

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, July 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 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 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 June 13, 2013, Page 3
- b) Minutes of the Regular Meeting June 15, 2013, Page 11
- c) Minutes of the Regular Meeting June 15, 2013, Page 16
- d) Profit & Loss Budget Performance for May 2013, Page 18
- e) Park Revenue & Expenses Report for May 2013, Page 23
- f) Board Member Reports-None
- g) Correspondence- None
- h) Police Department Update, Page 34
- h) Monthly Calendar, Page 45
- i) Recreation Report, Page 47
- i) General Manager's Report, Page 48

DISTRICT – OLD BUSINESS

1. General Manager/ Chief of Police Greg Harman will ask the Board to pass Resolution 2013-006 for the election of Directors to the Special District Risk Management Authority Board of Directors. This item was held over from the June 13th meeting. Board Action. Page 51

DISTRICT - NEW BUSINESS

1. General Manager/ Chief of Police Greg Harman will ask the Board to pass Resolution 2013-007, establishing the appropriations limit for the District for Fiscal Year 2013-2014. Board Action. Page 69
2. General Manager/ Chief of Police Greg Harman will ask the Board to pass Resolution 2013-008, establishing the annual supplemental tax for police services, (Measure G), for Fiscal Year 2013-2014. Board Action. Page 72
3. General Manager/ Chief of Police Greg Harman will ask the Board to vote for one representative on the California Special District Association (CSDA) Board of Directors, Region 3, Seat B. Board Action. Page 76
4. General Manager/ Chief of Police Greg Harman will ask the Board if they would approve his attendance at the 2013 CSDA Annual Conference being held in Monterey between September 16th & 19th, and if any member(s) wishes to attend. Board Action. Page 79

(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 AUXILARY 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 6/13/2013

AGENDA

A Regular Meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) was held Thursday, June 13, 2013, 6:30 PM, at the Community Center, 59 Arlington Avenue, Kensington, California.

ATTENDEES

<u>Elected Members</u>	<u>Members of the Public/Presenters</u>
Tony Lloyd, President	Peter Liddell
Patricia Gillette, Vice President	Dan O'Brien
Linda Lipscomb, Director	Jaima Roberts
Charles Toombs, Director	Katie Gluck
Len Welsh, Director	Gayle Tapscott
<u>Staff Members</u>	Leonard Schwartzburd
Gregory E. Harman, GM/Chief of Police	Celia Concus
Master Sgt. Ricky Hull (on duty – left 8 PM)	Ray Barraza
Sgt. Kevin Hui (on duty)	Vida Dorroh
Sgt. Keith Barrow (own time – KPOA Rep.)	Paul Dorroh
Officer Rodney Martinez (OT for New Biz. #1)	Karl Kruger
Lynn Wolter, District Administrator	Mabry Benson
	Elena Caruthers
<u>Press</u>	Anthony Knight
Joel Koosed, Outlook	Lisa Corona
	John Stein
	Kimberly Wilkens
	Kay Reed
	Andrew Reed
	Charlice Danielson
	Kurt Franklin – Hanson Bridgett

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

PUBLIC COMMENTS

None

CLOSED SESSION

At 6:36 the Board entered into Closed Session to:

1. Discuss the General Manager/Chief of Police performance review, pursuant to California Government Code Section 54957.
2. Confer with Labor Negotiators (Section 54957.6)
Agency Representatives: Patricia Gillette and Chuck Toombs
Employee Organization: Kensington Police Officers Association.
3. Confer with Legal Counsel re: Existing litigation (Subdivision 54956.9) Bay View Refuse and Recycling Services, Inc. vs. Kensington Police Protection and Community Services District.
4. Confer with Legal Counsel re: Existing litigation (Subdivision (a) of Section 54956.9) Leonard Schwartzburd vs. Kensington Police Protection and Community Services District.

OPEN SESSION

At 7:26 PM, the Board returned to Open Session.

President Lloyd reported that the Board addressed two items:

1. The Board met with legal counsel re: the pending arbitration with Bay View Refuse and Recycling, Inc. and accepted a settlement. The Board directed General Manager/Chief of Police Harman to notify Bay View Refuse and Recycling, Inc. of the Board's decision and to make copies of the settlement available to the public.
2. The Board discussed the Schwartzburd vs. Kensington Police Protection and Community Services District litigation and will continue the discussion at a later time.

PUBLIC COMMENTS

Lisa Corona, a graduate of the first Citizens' Academy, which is sponsored by the Kensington Police Department, encouraged members of the community to attend the upcoming second academy.

Leonard Schwartzburd asked that the case against the District be referred to as Schwartzburd et al. He asked if citizens have a right to know what legal fees the District has incurred and indicated that he would be submitting a Public Records Request for this

information. He also questioned General Manager/Chief of Police Harman's use of the District's car for commuting between the District office and his home.

Mabry Benson asked that the Board consider changing the officers' total compensation so that the officers, rather than the District, pay the 9% employee PERS amount.

Vida Dorroh asked who are the others participating in the Schwartzburd litigation.

Peter Liddell announced that there would be a Kensington Public Safety Council presentation about wildfires on June 20, 2013, at 7:00 PM, at the Community Center.

Kay Reed asked that regular maintenance of the Coventry Gore Lot continue.

Gayle Tapscott said that she continues to be upset about the lawsuit that's been brought against the Directors.

At 7:49, President Lloyd closed the Public Comments portion of the meeting.

BOARD COMMENTS

Director Welsh reported that the Park and Recreation Committee is developing a map of the Kensington Park and the vegetation within it and that the Committee will, at a future date, make a presentation and recommendations to the Board.

Director Welsh reported on the grand opening of Kensington Optometry, which recently relocated to Colusa Circle.

Vice President Gillette said that she does not believe that the writ of mandate is an appropriate way for citizens to resolve disagreements.

Vice President Gillette complimented the Policy Committee's good work and said that the Committee is dedicated to completing its work within a reasonable period of time.

Director Lipscomb reported that the Policy Committee has divided among its members those portions of the Policy Manual that still need to be reviewed. Suggested revisions will be submitted to the Committee at upcoming meetings.

Director Lipscomb said that Joan Gallegos is still in the hospital and is able to receive phone calls and visitors.

Director Toombs announced that there would be a Board meeting on Saturday, June 15th, 2013 regarding the possible renovation of the Community Center and funding options for this work.

President Lloyd said that he's pleased to be working with the current Board members and that he enjoys the mutual support and the progress being made.

President Lloyd called on resident Dan O'Brien and his colleague, Charlice Danielson, to discuss the work they're doing as members of the committee working on the park's vegetation management plan. They said that they're identifying the trees and other vegetation that should be removed because of the fire hazards they pose. This is part of the overall plan being developed for Board review and approval. Ms. Danielson said that, also as part of the overall plan, the committee would describe how to make good use of volunteers, without placing the District at risk.

STAFF COMMENTS

None

CONSENT CALENDAR

MOTION: Director Lipscomb moved to approve the Consent Calendar, with the Minutes of May 9, 2013, as amended. Vice President Gillette seconded the motion. Motion passed 5 to 0.

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

DISTRICT OLD BUSINESS

1. General Manager/Chief of Police Harman presented the Fiscal Year 2013 – 2014 Operating Budget for its second reading.

Director Toombs reported that the Finance Committee re-examined the budget, based on comments made by Directors at the May 9, 2013 meeting. He reported that the committee also considered a suggestion, made by Committee member Paul Haxo, that the District refinance the park. General Manager/Chief of Police Harman researched this and learned that refinancing would not be cost-effective.

General Manager/Chief of Police Harman gave a brief summary of the evolution of the Fiscal Year 2013-2014 Budget. The first draft had a shortfall of \$258,000. As a result of subsequent expense reductions recommended by the Finance Committee, the shortfall of the second draft was reduced to \$150,000. This draft was presented to the Board on May 9, 2013. Upon review, the Board determined that this draft was unrealistic because of the extent of reductions made to several expense line items.

The Finance Committee re-convened to make revisions, which resulted in the amounts for many of the previously reduced expense lines being increased or restored to earlier levels. General Manager/Chief of Police Harman said that this version of the budget is lean but doable and asked that the Board adopt it.

Board discussion followed.

Director Lipscomb asked if General Manager/Chief of Police Harman was certain that the \$100,000 COPS funding would be received in the upcoming fiscal year. He replied that he is fairly certain. Director Lipscomb commended General Manager/Chief of Police Harman on the budget and thanked him and the Finance Committee.

Vice President Gillette said that she was pleased that this was a more realistic budget. However, she said that she expects legal expenses to be higher than what the budget showed, and she expressed concern that other items have not been addressed.

Director Welsh said that he supported the revisions and hoped that the budget was realistic.

Director Toombs said that he believed that the proposed budget was a great tool.

President Lloyd commended the Finance Committee. He also complimented General Manager/Chief of Police Harman for three years of good leadership and balanced budgets, saying that most line items, except for legal, have come in under budget.

President Lloyd also said that he'd like to transfer money from reserves in order to create a balanced budget at the beginning of the new fiscal year. He also commented that the budget doesn't address any possible salary increases or costs associated with the District's infrastructure. He encouraged his colleagues to prioritize big projects and to invest in long-term strategies.

Director Toombs disagreed with the idea of transferring money from reserves and also said that it was unwise to tip the District's hand, with respect to contract negotiations.

A general discussion about revenues, both from property taxes and Measure G followed. Information about the anticipated amount of property taxes should be known by July 1, 2013. The Board will discuss the amount of Measure G money to collect at a future meeting.

Director Lipscomb asked if the budget included legal expenses for solid waste. General Manager/Chief of Police Harman said that the budget included an amount for legal fees that the District likely would incur with upcoming requests for proposals for a new contract.

Director Lipscomb said that she was comfortable with a \$75,000 deficit (including the anticipated receipt of COPS Funding) until the discussion about Measure G comes before the Board.

Vice President Gillette asked if the Board could adjust the budget mid-year to address possible cost overruns and possibly move funds from reserves to offset these.

General Manager/Chief of Police Harman reported that, for the current fiscal year, District expenses are over budget by approximately \$150,000 because of legal costs and that property tax revenues are under budget by \$37,000.

General Manger/Chief of Police Harman said that by not collecting the full amount of Measure G money, the District has lost the opportunity to add to reserves in order to address years, such as the current one, when expenses exceed revenues.

Public comments followed.

Gayle Tapscott said that reserve funds should be used for emergencies and asked how much is in reserves. General Manager/Chief of Police Harman said that a 10% reserve is mandated and that total reserves are \$1.3 million. He went on to say that, although the District is financially solid, it couldn't sustain \$200,000 overruns.

Anthony Knight questioned the \$31,000 rent that the District pays to lease space in the Public Safety Building and said that, if this didn't have to be paid, the projected budget deficit could be cut in half.

Vida Dorroh reminded the Board that Measure G was passed by over two-thirds of the community, and she encouraged the Board to collect the full amount, especially in light of the fact that property tax revenues have not been increasing.

General Manger/Chief of Police Harman reminded the Board that property taxes were the biggest source of revenue and that projections for what this amount might be for the upcoming fiscal year wouldn't be available from the County until July 1. The Finance Committee did not increase projected property tax revenues in the budget.

President Lloyd thanked everyone.

MOTION: Director Lipscomb moved and Vice President Gillette seconded that the Board accept the budget/plan for Fiscal Year 2013-2014.

Motion passed 5 – 0.

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

DISTRICT NEW BUSINESS

1. General Manager/Chief of Police Harman asked for the Board's permission to purchase a new patrol vehicle, as authorized in the Fiscal Year 2012/13 Operating Budget.

General Manager/Chief of Police Harman recommended that the Board replace the 2005 Ford Interceptor with a new 2013 Ford Explorer Interceptor. The amount budgeted for a new vehicle was \$30,000. The proposed new vehicle, to be purchased through a CHP contract, would cost \$23,000 and the additional needed equipment would cost \$10,000. This would bring the total cost to \$3,000 over budget.

General Manger/Chief of Police introduced Officer Martinez, who oversees the District's vehicle fleet. Officer Martinez described the poor condition of the 2005 Ford Interceptor (89,000 miles, replaced transmission, operating with 7 out of 8 cylinders, peeling paint, etc.). He recommended that the District replace vehicles every seven years.

Officer Martinez informed the Board that replacing the 2005 Ford would reduce next year's maintenance expenses by approximately \$14,000.

**MOTION: Vice President Gillette moved and Director Welsh seconded that the Board approve the purchase of a new Ford Explorer Interceptor.
Motion passed 5 – 0.**

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

2. General Manager/Chief of Police Harman sought the Board's permission to change janitorial service providers from UBS to All Ways Green for the Public Safety Building and from UBS to Bill Driscoll for the park restroom.

General Manager/Chief of Police Harman reported that service from UBS, which had been providing service for the Public Safety Building and the park restroom, had become unreliable and substandard. As a result, he had sought proposals from other providers. He received proposals from All Ways Green for the Public Safety Building for \$315 per month, which would be split with the KPPCSD paying \$210 and the Fire District paying \$105, and for the park restroom from Bill Driscoll for \$425 per month for daily service.

The Board posed questions about whether All Ways Green employees have to be bonded and whether the company has workers' compensation insurance. General Manager/Chief of Police Harman said that the company does have workers' compensation insurance. The Board suggested that the General Manager/Chief of Police ask the employer to perform criminal background checks on those who would be working in the District's office.

MOTION: Moved by Director Welsh and seconded by Director Lipscomb that the District enter into contracts with All Ways Green, for janitorial service at the Public Safety Building, and with Bill Driscoll, for daily janitorial service for the park restroom.

Motion passed 5 – 0.

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

3. General Manager/Chief of Police Harman asked the Board to consider passing Resolution 2013-006 for the election of Directors to the Special District Risk Management Authority Board of Directors. Following a brief discussion, the Board decided to table this item until the July meeting.

President Lloyd reminded everyone that there would be a Board meeting on Saturday, June 15th, and invited the community to participate in that meeting's discussion about the park buildings. He also said that there would be a closed session meeting following the open meeting on Saturday.

The open session of the meeting came to a close at 9:38, and at 9:43 the Board returned to closed session.

The Board returned to open session at 11:15 PM.

President Lloyd reported that the Board is continuing its negotiations with the Kensington Police Officers Association.

MOTION: Vice President Gillette moved, and Director Welsh seconded, that the meeting be adjourned.

Motion passed 5 – 0.

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

The meeting was adjourned at 11:17 PM.

Meeting Action Minutes for 6/15/2013

AGENDA

A Regular Meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) was held Saturday June 15, 2013, 10:00 AM, at the Community Center, 59 Arlington Avenue, Kensington, California.

ATTENDEES

<u>Elected Members</u>	<u>Members of the Public/Presenters</u>
Tony Lloyd, President	Lisa Corona
Patricia Gillette, Vice President	Dan O'Brien
Linda Lipscomb, Director	John Stein
Charles Toombs, Director	Katie Gluck
Len Welsh, Director	Jack Griffith
<u>Staff Members</u>	Gretchen Gilfillan
Gregory E. Harman, GM/Chief of Police	Italo Calpestri
Master Sergeant Ricky Hull – on duty until 8 PM	Paul Dorroh
Sergeant Kevin Hui – on duty	Bruce Morrow
Lynn Wolter, District Administrator	Andrew Reed
	Diane Gossard
	John Gossard
<u>Press</u>	Pat McGuire (arr. 11:40 AM)
Joel Koosed, Outlook	
Robert Mohr, Mohr Productions	

Board President Tony Lloyd called the meeting to order at 10:09 AM and took a roll call of the Board members. All members were present.

PUBLIC COMMENTS

None

BOARD COMMENTS

Vice President Gillette commented on the thermal conditions of the Community Center.

STAFF COMMENTS

None

CONSENT CALENDAR

None

DISTRICT NEW BUSINESS

The Park Buildings Committee made a presentation to the Board on the Kensington Park buildings outreach efforts related to the Park Building Master Plan and financing options.

Following a brief introduction, President Lloyd turned the meeting over to Director Toombs, chairman of the Park Buildings Committee.

Director Toombs thanked the Park Buildings Committee members – Bruce Morrow, Director Lipscomb, Lisa Corona, Jack Griffith, Andrew Reed, and John Stein. He reminded everyone that the Muller Caulfield report, which was completed at the Board's request in March 2012, is available online. He reported that members of the Park Buildings Committee have made presentations to eight K-groups and the Arlington Church and that they will make another presentation at the June 29th Kensington Property Owners Association's annual meeting.

Director Toombs introduced committee member Lisa Corona, who presented to the Board the presentation that Park Buildings Committee members had made to the various community groups.

Ms. Corona said that the focus of the presentation was on the Park Buildings Master Plan and possible financing options for the recommended work. She said that the Muller Caulfield report evaluated the Community Center, the Annex, and Building E and found that Building E was in good condition but that the Community Center, which hadn't been improved for over 30 years, and the Annex were lacking.

Ms. Corona summarized the results of a public survey, which was part of the Muller Caulfield study. Approximately 200 people responded and indicated that they wanted to see the site improved; that they wanted rentals, but not at the expense of community use; and that they wanted flexibility and multi-use options.

Ms. Corona summarized survey results regarding the Community Center's inadequacies - needed seismic upgrades, drainage, ADA accessibility, kitchen, roof, lighting, heating, and acoustics. She noted that the entrance should be more obvious, that the restrooms should be easier to access, and that the west wall should be opened up to better connect the interior with the exterior. She said that desired outcomes included increased program

capacity, enhanced comfort, reduced maintenance costs, and a celebration of the park setting.

Community feedback regarding the Annex: People would like this to be available for community use. Ms. Corona cited the Muller Caulfield report, which said that it would cost \$1 million to renovate this building and \$1.1 million to replace it.

Ms. Corona summarized the funding options available for the needed work. These would include:

1. Existing District funds
2. Donations
3. General obligation bonds, which could be used for capital improvements only
4. Special tax bonds, which could be used for capital improvements and furnishings

Ms. Corona provided additional information that the committee learned, during its recent presentations, about use of the Community Center:

- 29 youth programs, with 8 to 20 youths per program, or 600 youths. Youth programs use the Community Center 5 days per week for 35 weeks per year.
- Approximately 20 adult and family groups use the building, most on a monthly basis, for a total of approximately 270 people.
- One-time rentals (parade, weddings, family reunions, etc.) bring in large numbers of people.

This brings total usage to approximately 3,000 people per year.

The committee also learned that better access from the lower parking lot is needed and that many in the community believe that both residences and businesses should pay for needed improvements.

Ms. Corona introduced Park Buildings Committee member John Stein, who commended the work of the committee, which had been meeting for three years. He said that the park and its buildings are the District's largest assets and have an estimated value of between \$5 million and \$10 million. He reiterated the buildings' inadequacies previously cited by Ms. Corona.

Mr. Stein concluded by saying that the Park Buildings Committee has completed its work and that the next step would be to determine whether the community would be willing to pay to the needed upgrades. On behalf of the committee, he recommended that the Board authorize up to \$24,000 for a consultant, who would survey the community to ascertain the extent of its willingness to pay for the needed improvements, and that these funds come from the \$300,000 of reserves that are dedicated to the park's buildings.

Board discussion followed.

Vice President Gillette asked why a survey would be necessary – why not just campaign and hold an election. Director Toombs replied that total election costs would be between

\$100,000 and \$150,000. He said that the survey would be a statistical sampling that would indicate the level of support for the improvements and estimated costs.

Vice President Gillette asked if the ballot cost was included in the projected costs. Director Toombs replied that if the election were won, the District would be reimbursed for ballot costs, but that were it lost the District would not be reimbursed.

Vice President Gillette expressed her concern that so few people are aware of the issues surrounding the park buildings and she wondered how that might affect survey results. Committee member Bruce Morrow replied that the Kensington Community Council has been advocating this project for a long time and that, as a result, he believed that the community has been informed.

Director Welsh asked for clarification about funding the Community Center with \$125,000 coming from the \$300,000 park buildings reserves. Director Lipscomb replied that the \$300,000 had been held in reserve for a long time and that she believed a large percentage of these reserves should be used for the needed improvements.

President Lloyd said that the \$300,000 is an allocation and that no documents could be found that established this amount as dedicated. He believed that this amount grew, over time, as a result of surpluses.

Italo Calpestri asked if anticipated costs had been adjusted to reflect the fact that the Muller Caulfield report was issued in 2012 and that construction would not begin until 2016. Ms. Corona replied that the numbers had been adjusted but that future revisions might be needed, due to inflation and add-ons.

General Manger/Chief of Police Harman estimated that election costs would be between \$6,500 and \$25,000 and that another \$100,000 - \$150,000 would be needed for the engineer's reports, a survey, and campaign information.

Paul Dorroh asked why the decision has been made to postpone work on the Annex. Ms. Corona replied that no defined need had been found for the building and that this called into question the wisdom of investing \$1 million in it. Ms. Corona indicated that \$40,000 would be invested in the Annex to render it usable during the period of time that the Community Center would be under construction.

Director Lipscomb asked if a bond would contain a COLA. Ms. Corona replied no, because it would be a bond. However, a special tax could contain a COLA, if operations were incorporated into the proposed tax.

To broaden the scope of the survey, Director Lipscomb asked if the questions could include: Do you use the buildings? What would bring you to the park buildings?

Director Welsh asked that the Board see the survey before it goes out. Director Toombs assured that this would occur.

Pat McGuire, who lives near the park, raised concerns about possible problems with noise generated by those using the Community Center. General Manager/Chief of Police Harman responded that there is a noise ordinance that goes into effect at 10:00 PM and that those renting the Community Center are required to be out of the building by 11:00 PM. He suggested that, if there are problems, Mr. McGuire should contact the police department.

MOTION: Moved by Director Toombs and seconded by Vice President Gillette that the Board adopt the Park Buildings Committee recommendation that:

- a) The District discuss the Kensington Park Buildings Committee outreach Master Plan recommendations and financing options efforts to date, including the general findings and,**
- b) The District approve funding of up to \$24,000 to select a consultant and pay for an objective statistically significant survey of all registered voters to determine what is most important for park building improvements and ascertain community willingness to support a possible future bond measure to renovate the Community Center and,**
- c) That the funds come from the \$300,000 allocated reserves set aside for the park buildings.**

Based on the results of the survey, the Board will then know, to a great extent, the feelings of voting Kensingtonians and whether to place a bond measure on an already scheduled ballot in 2014.

Motion passed 5 – 0.

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

The open session was concluded at 11:55 AM.

The Board re-convened its closed session to discuss the 2012- 2013 performance evaluation of General Manager/Chief of Police Harman.

The Board returned to open session, and President Lloyd reported that the Board would continue the evaluation process at a closed session meeting on June 27, 2013, at 6:30 PM, at the Community Center and that this meeting would conclude the evaluation process discussion and final evaluation recommendation for the July KPPCSD regular meeting.

The meeting was adjourned at 4:15 PM.

Meeting Action Minutes for 6/27/13

AGENDA

A Regular Meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) was held Thursday, June 27, 2013, 6:30 PM, at the Community Center Room #3, 59 Arlington Avenue, Kensington, California.

ATTENDEES

<u>Elected Members</u>	<u>Members of the Public/Presenters</u>
Tony Lloyd, President	
Patricia Gillette, Vice President	Emily Charley – Hanson Bridgett
Linda Lipscomb, Director	
Charles Toombs, Director	
Len Welsh, Director	
<u>Staff Members</u>	
Gregory E. Harman, GM/Chief of Police	
Lynn Wolter, District Administrator	

Board President Tony Lloyd called the meeting to order at 6:37 PM and took a roll call of the Board members. Present: President Tony Lloyd, Vice President Patricia Gillette, Director Chuck Toombs, Director Linda Lipscomb, and Director Len Welsh.

PUBLIC COMMENTS

None

BOARD COMMENTS

None

STAFF COMMENTS

None

CLOSED SESSION

At 6:38 PM, the Board entered into Closed Session to:

1. Discuss the General Manger/Chief of Police performance review, pursuant to California Government Code Section 549572. The subcomponents discussed were:
 - a) Summary findings of the Board of Directors sub-committee appointed to facilitate the GM/COP 2012/13 performance contribution.
 - b) Performance goals, objectives, and metrics for the position for 2014.
 - c) The timeline for the GM/COP to review the Board findings and provide a response, if so desired.

2. Confer with legal counsel regarding the existing litigation Writ of Mandate (Subdivision (a) of Section 54956.9) Leonard Schwartzburd vs. Kensington Police Protection and Community Services District.

OPEN SESSION

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

President Lloyd reported that, at 9:45 PM and by a vote of 5 – 0, the Board had voted to extend the Closed Session past 10:00 PM if necessary.

President Lloyd went on to report that the Board had discussed two agenda items. The first was the writ of mandate (Schwartzburd vs. Kensington Police Protection and Community Services District), with respect to the court calendar and milestones. Legal counsel for the District was present for this discussion.

The second item was the continuation and conclusion of the Board's prior discussions regarding General Manager/Chief of Police Harman's 2012-13 performance review. President Lloyd reported that the Board would be making a recommendation in the near future, once final documentation has been completed. President Lloyd also reported that the Board completed the 2014 goals and objectives for General Manager/Chief of Police Harman and that those would be shared with him for his review and input.

President Lloyd concluded by saying that the compensation component and recommendation would be prepared for discussion at an upcoming meeting, either in August or September.

The meeting was adjourned, by a 5 – 0 vote, at 10:15 PM

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

Date: Wednesday, July 03, 2013

FORWARDED TO:

Subject: Consent Calendar Item D- 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
 June 2013

	<u>Jun 13</u>	<u>Budget</u>	<u>Jul '12 - Jun ...</u>	<u>YTD Budget</u>	<u>Annual Bud...</u>
Ordinary Income/Expe...					
Income					
400 · Police Activiti...					
401 · Levy Tax	0.00		1,238,098.69	1,275,000.00	1,275,000.00
402 · Special Tax...	0.00		681,220.00	680,000.00	680,000.00
403 · Misc Tax-P...	0.00		0.00	50.00	50.00
404 · Measure G ...	0.00		405,614.00	405,614.00	405,614.00
410 · Police Fees...	80.00	500.00	1,488.15	2,000.00	2,000.00
414 · POST Reim...	4,552.77		6,201.01	0.00	0.00
415 · Grants-Poli...	0.00		65,620.13	0.00	0.00
416 · Interest-Pol...	0.00	750.00	1,752.03	3,000.00	3,000.00
418 · Misc Police...	1,337.58	1,250.00	23,031.28	15,000.00	15,000.00
Total 400 · Police A...	<u>5,970.35</u>	<u>2,500.00</u>	<u>2,423,025.29</u>	<u>2,380,664.00</u>	<u>2,380,664.00</u>
420 · Park/Rec Acti...					
424 · Special Tax...	0.00		32,660.80	30,000.00	30,000.00
426 · Park Donati...	0.00	500.00	0.00	500.00	500.00
427 · Community...	795.00	2,000.00	19,003.00	24,000.00	24,000.00
436 · Interest-Par...	0.00	50.00	0.00	200.00	200.00
438 · Misc Park/...	0.00	125.00	727.00	500.00	500.00
Total 420 · Park/Re...	<u>795.00</u>	<u>2,675.00</u>	<u>52,390.80</u>	<u>55,200.00</u>	<u>55,200.00</u>
440 · District Activi...					
448 · Franchise F...	0.00	5,000.00	13,558.64	20,000.00	20,000.00
456 · Interest-Dis...	0.00	125.00	203.21	500.00	500.00
458 · Misc Distri...	0.00		60.00	0.00	0.00
Total 440 · District ...	<u>0.00</u>	<u>5,125.00</u>	<u>13,821.85</u>	<u>20,500.00</u>	<u>20,500.00</u>
Total Income	6,765.35	10,300.00	2,489,237.94	2,456,364.00	2,456,364.00
Expense					
500 · Police Sal & ...					
502 · Salary - Offi...	75,326.84	74,175.58	914,198.41	890,107.00	890,107.00
504 · Compensat...	0.00		6,601.89	10,000.00	10,000.00

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 07/03/13
 Accrual Basis

KPPCSD
Unaudited Profit & Loss Budget Performance
 June 2013

	<u>Jun 13</u>	<u>Budget</u>	<u>Jul '12 - Jun ...</u>	<u>YTD Budget</u>	<u>Annual Bud...</u>
506 · Overtime	2,623.22	3,333.37	49,299.59	40,000.00	40,000.00
508 · Salary - No...	4,643.26	4,333.33	28,513.13	52,000.00	52,000.00
516 · Uniform All...	666.60	666.67	7,997.89	8,000.00	8,000.00
518 · Safety Equi...	3,735.90	1,000.00	4,985.90	6,000.00	6,000.00
521-A · Medical/...	13,893.78	12,537.67	168,728.36	150,452.00	150,452.00
521-R · Medical/...	11,232.39	14,888.50	153,598.26	178,662.00	178,662.00
521-T · Medical/V...	-153,598.26	-32,942.00	-7,878.26	-32,942.00	-32,942.00
522 · Insurance - ...	453.00	436.67	4,747.00	5,240.00	5,240.00
523 · Social Secu...	1,233.87	1,208.50	14,638.85	14,502.00	14,502.00
524 · Social Secu...	319.99	268.66	1,880.23	3,224.00	3,224.00
527 · PERS - Dist...	26,065.06	25,446.34	311,306.37	305,356.00	305,356.00
528 · PERS - Offi...	6,957.86	6,735.84	83,101.04	80,830.00	80,830.00
530 · Workers Co...	0.00	11,337.40	53,252.97	56,687.00	56,687.00
Total 500 · Police S...	-6,446.49	123,426.53	1,794,971.63	1,768,118.00	1,768,118.00
550 · Other Police ...					
552 · Expendable...	0.00	150.00	1,266.80	1,800.00	1,800.00
553 · Range/Am...	0.00		3,114.66	4,000.00	4,000.00
560 · Crossing G...	1,041.39	822.16	9,619.16	9,866.00	9,866.00
562 · Vehicle Op...	3,179.15	4,766.66	50,280.19	57,200.00	57,200.00
564 · Communic...	16,329.19	11,830.00	106,577.32	141,960.00	141,960.00
566 · Radio Main...	67.66	1,812.50	19,994.19	21,750.00	21,750.00
568 · Prisoner/Ca...	3,375.00	533.34	13,018.03	6,400.00	6,400.00
570 · Training	820.14	1,083.33	5,321.58	13,000.00	13,000.00
572 · Recruiting	0.00	1,083.34	2,154.00	13,000.00	13,000.00
574 · Reserve Off...	40.00	675.00	256.00	8,100.00	8,100.00
576 · Misc. Dues,...	300.00	260.41	2,970.00	3,125.00	3,125.00
580 · Utilities - P...	1,329.50	1,333.33	8,226.86	8,000.00	8,000.00
581 · Bldg Repair...	193.20	83.34	658.10	1,000.00	1,000.00
582 · Expendable...	144.50	500.00	5,308.06	6,000.00	6,000.00
588 · Telephone(...	846.85	1,385.00	8,651.99	16,620.00	16,620.00
590 · Housekeepi...	284.26	333.33	4,113.69	4,000.00	4,000.00
592 · Publications	42.84	250.00	2,520.47	3,000.00	3,000.00
594 · Community...	14.95	125.00	2,104.66	1,500.00	1,500.00

KPPCSD
Unaudited Profit & Loss Budget Performance
 June 2013

	<u>Jun 13</u>	<u>Budget</u>	<u>Jul '12 - Jun ...</u>	<u>YTD Budget</u>	<u>Annual Bud...</u>
596 · WEST-NET/...	5,386.00		18,516.00	13,130.00	13,130.00
599 · Police Taxe...	813.06		4,056.85	3,200.00	3,200.00
Total 550 · Other P...	34,207.69	27,026.74	268,728.61	336,651.00	336,651.00
600 · Park/Rec Sal ...					
601 · Park & Rec ...	517.75	541.66	6,246.50	6,500.00	6,500.00
602 · Custodian	1,750.00	1,750.00	21,000.00	21,000.00	21,000.00
623 · Social Secu...	0.00	41.41	339.16	497.00	497.00
Total 600 · Park/Re...	2,267.75	2,333.07	27,585.66	27,997.00	27,997.00
635 · Park/Recreati...					
640 · Community...					
642 · Utilities-...	492.69	391.34	5,763.47	4,696.00	4,696.00
643 · Janitorial...	21.65		979.26	750.00	750.00
646 · Communi...	9.74	166.66	1,598.00	2,000.00	2,000.00
Total 640 · Com...	524.08	558.00	8,340.73	7,446.00	7,446.00
660 · Annex Exp...					
662 · Utilities - ...	0.00	125.00	298.18	1,500.00	1,500.00
Total 660 · Anne...	0.00	125.00	298.18	1,500.00	1,500.00
670 · Gardening ...	0.00	83.34	0.00	1,000.00	1,000.00
672 · Kensington...	7,927.29	6,825.66	69,621.49	81,908.00	81,908.00
678 · Misc Park/...	0.00	83.33	-1,565.80	1,000.00	1,000.00
Total 635 · Park/Re...	8,451.37	7,675.33	76,694.60	92,854.00	92,854.00
800 · District Expe...					
810 · Computer ...	1,357.00	2,572.41	22,797.56	30,869.00	30,869.00
820 · Cannon Co...	355.02	558.34	5,040.19	6,700.00	6,700.00
830 · Legal (Distr...	5,372.52	5,416.66	134,538.70	65,000.00	65,000.00
835 · Consulting	3,595.00		7,314.97	0.00	0.00
840 · Accounting	1,738.75	1,825.00	32,787.50	30,075.00	30,075.00
850 · Insurance	0.00		28,919.80	30,000.00	30,000.00
860 · Election	0.00		4,136.97	6,000.00	6,000.00

KPPCSD
Unaudited Profit & Loss Budget Performance
 June 2013

	<u>Jun 13</u>	<u>Budget</u>	<u>Jul '12 - Jun ...</u>	<u>YTD Budget</u>	<u>Annual Bud...</u>
865 · Police Bldg...	0.00		30,596.00	30,596.00	30,596.00
870 · County Exp...	0.00		20,414.81	19,900.00	19,900.00
890 · Waste/Recy...	9,372.35	3,041.66	117,323.41	36,500.00	36,500.00
898 · Misc. Expe...	10.94	866.67	8,339.83	10,400.00	10,400.00
Total 800 · District ...	21,801.58	14,280.74	412,209.74	266,040.00	266,040.00
950 · Capital Outlay					
962 · Patrol Cars	0.00	23,000.00	0.00	23,000.00	23,000.00
963 · Patrol Car ...	0.00	10,000.00	0.00	10,000.00	10,000.00
969 · Computer ...	0.00		0.00	8,000.00	8,000.00
978 · Pk/Rec Fur...	0.00		2,165.69	0.00	0.00
Total 950 · Capital ...	0.00	33,000.00	2,165.69	41,000.00	41,000.00
Total Expense	60,281.90	207,742.41	2,582,355.93	2,532,660.00	2,532,660.00
Net Ordinary Income	-53,516.55	-197,442.41	-93,117.99	-76,296.00	-76,296.00
Other Income/Expense					
Other Expense					
700 · Bond Issue E...					
701 · Bond Proce...	0.00		-179,881.98		
710 · Bond Admin.	2,843.91		14,579.69		
715 · Bond Intere...	0.00		-159.22		
720 · Bond Princi...	0.00		112,110.74		
730 · Bond Interest	0.00		48,705.47		
Total 700 · Bond Is...	2,843.91		-4,645.30		
Total Other Expense	2,843.91		-4,645.30		
Net Other Income	-2,843.91	0.00	4,645.30	0.00	0.00
Net Income	-56,360.46	-197,442.41	-88,472.69	-76,296.00	-76,296.00

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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: Wednesday, July 03, 2013

FORWARDED TO:

Subject: Consent Calendar Item E- 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 June 30, 2013 is attached to this memo.

9:14 PM
 07/02/13
 Accrual Basis

KPPCSD
Account QuickReport
 July 2012 through June 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
Deposit	4/18/2013	184		Wake up for ...	112 · General ...	45.00
Deposit	4/18/2013	245		CC Rental	112 · General ...	750.00
Deposit	5/20/2013	2914		Alanon April ...	112 · General ...	45.00
Deposit	5/20/2013	2925		Alanon May ...	112 · General ...	45.00

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07/02/13
Accrual Basis

KPPCSD
Account QuickReport
July 2012 through June 2013

Type	Date	Num	Name	Memo	Split	Amount
Deposit	5/20/2013			CC Rental- K...	112 · General ...	125.00
Deposit	5/20/2013	1542		CC Rental- K...	112 · General ...	250.00
Deposit	5/20/2013	375		CC Rental- L...	112 · General ...	375.00
Deposit	6/18/2013	2933		June 2013 re...	112 · General ...	45.00
Deposit	6/18/2013	1116		CC Rental Ju...	112 · General ...	750.00
Total 427 · Community Center Revenue						19,003.00
438 · Misc Park/Rec Rev						
Deposit	7/26/2012	3283		Tennis Court...	112 · General ...	80.00
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
Deposit	4/18/2013	3912		Tennis Court ...	112 · General ...	40.00
Deposit	5/20/2013	3349		12 week tenn...	112 · General ...	96.00
Total 438 · Misc Park/Rec Rev						727.00
Total 420 · Park/Rec Activities Revenue						52,390.80
TOTAL						52,390.80

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 07/02/13
 Accrual Basis

KPPCSD
Account QuickReport
 July 2012 through June 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	1/15/2013		Di Napoli, Andrea		112 · General ...	282.75
Paycheck	1/30/2013		Di Napoli, Andrea		112 · General ...	265.25
Paycheck	2/15/2013		Di Napoli, Andrea		112 · General ...	302.00
Paycheck	2/28/2013		Di Napoli, Andrea		112 · General ...	239.75
Paycheck	3/15/2013		Di Napoli, Andrea		112 · General ...	286.25
Paycheck	3/29/2013		Di Napoli, Andrea		112 · General ...	204.25
Paycheck	4/12/2013		Di Napoli, Andrea		112 · General ...	312.75
Paycheck	4/29/2013		Di Napoli, Andrea		112 · General ...	216.25
Paycheck	5/14/2013		Di Napoli, Andrea		112 · General ...	280.50
Paycheck	5/29/2013		Di Napoli, Andrea		112 · General ...	281.25
Paycheck	6/13/2013		Di Napoli, Andrea		112 · General ...	287.50
Paycheck	6/27/2013		Di Napoli, Andrea		112 · General ...	230.25
Total 601 · Park & Rec Administrator						6,246.50
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

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 07/02/13
 Accrual Basis

KPPCSD
Account QuickReport
 July 2012 through June 2013

Type	Date	Num	Name	Memo	Split	Amount
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
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
Check	4/15/2013	14647	William Driscoll	Com. Center ...	112 · General ...	875.00
Check	4/30/2013	14682	William Driscoll	Com. Center ...	112 · General ...	875.00
Check	5/15/2013	14702	William Driscoll	Com. Center ...	112 · General ...	875.00
Check	5/30/2013	14729	William Driscoll	Com. Center ...	112 · General ...	875.00
Check	6/14/2013	14761	William Driscoll	Com. Center ...	112 · General ...	875.00
Check	6/28/2013	14799	William Driscoll	Com. Center ...	112 · General ...	875.00

Total 602 · Custodian

21,000.00

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

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07/02/13
Accrual Basis

KPPCSD
Account QuickReport
July 2012 through June 2013

Type	Date	Num	Name	Memo	Split	Amount
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						27,585.66
TOTAL						27,585.66

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 07/02/13
 Accrual Basis

KPPCSD
 Account QuickReport
 July 2012 through June 2013

Type	Date	Num	Name	Memo	Split	Amount
635 · Park/Recreation Expenses						
640 · Community Center Expenses						
642 · Utilities-Community Center						
General Journal	7/1/2012	REV ...	CCC Treasurer's Of...		210 · Account...	-397.73
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	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 2012 through June 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
Check	4/15/2013	14641	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	4/30/2013	14673	PG&E	Community C...	112 · General ...	216.12
Check	4/30/2013	14674	EBMUD	Community C...	112 · General ...	98.14
Check	4/30/2013	14696	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	5/15/2013	14723	PG&E	Community C...	112 · General ...	215.09
Check	5/30/2013	14736	EBMUD	840 Coventry	112 · General ...	26.74
Check	5/30/2013	14747	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	6/14/2013	14787	PG&E	Community C...	112 · General ...	250.37
Check	6/14/2013	14790	EBMUD	2 Arlmont/Co...	112 · General ...	242.32
Total 642 · Utilities-Community Center						5,763.47
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
Check	4/15/2013	14639	UBS	Multi fold tow...	112 · General ...	104.81
Check	4/15/2013	14651	Kensington Home a...	Community C...	112 · General ...	20.05
Check	5/15/2013	14711	Kensington Home a...	Community C...	112 · General ...	12.43
Check	6/14/2013	14779	Kensington Home a...	Community C...	112 · General ...	21.65
Total 643 · Janitorial Supplies						979.26
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
Check	4/15/2013	14657	Mighetto Electric	Invoice # 257...	112 · General ...	345.42
Check	5/15/2013	14711	Kensington Home a...	Community C...	112 · General ...	16.80

KPPCSD
Account QuickReport
 July 2012 through June 2013

Type	Date	Num	Name	Memo	Split	Amount
Check	6/14/2013	14779	Kensington Home a...	Community C...	112 · General ...	9.74
Total 646 · Community Center Repairs						1,598.00
Total 640 · Community Center Expenses						8,340.73
660 · Annex Expenses						
662 · Utilities - Annex						
General Journal	7/1/2012	REV ...	CCC Treasurer's Of...		210 · Account...	-177.80
Check	7/30/2012	14109	EBMUD	service provi...	112 · General ...	177.80
Check	5/30/2013	14736	EBMUD	Annex 1 Win...	112 · General ...	298.18
Total 662 · Utilities - Annex						298.18
Total 660 · Annex Expenses						298.18
672 · Kensington Park O&M						
General Journal	7/1/2012	REV ...		NBS	153 · Prepaid ...	1,108.86
General Journal	7/1/2012	REV ...	CCC Treasurer's Of...		210 · Account...	-1,363.40
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
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

9:16 PM
 07/02/13
 Accrual Basis

KPPCSD
Account QuickReport
 July 2012 through June 2013

Type	Date	Num	Name	Memo	Split	Amount
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
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

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KPPCSD
Account QuickReport
 July 2012 through June 2013

Type	Date	Num	Name	Memo	Split	Amount
Check	3/15/2013	14596	Summer Rain Land...	Hand railing i...	112 · General ...	280.00
Check	4/15/2013	14639	UBS	Park Restroom	112 · General ...	584.00
Check	4/30/2013	14681	Summer Rain Land...	Maintenance ...	112 · General ...	2,050.00
Check	4/30/2013	14681	Summer Rain Land...	Installation of...	112 · General ...	930.00
Check	5/15/2013	14705	UBS	Park Restroom	112 · General ...	584.00
Check	5/15/2013	14710	Kensington Commu...	Ad re: park a...	112 · General ...	720.00
Check	5/30/2013	14734	Summer Rain Land...	Maintenance ...	112 · General ...	2,050.00
Check	5/30/2013	14734	Summer Rain Land...	Repair of 2" v...	112 · General ...	125.00
Check	5/30/2013	14744	NBS Government Fi...	Inv.#3130224...	112 · General ...	1,073.29
Check	5/30/2013	14749	EBMUD	Annex 1 Win...	112 · General ...	1,396.88
Check	6/14/2013	14764	UBS	May 2013 Pa...	112 · General ...	489.00
Check	6/28/2013	14798	Summer Rain Land...	Maintenance ...	112 · General ...	2,050.00
Check	6/28/2013	14798	Summer Rain Land...	Repairs to la...	112 · General ...	4,315.00
Check	6/28/2013	14814	NBS Government Fi...	Inv. # 613018...	112 · General ...	1,073.29
Total 672 · Kensington Park O&M						69,621.49
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
Check	4/15/2013	14643	BPXpress	Copies Com. ...	112 · General ...	202.14
Check	4/30/2013	14671	School Health	Keys for AED...	112 · General ...	21.78
Total 678 · Misc Park/Rec Expense						-1,565.80
Total 635 · Park/Recreation Expenses						76,694.60
TOTAL						76,694.60

June 2013 Police Department Report

July 3, 2013

- Department Personnel
 - We are fully staffed at 10 sworn positions and two reserve officers.
- Commendations and Correspondence- None This Month
- Investigation of Alleged Misconduct
 - 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 was completed on June 21st by Sergeant Hui and three allegations were found to be unfounded and one exonerated.
 - 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 was completed on June 11th by Master Sergeant Hull with one allegation found to be unfounded and the other allegation exonerated.
 - 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 June has not been received as of this report date.
- Community Networking
 - On 06-03-13, Chief Harman attended the KCC meeting.
 - On 06-06-13, Chief Harman participated as a project evaluator for the Police Organization & Management Course at Cal State East Bay.

- On 06-08-13, Chief Harman attended the KCC Movie Night.
- On 06-10-13, Officer Wilson attended the KPSC meeting.
- On 06-29-13, Chief Harman, and KPPCSD Directors Lloyd, Gillette, and Toombs attended the KPOA Annual meeting.
- Community Criminal Activity
 - This section of the Watch Commanders 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)	Wilson (K38) (1800-0600)	Wilkens (K50) (1800-0600)
Days Worked	13	17	15
Traffic Stops	10	15	7
Moving Citations	7	14	7
Parking Citations	2	6	0
Vacation/Security Checks	4	44	5
FI-Field Interview	1	0	0
Traffic Accident Reports	0	1	1
Cases	5	2	6
Arrests	1	0	0
Calls for Service	28	35	41

- BRIEFING/TRAINING:
- Reviewed Interrogations
- Reviewed Surreptitious Questioning
- Reviewed Questioning Charged Suspects
- Reviewed Miranda: Post-Invocation Communications
- Reviewed Miranda Invocations
- Reviewed Miranda Waivers
- Reviewed Miranda: When Compliance is Required
- Reviewed Missing Person & Child Abduction forms
- Reviewed Pitchess Motions pertaining to Federal Court
- Reviewed Case: US v Seiver

SERGEANT'S REVIEW:

- Missing Persons Investigations

SERGEANT'S SUMMARY:

The 4th of July is a joyous holiday for many. There is much fun to be had.

Unfortunately, some believe the use of fireworks is acceptable. When you consider the extreme real dangers to life and property in Kensington, the use of fireworks is foolish, dangerous, honestly selfish, and reckless. The fact is that fireworks are illegal in Contra Costa County; they are dangerous on many levels. When you light up a firework, you endanger not only your own life, but everyone's lives and home's in this area.

On Monday, 7-1-13, there was a wildfire in Tilden Park about an acre in size. The fire was eventually contained by several fire fighters from various fire departments in our area. The expense and use of resources, it was a serious close call. East Bay Regional Park Police were on scene and our department was on alert. The fire investigation is continuing, but there evidence to suggest that it was started by fireworks.

I'm sure many of you are aware of the 19 firefighters who lost their lives during the fire in Arizona. That investigation is continuing as well. Whatever the investigation reveals, those 19 heroes died because of a fire.

The weather in Kensington is dry and hot with light breeze. Kensington is on a hill with a large amount of vegetation as well as Tilden Park on the back side. There is no excuse for fireworks to be set off for any celebration in Kensington when you consider what's at stake.

We have had several reports of, "popping sounds" and, reports of, "shots fired" this week that turned out to be fireworks. Officers have heard them as well from the rear parking lot of the PD, but were unable to locate the culprits.

I can not express enough how dangerous fireworks are. If you know anyone who uses fireworks in Kensington, please report it to Police immediately.

This is your community. We need your help to keep it safe.

- SIGNIFICANT EVENTS:
- 2013-2597 – On 6-2-2013, Officer Wilkens responded to the 00 block of Highland Blvd for a reported vandalism and four juvenile suspects were contacted and released to the parents.
- 2013-2608 – On 6-3-2013, Officer Wilkens responded to the 700 block of Coventry Road for a reported hit and run vehicle collision.

- 2013-2615 – On 6-4-2013, Officer Wilkens responded to the 00 block of Highland Blvd for a reported arson.
- 2013-2622 – On 6-4-2013, Officer Wilson responded to the 300 block of Grizzly Peak Blvd for a reported residential Burglary.
- 2013-2768 – On 6-12-2013, Sergeant Barrow responded to the 200 block of Stanford Avenue for a reported elder abuse.
- 2013-2837 – On 6-16-2013, Officer Wilkens responded to the 00 block of Highland Blvd for a reported vandalism.
- 2013-2855 – On 6-17-2013, Officers Wilson responded to the 200 block of Stanford Avenue for reported hit and run vehicle collision.
- 2013-2977 – On 6-26-2013, Officer Ramos responded to the 00 block of Norwood Avenue for a reported attempted residential burglary. The suspects attempted to gain entry and smashed a window. They did not enter the residence and were seen by a neighbor who reported the incident to police. Officer Ramos and Sgt. Barrow contacted one of the suspects in the City Oakland who was in possession of stolen property from a Berkeley resident. Two other suspects have been identified from the Cities of Richmond and San Leandro. This case is still under investigation.
- 2013-2978 – On 6-26-2013, Officer Ramos responded to the 1600 block of Ocean View Avenue for a reported stolen vehicle.
- 2013-3059 – On 6-30-2013, Officer Wilkens responded to the 00 block of Norwood Avenue for a reported identity theft.

TRAFFIC STATISTICS:

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

- 3 moving citations were issued on Colusa Ave.
- 20 moving citations were issued on Arlington Ave.
- 2 moving citation were issued on Grizzly Peak Blvd.
- 1 moving citation was issued on Franciscan Way.
- 1 moving citation was issued on Berkeley Park Blvd.

•• **Sergeant Hui**

TEAM #2 STATISTICS

Sergeant Hui (K42)
(1600-0400)

Officer:	Martinez (K31) (0600-1800)	Turner (K46) (1800-0600)
Days Worked	13	15
Traffic Stops	7	32
Moving Citations	6	13
Parking Citations	6	4
Vacation/Security Checks	36	48
FI-Field Interview	0	0
Cases	1	2
Arrests	0	0
Traffic Accident Reports	2	0
Calls for Service	53	50

Sergeant Hui recovered 11 hours of comp time.

BRIEFING/TRAINING:

- Reviewed Interrogations
- Reviewed Surreptitious Questioning
- Reviewed Questioning Charged Suspects
- Reviewed Miranda: Post-Invocation Communications
- Reviewed Miranda Invocations
- Reviewed Miranda Waivers
- Reviewed Miranda: When Compliance is Required
- Reviewed Missing Person & Child Abduction forms
- Reviewed Pitchess Motions pertaining to Federal Court
- Reviewed Case: US v Seiver

SERGEANT'S REVIEW:

- Missing Persons Investigations

SERGEANT'S SUMMARY:

This month, I would like to thank several members of the Kensington Police Department for their diligence and perseverance in working several criminal cases.

Last month, Detective Stegman worked with a Sacramento County law

enforcement agency that had possible suspect leads for a residential burglary that occurred in Kensington. The suspects involved in our residential burglary were also potentially involved in several other crimes occurring throughout Contra Costa County and Alameda County. Through Detective Stegman's investigative efforts, he was not only able to file charges on the suspects for the burglary occurring in Kensington, but was also able to furnish law enforcement officials in neighboring cities the necessary investigative information that will invariably close out several of their cases.

This month, Sergeant Barrow and Officer Ramos investigated an attempted burglary that occurred in Kensington. Their investigation led them to a suspect in Oakland. During the course of their investigation, they discovered evidence tying their suspect to crimes that occurred in a nearby city. Through Sergeant Barrow and Officer Ramos' investigative efforts, Detective Stegman was able to file charges for the crime occurring in Kensington, and was able to provide the neighboring law enforcement agency the necessary information to close out their case as well.

SIGNIFICANT EVENTS:

- 2013-2642– On 06/05/2013, Sergeant Hui responded to the 200 blk of Arlington Ave on a report of an identity theft.
- 2013-2800– On 06/14/2013, Sergeant Hui responded to the unit blk of Highland Blvd on a report of a vandalism.
- 2013-2803– On 06/14/2013, Officer Turner responded to the unit blk of Marguerita Dr on a report of an identity theft.
- 2013-2823– On 06/15/2013, Sergeant Hui responded to the unit blk of Highland Blvd on a report of a vandalism.
- 2013-2828– On 06/15/2013, Officer Turner responded to the 200 blk of Coventry Rd on a report of a theft.
- 2013-2892– On 06/20/2013, Officer Martinez responded to the 500 blk of Yale Ave on a report of an identity theft.
- 2013-2894– On 06/20/2013, Sergeant Hui responded to the 200 blk of Columbia Ave on a report of a petty theft.

Reserve Officer:	Armanino (K47)
Days Worked	2
Traffic Stops	3
Moving Citations	0
Parking Citations	0
Vacation/Security	8
Checks	
FI-Field Interview	0
Cases	0

Arrests	0
Traffic Accident Reports	0
Calls for Service	5

Traffic Totals for Team 2 – includes Master Sergeant Hull

14 citations were issued on Arlington Ave
4 citations were issued on Colusa Ave
4 citations were issued on Franciscan Way

•• **Detective Eric Stegman**

SIGNIFICANT EVENTS:

13-2605 Attempted Burglary

On 6/3/13, Officer Wilkens responded to an attempted burglary on the unit block of Franciscan Way. The potential victim was home and the suspects were frightened off. The victim provided a description of the three suspects, who were wearing bright colored construction vests, and their vehicle. Officer Wilkens quickly broadcasted the description and units from El Cerrito and Kensington saturated the area. An ECPD unit located the subjects in El Cerrito near the Kensington border, who were still casing houses to burglarize wearing their bright construction vests. All three suspects were arrested and both ECPD's case and Kensington's case were submitted to the DA together.

KPD INVESTIGATIONS INFORMATION:

13-1846 Missing person (reclassified Sexual Assault)

This case began as a missing juvenile from Oakland who was located at a Kensington address. Due to the circumstances surrounding this case, in order to show due diligence, I conducted the investigation as a possible sexual assault. My investigation did not uncover enough information to substantiate a sexual assault or any other crime occurred.

KPD INVESTIGATIONS

- I made court runs to file cases, and retrieve court notifications.
- I updated the KPD Case Review Log.
- I reviewed the "Trak Flyer" messages and maintained the flyer board.
- I conducted firearm qualifications for KPD's retired officers.
- I attended the west county investigators meeting on 6/26/13.

KPD Crime Statistics

June 2013

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	0	0	0	0	0
Residential Burglary	3	1	0	2	1
Larceny Theft	2	1	1	0	0
Vehicle Theft	1	0	1	0	0
Arson	1	0	1	0	0
Part 1 Totals	7	2	3	2	1

Other Crimes

Auto Burglary	0	0	0	0	0
Identity Theft	2	1	1	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	4	2	1	1	0
Drugs	0	0	0	0	0
Warrant	1	0	0	1	1
Hit and Run Felony	0	0	0	0	0
Hit and Run Misdemeanor	3	0	2	1	0
Other Misdemeanor Traffic	0	0	0	0	0
Other Crime Totals	10	3	4	3	1

All Crime Totals	17	5	7	5	2
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Traffic Accidents (Non Injury)	5
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	3	0	0	3	0
Residential Burglary	17	5	8	4	1
Larceny Theft	16	2	14	0	0
Vehicle Theft	8	2	5	1	0
Arson	1	0	1	0	0
Part 1 Totals	45	9	28	8	1

Other Crimes

Auto Burglary	0	0	0	0	0
Identity Theft	16	4	11	1	0
Fraud	0	0	0	0	0
Forgeries	1	0	1	0	0
Restraining Order Violations/ Stalking/ Criminal Threats	2	1	0	1	0
Sex Crimes (other)	0	0	0	0	0
Assault/ Battery (other)	0	0	0	0	0
Vandalism	13	2	10	1	0
Drugs	0	0	0	0	0
Warrant	11	0	0	11	13
Hit and Run Felony	0	0	0	0	0
Hit and Run Misdemeanor	9	0	8	1	0
Other Misdemeanor Traffic	5	0	0	5	5
Other Crime Totals	57	7	30	20	18

All Crime Totals	102	16	58	28	19
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Traffic Accidents (Non Injury)	23
Traffic Accidents (Injury)	0

•• **Chief Harman**

On Wednesday, June 26th, at approximately 1100 hours, we had an attempted residential burglary on the unit block of Norwood. A witness was able to provide a vehicle description and license plate number. Sergeant Barrow and Officer Ramos went to the registered owner's residence in Oakland and positively identified the vehicle and the registered owner as being one of the three suspects. He is a parolee, and he provided the names of his two parolee co-conspirators. Located in his vehicle was property that was stolen from a Berkeley residence at noon.

Then on Thursday, June 27th, Sergeant Barrow and Officer Ramos returned to Oakland and arrested the suspect in the above burglaries. The suspect then correctly identified the other two suspects involved in the burglaries.

This is the information that I sent out to those on our Neighborhood Watch e-mail list. However, it really doesn't tell the whole story.

Before Sergeant Barrow and Officer Ramos went to Oakland, they confirmed that the registered owner of the possible suspect vehicle was a parolee and had been arrested for firearms violations in the past. Knowing that the part of Oakland where the possible suspect lived was a known trouble area for law enforcement, they contacted Oakland Police Department to request that an Oakland unit meet them at the suspect's residence. Oakland PD informed them that because they had several shootings going on at the time and that they had no one available to assist them.

Sergeant Barrow and Officer Ramos then went to the residence in Oakland. The suspect, who had a passenger (another parolee) in his vehicle, drove up right after they arrived. The next day, Sergeant Barrow and Officer Ramos determined that the passenger parolee was the second suspect in the burglaries.

Following a search of the vehicle and the recovery of what would later be determined to be the stolen property in the Berkeley burglary, Sergeant Barrow and Officer Ramos returned to Kensington to continue their investigation.

The next day, after determining that the suspect was now subject to arrest, they knew that the suspect probably knew that he was going to be arrested if he saw them return to his residence. They then contacted Berkeley PD to see if they could assist in the arrest, but they were told that, since it was after 5 PM, Berkeley detectives could not assist because they were not allow to work overtime. They then called Oakland PD to ask for assistance and were told that because Oakland PD was working several homicides, they could not assist.

Sergeant Barrow and Officer Ramos alone returned to the suspect's residence in Oakland and arrested him without incident.

One of the reasons I have provided more of the details about the above investigations, is to counter a letter to the editor in the July edition of the Outlook. The writer stated that Kensington Police Officers are well compensated for the risks that they take, and that these risks are nothing like those of officers working in Richmond or Oakland.

If you read our monthly reports, you have read that most of our arrests of suspects have occurred in cities with very high crime rates or are of suspects who come from cities with very high crime rates.

Those who wear a police uniform and perform the duties of police officers put their lives at risk every day, regardless of the community in which they work.

The Peace Officers Memorials in Sacramento, Washington D.C., and every other state in the country provide proof of that fact.

July 2013

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 30 - Jul 6	Jun 30	Jul 1 7:30pm 9:30pm *KCC (CC3)	2	3	4	5	6
	7	8 6:30pm 7:30pm *KPSC (CC3) 7:30pm 8:30pm KARO (CC3)	9	10 6:00pm 8:30pm GPFF (CCM) 7:00pm 9:00pm *KFD Mtg (CC3)	11 7:00pm 10:00pm KPPCSD MTG (CC3)	12	13 10:00am 5:00pm CC Rental (CCM)
Jul 7 - 13	14	15 Copy: Monthly Statistic	16	17	18	19 6:00pm 9:00pm CC Rental (CCM)	20 2:00pm 12:00am CC Rental (CCM)
	21	22 2:00pm 6:00pm CC Rental (CCM)	23 7:30pm 9:30pm *KIC (CC3)	24	25	26	27
Jul 14 - 20	28	29	30 7:30pm 9:00pm *KMAC (CC3)	31	Aug 1	2	3
	28	29	30	31	Aug 1	2	3
Jul 21 - 27	28	29	30	31	Aug 1	2	3
	28	29	30	31	Aug 1	2	3
Jul 28 - Aug 3	28	29	30	31	Aug 1	2	3
	28	29	30	31	Aug 1	2	3

* defines non paying group/meetings

sf

August 2013

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 28 - Aug 3	Jul 28	29	30	31	Aug 1	2	3 10:00am 11:30am Wedding Setup (CCM) 6:00pm 12:00am Rental (CCM)
Aug 4 - 10	4 12:00am 1:00am Rental (CCM)	5 7:30pm 9:30pm *KCC (CC3)	6	7	8 7:00pm 10:00pm KPPCSD MTG (CC3)	9	10 4:00pm 11:00pm CC Rental (CCM)
Aug 11 - 17	11	12 6:30pm 7:30pm *KPSC (CC3)	13 7:00pm 9:00pm Citizen's Acadamey (CC3)	14 6:00pm 8:30pm GPFF (CCM) 7:00pm 9:00pm *KFD Mtg (CC3)	15 Copy: Monthly Statistic 7:30pm 9:00pm Troop 100 Parent Mtg (CCM)	16	17
Aug 18 - 24	18	19	20 7:00pm 9:00pm Citizen's Acadamey (CC3)	21 ICI Homicide - Steg	22	23	24
Aug 25 - 31	25	26 7:30pm 9:30pm *KIC (CC3)	27 7:00pm 9:00pm Citizen's Acadamey (CC3) 7:30pm 9:00pm *KMAC (CC3)	28	29	30	31

* defines non paying group/meetings

07

DRAFT

KCC Summer Day Camp:

We're now in the 4th week of KCC Summer Camp. Camp counselors are doing a super job and camp is running smoothly, even with the rainy days. The first two week's registrations were at capacity, 65 campers per week. Overall, camp enrollment is down from last year; enrollment for the 10 weeks of camp is at 550 campers. There are spaces available in each of the upcoming weeks.

Demographics: 95 Kensington families enrolled in camp while 85 families from surrounding cities have enrolled in camp. Total 180 families participating in KCC camp.

On-line registration is going great. Feedback from families is positive. Of the 550 enrollments, 144 paid on-line while 54 came into the office to pay. Admin functions (rosters, activity groups, financial) are compiled using the system's standard reporting functions. The process is streamlined and more efficient.

This year we introduced the role of "Counselor-in-Training" (CIT). CITs are prior campers who graduated 6th grade and still want to come back to camp. We invited them back, giving them more responsibility under the direction and supervision of counselors. We have 7 CITs presently working various weeks during the summer.

KCC Classes and Events:

Jazzercise continues Monday, Wednesday and Friday. Catherine Martiken moved to Marin and her class ended June. Kevin and Catherine are working together to transition Kevin into taking over her Body Sculpting class, Tuesday-Thursday.

KASEP:

School begins on August 20th. Sandy Thacker and I are in the throws of putting the FALL KASEP Brochure together, finalizing classes and schedule. Final on-line registration approval is being proposed to the KCC Board, July 1st with the hope consensus is reached and FALL KASEP classes will be available to our community using the new automated system. KASEP on-line registration for FALL session is slated to start Tuesday September 3rd at 6:00pm and actually KASEP classes will start Monday, September 16th. KASEP Brochures will be distributed to Kensington Hilltop families and the library the week of August 26th.

Major efforts are underway to put the KASEP Brochure information, write the how to register on-line information section as well as make sure the system handles details such as minimum day, waitlist, scholarship and donations --all part of the process, are handled on-line. Focus is directed at making the system ready for September's launch.

The Recreation Building will be closed August 17th – Sept 2nd for cleaning, stripping and waxing of floors.

General Manager June 2013 Report

Budget

In June 30th, we wrapped up Fiscal Year 2012-2013. We will not have the final totals available until next month's report. However, our Unaudited Profit & Loss Performance statement for the month of June shows on the revenue side:

We still have only collected \$1,238,098 in property taxes to date and we had estimated that we would have collected \$1,275,000 this year. We are still waiting for the end of fiscal year County Auditor's report, to see if we will be credited the remaining anticipated \$36,902.

In May, we received a second installment of our COPS Grant allocation of \$26,583.59, making the total grant funding received to date \$65,620.13. We are still waiting for our final balance of our grant funding of \$34,379.87.

Year to date, we have received \$2,489,237.94 in budgeted revenue.

Year to date expenses total \$2,582,355.93. However, we are still waiting to receive several June invoices. The biggest of these will be for legal fees incurred in the month of June as well as the capital expenditure for a new police vehicle ordered but not yet received.

The Fiscal Year 2012-2013 shortfall to date is \$93,118.

As stated above, we are anticipating an additional \$34,379 in COPS Grant funding. Another \$7,000 in franchise fees is due from Bay View. Refuse, per our contract with them. These additions should bring our revenue to date to \$2,530,616.

As mentioned above, we are still hoping the County will be making a final adjustment payment to our property tax revenue, and we hope it will be at least \$37,000.

Kensington Park

Community Center & Annex

We have begun the process of repairing the damage done by gophers to the lawn in front of the Community Center. The total cost of this repair was \$2,885.00. In the raised beds, we have repaired the irrigation system and replaced the plants and bark at a cost of \$945.00.

On Saturday, June 15th, at 10:00 AM, KPPCSD held a Board meeting to discuss the park building remodeling plans and options for financing. The presentation and recommendations were made to the Board by the members of the Park Buildings Committee. Following the presentation, the Board approved a motion to hire a consultant to perform a survey of the District's voters to determine whether and how to move forward with the remodeling project.

Park Repairs

Minor repairs to the irrigation system on the lower lawn near the picnic tables (\$265.00) and repainting of the upper parking lot striping (\$220.00), were the only other repairs to the park for the month of June.

Emergency Preparedness

The agenda and the minutes of the Public Safety Council posted are on the KPPCSD web page.

On Thursday, June 20th, KPSC hosted a "Wildfire Preparedness & Response Workshop" in the Community Center. As with past workshops, this workshop was very well attended.

The next meeting of the Kensington Public Safety Council will take place Monday, July 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.

Other District Items of Interest

Solid Waste

At the June 13th KPPCSD Board meeting, the directors accepted a settlement agreement with Bay View Refuse as a result of the arbitration process. Through the settlement agreement, it was decided that the District will pay for a rate review for garbage fees for 2014 and that each side will pay the costs of their own attorney's fees. We have already begun the rate review process.

Public Works Issues

Street Lights

On July 16th, Supervisor John Gioia will hold the second Arlington Street Light Committee meeting with Public Works and PG&E representatives. It is anticipated that following the second round of discussions, a public town hall meeting will be held to provide facts and options.

Paths

On May 14th, I participated in a conference call with representatives from the County to discuss the process of acquiring the first path, the Highland/ Kenyon Path. Following this conversation, I prepared a memo to the KPPCSD Board regarding this initial discussion. I am currently waiting for further information from the County on the process of path acquisition before bringing this process to the Board for consideration.

Street Resurfacing Project

June saw the start of the second phase of the Kensington roadway resurfacing project with resurfacing work started on the Arlington and the streets west of the Arlington. This second phase of the project will continue through the summer and will be completed before the start of the new school year.

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

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Tuesday, July 02, 2013

Subject: Old Business #1 SDRMA Elections; Resolution 2013-006

General Manager/ Chief of Police Greg Harman will ask the Board to pass Resolution 2013-006 for the election of four directors to the Special District Risk Management Authority Board of Directors. This item was held over from the June 13th meeting.

Board Action.

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2013.

On May 7, 2013, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2012-05 Establishing Guidelines for Director Elections. The Election Committee confirmed that seven (7) candidates met the qualification requirements and those names are included on the Official Election Resolution and Ballot.

Enclosed is the Official Election Resolution and Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution and Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to four (4) candidates, your agency's governing body must approve the enclosed Official Election Resolution and Ballot. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution and Ballot **MUST** be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Tuesday, August 27, 2013 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2014 and terminate on December 31, 2017.
6. Important balloting and election dates are:

August 27, 2013 - Deadline for members to return the signed Official Election Resolution and Ballot

August 29, 2013 - Ballots are opened and counted

August 30, 2013 - Election results are announced and candidates notified

September 18, 2013 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

October 29-30, 2013 - Newly elected Directors are invited to attend SDRMA Board meeting (Sacramento)

January 2014 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Financial Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.

RESOLUTION NO. 2013-006

**A RESOLUTION OF THE GOVERNING BODY OF THE
Kensington Police Protection and Community Services District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2012-05 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2012-05 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Kensington Police Protection and Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



OFFICIAL 2013 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 27, 2013. Faxes or electronic transmissions are NOT acceptable.

- MURIL CLIFT (INCUMBENT) Director, Cambria Community Services District
MIKE SCHEAFER Director/Vice President, Costa Mesa Sanitary District
JOHN WOOLLEY Director/Finance Officer, Manilla Community Services District
TIM UNRUH District Manager, Kern County Cemetery District No. 1
JEAN BRACY (INCUMBENT) Director of Administrative Services, Mojave Desert Air Quality Management District
DENNIS MAYO Director/President, McKinleyville Community Services District
DAVID ARANDA (INCUMBENT) General Manager, North of the River Municipal Water District

ADOPTED this ___ day of ___, 2013 by the Kensington Police Protection and Community Services District by the following roll call votes listed by name:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: APPROVED:

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**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Muril N. Clift
District/Agency	Cambria Community Services District
Work Address	PO Box 65 – 1316 Tamsen St., Cambria 93428
Work Phone	805- 927-6223
Home Phone	805- 927-7124

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

It has been an honor and privilege to serve on SDRMA's Board of Directors for the past four years. During that time the Board, through prudent financial management has:

- Held rates stable in a serve recession.
- Instituted longevity bonuses for member loyalty
- Established programs to assist handling and preventing workers compensation claims through the Company Nurse Program and Safety Equipment Reimbursement Program
- Expanded training and professional development opportunities through financing the Targeted Solutions Program and Special Districts Leadership Foundation

I want to continue on the Board to support these programs and seek additional service opportunities to members while providing exceptional value in insurance access.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

My background includes a combination of a strong commitment to the concept of the Special District form of government and a 41 year career in the private personal and commercial insurance industry.

In addition to serving the past four years on the SDRMA Board, I currently serve as:

- Director, Cambria Community Services District
- Director, Special Districts Leadership Foundation
- Commissioner, San Luis Obispo County LAFCO
- Member, Special Districts Legislative Committee

I am totally committed to the Special District as the most direct form of local government.

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**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Having served on the Boards of several different types of Special Districts – School District, Airport District, Multi Services District and Single Service Agency – gives me an understanding of the different problems faced by districts and the opportunities for SDRMA to provide assistance.

My 41 year career, now retired, in the private personal and commercial insurance industry provides an understanding of the liabilities Districts face and how SDRMA can meet our member's risk management and insurance needs.

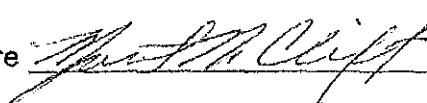
What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA is incorporated in SDRMA's Mission Statement of "providing renewable, efficiently priced risk management services through a financially sound pool to CSDA member districts".

First, I see SDRMA's primary responsibility is to provide as much stability to risk financing as possible maintaining financial security of the risk pool.

Second, I see SDRMA expanding the risk management services through expanded training and professional development provided to its members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/15/2013

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Mike Scheafer

District/Agency Costa Mesa Sanitary District

Work Address 1551-B Baker St., Costa Mesa, CA 92626

Work Phone 714 435-0300

Home Phone 714 549-4961

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As an insurance professional for over 40 years I have become acutely aware of the need for strong risk management practices and procedures. I work hard to not only manage my own risk, but those of my customers and my Special District. I have a desire to share my skill and expertise with the various Districts in California.

I believe the increasing stress and challenges in risk management for Special Districts need a knowledgeable, committed professional like myself.

My professional life has given me an opportunity to serve various "communities" in a number of ways. Serving on the SDRMA Board is another opportunity to serve, one in which I would be honored to do.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have served as a Board Member for a number of non-profit and civic groups and agencies. In almost every experience I have been chosen as Chair or President for those groups. I believe this is a demonstration of my leadership skills. I have received a number of awards for that service.

I founded 2 non-profit organizations dedicated to serving my community. I currently serve on 2 CSDA committees. I am a former City Councilmember for the City of Costa Mesa, former Parks and Recreation Commissioner, and previously served as a CMSD Director.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

I am a recognized leader and educator in the insurance industry with several awards for my experience in insurance awareness and risk avoidance. I hold a Community College teaching credential in Insurance Education.

State Farm Insurance appointed me as the Legislative Advisor to Assemblywoman Marilyn Brewer. I continue to work as an insurance advisor for State and Federal organizations in legislative affairs and issues.

As a past international officer for Lions Clubs International, I am often consulted on insurance or risk management issues for local Lions Clubs.

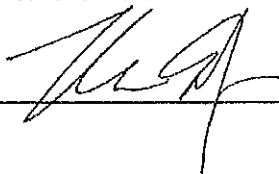
I continue to be the "go to guy" for risk management advice for various local and state groups.

What is your overall vision for SDRMA? (Response Required)

Special Districts are faced with many challenges in today's environment, risk management being one of them. There is a definite need for comprehensive plans for reducing risks, which ultimately provided cost benefits to the Districts. My vision for SDRMA is to advise and help implement the types of plans that allow Districts success. At the same time SDRMA needs to provide comprehensive, low cost coverages to protect Districts from the unforeseen circumstances that will happen. SDRMA continues to provide those benefits. I would look forward to being a part of the process of protection for Special Districts.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

4/15/13

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate John Woolley

District/Agency Manila Community Services District

Work Address 147 Melvin Lane Arcata, CA 95521

Work Phone 707.498.1371

Home Phone 707.443.6889

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I was fortunate to be part of the beginnings of SDRMA when it was created in the latter part of the 1980's, then under the name Special District Insurance Agency. From there the focus changed, from not just providing basic insurance, but recognized risk management is the essential service and purpose for the existence of the entity, and therefore, so did the name change to SDRMA. From these experiences on the Board of Directors, I personally grew and became an advocate for its abilities and services. Now retired, but still engaged in community volunteer service, I remain attracted to the work of SDRMA and find the possibility to serve on the Board to be an exciting opportunity, and a position I am sure will be personally fulfilling. The SDRMA Management and Board Team have been providing excellent leadership, maintaining the stability and member services necessary for SDRMA to be successful, and it would be an honor to serve with them.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have had over 30 years experience in various public service positions. Besides serving my community service district for 16 years, I was elected to the Humboldt County Board of Supervisors in 1996, serving 3 terms before stepping down to take a position as Field Representative for Assemblymember Wesley Chesbro, retiring in 2012. During my time on the Board of Supervisors, I was active in creating joint powers authorities, providing vital services in waste management, energy conservation, and other fields, where I was able to bring their risk management needs to SDRMA. I am familiar with the communities of our northwest counties, i.e Humboldt, Del Norte, and Trinity from my experiences with both the Board of Supervisors and the State Assembly. Currently, besides serving on the Manila CSD, I am Board member of our local county wide economic development organization, Redwood Region Economic Development Commission, also a SDRMA member; a member of the Humboldt State University President's Advisory Board, and Board President of the North Coast Cooperative.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

From my previous experiences with SDRMA, I have a good understanding of the organization's policies and procedures that provide a systematic ability to offer excellent coverages and risk management services. From my overall experience in public board service, I am knowledgeable of the understanding required to set policy, review and understand budgets, develop and follow appropriate personnel policies, and other legal Board requirements. I have had a good deal of experience in making presentations. I have good knowledge of the legislative process and can assist in guiding efforts to achieve legislative goals beneficial to SDRMA and its members.

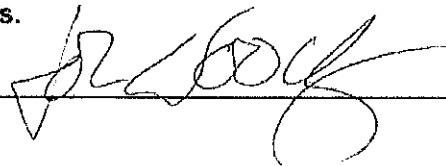
What is your overall vision for SDRMA? (Response Required)

Clearly SDRMA has been successful over the years in providing risk management services, attracting and retaining members, providing stable rates, while practicing in a collaborative ability among the Board and Management Team members. It is important to all of SDRMA that these same successes be part of its future endeavors.

At the same time, SDRMA must be mindful of the changes in the risk management world and create responsive business plans that will continue and enhance upon the existing level of services. To do so, SDRMA Board members must remain in good communication with its members; reflecting their concerns and interests, and representing SDRMA wherever possible in their communities. When the Board is considering changes or new level of services, it must remain diligent to protecting its members assets.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/23/13

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Timothy W. Unruh
District/Agency Kern County Cemetery District No. 1
Work Address 18662 Santa Fe Way/ P O Box 354, Shafter, CA 93263
Work Phone (661) 746-3921 Home Phone (661) 332-3252

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

This is an opportunity to give back to the members of SDRMA; I am especially interested in keeping a small district influence on the board. It is important to maintain a balanced perspective for the decisions that impact all the members of SDRMA.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have been the District Manager for the Kern County Cemetery District for 26 years. I have had various and extensive Board experience as follows:

Locally:

Kern County Special District Association - worked for LAFCo representation for special districts; Kern County Association of Public Cemeteries; 10 years on local school board and various community boards.

State:

California Special Districts Association-currently on Legislation Committee and 3 years as a Director, one year as Legislation Committee Chair. While on CSDA I met with SDRMA in various joint meetings in an effort to help both organizations in their work together. California Association of Public Cemeteries-on board 10 years, past president and currently as legislation committee chair.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

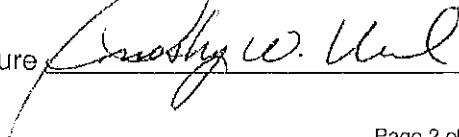
**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Those that know me, know that I am a people person and will work to make my involvement the best that I can. I have an interest in legislation and currently am on on CSDA Legislation Committee and have been a past chairman of the CSDA Legislation Committee. I have been working on various committees for 30 years and understand that it is important to listen to the needs of the committee and the members.

What is your overall vision for SDRMA? (Response Required)

SDRMA has shown a great concern for the special districts in California in their commitment to meeting their insurance needs. This is done by being involved and listening to members. I wish to expand that basic concept by continuing to create education opportunities and create a tool box that districts can use to reduce claims and keep employees safe.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature 

Date 4-22-2013

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Jean Bracy, SDA
District/Agency Mojave Desert Air Quality Management District
Work Address 14306 Park Ave., Victorville, CA 92392
Work Phone 760-245-1661

Why do you want to serve on the SDRMA Board of Directors?

I have served on the SDRMA Board of Directors for nearly four years. During this term, the Board has adopted many important programs and policies aimed to provide members cost effective coverage and to support every member's effort to develop safe working environments. During my tenure, the Board voted each year to hold rates flat for the property/liability program; established a multiple-policy discount (5%) for each member who belongs to both the property/liability and the workers compensation programs; created the longevity distribution which shares investment earnings with members who continue with SDRMA programs; established the loss prevention allowance funds which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA interactive website; strengthened support to California Special Districts Association (CSDA) and the Special District Leadership Foundation (SDLF); provided FREE online training through Target Solutions; and contracted with Company Nurse to provide FREE screening services for work-related injury cases.

I have worked closely with SDRMA for 13 years. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I am currently serving my second term on the Board of Directors for the Special District Leadership Foundation (SDLF), representing the SDRMA. As a member of this Board I have been part of the renewal and expansion of the SDLF programs, including the premier program, District of Distinction, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the newly created District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Director of Administrative Services for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA) statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

What is your overall vision for SDRMA?

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Jan Brady Date February 12, 2013

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**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Dennis Mayo

District/Agency McKinleyville Community Services District

Work Address 1656 Sutter Road, McKinleyville, CA
95519

Work Phone (707) 839-3251 Home Phone (707) 832-9334

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

SDRMA on a nuts and bolts level is the single most important Board for Special Districts. Serving ones District is a special trust given by the local electorate. Being elected by ones peer's to serve in the betterment of all Special Districts honors those constituents and allows me to be the voice of my District. I am dedicated to public service and feel my work ethics and experience will be a valuable asset to SDRMA, my District and all our Special Districts.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Currently I am the Board President of McKinleyville Community Services District; Director of Open Beach and Trails; ACWA Region 1 Board Member; JPIA/ACWA Employee Benefit Committee member; Director of membership Moose Lodge No. 208; Legislative analyst for California Commercial Beach Fisherman Association; North Coast Representative for the Blue Ribbon Coalition. Formerly a Humboldt County Planning Commissioner; Vice President McKinleyville Rodeo Association; Lake Earl Grange member; Member of the California State Grange Consumer Committee; Humboldt Bay Harbor District Strategic Plan; Humboldt Bay Municipal Water District Strategic Plan. Member of the Arcata Fire Protection District Fund Coordinator and other Boards and Commissions over the past (40) forty years.

5-

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

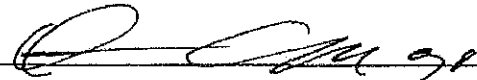
I have a Life and Casualty Insurance experience and worked in the field in my earlier years. I have extensive experience with group dynamic's and the interplay of Workman's Compensation. I have worked on Legislative issues and developed specific language for successful State and Federal Legislation and have negotiated many successful employee contracts. From groups as small as a Rodeo Committee to a twenty million dollar Water District, dotting the "I's" and crossing the "T's" on insurance issues means the difference between success and failure. I have a unique talent working with diverse groups and getting to the heart of an issue.

What is your overall vision for SDRMA? (Response Required)

California is in financial crisis. There are local, regional and national pressures that make stewarding the public trust seem almost a nightmare. SDRMA is planted deeply and perhaps unfairly in the middle of that crucible. It is often said that we must think outside the box for creating solutions. The truth is we must think both outside and inside the box to provide the best service for Special Districts in our Districts and our State. It is my hope to bring a powerful and creative energy to this Board and leave no stone unturned to make SDRMA the best it can be.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

5.2.13

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)

Experience and "thinking outside the box".

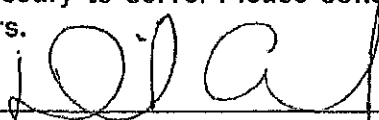
What is your overall vision for SDRMA? (Response Required)

To see the Following:

1. Claims reduced to an unbelievable low number due to education, safety practices, and an overall safety culture promoted by SDRMA and practiced by all Districts.
2. Premium payments reduced by 50% by 2020 due to sound investment and low claims.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-22-13

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Tuesday, July 02, 2013

Subject: New Business #1 Resolution 2013-007 Establishing Appropriations Limit for Fiscal Year 2013-2014

KPPCSD Board of Directors, attached for your review is a Notice of Determination of the Appropriations Limit for Fiscal Year 2013-2014 and a Resolution establishing the District's Appropriations Limit. The appropriations limit and the calculations are based on the Department of Finance financial and population data posted on the State Department of Finance's website.

In order to satisfy legal requirements, we needed to post the Notice at least 15 days before the July 11th Board Meeting. We posted the Notice of Determination on June 19th, therefore meeting our legal requirement.

As a reminder, in the early 1980s, the District held a special election at which the voters in the District voted to set the appropriations limit at an amount higher than would ordinarily be the case. However, once the limit has been raised in this fashion, the District is required to go back to the voters every four years to re-set the limit. Otherwise, under the Constitution, the base figure by which all future years are to be calculated will revert back to its original amount. The District has gone to the voters every four years as required, the latest time being in 2011, which would carry the District through the 2014-2015 Fiscal Year. Therefore, the District is required to go to the voters again no later than June, 2015 to prevent the District's appropriations limit from falling.

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

**NOTICE OF DETERMINATION
OF APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2013-2014**

State law (Section 7910 of the Government Code) requires each local government agency to determine during each fiscal year the appropriations limit pursuant to Article XIII B of the California Constitution applicable during the following fiscal year. The limit must be adopted at a regularly scheduled meeting or a noticed special meeting and the documentation used in determining the limit must be made available for public review fifteen days prior to such meeting.

Set out below is the methodology used to calculate the Fiscal Year 2013-2014 appropriations limit for the District. The limit as set forth below will be adopted at the meeting of the Board of Directors on July 11, 2013.

1.	Appropriations limit for FY 2012-2013	\$3,464,995
2.	Population Change: (January 1, 2012-January 1, 2013)	.77%
3.	Change in California per Capita Personal Income	5.12%
4.	FY 2013-2014 Adjustment Factor: (1.0512 x 1.0077)	1.0592
5.	FY 2013-2014 Appropriations Limit: (\$3,464,995 x 1.0592)	\$3,670,122

Dated: June 19, 2013

RESOLUTION NO. 2013-007

**ESTABLISHING THE APPROPRIATIONS LIMIT
APPLICABLE TO THE DISTRICT
DURING FISCAL YEAR 2013-2014**

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

WHEREAS, the Board of Directors of the Kensington Police Protection and Community Services District established the appropriations limit applicable to the District during the Fiscal Year 2012-2013 as \$3,464,995; and

WHEREAS, Article XIII B of the California Constitution and Sections 7902(b) and 7910 of the Government Code require that each local agency subject thereto establish by resolution the applicable appropriations limit for each Fiscal Year by applying to the limit for the previous Fiscal Year the factors, as issued by the California Department of Finance, reflecting changes in the California per capita personal income and in population; and

WHEREAS, the calculations showing the applications of those factors have been forwarded to the Board of Directors for review and have been made available for public inspection at least fifteen days prior to the date hereof; and

WHEREAS, the applicable factors for Fiscal Year 2013-2014 are as follows: (1) the increase in the California per capita personal income was 5.12%; and (2) the applicable change in population from January 2012 to January 2013 was .77%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Kensington Police Protection and Community Services District that the appropriations limit for Fiscal Year 2013-2014 be established as \$3,670,122.

Passed and adopted this 11th day of July, 2013, by the following vote of the Board.

AYES: NOES: ABSENT:

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

ATTEST:

Secretary of the District

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Tuesday, July 02, 2013

Subject: New Business #2 Resolution 2013-008 Establishing Measure G for Fiscal Year 2013-2014

On June 13, 2013, the Board adopted the Fiscal Year 2013-2014 Operating Budget that estimated revenues to be at \$2,476,314 and expenses at \$2,652,070, with an estimated shortfall of \$175,756. Although by law, the COPS Grant funding can not be part of projected budgets, we do anticipate receiving our \$100,000 allocation for Fiscal Year 2013-2014.

The estimated revenue of \$2,476,314 was made up of three primary revenue sources, the property tax levy collection of \$1,273,000, the Police Special Tax collection of \$680,000, and Measure G collection of \$405,614.

Measure G was passed in 2010 and initially set at \$179 per parcel for single family residences. Measure G has remained set at this \$179 per parcel rate every year since then.

Per Resolution 2013-008, the maximum rate that Measure G can be set at for Fiscal Year 2013-2014 is \$214.91 per parcel for single family residences. Setting Measure G at the maximum rate for Fiscal Year 2013-2014 would result in revenue collected from Measure G of \$486,986, and an increase to District revenue for the 2013-2014 Fiscal Year of \$81,372.

RESOLUTION NO. 2013-008
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
ESTABLISHING THE ANNUAL SUPPLEMENTAL SPECIAL TAX FOR POLICE PROTECTION

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

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

WHEREAS, for Fiscal Year 2013/14, the maximum annual amount of the Supplemental Special Tax for each category of property shall be determined by multiplying the preceding fiscal year's maximum special tax by an inflation factor in an amount not to exceed the increase in the Consumer Price Index as published by the U.S. Department of Labor for the April to April San Francisco-Oakland-San Jose area (the "Consumer Price Index"). The following table shows the maximum Supplemental Special Tax for Fiscal Year 2012/13 and Fiscal year 2013/14. The increase in the Consumer Price Index from Fiscal Year 2012/13 to Fiscal Year 2013/14 is 2.38%.

Class of Improvement or Use*	2012/13 Maximum Tax	2013/14 Maximum Tax
Single Family Residential	\$209.91 per parcel	\$214.91 per parcel
Multiple Unit Residential	314.87 per parcel	322.36 per parcel
Commercial and Institutional	314.87 per parcel	322.36 per parcel
Miscellaneous Improved Property	209.91 per parcel	214.91 per parcel
Unimproved Property	62.97 per parcel	64.47 per parcel

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

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

1. The Board of Directors hereby declares its intention to levy the Supplemental Special Tax for the Fiscal Year, July 1, 2013 through June 30, 2014 in the following amounts.

Class of Improvement or Use*	2013/14 Supplemental Tax
Single Family Residential	\$179.00 per parcel
Multiple Unit Residential	268.50 per parcel
Commercial and Institutional	268.50 per parcel
Miscellaneous Improved Property	179.00 per parcel
Unimproved Property	53.70 per parcel

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

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

AYES:

Tony Lloyd, President

NOES:

Pat Gillette, Vice President

ABSENT:

Linda Lipscomb, Director

Len Walsh, 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

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Tuesday, July 02, 2013

Subject: New Business #3 CSDA Board Election Region 3 Seat B

The California Special District Association is holding an election by August 2nd for Region 3, Seat B, currently held by Sherry Sterrett of the Pleasant Hill Recreation & Park District, who is running for re-election.

Ms. Sterrett was the only candidate to submit a candidate statement for the election. That statement is attached to this memo, along with the election notice.

I have personally known Ms. Sterrett since 2007, having worked with her on both the CSDA Membership Committee and Education Committees for several years.

It would be my recommendation that the Board vote to re-elect Sherry Sterrett.



**California Special
Districts Association**

Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2013 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat B. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate statements for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat B and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 2, 2013**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association

Attn: 2012 Board Elections

1112 I Street, Suite 200

Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csga.net with any questions.

Sherry M. Sterrett

Candidate CSDA Board of Directors – Region 3

Please consider voting for me!

Why? I am a strong believer in “Special Districts” and have a track record to prove it.

Why? Because I believe experience counts:

- 2009 Elected President of the Pleasant Hill Recreation and Park District Board of Directors
- 2008 Chair of CSDA Education Committee
- 2007 Appointed to Fiscal Committee
- 2006 President of the CSDA/SDRMA/FC Alliance Council
- 2005 Re-elected President of CSDA
- 2004 Elected President of CSDA

I am a graduate of the CSDA Leadership Academy and my district was the first recreation and park district to earn a “District of Distinction” award from the Special District Leadership Foundation. The California Association of Recreation and Park Districts selected me as the “Outstanding Board Member of the Year” in 2003. In 2007, CSDA honored me as their “Board President of the Year”.

I am a very active CSDA Board Member and have served in many leadership positions. They include the Membership Committee, the Local Chapter Committee, the Conference Committee, the Budget/Finance Committee, Elections/Bylaws Committee, the Education Committee and the CSDA Executive Committee which included two terms as CSDA President.

In my community, I am an active and effective leader with the Contra Costa County Chapter of the Special District Association. I have also served on the Mt. Diablo School Board (1980-1987), the Pleasant Hill City Council (1987-1995) and a trustee on the Pleasant Hill Recreation and Park District (1996-current).

“As your Director from Region 3, I will continue to work hard for you. Together we will continue to educate Sacramento on the value and importance of Special Districts.” You may contact me by e-mail at sherrysterrett@att.net

Please vote for me, Sherry Sterrett.

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED

YES

NO

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

FORWARDED TO:

Date: Tuesday, July 02, 2013

Subject: New Business #4 CSDA Annual Conference

The California Special District Association is holding its annual Conference & Exhibitor Showcase in Monterey, between September 16th and September 19th.

Per the KPPCSD Board Policy 4030.20 and 4030.31, I am requesting permission to attend the CSDA Conference. I had attended the CSDA Annual Conferences regularly between 2007 and 2010; however, I did not attend in 2011 or 2012.

Along with this years conference key note speakers, I would attend the following breakout sessions:

- * Mandate Reimbursements: What's Still Available and When Do You Get Paid?
- * Cellular Antennas on Special District Property: The Opportunity & the Risk
- * The New Normal: Impacts of Recent Court Decisions on Assessments
- * Getting to Yes: Gaining Voter & Community Approval to Fund Critical Projects
- * Can't We All Just get Along? LAFCO's Power to Initiate Changes of Organization Affecting Special Districts
- * Board & Staff Roles in Local Government

Per Policy 4030.31, Appendix A has been prepared and attached to this memo.

The cost of my attendance at the CSDA Conference is estimated to be \$1,111.00.

In the 2013/14 Fiscal Year Operating Budget, \$2,000 was approved to attend the conference.

The \$1,111.00 would also be the estimated cost of a director(s) attendance at the conference.

APPENDIX A - EXPENSE PREPAYMENT/REIMBURSEMENT FORM

Name: Arlo Harman

Event/Activity: 2013 CSDA ANNUAL CONFERENCE

Location of Event/Activity: MONTEREY

Approved by Board of Directors on: _____

	Prepay	Reimburse
1. Event/Activity Registration Fee	\$ <u>525</u>	\$ _____
2. Transportation		
• Airfare	\$ _____	\$ _____
• Car Rental (\$ _____ per day for _____ days)	\$ _____	\$ _____
• Car Mileage (\$ _____ per mile for _____ miles)	\$ _____	\$ _____
• Taxi	\$ _____	\$ _____
• Parking	\$ _____	\$ _____
3. Lodging (\$ <u>180</u> per night for <u>2</u> nights)	\$ <u>360</u>	\$ _____
4. Meals (Complete information requested on next page of form)		
a. Breakfast <u>2</u>	\$ _____	\$ <u>24</u>
b. Lunch <u>3</u>	\$ _____	\$ <u>54</u>
c. Dinner <u>2</u>	\$ _____	\$ <u>72</u>
5. Other (Explain details of request)	\$ _____	\$ <u>72</u>
<u>Parking 3 days</u> <u>\$24</u>		
Total Requested	\$ <u>889</u>	\$ <u>222</u>

\$ 1111.00

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: [Signature]

Approved by: _____

Date: 07/11/13

Signed: _____

Print Name: _____

Date: _____