

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, April 11, 2013, at 6:30 P.M.**, at the Community Center, 59 Arlington Avenue, Kensington, California. The Board will enter into Closed Session-1- Conference with Legal Counsel- Existing Litigation (Subdivision 54956.9) Bay View Refuse and Recycling Services Inc. v. Kensington Police Protection and Community Services District; 2- Complaints or charges against General Manager/ Chief of Police (Subdivision 54957); 3- Workers Compensation Claim (Subdivision 54956.95) Claimant: Anita Gardyne; Agency: Kensington Police Protection and Community Services District; 4- Conference with Legal Counsel- Anticipated Litigation (Subdivision (c) of Section 54956.9) Conference with legal counsel to discuss potential initiation of litigation (one case); 5- Conference with Legal Counsel- Existing Litigation (Subdivision (a) of Section 54956.9) Leonard Schwartzburd v. Kensington Police Protection and Community Services District; and 6- Conference with Labor Negotiators (Section 54957.6): Agency Representatives: Patricia Gillette and Chuck Toombs; Employee Organization: Kensington Police Officers Association. The Board will return to Open Session at approximately 7:15 PM. If further Closed Door Session is required, the Board will return to Closed Door Session following the end of the Open Session Meeting.

Note: All proceedings of the open session meeting will be tape recorded and video taped.

Roll Call
Public Comments

CLOSED DOOR SESSION

1. Closed Session
Conference with Legal Counsel- Existing Litigation (Subdivision 54956.9) Bay View Refuse and Recycling Services Inc. v. Kensington Police Protection and Community Services District.
2. Closed Session
Complaints or charges against General Manager/ Chief of Police (Subdivision 54957).
3. Closed Session
Workers Compensation Claim (Subdivision 54956.95) Claimant: Anita Gardyne; Agency: Kensington Police Protection and Community Services District.
4. Closed Session
Conference with Legal Counsel- Anticipated Litigation (Subdivision (c) of Section 54956.9) Conference with legal counsel to discuss potential initiation of litigation (one case).
5. Closed Session
Conference with Legal Counsel- Existing Litigation (Subdivision (a) of Section 54956.9) Leonard Schwartzburd v. Kensington Police Protection and Community Services District.
6. Closed Session
Conference with Labor Negotiators (Section 54957.6): Agency Representatives: Patricia Gillette and Chuck Toombs; Employee Organization: Kensington Police Officers Association.

OPEN SESSION

The Board will return to Open Session at approximately 7:15 PM and report out on the Closed Door Session.

Second Public Comments
Board Member/ Staff Comments

APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Regular Meeting March 14, 2013, Page 3
- b) Profit & Loss Budget Performance for March 2013, Page 9
- c) Park Revenue & Expenses Report for March 2013, Page 14
- d) Board Member Reports-None
- e) Correspondence- Page 23
- f) Police Department Update, Page 30
- g) Monthly Calendar, Page 41

- h) Recreation Report, Page 43
- i) General Manager's Report, Page 44

DISTRICT - NEW BUSINESS

1. General Manager/ Chief of Police Greg Harman will present for discussion and possible approval, Kensington Police Protection & Community Services District Resolution 2013-002 Initiating Proceedings for the Levy and Collection of Assessments for the Kensington Park Assessment District for Fiscal Year 2013/14. Board Action. Page 47
2. General Manager/ Chief of Police Greg Harman will present for discussion and possible approval, Kensington Police Protection & Community Services District Resolution 2013-003 Approving the Annual Report for the Kensington Park Assessment District for Fiscal Year 2013/14. Board Action. Page 50
3. General Manager/ Chief of Police Greg Harman will present for discussion and possible approval, Kensington Police Protection & Community Services District Resolution 2013-004 Declaring Its Intention to Levy and Collect Assessments for the Kensington Park Assessment District for Fiscal Year 2013/14. Board Action. Page 64
4. General Manager/ Chief of Police Greg Harman will request the Board approve continuation of the contract between All City Management Services and the District for crossing guard services at Arlington Avenue and Kensington Park. The amount of the services for Fiscal Year 2013/14 will not exceed \$10,061 which represents a 2% increase in fees over Fiscal Year 2012/13. Board Action. Page 66
5. General Manager/ Chief of Police Greg Harman will present to the Board for a first reading a revision to KPPCSD Board Policy # 4030 "Expense Policy". Board Action. Page 68
6. General Manager/ Chief of Police Greg Harman and Director Linda Lipscomb will lead a discussion on requests of the KPPCSD Board requesting resolutions of support for State Senator Loni Hancock's Senate Bill 254 and Assembly Member Nancy Skinner on the following Assembly Bills:
 - AB 39- Funding available for public schools across the State to spend on energy efficiency retrofits.
 - AB 48- Legislation to regulate the sales of ammunition in California, by requiring sellers to be licensed, purchasers to show ID, sales to be reported to the Department of Justice, and local law enforcement to be informed when someone buys large quantities of ammunition in a short period of time.
 - AB 127- Reduces flame retardants in building insulations without reducing fire safety, in order to protect people from toxic chemicals often included in buildings.Board Action. Page 89
7. General Manager/ Chief of Police Greg Harman will ask the Board for approval to enter into an agreement with the Contra Costa County Sheriff's Office for Forensic Services. Board Action. Page 95
8. General Manager/ Chief of Police Greg Harman will ask the Board if any member would like to attend the California Special District Association (CSDA) Legislative Days, May 14th-15th, being held at the Sacramento Convention Center. The cost to attend is \$225 for the two day event. Hotel accommodations would be extra. Board Action. Page 96

(If needed, the Board will return to Closed Session following the end of the Open Session meeting.)

ADJOURNMENT

General Information

Accessible Public Meetings

NOTE: UPON REQUEST THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT WILL PROVIDE WRITTEN AGENDA MATERIALS IN APPROPRIATE ALTERNATIVE FORMATS, OR DISABILITY-RELATED MODIFICATION OR DISABILITIES TO PARTICIPATE IN PUBLIC MEETINGS. PLEASE SEND A WRITTEN REQUEST, INCLUDING YOUR NAME, MAILING ADDRESS, PHONE NUMBER AND A BRIEF DESCRIPTION OF THE REQUESTED MATERIALS AND PREFERRED ALTERNATIVE FORMAT OR AUXILIARY AID OR SERVICE AT LEAST 2 DAYS BEFORE THE MEETING. REQUESTS SHOULD BE SENT TO:

General Manager/ Chief of Police Greg Harman, Kensington Police Protection & Community Services District, 217 Arlington Ave, Kensington, CA 94707
POSTED: Public Safety Building-Colusa Food-Library-Arlington Kiosk- and at www.kensingtoncalifornia.org
Complete agenda packets are available at the Public Safety Building and the Library.

Meeting Action Minutes for 03/14/2013

AGENDA

A Regular meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) was held Thursday, March 14, 2013, 6:30 PM, at the Community Center, 59 Arlington Avenue, Kensington, California.

ATTENDEES

<u>Elected Members</u>	<u>Public Speakers/ Presenters</u>	
Tony Lloyd, President	Joe Yee	Bill Stanton
Patricia Gillette, Vice President	Barbara Dilts	Anthony Knight
Linda Lipscomb, Director	Karl Kruger	Gretchen Gilfillan
Charles Toombs, Director	John Stein	Katie Gluck
Len Welsh, Director		
<u>Staff Members</u>		
Gregory E. Harman, General Manager/Chief of Police		
Sergeant Keith Barrow (Off Duty)		
Sergeant Kevin Hui (On Duty)		

Board President Tony Lloyd called the meeting to order at approximately 6:35 PM and took a roll call of the Board members. All members were present.

PUBLIC COMMENTS- NONE

At 6:37 PM, the Board moved to Closed Session to:

1. Conference with Legal Counsel- Existing Litigation (Subdivision 54956.9) Bay View Refuse and Recycling Services Inc. v. Kensington Police Protection and Community Services District.
2. Complaints or charges against General Manager/ Chief of Police (Subdivision 54957).
3. Workers Compensation Claim (Subdivision 54956.95) Claimant: Anita Gardyne; Agency: Kensington Police Protection and Community Services District.
4. Conference with Legal Counsel- Anticipated Litigation (Subdivision (c) of Section 54956.9) Conference with legal counsel to discuss potential initiation of litigation (one case).
5. Conference with Legal Counsel- Existing Litigation (Subdivision (a) of Section 54956.9) Leonard Schwartzburd v. Kensington Police Protection and Community Services District.

6. Conference with Labor Negotiators (Section 54957.6): Agency Representatives: Patricia Gillette and Chuck Toombs; Employee Organization: Kensington Police Officers Association.

At 7:17 PM, President Lloyd announced to the public that the Board would be in Closed Session for an additional 10 minutes.

At 7:32 PM, the Board returned to Open Session. President Lloyd announced that the Board had met with legal counsel to discuss above Items 1-5.

PUBLIC COMMENTS

Barbara Dilts asked if the auditor for the 2011/2012 Fiscal Year would be the same as the auditor for the 2010/2011 Fiscal Year and General Manager/ Chief of Police Greg Harman responded that it would be the same. Dilts then asked if the board would be going to an RFP for this fiscal year and General Manager/ Chief of Police Greg Harman responded that we would.

BOARD COMMENTS

Director Toombs announced that the Kensington Public Safety Council would be holding a presentation on “Animal Safety During a Disaster” on March 21st at 7PM in the Community Center.

He stated that he and Master Sergeant Hull had met with representatives from County Public Works and several citizens on February 27th, to discuss traffic safety in the Colusa Circle area. He said that there were plans to expand the Circle from its current oval shape to a true circle shape in order to slow vehicles down going through the circle area. He said there were also discussions about a possible pedestrian island at the Santa Fe crosswalk.

He stated that the Park Buildings Committee will be doing public outreach by giving presentations to the “K Groups” and other groups of citizens on the plans and financing options for the remodel of the Community Center during the months of March and April.

Director Lipscomb stated that the Policy Committee met February 27th to finalize the expense/ reimbursement policy in order to send it off to our attorneys for review. Once reviewed, it will be presented to the Board for the first reading.

Vice President Gillette stated that she will be in trial for the next two months, and that would limit the time she has for District business, but stated she expects to have more availability by May.

Director Welsh stated that the Park & Rec Committee had its first meeting on March 6th, with Dan O’Brien leading a discussion on vegetation control and fire fuel reduction. The next meeting of this committee is tentatively scheduled for April 17th.

President Lloyd stated the Path Committee met March 6th and it was decided that this group would become an advisory committee to the General Manager/ Chief of Police and would fall

under the oversight of the new Park & Rec Committee. He stated that we have been working with Kate Rauch in John Gioia's office to set up a meeting to get the path acquisition project moving along.

STAFF COMMENTS

General Manager/ Chief of Police Greg Harman informed the Board that the CSDA "Leg Days" would be May 14th -15th and stated he would place the item on the April agenda for Board discussion.

He said he received a request from the Contra Costa Taxpayer Association requesting a resolution from the Board in support of transparency in government and stated he would place the item on the April agenda for Board discussion.

He stated that he had received a letter from Dr. Bruce Harter requesting a letter supporting the West Contra Costa County increase to their debt limit. He informed the Board that this letter of support would be in reference to the KPPCSD Board Resolution 2013-01 passed last month and wanted to know if the Board still approved the increase of the school district's debt limit and his providing a letter of support. After a brief Board discussion, he received approval to send the letter of support.

He then informed the Board that he had also received a request from State Senator Loni Hancock's representatives, requesting a resolution of support for SB 254, dealing with the recycling of mattresses. He informed the Board that he would place the item on the April agenda for Board discussion.

His final comment was his informing the Board that he was asked to sit on an oral board for the upcoming Pinole Police Commander Assessment Center on March 20th and 21st.

CONSENT CALENDAR

Vice President Gillette requested Item "I", the General Manager's Report be pulled.

President Lloyd requested Item "B", the Unaudited Profit & Loss Report be pulled.

Vice President Gillette asked if John Gioia's Arlington Street lights meeting was still on for March 20th, and she was told that it was.

President Lloyd asked if there were any trends as to expenses in the budget. General Manager/ Chief of Police Greg Harman responded that there was, stating that as reported in his monthly General Manager's Report's, there has been increases in both legal costs associated with District affairs and legal costs associated with the maintaining of the garbage contract with Bay View. He stated that there also have been increases in forensic expenses, but much of that was a result of the homicide investigation in August. When asked, he stated that all of these costs were unforeseen and are definitely affecting the budget.

MOTION: Director Toombs moved to approve the Consent Calendar. Director Welsh seconded this motion. Motion to approve passes 5 to 0.

AYES: Lloyd, Gillette, Lipscomb, Toombs, Welsh NOES: 0 ABSENT:

5

DISTRICT – NEW BUSINESS #1 – Contra Costa County Assistant Public Works Director Joe Yee will provide a brief status presentation of the paving projects that will be continuing this summer.

Contra Costa County Assistant Public Works Director Joe Yee provided a brief presentation on the three year resurfacing/paving project currently underway in Kensington. He stated that this summer will be the second year of the project and they are planning on resurfacing the Arlington and roads north.

BOARD COMMENTS

Director Toombs asked Yee if this would be the same resealing process as used in the roads east of the Arlington this past year and Yee stated that it would.

Director Lipscomb read an e-mail she had received from Vida Dorroh, who was concerned about the quality and craftsmanship of the street work that had been completed last summer. Yee indicated that he would mention the concerns to the contractor.

PUBLIC COMMENTS

Katie Gluck asked about the planned improvement in the Colusa Circle area and Yee responded that he wasn't sure, that project was in the Traffic Division.

Bill Stanton asked about the grading issue at Arlington and Westminster, with cars bottoming out as they pass over the drainage area. Yee responded that he believed the County and the contractor had already responded to that problem and that it is no longer an issue.

Gretchen Gilfillan asked who was responsible for fixing the pot holes on Berkeley Park and Yee stated that would be something that his department could look into.

Anthony Knight asked what will happen to the landscaping put in by the KIC when the Colusa Circle is expanded. Yee stated he would let the Traffic Division know of the concern.

Karl Kruger asked Yee what was the difference between micro-surfacing and sealing? Yee provided an explanation of the two processes.

President Lloyd asked Yee who could citizens contact in regards to curb cutouts and ramps. Yee stated that would be the Traffic Engineering Division. President Lloyd then asked would that be the same Division to inquire about the yellow non-skid padding on street corners and Yee stated yes. President Lloyd then stated that there were several potholes at Franciscan and Sunset and Yee responded that he could look into those too.

Bill Stanton asked who should he contact about having stop signs installed and Yee responded that would be the Traffic Engineering Division.

DISTRICT – NEW BUSINESS #2 – Director Linda Lipscomb will be requesting resolutions of support for Assembly Member Nancy Skinner on the following Assembly Bills:

AB 39- Funding available for public schools across the State to spend on energy efficiency retrofits.

AB 48- Legislation to regulate the sales of ammunition in California, by requiring sellers to be licensed, purchasers to show ID, sales to be reported to the Department of Justice, and local law enforcement to be informed when someone buys large quantities of ammunition in a short period of time.

AB 127- Reduces flame retardants in building insulations without reducing fire safety, in order to protect people from toxic chemicals often included in buildings.

Director Lipscomb provided a summary of Assembly Member Skinner's bills.

BOARD COMMENTS

Vice President Gillette began a Board discussion on the issue of supporting the various bills that have a direct impact on Kensington and questioning if we should be taking up District time supporting those that do not.

PUBLIC COMMENTS

John Stein stated that historically the Board has not endorsed political bills that have come before it.

Bill Stanton stated that there needs to be some kind of gatekeeper on all of this.

Director Lipscomb mentioned there is the issue of supporting those bills in order to receive future "favor" from the elected officials that had approached us asking for our support. She mentioned that Senator Hancock is the Chair of the State's Law Enforcement Committee and that we could be in need of a "favor" in the coming months. She then stated she would move to table her resolution until the April meeting.

DISTRICT – NEW BUSINESS #3 – General Manager/ Chief of Police Greg Harman will ask the Board if any member wishes to run for the CSDA Board of Directors Seat B.

Following a brief Board discussion, there were no Board members interested in the position at this time.

DISTRICT – NEW BUSINESS #4- General Manager/ Chief of Police Greg Harman will ask permission of the Board to attend and participate in the Silver State National Police Memorial Parade using two District police vehicles in the parade.

General Manager/ Chief of Police Greg Harman gave a brief presentation to the Board requesting that members of the department be approved to attend and participate in the Silver State National

Police Memorial Parade using two District police vehicles in the parade. He indicated that the participants would cover all costs of the trip and there would be no cost to the district.

BOARD ACTION: Approval of the request.

At 8:50 PM, the Board returned to Closed Session to;

6. Conference with Labor Negotiators (Section 54957.6): Agency Representatives: Patricia Gillette and Chuck Toombs; Employee Organization: Kensington Police Officers Association.

At 10:05 PM, the Board returned to Open Session.

President Lloyd reported on the closed session announcing that the Board met with its labor negotiating team to prepare for the upcoming contract negotiations with the Kensington Police Officers Association.

MOTION: Director Toombs moved to adjourn the meeting at 10:07 PM. Director Lipscomb seconded the motion. Motion to adjourn passes 5 to 0.

AYES: Lloyd, Gillette, Lipscomb, Toombs, Welsh NOES: 0 ABSENT:

ADJOURNMENT

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

Date: Thursday, April 04, 2013

FORWARDED TO:

Subject: Consent Calendar Item B- Unaudited Profit & Loss Report

Variances in revenue and expenses for the month, as well as year to date fiscal projections can be found in the "Budget" portion of the General Manager's Report.

KPPCSD
Unaudited Profit & Loss Budget Performance
 March 2013

	Mar 13	Budget	Jul '12 - Mar 13	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
400 · Police Activities Reve...					
401 · Levy Tax	-1.28		1,258,115.94	1,275,000.00	1,275,000.00
402 · Special Tax-Police	0.00		681,220.00	680,000.00	680,000.00
403 · Misc Tax-Police	0.00		0.00		50.00
404 · Measure G Supplem...	0.00		405,614.00	405,614.00	405,614.00
410 · Police Fees/Service ...	80.00	500.00	1,233.15	1,500.00	2,000.00
414 · POST Reimburseme...	0.00		1,350.79		
415 · Grants-Police	0.00		39,036.54		
416 · Interest-Police	0.00		2,605.83	1,500.00	3,000.00
418 · Misc Police Income	1,093.29	1,250.00	15,379.72	11,250.00	15,000.00
Total 400 · Police Activities ...	1,172.01	1,750.00	2,404,555.97	2,374,864.00	2,380,664.00
420 · Park/Rec Activities Re...					
424 · Special Tax-L&L	0.00		32,660.80	30,000.00	30,000.00
426 · Park Donations	0.00		0.00		500.00
427 · Community Center ...	345.00	2,000.00	16,573.00	18,000.00	24,000.00
436 · Interest-Park/Rec	0.00		0.00	100.00	200.00
438 · Misc Park/Rec Rev	0.00	125.00	591.00	375.00	500.00
Total 420 · Park/Rec Activiti...	345.00	2,125.00	49,824.80	48,475.00	55,200.00
440 · District Activities Rev...					
448 · Franchise Fees	6,835.59	5,000.00	13,558.64	15,000.00	20,000.00
456 · Interest-District	0.00		341.74	250.00	500.00
458 · Misc District Revenue	0.00		60.00		
Total 440 · District Activitie...	6,835.59	5,000.00	13,960.38	15,250.00	20,500.00
Total Income	8,352.60	8,875.00	2,468,341.15	2,438,589.00	2,456,364.00
Expense					
500 · Police Sal & Ben					
502 · Salary - Officers	76,228.22	74,175.58	685,584.61	667,580.26	890,107.00
504 · Compensated Abse...	2,638.75	5,000.00	6,601.89	10,000.00	10,000.00

KPPCSD
Unaudited Profit & Loss Budget Performance
March 2013

	Mar 13	Budget	Jul '12 - Mar 13	YTD Budget	Annual Budget
506 · Overtime	466.09	3,333.33	38,978.73	29,999.97	40,000.00
508 · Salary - Non-Sworn	1,471.25	4,333.33	16,232.00	39,000.01	52,000.00
516 · Uniform Allowance	666.60	666.67	5,998.09	5,999.99	8,000.00
518 · Safety Equipment	0.00		250.00	4,000.00	6,000.00
521-A · Medical/Vision/De...	15,318.59	12,537.67	127,567.99	112,838.99	150,452.00
521-R · Medical/Vision/De...	13,984.54	14,888.50	120,720.30	133,996.50	178,662.00
521-T · Medical/Vision/De...	0.00		145,720.00		-32,942.00
522 · Insurance - Police	467.00	436.67	3,804.00	3,929.99	5,240.00
523 · Social Security/Med...	1,184.30	1,208.50	10,924.82	10,876.50	14,502.00
524 · Social Security - Dis...	103.89	268.66	1,019.07	2,418.02	3,224.00
527 · PERS - District Porti...	25,925.06	25,446.34	233,111.19	229,016.98	305,356.00
528 · PERS - Officers Por...	6,920.50	6,735.84	62,227.46	60,622.48	80,830.00
530 · Workers Comp	-7,305.73	11,337.40	43,657.51	45,349.60	56,687.00
Total 500 · Police Sal & Ben	138,069.06	160,368.49	1,502,397.66	1,355,629.29	1,768,118.00
550 · Other Police Expenses					
552 · Expendable Police ...	15.10	150.00	1,055.78	1,350.00	1,800.00
553 · Range/Ammunition ...	0.00		3,114.66	2,000.00	4,000.00
560 · Crossing Guard	822.15	822.16	6,686.82	7,399.52	9,866.00
562 · Vehicle Operation	5,797.40	4,766.66	41,822.03	42,900.02	57,200.00
564 · Communications (R...	0.00	11,830.00	84,725.28	106,470.00	141,960.00
566 · Radio Maintenance	0.00	1,812.50	19,752.02	16,312.50	21,750.00
568 · Prisoner/Case Exp./...	4,153.52	533.34	10,786.49	4,799.98	6,400.00
570 · Training	617.00	1,083.33	5,770.10	9,750.01	13,000.00
572 · Recruiting	72.00	1,083.34	2,154.00	9,749.98	13,000.00
574 · Reserve Officers	0.00	675.00	156.00	6,075.00	8,100.00
576 · Misc. Dues, Meals &...	0.00	260.41	2,245.00	2,343.77	3,125.00
580 · Utilities - Police	495.42		6,212.02	5,333.34	8,000.00
581 · Bldg Repairs/Maint.	0.00	83.34	464.90	749.98	1,000.00
582 · Expendable Office ...	360.36	500.00	4,134.70	4,500.00	6,000.00
588 · Telephone(+Rich. Li...	452.37	1,385.00	6,142.93	12,465.00	16,620.00
590 · Housekeeping	239.57	333.33	3,065.78	3,000.01	4,000.00
592 · Publications	0.00	250.00	2,441.63	2,250.00	3,000.00
594 · Community Policing	0.00	125.00	2,077.75	1,125.00	1,500.00

KPPCSD
Unaudited Profit & Loss Budget Performance
March 2013

	Mar 13	Budget	Jul '12 - Mar 13	YTD Budget	Annual Budget
596 · WEST-NET/CAL I.D.	0.00		13,130.00	13,130.00	13,130.00
599 · Police Taxes Admin...	0.00	800.00	2,430.73	3,200.00	3,200.00
Total 550 · Other Police Ex...	13,024.89	26,493.41	218,368.62	254,904.11	336,651.00
600 · Park/Rec Sal & Ben					
601 · Park & Rec Adminis...	490.50	541.66	4,638.00	4,875.02	6,500.00
602 · Custodian	1,750.00	1,750.00	15,750.00	15,750.00	21,000.00
623 · Social Security/Med...	21.89	41.41	339.16	372.77	497.00
Total 600 · Park/Rec Sal & ...	2,262.39	2,333.07	20,727.16	20,997.79	27,997.00
635 · Park/Recreation Expe...					
640 · Community Center ...					
642 · Utilities-Communi...	747.39	391.34	5,056.22	3,521.98	4,696.00
643 · Janitorial Supplies	0.00		820.32	375.00	750.00
646 · Community Cente...	0.00	166.66	1,226.04	1,500.02	2,000.00
Total 640 · Community C...	747.39	558.00	7,102.58	5,397.00	7,446.00
660 · Annex Expenses					
662 · Utilities - Annex	0.00	125.00	0.00	1,125.00	1,500.00
Total 660 · Annex Expens...	0.00	125.00	0.00	1,125.00	1,500.00
670 · Gardening Supplies	0.00	83.34	0.00	749.98	1,000.00
672 · Kensington Park O...	7,913.00	6,825.66	53,544.43	61,431.02	81,908.00
678 · Misc Park/Rec Expe...	62.40	83.33	-1,789.72	750.01	1,000.00
Total 635 · Park/Recreation ...	8,722.79	7,675.33	58,857.29	69,453.01	92,854.00
800 · District Expenses					
810 · Computer Maintena...	0.00	2,572.41	20,224.49	23,151.77	30,869.00
820 · Cannon Copier Con...	386.61	558.34	3,855.92	5,024.98	6,700.00
830 · Legal (District/Pers...	9,467.00	5,416.66	96,306.74	48,750.02	65,000.00
835 · Consulting	0.00		2,500.43		
840 · Accounting	1,755.00	1,825.00	14,836.25	24,600.00	30,075.00
850 · Insurance	0.00		24,387.27	30,000.00	30,000.00
860 · Election	0.00		0.00	6,000.00	6,000.00

7:20 PM
 04/04/13
 Accrual Basis

KPPCSD
Unaudited Profit & Loss Budget Performance
 March 2013

	Mar 13	Budget	Jul '12 - Mar 13	YTD Budget	Annual Budget
865 · Police Bldg. Lease	0.00		30,596.00	30,596.00	30,596.00
870 · County Expenditures	12,726.00	12,100.00	20,311.81	19,900.00	19,900.00
890 · Waste/Recycle	33,615.05	3,041.66	98,227.71	27,375.02	36,500.00
898 · Misc. Expenses	161.20	866.67	7,582.02	7,799.99	10,400.00
Total 800 · District Expenses	58,110.86	26,380.74	318,828.64	223,197.78	266,040.00
950 · Capital Outlay					
962 · Patrol Cars	0.00		0.00		23,000.00
963 · Patrol Car Accessor...	0.00		0.00		10,000.00
969 · Computer Equipment	0.00		0.00	8,000.00	8,000.00
978 · Pk/Rec Furn/Eq	0.00		2,165.69		
Total 950 · Capital Outlay	0.00		2,165.69	8,000.00	41,000.00
Total Expense	220,189.99	223,251.04	2,121,345.06	1,932,181.98	2,532,660.00
Net Ordinary Income	-211,837.39	-214,376.04	346,996.09	506,407.02	-76,296.00
Other Income/Expense					
Other Expense					
700 · Bond Issue Expenses					
701 · Bond Proceeds	0.00		-179,881.98		
710 · Bond Admin.	0.00		9,472.67		
715 · Bond Interest Income	0.00		-159.22		
720 · Bond Principal	0.00		112,110.74		
730 · Bond Interest	23,161.56		48,705.47		
Total 700 · Bond Issue Exp...	23,161.56		-9,752.32		
Total Other Expense	23,161.56		-9,752.32		
Net Other Income	-23,161.56	0.00	9,752.32	0.00	0.00
Net Income	-234,998.95	-214,376.04	356,748.41	506,407.02	-76,296.00

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

Date: Thursday, April 04, 2013

FORWARDED TO:

Subject: Consent Calendar Item C- Park Revenue & Expenses

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

This information is obtained through our QuickBooks software. Revenue and expenses from July 1, 2012 through April 4, 2013 is attached to this memo.

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 04/04/13
 Accrual Basis

KPPCSD
Account QuickReport
 July 1, 2012 through April 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
420 · Park/Rec Activities Revenue						
424 · Special Tax-L&L						
General Journal	10/8/2012	JV07...	CCC Taxes-LLD	SP ASSESS ...	146 · Advance...	32,660.80
Total 424 · Special Tax-L&L						32,660.80
427 · Community Center Revenue						
Deposit	7/26/2012	316		CC Rental Ju...	112 · General ...	1,000.00
Deposit	7/26/2012	V913...		Rental of roo...	112 · General ...	60.00
Deposit	8/7/2012	1696		CC Rental on...	112 · General ...	700.00
Deposit	8/7/2012	1062		CC Rental on...	112 · General ...	650.00
Deposit	8/21/2012	395		GPFF 50 hou...	112 · General ...	1,650.00
Deposit	8/21/2012	139		Wake up to A...	112 · General ...	45.00
Deposit	10/1/2012	1613		Aug 5 rental ...	112 · General ...	50.00
Deposit	10/1/2012	147		Wake Up to ...	112 · General ...	45.00
Deposit	10/1/2012	1097		East Bay Coll...	112 · General ...	598.00
Deposit	10/17/2012	160		CC Rental for...	112 · General ...	400.00
Deposit	10/17/2012	1559		CC Rental for...	112 · General ...	600.00
Deposit	10/17/2012			CC Rental for...	112 · General ...	100.00
Deposit	11/16/2012	175		CC Rental	112 · General ...	50.00
Deposit	11/16/2012	40497		CC Rental	112 · General ...	300.00
Deposit	11/16/2012	103		CC Rental	112 · General ...	850.00
Deposit	11/16/2012	149		Oct payment ...	112 · General ...	45.00
Deposit	11/16/2012	156		Wake Up to ...	112 · General ...	45.00
Deposit	12/27/2012	826		CC Rental 12...	112 · General ...	450.00
Deposit	12/27/2012	162		Wake Up to ...	112 · General ...	45.00
Deposit	12/27/2012	1008		CC Rental Fri...	112 · General ...	400.00
Deposit	1/7/2013	6651		First Half 2013	112 · General ...	7,500.00
Deposit	2/7/2013			CC Rental 1-...	112 · General ...	600.00
Deposit	2/7/2013	170		Alanon Rent	112 · General ...	45.00
Deposit	3/4/2013	218		CC Rental	112 · General ...	300.00
Deposit	3/4/2013	179		Wake Up to ...	112 · General ...	45.00
Total 427 · Community Center Revenue						16,573.00
438 · Misc Park/Rec Rev						
Deposit	7/26/2012	3283		Tennis Court...	112 · General ...	80.00

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Accrual Basis

KPPCSD
Account QuickReport
July 1, 2012 through April 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
Deposit	7/26/2012	3687		Tennis Court...	112 · General ...	40.00
Deposit	10/17/2012	430		Tennis Court ...	112 · General ...	12.50
Deposit	10/17/2012	3734		Tennis Court ...	112 · General ...	40.00
Deposit	10/17/2012	3291		Tennis Court ...	112 · General ...	80.00
Deposit	11/16/2012	3306		Tennis Court ...	112 · General ...	96.00
Deposit	11/16/2012	3816		Tennis Court ...	112 · General ...	40.00
Deposit	2/7/2013	3330		Tennis Court ...	112 · General ...	120.00
Deposit	2/7/2013	1517		Tennis Court ...	112 · General ...	42.50
Deposit	2/7/2013	3863		Tennis Court ...	112 · General ...	40.00
Total 438 · Misc Park/Rec Rev						591.00
Total 420 · Park/Rec Activities Revenue						49,824.80
TOTAL						49,824.80

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KPPCSD
Account QuickReport
 July 1, 2012 through April 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
600 - Park/Rec Sal & Ben						
601 - Park & Rec Administrator						
Paycheck	7/13/2012		Di Napoli, Andrea		112 · General ...	101.75
Paycheck	7/30/2012		Di Napoli, Andrea		112 · General ...	275.25
Paycheck	8/15/2012		Di Napoli, Andrea		112 · General ...	312.75
Paycheck	8/30/2012		Di Napoli, Andrea		112 · General ...	290.50
Paycheck	9/14/2012		Di Napoli, Andrea		112 · General ...	199.75
Paycheck	9/28/2012		Di Napoli, Andrea		112 · General ...	225.25
Paycheck	10/15/2012		Di Napoli, Andrea		112 · General ...	275.50
Paycheck	10/30/2012		Di Napoli, Andrea		112 · General ...	305.50
Paycheck	11/15/2012		Di Napoli, Andrea		112 · General ...	272.00
Paycheck	11/30/2012		Di Napoli, Andrea		112 · General ...	291.75
Paycheck	12/14/2012		Di Napoli, Andrea		112 · General ...	239.25
Paycheck	12/28/2012		Di Napoli, Andrea		112 · General ...	268.50
Paycheck	1/14/2013		Di Napoli, Andrea		112 · General ...	282.75
Paycheck	1/29/2013		Di Napoli, Andrea		112 · General ...	265.25
Paycheck	2/14/2013		Di Napoli, Andrea		112 · General ...	302.00
Paycheck	2/27/2013		Di Napoli, Andrea		112 · General ...	239.75
Paycheck	3/14/2013		Di Napoli, Andrea		112 · General ...	286.25
Paycheck	3/28/2013		Di Napoli, Andrea		112 · General ...	204.25
Total 601 - Park & Rec Administrator						4,638.00
602 - Custodian						
Check	7/13/2012	14073	William Driscoll	Invoice #0079	112 · General ...	875.00
Check	7/30/2012	14103	William Driscoll	Invoice #0080	112 · General ...	875.00
Check	8/15/2012	14136	William Driscoll	August 1-15, ...	112 · General ...	875.00
Check	8/30/2012	14180	William Driscoll	August 16-31...	112 · General ...	875.00
Check	9/14/2012	14215	William Driscoll	Sept 1-15, 20...	112 · General ...	875.00
Check	9/28/2012	14252	William Driscoll	Sept 16-30, 2...	112 · General ...	875.00
Check	10/15/2012	14275	William Driscoll	Oct 1-15, 201...	112 · General ...	875.00
Check	10/30/2012	14314	William Driscoll	Oct 16-31, 20...	112 · General ...	875.00
Check	11/15/2012	14334	William Driscoll	Inv#0087 N...	112 · General ...	875.00
Check	11/30/2012	14358	William Driscoll	Inv#0088 No...	112 · General ...	875.00
Check	12/17/2012	14409	William Driscoll	Inv#0090 DE...	112 · General ...	875.00
Check	12/31/2012	14454	William Driscoll	DEC. 16-31, ...	112 · General ...	875.00

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KPPCSD
Account QuickReport
 July 1, 2012 through April 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
Check	1/15/2013	14464	William Driscoll	Jan 1-15,2013	112 · General ...	875.00
Check	1/30/2013	14483	William Driscoll	Jan 16-31,20...	112 · General ...	875.00
Check	2/15/2013	14525	William Driscoll	Feb 1-15,2013	112 · General ...	875.00
Check	2/28/2013	14553	William Driscoll	Feb 15-28,20...	112 · General ...	875.00
Check	3/15/2013	14603	William Driscoll	March 1-15, ...	112 · General ...	875.00
Check	3/29/2013	14615	William Driscoll	March 16-31,...	112 · General ...	875.00
Total 602 · Custodian						15,750.00
623 · Social Security/Medicare - Dist						
General Journal	7/15/2012	SS A...		07/01-07/15/12	523 · Social S...	7.78
General Journal	7/30/2012	SS A...		07/16-07/31/12	523 · Social S...	21.06
General Journal	8/15/2012	SS A...		08/01-08/15/12	523 · Social S...	23.92
General Journal	8/30/2012	SS A...		08/16-08/31/12	523 · Social S...	22.22
General Journal	9/15/2012	SS A...		09/01-09/15/12	523 · Social S...	15.28
General Journal	9/30/2012	SS A...		09/16-09/30/12	523 · Social S...	17.24
General Journal	10/15/2012	SS A...		10/01-10/15/12	523 · Social S...	21.07
General Journal	10/30/2012	SS A...		10/16-10/31/12	523 · Social S...	23.37
General Journal	11/15/2012	SS A...		11/01-11/15/12	523 · Social S...	20.80
General Journal	11/30/2012	SS A...		11/16-11/30/12	523 · Social S...	22.32
General Journal	12/15/2012	SS A...		12/01-12/15/12	523 · Social S...	18.30
General Journal	12/30/2012	SS A...		12/16-12/31/12	523 · Social S...	20.54
General Journal	1/15/2013	SS A...		01/01-01/15/13	523 · Social S...	21.63
General Journal	1/30/2013	SS A...		01/16-01/31/13	523 · Social S...	20.30
General Journal	2/15/2013	SS A...		02/01-02/15/13	523 · Social S...	23.10
General Journal	2/28/2013	SS A...		02/16-02/28/13	523 · Social S...	18.34
General Journal	3/15/2013	SS A...		03/01-03/15/13	523 · Social S...	21.89
Total 623 · Social Security/Medicare - Dist						339.16
Total 600 · Park/Rec Sal & Ben						20,727.16
TOTAL						20,727.16

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 04/04/13
 Accrual Basis

KPPCSD
Account QuickReport
 July 1, 2012 through April 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
635 · Park/Recreation Expenses						
640 · Community Center Expenses						
642 · Utilities-Community Center						
Check	7/13/2012	14074	Pacific Telemanage...	monthly fee f...	112 · General ...	78.00
Check	7/13/2012	14095	PG&E	5692102339-...	112 · General ...	183.22
Check	7/30/2012	14109	EBMUD	service provi...	112 · General ...	25.24
Check	7/30/2012	14109	EBMUD	service provi...	112 · General ...	177.80
Check	8/15/2012	14135	Pacific Telemanage...	monthly fee f...	112 · General ...	78.00
Check	8/15/2012	14143	PG&E	Community C...	112 · General ...	168.78
Check	8/15/2012	14154	EBMUD	2 Arlmont 06/...	112 · General ...	378.53
Check	8/30/2012	14177	Olivero Plumbing Co.	Backflow Tes...	112 · General ...	112.00
Check	8/30/2012	14184	Pacific Telemanage...	monthly fee f...	112 · General ...	78.00
Check	9/14/2012	14204	EBMUD	Acct # 55376...	112 · General ...	211.42
Check	9/14/2012	14204	EBMUD	Acct # 11217...	112 · General ...	26.74
Check	9/14/2012	14205	PG&E	Community C...	112 · General ...	168.89
Check	10/15/2012	14262	PG&E	Community C...	112 · General ...	189.80
Check	10/15/2012	14263	EBMUD	Acct #30801...	112 · General ...	236.98
Check	10/15/2012	14270	Pacific Telemanage...	monthly fee f...	112 · General ...	78.00
Check	11/15/2012	14331	Pacific Telemanage...	monthly fee f...	112 · General ...	78.00
Check	11/15/2012	14336	EBMUD	Acct# 55376...	112 · General ...	169.08
Check	11/15/2012	14337	PG&E	Community C...	112 · General ...	248.96
Check	11/15/2012	14339	EBMUD	ACCT#12179...	112 · General ...	26.74
Check	11/30/2012	14362	Pacific Telemanage...	monthly fee f...	112 · General ...	78.00
Check	12/14/2012	14391	PG&E	Community C...	112 · General ...	306.51
Check	12/14/2012	14393	EBMUD	ACCT#30801...	112 · General ...	124.84
Check	1/15/2013	14465	PG&E	Community C...	112 · General ...	330.13
Check	1/15/2013	14474	Pacific Telemanage...	monthly fee f...	112 · General ...	78.00
Check	1/30/2013	14495	EBMUD	840 Coventry...	112 · General ...	30.75
Check	1/30/2013	14495	EBMUD	1 Windsor Sc...	112 · General ...	180.36
Check	2/15/2013	14528	Pacific Telemanage...	monthly fee f...	112 · General ...	78.00
Check	2/15/2013	14544	PG&E	Community C...	112 · General ...	295.26
Check	2/15/2013	14548	EBMUD	2 Arlmont Dr.	112 · General ...	92.80
Check	3/15/2013	14585	Pacific Telemanage...	monthly fee f...	112 · General ...	78.00
Check	3/15/2013	14598	PG&E	Community C...	112 · General ...	257.33
Check	3/15/2013	14600	EBMUD	840 Coventry...	112 · General ...	26.74

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KPPCSD
Account QuickReport
 July 1, 2012 through April 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
General Journal	3/27/2013	VD 1...	EBMUD	Reverse of G...	112 · General ...	-154.04
Check	3/29/2013	14618	EBMUD	1 Windsor Av...	112 · General ...	154.04
Check	3/29/2013	14619	EBMUD	1 Windsor Ave	112 · General ...	0.00
General Journal	3/29/2013	VD 1...	EBMUD	For CHK 146...	112 · General ...	154.04
Check	3/29/2013	14632	EBMUD	1 Windsor Av...	112 · General ...	231.28
Total 642 · Utilities-Community Center						5,056.22
643 · Janitorial Supplies						
Check	8/30/2012	14178	UBS	Janitorial Sup...	112 · General ...	559.39
Check	9/14/2012	14208	Kensington Home a...	Bill Communi...	112 · General ...	40.32
Check	9/14/2012	14208	Kensington Home a...	Bill Light	112 · General ...	142.44
Check	10/15/2012	14281	Kensington Home a...	Sep 2012 Inv...	112 · General ...	78.17
Total 643 · Janitorial Supplies						820.32
646 · Community Center Repairs						
Check	10/30/2012	14310	KEL-AIRE	service call, i...	112 · General ...	484.23
Check	12/14/2012	14389	Summer Rain Land...	Cleaning of C...	112 · General ...	240.00
Check	12/14/2012	14389	Summer Rain Land...	Removal of R...	112 · General ...	200.00
Check	12/14/2012	14389	Summer Rain Land...	Removal and...	112 · General ...	280.00
Check	1/15/2013	14470	Kensington Home a...	Bill-Communi...	112 · General ...	21.81
Total 646 · Community Center Repairs						1,226.04
Total 640 · Community Center Expenses						7,102.58
672 · Kensington Park O&M						
General Journal	7/1/2012	REV ...		NBS	153 · Prepaid ...	1,108.86
Check	7/13/2012	14077	Summer Rain Land...	July's monthl...	112 · General ...	2,050.00
Check	7/13/2012	14077	Summer Rain Land...	branch remo...	112 · General ...	835.00
Check	7/13/2012	14078	UBS	park services...	112 · General ...	584.00
Check	7/30/2012	14109	EBMUD	service provi...	112 · General ...	1,363.40
Check	7/30/2012	14115	Fernando Herrera	2" water main...	112 · General ...	345.00
Check	7/30/2012	14115	Fernando Herrera	stump remov...	112 · General ...	125.00
Check	7/30/2012	14115	Fernando Herrera	7/14/12 grind...	112 · General ...	120.00
Check	7/30/2012	14115	Fernando Herrera	drinking fount...	112 · General ...	90.00
Check	7/30/2012	14115	Fernando Herrera	oak tree bran...	112 · General ...	180.00

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04/04/13

Accrual Basis

KPPCSD
Account QuickReport
 July 1, 2012 through April 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
Check	7/30/2012	14115	Fernando Herrera	bench repair	112 · General ...	135.00
Check	8/15/2012	14138	UBS	park services...	112 · General ...	447.81
Check	8/21/2012	14164	Summer Rain Land...	Monthly Main...	112 · General ...	2,050.00
Check	8/21/2012	14164	Summer Rain Land...	removed bro...	112 · General ...	320.00
Check	9/14/2012	14204	EBMUD	Acct # 55377...	112 · General ...	1,614.96
Check	9/14/2012	14214	UBS	Park Restroo...	112 · General ...	584.00
Check	9/14/2012	14221	Fernando Herrera	Sept. monthl...	112 · General ...	2,031.54
Check	9/14/2012	14221	Fernando Herrera	removal & ha...	112 · General ...	420.00
Check	9/14/2012	14221	Fernando Herrera	removal, fabri...	112 · General ...	2,200.00
Check	9/14/2012	14221	Fernando Herrera	removal of ol...	112 · General ...	1,600.00
Check	9/14/2012	14221	Fernando Herrera	repair chain li...	112 · General ...	80.00
Check	9/28/2012	14251	Summer Rain Land...	Fix broken sp...	112 · General ...	320.00
Check	9/28/2012	14251	Summer Rain Land...	cut down dea...	112 · General ...	280.00
Check	10/15/2012	14261	Summer Rain Land...	Oct Monthly ...	112 · General ...	2,050.00
Check	10/15/2012	14273	NBS Government Fi...	LMD	112 · General ...	1,073.29
Check	10/15/2012	14274	UBS	Park Restroo...	112 · General ...	584.00
Deposit	10/17/2012	714L...		Insurance Re...	112 · General ...	-4,300.00
Check	11/15/2012	14318	UBS	Park Restroo...	112 · General ...	584.00
Check	11/15/2012	14336	EBMUD	Acct# 55377...	112 · General ...	998.32
Check	11/15/2012	14347	Summer Rain Land...	Nov. Monthly ...	112 · General ...	2,050.00
Check	12/14/2012	14384	Moran Engineering	Topographic ...	112 · General ...	3,999.00
Check	12/14/2012	14386	UBS	Park Restroo...	112 · General ...	584.00
Check	12/14/2012	14389	Summer Rain Land...	Dec. Monthly ...	112 · General ...	2,050.00
Check	12/14/2012	14389	Summer Rain Land...	Clear pump 2...	112 · General ...	250.00
Check	12/14/2012	14389	Summer Rain Land...	install 2 yare...	112 · General ...	380.00
Check	12/14/2012	14389	Summer Rain Land...	Remove larg...	112 · General ...	80.00
Check	12/28/2012	14421	NBS Government Fi...	LMD	112 · General ...	1,073.29
Check	12/28/2012	14422	UBS	Park Restroo...	112 · General ...	584.00
Check	12/28/2012	14423	Olivero Plumbing Co.	Flush Valve ...	112 · General ...	112.00
Check	12/31/2012	14446	The Professional Tr...	Inv #20054 T...	112 · General ...	3,150.00
Check	1/15/2013	14469	Summer Rain Land...	Jan 2013 Mai...	112 · General ...	2,050.00
Check	1/30/2013	14495	EBMUD	1 Windsor Irri...	112 · General ...	110.96
Check	1/30/2013	14522	Summer Rain Land...	Path on hill; r...	112 · General ...	340.00
Check	1/30/2013	14522	Summer Rain Land...	160 ft. sectio...	112 · General ...	1,600.00
Check	2/15/2013	14536	UBS	Park Restroo...	112 · General ...	584.00

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 04/04/13
 Accrual Basis

KPPCSD
Account QuickReport
 July 1, 2012 through April 4, 2013

Type	Date	Num	Name	Memo	Split	Amount
Check	2/15/2013	14549	Summer Rain Land...	removal and ...	112 · General ...	1,920.00
Check	2/28/2013	14568	Summer Rain Land...	Feb 2013	112 · General ...	2,050.00
Check	2/28/2013	14568	Summer Rain Land...	Replacement...	112 · General ...	290.00
Check	2/28/2013	14568	Summer Rain Land...	removal and ...	112 · General ...	460.00
Check	2/28/2013	14568	Summer Rain Land...	installtion of c...	112 · General ...	1,650.00
Check	2/28/2013	14568	Summer Rain Land...	painting and i...	112 · General ...	390.00
Check	3/15/2013	14581	UBS	Park Restroo...	112 · General ...	584.00
Check	3/15/2013	14583	Moran Engineering	Lot adjacent t...	112 · General ...	4,999.00
Check	3/15/2013	14596	Summer Rain Land...	Maintenance ...	112 · General ...	2,050.00
Check	3/15/2013	14596	Summer Rain Land...	Hand railing i...	112 · General ...	280.00
Total 672 · Kensington Park O&M						53,544.43
678 · Misc Park/Rec Expense						
General Journal	9/18/2012	VD 1...	Guitar Center	CHK 14045 v...	112 · General ...	-2,022.12
Check	10/30/2012	14286	California Park & R...	Membership t...	112 · General ...	170.00
Check	3/15/2013	14591	Kevin Hui	reim RCA plu...	112 · General ...	62.40
Total 678 · Misc Park/Rec Expense						-1,789.72
Total 635 · Park/Recreation Expenses						58,857.29
TOTAL						58,857.29

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Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

Date: Thursday, April 04, 2013

FORWARDED TO:

Subject: Consent Calendar Item E- Correspondence

Attached is the District correspondence received for the month of March.

Item #1- Letter received from Cathy Bailey dated March 2nd regarding an incident that occurred in August 2012.

Item #2- My letter sent to Cathy Bailey dated March 29th.

Please note that the names of the parties involved have been redacted.

Item #3- Thank you card received on March 4th from Carol Morrison.

Arlington Avenue
Kensington, CA 94707
March 2, 2013

Greg Harman, Chief
Kensington Police Department
217 Arlington Avenue
Kensington, CA 94707

Dear Chief Harman:

My husband and I have lived in Kensington for nearly 27 years. Over the years we have called on the police department a few times, always with very good results. We've found all personnel to be professional, responsive and helpful. But we've been troubled by an incident that occurred last August and have decided to share our perspective and suggestions in the hope that they might be useful to your department and the community.

Our next-door-neighbors are the _____ whose grandson, _____, we have known since he was a young boy. We used to see him on Fridays when he regularly visited his grandparents. Last year when I saw him for the first time in a few years I almost didn't recognize him as he has grown into such a handsome, mature young man.

On August 29 my husband was talking to the _____ at their home when Mrs. _____ suddenly got a call from _____ and ran out to find out what had happened. _____ had just left their house and was waiting for the northbound bus on the concrete island at Arlington and Highland Avenues. As he was boarding the bus, police officers arrived and required him to get off the bus to provide identification and answer questions. The officers explained to the _____ that they had received an anonymous telephone call of a "suspicious black male, pacing in front of a house." After questioning _____, the officers let him re-board the bus.

You might be able to imagine how disturbing this incident was for _____ and his grandparents. After visiting his grandparents _____ had crossed the street to the traffic island where he was waiting for the bus. He was not in front of anyone's house. He was holding only his cell phone.

The "anonymous" caller who reported _____ as a "suspicious black male" was almost certainly racially biased. We know that the police must respond to reports to try to prevent crime. But we wonder whether there might have been another way to handle this without causing embarrassment and humiliation and likely leaving _____ feeling unwelcome in our community.

First, we have understood (perhaps incorrectly) that the police are able to identify phone numbers from callers even when the numbers are blocked. If so, the police had the number and might have called the person back to report on their findings.

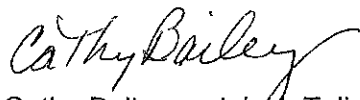
Second, we wonder whether the officers might have asked the caller to be more specific in describing what was suspicious about ; behavior. Pacing at a bus stop doesn't meet any usual definition of suspicious.

Third, when the officers arrived and found it an island bus stop boarding a bus, it would seem reasonable for them to see that no action was necessary. With their experience and training they might even have recognized the likely motivation of the caller. If they had record of the number, they might have called the person back to advise him or her of what they had found.

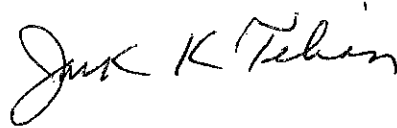
I don't think you can rely on formal complaints of racial profiling to tell you whether it has occurred. After such a troubling incident, most of us are inclined to put the matter to rest. What my husband and I feel sure about is that had it been our grandson waiting for the bus, there would have been no call nor would he have been pulled off the bus. But then our grandson is white.

We don't need a response to this letter. It is just our hope that you and your officers might consider the potential for racial profiling and how you might help the community to avoid it. Thank you.

Sincerely yours,



Cathy Bailey and Jack Telian



c. Tony Lloyd
President, KPPCSD Board



Kensington Police Department

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

Gregory F. Harman
Chief of Police

March 29, 2013

Cathy Bailey
Jack Telian
Arlington Avenue
Kensington, CA, 94707-1003

Dear Ms. Bailey and Mr. Telian,

After receiving your letter of March 2nd, while I appreciated your comments and concerns, I felt the need to address some of the beliefs that you have regarding the incident on August 28, 2012.

In your letter you write that as the _____'s grandson was boarding the bus, "police officers arrived and required him to get off the bus to provide identification and answer questions." That is not what happened according to the officer's reports.

The officers were dispatched to a call of a suspicious black male, 30 to 40 years old, 6 foot tall, 200 pounds, wearing a light colored shirt and pants, carrying a backpack, walking back and forth by the bus stop looking around, and that the person reporting this "thought he was up to something." The officers arrived in the area and made contact with the _____'s grandson in order to confirm that he was indeed waiting for the bus. In this contact by the officers, the young man began screaming and yelling for his grandparents. This took the officers a bit by surprise and they tried to calm the young man down.

The officers requested the young man's identification, which he provided while continuing to yell for his grandparents. After the officers concluded their interview, one officer tried to return the young man's identification, but he continued to voice his displeasure at being questioned. It was at this point that the bus arrived, and the officers held the bus, so that the young man would eventually retrieve his identification and board the bus.

The officers then spoke to the _____'s explaining the call that was received from dispatch and the reason they contacted their grandson.

After hearing the call and learning from the officers what had occurred, I contacted our dispatch center in an attempt to learn who had called in the suspicious person. I was

informed that the caller was anonymous, did not state their name, and there was no phone number recorded.

I believe it was the next day when the _____'s came into the station to speak with me, and I informed them of the anonymous caller and at their request, provided them with the police incident report.

You mention in your letter that the "anonymous caller" who reported the _____'s grandson as a "suspicious black male" was almost certainly racially biased. While that may be the case, this was not a consideration of the officers responding to the call based on the information that was provided to them. At no time were the officers basing the contact with the young man solely as a result of his race, which is what a "racial profiling based stop" would have been. They were responding a report of a suspicious male that was reported to be an African American. Had the caller indicated that the suspicious male was white, and a white male was located in the area, that individual would have been contacted and identified in the same professional manner as the _____s grandson was.

You also indicate in your letter that the officers should have identified the caller and called them back to report on their findings. First, we do not know who the caller was or the number they called from, and secondly, calling them back with our findings would not have made the contact any more acceptable for the _____'s or their grandson.

You state that when the officers arrived and found the _____'s grandson at an island bus stop "boarding the bus", "it would seem reasonable for them to see that no action was necessary." I spoke to the officer that first arrived and made contact with the _____'s grandson. He told me that he thought he recognized the young man as the _____'s grandson and that it did appear that he was waiting for the bus. The officer stated he walked up to the young man to explain to him that they had received a call of a suspicious African American male pacing in front of a residence, but as he approached, that was when the _____'s grandson began yelling and screaming for his grandmother. His reaction to being contacted by the officer dramatically changed how the incident was viewed by all parties.

However, I must state here that it was your next comments that I found most troubling. You write to me that, "I don't think you can rely on formal complaints of racial profiling to tell you whether it has occurred. After such a troubling incident, most of us are inclined to put the matter to rest. What my husband and I feel sure about is that had it been our grandson waiting for the bus, there would have been no call nor would he have been pulled off the bus. But then our grandson is white."

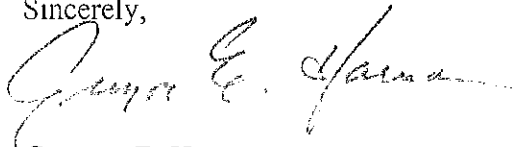
Racial profiling is the use of an individual's race or ethnicity by law enforcement personnel as a key factor in deciding whether to engage in an enforcement action like making a traffic stop or arrest. That was not the case here and it would not be tolerated by members of our department. We are proud of the diversity of our department, our training, and of the way we carry out our duties as professionals. We respond to all calls for service and we base that response on the information we are provided at the time.

Indeed it was a troubling incident, made that much more so by the actions and demeanor of the [redacted]'s grandson. I can assure you that he, the [redacted]'s, and of all the people the Kensington Police Department come into contact with are treated professionally and with respect. This is why we investigate both the formal and non-formal reports of any alleged wrong doing by members of our department.

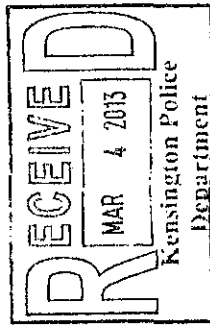
I am quite aware of the comments being made by the [redacted]'s and now by you, and that is why that even though you indicated that you didn't need a response to your letter, I felt that I needed to at least try and provide you with a factual account of the incident. While you and the [redacted]s may not agree with me or be comforted by my response, I do not want you to feel like I am indifferent to your comments or concerns.

Hopefully, in the future the [redacted]'s, their grandson, you and your husband, will be able to look favorably on the efforts made by the Kensington Police Department to keep the citizens of Kensington safe and treat everyone we come into contact with dignity and respect.

Sincerely,



Gregory E. Harman
General Manager/ Chief of Police



With many thanks for
the kindness and patience of
the officer who took the time
to help me understand how
to resolve my husband's
traffic violation - not even
in Kensington. You helped
make a difficult time for
our family less so. I was
really touched. Thank you again
Warne,
Civil Monitor Station

March 2013 Police Department Report

April 5, 2013

- Department Personnel
 - We are currently fully staffed at 10 sworn positions and we currently have two reserve officers.

Stephanie Wilkens has completed Phase 4 of her Field training and is currently in her Final Evaluation Phase with Sergeant Barrow.
- Commendations and Correspondence
 - On 03-02-13, we received a letter from Cathy Bailey regarding an incident that occurred in August 2012. That letter and the letter in response is included in the agenda packet for 04-11-13.
 - On 03-04-13, Carol Morrison sent a card of thanks for the officer that helped her understand a citation issued in another city. The card is also included in the agenda packet for 04-11-13.
- Investigation of Alleged Misconduct
 - Department Investigation 2012-002 was initiated on May 14th, 2012, on an allegation that an officer was insubordinate. This investigation is being conducted by Master Sergeant Hull.
 - Citizen's Investigation 2012-003 was initiated on June 28th, 2012, on an allegation that 3 officers were rude during a traffic stop. This investigation is being conducted by Sergeant Hui.
 - Citizen's Investigation 2012-004 was initiated on June 29th, 2012, on an allegation that an officer used racial profiling in making a traffic stop. This investigation is being conducted by Master Sergeant Hull.
 - Citizen's Investigation 2013-001 was initiated on January 3, 2013, on allegations that two officers acted in an unprofessional manner. This investigation is being conducted by Chief Harman.
 - Citizen's Investigation 2013-002 was initiated on March 21st on an allegation that an officer intimidated the complaining party. This

investigation is being conducted by Master Sergeant Hull.

- 9-1-1 / Richmond Communication Center Information.

The Ring Time Report for March 2013 has not been received as of this report date. March Ring Times will be reported in April.

- Community Networking

- On 03-04-13, Chief Harman attended the KCC meeting.
- On 03-06-13, Chief Harman attended the West County Police Chief's Association meeting in Hercules.
- On 03-07-13, Chief Harman attended the Park & Rec Exposition in San Jose.

Chief Harman then attended the funeral services for Santa Cruz Sergeant Loran Baker and Detective Elizabeth Butler held in San Jose.

- On 03-11-13, Chief Harman and Director Chuck Toombs attended the Kensington Public Safety Council meeting.
- On 03-13-13, Chief Harman attended the California Peace Officers Association "Leg Day" in Sacramento.
- On 03-20-13, Chief Harman and Director Linda Lipscomb attended the Arlington Street Light meeting hosted by Supervisor John Gioia.
- On 03-25-13, Chief Harman attended the KIC meeting.
- On 03-27-13, Chief Harman attended the Contra Costa County Police Chief's Association meeting in Martinez.
- On 03-28-13, Chief Harman and Police Services Aide Andrea Di Napoli attended the SDRMA Safety Day in Sacramento.

- Community Criminal Activity

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

- Watch Commander Reports

•• Sergeant Barrow

TEAM #1 STATISTICS

Officer:	Ramos (K41) (0600-1800)	Field Training Officer	
		FTO Wilson (K38) / (1800-0600)	Wilkins (K50) (1800-0600)
Days Worked	15	8	8
Traffic Stops	4	4	
Moving Citations	1	2	2
Parking Citations	5	2	
Vacation/Security Checks	26	19	
FI-Field Interview	0	0	
Traffic Accident Reports	1	0	
Cases	9	3	
Arrests	0	0	
Calls for Service	52	24	

○ BRIEFING/TRAINING:

- Reviewed Detaining Subjects on Physical Description
- Reviewed Probable Cause to Search a Vehicle Incident to Arrest
- Reviewed Chapter 12: Ramey: Entry to Arrest
- Reviewed Chapter 11: Searches Incident to Arrest
- Reviewed Consent Searches

SERGEANT'S REVIEW:

- Reviewed Seal, Purge or Destroy Marijuana Convictions in California.

SERGEANT'S SUMMARY:

Sergeant Barrow wrote 2 moving and 2 parking citations. Officer Wilkins has started her final Phase of Infield Training with Sergeant Barrow.

Over the last month or so, Kensington and other local jurisdictions have experienced several residential burglaries and property related crimes. I know I have brought this issue up several times in the past but many of these crimes are occurring because residents leave their homes unsecured. Several of these burglaries occurred when residents left a second floor window open. The suspect(s) used the resident's own ladder, which was left unsecured on the grounds, to get to the window and gain entry.

I would encourage residents to lock your homes, all windows and doors.

Do not leave ladders and items that can be climbed to gain access to second floor windows or balconies. If it would help, try this test. Secure your home and then visually see if it is possible to gain entry without your key. If you think you can, you need to eliminate that possibility and make the secure change.

Other thefts have been from "unlocked vehicles". Additionally, miscellaneous yard decorations, plants, pots, and other unsecured items have been taken. Please secure your vehicles, and if you have an alarm, set it even if you are gone for only a few minutes. If you buy items like plants and pots for your yard, please plant them or put them in a secured area. Maybe even secure the pot to the area where it sits.

A lot of these thefts are opportunistic in nature and only take seconds to perpetrate. A few weeks back, a landscaper had parked his truck in a parking lot and was eating lunch, when a male subject walked up to the rear bed of the vehicle and grabbed an expensive motorized tool. Before the victim could confront the individual, the suspect ran to a waiting vehicle and fled the area. No matter what we do, thefts will happen, but some of the crimes I've seen could have been prevented.

If you need assistance, call the PD (526-4141) and an officer will stop by (as time allows) and answer any questions you may have.

- SIGNIFICANT EVENTS:
- 2013-1063 – On 3-3-2013, Officer Ramos responded to the 600 block of Beloit Ave for a reported physical altercation between motorists. Neither wanted police involvement.
- 2013-1094 – On 3-5-2013, Officer Ramos responded to the 200 block of Berkeley Park Blvd for a reported burglary.
- 2013-1109 – On 3-6-2013, Sergeant Barrow responded to the 00 block of Highgate Road for a reported Non-injury vehicle collision.
- 2013-1185 – On 3-10-2013, Officers Wilson and Wilkens responded to the 00 block of Sunset Drive for a reported theft.
- 2013-1192 – On 3-10-2013, Sergeant Barrow made a warrant arrest in the 200 block of Arlington Ave.
- 2013-1202 – On 3-11-2013, Officer Ramos responded to the 100 block of Lawson Drive for a reported burglary.
- 2013-1222 – On 3-12-2013, Officers Wilson and Wilkens responded to the 00 block of Arlington Ave for a reported vandalism.
- 2013-1329 – On 3-18-2013, Officer Ramos responded to the 200 block of Coventry Road for a reported stolen vehicle.
- 2013-1336 – On 3-18-2013, Officer Ramos responded to the 200 block of Amherst Ave for a reported Non-injury vehicle collision.

- 2013-1332 – On 3-18-2013, Officer Wilkens and Detective Stegman responded to the 00 block of Rincon Road for a reported vehicle burglary.
- 2013-1436 – On 3-25-2013, Officer Ramos responded to the 00 block of Edwin Drive for a reported theft from an unlocked vehicle.
- 2013-1525 – On 3-31-2013, Officer Wilkens and Sergeant Barrow responded to the 00 block of Franciscan Way for a reported stolen vehicle.

TRAFFIC STATISTICS:

Team #1 took 2 traffic collision reports during the month of February.

- 1 moving citation was issued on Colusa Ave.
- 4 moving citations were issued on Arlington Ave.
- 1 moving citation was issued on Cambridge Ave.
- 1 moving citation was issued on Sunset Ave.

**** Sergeant Hui**

TEAM #2 STATISTICS

Sergeant Hui (K42)
(1600-0400)

Officer:	Martinez (K31) (0600-1800)	Turner (K46) (1800-0600)
Days Worked	9	16
Traffic Stops	13	42
Moving Citations	4	13
Parking Citations	3	1
Vacation/Security	39	67
Checks		
FI-Field Interview	0	0
Cases	1	1
Arrests	0	1
Traffic Accident Reports	0	0
Calls for Service	37	48

- Sergeant Hui recovered 2 hours of comp time.
- Sergeant Hui participated in a 4 hour PSP Arrest Control Tactics class.
- Officer Martinez participated in a 4 hour PSP Arrest Control Tactics class.
- Officer Martinez participated in a LIDAR class.
- Officer Turner participated in a 4 hour PSP Arrest Control Tactics class.

BRIEFING/TRAINING:

- Reviewed Consent Searches
- Reviewed Searches Incident to Arrest
- Reviewed Ramey: Entry to Arrest
- Reviewed Vehicle Searches
- Reviewed Probation and Parole Searches
- Reviewed Case Law: People v. Evans
- Reviewed Case Law: People v. Walker
- Reviewed Traffic Calming Efforts factsheet from CCC Public Works
- Reviewed Current Traffic Concerns of Residents

SERGEANT'S REVIEW:

- Reviewed Marijuana Convictions in California

SERGEANT'S SUMMARY:

As the dreary days of winter come to an end and we begin to enjoy longer sunny days, many residents begin to think about fixing up their properties. This may range from touching up the paint in a particular room, to a full blown remodel. For those of us who are considering a more extensive remodel project, whether performed by yourself or a contractor, please be mindful of thefts from construction sites.

Every summer, we end up having a few homes under construction that are burglarized. There are would-be burglars who will actively seek out vacant residences under construction. These burglaries are typically committed during the evening hours and the burglars are usually looking for tools and sometimes appliances.

A few steps that you can take to make your residence less attractive include securing any tools left on your property and securing the doors and windows. If you are working on your own property, try and lock your tools in a closet or other secure area where they cannot be seen through a window. If you have a contractor working on your residence, you might want to suggest that they take their tools with them at the end of the day, or find some way to secure them on your jobsite.

If your property will be vacant during construction, I would also suggest notifying your neighbors (and KPD if you so desire). We have already had our first burglary from a residence under construction this year. With a little help from you (or your contractor), we can hopefully help keep this number low and possibly catch one of these burglars in the act!

SIGNIFICANT EVENTS:

- 2013-1031– On 03/01/2013, Sergeant Hui met with the victim at KPD on a report of an identity theft.
- 2013-1138– On 03/07/2013, Corporal Stegman responded to the 600 blk of Parkside Ct and arrested a subject for an outstanding warrant.
- 2013-1145– On 03/08/2013, Sergeant Hui responded to the unit blk of Arlington Ave on a report of a vandalism.
- 2013-1150– On 03/08/2013, Sergeant Hui responded to the unit blk of Highgate Rd on a report of a petty theft.
- 2013-1286– On 03/15/2013, Officer Turner responded to the 200 blk of Willamette Ave on a report of a residential burglary.
- 2013-1504– On 03/30/2013, Officer Turner initiated a traffic stop near the intersection of Arlington Ave at Westminster Ave and arrested the driver for driving under the influence of alcohol.
- 2013-1506– On 03/30/2013, Officer Martinez responded to the unit blk of Kerr Ave on a report of a burglary.
-

Reserve Officer:	Armanino (K47)
Days Worked	3
Traffic Stops	13
Moving Citations	6
Parking Citations	1
Vacation/Security Checks	4
FI-Field Interview	0
Cases	0
Arrests	0
Traffic Accident Reports	0
Calls for Service	3

Traffic Totals for Team 2

12 citations were issued on Colusa Ave
7 citations were issued on Arlington Ave
2 citations was issued on Amherst Ave
1 citation was issued on Kenyon Ave
1 citation was issued on Fairmount Ave

•• **Detective Eric Stegman**

SIGNIFICANT EVENTS:

13-1097,13-1138,13-1192

Warrant Arrests- During the first two weeks of March, I organized an effort to serve outstanding arrest warrants which were within Kensington. We were able to successfully arrest three people with outstanding warrants. There are still several remaining within Kensington which we will attempt to serve when time permits.

KPD INVESTIGATIONS INFORMATION:

13-1202 Burglary

On 3/11/13 a house in the 100 block of Lawson Rd was burglarized. The loss was cash and several computers. I am currently following up a lead I generated through working with El Cerrito detectives.

12-5354 Murder

On 8/13/12 at approximately 1145 hours, Officer Ramos responded to a welfare check for a potential fall victim (James Durkin). Shortly after his arrival Officer Ramos requested I respond to the scene. Due to the initial circumstances I began investigating the case as a homicide. During the investigation it was revealed the victim had been stabbed in the chest with a serrated kitchen knife. Later in the investigation, the suspect (Diane Sydenham), was identified. Early on 8/14/12, Sydenham was arrested for the Murder of James Durkin. On 8/16/12 the Contra Costa County District Attorney's Office formally charged Sydenham with Murder and she was arraigned.

On 8/30/12 a judge granted an increase in Sydenham's Bail from \$1,000,000 to \$2,000,000. On 9/20/12 Sydenham entered a not guilty plea. The date of the preliminary hearing was set for 4/4/13, but has been postponed.

2011-1618 Homicide.

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

KPD INVESTIGATIONS

- I made court runs for filling cases, and retrieve court notifications.
- I updated the KPD Case Review Log.
- I reviewed the "Trak Flyer" messages and maintained the flyer board.
- I received 4 hours of PSP defensive tactics training.
- I spent 3/18/13 to 3/29/13 (2 weeks) as Officer Wilkens' FTO.
- On 3/4/13 I assisted WestNET in serving a search warrant.

KPD Monthly Crime Statistics

March 2012

Part 1 Crimes	Reported	Open/ Pending	Suspended	Closed	Arrest
Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Assault	2	0	0	2	0
Residential Burglary	4	3	1	0	0
Larceny Theft	2	0	2	0	0
Vehicle Theft	2	1	1	0	0
Arson	0	0	0	0	0
Part 1 Totals	10	4	4	2	0

Other Crimes

Auto Burglary	0	0	0	0	0
Identity Theft	1	1	0	0	0
Fraud	0	0	0	0	0
Forgeries	0	0	0	0	0
Restraining Order Violations/ Stalking/ Criminal Threats	0	0	0	0	0
Sex Crimes (other)	0	0	0	0	0
Assault/ Battery (other)	0	0	0	0	0
Vandalism	1	0	1	0	0
Drugs	0	0	0	0	0
Warrant	4	0	0	4	4
Hit and Run Felony	0	0	0	0	0
Hit and Run Misdemeanor	1	0	1	0	0
Other Misdemeanor Traffic	1	0	0	1	1
Other Crime Totals	8	1	2	5	5

All Crime Totals	18	5	6	7	5
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Traffic Accidents (Non Injury)	4
Traffic Accidents (Injury)	0

KPD Crime Statistics

YTD 2013

Part 1 Crimes	Reported	Open/ Pending	Suspended	Closed	Arrest
Homicide	0	1*	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Assault	2	0	0	2	0
Residential Burglary	8	5	3	0	0
Larceny Theft	7	0	7	0	0
Vehicle Theft	4	1	3	0	0
Arson	0	0	0	0	0
Part 1 Totals	21	6	13	2	0

Other Crimes					
Auto Burglary	0	0	0	0	0
Identity Theft	7	1	6	0	0
Fraud	0	0	0	0	0
Forgeries	0	0	0	0	0
Restraining Order Violations/ Stalking/ Criminal Threats	0	0	0	0	0
Sex Crimes (other)	0	0	0	0	0
Assault/ Battery (other)	0	0	0	0	0
Vandalism	9	0	9	0	0
Drugs	0	0	0	0	0
Warrant	6	0	0	6	7
Hit and Run Felony	0	0	0	0	0
Hit and Run Misdemeanor	2	0	2	0	0
Other Misdemeanor Traffic	4	0	0	4	4
Other Crime Totals	28	1	17	10	11

All Crime Totals	49	7	30	12	11
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Traffic Accidents (Non Injury)	11
Traffic Accidents (Injury)	0

•• **Chief Harman**

The West Contra Costa Police Chiefs Association is taking an active role in supporting the efforts of the California Office of Traffic Safety (OTS), the California Highway Patrol (CHP), and over 200 law enforcement agencies in high visibility enforcement operations during April's National Distracted Driving Awareness Month.

During a recent meeting of the West County Chiefs and other high ranking officers, we discussed the dangers and the serious injuries caused by distracted driving. One Chief said a driver was actually stopped for weaving in the roadway because she was putting together a fish bowl that was in her lap! If there was a bicyclist or another car beside this driver, there may have been a tragic accident. Because of these types of risky behaviors, the West County Chiefs are collectively emphasizing to their officers and the public the dangers of distracted driving.

OTS reports that nationally an estimated 3,331 people died in 2011 caused by distracted driving. Any activity that diverts the driver's attention away from the primary task of driving is distracting, but the recent dramatic rise in cell phone talking and texting has greatly increased the number of collisions.

OTS is providing drivers with the following tips that can be implemented by any motorist:

- Turn off your phone and/or put it out of reach while driving
- Include in your outgoing message that you can't answer while you are driving
- Don't call or text anyone at a time when you think they may be driving
- Adjust controls and set your song playlist before you set out on the road
- Stay alert and keep your mind on the task of driving. Often, after a long day at work or a restless night's sleep, people's minds can wander when behind the wheel. If you find yourself daydreaming, clear your head and focus on the road.

The West County Chiefs Association is urging motorists not to be distracted and to do their part in keeping our roadways safe. It may save a life or keep from being cited. ***"It's not worth it!"***

April 2013

April 2013							May 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 31		Apr 1	2	3	4	5	6
Mar 31 - Apr 6		7:00pm 8:00pm *Cub-Scouts (CCM) 7:30pm 9:30pm *KCC (CC3)	5:00pm 6:30pm *Gymnastics (CCM) 7:00pm 10:00pm *Troop 100 (CCM)	FTO UPDATE - STEG		1:00pm 1:30pm Conversation with Ben & Mike at Synertel about phone system needs. (Phone Appoi	
Apr 7 - 13	7	8	9	10	11	12	13
		6:30pm 7:30pm *KPSC (CC3) 7:00pm 8:00pm *Cub-Scouts (CCM)	5:00pm 6:30pm *Gymnastics (CCM) 7:00pm 10:00pm *Troop 100 (CCM)	7:00pm 9:00pm *KFD Mtg (CC3) 7:30pm 10:00pm GPF (CCM)	Public Records - Barrow & Hui 7:00pm 10:00pm KPPCSD MTG (CC3)		10:00am 2:00pm Shredding Event (Parking Lot)
Apr 14 - 20	14	15	16	17	18	19	20
		I & I Juvi's - Steg & Martinez Copy: Monthly Statistic 3:45pm 5:45pm Girl Scouts (CCM) 7:00pm 8:00pm *Cub-Scouts (CCM)	5:00pm 6:30pm *Gymnastics (CCM) 7:00pm 10:00pm *Troop 100 (CCM)		7:00pm 9:00pm *KPSC Presentations (CCM) 7:15pm 9:15pm EBC (Side Room)		
Apr 21 - 27	21	22	23	24	25	26	27
		7:00pm 8:00pm *Cub-Scouts (CCM) 7:30pm 9:30pm *KIC (CC3)	5:00pm 6:30pm *Gymnastics (CCM) 7:00pm 10:00pm *Troop 100 (CCM)	I & I - Turner			6:00pm 12:00am CC Rental (CCM)
Apr 28 - May 4	28	29	30	May 1	2	3	4
		7:00pm 8:00pm *Cub-Scouts (CCM)	5:00pm 6:30pm *Gymnastics (CCM) 7:00pm 10:00pm *Troop 100 (CCM) 7:30pm 9:00pm *KMAC (CC3)				

* defines non paying group/meetings

May 2013

May 2013							June 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	1	2	3	4	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 28 - May 4	Apr 28	29	30	May 1	2	3	4
					7:15pm 9:15pm EBC (Side Room)		10:30am 3:30pm CC Rental (CCM) 4:15pm 9:15pm CC Rental (CCM)
May 5 - 11	5	6	7	8	9	10	11
		7:00pm 8:00pm *Cub-Scouts (CCM) 7:30pm 9:30pm *KCC (CC3)	7:00pm 10:00pm *Troop 100 (CCM)	7:00pm 9:00pm *KFD Mtg (CC3) 7:30pm 10:00pm GPFF (CCM)	7:00pm 10:00pm KPPCSD MTG (CC3)	5:00pm 10:00pm Friends of Kensington Library (CCM)	Friends of Kensington Lib
May 12 - 18	12	13	14	15	16	17	18
	Friends of Kensington Lib	3:45pm 5:45pm *Girl Scout (CCM) 6:30pm 7:30pm *KPSC (CC3) 7:00pm 8:00pm *Cub-S 7:30pm 8:30pm KARO (7:00pm 10:00pm *Troop 100 (CCM)	Copy: Monthly Statistic	6:00pm 9:00pm KPSC Presentaion (CCM) 7:15pm 9:15pm EBC (Side Room)		
May 19 - 25	19	20	21	22	23	24	25
		7:00pm 8:00pm *Cub-Scouts (CCM)	7:00pm 10:00pm *Troop 100 (CCM)				
May 26 - Jun 1	26	27	28	29	30	31	Jun 1
		7:00pm 8:00pm *Cub-Scouts (CCM) 7:30pm 9:30pm *KIC (CC3)	7:00pm 10:00pm *Troop 100 (CCM) 7:30pm 9:00pm *KMAC (CC3)			3:00pm 10:00pm Hilltop 6th Grade Promotion and Dance (CCM)	

* defines non paying group/meetings

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Office Report prepared by Marty Westby, Administrator
Kensington Community Council Board Meeting
April 1, 2013

KASEP:

KASEP Spring session started Monday, March 25th. There are 37 KASEP classes being taught, having 345 students enrolled. Two kindergarten classes were canceled due to under enrollment. KCC Classes (Gymnastics, Circus, BandWorks and Karate) have a combined enrollment of 83 students.

KASEP classes run to the end of the school year; last day of class is Friday May 31st. The office will be closed during the spring- break, April 1 – April 5, 2013.

KCC Classes and Events:

Jazzercise Class taught by Kevin Knickerbocker on Monday-Wednesday-Fridays, 8:15 – 9:15ams continues as an on-going program at the community center. Presently there are 8 enrolled students and drop-ins are welcome. Body Sculpting with Catherine Martiken is taught Tuesday-Thursdays from 9:00am – 10:00am. Presently she has 20 paid students.

Stan Cohen, KCC's Wednesday Acrylic Art Instructor for over 20 years has fallen ill and no longer able to drive. He has handed his baton over to his fellow artists. His presence, encouragement and knowledge will be missed!

KCC Summer Day Camp

KCC Summer Day Camp registration officially started March 4th. Registration can now be completed on-line and KCC now accepts credit cards. There are spaces available in each of the 10 weeks; camp begins Monday June 10th and runs through Friday, August 16th. As of March 26th, 171 slots out of 650 were filled. Week 1, with Carpentry is 50% full as is Week 2 with Engineering. On-line registration: www.aboutkensington.com as well as an alternate route from one's browser – kensingtoncommunitycouncil.org.

Payments have all been made with credit cards and monies were deposited into Mechanics Bank electronically.

KCC Administrative:

The two flood lights facing the rear of the KCC Office building were replaced and the motion detector repositioned to capture movement around the base of the building.

KCC purchased a new computer for the office. The company, CyberDoc, successfully transferred all the programs and data files from the old computer to the new one. The new computer is running smoothly. It is recommended CyberDoc come out once a quarter to perform on-going system maintenance, clean-up, and oversee the general health of the system. CyberDoc charges \$100 per hour. Anticipated expense to KCC is estimated at \$400.00 per year. KCC requests approval from the KCC Board to approve this on-going expense.

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General Manager March 2013 Report

Budget

There was no notable change in revenue for the month of March.

We continue to show a salary savings for Non-Sworn Personnel with the District Administrative Assistant position unfilled.

Police Case Expenses, Chart #568, were \$4,153.52 for the month which put us over our annual budgeted amount of \$6,400. Of the \$4,153 amount billed from the Forensic Lab, \$2875 was the fee charged for assisting in the autopsy of our homicide victim in August 2012.

District Expenses for the month of March for legal expenses for both District legal and Bay View legal expenses continue to be over what was budgeted for the month. The \$9,467 for District legal expenses and \$33,615 in Bay View legal expenses although paid in March, were actually incurred in February. These two items continue to run over budgetary allotted amounts and continue to be an issue for us as we move through the fiscal year.

The best news of the month came from KPPCSD Director Linda Lipscomb, who has been monitoring the League of California Cities v John Chiang lawsuit that has been moving through the courts. This is the lawsuit filed by the League of Cities challenging the legality of using Vehicle License Fees (VLF) to fund COPS Grant moneys and the legality of providing COPS Grant money to the five special police districts in the state, of which we were named. On the argument that special districts should not receive the COPS Grant funding from the VLF, the court dispelled the argument. On the issue of use of VLF funds to fund COPS Grant funding, the court ruled that the petitioners need to go before the Commission on State Mandates and make their claim there first, before going to court.

It remains to be seen if the League of California Cities will continue to fight this fight.

Kensington Park

Community Center & Annex

Lisa Corona of the Parks Building Committee continues to meet with the various K-Groups during the months of March and April to discuss the plans for the Community Center Remodeling Project and the various financing options available to finance the project. The project and the financing options should be available on the District's website mid-April.

Emergency Preparedness

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

The next meeting of the Kensington Public Safety Council will take place Monday, April 8th, at its new time of 6:00 PM at the Community Center Room #3.

It is very important for those interested in Kensington's emergency preparedness to come to the meetings. The declining community interest in this group is placing this group's continued existence in jeopardy.

On Thursday, March 21st, KPSC hosted an "Animals in a Disaster Workshop" in the Community Center. This workshop was well attended and appreciated.

Other District Items of Interest

Solid Waste

The arbitrator agreed to by the District and Bay View has been retained and we are continuing in the arbitration process requested by Bay View over their demand for an increase in rates. The District has just approved Bay View's 2012 increase of 2.8% in rates per the CPI increase that took effect January 1, 2013.

Public Works Issues

Street Lights

Supervisor John Gioia held a second community meeting with Public Works and PG&E representatives on March 20th at 6:30 PM in the Community Center to discuss the Arlington street lights. A committee was formed at the meeting to continue to work with the County and PG&E to resolve the community's issues.

Paths

Now that the elections are over, we are waiting for Kate Rauch of John Gioia's office to set up a meeting between the County, the District, and our legal representatives as we begin the process of acquiring the first path, the Highland/Kenyon Path.

Drug Take Back Day

Save the date! Our 6th Drug Take Back Day will be held on Saturday, April 27th, between 10 AM and 2 PM at the Public Safety Building.

Website

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

Training

On March 7th, I attended the Recreation & Park Expo at the San Jose Convention Center sponsored by the California Park & Rec Society at no cost to the District.

On March 13th, I attended the California Peace Officers Association “Legislative Day” held in Sacramento. Speakers at the event included Senate Pro Tem Darrell Steinberg, Presiding Judge Laurie Earl of the Sacramento Superior Court, US Attorney Benjamin Wagner, and Assembly Speaker John Perez. The cost of the training was \$145.

On March 28th, Police Services Aide Andrea Di Napoli and I attended the Special District Risk Management Authority (SDRMA) Safety Claims Day in Sacramento. There was no cost to the District to attend the workshop and the District receives a discount credit on our insurance policies for our attendance.

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

From: Gregory E. Harman, General Manager

Date: Thursday, April 04, 2013

FORWARDED TO:

Subject: New Business Items #1-3 Resolutions 2013-002, 2013-003, & 2013-004

Every year, the Board needs to approve the resolutions prepared by NBS that initiate the process of collecting the park tax assessment pursuant to the Landscaping and Lighting Act of 1972 that established the Kensington Park Assessment District.

The first step in the process is the approval of Resolution 2013-002; the initiating of proceedings for the levy and collection of the assessments for the Kensington Park Assessment District for Fiscal Year 2013/2014.

The second step of the process is the approval of Resolution 2013-003; the approval of the Annual Report for the Kensington Park Assessment District for Fiscal Year 2013/2014. A copy of the report titled, "Engineer's Report Fiscal Year 2013/ 2014", is attached to the resolution for review and Board approval.

The third step is of the process is the approval of Resolution 2013-004; the Board's declaring its intention to levy and collect assessments for the Kensington Park Assessment District for Fiscal Year 2013/2014 and set the public hearing for Thursday, May 9th, at 7:00 PM. Once Resolution 2013-004 is passed, it will need to be published in the local paper at least 10 days prior the May 9th public meeting.

The total assessment to each dwelling unit is \$14.87, which is an increase from \$14.52 last year, with a total of 2,185 parcels to be assessed. The total balance to levy will be \$33,487.00. This revenue can only be used for maintenance of the "New Park".

The final step in the process will be the holding of the public meeting on May 9th and the approval of Resolution 2013-005.

RESOLUTION NO. 2013-002

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT,
INITIATING PROCEEDINGS FOR THE LEVY AND COLLECTION OF ASSESSMENTS FOR
THE KENSINGTON PARK ASSESSMENT DISTRICT
FOR FISCAL YEAR 2013/14

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

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

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

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

1. **Annual Report:** The Board of Directors hereby orders NBS to prepare and file with the Secretary of the Board of Directors the Annual Report concerning the levy and collection of assessments within the Assessment District for the fiscal year commencing July 1, 2013 and ending June 30, 2014.
2. **New Improvements or Changes to Existing Improvements:** There are no changes to existing improvements nor are there any items being added to the list of improvements previously approved at the formation of the Assessment District.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on _____, the ____ day of _____, 2013, by the following vote to wit:

AYES:

Tony Lloyd, President

NOES:

Pat Gillette, Vice President

ABSENT:

Linda Lipscomb, Director

Len Welsh, Director

Chuck Toombs, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on _____, the ____ day of _____, 2013.

District General Manager

RESOLUTION NO. 2013-003

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT,
APPROVING THE ANNUAL REPORT FOR
THE KENSINGTON PARK ASSESSMENT DISTRICT
FOR FISCAL YEAR 2013/14

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

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

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

WHEREAS, the Board of Directors has, by previous resolution, ordered NBS to prepare and file such Annual Report; and

WHEREAS, NBS has prepared and filed such Annual Report with the Secretary.

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

1. **Approval of Report:** The Board of Directors hereby approves the Annual Report concerning the levy of assessments as submitted by NBS for the fiscal year commencing July 1, 2013 and ending June 30, 2014.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on _____, the _____ day of _____, 2013, by the following vote to wit:

AYES:

Tony Lloyd, President

NOES:

Pat Gillette, Vice President

ABSENT:

Linda Lipscomb, Director

Len Welsh, Director

Chuck Toombs, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on _____, the _____ day of _____, 2013.

District General Manager



**Kensington Police Protection and Community
Services District**

Kensington Park Assessment District

Engineer's Report

Fiscal Year 2013/14

Main Office
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516 Fax: 951.296.1998

Regional Office
870 Market Street, Suite 1223
San Francisco, CA 94102
Toll free: 800.434.8349 Fax: 415.391.8439

Kensington Police Protection and Community Services District
217 Arlington Avenue
Kensington, CA 94707
Phone - (510) 526-4141
Fax - (510) 526-1028

BOARD MEMBERS

Tony Lloyd, President

Pat Gillette, Vice President

Linda Lipscomb, Director

Len Welsh, Director

Chuck Toombs, Director

DISTRICT STAFF

Gregory E. Harman, Chief of Police/General Manager

NBS

Tim Seufert, Client Services Director

Sara Mares, Project Director

Jason Roth, Financial Analyst

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1. EXECUTIVE SUMMARY

The Board of Directors of the Kensington Police Protection and Community Services District ("KPPCSD"), State of California, has directed NBS Government Finance Group, DBA NBS ("NBS"), to prepare and file a report presenting plans and specifications describing the general nature, location, and extent of the improvements to be maintained and an estimate of the costs of the maintenance and operations and servicing of the improvements for the Kensington Park Assessment District (the "District") for Fiscal Year 2013/14 pursuant to the provisions of the *Landscape and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500)* (hereafter referred to as the "Act").

The report includes a diagram for the District, showing the area and properties proposed to be assessed, an assessment of the estimated costs of the maintenance, operations and servicing the improvements, and the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

The assessment rate and the annual rate escalation factor of the annual San Francisco Bay Area CPI were approved by property owners through the assessment balloting procedures set forth in Section 4 of Article XIID of the California Constitution at a public hearing on May 28, 1997.

The following assessment is made to cover the portion of the estimated costs of maintenance, operation and servicing of said improvements to be paid by the assessable real property within the District in proportion to the special benefit received.

SUMMARY OF ASSESSMENT

DESCRIPTION	AMOUNT
Balance to Levy (1)	\$33,487.00
Total Equivalent Dwelling Units	2,251.984
Total Assessment Per Equivalent Dwelling Unit	\$14.87
Total Parcels to be Assessed	2,185

(1) Actual levy applied to tax roll may vary due to rounding

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2. OVERVIEW

2.1. Introduction

On December 6, 1994, KPPCSD formed the District for the purpose of providing improvements which benefit parcels in the District. Since that time, the District has been levying and collecting special assessments to pay for maintaining and servicing those improvements.

This Engineer's Report ("Report") describes the District and the proposed charge per Equivalent Dwelling Unit (E.D.U.) for Fiscal Year 2013/14 based on the historical and estimated costs to maintain the improvements and to provide the services that benefit parcels within the District. Maintenance and operation of the facilities provides a healthy alternative for youth and adult activities while protecting the capital investments that have been made within the District.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number by the Contra Costa County Assessor's Office. The Contra Costa County Auditor/Controller uses Assessor's Parcel Numbers and specific Fund Numbers, to identify on the tax roll, properties assessed for special district benefit assessments.

Following consideration of public comments at a noticed public hearing, the Board of Directors may confirm the diagram and may order the levy and collection of assessments for Fiscal Year 2013/14. If approved, the assessment information shall be submitted to the Contra Costa County Auditor/Controller and included on the property tax roll for each benefiting parcel for Fiscal Year 2013/14.

2.2. Effect of Proposition 218

On November 5, 1996, California voters approved Proposition 218 by a margin of 56.5% to 43.5%. The provisions of the Proposition, now California Constitutional Articles XIII C and XIII D, adds substantive and procedural requirements to assessments, which affect the KPPCSD maintenance assessments.

The assessment rate and the annual rate escalation factor of the annual San Francisco Bay Area CPI were approved by property owners through the assessment balloting procedures set forth in Section 4 of Proposition 218 at a public hearing on May 28, 1997. The San Francisco Bay Area CPI increase for the period ending February 2013 was 2.45%.

2.3. Description of District and Services

The District operates, services, and maintains the following improvements:

- Landscaping and grass
- Water and electric services
- Equipment and supplies
- Repair or replacement of existing improvements
- Addition of future improvements (if determined to be necessary)

The District consists of a residential area, generally located north of the Contra Costa County line, east of Santa Fe Avenue, west of Kensington Road and south of Gelston Place.

3. ESTIMATE OF COSTS

3.1. Description of Budget Items

Operations & Maintenance - Includes the following:

Tree Pruning/Removal – Includes the costs for trimming trees and removal of debris.

Utilities – Includes the costs for water to irrigate the landscaping and the costs for electricity for street lighting.

Miscellaneous Services/Equipment – Includes the costs for maintaining and replenishing equipment and supplies.

Miscellaneous Repairs – Includes any infrastructure repair on District Property, including repairs to buildings.

Incidental Expenses - Includes the following:

Administrative Services – Includes services necessary for District maintenance, including preparation of the Annual Engineer's Report and expenses for the services of KPPCSD personnel.

Levy Fees – Includes the County of Contra Costa parcel charges to collect the assessments on the County Tax Roll.

3.2. Kensington Park Budget

The proposed budget for Fiscal Year 2013/14 is as follows:

Account Description	2013/14 Proposed Budget
Maintenance Contract	\$37,000.00
Tree Pruning/Removal	5,000.00
Utilities	5,000.00
Drain Clearing	1,000.00
Operations & Maintenance Total	\$48,000.00
Administrative Services	\$9,024.00
Levy Fees	4,400.00
Incidental Expenses	2,000.00
Expenses Total	\$15,424.00
Total Costs	\$63,424.00

4. METHOD OF APPORTIONMENT

4.1. Method of Apportionment

Pursuant to the Act, the costs of the District may be apportioned by any formula or method which fairly distributes the net amount to be assessed among all assessable parcels in proportion to the estimated special benefit to be received by each such parcel from the maintenance, servicing, and operation of the improvements. The formula used for the District reflects the composition of the parcels and the improvements and services provided to fairly apportion the costs based on the estimated benefits to each parcel.

The benefit was determined to be equal for all Equivalent Dwelling Units (E.D.U.) within the District.

Kensington Park Assessment District

The method used to calculate the assessments within the District is as follows:

$$\text{Total Balance to Levy} / \text{Total E.D.U.} = \text{Levy per E.D.U.}$$

To determine the E.D.U. for assessable parcels, the Benefit Unit Factor (B.U.F.) is multiplied by the number of developed residential units on the parcel. Undeveloped and non-residential parcels are not assessed. The CPI Rate Escalation Factor is applied to the Levy per E.D.U. each year.

The Operations and Maintenance are of special benefit to those parcels in the District. The benefit derived by the community at large is negligible and is considered a general benefit.

4.2. Land Use Benefit Factors

Property Type/ Land Use Code	B.U.F. Per Unit
Single Family Residential Parcels	1.000
Multi-Family Residential Parcels	0.768
Vacant Residential Parcels	0.000
Non-Assessable Parcels	0.000

4.3. Balance To Levy

Total District Costs – Includes the Maintenance and Operations and Incidental costs determined above, in Section 3 of this Report.

Other Funding Sources – This is the amount of surplus or deficit funds resulting from the previous year's assessments. This can also include funds designated for use by the District that are not from District Assessments. These funds are added to or subtracted from the District account, and assessments adjusted accordingly.

Balance to Levy – This is the total amount to be levied and collected through assessments for the current fiscal year. The Balance to Levy represents the sum of the Maintenance and Operations, Incidental Expenses, Beginning Balance, (deficit or surplus from last year) and Other Funding Sources less installment rounding.

Description	Amount
Total Costs	\$63,424.00
Beginning Balance	0.00
Other Funding Sources (1)	(29,937.00)
Subtotal Balance to Levy	\$33,487.00
Installment Rounding	(20.98)
Total Balance To Levy	\$33,466.02

(1) Revenue from the KPPCSD general fund

4.4. Total Assessment Per EDU

Description	Amount
Balance to Levy (1)	\$33,487.00
Total District E.D.U.	2,251,984
Total Assessment Per E.D.U.	\$14.87

(1) Actual levy applied to tax roll may vary due to rounding

4.5. Historical Maximum Assessment Per EDU

Fiscal Year	Assessment Rate
2001/2002	\$11.51
2002/2003	11.72
2003/2004	12.11
2004/2005	12.14
2005/2006	12.33
2006/2007	12.69
2007/2008	13.09
2008/2009	13.46
2009/2010	13.61
2010/2011	13.85
2011/2012	14.09
2012/2013	14.52
2013/2014	14.87

4.6. Sample Calculations

Property Type/ Land Use Code	B.U.F. X Units = E.D.U.	Parcel E.D.U. X Levy Per E.D.U = Parcel Charge	Parcel Charge
Single-Family Residential	1.00 X 1 Unit	1.000 X \$14.87	\$14.87
Multi-Family Residential	0.768 X 2 Units	1.536 X 14.87	22.84
Vacant Residential	0.00 X 1 Unit	0.000 X 14.87	0.00

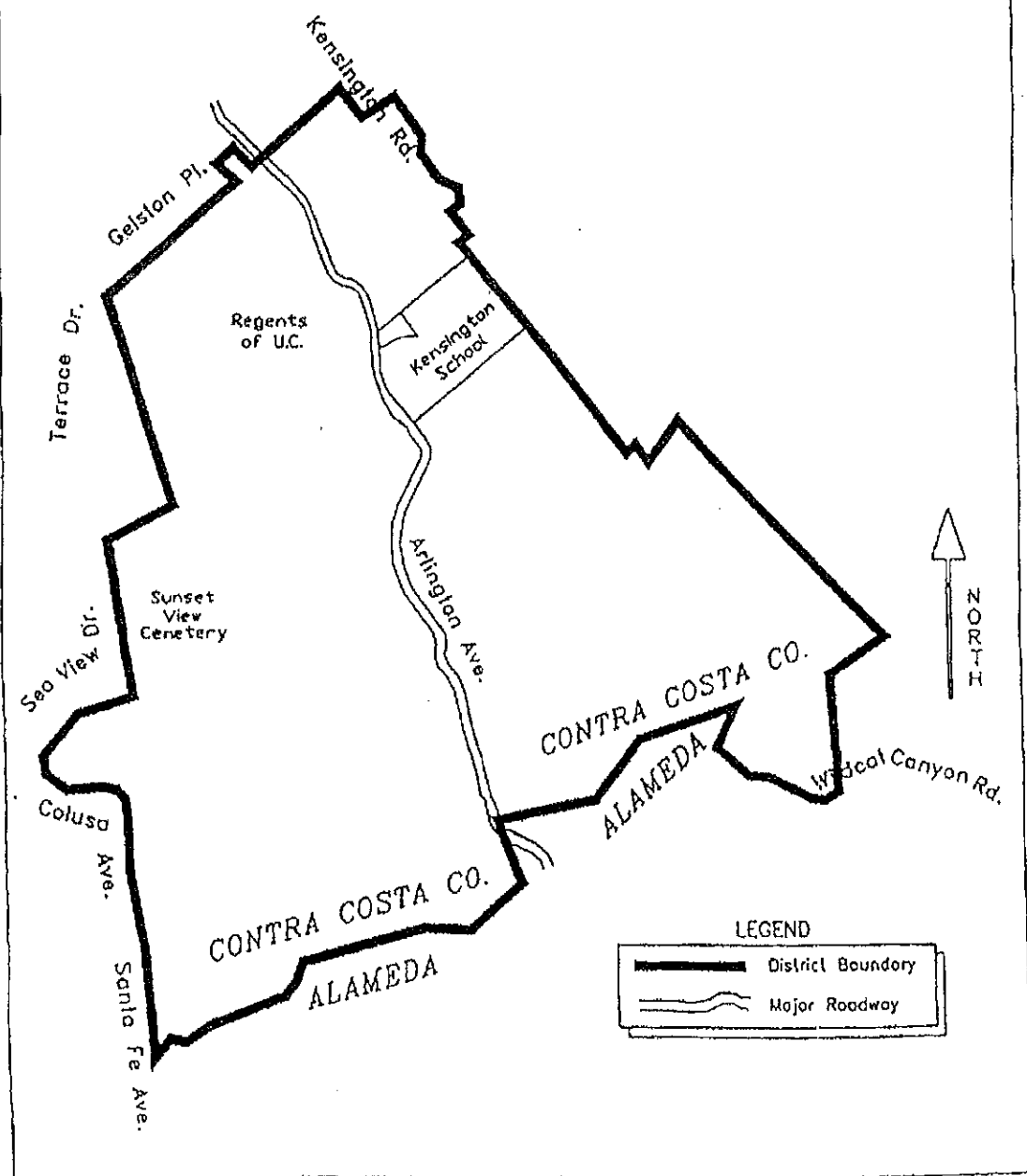
5. ASSESSMENT DIAGRAM

The following page shows a copy of the Assessment Diagram for the District. The lines and dimensions shown on the maps of the Contra Costa County Assessor for the current year are incorporated by reference herein and made part of this Report.

ASSESSMENT DIAGRAM
 Kensington Park Assessment District
 Kensington Police Protection and Community Services District
 Contra Costa County, California

Filed in the office of the District Secretary of the Kensington Police Protection and Community Services District this _____ day of _____

Diana Jones, District Secretary of the Kensington Police Protection and Community Services District,
 County of Contra Costa, State of California



6. ASSESSMENT ROLL

The assessment roll is provided on the following pages. The description of each lot or parcel as part of the records of the County Assessor of the County of Contra Costa are, by reference, made part of this Report.

PAGES 1-52 OF THE ASSESSMENT ROLL
AVAILABLE AT THE DISTRICT OFFICE

RESOLUTION NO. 2013-004

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT,
DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR
THE KENSINGTON PARK ASSESSMENT DISTRICT
FOR FISCAL YEAR 2013/14

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

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

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

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

1. **Intention:** The Board of Directors hereby declares its intention to levy and collect assessments within the Assessment District to pay the costs of the Improvements for the fiscal year commencing July 1, 2013 and ending June 30, 2014. The Board of Directors finds that the public's best interest requires such action.
2. **Improvements:** The improvements within the District include, but are not limited to: the operating, maintaining and servicing of all public landscaping improvements, consisting of landscaping and grass. Operating, maintaining and servicing include, but are not limited to: personnel, materials, electrical energy and water. Services provided include all necessary service, operations, administration and maintenance required to keep the improvements in a healthy, vigorous, and satisfactory condition.
3. **Assessment District Boundaries:** The boundaries of the Assessment District are as shown by the assessment diagram filed in the offices of the Secretary, which map is made a part hereof by reference.
4. **Annual Report:** Reference is made to the Annual Report prepared by NBS, on file with the Secretary, for a full and detailed description of the improvements, the boundaries of the Assessment District and the zones therein, and the proposed assessments upon assessable lots and parcels of land within the Assessment District.
5. **Notice of Public Hearing:** The Board of Directors hereby declares its intention to conduct a Public Hearing concerning the levy of assessments in accordance with Section 22629 of the Act. All objections to the assessment, if any, will be considered by the Board of Directors. The Public Hearing will be held on **Thursday, May 9, 2013 at 7:00 pm** or as soon thereafter as is feasible in the meeting place of the Board of Directors located at 59 Arlington Avenue, Kensington, CA. The Board of Directors further orders the Secretary to publish notice of this resolution in accordance with Section 22626 of the Act.
6. **Increase of Assessment:** The maximum assessment is not proposed to increase from the previous year above that previously approved by the property owners (as "increased assessment" is defined in Section 54954.6 of the Government Code).

6/4

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District on _____, the ____ day of _____, 2013, by the following vote to wit:

AYES: _____
Tony Lloyd, President

NOES: _____
Pat Gillette, Vice President

ABSENT: _____
Linda Lipscomb, Director

Len Welsh, Director

Chuck Toombs, Director

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on _____, the ____ day of _____, 2013.

District General Manager

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Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Thursday, April 04, 2013

Subject: New Business Item # 4 Contract Extension with ACMS for Crossing Guard

I am requesting the Board approve the Amendment to the Agreement between All City Management Services (ACMS) and KPPCSD to continue to provide crossing guard services at the intersection of Arlington Avenue and Kensington Park for Fiscal Year 2013/14.

We have contracted with ACMS for crossing guard services since December 1, 1995.

ACMS is requesting an increase in fees of 2% to \$15.97 per hour for 630 hours of service and not to exceed \$10,061. Our current fiscal year agreement is budgeted for fees not to exceed \$9,866.

Both the school community and members of the police department have been very satisfied with the service provided by ACMS over the years. The crossing guard at Arlington Avenue and Kensington Park is an essential part of our traffic safety efforts in the District and I am requesting approval of the extension agreement.

A copy of the extension agreement is attached to this memo for review.



ALL CITY MANAGEMENT SERVICES

**Amendment to Agreement between
All City Management Services, Inc. and the Kensington Police Protection and
Community Services District
for providing School Crossing Guard Services**

The **Kensington Police Protection and Community Services District** hereinafter referred to as the "District", and **All City Management Services, Inc.**, located at 10440 Pioneer Blvd Ste. 5, Santa Fe Springs, CA 90670, hereinafter referred to as the "Contractor", mutually agree to amend the existing Agreement entered into on December 1st, 1995 as follows:

- Item #1** The District and the Contractor agree to extend the term of this Agreement for the 2013-2014 fiscal year beginning July 1, 2013 through June 30, 2014.

- Item #17** The District agrees to pay Contractor for services rendered pursuant to the Agreement the sum of Fifteen Dollars and Ninety-Seven Cents, (\$15.97) per hour of guard service provided with a three and a half (3.50) hour minimum billing per day. It is understood that the cost of providing Six Hundred and Thirty (630) hours of service shall not exceed Ten-Thousand, and Sixty-One Dollars (\$10,061.00).

Except as provided for in Item #1 and Item #17, all other terms and conditions of the original Agreement and Amendments thereto between the City and the Contractor remain in effect.

**Kensington Police Protection
And Community Services District**

All City Management Services, Inc.

By _____
Signature

By  _____
Demetra Farwell, Corporate Secretary

Print Name and Title

Date _____

Date March 20, 2013

NB Item # 5

General Manager/ Chief of Police Greg Harman will present to the Board for a first reading a revision to KPPCSD Board Policy # 4030 "Expense Policy".
Board Action.

POLICY TITLE: Expense Policy
POLICY NUMBER: 4030

4030.10 This Expense Policy applies to all members of the Board of Directors (Board), to the General Manager/Chief of Police, and to all non-sworn District employees.

While performing their official duties as members of the Board, Directors may incur expenses. California Government Code Section 53232.2 (b) requires any local agency that reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties to adopt in a public meeting a written reimbursement policy. This policy must specify the types of occurrences that qualify a member of the legislative body to receive reimbursement of expenses related to travel, meals, lodging, and other actual and necessary expenses and to specify reasonable reimbursement rates for such expenses. This policy shall not supersede any other laws establishing reimbursement rates for local agencies.

See also Policy 4080 *et seq.*, Training, Education, Meetings, and Conferences

4030.20 The following types of activities are deemed to be official duties performed at the request of the Board, whether such duties are performed by a Director(s), the General Manager/Chief of Police, and/or non-sworn District employees, and expenses necessarily and reasonably incurred in connection with them are eligible for reimbursement, provided that the other provisions of this policy are met:

- Representation of the District at a public events, a public meeting, or a public hearing conducted by another agency;
- Participation in a training or educational program on a topic that is directly related to the District or that will assist the members of the Board, the General Manager/Chief of Police, or non-sworn District employees in the governance of the District;

- Attendance at or participation in a conference or seminar pertaining to the District's business or industry, in an event providing training in ethics as required by California law, including Government Code Section 53234 *et seq.*, and participation in an event providing any other training that may be required by law.

Other activities, which must be related to the policy-making function of the Board, may also be considered to be an official duty by vote of a majority of the Board.

4030.30 Reimbursement of actual and necessary expenses related to the attendance at an event providing fulfillment of the ethics training required by California law does not require prior authorization by the Board.

4030.31 Reimbursement for all other expenses for participation in the activities described in Section 4030.20 above requires prior authorization. In the case of the General Manager/Chief of Police and Directors, authorization shall be by a Director. In the case of non-sworn personnel, authorization shall be by the General Manager/Chief of Police. Sworn personnel and the General Manager/Chief of Police may also be authorized for such participation and reimbursement pursuant to the Kensington Police Officers Memorandum of Understanding or pursuant to the contract between the General Manager/Chief of Police and the District. In the event of a conflict between such contract(s) and this policy, the contract provisions shall prevail.

4030.40 The District will not pay for, nor will it reimburse, any personal expenses for any Director, for the General Manager/Chief of Police, or for a non-sworn District employee. Examples of expenses the District will not reimburse include:

- The personal portion of any trip;

- Family expenses, including those of partners, spouses, or children when on District-related trips;
- Entertainment expenses;
- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance, or gasoline (see Policy 4030.51 for IRS allowances); and
- Purchase of alcoholic beverages.

4030.50 Cost Control Guidelines

To conserve District resources and to keep expenses within community standards for public officials, reimbursement of authorized expenses will be limited to amounts within the following guidelines:

4030.51 Travel

- Air travel should be by coach class via the most direct route. Whenever possible, reservations should be made sufficiently in advance to obtain discounted fares.
- Automobile mileage will be reimbursed at the established current Internal Revenue service (IRS) standard mileage rate for business miles driven. This rate is available through the IRS Web site (www.irs.gov) and in the most recent edition of IRS Publication 463 or a successor publication. Tolls and parking will be reimbursed at cost.
- Car rental rates that are equal to or less than those available through the State of California Department of General Services Statewide Travel Programs
Website:<http://www.documents.dgs.ca.gov/ofa/Travel/TB13-01RentalCarContractExtensionRateChanges.pdf> for a mid-size car are considered reasonable for purposes of reimbursement. The table referred

to is for year 2013, and the rates quoted may change from time to time.

- Public transportation by bus, rail, taxi, hotel shuttle service, or BART will be reimbursed at cost.
- Whenever feasible and economically beneficial, Directors, the General Manager/Chief of Police, and non-sworn District employees should travel together.

4030.52 Lodging will be reimbursed when travel on District business reasonably requires an overnight stay.

- Lodging expenses associated with an organized event such as a conference or a training or educational program must not exceed the group rate published by the conference sponsor if such rates are available at the time the reservation is made.
- Directors, the General Manager/Chief of Police, and non-sworn District employees must request government rates when available. If a group rate for lodging has been reserved by event sponsors for participation in an event described in section 4030.20 above, then that rate shall be considered reasonable. Rates equal to or less than government rates as set forth at the General Service Administration (GSA) Web site as follows shall also be considered reasonable:
<http://www.gsa.gov/portal/category/100120>.

4030.53 Meals - If a meal is in connection with a conference or event, meal expenses must not exceed the group rate published by the sponsor. Other meal expenses, including tips, will be

reimbursed up to the then current rates set in the Meals and Incidental Expense (M&IE) breakdown for the per diem rate set by the GSA for San Francisco. These rates are available at the GSA Web site (www.gsa.gov). Effective 2012, these rates were:

Breakfast: \$12
Lunch: \$18
Dinner: \$36

GSA periodically adjusts these rates.

4030.54 Unforeseen circumstances may result in an authorized participant incurring actual and necessary expenses that exceed the cost guidelines set forth in this section during attendance at a preauthorized activity. If the participant has made a reasonable effort to avoid exceeding these guidelines, at the request of the participant, the reimbursement may be approved.

4030.60 Expense reimbursement requests of the General Manager/Chief of Police must be submitted to a Director for approval. Such requests shall be on a form substantially the same as Appendix A. All other expense reimbursement requests, including expense requests from directors, must be submitted to the General Manager/Chief of Police also on an expense report form, see Appendix A. Expense reimbursement requests on Appendix A must be submitted within 45 days after the event has occurred. Submission of reimbursement requests after this deadline must be accompanied by an explanation for the delay in submission. The District reserves the right to reject any request submitted more than 45 days after the event has occurred. Except for requests for automobile mileage reimbursement, expense reimbursement requests must be accompanied by receipts. All expenses are subject to verification.

4030.70 Members of the Board, the General Manager/Chief of Police, or non-sworn District employees shall provide brief written reports on meetings, events, or programs attended at the

expense of the District at the next regular meeting of the Board. When appropriate, additional materials obtained at meetings, events, or programs should be distributed to the other Directors or delivered to the District office to be included in the District files for use by Directors and staff.

4030.80 All documents related to reimbursable expenditures for the above activities are public records subject to disclosure under the California Public Records Act. In addition, the District will compile an annual summary of such expenses, within 3 months after the close of the fiscal year, showing the amount of expenses reimbursed to each category of participant during the preceding year and will make this report available during a public meeting and on the District Web site.

APPENDIX A - EXPENSE PREPAYMENT/REIMBURSEMENT FORM

Name: _____

Event/Activity: _____

Location of Event/Activity: _____

Approved by Board of Directors on: _____

	Prepay	Reimburse
1. Event/Activity Registration Fee	\$ _____	\$ _____
2. Transportation		
• Airfare	\$ _____	\$ _____
• Car Rental (\$ _____ per day for _____ days)	\$ _____	\$ _____
• Car Mileage (\$ _____ per mile for _____ miles)	\$ _____	\$ _____
• Taxi	\$ _____	\$ _____
• Parking	\$ _____	\$ _____
3. Lodging (\$ _____ per night for _____ nights)	\$ _____	\$ _____
4. Meals (Complete information requested on next page of form)		
a. Breakfast	\$ _____	\$ _____
b. Lunch	\$ _____	\$ _____
c. Dinner	\$ _____	\$ _____
5. Other (Explain details of request)	\$ _____	\$ _____
Total Requested	\$ _____	\$ _____

Please attach all receipts documenting each expense above. This Expense Prepayment/Reimbursement Form must be submitted within 45 days after the event. All expenses reported on this form must comply with the District's Expense Policy for Board members, the General Manager/Chief of Police, and all non-sworn District employees.

Signed: _____

Approved by: _____

Date: _____

Signed: _____

Print Name: _____

Date: _____

This form and attached receipts are public records subject to disclosure under the California Public Records Act.

Meal Reimbursement Detail

Place: _____

Person(s) Attending and Relationship to District: _____

Agency Purpose and Issues Discussed: _____

Place: _____

Person(s) Attending and Relationship to District: _____

Agency Purpose and Issues Discussed: _____

Place: _____

Person(s) Attending and Relationship to District: _____

Agency Purpose and Issues Discussed: _____

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POLICY TITLE: Expense Policy
POLICY NUMBER: 4030

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4030.10 This Expense Policy applies to all members of the Board of Directors (Board), to the General Manager/Chief of Police, and to all non-sworn District employees.

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While performing their official duties as members of the Board, Directors may incur expenses. California Government Code Section 53232.2 (b) requires any local agency that reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties to adopt in a public meeting a written reimbursement policy. This policy must specify the types of occurrences that qualify a member of the legislative body to receive reimbursement of expenses related to travel, meals, lodging, and other actual and necessary expenses and to specify reasonable reimbursement rates for such expenses. This policy shall not supersede any other laws establishing reimbursement rates for local agencies.

See also Policy 4080 *et seq.*, Training, Education, Meetings, and Conferences

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4030.20 The following types of activities are deemed to be official duties performed at the request of the Board, whether such duties are performed by a Director(s), the General Manager/Chief of Police, and/or non-sworn District employees, and expenses necessarily and reasonably incurred in connection with them are eligible for reimbursement, provided that the other provisions of this policy are met:

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- Representation of the District at a public events, a public meeting, or a public hearing conducted by another agency;
- Participation in a training or educational program on a topic that is directly related to the District or that will assist the members of the Board, the General Manager/Chief of Police, or non-sworn District employees in the governance of the District;
- Attendance at or participation in a conference or seminar pertaining to the District's business or industry, in an event providing training in ethics as required by California law, including Government Code Section 53234 *et seq.*, and participation in an event providing any other training that may be required by law.

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Other activities, which must be related to the policy-making function of the Board, may also be considered to be an official duty by vote of a majority of the Board.

Deleted: <#>Attendance at or participation in an event providing training in ethics required by California law, including Government Code Section 53234 et seq.; and¶
<#>Attendance at or participation in an event providing any other training that may be required by law.¶

4030.30 Reimbursement of actual and necessary expenses related to the attendance at an event providing fulfillment of the ethics training required by California law does not require prior authorization by the Board.

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4030.31 Reimbursement for all other expenses for participation in the activities described in Section 4030.20 above requires prior authorization. In the case of the General Manager/Chief of Police and Directors, authorization shall be by a Director. In the case of non-sworn personnel, authorization shall be by the General Manager/Chief of Police. Sworn personnel and the General Manager/Chief of Police may also be authorized for such participation and reimbursement pursuant to the Kensington Police Officers Memorandum of Understanding or pursuant to the contract between the General Manager/Chief of Police and the District. In the event of a conflict between such contract(s) and this policy, the contract provisions shall prevail.

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4030.40 The District will not pay for, nor will it reimburse, any personal expenses for any Director, for the General Manager/Chief of Police, or for a non-sworn District employee. Examples of expenses the District will not reimburse include:

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- The personal portion of any trip;
- Family expenses, including those of partners, spouses, or children when on District-related trips;
- Entertainment expenses;
- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance, or gasoline (see Policy 4030.51 for IRS allowances); and
- Purchase of alcoholic beverages.

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4030.50 Cost Control Guidelines,

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To conserve District resources and to keep expenses within community standards for public officials, reimbursement of authorized expenses will be limited to amounts within the following guidelines:

4030.51 Travel

• Air travel should be by coach class via the most direct route. Whenever possible, reservations should be made sufficiently in advance to obtain discounted fares.

• Automobile mileage will be reimbursed at the established current Internal Revenue service (IRS) standard mileage rate for business miles driven. This rate is available through the IRS Web site (www.irs.gov) and in the most recent edition of IRS Publication 463 or a successor publication. Tolls and parking will be reimbursed at cost.

• Car rental rates that are equal to or less than those available through the State of California Department of General Services Statewide Travel Programs Web site (<http://www.documents.dgs.ca.gov/ofa/Travel/TB13-01RentalCarContractExtensionRateChanges.pdf>) for a mid-size car are considered reasonable for purposes of reimbursement. The table referred to is for year 2013, and the rates quoted may change from time to time.

• Public transportation by bus, rail, taxi, hotel shuttle service, or BART will be reimbursed at cost.

• Whenever feasible and economically beneficial, Directors, the General Manager/Chief of Police, and non-sworn District employees should travel together.

4030.52 Lodging will be reimbursed when travel on District business reasonably requires an overnight stay.

• Lodging expenses associated with an organized event such as a conference or a training or educational program must not exceed the group rate published by the conference sponsor if such rates are available at the time the reservation is made.

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- Directors, the General Manager/Chief of Police, and non-sworn District employees must request government rates when available. If a group rate for lodging has been reserved by event sponsors for participation in an event described in section 4030.20 above, then that rate shall be considered reasonable. Rates equal to or less than government rates as set forth at the General Service Administration (GSA) Web site as follows shall also be considered reasonable: <http://www.gsa.gov/portal/category/100120>.

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4030.53 Meals - If a meal is in connection with a conference or event, meal expenses must not exceed the group rate published by the sponsor. Other meal expenses, including tips, will be reimbursed up to the then current rates set in the Meals and Incidental Expense (M&IE) breakdown for the per diem rate set by the GSA for San Francisco. These rates are available at the GSA Web site (www.gsa.gov). Effective 2012, these rates were:

Breakfast: \$12
 Lunch: \$18
 Dinner: \$36

GSA periodically adjusts these rates.

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4030.54 Unforeseen circumstances may result in an authorized participant incurring actual and necessary expenses that exceed the cost guidelines set forth in this section during attendance at a preauthorized activity. If the participant has made a reasonable effort to avoid exceeding these guidelines, at the request of the participant, the reimbursement may be approved.

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4030.60 Expense reimbursement requests of the General Manager/Chief of Police must be submitted to a Director for approval. Such requests shall be on a form substantially the same as Appendix A. All other expense reimbursement requests must be submitted to the General Manager/Chief of Police also on an expense report form, see Appendix A. Expense reimbursement requests on Appendix A must be submitted within 30 days after the expenses were incurred. Except for requests for automobile mileage reimbursement, expense reimbursement requests must be accompanied by receipts. All expenses are subject to verification.

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Members of the Board, the General Manager/Chief of Police, or non-sworn District employees shall provide brief written reports on meetings, events, or programs attended at the expense of the District at the next regular meeting of the Board. When appropriate, additional materials obtained at meetings, events, or programs should be distributed to the other Directors or delivered to the District office to be included in the District files for use by Directors and staff.

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All documents related to reimbursable expenditures for the above activities are public records subject to disclosure under the California Public Records Act. In addition, the District will compile an annual summary of such expenses, within 3 months after the close of the fiscal year, showing the amount of expenses reimbursed to each category of participant during the preceding year and will make this report available during a public meeting and on the District Web site.

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APPENDIX A - EXPENSE PREPAYMENT/REIMBURSEMENT FORM

Name: _____

Event/Activity: _____

Location of Event/Activity: _____

Approved by Board of Directors on: _____

	Prepay	Reimburse
1. Event/Activity Registration Fee	\$ _____	\$ _____
2. Transportation		
• Airfare	\$ _____	\$ _____
• Car Rental (\$ _____ per day for _____ days)	\$ _____	\$ _____
• Car Mileage (\$ _____ per mile for _____ miles)	\$ _____	\$ _____
• Taxi	\$ _____	\$ _____
• Parking	\$ _____	\$ _____
3. Lodging (\$ _____ per night for _____ nights)	\$ _____	\$ _____
4. Meals (Complete information requested on next page of form)		
• Breakfast	\$ _____	\$ _____
• Lunch	\$ _____	\$ _____
• Dinner	\$ _____	\$ _____
5. Other (Explain details of reimbursement requested)	\$ _____	\$ _____
Total Requested	\$ _____	\$ _____

Please attach all receipts documenting each expense above. This Expense Prepayment/Reimbursement Form must be submitted within 30 days after the event. All expenses reported on this form must comply with the District's Expense Policy for Board members, the General Manager/Chief of Police, and all non-sworn District employees.

Signed: _____ Approved by: _____

Date: _____ Signed: _____

Print Name: _____

Date: _____

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This form and attached receipts are public records subject to disclosure under the California Public Records Act.

Meal Reimbursement Detail

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Person(s) Attending and Relationship to District: _____

Agency Purpose and Issues Discussed: _____

Place: _____

Person(s) Attending and Relationship to District: _____

Agency Purpose and Issues Discussed: _____

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Person(s) Attending and Relationship to District: _____

Agency Purpose and Issues Discussed: _____

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<p>If government rates are not available at a particular time or in a particular area, the per diem lodging reimbursement rates set by the State are considered reasonable. These rates are also at the Statewide Travel Programs Web site.</p>		
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<p>General Service Administration (</p>		
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<p>Unforeseen Actual and Necessary Expenses that Exceed Cost Guidelines</p>		

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General Manager/Chief of Police may recommend to the Board		
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authorization of the full expense by a unanimous vote at a public meeting.		
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<u>Expense Reimbursement Requests</u>		

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receipts documenting each expense must accompany the report. Directors must submit their expense reports within 30 days after the expenses are incurred.		

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Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

From: Gregory E. Harman, General Manager

Date: Thursday, April 04, 2013

FORWARDED TO:

Subject: New Business Items #6 Discussion on requests of the KPPCSD Board requesting resolutions of support

Last month, I received a request from Senator Loni Hancock's representatives seeking support of her Senate Bill 254 "Used Mattress Recovery & Recycling Act". A copy of the letter of support and a brief description of the bill is attached to this memo.

KPPCSD Director Linda Lipscomb received a request from Assembly Member Nancy Skinner requesting support for her sponsored assembly bills, AB 39, AB 48, and AB 127, which are also attached to this memo.

The discussions that I would like the Board to have is one, whether or not the KPPCSD Board should be supporting legislation presented to it, especially legislation that may not directly effect the District, and secondly, is there support for the requested bills presented above.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

March 14, 2013

The Honorable Jerry Hill
Chair, Senate Committee on Environmental Quality
State Capitol, Room 5064
Sacramento, CA 95814

RE: SB 254 (Hancock): Used Mattress Recovery and Recycling Act – SUPPORT

Dear Senator Hill:

On behalf of the Kensington Police Protection & Community Services District, we are writing to express our support for SB 254 by Senator Loni Hancock. SB 254 would foster the creation of convenient, cost-free programs for consumers to recycle used mattresses.

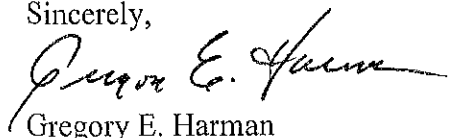
There currently is no state law providing for the recycling of used mattress. More and more communities up and down California, including our own, have seen an increase of used mattresses on our streets and sidewalks. In Richmond, for example, approximately 2200 mattresses were recovered in 2012. The City of Los Angeles recovers between 120 and 150 mattresses every day. This is not an abstract problem—the costs of dealing with these mattresses places considerable pressure on our cities, counties, and communities. The accumulation of used mattresses in public spaces also poses a serious public health problem, as they can be a breeding ground for mold and pests.

The Kensington Police Protection & Community Services District does not have its own public works department and has to rely on the County of Contra Costa for removal of discarded mattresses or pay an outside contractor for the removal.

SB 254 would help solve this problem by requiring mattress manufacturers to seek CalRecycle approval of mattress recycling programs. The plans would have to achieve the goal of ensuring that 75 percent of used mattresses in California are recycled by 2020. This is an eminently possible goal, one that has already been achieved for bottles, E-waste, and other solid waste.

The Kensington Police Protection & Community Services District is, therefore, supportive of Senator Hancock's efforts to increase the recycling of used mattresses in California. We believe that SB 254 is a necessary step in removing this blight and public health hazard from our streets and communities.

Sincerely,



Gregory E. Harman
General Manager/ Chief of Police

cc: Members of and Consultants to the Senate Committee on Environmental Quality, Senate President Pro Tem Darrell Steinberg, Senator Loni Hancock

SB 254 (Hancock):
Used Mattress Recovery and Recycling Act

Last updated: February 21, 2013
As Introduced in Senate, February 13, 2013

PURPOSE OF THE BILL

Existing law prohibits the dumping of solid waste, except at specific solid waste disposal sites as authorized by law. In recent years, the problem of illegally dumped mattresses has become more serious, especially in the parts of the state that have been hit hardest by the recent recession.

The Used Mattress Recovery and Recycling Act will require manufacturers of mattresses sold in this state to develop, finance and implement a convenient and cost effective program to collect and recycle used mattresses.

PROBLEM & NEED FOR THE BILL

Existing law provides several examples for the disposal of solid waste. AB 2020 (Margolin, 1986), the popularly-known "bottle bill," created a now-widespread program allowing for the recycling and redemption of beverage containers. SB 20 (Sher, 2003) created a program to deal with the problem of illegally disposed e-waste, including discarded computer equipment and other electronics.

There is currently no statute addressing the problem of illegally dumped mattresses. More communities are experiencing an increased number of illegally dumped mattresses, especially given the foreclosure crisis resulting from the recent recession. The accumulation of these used mattresses in public spaces, especially if left for long periods of time, can pose a serious public health problem. Used mattresses can be a breeding ground for mold and pests.

The scope of the problem is growing. In Oakland, for example, between 18 and 35 mattresses are recovered per day. The city estimates that municipal operations devoted to recovering these mattresses costs approximately \$500,000 annually. The City of Richmond estimates that it has recovered approximately 5,000 illegally dumped mattresses from December 2010 to March 2012. The City of Los Angeles estimates that it recovers 120-150 illegally dumped mattresses per day. The City and County of San Francisco recovers approximately 75 to 80 mattresses per day.

The costs of illegally dumped mattresses—both in risk to public health and the burden on financially strapped cities—require action by the legislature.

WHAT THIS BILL WOULD DO

This bill will help reduce illegal dumping, increase recycling and substantially reduce public agency costs for end-of-life management of used mattresses.

SB 254 would require mattress manufacturers to submit a recovery and recycling plan to CalRecycle by April 1, 2015. Consistent with existing state policy, the plans would have a goal of recycling at least 75 percent of used mattresses in California by January 1, 2020.

A compliant plan would provide consumers with convenient, no-cost opportunities to recycle mattresses. These include upon delivery of a new mattress, or when dropped off at a recycling facility or solid waste facility.

The bill would also provide consumers the option of having mattress retailers recover, at no cost, an equivalent used mattress upon the delivery of a new mattress.

CalRecycle would have authority to consider a manufacturer's proposed recovery and recycling plan and determine if it is in compliance. A manufacturer would implement its plans by July 1, 2015.

CalRecycle may impose an administrative cost on manufacturers that is sufficient to meet, but not exceed, the cost of reviewing and approving the recycling plans.

SUPPORT

Californians Against Waste (sponsor).

BILL STATUS

Referred to the Senate Committee on Environmental Quality – February 21, 2013.

Upgrading our Schools & Creating CleanEnergy Jobs AB 39 – Skinner, Speaker Pérez

SUMMARY

Proposition 39 provides up to \$550 million per year for clean energy programs at schools and other public buildings. However, the initiative contained little direction for how to prioritize projects and implement the act. Assembly Bill 39 establishes guidelines for clean energy expenditures at schools, colleges, other public facilities and for job training.

BACKGROUND

With the passage of Proposition 39, the voters of California established a path forward for schools and clean energy jobs. For the next 5 years, Prop 39 provides up to \$550,000,000 annually to the Clean Energy Job Creation Fund for job creation and clean energy projects in schools, universities, and other public buildings. Funds from Prop 39 will allow the state to reduce utility bills at public schools while promoting clean energy jobs that can't be outsourced. Over the next five years, Prop 39's could lead to 30,000 California jobs.

In California, 70 percent of K-12 public school classrooms are over 25 years old. Combined, schools account for approximately 12% of all commercial energy consumption, which costs taxpayers \$1.1 billion a year – more than was spent on books and supplies, combined. In an era of budget cuts, the savings from more efficient buildings will give schools flexibility to pay for student learning, rather than utility bills.

Retrofits at Oakland Unified School District, Murrieta Valley Unified School District and Antelope Valley High School District, saw annual savings of \$100,000, \$420,000, and \$303,000 respectively.

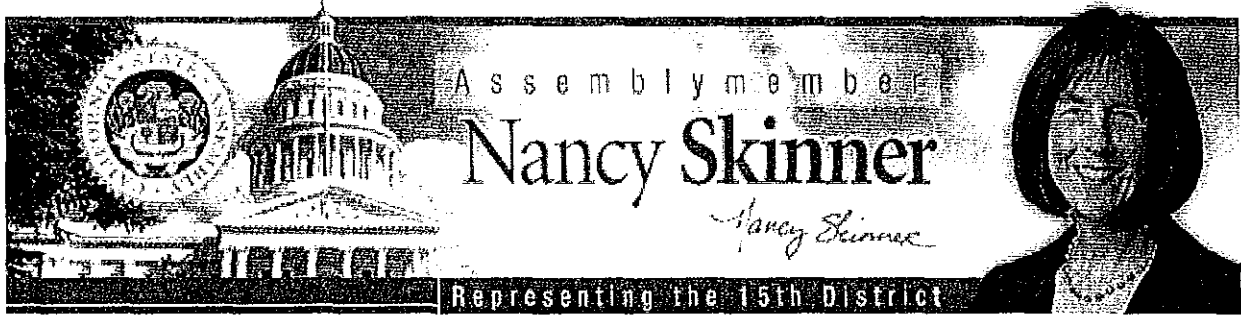
EXISTING LAW

Proposition 39 closed a tax loophole for multi-state corporations, ensuring that all companies that do business in California are treated equally under the tax code. The initiative requires that, for the next 5 years, half of the expected revenue (up to \$550 million annually) be deposited into the Clean Energy Job Creation Fund.

THIS BILL

AB 39 establishes guidelines for clean energy expenditures from the Clean Energy Job Creation Fund, including for K-12 schools, colleges and universities, other public facilities, and workforce training. AB 39 states that the money may be available in the form of grants, low- or no-interest loans, or other forms of financial assistance. AB 39 ensures that expenditures, for the first year, go toward "shovel-ready" projects to put people to work.

For K-12 schools, AB 39 states that funds will be awarded by the CA Energy Commission using existing expertise and resources. In coordination with the Superintendent of Public Instruction, schools will be prioritized based on the age of the school, the proportion of disadvantaged students, whether the facilities have been recently modernized, the potential for demand reduction, and the school's Energy Star score. AB 39 ensures that the savings from energy retrofits at schools are used to benefit the students at those facilities.



Assembly Bill 48 (Skinner) Bulletproofing Communities

ISSUE

Today in California, it's easier to buy bullets than to buy alcohol, cigarettes or certain cold medicines. Sales of some cold medicines are reported to the Department of Justice but not ammunition sales. We expect to show ID to buy alcohol or tobacco, but there is no such requirement for bullets. Bullets, the very thing that makes a gun deadly, should not be easier to buy than alcohol or cigarettes.

Existing law prohibits individuals convicted of a felony, a violent misdemeanor, or those with mental health issues from purchasing or possessing ammunition. Additionally, current state law does not require tracking of ammunition sales. The few restrictions California does have are difficult to enforce because ammunition sellers do not have to check ID's or keep records of sales.

Furthermore, our state may have one of the nation's toughest gun laws, but laws regulating ammunition are almost absent in California.

Safeguards were the norm all across the United States 40 years ago when federal law was passed to regulate ammunition sales. Under the Gun Control Act of 1968, mail-order ammunition sales across state lines were prohibited; retailers, importers, or manufacturers could only transport or ship ammunition to other licensed retailers, importers, or manufacturers. Unfortunately, these provisions were removed in 1986 when Congress adopted the Firearm Owners Protection Act, which was backed by the National Rifle Association.

AB 48 (SKINNER)

Adopts some of the same procedures that now cover guns sales to also cover the sale and purchase of bullets.

Requires:

- Sellers of ammunition to be licensed,
- Purchasers of ammunition to show ID,
- Sales to be reported to the Department of Justice, and
- Local law enforcement to be informed when someone buys a large quantity of ammunition over a short time period.

Additionally, AB 48 makes it illegal for gun owners to purchase parts that allow them to convert their guns into assault-style weapons that can fire more than 10 rounds of bullets without reloading.

Currently, it is illegal in California to possess an ammunition feeding device that can hold more than 10 rounds of bullets. Unfortunately, some individuals are obtaining parts that allow them to assemble an ammunition cartridge that can hold as many as 30 rounds; AB 48 will close this loophole.

Assemblymember Nancy Skinner

Staff Contact: Tony Bui (916) 319-2015 or Tony.Bui@asm.ca.gov

Fact Sheet

AB 127 – Skinner

Safer Building Insulation

SUMMARY

AB 127 will reduce chemical flame retardants in building insulation without reducing fire safety. Flame retardant chemicals are known to be toxic and, unfortunately, are ubiquitous in our homes. California is already acting to limit these chemicals in our furniture, and now is the time to get them out of our walls.

BACKGROUND

The use of plastic foam insulation in buildings has increased as building energy efficiency efforts have increased. However, due to the inherent flammability of plastic insulations, flame retardant chemicals – usually highly-toxic compounds called “organohalogen” – are added in an attempt to reduce fire risk.

Unfortunately, research has found that these same flame retardants leach into our indoor environments. They are found at increasing levels in the human body and in the environment, creating significant health concerns for building occupants. Moreover, once the flame retardants do catch fire, they are toxic to breathe in, which will harm those emergency responders for whom the flame retardants were initially intended to protect. Finally, there are no good ways to dispose of insulation with these flame retardants.

EXISTING LAW

Current building code requires (1) that a thermal barrier is installed to provide structural elements at least 15 minutes of protection from fire, and (2) that insulation pass a test for flammability without the thermal barrier.

In practice, the amount of flame retardant used does not help buildings meet the 15 minutes of protection needed, which is provided instead by the thermal barrier. Thus, safety for emergency responders is met solely by the presence of a thermal barrier and the flame retardants provide no additional benefit.

Given the existing requirement for a thermal barrier, there is no need to use flame retardants in plastic foam building insulation.

THIS BILL

This bill states the intent to reduce flame retardants in plastic foam building insulation.

SUPPORT

US Green Building Council (Sponsor)

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Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

From: Gregory E. Harman, General Manager

Date: Friday, April 05, 2013

FORWARDED TO:

Subject: New Business Items #7 General Manager/ Chief of Police Greg Harman will ask the Board for approval to enter into an agreement with the Contra Costa County Sheriff's Office for Forensic Services

The contract for forensic services between the District and the Contra Costa County Sheriff's Office Forensic Services Division was sent to David Gehrig at Hanson/ Bridgett for review and signature.

Unfortunately, the contract was not returned in time to be a part of this packet. If it is received before 5PM on Monday, April 8th, I will send it out as an addendum to the agenda packet. If it is not received in time, I will present it to the Board at the meeting for review and consideration.

95

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

From: Gregory E. Harman, General Manager

Date: Thursday, April 04, 2013

FORWARDED TO:

Subject: New Business Items #8 CSDA Leg Day

I would like to know if any Board member would like to attend the California Special District Association (CSDA) Legislative Days, May 14th-15th, being held at the Sacramento Convention Center. The cost to attend is \$225 for the two day event. Hotel accommodations would be extra.

The description of the event is attached to this memo.

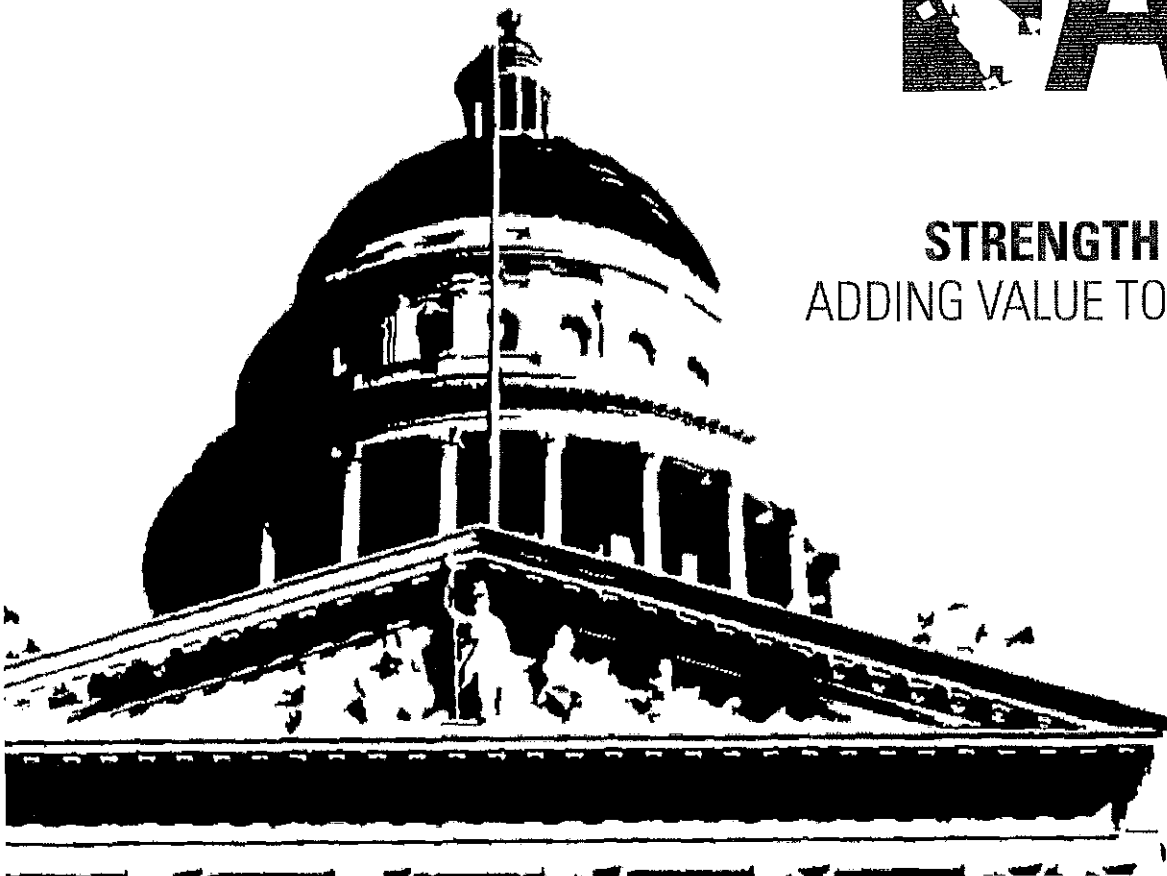
May 14-15, 2013
SACRAMENTO CONVENTION CENTER



**California Special
Districts Association**
Districts Stronger Together

SPECIAL DISTRICTS LEGISLATIVE DAYS

**STRENGTH IN NUMBERS:
ADDING VALUE TO COMMUNITIES**



#sdlld2013

97



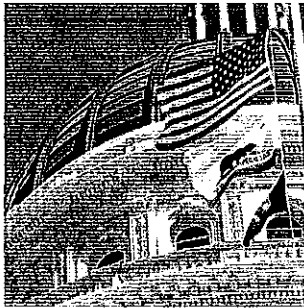
California Special Districts Association
Districts Stronger Together

SPECIAL DISTRICTS LEGISLATIVE DAYS

STRENGTH IN NUMBERS:
 ADDING VALUE TO COMMUNITIES

Top 5 Reasons Why You Should Attend:

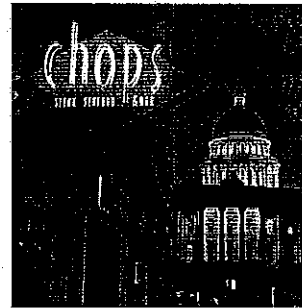
1. Efforts underway in Sacramento could significantly impact special district revenue sources, including **property tax allocations**, voter thresholds for **special taxes** and new **funding opportunities** for “green” projects and programs.
2. Governor Jerry Brown has expressed interest in reforming California’s most important environmental quality law, the **California Environmental Quality Act (CEQA)**, potentially leading to major changes in how districts build infrastructure.
3. Hear directly from California State Controller John Chiang on the latest **financial auditing** and **compensation reporting** regulations heading your way.
4. Interactive roundtable discussions with our partners and experts will allow you to learn about industry-specific issues—such as implementation of the substantial reforms to **public employee pensions** last year.
5. **Pre-arranged legislative visits** and a hosted reception enable you to build relationships with your state legislators and their Capitol staff.



Legislative visits in the Capitol arranged by CSDA!

Let your senator and assembly member know about the core services your district provides in their legislative district. Tell them how each dollar invested in your district benefits your shared constituents and adds significant value at the local level!

In order to reserve enough time for scheduling, please register at www.csdanet/sdld by April 29 to guarantee your spot in these visits.



Hosted legislative reception sponsored by SDRMA

Network with legislators and Capitol staff at SDLD’s legislative reception, being held again at Chops, an award-winning restaurant and bar across the street from the Capitol and a favorite amongst the Capitol community.

Location: 1117 11th Street, Sacramento, CA



SDLD is available for CIPs for SDRMA members.

Sponsor opportunity

CSDA Business Affiliates have the opportunity to showcase their products and services as sponsors at SDLD! Space is limited. For more information, please visit www.csdanet/sdld. Questions? Contact Professional Development Director Megan Hemming at meganh@csda.net.

For all the latest information, go to our website

Visit the SDLD website for the latest updates at www.csdanet/sdld. You will find the most current schedule, speaker bios, a list of our partners, how to find a hotel and more. Most importantly, you can register for SDLD directly on the website!

SPECIAL DISTRICTS LEGISLATIVE DAYS

STRENGTH IN NUMBERS:
ADDING VALUE TO COMMUNITIES

With 39 first-time state legislators and single-party control of every statewide office and two-thirds of each house, California is experiencing an unprecedented legislative session. As California attempts to rebuild its battered budget following years of economic recession, Special Districts Legislative Days (SDLD) 2013 will focus on evolving threats to special district revenue as well as emerging opportunities, including:

- Changes to local revenue measure voter thresholds;
- Protection of existing property taxes and passthrough payments; and
- The distribution of greenhouse gas cap-and-trade auction revenue and Proposition 39 green energy revenue.

A dynamic two-day conference, SDLD provides attendees with the opportunity to hear from and interact with statewide policymakers and legislators, as well as to network and discuss district challenges with peers from other special districts around the state. SDLD includes keynotes from California's highest office-holders, moderated panel discussions with the state's leading experts and issue-specific roundtable conversations covering the most pertinent issues facing each type of special district.

Your engagement is an essential component of CSDA's advocacy efforts in Sacramento to defend special district finances and educate policymakers on the effective service delivery provided by special districts – together there is strength in numbers!

What you can do:

- Register for SDLD today to hear first-hand about the latest revenue proposals directly affecting special districts. You will also have the chance to communicate how new revenue opportunities can strengthen the core services your district provides and share examples of how they would add value to your local communities.
- Join the Host Council and contact your colleagues about the importance of attending SDLD. CSDA will provide you information to pass along. Contact Miryam Barajas at miryamb@cdda.net for more information.
- Visit CSDA's Grassroots Action Center at www.cdda.net/grassroots to read about the most significant proposals impacting special districts and to find out how you can take action now!
- Spread the word! Let other districts know about this exciting conference.

ROUNDTABLE DISCUSSIONS – WEDNESDAY, MAY 15 FROM 9:45-11:45 a.m.

Statewide special district organizations, key local government partners, and industry experts will host roundtables to provide opportunities to network and learn more about key issues within your industry. The following organizations will be hosting roundtables:

- Association of California Healthcare Districts
- Association of California Water Agencies
- California Association of Public Cemeteries
- California Association of Local Agency Formation Commissions
- California Board of Forestry and Fire Protection
- California Public Employees' Retirement System
- California State Association of County Auditors
- Workers' Compensation Action Network

Thank you to our Partners:



CARPD



MVCAC
Mosquito and Vector Control Association of California

- Association of California Healthcare Districts
- Association of California Water Agencies
- California Association of Local Agency Formation Commissions

- California Association of Public Cemeteries
- California Association of Recreation and Park Districts
- California Association of Resource Conservation Districts
- California Association of Sanitation Agencies

- Fire Districts Association of California
- Mosquito and Vector Control Association of California
- Special District Risk Management Authority

Tuesday, May 14

7:45 a.m. - *Registration Begins*
(Continental Breakfast and Networking Opportunities)

8:15 – 9:30 a.m.

Welcome Remarks: CSDA Executive Director Neil McCormick

Opening Remarks: CSDA President Stanley Caldwell

CSDA Legislative Overview:

- Kyle Packham, Advocacy & Public Affairs Director
- Christina Lokke, Legislative Representative
- Dorothy Holzem, Legislative Representative
- Ralph Heim, Legislative Advocate

9:45 – 10:45 a.m. - *Local Revenue Panel*

10:45 – 11:00 a.m. - *Break*

11:00 a.m. – 12:00 p.m. - *Local Government Panel*

- Assembly Member Katcho Achadjian (R-San Luis Obispo), Chair, Assembly Local Government Committee
- Assembly Member Marc Levine (D-San Rafael), Vice-Chair, Assembly Local Government Committee
- Senator Stephen Knight (R-Palmdale), Vice-Chair, Senate Governance & Finance Committee

12:00 – 12:20 p.m. - *Break (please exit room for lunch setup)*

12:20 – 2:00 p.m. - *Lunch*

Keynote Speaker: California State Controller John Chiang
Legislative Visits Briefing

2:00 – 5:00 p.m. - *Legislative Visits*

5:00 – 6:30 p.m. - *Hosted Legislative Reception*
Chops, 1117 11th Street, Sacramento, CA 95814

Wednesday, May 15

8:00 a.m. - *Doors Open*

Continental Breakfast and Networking Opportunities

8:30 – 9:30 a.m.

Keynote Speaker: To Be Announced

9:30 – 9:45 a.m. - *Break*

9:45 – 11:45 a.m. - *Roundtable Discussions*

You can choose two roundtables. Two 45-minute sessions will be conducted.

11:45 a.m. - *Closing Remarks:* CSDA President Stanley Caldwell

KEYNOTE SPEAKER



California State Controller John Chiang

As the Chief Fiscal Officer of California, Controller John Chiang oversees the State's nearly \$100 billion annual budget. He also helps administer the state retirement systems CalPERS and CalSTRS, and serves on 81 State boards and commissions, charged with everything from protecting our coastline to overseeing local government financial reporting.

The Controller's monthly financial reports on state revenue gains and losses are especially sought after throughout the budget adoption process. Appropriately, SDLD is held the same week as the California Budget May Revise is anticipated for release by Governor Jerry Brown.

In addition to being responsible for accounting for and controlling disbursement of all state funds, as well as processing all personnel and payroll transactions for public employees, Controller Chiang has key audit oversight for state and local government programs. These audits have identified more than \$3.5 billion in taxpayer dollars that were denied, overpaid, subject to collection, or resulted in revenues, savings and cost avoidance. As state controller, his audit authority includes ensuring that independent audits of local governments comply with professional audit standards, address discrepancies, and inform the public of financial transactions and compensation.

Controller Chiang was first elected in November 2006 to serve as Controller of the State of California, and was re-elected to serve a second term in November 2010.

LOCAL GOVERNMENT COMMITTEE LEADERS



The Honorable Katcho Achadjian (R-San Luis Obispo)

– Chair of the Assembly Local Government Committee, Assembly Member Achadjian represents the 35th Assembly District, which includes the communities of Paso Robles, Pismo Beach, San Luis Obispo, and Santa Maria, among others. Prior to his election to the Legislature, Achadjian served for three terms as an elected member of the San Luis Obispo County Board of Supervisors.



The Honorable Mark Levine (D-San Rafael)

– Vice-Chair of the Assembly Local Government Committee, Assembly Member Levine was elected in November 2012 to represent the 10th Assembly District, comprised of the communities of Sausalito, San Rafael, Novato, Petaluma, and Sonoma, among others. A former San Rafael City Councilmember, Levine has held leadership posts throughout his career helping to develop innovative solutions at the local, state, national and international levels.



The Honorable Stephen Knight (R-Palmdale)

– Vice-Chair of the Senate Governance and Finance Committee, Senator Knight was elected to the California State Assembly in November 2008 and the State Senate in 2012. Prior to his election to the Assembly, Knight was elected to the Palmdale City Council in 2005. Upon assuming office in the state Legislature, Knight left his 18-year career as a sworn police officer in the Los Angeles Police Department.



SPECIAL DISTRICTS LEGISLATIVE DAYS

STRENGTH IN NUMBERS:
ADDING VALUE TO COMMUNITIES

CSDA WILL ARRANGE LEGISLATIVE VISITS FOR YOU. IN ORDER TO RESERVE ENOUGH TIME FOR SCHEDULING, REGISTER BY APRIL 29 TO GUARANTEE YOUR SPOT IN THESE VISITS.

Three Ways to Register

- *For fast service*, register online by visiting the Special Districts Legislative Days website at www.csdanet.net/sdld. Find the "register" button at the top of the page.
- *Fax number*: 916.520.2465. All faxed forms must include credit card payment.
- *Mail*: CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Who qualifies for "member" rates?

All California Special Districts Association and Special District Risk Management Authority members. Not sure if you are a member? Contact the CSDA offices to find out if you are already a member. It's not too late to become a CSDA member. Simply contact Cathrine Lemaire at cathrine@csdanet.net or call toll-free at 877-924-2732.

Registration fees include the evening reception on May 14, legislative visits arranged by CSDA, as well as all written materials and meals as indicated in the agenda.

CSDA Member: \$225

Non-Member: \$275

Total Amount Enclosed: \$

Payment must accompany registration in order to process.

Name/Title:		
District:		
Address:		
City:	State:	ZIP:
Phone:	Fax:	
Email:		
Legislative meetings		
In order to help CSDA arrange your legislative meetings, please provide us with the legislative districts in your jurisdiction.		
Assembly District(s):	Senate District(s):	
Payment		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. name:	Acct. Number:	
Expiration date:	Authorized Signature:	
Special needs		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		
CANCELLATION POLICY: Cancellations must be made IN WRITING and received via fax or mail three days prior to event. All cancellations made within the specified time will be refunded less a \$25 processing fee. NO EXCEPTIONS.		



California Special Districts Association
 1112 I Street, Suite 200
 Sacramento, CA 95814

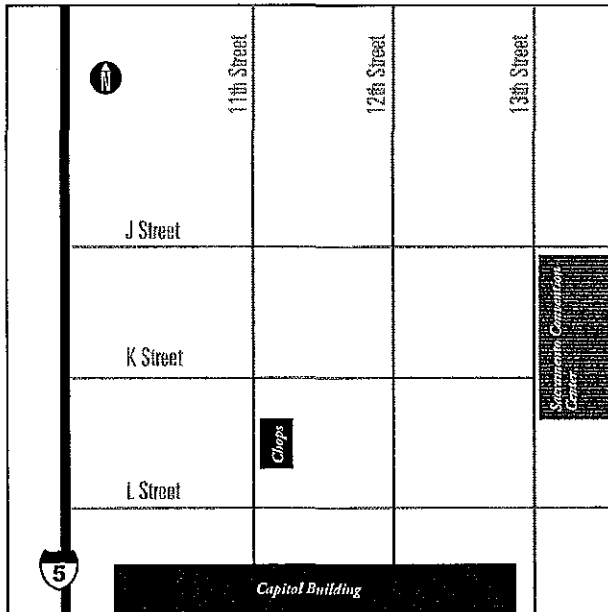
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SPECIAL DISTRICTS LEGISLATIVE DAYS

STRENGTH IN NUMBERS:
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May 14-15, 2013
 SACRAMENTO CONVENTION CENTER



Conveniently Located

Sacramento Convention Center
 1400 J Street
 Sacramento, CA 95814

City Parking Information

For parking information, visit the City of Sacramento website at www.cityofsacramento.org.

Hotel Information

The Sacramento Convention Center is conveniently located close to many downtown Sacramento Hotels that are sure to fit any district's budget. Visit www.csdanet/sdld for information on available room blocks and rates.



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