

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, January 10, 2013, at 7:00 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California.

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

Roll Call
Public Comments
Board Member/ Staff Comments

APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Regular Meeting December 13, 2012, Page 2
- b) Minutes of the Special Meeting December 20, 2012, Page 6
- c) Profit & Loss Budget Performance for December 2012, Page 10
- d) Park Revenue & Expenses Report for December 2012, Page 14
- e) Board Member Reports-None
- f) Correspondence- None
- g) Police Department Update, Page 21
- h) Monthly Calendar, Page 32
- i) Recreation Report, Page 34
- j) General Manager Report, Page 35

DISTRICT - NEW BUSINESS

1. Representatives from the West Contra Costa Unified School District will request that the Board approve KPPCSD Resolution 2013-01, a resolution of support of the West Contra Costa Unified School District bonded indebtedness waiver. Board Action. Page 39
2. Pursuant to KPPCSD District Policy #4060, KPPCSD Board President Tony Lloyd will appoint and publicly announce the members of the standing committees and Board Coordinators for the year 2013. Board Action.
3. The Board will discuss the process and procedures for conducting the candidate interviews to fill the vacancy on the KPPCSD Board created when former KPPCSD Director Mari Metcalf resigned on December 13th. Board Action. Page 43

ADJOURNMENT

General Information

Accessible Public Meetings

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

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

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 1
BOARD OF DIRECTORS

Meeting Action Minutes for 12/13/2012

AGENDA

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| A Regular meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) was held Thursday, December 13, 2012, 7:00 PM, at the Community Center, 59 Arlington Avenue, Kensington, California. |
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ATTENDEES

| <u>Elected Members</u> | <u>Public Speakers</u> | |
|--|------------------------|------------------|
| Charles Toombs, President | Peter Conway | Andrew Gutierrez |
| Tony Lloyd, Vice President | Barbara Steinberg | Bill Stanton |
| Linda Lipscomb, Director | | |
| Mari Metcalf, Director | | |
| Patricia Gillette, Director | | |
| | | |
| <u>Staff Members</u> | | |
| Gregory E. Harman, General Manager/Chief of Police | | |
| Master Sergeant Rickey Hull | | |
| Sergeant Keith Barrow | | |
| Sergeant Kevin Hui | | |
| Detective Eric Stegman | | |

Board President Charles Toombs called the meeting to order at approximately 7:00 PM and took a roll call of the Board members.

DISTRICT- NEW BUSINESS #1- General Manager/ Chief of Police Greg Harman will give the oath of office to re-elected Board Member Chuck Toombs and newly elected Board Member Patricia Gillette.

PUBLIC COMMENTS- NONE

BOARD COMMENTS

Director Lipscomb stated that at the last meeting of the Board's Policy Committee on November 29th, there were several members of the community in attendance. She stated the main focus of the last meeting was in covering the expense policy, indicating that she hoped it would be ready by the next KPPCSD Board meeting.

She also stated that she has continued tracking the Vehicle Licensing Fees case *League of California Cities v. John Chiang*. She noted the money from the VLF largely funds community safety activities and reported that there is a challenge to the allocation of these funds to the five Special Police Districts in the state. She said that to date the judge vacated the order on Proposition 30 and that pleadings were due on December 17th.

President Toombs announced that the Kensington Public Safety Council will be hosting a free ID Theft Protection class on Thursday, January 17th, at 7PM here at the Community Center.

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 2
BOARD OF DIRECTORS

Director Gillette thanked the audience for their support during the election and for the warm welcome tonight.

Director Metcalf then left her seat at the Board's table, walked to the podium and read a prepared statement announcing her resignation from the KPPCSD Board effective immediately.

STAFF COMMENTS

General Manager/ Chief of Police Greg Harman introduced Stephanie Wilkens, announcing her graduation from the Napa Valley Police Academy on December 8th and indicated that she will be participating in a two week In House Training Program while her background process is completed. She is scheduled to be sworn in as a police officer and begin her Field Training Program on December 23rd.

NEW BUSINESS #2- Board President Chuck Toombs will call for the election of Board Officers.

Director Lipscomb nominated Director Lloyd for Board President. Director Gillette seconded the nomination. President Toombs called for the vote and Director Lloyd was elected Board President 4 to 0.

Director Toombs then nominated Director Gillette for Vice President. This nomination was seconded by President Lloyd. President Lloyd then called for the vote and Director Gillette was elected Vice President 4 to 0.

President Lloyd then thanked the public for the opportunity to serve on the Board and the Board for his election as President. He then thanked Director Toombs for all the work he has done serving as Board President for the past 3 ½ years.

Vice President Gillette also thanked the Board for her election as Vice President and thanked Mari Metcalf for her service on the Board.

General Manager/ Chief of Police Greg Harman then thanked Director Toombs for his service as Board President, mentioning the special working relationship that exists between the Board President and the General Manager/ Chief of Police.

CONSENT CALENDAR

President Lloyd then called for the approval of the Consent Calendar and asked if there were any items the Board members wished to pull. Hearing none, he moved for approval.

MOTION: Director Lipscomb moved to approve the Consent Calendar. Director Toombs seconded the motion. Motion to approved 4-0.

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

DISTRICT – NEW BUSINESS #3 – General Manager/ Chief of Police Greg Harman will ask the Board if they wish to hold a Town Hall meeting/ Board Workshop in the coming months.

General Manager/ Chief of Police Greg Harman began the discussion stating that he has had discussions with both President Lloyd and Vice President Gillette regarding the possibility of holding a Town Hall meeting to discuss projects the Board was currently working on and to give residents an opportunity to ask questions and provide feedback. He stated he has been in contact with Brent Ives, a long time serving Councilperson/Mayor from Tracy, who has a consulting business and provides training through the California Special District Association (CSDA).

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 3
BOARD OF DIRECTORS

President Lloyd stated that he has participated in courses taught by Brent Ives through CSDA and believed he would make an excellent facilitator for a Board workshop.

Vice President Gillette commented on the importance of holding a Town Hall meeting and indicating that the Town Hall meeting should be separate from the Board Workshop. She mentioned she has concerns of the cost of having Brent Ives as a facilitator and his plans of presentation.

Director Toombs then stated he agreed with Vice President Gillette's comments, indicating that he too believed there should be two meetings, separating the Town Hall meeting from the Board Workshop.

PUBLIC COMMENTS

Peter Conway asked how fill Board vacancy created by Mari Metcalf's resignation?

President Lloyd responded that question will be taking up by the Board and re-directed comments back to the agenda item.

Barbara Steinberg then thanked the emergency responders that responded to her residence after her partner accidentally drove into the gas main of their residence rupturing the gas main. She stated that during the incident, she was provided progress reports from both police and fire personnel and was thankful for the kindness demonstrated by police personnel.

Andrew Gutierrez stated that he attended the Policy Committee meeting and had questions regarding reimbursement of personal expenses.

President Lloyd states that we are still in discussion on the agenda item of the Board Workshop and requests that public comments be focused on the workshop item.

After a brief discussion on how some in attendance may have arrived late and missed the opportunity to make public comments when they were called for earlier in the meeting, President Lloyd stated that he would open the meeting to public comments following the workshop item.

Vice President Gillette then stated that she would volunteer to assist the General Manager in setting up a Town hall meeting.

President Lloyd then opened the meeting up to public comments but requesting that they be limited due to scheduled closed door session the board was about to enter into to discuss several items on the agenda.

Andrew Gutierrez stated he was concerned of the General Manager/ Chief of Police being one position and stated that Kensington use to have a City Manager. He was then informed by several members in the audience that Kensington has never had a City Manager and that there as always been a General Manager/ Chief of Police position as the head of the District.

He then continued his comments, thanking Cathie Kosel and Mari Metcalf for asking "all the right questions" during their time on the board.

President Lloyd then requested that those wishing to make public comments please limit their time so other could speak.

Bill Stanton stated that "we now have a board that is in locked step with the General Manager/ Chief of Police and the editor of the Outlook". He stated that the board is poorer with Mari Metcalf leaving.

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 4
BOARD OF DIRECTORS

As an unknown female speaker began to speak, President Lloyd apologized and stated that he had to close off public comments in order for the board to move to closed session.

The Board then entered into Closed Session at 8:10 PM.

At 8:46 PM, President Lloyd returned to announce that the Board will remain in Closed Session.

At 9:45 PM, the Board moved to extend the meeting and remained in Closed Session.

At 10:30 PM, the Board returned to Open Session.

President Lloyd made the following report of the Board's closed session actions.

Item #1- Closed Session- Pursuant to California Government Code Section 54956.9(b), conference with legal counsel to discuss significant exposure to litigation regarding Bay View Refuse & Recycling, Inc. demand for arbitration.

The Board authorized proceeding with the arbitration.

Item #2- Closed Session- Pursuant to California Government Code Section 54957, conference with legal counsel to hear complaints or charges brought against the General Manager/ Chief of Police by another District employee.

The Board authorized \$3,500 to continue with the investigation.

Item #3- Closed Session- Pursuant to California Government Code Section 54957, conference with legal counsel to discuss a recent personnel investigation regarding the General Manager/ Chief of Police.

The Board authorized \$500 to \$750 to complete the Hemming Morse Audit.

Item #4- Closed Session- Pursuant to California Government Code Section 54956.9(b), conference with legal counsel to discuss significant exposure to litigation regarding a claim made against the District by Cathie Kosel.

The Board denied the claim.

Item #5- Closed Session- Pursuant to California Government Code Section 54956.9(b), conference with legal counsel to discuss significant exposure to litigation regarding a claim made against the District involving the impound of a vehicle.

The Board authorized the General Manager/ Chief of Police to resolve the matter.

**MOTION: Director Lipscomb motions to adjourn the meeting with Director Toombs seconding.
Motion to Adjourn passes 4 to 0**

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

ADJOURNMENT

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 1
BOARD OF DIRECTORS

Meeting Action Minutes for 12/20/2012

AGENDA

A Special meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) was held Thursday, December 20, 2012, 7:00 PM, at the Community Center, 59 Arlington Avenue, Kensington, California.

ATTENDEES

| <u>Elected Members</u> | <u>Public Speakers</u> | |
|--|------------------------|--|
| Tony Lloyd, President | Joan Gallegos | |
| Pat Gillette, Vice President | Charles Ramsey | |
| Linda Lipscomb, Director | John Stein | |
| Charles Toombs, Director | Gail Kapscott | |
| | | |
| <u>Staff Members</u> | | |
| Gregory E. Harman, General Manager/Chief of Police | | |
| Master Sergeant Rickey Hull | | |
| Sergeant Kevin Hui | | |

Board President Tony Lloyd called the meeting to order at approximately 7:00 PM and after making opening comments regarding the agenda for the evening, took a roll call of the Board members.

PUBLIC COMMENTS

Charles Ramsey, representing the West Contra Costa Unified School District made a presentation to the Board requesting the passage of a board resolution supporting the West Contra Costa Unified School District's actions in receiving a debt limit waiver. Following the presentation, the Board directed General Manager/ Chief of Police Greg Harman to place the resolution on the January agenda.

BOARD COMMENTS

Vice President Gillette acknowledged the tragedy of the school shooting in Connecticut.

President Lloyd seconded her comments.

STAFF COMMENTS-NONE

CONSENT CALENDAR-NONE

DISTRICT – NEW BUSINESS #1- Discussion for possible action the process for filling the vacancy on the Board due to the resignation of Director Mari Metcalf on December 13th. This discussion to include:

- a. Discussion and review of District's legal counsel's letter regarding the selection/ election process.
- b. Discussion on whether to call for a special election or to solicit interested citizens who are willing to volunteer.

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 2
BOARD OF DIRECTORS

- c. Discussion and review of proposed Notice of Vacancy and Intent to Appoint Director to the Kensington Police Protection and Community Service District (Notice) and Certificate of Posting.
- d. Discussion on whether to have full open sessions for conducting of all interviews, or alternately to appoint an ad hoc advisory committee of two Board members to evaluate and interview candidates, making their recommendation to the full Board.
- e. Discussion on if interviews are conducted in open session, discuss how best to conduct them, either with or without all applicants being present (while honoring any applicant's request to be present), with or without panel interviews of all candidates together, or with sequential interviews.
- f. Review of the proposed timeline for filling vacancy along with adoption of targeted date by which to select a person to fill that vacancy.

BOARD COMMENTS

President Lloyd began the discussion by presenting the proposed process for filling the vacancy on the Board.

Director Toombs commented that he didn't believe it was necessary for the Board to hold a special election to fill the vacancy.

Director Lipscomb commented that she would rely on Director Toombs experience in this matter, noting that he guided the Board through this process in 2009 when then Director Cindy Kimball resigned from the Board.

Director Toombs then explained to the Board that during the first process of filling the vacancy, the Board had asked for resumes from those interested in filling the vacancy and that those candidates were provided a list of questions that they were asked and responded to during a open public meeting of the Board.

Vice President Gillette agrees that she did not see the need to hold a special election to fill the vacancy.

President Lloyd then proposed the possibility of appointing a two board member committee to review the candidates seeking to fill the vacancy and make their recommendation to the full board. Following his comments, the board held a brief discussion on the idea and all stated that they were not in favor of it.

There was then a board discussion with General Manager/ Chief of Police Greg Harman regarding a possible timeline for the process of filling the vacant position. The Board agreed to the following tentative timeline:

Candidate resumes due by January 17th

Board Meeting to interview candidates on January 31st

Second Board meeting if necessary on February 7th

Notice of the selection of the candidate to fill the position to the County on February 8th.

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 3
BOARD OF DIRECTORS

MOTION: Made by Vice President Gillette to accept resumes from candidates to fill the vacant Board position. Seconded by Director Lipscomb.

PUBLIC COMMENTS

An unknown female then commented that she was sick of elections and recommended the Board make an appointment to fill the vacancy.

Joan Gallegos had a question regarding the date to start the process.

MOTION to AMEND: Vice President Gillette then makes a motion to amend her initial motion by stating she makes a motion to appoint a candidate to fill the vacant Board position and directing the General Manager to notice and begin accepting resumes to fill the position. Seconded by Director Lipscomb. Motion passes 4 to 0.

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

General Manager Greg Harman then presents to the Board a draft of the Notice of Vacancy prepared in the event the Board moved to fill the vacant Board position by appointment and not by special election.

Director Lipscomb then began the discussion on possible changes to the wording of the draft of the Notice of Vacancy.

John Stein provides comments as to the process has it occurred when he was appointed to fill the vacant position on the Board back in 2009.

MOTION: Director Lipscomb motions to accept the wording of the Notice of Vacancy has presented by General Manager Greg Harman. Seconded by Vice President Gillette. Motion passes 4 to 0.

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

The Board then began a discussion on the process of selecting the questions to be asked of the candidates wishing to fill the vacancy.

Gail Kapscott then asked if the Board thought the community would be willing to send their questions to the Board to ask the candidates.

Following a brief Board discussion regarding possible questions, the Board indicated that its members and the public should submit any questions they wished the Board consider to be asked of the candidates to the General Manager by January 3rd for inclusion in the Board Agenda packet for the January 10th KPPCSD Board meeting.

Vice President Gillette then encouraged members of the public to apply to fill the vacant Director position.

Both Directors Toombs and Lipscomb agreed with Vice President Gillette's comments.

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT 4
BOARD OF DIRECTORS

John Stein then commented that the interview process in front of the public is very awkward and suggested that the Board needs a very objective process for evaluating the applicants.

Joan Gallegos commented that the public should not be allowed to make comments during the interview process.

Director Lipscomb then makes a motion to adjourn. Seconded by Director Toombs. Motion to Adjourn passes 4 to 0.

ADJOURNMENT

KPPCSD
Unaudited Profit & Loss Budget Performance
December 2012

| | <u>Dec 12</u> | <u>Budget</u> | <u>Jul - Dec 12</u> | <u>YTD Budget</u> | <u>Annual Budget</u> |
|-------------------------------------|------------------|-----------------|---------------------|---------------------|----------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 400 · Police Activities ... | | | | | |
| 401 · Levy Tax | -9,705.02 | | 2,338,578.21 | 1,275,000.00 | 1,275,000.00 |
| 402 · Special Tax-Pol... | 0.00 | | 0.00 | 680,000.00 | 680,000.00 |
| 403 · Misc Tax-Police | 0.00 | | 0.00 | | 50.00 |
| 404 · Measure G Sup... | 0.00 | | 0.00 | 405,614.00 | 405,614.00 |
| 410 · Police Fees/Ser... | 212.10 | 500.00 | 966.15 | 1,000.00 | 2,000.00 |
| 414 · POST Reimbur... | 0.00 | | 1,350.79 | | |
| 416 · Interest-Police | 0.00 | | 1,234.99 | 750.00 | 3,000.00 |
| 418 · Misc Police Inc... | 2,916.05 | 1,250.00 | 13,603.04 | 7,500.00 | 15,000.00 |
| Total 400 · Police Activ... | -6,576.87 | 1,750.00 | 2,355,733.18 | 2,369,864.00 | 2,380,664.00 |
| 420 · Park/Rec Activitie... | | | | | |
| 424 · Special Tax-L&L | 0.00 | | 32,660.80 | 30,000.00 | 30,000.00 |
| 426 · Park Donations | 0.00 | | 0.00 | | 500.00 |
| 427 · Community Ce... | 895.00 | 2,000.00 | 8,083.00 | 12,000.00 | 24,000.00 |
| 428 · Building E Rev... | 0.00 | | 7,500.00 | | |
| 436 · Interest-Park/Rec | 0.00 | | 0.00 | 50.00 | 200.00 |
| 438 · Misc Park/Rec ... | 0.00 | 125.00 | 388.50 | 250.00 | 500.00 |
| Total 420 · Park/Rec Ac... | 895.00 | 2,125.00 | 48,632.30 | 42,300.00 | 55,200.00 |
| 440 · District Activities ... | | | | | |
| 448 · Franchise Fees | 0.00 | 5,000.00 | 6,723.05 | 10,000.00 | 20,000.00 |
| 456 · Interest-District | 0.00 | | 0.00 | 125.00 | 500.00 |
| 458 · Misc District Re... | 60.00 | | 60.00 | | |
| Total 440 · District Acti... | 60.00 | 5,000.00 | 6,783.05 | 10,125.00 | 20,500.00 |
| Total Income | -5,621.87 | 8,875.00 | 2,411,148.53 | 2,422,289.00 | 2,456,364.00 |
| Expense | | | | | |
| 500 · Police Sal & Ben | | | | | |
| 502 · Salary - Officers | 77,312.96 | 74,175.58 | 457,730.47 | 445,053.52 | 890,107.00 |
| 504 · Compensated ... | 0.00 | | 3,963.14 | 5,000.00 | 10,000.00 |

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KPPCSD
Unaudited Profit & Loss Budget Performance
December 2012

| | Dec 12 | Budget | Jul - Dec 12 | YTD Budget | Annual Budget |
|--|-------------------|-------------------|---------------------|-------------------|---------------------|
| 506 · Overtime | 983.42 | 3,333.33 | 34,455.37 | 19,999.98 | 40,000.00 |
| 508 · Salary - Non-S... | 1,524.25 | 4,333.33 | 11,291.00 | 26,000.02 | 52,000.00 |
| 516 · Uniform Allowa... | 666.60 | 666.67 | 3,998.29 | 3,999.98 | 8,000.00 |
| 518 · Safety Equipme... | 0.00 | 1,000.00 | 250.00 | 3,000.00 | 6,000.00 |
| 521-A · Medical/Visio... | 14,781.28 | 12,537.67 | 83,449.95 | 75,225.98 | 150,452.00 |
| 521-R · Medical/Visio... | 11,052.29 | 14,888.50 | 82,292.39 | 89,331.00 | 178,662.00 |
| 521-T · Medical/Visio... | 0.00 | | 145,720.00 | | -32,942.00 |
| 522 · Insurance - Poli... | 195.00 | 436.67 | 1,958.00 | 2,619.98 | 5,240.00 |
| 523 · Social Security/... | 1,174.43 | 1,208.50 | 7,457.81 | 7,251.00 | 14,502.00 |
| 524 · Social Security ... | 125.98 | 268.67 | 889.62 | 1,612.02 | 3,224.00 |
| 527 · PERS - District ... | 26,290.79 | 25,446.33 | 155,616.01 | 152,677.98 | 305,356.00 |
| 528 · PERS - Officers... | 7,018.14 | 6,735.83 | 41,540.68 | 40,414.98 | 80,830.00 |
| 530 · Workers Comp | 13,338.00 | 11,337.40 | 50,963.24 | 34,012.20 | 56,687.00 |
| Total 500 · Police Sal &... | 154,463.14 | 156,368.48 | 1,081,575.97 | 906,198.64 | 1,768,118.00 |
| 550 · Other Police Exp... | | | | | |
| 552 · Expendable Pol... | 0.00 | 150.00 | 226.90 | 900.00 | 1,800.00 |
| 553 · Range/Ammuni... | 0.00 | | 0.00 | 2,000.00 | 4,000.00 |
| 560 · Crossing Guard | 986.58 | 822.17 | 4,384.80 | 4,933.02 | 9,866.00 |
| 562 · Vehicle Operati... | 2,621.57 | 4,766.67 | 31,190.49 | 28,600.02 | 57,200.00 |
| 564 · Communicatio... | 6,901.06 | 11,830.00 | 65,560.02 | 70,980.00 | 141,960.00 |
| 566 · Radio Maintena... | 29.65 | 1,812.50 | 224.08 | 10,875.00 | 21,750.00 |
| 568 · Prisoner/Case ... | 2,958.71 | 533.33 | 14,555.98 | 3,199.98 | 6,400.00 |
| 570 · Training | 0.00 | 1,083.33 | 4,575.43 | 6,500.02 | 13,000.00 |
| 572 · Recruiting | 600.00 | 1,083.33 | 1,732.00 | 6,499.98 | 13,000.00 |
| 574 · Reserve Officers | 50.00 | 675.00 | 156.00 | 4,050.00 | 8,100.00 |
| 576 · Misc. Dues, Me... | 0.00 | 260.42 | 2,075.00 | 1,562.52 | 3,125.00 |
| 580 · Utilities - Police | 708.44 | 1,333.33 | 4,396.89 | 4,000.01 | 8,000.00 |
| 581 · Bldg Repairs/M... | 0.00 | 83.33 | 464.90 | 499.98 | 1,000.00 |
| 582 · Expendable Off... | 543.64 | 500.00 | 2,793.49 | 3,000.00 | 6,000.00 |
| 588 · Telephone(+Ric... | 959.76 | 1,385.00 | 4,657.48 | 8,310.00 | 16,620.00 |
| 590 · Housekeeping | 738.65 | 333.33 | 2,207.17 | 2,000.02 | 4,000.00 |
| 592 · Publications | 1,950.00 | 250.00 | 2,369.63 | 1,500.00 | 3,000.00 |
| 594 · Community Pol... | 0.00 | 125.00 | 1,092.68 | 750.00 | 1,500.00 |

KPPCSD
Unaudited Profit & Loss Budget Performance
 December 2012

| | Dec 12 | Budget | Jul - Dec 12 | YTD Budget | Annual Budget |
|-----------------------------------|------------------|------------------|-------------------|-------------------|-------------------|
| 596 · WEST-NET/CAL... | 0.00 | | 13,130.00 | 13,130.00 | 13,130.00 |
| 599 · Police Taxes A... | 0.00 | | 804.61 | 1,600.00 | 3,200.00 |
| 550 · Other Police Ex... | 0.00 | | -184.38 | | |
| Total 550 · Other Polic... | 19,048.06 | 27,026.74 | 156,413.17 | 174,890.55 | 336,651.00 |
| 600 · Park/Rec Sal & Ben | | | | | |
| 601 · Park & Rec Ad... | 507.75 | 541.67 | 3,057.75 | 3,250.02 | 6,500.00 |
| 602 · Custodian | 1,750.00 | 1,750.00 | 10,500.00 | 10,500.00 | 21,000.00 |
| 623 · Social Security/... | 0.00 | 41.42 | 0.00 | 248.52 | 497.00 |
| Total 600 · Park/Rec Sa... | 2,257.75 | 2,333.09 | 13,557.75 | 13,998.54 | 27,997.00 |
| 635 · Park/Recreation ... | | | | | |
| 640 · Community Ce... | | | | | |
| 642 · Utilities-Com... | 431.35 | 391.33 | 2,641.41 | 2,347.98 | 4,696.00 |
| 643 · Janitorial Su... | 0.00 | | 820.32 | 375.00 | 750.00 |
| 646 · Community C... | 720.00 | 166.67 | 1,204.23 | 1,000.02 | 2,000.00 |
| Total 640 · Communi... | 1,151.35 | 558.00 | 4,665.96 | 3,723.00 | 7,446.00 |
| 660 · Annex Expenses | | | | | |
| 662 · Utilities - Ann... | 0.00 | 125.00 | 3,195.40 | 750.00 | 1,500.00 |
| Total 660 · Annex Ex... | 0.00 | 125.00 | 3,195.40 | 750.00 | 1,500.00 |
| 670 · Gardening Sup... | 0.00 | 83.33 | 0.00 | 499.98 | 1,000.00 |
| 672 · Kensington Par... | 8,003.06 | 6,825.67 | 27,053.73 | 40,954.02 | 81,908.00 |
| 678 · Misc Park/Rec ... | 3,999.00 | 83.33 | 2,146.88 | 500.02 | 1,000.00 |
| Total 635 · Park/Recrea... | 13,153.41 | 7,675.33 | 37,061.97 | 46,427.02 | 92,854.00 |
| 800 · District Expenses | | | | | |
| 810 · Computer Main... | 1,492.00 | 2,572.42 | 9,446.72 | 15,434.52 | 30,869.00 |
| 820 · Cannon Copier ... | 422.39 | 558.33 | 2,321.59 | 3,349.98 | 6,700.00 |
| 830 · Legal (District/... | 11,940.94 | 5,416.67 | 75,253.74 | 32,500.02 | 65,000.00 |
| 835 · Consulting | 0.00 | | 200.43 | | |
| 840 · Accounting | 1,657.50 | 1,825.00 | 8,011.25 | 10,950.00 | 30,075.00 |
| 850 · Insurance | 0.00 | | 24,387.27 | 30,000.00 | 30,000.00 |

KPPCSD
Unaudited Profit & Loss Budget Performance
December 2012

| | <u>Dec 12</u> | <u>Budget</u> | <u>Jul - Dec 12</u> | <u>YTD Budget</u> | <u>Annual Budget</u> |
|------------------------------------|---------------------------|---------------------------|--------------------------|----------------------------|--------------------------|
| 860 · Election | 0.00 | | 0.00 | 6,000.00 | 6,000.00 |
| 865 · Police Bldg. Le... | 0.00 | 15,298.00 | 15,298.00 | 30,596.00 | 30,596.00 |
| 870 · County Expend... | 0.00 | | 7,627.51 | 7,700.00 | 19,900.00 |
| 890 · Waste/Recycle | 5,129.56 | 3,041.67 | 34,569.36 | 18,250.02 | 36,500.00 |
| 898 · Misc. Expenses | 1,091.80 | 866.67 | 8,479.40 | 5,199.98 | 10,400.00 |
| Total 800 · District Exp... | <u>21,734.19</u> | <u>29,578.76</u> | <u>185,595.27</u> | <u>159,980.52</u> | <u>266,040.00</u> |
| 950 · Capital Outlay | | | | | |
| 962 · Patrol Cars | 0.00 | | 0.00 | | 23,000.00 |
| 963 · Patrol Car Acce... | 0.00 | | 0.00 | | 10,000.00 |
| 969 · Computer Equi... | 0.00 | | 541.53 | | 8,000.00 |
| 972 · Park Buildings ... | 0.00 | | 2,165.69 | | |
| Total 950 · Capital Outl... | <u>0.00</u> | | <u>2,707.22</u> | | <u>41,000.00</u> |
| Total Expense | <u>210,656.55</u> | <u>222,982.40</u> | <u>1,476,911.35</u> | <u>1,301,495.27</u> | <u>2,532,660.00</u> |
| Net Ordinary Income | -216,278.42 | -214,107.40 | 934,237.18 | 1,120,793.73 | -76,296.00 |
| Other Income/Expense | | | | | |
| Other Expense | | | | | |
| 700 · Bond Issue Expe... | | | | | |
| 701 · Bond Proceeds | 0.00 | | -179,881.98 | | |
| 710 · Bond Admin. | 2,281.91 | | 8,562.52 | | |
| 715 · Bond Interest I... | 0.00 | | -83.42 | | |
| 720 · Bond Principal | 0.00 | | 112,110.74 | | |
| 730 · Bond Interest | 0.00 | | 25,543.91 | | |
| Total 700 · Bond Issue ... | <u>2,281.91</u> | | <u>-33,748.23</u> | | |
| Total Other Expense | <u>2,281.91</u> | | <u>-33,748.23</u> | | |
| Net Other Income | <u>-2,281.91</u> | <u>0.00</u> | <u>33,748.23</u> | <u>0.00</u> | <u>0.00</u> |
| Net Income | <u><u>-218,560.33</u></u> | <u><u>-214,107.40</u></u> | <u><u>967,985.41</u></u> | <u><u>1,120,793.73</u></u> | <u><u>-76,296.00</u></u> |

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Friday, January 4, 2013

Subject: Consent Calendar Item D- 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 December 31, 2012 is attached to this memo.

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

| Type | Date | Num | Name | Memo | Split | Amount |
|--|------------|---------|---------------|------------------|-------------------|-----------|
| 420 · Park/Rec Activities Revenue | | | | | | |
| 424 · Special Tax-L&L | | | | | | |
| General Journal | 10/8/2012 | JV07... | CCC Taxes-LLD | SP ASSESS ... | 146 · Advance... | 32,660.80 |
| Total 424 · Special Tax-L&L | | | | | | 32,660.80 |
| 427 · Community Center Revenue | | | | | | |
| Deposit | 7/26/2012 | 316 | | CC Rental Ju... | 112 · General ... | 1,000.00 |
| Deposit | 7/26/2012 | V913... | | Rental of roo... | 112 · General ... | 60.00 |
| Deposit | 8/7/2012 | 1696 | | CC Rental on... | 112 · General ... | 700.00 |
| Deposit | 8/7/2012 | 1062 | | CC Rental on... | 112 · General ... | 650.00 |
| Deposit | 8/21/2012 | 395 | | GPIFF 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 |
| Total 427 · Community Center Revenue | | | | | | 8,083.00 |
| 428 · Building E Revenue | | | | | | |
| Deposit | 7/26/2012 | 6266 | | KCC 2nd half... | 112 · General ... | 7,500.00 |
| Total 428 · Building E Revenue | | | | | | 7,500.00 |
| 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 |

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01/04/13
Accrual Basis

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

| Type | Date | Num | Name | Memo | Split | Amount |
|---|------------|------|------|------------------|-------------------|------------------|
| 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 |
| Total 438 · Misc Park/Rec Rev | | | | | | 388.50 |
| Total 420 · Park/Rec Activities Revenue | | | | | | 48,632.30 |
| TOTAL | | | | | | 48,632.30 |

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 Accrual Basis

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

| Type | Date | Num | Name | Memo | Split | Amount |
|---|------------|-------|-------------------|------------------|-------------------|------------------|
| 600 · Park/Rec Sal & Ben | | | | | | |
| 601 · Park & Rec Administrator | | | | | | |
| Paycheck | 7/13/2012 | | Di Napoli, Andrea | | 112 · General ... | 101.75 |
| Paycheck | 7/30/2012 | | Di Napoli, Andrea | | 112 · General ... | 275.25 |
| Paycheck | 8/15/2012 | | Di Napoli, Andrea | | 112 · General ... | 312.75 |
| Paycheck | 8/30/2012 | | Di Napoli, Andrea | | 112 · General ... | 290.50 |
| Paycheck | 9/14/2012 | | Di Napoli, Andrea | | 112 · General ... | 199.75 |
| Paycheck | 9/28/2012 | | Di Napoli, Andrea | | 112 · General ... | 225.25 |
| Paycheck | 10/15/2012 | | Di Napoli, Andrea | | 112 · General ... | 275.50 |
| Paycheck | 10/30/2012 | | Di Napoli, Andrea | | 112 · General ... | 305.50 |
| Paycheck | 11/15/2012 | | Di Napoli, Andrea | | 112 · General ... | 272.00 |
| Paycheck | 11/30/2012 | | Di Napoli, Andrea | | 112 · General ... | 291.75 |
| Paycheck | 12/14/2012 | | Di Napoli, Andrea | | 112 · General ... | 239.25 |
| Paycheck | 12/27/2012 | | Di Napoli, Andrea | | 112 · General ... | 268.50 |
| Total 601 · Park & Rec Administrator | | | | | | 3,057.75 |
| 602 · Custodian | | | | | | |
| Check | 7/13/2012 | 14073 | William Driscoll | Invoice #0079 | 112 · General ... | 875.00 |
| Check | 7/30/2012 | 14103 | William Driscoll | Invoice #0080 | 112 · General ... | 875.00 |
| Check | 8/15/2012 | 14136 | William Driscoll | August 1-15, ... | 112 · General ... | 875.00 |
| Check | 8/30/2012 | 14180 | William Driscoll | August 16-31... | 112 · General ... | 875.00 |
| Check | 9/14/2012 | 14215 | William Driscoll | Sept 1-15, 20... | 112 · General ... | 875.00 |
| Check | 9/28/2012 | 14252 | William Driscoll | Sept 16-30, 2... | 112 · General ... | 875.00 |
| Check | 10/15/2012 | 14275 | William Driscoll | Oct 1-15, 201... | 112 · General ... | 875.00 |
| Check | 10/30/2012 | 14314 | William Driscoll | Oct 16-31, 20... | 112 · General ... | 875.00 |
| Check | 11/15/2012 | 14334 | William Driscoll | Inv#0087 N... | 112 · General ... | 875.00 |
| Check | 11/30/2012 | 14358 | William Driscoll | Inv#0088 No... | 112 · General ... | 875.00 |
| Check | 12/17/2012 | 14409 | William Driscoll | Inv#0090 DE... | 112 · General ... | 875.00 |
| Check | 12/31/2012 | 14454 | William Driscoll | DEC. 16-31, ... | 112 · General ... | 875.00 |
| Total 602 · Custodian | | | | | | 10,500.00 |
| Total 600 · Park/Rec Sal & Ben | | | | | | 13,557.75 |
| TOTAL | | | | | | 13,557.75 |

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

| Type | Date | Num | Name | Memo | Split | Amount |
|---|------------|-------|-----------------------|--------------------|-------------------|----------|
| 635 · Park/Recreation Expenses | | | | | | |
| 640 · Community Center Expenses | | | | | | |
| 642 · Utilities-Community Center | | | | | | |
| Check | 7/13/2012 | 14074 | Pacific Telemanage... | monthly fee f... | 112 · General ... | 78.00 |
| Check | 7/13/2012 | 14095 | PG&E | Community C... | 112 · General ... | 159.40 |
| 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 # 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 | 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 |
| Total 642 · Utilities-Community Center | | | | | | 2,641.41 |
| 643 · Janitorial Supplies | | | | | | |
| Check | 8/30/2012 | 14178 | UBS | Janitorial Sup... | 112 · General ... | 559.39 |
| Check | 9/14/2012 | 14208 | Kensington Home a... | Bill Communi... | 112 · General ... | 40.32 |
| Check | 9/14/2012 | 14208 | Kensington Home a... | Bill Light | 112 · General ... | 142.44 |
| Check | 10/15/2012 | 14281 | Kensington Home a... | Sep 2012 Inv... | 112 · General ... | 78.17 |
| Total 643 · Janitorial Supplies | | | | | | 820.32 |
| 646 · Community Center Repairs | | | | | | |
| Check | 10/30/2012 | 14310 | KEL-AIRE | service call, i... | 112 · General ... | 484.23 |
| Check | 12/14/2012 | 14389 | Summer Rain Land... | Cleaning of C... | 112 · General ... | 240.00 |
| Check | 12/14/2012 | 14389 | Summer Rain Land... | Removal of R... | 112 · General ... | 200.00 |

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

| Type | Date | Num | Name | Memo | Split | Amount |
|---------------------------------------|------------|---------|---------------------|-------------------|-------------------|----------|
| Check | 12/14/2012 | 14389 | Summer Rain Land... | Removal and... | 112 · General ... | 280.00 |
| Total 646 · Community Center Repairs | | | | | | 1,204.23 |
| Total 640 · Community Center Expenses | | | | | | 4,665.96 |
| 660 · Annex Expenses | | | | | | |
| 662 · Utilities - Annex | | | | | | |
| Check | 7/13/2012 | 14095 | PG&E | Annex servic... | 112 · General ... | 23.82 |
| Check | 7/30/2012 | 14109 | EBMUD | service provi... | 112 · General ... | 177.80 |
| Check | 9/14/2012 | 14204 | EBMUD | Acct # 55377... | 112 · General ... | 1,614.96 |
| Check | 9/14/2012 | 14204 | EBMUD | Acct # 55376... | 112 · General ... | 211.42 |
| Check | 11/15/2012 | 14336 | EBMUD | Acct# 55377... | 112 · General ... | 998.32 |
| Check | 11/15/2012 | 14336 | EBMUD | Acct# 55376... | 112 · General ... | 169.08 |
| Total 662 · Utilities - Annex | | | | | | 3,195.40 |
| Total 660 · Annex Expenses | | | | | | 3,195.40 |
| 672 · Kensington Park O&M | | | | | | |
| General Journal | 7/1/2012 | REV ... | | NBS | 153 · Prepaid ... | 1,108.86 |
| Check | 7/13/2012 | 14077 | Summer Rain Land... | July's monthl... | 112 · General ... | 2,050.00 |
| Check | 7/13/2012 | 14077 | Summer Rain Land... | branch remo... | 112 · General ... | 835.00 |
| Check | 7/13/2012 | 14078 | UBS | park services... | 112 · General ... | 584.00 |
| Check | 7/30/2012 | 14109 | EBMUD | service provi... | 112 · General ... | 1,363.40 |
| Check | 7/30/2012 | 14115 | Fernando Herrera | 2" water main... | 112 · General ... | 345.00 |
| Check | 7/30/2012 | 14115 | Fernando Herrera | stump remov... | 112 · General ... | 125.00 |
| Check | 7/30/2012 | 14115 | Fernando Herrera | 7/14/12 grind... | 112 · General ... | 120.00 |
| Check | 7/30/2012 | 14115 | Fernando Herrera | drinking fount... | 112 · General ... | 90.00 |
| Check | 7/30/2012 | 14115 | Fernando Herrera | oak tree bran... | 112 · General ... | 180.00 |
| 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 | 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 |

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 Accrual Basis

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

| Type | Date | Num | Name | Memo | Split | Amount |
|--------------------------------------|------------|---------|------------------------|--------------------|-------------------|------------------|
| Check | 9/14/2012 | 14221 | Fernando Herrera | removal, fabri... | 112 · General ... | 2,200.00 |
| Check | 9/14/2012 | 14221 | Fernando Herrera | removal of ol... | 112 · General ... | 1,600.00 |
| Check | 9/14/2012 | 14221 | Fernando Herrera | repair chain li... | 112 · General ... | 80.00 |
| Check | 9/28/2012 | 14251 | Summer Rain Land... | Fix broken sp... | 112 · General ... | 320.00 |
| Check | 9/28/2012 | 14251 | Summer Rain Land... | cut down dea... | 112 · General ... | 280.00 |
| Check | 10/15/2012 | 14261 | Summer Rain Land... | Oct Monthly ... | 112 · General ... | 2,050.00 |
| Check | 10/15/2012 | 14273 | NBS Government Fi... | Police Tax | 112 · General ... | 813.06 |
| 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 | 14347 | Summer Rain Land... | Nov. Monthly ... | 112 · General ... | 2,050.00 |
| 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... | Police Tax | 112 · General ... | 813.06 |
| 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 |
| Total 672 · Kensington Park O&M | | | | | | 27,053.73 |
| 678 · Misc Park/Rec Expense | | | | | | |
| General Journal | 9/18/2012 | CK 1... | Guitar Center | Reverse of G... | 112 · General ... | -2,022.12 |
| Check | 10/30/2012 | 14286 | California Park & R... | Membership t... | 112 · General ... | 170.00 |
| Check | 12/14/2012 | 14384 | Moran Engineering | Topographic ... | 112 · General ... | 3,999.00 |
| Total 678 · Misc Park/Rec Expense | | | | | | 2,146.88 |
| Total 635 · Park/Recreation Expenses | | | | | | 37,061.97 |
| TOTAL | | | | | | 37,061.97 |

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December 2012 Police Department Report

January 4, 2013

- Department Personnel

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

Stephanie Wilkens graduated on December 8th from the Napa Police Academy. On Monday, December 10th, Police Trainee Wilkens began two weeks of In House Training while her background process was completed. She began her Field Training on Sunday, December 23rd.

- Commendations and Correspondence-None this month

- Investigation of Alleged Misconduct

- Department Investigation 2012-002 was initiated on May 14th, 2012, on an allegation that an officer was insubordinate. This investigation is being conducted by Sergeant Hull.
- Citizen's Investigation 2012-003 was initiated on June 28th, 2012, on an allegation that 3 officers were rude during a traffic stop. This investigation is being conducted by Sergeant Hui.
- Citizen's Investigation 2012-004 was initiated on June 29th, 2012, on an allegation that an officer used racial profiling in making a traffic stop. This investigation is being conducted by Sergeant Hull.

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

As of this report date the Ring Time Report for December from Richmond Communications has not been received.

- Community Networking

- On 12-03-12, Chief Harman attended the KCC meeting.
- On 12-05-12, Sergeant Hui provided a tour to the Daisy Girl Scout Troop of the police side of the Public Safety Building.

- On 12-10-12, Officer Wilson attended the Kensington Public Safety Council meeting.
- On 12-12-12, Chief Harman participated in the Arlington Light Weave Parade.
- On 12-15-12, Master Sergeant Hull attended the El Cerrito Colusa Avenue Traffic meeting held at the El Cerrito City Hall.
- Community Criminal Activity
 - This section of the Watch Commander's Reports are prepared by Sergeant Hui for Team One, Sergeant Barrow for Team Two, and Detective Stegman.
- Watch Commander Reports
 - **Sergeant Barrow**

TEAM #1 STATISTICS

| Officer: | Ramos (K41) (0600-1800) | Wilson (K38)/ Wilkens (K50) (1800-0600) |
|--------------------------|----------------------------|--|
| Days Worked | 16 | 16/6 |
| Traffic Stops | 2 | 15 |
| Moving Citations | 2 | 8 |
| Parking Citations | 2 | 10 |
| Vacation/Security Checks | 29 | 62 |
| FI-Field Interview | 0 | 1 |
| Traffic Accident Reports | 1 | 0 |
| Cases | 6 | 3 |
| Arrests | 0 | 0 |
| Calls for Service | 59 | 40 |

- BRIEFING/TRAINING:
 - Reviewed Supplemental Traffic Enforcement Hot Sheet
 - Reviewed November 2012 Crime List
 - Reviewed PC 245 – Assault with a Deadly Weapon
 - Reviewed different types of “speed limits.”
 - Reviewed definitions of marked and unmarked crosswalks
 - Reviewed PC 242 – Battery
 - Reviewed PC 240 – Assault
 - Reviewed KPD Policy #1018 – Smoking and Tobacco Use
 - Reviewed KPD Policy #1020 – Complaints

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- Reviewed KPD Policy #1028 – Request for Change of Assignment
- Reviewed KPD Policy #1030 – Employee Commendations
- Reviewed KPD Policy #1030 – Fitness for Duty

SERGEANT'S REVIEW:

- Reviewed participation requirements for the Victim Compensation Program.

SERGEANT'S SUMMARY:

Officer Wilkens has started her Infield Training with Field Training Officer (FTO) Wilson and will continue for several more weeks before switching to another FTO.

Several of the property crimes in recent months have occurred when a Kensington resident has left windows, doors to their homes, or vehicles unlocked. A recent arrest of an individual revealed he would just walk through town trying vehicle doors to see if they were unlocked. If a vehicle's door was locked he would just move to the next vehicle on the block. The suspect did not care if the vehicle was parked in the driveway of a residence or on the street. Several of the vehicles just had coins or small amounts of money taken.

We have also taken residential burglaries with rear windows or doors left open or unlocked. Through investigation we have also found that when the suspects found a window or door locked they just moved to another entry point that had been left unlocked.

I would encourage residents to lock your homes and vehicles and if you have an alarm set it even if you are gone for only a few minutes.

- **SIGNIFICANT EVENTS:**

- 2012-7424 – On 12-03-2012, Officer Ramos responded to the 00 block of Yale Court for a reported Vehicle Tampering.
- 2012-7418 – On 12-03-2012, Officer Wilson responded to the 800 block of Coventry Road for a reported Vehicle Vandalism. A fire hydrant was thrown onto the windshield of a parked vehicle.
- 2012-7542 – On 12-10-2012, Officer Wilson responded to the 100 block of Arlington Avenue for a reported Vandalism of an outside garage door opener key pad.
- 2012-7533 – On 12-10-2012, Officer Ramos responded to the 00 block of Highland Blvd for a reported Arson.
- 2012-7555 – On 12-11-2012, Officer Ramos responded to the 00 block of Lenox Drive for a reported Theft of property from the front yard area.
- 2012-7556 – On 12-11-2012, Officer Ramos responded to the 00 block of Sunset Drive for a reported Identity Theft.

- 2012-7574 – On 12-12-2012, Sergeant Barrow, Detective Stegman, Officers, Ramos, and Wilkens, responded to the 00 block of Stratford Drive for a reported Residential Burglary. Some of the items taken were recovered and a suspect was taken into custody during the investigation of this case.
- 2012-7647 – On 12-16-2012, Officer Ramos responded to the 00 block of Kingston Drive for a reported Identity Theft.
- 2012-7649 – On 12-16-2012, Officer Ramos responded to the 100 block of Arlington Avenue for a reported Vandalism of an outside garage door opener key pad.
- 2012-7650 – On 12-16-2012, Officer Wilson responded to the 00 block of Anson Way for a reported Petty Theft from the front yard of a residence.
- 2012-7676 – On 12-18-2012, Detective Stegman, Officers Wilson, Ramos, and Reserve Officer Armanino conducted a probation search in the 1100 block of Brighton Avenue in the City of Albany. The probation search was conducted after a suspicious person contacted by Officer Wilson in regards to several vehicle burglaries and petty thefts from vehicles.
- 2012-7823– On 12-27-2012, Officer Wilson/Wilkens responded to Central Avenue and San Luis Street in El Cerrito for an outside assisted and covered El Cerrito PD in a cruelty to animal and drug possession investigation.

TRAFFIC STATISTICS:

8 moving citations were issued on Colusa Ave.
 16 moving citations were issued on Arlington Ave.
 1 moving citation was issued on Purdue Ave.
 2 moving citations were issued on Oak view Ave.
 1 moving citation was issued on Franciscan Way.
 1 moving citation were issued on Cowper Ave

•• Sergeant Hui

TEAM #2 STATISTICS

Sergeant Hui (K42)
 (1600-0400)

| Officer: | Martinez (K31) (0600-1800) | Turner (K46) (1800-0600) |
|--------------------------|-------------------------------|-----------------------------|
| Days Worked | 12 | 15 |
| Traffic Stops | 16 | 40 |
| Moving Citations | 10 | 8 |
| Parking Citations | 17 | 7 |
| Vacation/Security Checks | 28 | 58 |

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| | | |
|--------------------------|----|----|
| FI-Field Interview | 0 | 0 |
| Cases | 5 | 3 |
| Arrests | 0 | 0 |
| Traffic Accident Reports | 1 | 0 |
| Calls for Service | 58 | 43 |

Officer Martinez took 36 hours of vacation time.
Officer Turner recovered 6 hours of comp time.
Sergeant Hui attended a 4 hour California Legislative Updates course.

BRIEFING/TRAINING:

- o Reviewed Supplemental Traffic Enforcement Hot Sheet
- o Reviewed November 2012 Crime List
- o Reviewed PC 245 – Assault with a Deadly Weapon
- o Reviewed different types of “speed limits.”
- o Reviewed definitions of marked and unmarked crosswalks
- o Reviewed PC 242 – Battery
- o Reviewed PC 240 – Assault
- o Reviewed KPD Policy #1018 – Smoking and Tobacco Use
- o Reviewed KPD Policy #1020 – Complaints
- o Reviewed KPD Policy #1028 – Request for Change of Assignment
- o Reviewed KPD Policy #1030 – Employee Commendations
- o Reviewed KPD Policy #1030 – Fitness for Duty

SERGEANT’S REVIEW:

- o Reviewed participation requirements for the Victim Compensation Program

SERGEANT’S SUMMARY:

During this past month, we were able to identify a suspect who has been stealing items from a variety of unlocked vehicles throughout town. The identification of this suspect, as well as the subsequent closure of several theft cases, was the combined result of our residents, Officer Wilson, Corporal Stegman, Sergeant Barrow, and the rest of the Kensington Police Department. I would like to thank all of these involved parties for their efforts.

Our residents provided a critical role in reporting these crimes. Many times, the theft of a few dollars in change go unreported because the resident felt the loss was insignificant. Several residents did report these crimes which allowed the Kensington Police Department to establish a basic timeline and pattern of frequented streets in which these crimes were occurring. With this knowledge at hand, Officer Wilson was able to contact a suspicious person walking on one of

our streets. Corporal Stegman and Sergeant Barrow diligently followed up with this lead and were able to determine this suspicious person was a suspect in twelve theft cases in Kensington. Corporal Stegman has submitted these cases to the Contra Costa County District Attorney's office for prosecution of this suspect.

I would like to encourage residents to continue reporting these types of crimes. I would also encourage residents to lock their car doors at night. The suspect involved in these twelve thefts specifically targeted unlocked vehicles.

SIGNIFICANT EVENTS:

- 2012-7475– On 12/06/2012, Officer Martinez responded to the 200 blk of Columbia Ave on a report of vehicle tampering.
- 2012-7486– On 12/07/2012, Officer Martinez responded to the 200 blk of Stanford Ave on a report of a petty theft.
- 2012-7490 – On 12/07/2012, Officer Martinez responded to the 300 blk of Grizzly Peak Blvd on a report of a vehicle burglary.
- 2012-7498 – On 12/07/2012, Officer Martinez responded to the 400 blk of Wellesley Ave on a report of vehicle tampering.
- 2012-7683 – On 12/19/2012, Officer Martinez responded to the unit blk of Kingston Rd on a report of a vehicle burglary.
- 2012-7698 – On 12/19/2012, Officer Turner responded to the 1500 blk of Valley Rd on a report of a theft from a vehicle.
- 2012-7699 – On 12/19/2012, Officer Turner responded to the unit blk of Beverly Rd on a report of a theft from a vehicle.
- 2012-7715 – On 12/20/2012, Officer Turner responded to the 1600 blk of Ocean View Ave on a report of vehicle tampering.

| | |
|--------------------------|----------------|
| Reserve Officer: | Armanino (K47) |
| Days Worked | 3 |
| Traffic Stops | 8 |
| Moving Citations | 3 |
| Parking Citations | 4 |
| Vacation/Security | 5 |
| Checks | |
| FI-Field Interview | 0 |
| Cases | 0 |
| Arrests | 0 |
| Traffic Accident Reports | 0 |
| Calls for Service | 7 |

•• **Detective Eric Stegman**

SIGNIFICANT EVENTS:

12-7583 Arson

On 12/10/12, KPD responded to an arson at 90 Highland Blvd (Hilltop Elementary School). This was the fourth in a group of similar incidents that have occurred since July. The suspect generally finds clothing on the school grounds or paper affixed to the walls, finds a secluded area in the school, and lights the items on fire, using unknown means. The suspect's choice of fuel (clothing and miscellaneous paper items), lack of use of accelerant, and the locations the fires are set, makes it unlikely the suspect's intent is to cause major damage to the school. As of this fourth incident, the total damage to school property has been minimal. KPD is working with administrators at the school to create a less conducive environment for the suspect. Please contact Detective Stegman if you have any information regarding these crimes. **This case has been suspended pending further leads.**

12-7574 Burglary

On 12/12/12, a residential burglary occurred on the unit block of Stratford Rd. The suspect entered a ground level window by removing a screen and entering an open window. A short time after KPD responded, I located some of the stolen property at a "cash for gold" store in El Cerrito. I recovered the stolen property and was able to identify the suspect that sold the stolen property to the business. On 12/21/12, Sgt. Barrow, Officer Martinez, Officer Wilkens, and I served a search warrant at the suspect's residence. We subsequently arrested the suspect for burglary and possession of stolen property. **This was submitted to the DA and the case is closed.**

KPD INVESTIGATIONS INFORMATION:

12-7486 Petty theft

On 12/7/12 a theft from an unlocked vehicle occurred on the 200 block of Stanford Ave. The loss in this case was a vehicle registration tab from the passenger compartment, which had not yet been affixed to the car's rear plate. On 12/17/12, Officer Wilson conducted a consensual contact on a subject he believed was acting suspiciously. Officer Wilson completed a Field Identification Card and forwarded it to me. Through investigation I learned the subject Officer Wilson contacted was on probation for multiple petty and grand thefts. On 12/18/12 Officer Wilson, Officer Ramos, Officer Armanino, and I conducted a probation search at the subject's house. The subject was not home, but during the search we located the registration tab stolen from the victim's vehicle on Stanford Ave. in the suspect's bedroom.

During the months of November and December KPD took over 20 reports

involving people having their unlocked cars rifled through. In many instances the theft, if any, consisted of only change and small amounts of currency. During a subsequent interview, the suspect admitted to multiple other petty thefts where he had stolen change and other valuables out of unlocked vehicles in Kensington. Through this suspect's possession of stolen property, his admissions and knowledge of specific crimes that had been reported, and the repetitiveness and consistency of the suspects Modus Operandi in many of the crimes reported to KPD, I was able to link the suspect to 12 separate thefts in Kensington. **These cases will be sent to the DA for prosecution.**

12-5354 Murder

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

On 8/30/12 a judge granted an increase in Sydenham's Bail from \$1,000,000 to \$2,000,000. On 9/20/12 Sydenham entered a not guilty plea. The date of the preliminary hearing is TBD.

2011-1618 Homicide

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

KPD INVESTIGATIONS

- Made court runs for filling cases, and retrieve court notifications.
- Updated the KPD Case Review Log.
- Reviewed the "Trak Flyer" messages and maintained the flyer board.
- I assisted WESTNET and ECPD on 12/20/12 with a stolen vehicle task force operation.
- On 12/4/12 and 12/19/12 I conducted KPD range training/ qualifications.
- From 12/10/12 to 12/21/12 I assisted with Officer Wilken's in house training.

KPD Crime Statistics

KPD Monthly Crime Statistics

December 2012

| Part 1 Crimes | Reported | Open/ Pending | Suspended | Closed | Arrest |
|----------------------|-----------------|--------------------------|------------------|---------------|---------------|
| Homicide | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 |
| Assault | 0 | 0 | 0 | 0 | 0 |
| Residential Burglary | 1 | 0 | 0 | 1 | 1 |
| Larceny Theft | 9 | 0 | 5 | 4 | 0 |
| Vehicle Theft | 0 | 0 | 0 | 0 | 0 |
| Arson | 1 | 0 | 1 | 0 | 0 |
| Part 1 Totals | 11 | 0 | 6 | 5 | 1 |

Other Crimes

| | | | | | |
|---|----------|----------|----------|----------|----------|
| Auto Burglary | 0 | 0 | 0 | 0 | 0 |
| Identity Theft | 3 | 1 | 2 | 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 | 1 | 3 | 0 | 0 |
| Drugs | 0 | 0 | 0 | 0 | 0 |
| Warrant | 0 | 0 | 0 | 0 | 0 |
| Hit and Run Felony | 0 | 0 | 0 | 0 | 0 |
| Hit and Run Misdemeanor | 0 | 0 | 0 | 0 | 0 |
| Other Misdemeanor Traffic | 0 | 0 | 0 | 0 | 0 |
| Other Crime Totals | 7 | 2 | 5 | 0 | 0 |

| | | | | | |
|-------------------------|-----------|----------|-----------|----------|----------|
| All Crime Totals | 18 | 2 | 11 | 5 | 1 |
|-------------------------|-----------|----------|-----------|----------|----------|

| | |
|--------------------------------|---|
| Traffic Accidents (Non Injury) | 1 |
| Traffic Accidents (Injury) | 0 |

KPD Crime Statistics

Year to Date 2012

| Part 1 Crimes | Reported | Open/ Pending | Suspended | Closed | Arrest |
|---|-----------------|----------------------|------------------|---------------|---------------|
| Homicide | 1 | 1* | 0 | 1 | 1 |
| Rape | 0 | 0 | 0 | 0 | 0 |
| Robbery | 3 | 0 | 1 | 2 | 0 |
| Assault | 2 | 0 | 0 | 2 | 1 |
| Residential Burglary | 30 | 9 | 13 | 8 | 5 |
| Larceny Theft | 46 | 3 | 30 | 13 | 1 |
| Vehicle Theft | 10 | 2 | 7 | 1 | 0 |
| Arson | 5 | 0 | 5 | 0 | 0 |
| Part 1 Totals | 97 | 14 | 56 | 27 | 8 |
| Other Crimes | | | | | |
| Auto Burglary | 0 | 0 | 0 | 0 | 0 |
| Identity Theft | 19 | 8 | 11 | 0 | 0 |
| Fraud | 2 | 1 | 0 | 1 | 0 |
| Forgeries | 0 | 0 | 0 | 0 | 0 |
| Restraining Order Violations/ Stalking/ Criminal Threats | 7 | 0 | 0 | 7 | 3 |
| Sex Crimes (other) | 0 | 0 | 0 | 0 | 0 |
| Assault/ Battery (other) | 0 | 0 | 0 | 0 | 0 |
| Vandalism | 23 | 2 | 21 | 0 | 0 |
| Drugs | 5 | 0 | 0 | 5 | 7 |
| Warrant | 12 | 0 | 0 | 12 | 11 |
| Hit and Run Felony | 0 | 0 | 0 | 0 | 0 |
| Hit and Run Misdemeanor | 8 | 2 | 4 | 2 | 0 |
| Other Misdemeanor Traffic | 6 | 0 | 0 | 6 | 7 |
| Other Crime Totals | 82 | 13 | 36 | 33 | 28 |
| All Crime Totals | 179 | 27 | 92 | 60 | 36 |

Traffic Accidents (Non Injury) 27 **

Traffic Accidents (Injury) 4 **

* 2011 case

** Not all months/ teams reporting

•• **Chief Harman**

The month of December provided two perfect examples of the importance of having a detective assigned to conduct follow up investigations of crimes reported to our patrol force.

The first occurred on December 7th, following the reported theft of a registration tab from an unlocked vehicle. After receiving information of a contact with a suspicious person contacted by Officer Wilson during his patrol duties, Detective Stegman, along with other KPD officers conducted a probation search of the identified suspicious individual's residence and located the stolen tab. The interview of the suspect led to his confessing to at least 12 other thefts from vehicles in Kensington.

The second occurred during the initial patrol investigation of a residential burglary. While patrol officers were still conducting the initial investigation, Detective Stegman began contacting several businesses outside the District that buy gold and was able to locate one that had purchased the victim's jewelry from the burglary suspect. Not only was some of the victim's stolen property recovered, but the suspect in the burglary was arrested and is being prosecuted for the crime.

It was only four years ago that I made the position of detective for the first time at the Kensington Police Department and although questioned at the time, I believe the increased success in identifying, arresting, and prosecuting those that commit crimes in Kensington during the past four years have made the department that much more valuable to the community.

Thank you for your continuing support.

January 2013

January 2013

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

February 2013

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

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|---------------------------------|---|--|--|---|--------------|--------------------------------|
| Dec 30 - Jan 5 | Dec 30 | 31 | Jan 1, 13 | 2 | 3 | 4 | 5 |
| | | | 7:00pm 10:00pm Troop 100 (CCM) | | 7:15pm 9:15pm EBC (Side Room) | | |
| Jan 6 - 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | 7:00pm 8:00pm Cub-Scouts (CCM) 7:30pm 9:30pm KCC MTG (REC BLD) | 7:00pm 10:00pm Troop 100 (CCM) | 7:00pm 9:00pm KFD Mtg (CC3) 7:30pm 10:00pm GPFF (CCM) | 7:00pm 10:00pm KPCCSD MTG (CC3) | | 4:00pm 10:00pm CC Rental (CCM) |
| Jan 13 - 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | 3:45pm 5:45pm Girl Scouts (CCM) 7:00pm 8:00pm Cub-Scouts (CCM) 7:30pm 8:30pm KARO (CC3) | Copy: Monthly Statistic 7:00pm 10:00pm Troop 100 (CCM) | | 7:00pm 9:00pm KPSC Presentations (CCM) 7:15pm 9:15pm EBC (Side Room) | | |
| Jan 20 - 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | 7:00pm 8:00pm Cub-Scouts (CCM) | 7:00pm 10:00pm Troop 100 (CCM) | | | | |
| Jan 27 - Feb 2 | 27 | 28 | 29 | 30 | 31 | Feb 1 | 2 |
| | 10:00am 12:00pm CC Rental (CCM) | 7:00pm 8:00pm Cub-Scouts (CCM) 7:30pm 9:30pm KCC (CC3) | 7:00pm 10:00pm Troop 100 (CCM) 7:30pm 9:00pm KMAC (CC3) | | | | |

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February 2013

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

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------|--------|--|--|--|---|--|---|
| Jan 27 - Feb 2 | Jan 27 | 28 | 29 | 30 | 31 | Feb 1 | 2 |
| | | | | | | 6:00pm-10:00pm Kensington Hilltop 6th Grade Dance (CCM) | |
| Feb 3 - 9 | 3 | 4 7:00pm 8:00pm Cub-Scouts (CCM) | 5 7:00pm 10:00pm Troop 100 (CCM) | 6 | 7 7:15pm 9:15pm EBC (Side Room) | 8 7:00pm 11:00pm KCC FUNDRAISING EVENT (CCM) | 9 5:00pm 11:00pm Hilltop 6th Grade Dance (CCM) |
| | 10 | 11 3:45pm 5:45pm Girl Scouts (CCM) 6:30pm 7:30pm KPSC (CC3) 7:00pm 8:00pm Cub-Scouts (CCM) | 12 7:00pm 10:00pm Troop 100 (CCM) | 13 7:00pm 9:00pm KFD Mtg (CC3) 7:30pm 10:00pm GPFF (CCM) | 14 7:00pm-10:00pm KPPCSD MTG (CC3) | 15 Copy: Monthly Statistic | 16 |
| Feb 10 - 16 | 17 | 18 7:00pm 8:00pm Cub-Scouts (CCM) | 19 7:00pm 10:00pm Troop 100 (CCM) | 20 | 21 7:00pm 9:00pm KPSC Presentations (CCM) 7:15pm 9:15pm EBC (Side Room) | 22 | 23 |
| | 24 | 25 7:00pm 8:00pm Cub-Scouts (CCM) 7:30pm 9:30pm KIC (CC3) | 26 7:00pm 10:00pm Troop 100 (CCM) 7:30pm 9:00pm KMAC (CC3) | 27 | 28 | Mar 1 | 2 |
| Feb 17 - 23 | | | | | | | |
| Feb 24 - Mar 2 | | | | | | | |

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KASEP:

KASEP Winter classes started Wednesday, January 2, 2013. There are 52 KASEP classes and an additional 4 KCC youth classes (gymnastics, karate, Bandworks, and circus) offered this term. Enrollment is strong with 421 seats filled, participating in these 56 classes.

Families helping families generously donated to KASEP Winter Scholarship Fund. The Fund provided financial assistance to four families enrolled in KASEP winter classes.

The KASEP Winter Celebration, December 13th, brought out over 110 family members to watch their child's performance: recorder, creative drama, Mandarin, Chorus, Hip Hop and Motion, Movement and Music. It was a very special event, showcasing children's exceptional talents.

KCC Classes and Events:

Adult Jazzercise continues Monday, Wednesday and Fridays, 8:15am –9:15am at the Community Center, drop-ins are welcome. On January 15th a new class starts, Body Sculpting with Catherine Martiken, held Tuesdays and Thursdays from 9:00am –10:00am.

President's Week, February 18-22nd Holiday: Youth Lego Robotics Workshop is offered again to students grades 3-8th. Registration at the KCC Office.

Valentine Dance: KCC is hosting an evening of music and dancing - Friday, February 8th. Childcare is provided. More information in February's Outlook.

KCC Summer Camp:

KCC Summer Day Camp schedule will be published in the February Outlook. Registration packets will be sent home end of February; weekly field trips, specialty teacher information will also be available for viewing on-line at www.aboutkensington.com the latter part of February.

KCC Administrative:

American Heart Association Heart Saver AED/CPR class is being offered Wednesday, January 23rd from 1:00 – 3:30pm. KCC staff and KCC Groups, KPPCSD, Kensington Gas Station staff, library and Arlington Church staff all invited to participate. This class is offered at no charge; sponsored by Contra Costa County.

Automation: KCC is working with a vendor to create a "test environment". Different Kensington families are part of a task team who will go through different scenarios, working the software to get a sense of its abilities. Automation software focuses on on-line registration, on-line acceptance of credit card payment and administrative reporting.

General Manager December 2012 Report

Budget

In this portion of the General Manager's Monthly Report, I will be attempting to provide more information into the fiscal condition of the District by providing a monthly insight into the "Unaudited Profit & Loss Budget Performance Report" that is part of the monthly agenda packet.

For the month of December, there was very little variance in revenues. The County made an adjustment of -\$9,705.02 in property tax revenue collected, but at the halfway point in the fiscal year, this is not an issue at this time.

There was very little variance in expenses for police salaries and benefits for the month of December. The small increase is due to the contracts that were negotiated after the Fiscal Year 2012/13 Budget was approved. Police salary expenses year to date are \$175,000 over budgeted expectations however, this amount is inflated by \$145,000 advanced payment into the retirees medical trust and will be reimbursed at the close of the fiscal year. The good news for the month of December is that our overtime expenses for the month were a third of our monthly budgeted amount.

Other police expenses are \$18,000 under budgeted projections and considered on target for this time in the fiscal year.

There was a small variance in park revenue and expenses for the month of December with Community Center rentals half of what was projected for the month. However, overall the year to date the Community Center revenue is \$6,000 higher than projected for at this point in the fiscal year. While year to date park expenses appear to be \$9,000 lower than budget projections, this is not unusual and with the coming winter storms we will be showing a correction in the coming months.

There was little (\$60.00) District Activity revenue for the month of December and year to date revenue is at budgeted projections.

District expenses have two increases for the month of December and both of those are in legal expenses (November billings) for both the District and in Waste/ Recycle. Year to date legal expenses are \$43,000 over budgeted expectations and legal expenses associated with maintaining the Bay View contract are \$16,000 over budgeted projections.

Kensington Park

Community Center & Annex

NHA Advisors will be meeting with the Park Building Committee on Tuesday, January 8th, at 7PM to discuss their initial findings for the park building remodeling financing options. Then on Saturday, January 12th at 9 AM, NHA Advisors will be making their presentation to the KPPCSD Board at the Community Center. All are welcome.

The hiring of the financial consultant was made possible by the generous donation of up to \$5,000 from the Kensington Community Council (KCC).

Park Repairs

On December 17th, Professional Tree Care Company removed the large dying pine tree leaning towards 92 Highland. The removal was quoted at \$3,150.00 and our original estimated budget was for \$5,000.00. Not only did we save on the cost of removal, but our neighbors at 92 Highlands can sleep a lot sounder now that the large dying pine tree isn't leaning towards their property.

Emergency Preparedness

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

The next meeting of the Kensington Public Safety Council will take place Monday, January 14th, at its new time of 6:00 PM at the Community Center Room #3.

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

Save the date! The KPSC is hosting an Identity Theft Workshop on Thursday, January 17th, at 7 PM in the Community Center. Come to the workshop and learn how to protect yourself against identity theft.

Other District Items of Interest

Solid Waste

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

Public Works Issues

Street Lights

In March, I sent the County a listing of all the street lights that were out along the Arlington. In April, you may have noticed that the street light pole in front of the Chevron station had been tied off with ropes to the Kensington Improvement Club sign board and the lights removed. The investigation into why and by who took some time but in June I was informed by the County that the streetlights are being replaced by PG&E as part of a centerbore wood pole replacement project going on throughout Contra Costa County. On Monday, July 23rd, I was advised that Pacheco Utility would be starting the PG&E pole replacement project on the Arlington on Tuesday, July 24th. And start it they did.

I have also received at least a half dozen complaints so far about the look of the new lights and I have been in touch with Kate Rauch at John Gioia's office. Kate investigated the project for us and received this reply from the Assistant Contra Costa County Public Works Director;

"Kate,

It is my understanding that the Kensington Community has concerns over PG&E's centerbore wood pole streetlight replacement project. In the current project area, streetlight service is provided by County Service Area L-100 (CSA L-100). This means that CSA L-100 pays PG&E for the streetlight service and maintenance. The rate schedule for this is LS 1, where PG&E owns and maintains the streetlights and CSA L-100 pays a flat rate for each light.

County staff met with PG&E representatives earlier this year regarding phase 1 of the centerbore wood pole replacement project. All wood poles have a life expectancy and PG&E made a determination to take a proactive approach to replace them. The purpose of the replacement project would be to provide more reliable lighting to communities, reduce pole failures and overall maintenance costs. At that meeting, it was our understanding that streetlight pole replacements would be done with similar decorative poles if appropriate. Similar streetlight replacement projects in other unincorporated areas were done this way (aging decorative wood poles were replaced with new decorative light poles). We are currently contacting our PG&E representative to determine why a standard galvanized pole is currently being installed, not a decorative alternative."

On Monday, August 27th, I met with County Supervisor John Gioia, KPPCSD Director Linda Lipscomb, KIC President Mellissa Holms-Synder, County Public Works representatives, and representatives from PG&E to discuss the project and Kensington's concerns.

As of this date the replacement project has been halted and Supervisor Gioia held public meeting between the County, PG&E, and all concerned Kensington residents on Thursday, November 1, at 6:30PM, at the Community Center. The meeting was well attended with approximately 40 residents attending to voice their concerns.

The project remains on hold and we are waiting to hear from John Gioia as to what options or steps the community has at this point.

Paths

Now that the elections are over, we are waiting for Kate Rauch of John Gioia's office to set up a meeting between the County, the District, and our legal representatives as we move this project along.

On November 14th, I attended a Recreational Trails Program Workshop and believe we may be eligible to apply for a federal grant to improve the paths. That was the good news. The bad news is that I have until January 9th to have the grant application completed.

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: Friday, January 04, 2013

Subject: Resolution 2013-01 in Support of the West County Costa Unified School District Bonded Indebtedness Waiver

Bruce Harter, Superintendent of the West Contra Costa Unified School District has provided the following background information related to his request of the passing and adoption of KPPCSD Resolution 2013-01;

"The West Contra Costa Unified School District has a large and successful bond program. The District has spent more than \$800 million on facility improvements since 1998. Projects have been completed throughout the District and students are benefitting from first class facilities.

Still, there's more work to do. The District has a significant amount of bonds that have been authorized by voters but have yet to be issued, and currently expects to be expending bond proceeds on facility improvement projects through the early part of the next decade. Some of the projects are critical to improving student safety.

The District's bond program enjoys widespread popular support. District voters have approved six separate authorizations since 1998, including Measure E 2012 this past November. Measure E 2012 won by a margin of 64% to 36% and received more than 50,000 yes votes.

State law, however, prevents the District from issuing these bonds. An old statute limits a unified school district's bonding capacity to 2.5% of its then-current assessed valuation. The District's current tax base of \$23.6 million provides a bonding capacity of less than \$600 million. The District already has bonds outstanding in excess of this amount.

State law provides a process for waiving this limitation. The State Board of Education has waived this requirement for school districts in the past, including for this District as recently as two years ago.

The District will be requesting a waiver to 5.0% of its then-current assessed value and for the waiver to cover bonds that are issued over the next twelve years. This amount is in line with what the District received in 2010 and with what other school districts have received and are currently requesting.

The District will not be able to issue any bonds under 2012 Measure E without this waiver. The facility improvements are necessary and the public wants them completed. Approval of this application is a necessary next step in the process. We want to let the State Board of Education know that the people who speak for the broader community are in support of the District's bond program.

The resolution to support the waiver has been approved by the Stege Sanitation District, the West County West Water District as well as the city councils in El Cerrito, Pinole and Richmond. The other two cities in West Contra Costa will consider the resolution in January meetings. Each of these cities approved supporting resolutions in the past. In addition, the West Contra Costa Unified School District Citizens Bond Oversight Committee has also endorsed the waiver."

On January 4th, Charles T. Ramsey, Esq., School Board Clerk, West Contra Costa Unified School District followed this information with an e-mail stating;

"We have already had three of the five cities adopt resolutions in support of our measure. The Building Trades have also done the same and the City of San Pablo, votes on Monday (January 7th)."

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

Resolution 2013-01 of the Kensington Police Protection & Community Services District in Support West Contra Costa Unified School Bonded Indebtedness Waiver

WHEREAS, the West Contra Costa Unified School District serves to educate the children of Kensington; and

WHEREAS, the service area of Kensington Police Protection and Community Services District overlaps with the service area of the School District; and

WHEREAS, residents of our service area have already benefitted from the District's \$1.63 billion facilities bond program, the purpose of which is to bring all School District facilities to a common standard with regard to seismic/structural safety, upgrades to building systems, new classrooms, technology upgrades, surveillance cameras and safety/security, and will continue to benefit from this ongoing program in the future; and

WHEREAS, the District's facilities bond program has broad community support as evidenced by the six successful bond measures held in the District since June 1998, including 2012 Measure E, a \$360 million bond measure approved by 64% of voters in November 2012; and

WHEREAS, the California Education Code limits the amount of bonds that a unified school district cannot issue bonds which cause the total amount of bonds that it has outstanding to exceed 2.5% of its then-current assessed valuation, but also provides the State Board of Education the authority to waive this limitation which the State Board of Education has done many times in the past for school districts throughout the State including the West Contra Costa Unified School District; and

WHEREAS, because the bonding capacity limitation is based on assessed value, school districts that are the same size as the School District that are located in more affluent areas have much larger bonding capacities than the School District, in some cases as much as two to five times as large; and

WHEREAS, the interests of local residents are protected by the holding of multiple bond elections all of which have required super-majority support, by Proposition 39 tax rate limitations which limit the maximum tax rate impact of each bond measure, and by the policies of the School District's Board of Education which has acted pro-actively to ensure that annual tax rates have been within projected maximums even in the face of difficult economic circumstances; and

WHEREAS, there have been forty-six separate tax rates levied by Contra Costa County in connection with the District's five existing bond measures over the past fourteen years and each of those forty-six tax rates have been established at or below targeted maximums; and

WHEREAS, the School District's current financing plan indicates that, assuming that a waiver is approved by the State Board of Education, the School District will be able to proceed with its facility bond program and issue all \$360 million of Measure E 2012 bonds without causing tax rates to exceed the targeted maximums and the School District's Board of Education will consider adjusting the pace and repayment structure of future bond issues in order to meet its tax rate targets; and

WHEREAS, residents of our service area will benefit from the School District proceeding with its facility bond program by issuing bonds under Measure E 2012 and have expressed their interest in having the School District do so by voting in favor of Measure E 2012;

NOW, THEREFORE, BE IT RESOVLED that the Kensington Police Protection and Community Services District does hereby support the West Contra Costa Unified School District's application to the State Board of Education for a waiver of its statutory bonding capacity.

Passed and Adopted, by the Board of Directors of the Kensington Police Protection & Community Services District, in Contra Costa County of the State of California on January 10, 2013.

Ayes:

Noes:

Absent:

President, Board of Directors
Tony Lloyd

Attest: _____
General Manager/ Chief of Police
Gregory E. Harman

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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: Saturday, January 05, 2013

FORWARDED TO:

Subject: Possible Questions to be Asked of Candidates Wishing to be Appointed KPPCSD Director

At the Special Meeting of the KPPCSD Board of Directors held on December 20, 2012, the Board moved to appoint someone to fill the Director position vacated by the resignation of Mari Metcalf rather than hold a special election.

As a part of that process, the Board indicated that they would submit possible questions that they wished to be considered as part of the interview process with prospective candidates for the Board vacancy. These questions would be part of the discussion on filling the vacancy at the January 10th KPPCSD meeting, Agenda Item #3.

The submitted questions, in no particular order are:

Please explain to the board your understanding of consensus management as compared with majority rule and how these principals impact a board members responsibilities?

If appointed to the board you will be asked to take an oath of office which among other things is a commitment to support and carryout all decisions approved by the board whether you voted in the affirmative or not. Do you understand and acknowledge this expectation and how will you handle this responsibility?

Please describe the top three issues you see affecting the Kensington community and what you propose to do about them?

Please describe any special professional, technical or vocational skill that you can bring to management of the District business and affairs.

What would your priorities be if appointed as a Director?

Do you have some special issue or project on which you would like to work if you are appointed as a Director?

A brief review of the proposed timeline is has follows:

Thursday, January 10th 7PM

KPPCSD meeting to discuss the process and procedures of interviewing candidates to fill the vacant board position.

Thursday, January 17th

Deadline for submission of letters of interest from candidates for the position of director.

Wednesday, January 30th 7 PM

KPPCSD meeting to interview candidates and make a selection.

(Please note that this is a new date set from the tentative date scheduled of January 31st.)

Thursday, February 7th 7PM

KPPCSD meeting if needed to continue interview/ selection process.

Friday, February 8th

The notice of appointment is due at the County Elections Office.