost/Range Est'd Cost/Range

Total Park/Rec Activities Revenue		\$52,810	\$52,810
Park/Rec Salaries/Benefits	\$45,380		
Community Center Expenses	\$12,950		
Building E Expenses	\$0		
Annex Expenses	\$5,817		
Park/Rec Other Expenses	\$57,468		
Total Park/Rec Operating Expenses		\$121,615	\$121,615
Additional Maintenance per Itemization		\$27,250	\$42,250
		\$148,865	\$163,865
Net Park/Rec Operating Loss needing funding		<u><u>-\$96,055</u></u>	<u><u>-\$111,055</u></u>
Total Capital Revenue			\$2,500
Community Circle Paving	\$40,000		
Park/Rec Furn/Eq	\$6,500		
Sub-Total Park/Rec Capital Outlay		\$46,500	\$46,500
Short Term Improvements per Itemization	\$79,000	\$121,000	
Mid Term Improvements per Itemization	\$28,000	\$34,000	
Long Term Improvements per Itemization	\$63,000	\$68,000	
Total Additional Improvements		\$170,000	\$223,000
Total Park/Rec Capital Improvements		\$216,500	\$269,500
Net Park/Rec Capital Improvements needing funding		<u><u>-\$214,000</u></u>	<u><u>-\$267,000</u></u>

CORRESPONDENCE

Memorandum

Kensington Police Department



To: Press Release

APPROVED YES NO

From: Gregory E. Harman, Chief of Police

Date: Thursday, January 15, 2009

FORWARDED TO:

Subject: Burglary Arrest KPD 09-120

On Saturday, January 10th at 0730 hours, Kerrin Paige Lambert, a white female adult from Livermore, and Wayne Jeffrey Smith, a white male adult from Livermore, were arrested on the unit block of Arlmont, after a resident noticed that the suspects were going through the mailbox and had attempted to gain entry into the home.

A search of the suspect's vehicle located several pieces of stolen mail from El Cerrito, and various types of electronic equipment in the trunk of the vehicle.

During their interview, the suspects made statements that they had been in Napa the day before. Officer Keith Barrow's follow up investigation with the Napa County Sheriff's Department, identified that the electronics equipment recovered in the suspect's vehicle had been stolen during a burglary from a residence in Napa County on January 9th.

Detective Sergeant Rickey Hull will be working with investigators from the Napa County Sheriff's Office, El Cerrito PD, Livermore PD, and the District Attorney's Offices in both Napa and Contra Costa Counties to determine the extent of the suspect's criminal activity and their prosecution.

A handwritten signature in black ink, appearing to read "G. Harman".

Gregory E. Harman
Chief of Police
510-526-4141



Kensington Police Department

217 ARLINGTON AVENUE / KENSINGTON, CALIFORNIA 94707
TEL: 510-526-4141 FAX: 510-526-1028

Gregory E. Harman
Chief of Police

January 26th, 2009

Warren E. Rupf
Sheriff of Contra Costa County
1980 Muir Road
Martinez, California, 94553

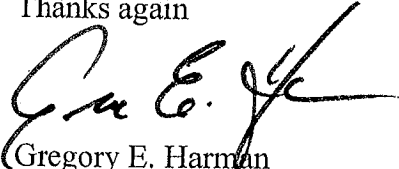
Sheriff Rupf,

I would like to express my sincere gratitude for the assistance your agency provided the Kensington Police Department in handling the missing adult at risk incident that occurred on Saturday, January 24, 2009 at 1841 hours. We responded to a report of a missing 85 year old female with Alzheimer's disease that had been missing for at least 45 minutes at the time the report had been made.

We requested the assistance of Star One to conduct an aerial search of a heavy wooded hillside which was difficult to search due to the terrain and the poor lighting conditions.

I know the family and friends of the victim, as well as the community of Kensington, appreciate the efforts and support of your staff involved in her safe recovery.

Thanks again



Gregory E. Harman
Kensington Chief of Police

JASON KALDIS ARCHITECT, INC.
1250 ADDISON STREET, STUDIO 210
BERKELEY CA 94702
PH 510-549-3584 FX 510-549-3574
JASON@JKALDISARCHITECT.COM

2.4.09

Dear Kensington Police Protection and Community Services District Board members,

Chief Harman recently sent me an update regarding the limitations of using the recently approved bond money for the building and site repairs and code and accessibility updates – and informed me that, in spite of the previous board’s public discussion and votes to authorize \$105,000 in remediation to the building and site and offer a lease to a childcare facility operator - the new board may be on the verge of re-considering the use of the building for a use other than as a childcare facility in spite of having no public uses proposed for the building nor any other potential lessees.

Before doing that I’d like the Board to consider the following:

The Annex Building has been a two-classroom building since it was built (in the late forties/early fifties); at some point in its past, two bathrooms were added (none of which meet any handicap accessibility standards). Other remodeling, also not original to the building include a middle room and closet, created by borrowing space from one of the classrooms, a janitor’s closet with a non-code complying installation of a toilet, non-code complying electrical system supplements, and other miscellaneous alterations that require accessibility and code upgrades to conformance.

In the past numerous public speakers suggested using the Annex building for public meeting and community uses that other existing District buildings already accommodate. Because those other buildings are not oversubscribed and they do not generate any income comparable to the former childcare use of the Annex Building, such public uses of the Annex building have demonstrated little need or feasibility.

Kensington has no current need or intent to use the Annex building for a public form of the use that it was originally designed – that of classrooms.

The last, and probably longest continuous use of the building was as a childcare facility, a use that endured for twenty years until a flood occurred due to an upslope drainage system failure that subsequently led the previous tenant to terminate her operation of and lease for a childcare facility.

The District received a \$63,000 settlement from their insurer for the damage to the building due to the flood, a portion of which was spent on mold abatement, and the balance of which remains unspent, although other remediation and repairs to the building - that have been identified by numerous inspection reports – remain.

The building has now been vacant for more than three years and has been declared unsuitable for public use in its current state, lacking numerous handicap accessible features and has been cited for building and fire code deficiencies – all of which the design work the District contracted with us proposes to correct – and would make the building suitable for public use and/or leasing.

The childcare use is a permitted use for this type of building, once the corrections to the building have been made. There are, of course, other uses possible, although none have been proposed.

In addition to contracting with my firm to design the various corrections and code compliance changes to the building, the District also previously contracted with Jack Griffith, Landscape Architect, to prepare plans for a retaining wall, fencing, drainage, and concrete flatwork to the area upslope and behind the Annex. This work would provide long-term protection to the District from the drainage problems that led to subsequent damages to the building and its contents.

In an effort to help the District budget for the building repairs and code compliance work and site work, I issued a preliminary set of plans to a local licensed general contractor, David Collins, who prepared a preliminary estimate that suggests the cost of the work to the building will be about \$100,000 and the cost of the site and drainage work will be about \$40,000.

It was not my intention to join the two projects (building and site) into one contract, but to provide a snapshot of what the likely overall cost for these projects would entail if done simultaneously. It is likely that, if contracted for separately, they will cost more cumulatively. It is also possible that, in the public bid process, the District may find bidders (qualified or otherwise) to do each project for less than this estimate; it is certain there will be some bidders who will estimate the work to cost more than this amount.

The upshot of this is the District, like any owner, has to be prepared with a contingency plan to reduce construction cost. One way to reduce the scope of work on the upgrades to the building is to use less durable, less expensive finish materials and products than that specified. Few owners choose this option and when they do, they often regret it soon after the building is (re) occupied and used. Others live with those choices without regret, but pay the price later.

The District has no building standards making this cost-cutting effort difficult, although it is possible to specify what are referred to as Bid Alternatives or Bid Deductions – where different products and materials are specified or are allowed to be substituted for – by the bidder, with the approval of the owner, on a case by case basis.

This is only part of the implied budget challenge.

It is clear that regardless of the how the building is to be used, the repairs and handicap accessibility updates need to be made for the building to retain any value to the District. The replacement value for a building of this size, and of this design, is well in excess of \$500,000 and may be significantly more in order to re-create the (then) modern detailing and structural system employed at the building.

In order to comply with the standards for the use of the bond money, has it been determined that if the improvements to the building could be separately contracted for, then bond money could be used to improve and protect the publicly owned and maintained site and the District owned and maintained building (regardless of how that building is subsequently used or leased)?

Previously, a bid (for drainage repairs to the site behind and upslope of the building) had been prepared by Carty Construction, which totaled \$15,000. Would bond money have been available to pay for the work quoted in that proposal when the building was vacant and no use had been established?

That drainage repair estimate did not include any of the concrete flatwork, retaining wall, or fence atop the retaining wall that the Jack Griffith prepared work describes.

If some or all of the improvements to the site can be paid for by the bond money and some or all of the improvements to the Annex building can be paid for separately with the unspent insurance money and the balance of the funds previously budgeted and approved by the Board for these improvements, then the Board should be able to move forward confidently with the project as currently designed for the (non-public) use intended.

Just as the Board may have to consider cost savings measures for the repair and accessibility compliance updates to the building, the same may be necessary for the site work.

In any case, there seems to be no compelling alternative use proposed that isn't already served by another building in the District's control.

There seems to be no compelling argument to date for how to pay for repairs and remediation to the building (or restore the general fund with income) for uses that don't generate income (excepting potentially leasing the space to another non-public use).

Currently and for some time now, there have been no other (income paying) tenants seeking the use of the Annex Building.

A childcare facility is a low intensity use, a use customarily absorbed into residential neighborhoods and one that is easy to imagine being restored at the Annex Building.

The current arrangement of the spaces in the Annex building and the site bounded by the current fences lend itself naturally to be used for educational and recreational purposes.

The childcare use fills a community need, a need that has existed since the closure of the previous childcare facility.

After having completed the preliminary bid documents and most of the work to submit for a building permit, there is only a little left for us to do to get the plans ready for public bidding. We have informed Chief Harman of what we need to complete our work.

We have offered in writing, for an extra service, paid for on an hourly basis, to help the District during the bidding and construction phase, a service that may be able to, in part, be performed by others, such as Jack Griffith, the Chief and/or his Administrative Staff.

I urge the Board to stay on course by giving Chief Harman clear direction to put the repair and remediation to the Annex Building and site work out for public bidding, with funding sourced and/or approved by the Board.

Respectfully submitted,

Jason Kaldis, AIA, Architect

POLICE
DEPARTMENT
UPDATE

January 2009 Police Department Report

MEMORANDUM
Police Department Report
January 31, 2009

- Department Personnel

- The department continues to be at full staffing for sworn personnel.

With the funding from the COPS Grant in question, Donald Miller's position as the Administrative Aide will not continue to be funded. However, Donald has expressed an interest in becoming a Reserve Police Officer with us and we will begin the process of being him on in that capacity during the coming months.

We are also begun the preliminary background process for Shane Lett for the position of Reserve Police Officer.

- Correspondence

- Officer Cesar Celada received a thank you e-mail from Mez Charfe for his assistance in dealing with a parking problem.
- Officer Keith Barrow received a thank you note from Sam Eletr for his response to an alarm call at his residence.

- Investigation of Alleged Misconduct

- Department Investigation #08-04 of an alledged hostile work environment has been completed however; all parties involved have not been notified as of this report date and no further information can be released at this time.
- Department Investigation #08-05 of an alleged hostile work environment is near completion and its findings will be reported next month.
- Department Investigation #08-06 of an alleged release of personnel file information was completed in December and found to be unsubstantiated.
- Department Investigation # 08-07 was initiated in October on an

allegation that an officer had falsified a police report. This investigation will be completed on February 5th and will be under review by the Chief of Police. The findings will be posted next month.

- Department Investigation # 08-08 was initiated in November on an allegation that an officer had failed to properly prepare for and testify during a court appearance. This investigation was conducted by Sergeant Hull and has been completed. It is currently under review of the Chief of Police and the findings will be posted next month.
- Department Investigation #08-09 was initiated at the end of November on an allegation that an officer failed to report a traffic collision involving a District vehicle. This investigation is being conducted by Sergeant Hull and it is now estimated it will be completed by March.
- Department Investigation #08-10 was initiated in December on an allegation that an officer acted in a way unbecoming an officer while off duty. This investigation is being conducted by Sergeant Hull and should be completed by March.
- Department Investigation #09-01 was initiated in January on an allegation that an officer failed to perform his duties during his shift. This investigation is currently being investigated by Sergeant Escobar and should be completed in March.
- 9-1-1 / Richmond Communication Center Information.
 - For the month of December, there were no ring times over 20 seconds of the 78 “911” calls received.
- Communication Center Service Complaints
 - No complaints received this month however, ***this is a good time to remind everyone that for police non-emergencies, you need to contact the dispatch center at “236-0474” and not the KPPCSD business line of 526-4141.*** The KPPCSD business line is only monitored 6 hours a day during the week and should not be used to report police matters.
- Community Networking
 - On 1-05-09, Chief Harman attended the Annual KCC meeting held at the Community Center.

- On 1-07-09, Chief Harman attended the West County Police Chief's meeting in Hercules.
- On 1-08-09, Chief Harman attended the Labor Law Arbitration Update course held in Oakland.
- On 1-13-09, Chief Harman attended the Dad's Club meeting held at the Hilltop School.
- On 1-15-09, Chief Harman attended the COPTAC (Chief's of Police Technology Advisory Committee) Mobile ID meeting in Martinez.
- On 1-16-09, Chief Harman and District Secretary Stephanie Fries attended the EBRPD Measure WW workshop held in Oakland.
- On 1-17-09 and 1-18-09, Chief Harman, Stephanie Fries, and Andrea DiNapoli attended the KPPCSD Board workshop held at the Community Center.
- On 1-20-09, Chief Harman and Sergeant Ricky Hull attended an Internal Affairs Investigations seminar held in Sacramento.
- On 1-26-09, Chief Harman attended the KIC meeting at the Community Center.
- On 1-27-09, Chief Harman attended the KMAC meeting at the Community Center.
- On 1-28-09, Chief Harman attended California Special Districts Association (CSDA) Education Committee meeting in Sacramento.
- On 1-30-09, Chief Harman attended California Special Districts Association (CSDA) Membership Committee meeting in Sacramento.
- Community Criminal Activity
 - This section of the report has been prepared by the Watch Commanders reporting on their areas of responsibility.
- Watch Commander Reports
 - **Sergeant Khan**

Sergeant Khan was on vacation the last two weeks of the month December and his Team's December and January reports will be included in this month's Police

Report.

SIGNIFICANT CASES/ EVENTS: December 2008

- 08-6322 On 12/2/08 at 1310 hrs. Officer Wilson made a warrant arrest on Arlington Ave.
- 08-6339 On 12/3/08 at 1126 hrs. Officer Wilson took a hit and run report on Arlington Ave.
- 08-6419 On 12/9/08 at 1502 hrs. Officer Wilson took a residential burglary on Norwood Ave.
- 08-6423 & 08-6424 On 12/9/08 at 1931 hrs. Officer Medina took a vandalism report on two cars parked on Norwood Ave.
- 08-6427 On 12/10/08 at 0812 hrs. Officer Barrow took a stolen vehicle report on Highland Blvd.
- 08-6430 On 12/10/08 at 0903 hrs. Officer Barrow arrested a subject on Jessen Ct. for domestic violence.
- 08-6476 On 12/14/08 at 1250 hrs. Officer Wilson took an auto roll over accident without injuries, on Arlington Ave.
- 08-6477 On 12/14/08 at 1520 hrs. Officer Wilson took a residential burglary report on Coventry Rd.
- 08-6488 On 12/15/08 at 1006 hrs. Officer Barrow took a theft of a catalytic converter on Coventry Rd.
- 08-6498 On 12/16/08 at 1149 hrs. Officer Wilson took a theft of a catalytic converter on Berkeley Park Blvd.
- 08-6545 On 12/20/08 at 0946 hrs. Officer Barrow took an auto burglary report on Yale Ave.
- 08-6546 On 12/20/08 at 1040 hrs. Officer Barrow took an auto burglary report on Oberlin Ave.
- 08-6588 On 12/23/08 at 1707 hrs. Officer Wilson took an ID theft case on Coventry Rd.
- 08-6590 On 12/23/08 at 2253 hrs. Officer Medina took an auto burglary report on Arlington Ave.
- 08-6660 On 12/30/08 at 1314 hrs. Officer Wilson took an auto burglary report on Highland Blvd.
- 08-6662 On 12/30/08 at 1433 hrs. Officer Wilson took graffiti report on Highland Blvd.
- 08-6664 On 12/30/08 at 1633 hrs. Officer Wilson took graffiti report on Coventry Rd.
- 08-6665 On 12/30/08 at 1823 hrs. Officer Wilson took a vandalism report on Beloit Ave.

BRIEFING/ TRAINING:

Officers Barrow, Medina, and Wilson received DVD and on line training in various subjects.

SERGEANT'S SUMMARY:

Now that the rainy season has begun I want to take this opportunity to remind our residents to slow down and drive more cautiously. Kensington streets are narrow and are not designed for the volume of traffic that we have. Add wet streets and aggressive driving and the result will be an accident. Please remember that the few minutes you gain is not worth the risk of injury or death. If someone is tailgating you, is much wiser to pull over and let them by than to keep driving in front of them. Chances are KPD or another agency will eventually stop them.

TEAM STATISTICS:

Officer	<u>Barrow</u>	<u>Medina</u>	<u>Wilson</u>
Days Worked	15	19	19
Traffic Stops (no cite)	11	6	1
Moving Citations	12	5	3
Parking Citations	0	4	10
Vacation/ Security Checks	3	66	26
Field Interviews (FI's)	0	5	3
Cases	4	3	7
Self Initiated Cases	0	0	3
Arrests	0	0	1
Calls for Service	27	19	51

SIGNIFICANT CASES/ EVENTS: January 2009

- 09-075 On 1/7/09 at 0721 hrs. Officer Barrow took a vandalism report on Arlington Ct.
- 09-077 On 1/7/09 at 0801 hrs. Officer Barrow took an auto burglary report on Norwood Ave.
- 09-078 On 1/7/09 at 0821 hrs. Officer Barrow took an auto burglary report on Arlington Ct.
- 09-079 On 1/7/09 at 0842 hrs. Officer Barrow took an auto burglary report on Arlington Ct.
- 09-120 On 1/10/09 at 0733 hrs, Officer Barrow arrested two subjects for stealing mail and possession of stolen property on Arlmont Rd. This case is a good example of a citizen immediately notifying the police of a suspicious event and a perceptive officer making a good arrest. Officer Barrow did an outstanding job on this case!
- 09-156 & 09-157 On 1/12/09 at 2304 hrs. Officer Medina took two mail theft reports from residents on Highgate Rd.
- 09-242 On 1/19/09 at 0923 hrs. Officer Barrow took a theft report from a resident on Ardmore Rd.
- 09-244 On 1/19/09 at 1026 hrs. Officer Barrow took a theft from a vehicle report from a resident on Ardmore Rd.

- 09-249 On 1/19/09 at 1851 hrs. I took a hit & run report on Ocean View Ave. and identified the driver.
- 09-250 On 1/19/09 at 2055 hrs Officer Wilson took a residential burglary report from a resident on Coventry Rd.
- 09-252 On 1/20/09 at 2137 hrs. I took an attempted auto theft report from a resident on Purdue Ave. The thieves were scared off by a neighbor.
- 09-258 On 1/20/09 at 1107 hrs. Officer Barrow took an auto burglary report from a resident on Kingston Rd.
- 09-259 On 1/20/09 at 1321 hrs. Officer Barrow took a residential burglary report from a resident on Oberlin Ave.
- 09-309 On 1/24/09 at 1841 hrs. I took a missing person's report on Edgcroft Rd. of an elderly woman with Alzheimer's. With an outstanding group of neighbors assisting me, she was located.

BRIEFING/ TRAINING:

All officers received update training by watching various POST DVD's. Officer Barrow and Wilson received defensive tactics training.

SERGEANT'S SUMMARY:

Kensington has several missing persons cases every year that we investigate. I want to take a moment to explain how we investigated the one we had on January 24, 2009 (case #09-309). At 6:41 PM I was advised by Dispatch that an elderly female with Alzheimer's was missing. This presented several problems. It was dark, making a search harder. The missing person was elderly and had Alzheimer's disease, making her susceptible to the winter cold. She might not be able ask for help, or even seek it. She had been missing for about 45 minutes.

Unlike in the past, we take missing person's reports immediately. You no longer have to wait 24 hours. As in most of these cases we need to search the home and immediate area thoroughly. We need to get a description of the missing person and notify the surrounding agencies as soon as possible. There are laws that require us to make an entry into the Missing Person's System (MUPS). These are all high priority tasks. In this case, I was working alone. There would normally have been two of us, but an officer was on vacation. The officer assigned to the graveyard shift was due to be in at 8:00 PM.

Edgcroft Road is next to a creek and heavily wooded ravine. This is a tough area to search as it is wet and muddy. I called Star 1 for assistance. This is the Contra Costa County Sheriff's Department helicopter. It is equipped with a powerful spotlight and more important, it has FLIR. FLIR stands for forward looking infra red. This device detects heat and displays it on a small TV screen. Humans, animals, and fire generate heat that shows up on this screen. Star 1 is available to all agencies in the County. On the Wednesday night prior to this case, Star 1 found an armed robbery suspect in a back yard for El Cerrito PD. In this case, they were able to search the creek and ravine and determine our

missing person was not there. This was an enormous savings of time and manpower.

I was lucky that the neighbors came out with flashlights and started walking the neighborhood and surrounding area. I was very impressed. I have never seen a neighborhood come together like this and work so well together.

I returned to the police department to make more notifications and contact the County's Search and Rescue team. I was hampered in making these calls due to the large number of calls coming in asking about the helicopter. If there is a danger to the public we will use a loud speaker on a patrol car or helicopter to notify you. KPD also does press releases and has a call log that is on the web site.

TEAM STATISTICS:

Officer	Barrow	Medina	Wilson
Days Worked	15	8	16
Traffic Stops (no cite)	5	1	2
Moving Citations	11	5	1
Parking Citations	3	4	5
Vacation/ Security Checks	3	31	31
Field Interviews (FI's)	1	0	0
Cases	3	2	2
Self Initiated Cases	0	0	2
Arrests	2	0	0
Calls for Service	40	11	28

•• Sergeant Escobar

SIGNIFICANT CASES/ EVENTS:

- 09-0013 On 01/02/09 at 1455 hours, Officer Stegman took an auto burglary report from a resident on Arlington Avenue. The victim believed he locked his vehicle but there were no signs of forced entry. A camera, Fastrak transponder, and fifty dollars in cash were taken from the vehicle. No suspect(s) leads.
- 09-0011 On 01/02/09 at 0933 hours, Officer Celada took a stolen vehicle report from a resident on Arlmont Road. The residents 1990 Honda was taken sometime between 12/31/08 at 1200 hours and 01/02/09 at 0900 hours. The vehicle was later recovered by Dixon PD on 01/08/09. No suspect leads.
- 09-0097, 0098, and 0099, On 01/08/09 between 1515 and 1530 hours, Officer Stegman took three solicitor reports in the areas of

Coventry Road, Beverly Road, and Oak View Avenue. The subjects were contacted and advised to have permits to solicit in Contra Costa County.

- 09-0180 On 01/15/09 at 1000 hours, Officer Celada took a vandalism report from a resident on Kenyon Avenue. An unknown suspect(s) threw a blue colored decorative rock into the rear window of the victim's vehicle. No suspect leads.
- 09-0202 On 01/16/09 at 1542 hours, Officer Stegman took an injury accident report on Arlington Avenue. A driver hit a parked car and sustained a minor injury to the arm.
- 09-0204 On 01/16/09 at 2129 hours, Officer Martinez took a residential burglary on Ardmore Road. The resident reported that sometime between 1945 and 2100 hours unknown suspect(s) broke a rear bedroom window and gained entry into the residence. The suspect(s) took two laptop computers and a portable external hard drive was taken. No suspect(s) leads.
- 09-0237 On 01/18/09 at 2300 hours, Officer Martinez took an injury accident report on Anson Way. The driver was speeding, hit large bumps in the road, went air borne, and then hit two parked cars. The driver sustained injuries to the hand, arm, and leg.
- 09-0294 On 01/23/09 at 1105 hours, Officer Celada took a non-injury accident report on Westminster Avenue and Arlington Avenue. A vehicle backed out of the driveway and hit a vehicle on the roadway. Minor damage to both vehicles.
- 09-0369 On 01/28/09 at 1840 hours, Officer Stegman and Sergeant Escobar contacted a solicitor on Los Altos Drive. The subject did not have a permit to solicit in Contra Costa County. Sergeant Escobar conducted a consensual search with negative results for contraband, etc. The subject was given a courtesy ride to the Arlington store group.
- 09-0375 On 01/29/09 at 145 hours, Officer Celada took a residential burglary report on Lexington Road. The crime occurred sometime between 0915 and 1220 hours. The suspects entered a window that was open about 12" and locked. The suspect(s) reached in and unlocked the window and gained access into the residence. The suspect(s) took a laptop computer, jewelry, and two credit cards. No suspect(s) leads.
- 09-400 On 01/31/09, Officer Celada took a vandalism report from the Hilltop Elementary School. Unknown suspect(s) climbed up onto the roof and spray painted the walls and doors of the school. They also used chalk to write inappropriate words on the playground. The crime occurred between 01/30/09 at 2130 hours and 01/31/09 and 1000 hours. No suspect(s) leads.
- Sergeant Escobar contacted two subjects soliciting on Yale Avenue. The subjects did not have a permit. Sergeant Escobar conducted consensual searches with negative results for

contraband, etc. Field interviews were conducted. The subjects were advised of the need for a permit to solicit in Contra Costa County. Both subjects were given a courtesy ride to the Bart station, in El Cerrito.

BRIEFING/ TRAINING: Sergeant Escobar attended a three day management/leadership training course. Officer Stegman attended the Bullet Proof Mind: Mental Preparation for Combat. Officer Stegman and Officer Borgfeldt both received Defense Tactics training with El Cerrito PD. Officer Celada received SDRMA training in Crowd Control, Legal Actions Involving Police Officers, Children/When Parents are Arrested, and Case law Updates.

Officers have conducted daily extra patrols throughout the day for traffic violations on Arlington Avenue at Kensington Park Boulevard and Franciscan Way and Sunset Drive.

TEAM 2 STATISTICS:

Officer	<u>Celada</u>	<u>Stegman</u>	<u>Martinez</u>
Days Worked	19	15	15/4 WestNet
Traffic Stops (no cite)	12	8	7
Moving Citations	7	1	0
Parking Citations	2	1	0
Vacation/ Security Checks	8	14	60
Field Interviews (FI's)	4	10	3
Cases	10	2	5
Self-Initiated Cases	2	0	3
Arrests	0	0	0
Calls for Service	27	36	10
Foot Patrol	7	0	31
Vehicle Searches	0	0	0
Field Sobriety Tests	0	0	0

Team Totals:

Traffic stops	27
Moving Violations	8
Parking citations	3
Security Checks	82
Field Interviews	17
Cases	17
Self-Initiated	5
Arrests	0
Calls for service	73
Foot Patrols	38
Vehicle searches	1

•• Kensington Police Department Investigations Report

Sergeant Hull

SIGNIFICANT EVENTS:

Met with Alameda County DA Inspector Garcia and relinquished evidence to his custody from cases 2008-4700, 2008-4702, and 2008-4705.

2009-0120 – Mail Theft, Possess Stolen Property

Two suspects arrested by Officer Barrow were held on \$100,000 bond for mail theft and possession of stolen property from the Napa County Sheriff's jurisdiction residential burglary.

2009-0156, 2009-0157 – Mail Theft

One suspect arrested and transported to the Martinez Detention Facility.

2009-0159 – Restraining Order

A parent dropped off a restraining order to KPD that restrains the father from their children who attend schools in Kensington. Previous contact has been made by KPD with administrative personnel at both schools concerning this restraining order.

2009-0202 – Hit and Run Accident

A resident collided with a parked vehicle on Arlington Ave. then left the scene without notifying the owner of the damaged property. A Good Samaritan stopped to assist the driver and subsequently drove the driver home. As a result of the collision the driver sustained a laceration on the arm and complained of chest pains. This case was forwarded to the DA for review.

2009-0204 – Residential Burglary

Unknown suspect/s entered a residence by smashing a downstairs bedroom window. The suspect/s stole three lap top computers. No suspects or leads have been developed at this time.

2009-0237 – Hit and Run Accident

A driver collided with two vehicles on Anson Way then came to a stop on Midcrest Way in El Cerrito. The driver suffered minor injuries as a result of the collision. The driver responsible for the collision spoke with the owners of the damaged property while KPD was on scene. This case will be forwarded to the DA for review.

2009-0249 – Hit and Run Accident

A resident backing from a driveway collided with a vehicle stopped on the roadway due to a second vehicle stopped in the roadway dropping off a resident. The vehicle backing from the driveway collided with the first vehicle mentioned above. The driver of the vehicle backing from the driveway exited the vehicle and began yelling at the driver who was stopped in the roadway. The driver that backed from the driveway got back into the vehicle pulled forward and collided with a "no parking sign." The driver back up again and collided with a vehicle that parked across the street. The driver then left the area. The driver, who was known to residents, eventually returned home where he as contacted and told KPD personnel he suffered from a brain injury. The driver's driving privileges will be re-examined and this case was forwarded to the DA for review.

2009-0250 – Residential Burglary

Unknown suspect/s gained entry into the residence by prying open the front door. The suspect/s stole a lap top computer, jewelry, and money. There are no suspects or suspect leads in this case.

2009-025 – Residential Burglary

Unknown suspect/s entered the residence via a bedroom window between 1530 hours on 1-19-09 and 1930 hours on 1-20-09. It is unknown what was stolen from the residence. A possible suspect description was listed as a light skinned Black or mixed race male wearing a white T-shirt, tan pants and a brown tool belt with pouches filled with tools. No suspect/s has been developed in this case.

2009-0309 – Missing Person

Prior Kensington resident who suffers from Alzheimer's walked away from a vehicle she was sleeping in while her son was doing repairs to a home on Edgcroft Road. Star 1, the Sheriff's Helicopter, was summoned and aided in the search. The missing person was located in some bushes on Edgcroft Rd. suffering from some facial injuries which may have occurred from her falling down. A letter of gratitude was forwarded to Sheriff Warren Rupf for assisting KPD in this search.

KPD INVESTIGATIONS INFORMATION:

2008-5830 – Domestic Violence

No charges were filed by the Contra Costa County DA after the case got re-filed due to a lack of cooperation by the victim refusing to allow the children to be interviewed.

2008-6430 – Domestic

No charges were filed.

2008-6543 – Auto Burglary

This case is currently under review by the DA.

2008-6662 – Vandalism

Graffiti found at Hilltop school is being investigated by Officer Wilson. Juvenile suspects, Kensington and El Cerrito residents, have been identified.

OTHER KPD INVESTIGATOR ACTIVITY:

- DVD Training – Crowd Management.
- Completed subject officer interview for IA DA2008-009.
- Purged evidence from KPD evidence room.
- Attended internal affairs investigation seminar.
- Two press releases were written this month associated with cases 09-120 and 09-309.

•• **Chief Harman**

Two incidents occurred this month that I believe demonstrate the special relationship the Kensington community has with the police department.

The first was in the search for the elderly female with Alzheimer's disease that occurred on the night of January 24th. Sergeant Khan was working alone that night and several neighbors came together and assisted with the search that eventually located the victim.

The second occurred on the morning of January 31st after it was discovered that vandals had spray painted graffiti on the walls of the Hilltop School. A group of 17 parents and members of the Dad's Club came together that morning and repainted the walls so that the graffiti would not be seen by the students on their return to school that Monday.

People talk about "community policing" and police departments state that they work with their communities and have special relationships. However, I believe that our department and our community do work together to make Kensington a better place, and I am proud to be a part of this relationship.

GENERAL
MANAGER'S
UPDATE

General Manager

January 2009 Memorandum

District Business

On January 8th, I attended the Labor Law Arbitration Conference presented by the Labor Arbitration Institute held in Oakland.

On January 17th and 18th, the KPPCSD Board members, District Secretary Stephanie Fries, Police Services Aide Andrea DiNapoli, and I all participated in a Board/ Staff Workshop presented by Dr. Charles Beesley held at the Community Center. The workshop was very well received and Dr. Beesley's report should be available to the Board and community by our next Board Meeting.

On January 28th, I attended the California Special District's Association (CSDA) Education Committee meeting in Sacramento. I also attended the CSDA Membership Committee meeting on January 30th, also in Sacramento. My participation on both committees will have me traveling to Sacramento quarterly to attend these meetings.

Director Cindy Kimball has created a "Board Reference Guide" that has been printed and provided to all Board members. The guide contains the District's Mission Statement, Vision Statement, director contact information, committee assignments, goals, calendar, and all District contracts. The guide will now be maintained by the District Secretary and should be a big assistance to new Board members.

Budget

We have received the draft of the 2007/2008 Fiscal Year Audit from Lamorena & Chang, and I will be working with our accountant to finalize the draft before presenting it to the Finance Committee for further review. I had hoped to present the audit to the Board at our January meeting however; it now appears that we will be presenting the audit at our April meeting.

On a positive note, I will be presenting the Board with a Mid Year Budget review at February's Board meeting. As reported in my General Manager's Memorandum in the agenda packet, for the first seven month's of this year's budget expenditures are lower than anticipated in all expense accounts with the exception of legal fees. If this trend continues I anticipate that we will come in under our projected operating shortfall of \$203,000.

Park Issues

The Annex:

Jason Kaldis has provided the Board and community with a letter documenting his perspective on the history of the Annex building and how the District might move forward with financing, cost cutting, and his opinion on how to get the most out of the building. I have attached the letter to this report for review.

The Board will also be considering at the February District meeting a proposal by Ito Ripsteen of the Gordon Commercial Realty Service for marketing and leasing of the Annex building in an effort to maximize both revenue to the District and benefit to the community.

Measure WW:

On January 16th, Park Administrator Stephanie Fries and I attended the East Bay Regional Park District Measure WW workshop. The Board will be reviewing a resolution for passage at the February meeting to accept Measure WW funding that will begin the process of allowing the District to use the \$258,358 available to us under the grant for long term capital improvements in the park. These funds will eliminate the need to use allocated reserves from our budget for these projects.

Solid Waste

On January 27th, I attended a meeting with Bay View owner Louis Figone to discuss his latest proposal for the possible extension of the current contract and the possible sale of his business. I will be presenting this information at our next Solid Waste Coordinating Committee meeting that is scheduled for Wednesday, February 18th at 10:00.

I have made arrangements with Boy Scout Troop 100 to install the four recycling containers in the park as part of a community service project for the Troop. This work will begin on the first weekend in February.

Emergency Preparedness

The second meeting of the Contra Costa Hazardous Mitigation Partnership, on whose Board I sit, will be held on February 3rd. I will be looking to select an alternate to attend those meetings that I am unable to attend. Anyone interested in serving in this capacity should contact me by mid February.

MONTHLY CALENDAR

February 2009

February 2009							March 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
							29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					February 1
7:00pm Pack 82 (CCM, CCI & 2) 7:30pm KCC CC3	7:00pm Troop 100 (CCM, CCI & 2)		7:30pm EBC		11:00am Rental (CCM, 1 & 2)
2	3	4	5	6	7
7:00pm Pack 82 (CCM, CCI & 2) 7:00pm KARO (CC3)	7:00pm Troop 100 (CCM, CCI & 2)	7:30pm KFD	7:30pm KPPCSD		
9	10	11	12	13	14
7:00pm Pack 82 (CCM, CCI & 2)	7:00pm Troop 100 (CCM, CCI & 2)		7:30pm EBC		
16	17	18	19	20	21
7:00pm KIC CC3 7:00pm Pack 82 (CCM, CCI & 2)	7:00pm Troop 100 (CCM, CCI & 2) 7:30pm KMAC CC3			6:00pm GPFF (CCM, 1 & 2)	
23	24	25	26	27	28

Helen Horowitz

1

March 2009

March 2009							April 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					March 1
7:00pm Pack 82 (CCM, CCI & 2) 7:30pm KCC CC3	7:00pm Troop 100 (CCM, CCI & 2)	6:00pm KASEP Spring Registration (CCM)	7:30pm EBC		FKL Dr. Sless Breakfast (CCM, 1
2	3	4	5	6	7
7:00pm Pack 82 (CCM, CCI & 2) 8:00pm KARO (CC3)	7:00pm Troop 100 (CCM, CCI & 2)	8:30pm KFD	7:00pm GPF 7:30pm KPCCSD		
9	10	11	12	13	14
7:00pm Pack 82 (CCM, CCI & 2)	7:00pm Troop 100 (CCM, CCI & 2)		8:30pm EBC		
16	17	18	19	20	21
7:00pm KIC CC3 7:00pm Pack 82 (CCM, CCI & 2)	7:00pm Troop 100 (CCM, CCI & 2)				
23	24	25	26	27	28
7:00pm Pack 82 (CCM, CCI & 2)	7:00pm Troop 100 (CCM, CCI & 2) 8:30pm KWAC CC3				
30	31				

Helen Horowitz

RECREATION

Office Report prepared by Esther Hill, Administrator
Kensington Community Council Board Meeting
February 2, 2009

KASEP:

Enrollment in the winter session of KASEP and KCC children's classes (karate and gymnastics) is up to 240, about 43% of the student population at Kensington Hilltop. So far, the economic downturn doesn't seem to be affecting enrollment in our program.

One of our new teachers cancelled on us 24 hours before her four Spanish classes were slated to begin, but I was able to recruit two teachers to take over the classes. The morning kindergarten Spanish class started one week late due to this snafu, and I've refunded families for the one missed class. The new teachers for Spanish, Mandarin, and quilting are working out well.

Winter session ends on March 20. Registration for spring KASEP will be held Wednesday, March 4, and the session begins March 23. The KASEP oversight committee will meet on Tuesday, February 24.

KCC Classes and Events:

Fifteen students enrolled in Ernie Adams' Pilates class on Wednesday evenings. At this point, we're planning to offer another 7 week session starting in March. Sarah Torney will begin "Circle Time with Sarah Sunshine" tomorrow at 8:45 a.m. These classes will include stories, songs and movement geared toward infants and toddlers and will require parent or care giver participation.

KCC Summer Day Camp:

I've attached a draft schedule for camp field trips and specialty classes. I plan to send flyers home with the Kensington Hilltop students in late February. We'll hold registration for summer camp on Wednesday, March 11.

Administrative:

I mailed 1099 forms to 24 KCC and KASEP teachers for their work in 2008.

Our cleaner for Building E comes twice weekly, not quite enough to keep the building in shape given the increased use for KASEP classes, adult classes, brownie troop meetings and other gatherings. I've talked with Regina about adding two more cleaning sessions per month.

KCC Summer Day Camp 2009 (DRAFT—subject to change)
2/2/09

Weeks	Dates	Specialty teacher	Field trip	Special programs
Week 1	June 15-19	Sandy Thacker Carpentry	The Jungle	
Week 2	June 22-26	Sandy Thacker Carpentry	Lake Anza	
Week 3	June 29-July 3	Chris Lack Environmental Art	Oakland Zoo	
Week 4	July 6-10	Alex Brown Golf	The Exploratorium	
Week 5	July 13-17	Judy Baker Gymnastics	Scandia	
Week 6	July 20-24	Judy Baker Gymnastics	Lake Temescal	
Week 7	July 27-31	Tati Argue Hip Hop	As Game	
Week 8	Aug. 3-7	Kim Roots Sports and Games	Water World	
Week 9	Aug. 10-14	Janet Martorano Cooking	Pier 39 and Alcatraz/Aquarium	
Week 10	Aug. 17-21	Janet Martorano Cooking	The Jungle	

NEW BUSINESS

District – New Business

1. Discussion for adoption Resolution 09-01 authorizing the application for local grants funds in the amount of \$258,358 from the East Bay Regional Park District Measure WW Park Bond Extension. Board Action.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

EAST BAY REGIONAL PARK DISTRICT MEASURE WW LOCAL GRANT PROGRAM

Resolution No: 2009-01

RESOLUTION OF THE KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

AUTHORIZATION TO APPLY FOR LOCAL GRANT FUNDS FROM THE EAST BAY REGIONAL PARK DISTRICT UNDER MEASURE WW PARK BOND EXTENSION

WHEREAS, the people of the East Bay Regional Park District have enacted the Measure WW Park Bond Extension which provides funds for the acquisition and development of neighborhood, community, regional parks and recreation lands and facilities; and

WHEREAS, the East Bay Regional Park District Board of Directors has the responsibility for the administration of the grant program, setting up necessary procedures; and

WHEREAS, said procedures require the Applicant's Governing Body to certify by resolution the approval of the Applicant to apply for the Local Grant allocation of funds, and

WHEREAS, the Applicant will enter into a Contract with the East Bay Regional Park District;

NOW, THEREFORE, BE IT RESOLVED that the Kensington Police Protection & Community Service District hereby:

1. Approves the execution of a grant contract in the amount of \$258,358 from the Local Grant Program under the East Bay Regional Park District Measure WW Park Bond Extension; and
2. Certifies that the Applicant has or will have sufficient funds to operate and maintain the Project(s); and
3. Certifies that the Applicant has reviewed, understands and agrees to the General Provisions contained in the Contract shown in the Procedural Guide; and
4. Appoints the General Manager as agent to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of Project(s).

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Approved and Adopted on the 12th day of February, 2009.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Kensington Police Protection & Community Services District Board of Directors following a roll call vote:

For
Against
Abstain
Absent

(Clerk)

District – New Business

2. Discussion for adoption Resolution 09-02 authorizing the expenditure plan in the amount of \$100,000 from the Supplemental Law Enforcement Services Fund for fiscal year 2008/2009 Enacted State Budget. Board Action.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 09-02

RESOLUTION OF THE KENSINGTON POLICE PROTECTION and COMMUNITY SERVICES DISTRICT APPROVING THE PROPOSED SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUNDS FOR FISCAL YEAR 2008/2009.

Whereas, the Kensington Police Protection and Community Services District adopts the proposed Supplemental Law Enforcement Funds expenditures for Fiscal Year 2008/2009 to be as follows:

- | | | |
|----|--|-----------|
| a. | Police Services Aide | \$23,920 |
| | Andrea DiNapoli's position will give relief to sergeants and officers from the duties of records management, property & evidence management, and staff back up. | |
| b. | Administrative Aide | \$23,920 |
| | Donald Miller's position will give relief to sergeants and officers from the duties of community outreach, emergency planning, and grants management. | |
| c. | Crossing Guard Contract | \$10,167 |
| | The Kensington Police department has contracted for a crossing guard to ensure the safety of children crossing Arlington Avenue at Kensington Park Road going to the Kensington Hilltop Elementary School. The listed amount covers the cost of one crossing guard as supplied under contract. | |
| d. | Establishing K9 Program | \$30,000 |
| | The purchase and training of a K9 and handler, K9 vehicle retrofit, the purchase of K9 equipment, and K9 maintenance. | |
| e. | Establishing VIP Program (Volunteers in Policing) | \$12,000 |
| | The training of volunteers in the soon to be established Citizen's Academy for police services assistance. | |
| | Total Proposed Grant Expenditures | \$100,007 |

Now, therefore, be it resolved by the Board of Directors of the Kensington Police Protection and Community Services District that the proposed Supplemental Law Enforcement Funds expenditures for Fiscal Year 2008/2009 are \$100,007.00.

Passed and adopted on the 12th day of February, 2009, by the following vote of the Board.

AYES: NOES: ABSENT:

President, Board of Directors
Kensington Police Protection & Community
Services District

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 09-02

RESOLUTION OF THE KENSINGTON POLICE PROTECTION and COMMUNITY SERVICES DISTRICT APPROVING THE PROPOSED SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUNDS FOR FISCAL YEAR 2008/2009.

Whereas, the Kensington Police Protection and Community Services District adopts the proposed Supplemental Law Enforcement Funds expenditures for Fiscal Year 2008/2009 to be as follows:

The hiring of a lateral entry police officer at Step 3 of the Kensington Police Association Memo of Understanding, including all benefits, at a sum of \$102,279 for Fiscal Year 2008/2009.

The additional officer will be primarily assigned to traffic enforcement duties however; will supplement patrol duties as needed.

Now, therefore, be it resolved by the Board of Directors of the Kensington Police Protection and Community Services District that the proposed Supplemental Law Enforcement Funds expenditures for Fiscal Year 2008/2009 are \$102,279.00.

Passed and adopted on the 12th day of February, 2009, by the following vote of the Board.

AYES: NOES: ABSENT:

President, Board of Directors
Kensington Police Protection & Community
Services District

District – New Business

3. General Manager Greg Harman will recommend that the Board approve the contract as proposed by John Feld, an independent contractor, to provide the Board of the Kensington Police Protection & Community Services District and the General Manager with general public relations services. Board Action.

This is a contractor agreement between The Kensington Police Protection and Community Services District (hereinafter "KPPCSD") and John Feld, an independent contractor whose SSN number is 555 75 8793, and whose business is located at 2286 Cedar Street, Berkeley CA 94709 (hereinafter "the Contractor"). KPPCSD is intended to represent the Board of the Kensington Police Protection and Community Services District and the General Manager.

1. Purpose of Agreement

The purpose of this Agreement is to establish terms and conditions for services performed by the Contractor for the KPPCSD.

The Contractor shall provide public relations and community informational services to promote the agenda of KPPCSD and the board.

2. Scope of Agreement

This is a contractor agreement. The Contractor shall perform the work specified in Attachment A (see attached). This Agreement covers only the items described herein. Any other items must be agreed in writing by both parties as extensions to this agreement. Either party may propose changes to this agreement. If changes substantially affect the enclosed attachment, this contract may be voided, and replaced at any time.

3. Terms of Agreement

This Agreement begins on _____. This Agreement is open-ended, and may be terminated by either the KPPCSD Board, the General Manager, the Board President, or the Contractor with one months notice, with or without cause, by giving the other party written notice of termination. Upon termination, there will be no cancellation fees or residual obligations.

If termination is due to failure to perform, the other party has 72 hours to correct the failure. In the event of termination, paragraphs 6, 7, and 8 remain in effect unless termination of these is agreed in writing by the KPPCSD.

4. Compensation

The Contractor will bill the KPPCSD at the rate of \$ 21 per hour. It is assumed that the work hours will be variable to meet the duties of the contract, but there will be a maximum of 80 hours in any one calendar month, which will not be exceeded without prior agreement between the Contractor and the General Manager and/or the Board President.

Contractor will invoice KPPCSD for the total hours by the 14th of the succeeding month. Payment is required within 14 calendar days of receipt of the invoice. Any incidental costs will be agreed upon in advance.

5. The Contractor Is an Independent Contractor

The Contractor is an independent contractor and is not an agent or employee of the KPPCSD. The Contractor will be responsible for determining the manner and means of

fulfilling the contract and for all legal requirements applicable to independent contractors. The Contractor will maintain his or her own business operation. Neither the Contractor nor the KPPCSD intend to establish an employer-employee relationship and both parties agree that the Contractor is not an employee for state or federal tax purposes.

6. Confidentiality Requirement

Contractor shall maintain as confidential and proprietary any information that the KPPCSD so identifies and any information that can reasonably be presumed to be such for a period of two years. This obligation shall cease when such information is made publicly available by the KPPCSD or rightful publication by others.

7. Assignment of Intellectual Property Rights

All rights, title, and interest in any intellectual property (conceived either individually or jointly), including any inventions, whether patentable or not, and trademarks which arise out of Contractor's performance under this Agreement, are the property of the KPPCSD. Works created by Contractor for KPPCSD in performance of this Agreement are "works made for hire" as defined under U.S. Copyright Law. Contractor relinquishes all claims to copyright.

8. Warranty and Indemnification

In performance of its obligations under this Agreement, the Contractor shall to the best of the Contractor's knowledge and ability avoid infringement of any patent, copyright, or trademark, or the disclosure of any trade secret or other confidential and proprietary property of any other third party. Even when permission has been obtained from the affected third party(ies), the Contractor agrees that it shall not knowingly furnish or use any such patented or copyrighted information or any such mask work or trademarks in the performance of this Agreement, nor shall the Contractor knowingly use the trade secrets or other confidential and proprietary information of the Contractor or others, without the prior written consent of the KPPCSD.

The Contractor shall indemnify the KPPCSD in the event of an infringement action by any third party against the KPPCSD arising out of the Contractor's willful use of any patents, copyrights, trademarks, trade secrets, or other confidential and proprietary information as determined by a court of competent jurisdiction Contractor and KPPCSD grant each other mutual waivers of incidental and consequential damages. In the event that a claim is unsuccessful, Contractor shall incur no liability.

9. Miscellaneous

The provisions of this Agreement shall be governed by the laws of the State of California, and all dispute resolution proceedings shall take place in the appropriate forum in California. All disputes and disagreements (except for matters for which injunctive relief is sought pending arbitration) shall be resolved by binding arbitration before a single arbitrator in California in accordance with the Rules of the American Arbitration Association.

Attachment A:

The Contractor shall perform the following:

- I. Provide general public relations services for KPPCSD as well as the board and the General Manager in their professional roles relating to the Kensington community.
 - a. Will conduct outreach to press agencies and newspapers, facilitating the flow of news.
 - b. Will help facilitate, when requested, in any communications between the KPPCSD, or the Police department, or the General Manager and outside media.

- II. Create a monthly bulletin for the district
 - a. The bulletin will provide information to the community related to the work of the City Manager, and KPPCSD. It will describe intentions, summary of actions taken, and results. It will further include general information that is considered to be relevant and of interest to the residents. From time to time, the bulletin will also profile various members of the KPPCSD staff, police officers and members of the board.
 - b. The bulletin will include a President and General Manager letter when available, and an outline of recent police activity provided by the General Manager or one of his agents,
 - c. Public notification about community meetings, and other community news deemed of interest.
 - d. The contractor will provide this bulletin in PDF form, and if desired, a plain text or Microsoft Word file. He will work with the General Manager and his agents to ensure that the bulletin is made available in printed format as well as in a format that can be displayed in the KPPCSD Web site.

- III. Create a district-controlled e-tree to facilitate real-time communication to the community which would include the regular monthly bulletin, announcements (e.g. e-waste day or neighborhood burglaries or missing persons reports).

- IV. As requested by the General Manager or President, help set up and facilitate neighborhood and district-wide community meetings for the general manager or members of the board to to promote the agenda of KPPCSD, listen to the community.

- V. The Contractor agrees to meet with KPPCSD board when requested.

- VI. The Contractor will itemize the activities undertaken with the monthly invoice.

- VII. The Contractor reserves the right to not perform for a one-month period each year, the dates to be agreed with the General Manager.

District – New Business

4. Ito Ripsteen of Gordon Realty, a commercial real estate service, will present the Board with a proposal for services to identify possible uses and leases for the Annex Building. Board Action.

Greg Harman

From: Ito Ripsteen [ito@gordoncommercial.com]
Sent: Monday, January 26, 2009 5:04 PM
To: gharman@kensingtoncalifornia.org
Subject: Kensington Park building - Ito Ripsteen Gordon Commercial

Greg,

Pursuant to our meeting today at the building in Kensington Park, please find the following as an overview of my potential services I can provide in facilitating the rental of the vacant building:

Gordon Commercial's Leasing Process

Gordon Commercial's leasing process is carefully orchestrated to maximize the creation of rentable space, provide maximum exposure for the properties that we represent and minimize the time it takes to get each one through the permitting process.

We start with the basic process described below and customize as determined by the needs of each owner and each property. Our process includes these components:

- **Work with landlords to define rentable spaces that meet the needs of the retail and business community.**
 - Involve architects and contractors as needed

- **Prepare and distribute marketing materials**
 - Initial marketing materials include a one-page property overview and, for larger properties, a comprehensive property package. Upon receipt of approval from the owner, we will immediately promote the space using the following vehicles:
 - Gordon Commercial Website This site is visited regularly by hundreds of brokers.
 - LoopNet LoopNet is a major national property listing service to which we subscribe and list properties.
 - CoStar CoStar is an extensive national listing service that we use to list and locate properties.
 - METRO Service of the Oakland Association of Realtors We list properties in the Metros as a way to reach commercial brokers in Alameda and Contra Costa counties. Several hundred people view these listings each week.
 - Mass e-mail We e-mail a property flyer to over 1,000 brokers, developers, architects, property owners and local, regional, and national businesses on our e-mail list.

- **Place Gordon Commercial Brokerage signs on the Property**

Gordon Commercial's teal colored logo signs identify our association with the property. These signs advertise the availability of the property 24 hours a day.

- **Target Key Prospects**
 - We promote properties within Berkeley organizations (and beyond) including the Downtown Business Association and the Telegraph Business Improvement District and the Mayor's Breakfast Roundtable to help spread the word that this opportunity is available.
 - We personally contact our database of business owners and operators, local developers, property owners, and investors, as well as the large group of local brokers that we work with regularly.
- **Steward lease through signature and deal closure**
- **Lend advice and expertise as needed to help steward the project through City permitting processes.**

I am happy to come to a board meeting or a council meeting to introduce myself and further discuss the process with specifics geared towards this unique property, and what we can expect in terms of the community response.

Good meeting you today, and don't hesitate to call or email me with any questions.

Best regards,

Ito Ripsteen

Ito Ripsteen
Gordon Commercial Real Estate Services
2091 Rose Street Berkeley, CA 94710
Phone (510) 524-4410 Fax (510) 704-1830
www.gordoncommercial.com

District – New Business

5. Board President Bill Wright will announce the 2009 Committee assignments, Task Force formations, and have the first reading of the revision of the Policy Manual Policy Number 4060.3, eliminating the Emergency Preparedness Committee and forming the Executive Committee. Board Action.

It is proposed that the following board members are to be assigned as Coordinators of the following Committees. Coordinators may elect consult with or include staff and/or members of the community on the committees. Each committee may elect to appoint a chair.

Finance Committee

Pat McLaughlin

Chuck Toombs

Solid Waste Committee

Cathie Kosel

Cindy Kimball

Intergovernmental

Bill Wright

Policies and Procedures

Cindy Kimball

We will also have a first reading of a revision to the Policy Manual to form an Executive Committee. The Executive Committee will be composed of the Board President and Board Vice President. The duties of the Executive Committee would be focused on personnel matters particularly with regard to the District General Manager and on emergency issues that can be resolved at the committee level.

The District Policies also provide for several Board Coordinator Roles that have not been listed here and in fact, we talked about eliminating several of them. My (Bill Wright) recommendation is that rather than eliminate these entirely, I would just not appoint anyone to these roles – at this time. The board may decide to have more active involvement in these areas at some date and therefore fill these positions – at a later date as needs arise. These are related to the Public Safety Building, Park Planning & Recreation, Park Funding and Emergency Preparedness.

Task Force Formation

Based on the consensus of the recent retreat, we will form four task forces – the primary purpose of which will be to gather data where necessary and generate recommendations for the board's consideration to resolve our fiscal deficit. Note the "outsourcing/consolidation" review will fall to the Expense Reduction Task Force.

With one exception, each member of the board has been assigned one task force based on their preferences – and for the most part, each member has been assigned to one of the tasks they requested.

Task Force ("ad hoc committees") assignments

1. Revenue Enhancement Task Force
 - a. Pat McLaughlin
 - b. Cindy Kimball
2. Expense Reduction (includes outsourcing/consolidation with other jurisdictions) Task Force
 - a. Bill Wright
 - b. Chuck Toombs
3. Annex Task Force
 - a. Cathie Kosel
4. Merge with Kensington Fire District Task Force
 - a. Bill Wright

The formation and assignments of "ad hoc committees" are not subject to board approval and therefore no formal board action is necessary.

The task force may recruit or consult with staff or members of the community as deemed necessary and appropriate by the task force members.

Deadline for recommendations: open for board discussion.

Board Report from Bill Wright

The board retreat last month raised several issues that need attention at the board level. One of those is our governance role vis-à-vis the general manager. I met with the general manager and we will be implementing the following program.

1. The Executive Committee will work with the general manager to develop performance objectives for the existing fiscal year. Going forward, this will be done at the beginning of each fiscal year.
2. The Executive Committee will provide feedback to the general manager on a quarterly basis (and more often as necessary in semi-monthly meetings – see below) as to his accomplishments related to his performance objectives.
3. After the conclusion of the fiscal year, the full board will meet to evaluate the general manager's performance against his objectives. This will be subsequently be discussed by the Executive Committee with the general manager.
4. Subsequently, but prior to the general manager's hiring anniversary date (September 15th) the full board will meet to determine the general manager's level of compensation for the ensuing year.

This year, Greg and I will be meeting semi-monthly – usually at his office and usually on the second and fourth Friday of each month to review current issues and agenda items. These meetings may at times be Executive Committee meetings. The meetings may also at times include members of his staff or district contractors where he deems appropriate.

Please continue to copy me on correspondence you have with the General Manager just so I can stay abreast of issues as they arise. Also feel free to contact me with issues you would like me to raise with Greg at our semi-monthly meetings.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

POLICY MANUAL

POLICY TITLE: Committees and Coordinators of the Board of Directors
POLICY NUMBER: 4060

4060.1 Standing Committees and Coordinators

The Board President shall appoint and publicly announce the members of the standing committees and Board Coordinators for the ensuing year no later than the Board's regular meeting in January.

4060.1.1 Board committees that are legislative bodies as defined by the Brown Act must meet the open meeting requirements of the Brown Act. If any language of this District policy conflicts with the Brown Act, the requirements of the Brown Act take precedence. For more information about what constitutes a legislative body as defined by the Brown Act (see California Government Code Sections 54950 through 54963).

4060.1.2 Committees of the Board of Directors shall consist of:

- A. Members of the Board.
- B. Members of the Kensington community where deemed appropriate by a majority vote of the Board.

4060.1.3 Coordinators shall be Board Members.

4060.2 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board president, a majority vote of the Board, or on the initiative of the committee. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.3 Standing Committees of the Board

Emergency Preparedness Committee;
Solid Waste Committee;
Finance Committee;

- 4060.3.1 The Board's standing Emergency Preparedness Committee shall be concerned with the development of a community emergency preparedness plan in cooperation with Kensington Fire Protection District.
- 4060.3.2 The Board's standing Solid Waste Committee shall be concerned with the implementation of the solid waste/recycling contract and ensuring that it meets State and Local mandates.
- 4060.3.3 The Board's standing Finance Committee shall be concerned with the financial management of the District, including recommendations on the annual budget and major expenditures, investment policies, long-range planning, and comments and commendations regarding the annual audit and certified public accountant.
- 4060.4 The Board's Coordinators may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President or a majority vote of the Board, or on his or her own initiative. Any recommendations resulting from such review should be submitted to the Board via a written or oral report.

4060.5 Board Coordinators

Finance and Administration;
 Intergovernmental/External Issues;
 District Policies and Procedures;
 Public Safety Building
 Park Planning and Recreation; and
 Park Funding
 Community Outreach

- 4060.5.1 The Board Coordinator for Finance and Administration shall be concerned with the financial management of the District and serve as chair of the standing Finance Committee.
- 4060.5.2 The Board Coordinator for Intergovernmental/External Issues shall be concerned with new laws and legislation affecting the District and liaison with other governmental and legislative bodies.
- 4060.5.3 The Board Coordinator for District Policies and Procedures shall be responsible for developing and proposing updates to the District's Policy Manual and for proposing and reviewing policies for usage of the Kensington Park.
- 4060.5.4 The Board Coordinator for the Public Safety Building shall be responsible for negotiating and overseeing the long-term lease agreement with the Kensington Fire District.

4060.5.5 The Board Coordinator for Park Planning and Recreation shall be concerned with monitoring the maintenance of the Park property, coordinating with other organizations responsible for recreational activities in the Park, and developing plans for future development of the park property.

4060.5.6 The Board Coordinator for Park Funding shall be concerned with coordinating fund-raising programs for further development of the park.

4060.5.7 The Board Coordinator for Community Outreach shall work with the General Manager to promote community awareness.

4060.6 Ad Hoc Committees

The Board President shall appoint ad hoc committees as may be deemed necessary or advisable by himself/herself or the Board. The duties of an ad hoc committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

District – New Business

6. General Manager Greg Harman will present the proposed lease agreement between the Kensington Fire District and the KPPCSD for the lease of the Public Safety Building to the Board for review and discussion. Board Action.

July xx, 2009

Lease Agreement between Kensington Fire Protection District and Kensington Police Protection and Community Service District for Occupancy of Kensington Public Safety Building

The purpose of this document is to define a lease agreement between the Kensington Fire Protection District ("KFPD" or "lessor") and the Kensington Police Protection and Community Services District ("KCSD" or "lessee") for office space in the public safety building located at 215/217 Arlington Avenue, Kensington, California.

Description of Leased Area

1. The "leased area" is defined as that area designated for the lessee's use described as "Police Department" or "Police Department Assigned" in the Schematic Design dated April 2, 1998, submitted by Marcy Li Wong, Architects (attachment #1). Additional areas included in this lease for nonexclusive use are the exterior common areas of the parking lot, the driveway and the front entrance of the building and the interior common areas described in the Schematic Design.

Dedicated Parking Spaces

2. There are currently ten (10) parking spaces in the rear parking lot. Six (6) spaces shall be dedicated for use by the lessee and its employees, and four (4) shall be dedicated for use by the lessor and its employees. Use of the apparatus bay apron for parking is prohibited.

Term of Lease

3. The primary term of this lease shall be three (3) years, from July 1, 2009 to June 30, 2012. Lessee shall have the option to request an extension of this lease for an additional period of up to three (3) years. On or before April 30, 2012, lessee shall provide lessor written notice of its desire to extend the term of this lease. Lessor, at its sole discretion, may choose to extend or not extend the term of this lease, and shall notify lessee of its intent within 30 days of notice from lessee.

Annual Cost of the Lease

4. The annual cost of the lease to the lessee shall be \$17,812; this amount is divided between rent and maintenance fee. The amount of the maintenance fee is adjusted annually.

The annual rent amount shall be \$12,700 adjusted in accordance with Section 5.

The annual maintenance fee shall be \$5,112 adjusted in accordance with Section 5. This fee shall be used exclusively for the costs of maintenance and capital improvements to common areas of the property and building, both interior and exterior (as defined in Section 8 of this document). The KFPD shall deposit the maintenance fee into a separate bank account to be known as "Kensington Public Safety Building Maintenance and Capital Improvement Fund" ("MCI Fund") and shall provide a separate annual accounting of all

transactions to the KCSD.

Two equal payments of \$8,906 adjusted in accordance with Section 5 shall be due in advance and payable on January 1st and July 1st of each year for the duration of the lease.

Annual Lease Cost Accelerator

5. The annual rent and maintenance fee shall be adjusted annually by any change in the Bay Area Consumer Price Index as established by the United States Department of Labor in March of each year. The adjustment shall be effective for the ensuing July 1st - June 30th fiscal year.

Termination of Lease Agreement

6. This agreement may be terminated for cause by either lessor or lessee, in writing, with twelve (12) months advance notice of intent.

Provisions for Maintenance of Interior Leased Area

7. The lessee agrees to make tenant improvements to and to maintain the interior features of the KCSD leased space; the MCI Fund shall not be used for such purpose. Any improvements to the leased space must be approved by the Board of Directors of both Districts. Should the lessee neglect to keep the leased space maintained in a professional and clean manner, in lessor's determination, lessor may have maintenance performed to lessee's area and bill lessee for any costs incurred.

Costs of Capital Improvements and Maintenance of Common Areas

8. The lessee agrees to pay one half (1/2) the cost of capital improvements to any portion of the interior or exterior of the building and property that is common in nature. Capital improvements are defined as those improvements having at least a five year life and cost of at least \$5,000. The lessee also agrees to share one half (1/2) the cost of maintaining the interior and exterior common areas of the building and property. The MCI Fund may be used for such purposes as are described in this section.

The costs referred to in this section include, but are not limited to, exterior painting; the repair or replacement of the roof, exterior windows, parking lot, driveway; the repair or replacement of common area doors, electrical, sewer, water services; the repair or replacement of common area air conditioning, heating, emergency generator.

The KFPD shall submit a copy of its most recently updated Capital Improvement Budget to KCSD each year. Barring an emergency, the amount that may be asked of the KCSD in any year for such expenses as defined in this section shall be limited to \$25,000 adjusted by the CPI as described in Section 5.

If no payment is received 90 days after the date on the invoice, the KFPD may withdraw the invoiced amount from the MCI Fund. If sufficient funds are not available, the KFPD shall bill the KCSD for any remaining balance.

The lessor and lessee shall endeavor to agree on methods to achieve proper resolution of common area maintenance and capital improvement needs taking into consideration the existing balance in the MCI

Fund.

Shared Cost of Utilities

9. The lessee shall pay to the lessor one half (1/2) the monthly cost of utilities such as gas, electricity, and water, except when such utilities are separately metered. In the case of separate meters for a particular utility, the party served by the meter will pay the entire bill. Lessee shall pay one half (1/2) the yearly sewer charge. Each party shall pay its own telephone bills. A copy of the applicable invoice shall be presented to the lessee upon receipt, and payment by the lessee shall be made on that invoice within thirty (30) calendar days.

Use of Public Safety Building

10. Use of the Public Safety building, other than by police and fire personnel or for their respective business and operations, shall be subject to the approval of the Police Chief and the Fire Chief.

Insurance

11. The lessee shall procure, at its sole expense, and maintain in full force and effect during the term of this lease, the following insurance naming the lessor as additional insured and/or loss payee: Comprehensive General Liability insurance against claims for bodily and personal injury, death and property damage caused by or occurring in conjunction with the lease of the leased area with a policy limit of at least One Million Dollars (\$1,000,000) per occurrence.

Additionally, lessee shall pay one half (1/2) the cost of insurance that lessor obtains through the Contra Costa County Fire Districts Joint Power of Authority Insurance Pool for the real property at 215/217 Arlington Avenue. A copy of the invoice for such insurance shall be presented to the lessee upon receipt, and payment by the lessee shall be made on that invoice within thirty (30) calendar days.

Both parties to this agreement shall provide the other with a certificate of insurance that indicates the insurance will not be canceled without 30 days written notice. Neither party shall be responsible to the other for any property damage or loss, unless such damage or loss results from the sole negligence of the other party.

Indemnification

12. Lessee shall indemnify and hold harmless lessor from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring in, on or about the leased area, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the lessee, its employees, officers, agents, volunteers, or its visitors. Lessor shall indemnify and hold harmless lessee from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring outside the leased area either on the property or in the building, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the lessor, its employees, officers, agents, volunteers, or its visitors.

Dispute Resolution

13. Should any disagreement arise regarding any part of this agreement, both boards shall attempt to solve the dispute through negotiations. Should negotiations fail, the two parties agree to mediation, and to share the costs of the mediation. Each party further agrees to be responsible for its own legal costs associated with the mediation.

Should mediation fail, the two parties agree to binding arbitration by the American Arbitration Association. The losing party shall pay the costs incurred in such action, including the legal costs of the other party.

Dated:

Kensington Fire Protection District

Kensington Police Protection and CSD

1121473.4

District – New Business

7. General Manager Greg Harman will present a Mid-Year Budget Review to the Board for discussion and review. Board Action.