

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, September 12, 2013, at 6:30 P.M.**, at the Community Center, 59 Arlington Avenue, Kensington, California. The Board will enter into Closed Session-1- Conference with Legal Counsel- Existing Litigation (Subdivision (a) of Section 54956.9) Leonard Schwartzburd v. Kensington Police Protection and Community Services District -2- 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. Conference with Legal Counsel- Existing Litigation (Subdivision (a) of Section 54956.9) Leonard Schwartzburd v. Kensington Police Protection and Community Services District (Case Number N12-1625).
2. 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 August 8, 2013, Page 3
- b) Minutes of the Regular Meeting August 19, 2013, Page 9
- c) Minutes of the Special Meeting August 26, 2013, Page 11
- d) Profit & Loss Budget Performance for August 2013, Page 13
- e) Park Revenue & Expenses Report for August 2013, Page 18
- f) Board Member Reports, Page 23
- g) Training & Reimbursement Reports, Page 39
- h) Correspondence- None
- i) Police Department Update, Page 43
- j) Monthly Calendar, Page 53
- k) Recreation Report, Page 55
- l) General Manager's Report, Page 56

DISTRICT - NEW BUSINESS

1. General Manager/ Chief of Police Greg Harman will present Officer Rodney Martinez a Blue Commendation for his arrest of a residential burglary suspect on September 5th.
2. Sergeant Kevin Hui will present his recommendation for contracting with Rubiconn for managed IT services and hardware upgrades for the District. Board Action. Page 58
3. Director Linda Lipscomb will present for Board approval a recommendation from the Park Buildings Committee to enter into contract with Godbe Research for a survey of Kensington voters to ascertain community willingness to support a possible future bond measure to renovate the Community Center. Funding for the survey was approved in an amount up to \$24,000 at the KPPCSD meeting of June 15, 2013. Board Action. Page 83

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

ADJOURNMENT

General Information

Accessible Public Meetings

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

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

Meeting Minutes for 8/8/2013

AGENDA

A Regular Meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) was held Thursday, August 8, 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	Ray Barraza
Patricia Gillette, Vice President	Leslie Reckler
Linda Lipscomb, Director	Bobbie Dowling
Charles Toombs, Director	Katie Gluck
Len Welsh, Director	Gayle Tapscott
<u>Staff Members</u>	Ciara Wood
Gregory E. Harman, GM/Chief of Police	Celia Concus
Lynn Wolter, District Administrator	Ron Wizelman
Sgt. Kevin Hui (on duty)	Bill Stanton
Sgt. Keith Barrow (own time – KPOA Rep.)	Paul Dorroh
	John Stein
	Mabry Benson
	Emily Charley – Hanson Bridgett
<u>Press</u>	
Joel Koosed, Outlook	

Board President Tony Lloyd called the meeting to order at 6:31 PM and took a roll call of the Board members. All members were present.

PUBLIC COMMENTS

None

CLOSED SESSION

At 6:35 the Board entered into Closed Session to confer with legal counsel regarding existing litigation (Subdivision (a) of Section 54956.9) Leonard Schwartzburd v. Kensington Police Protection and Community Services District.

OPEN SESSION

At 7:38 PM, the Board returned to Open Session.

President Lloyd reported that the Board discussed the Writ of Mandate, which is continuing, and that the Board would continue its Closed Session at the end of the Open Session in order to discuss the ongoing negotiations with the Kensington Police Officers Association.

President Lloyd conducted a second roll call. All Board members were present and staff members General Manager/Chief of Police Harman and District Administrator Wolter were present.

PUBLIC COMMENTS

Maybry Benson said she was disappointed that the agenda hadn't been posted on the District's website until noontime that day. In response, General Manager/Chief of Police Harman explained that Sergeant Hui, who posts agendas and board packets to the District's website and sends electronic versions of these documents to members of the public via email, had been on vacation.

Celia Concus asked General Manager/Chief of Police about the Town Hall meetings that had been discussed at previous District meetings. Vice President Gillette responded that it was she who had proposed these meetings and that she had been unable to hold the meeting that had been proposed in June because of a family commitment. She said that she hopes to hold a meeting this fall.

Leslie Reckler addressed the Board about the gopher problem in the park and in other areas of Kensington. She advocated the use of traps to deal with the problem. General Manager/Chief of Police Harman responded that a hawk had been dealing with the problem in recent weeks.

Ms. Reckler asked that the Kensington Police Department provide increased patrol and issue tickets to deal with off-leash dogs.

Ms. Reckler spoke about the charter school that has been proposed for the former Windrush School site. She expressed her concern that this school, which intends to provide service for approximate 700 seventh to twelfth grade students, will adversely impact nearby West Contra Costa School District campuses, especially Portola Junior High School and El Cerrito High School. She urged members of the Board and the community to educate themselves about the issue and to contact the WCCUSD.

Bobbie Dowling also spoke about the proposed charter school and in support of the local public schools. She expressed concern that the charter school likely would draw higher

performing students away from the public schools and that this would adversely impact the test scores of those schools.

BOARD COMMENTS

Director Welsh reported that there would be a meeting with Supervisor John Gioia on August 19 to discuss how to manage Kensington's paths and that a meeting of the Path Committee would follow soon thereafter. He then provided a summary about the paths, which are thoroughfares that don't belong to anyone but are quasi-public. The primary concern is determining how to manage the maintenance and repairs of the paths, although many paths have been maintained by neighboring residents. One possibility would be for the community to purchase the paths, but this is proving to be more complex than initially thought, largely because of jurisdictional issues. Therefore, should purchasing not prove to be viable, then a memorandum of understanding, between the community and the County, might be a way to determine management of the paths.

Vice President Gillette reported that she's been working on the Writ of Mandate and on the negotiations with the Kensington Police Officers Association. She said that she has come to realize just how much the Kensington Police Department does, including going into neighboring jurisdictions.

President Lloyd added to Vice President Gillette's comments by reporting that there had been 22 National Night Out events in Kensington and that there would be a Citizen's Academy beginning the following week. He said that this spoke highly of the community, the police department, and of General Manager/Chief of Police Harman. He also complimented General Manager/Chief of Police Harman and Officer Wilson on the success of National Night Out.

Director Lipscomb addressed Ms. Reckler and Ms. Dowling, letting them know that the KPPCSD Board had supported the WCCUSD's recent financing efforts, and she agreed that it would be important for the Board to learn more about the charter school issue and to be in contact with the WCCUSD regarding the matter.

Director Lipscomb reported on the recent meetings regarding the proposed AT&T cell towers. AT&T had initially proposed installing nine cell towers in Kensington. Following a town hall meeting last month, AT&T reduced their proposal to six cell towers. This proposal was presented to the Kensington Municipal Advisory Council (KMAC) at its July meeting. KMAC approved two (one on Windsor and one on Highgate) of the six towers. Supervisor John Gioia attended this meeting. The Contra Costa County Board of Supervisors will consider this issue at an upcoming meeting.

Director Lipscomb reported that there had been a meeting with Supervisor Gioia about the Arlington streetlights. She said that PG&E is supposed to install a teardrop style streetlight in the business area for the community to consider and that LED light bulbs

had been installed in several of the recently installed streetlights and that this had been an improvement.

Director Lipscomb reported that, on August 9th, there would be a meeting, sponsored by several elected representatives, about medical coverage in California.

Director Lipscomb said that the Policy Committee would reconvene in September to continue its work.

Director Toombs reported that, on September 19, 2013, there would be a meeting, organized by the Kensington Public Safety Council, about what the Fire Department and the Police Department can and cannot do during an emergency.

Director Toombs reported that the Parks Building Committee will soon open proposals received from polling companies.

Director Toombs reported that the Finance Committee was considering new ways of looking at the District's budget, specifically changing from a cash basis to an accrual basis.

Director Toombs reported that the Citizen's Academy would begin next week, and he complimented the police department.

STAFF COMMENTS

None

CONSENT CALENDAR

MOTION: Director Toombs moved to approve the Consent Calendar. Director Len Welsh seconded the motion.

Motion passed 5 to 0.

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

DISTRICT NEW BUSINESS

1. General Manager/Chief of Police Harman asked the Board to approve the District's entering into a contract with Fechter & Company, Sacramento, for auditing services for Fiscal Year 2012-2013, following the request for proposal process that was completed in July, for the amount of \$9,500.

General Manager/Chief of Police Harman reported that the Finance Committee had recommended hiring a new auditor because Lamorena Chang had been performing the District's audits for nine or ten years. He said that he had sent requests for proposals (RFP's) to seven firms and that he had received responses from two of the firms: Fechter & Company (\$9,500) and Bob Johnson (\$6,500). In July, the Finance Committee had met and concluded that it would recommend Fechter & Company to the Board. Subsequently, the District's CPA, Debbie Russell, had contacted the company and its references and determined that she, too, would recommend Fechter & Company to the Board. General Manager/Chief of Police Harman concluded by recommending that the Board enter into a contract with Fechter & Company.

Director Toombs provided additional information about Fechter & Company, saying that the company specialized in government (GASB) accounting, which is uniquely different from GAAP accounting. He also stated that, while Lamorena Chang had been providing auditing services to the KPPCSD for about ten years, the firm had been providing services to the Kensington Fire Protection District longer.

Vice President Gillette and Director Welsh said that they believed it was a good idea to change auditors, and Vice President Gillette asked General Manager/Chief of Police if any local firms had responded. He replied that none had.

Director Lipscomb asked if there would be costs associated with changing audit firms or changing the budget format, with respect to the interface between the auditors and the District's CPA. Director Toombs replied that there would be a cost associated with changing to an accrual based budget, but that there likely would be no additional cost associated with changing audit firms.

Gayle Tapcott questioned whether it was appropriate to both discuss and take action on this item in a single meeting. President Lloyd responded that this topic had been discussed during the past six months and that the Board had directed General Manager/Chief of Police Harman to issue an RFP a while ago. He also stated that the Finance Committee had recommended to the Board that it hire Fechter & Company.

General Manager/Chief of Police Harman said that time was of the essence: Fechter & Company would need to be hired promptly in order to get timely booking, which, if the Board took action now, would be in December. However, if the Board postponed action, Fechter & Company might not be available until the spring.

MOTION: Director Lipscomb moved and Director Toombs seconded that the Board instruct General Manager/Chief of Police Harman enter into a contract with Fechter & Company to perform the audit for Fiscal Year 2012-2103, pursuant to the Request for Proposal, for the fee of \$9,500.

Motion passed 5 – 0.

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

2. Director Len Welsh led a discussion regarding applying to Diablo Firesafe Council for hazardous fuel reduction grant money.

Director Welsh explained that grant money that might be obtained by Diablo Firesafe Council could assist the KPPCSD with the reduction of hazardous fuel in Kensington Park. He reported that the Kensington Fire Protection District applied for funds last year and was successful, and the Fire Chief Maples indicated that the KPPCSD might be able to qualify for funds, too. Director Welsh said further that, to be considered for grant money, the KPPCSD would need to submit a letter of commitment, indicating the dollar amount (defined as actual dollars plus the value of in-kind services) that would constitute an amount to be matched by grant money.

Director Welsh then introduced Ciara Wood, a director and the treasurer of Diablo Firesafe Council. Ms. Wood described the grants for which Diablo Firesafe Council would be applying and urged the KPPCSD submit a letter of commitment in order to be included as one of the jurisdictions that might be awarded grant money. She explained that Diablo Firesafe Council was working to prevent a conflagration like the Oakland Hills fire and that, among the council's goals was to create a partnership among the WCCUSD, East Bay Regional Park, and the KPPCSD in order to reduce fuel load along and just behind the ridge.

A general discussion followed, with Directors and General Manager/Chief of Police Harman describing some of the park projects that need to be completed during the current and next fiscal years, especially removing pine trees on Highland Blvd. that mark the eastern edge of Kensington Park. The estimated cost of this project is \$25,000.

There was consensus among the Board members that Director Welsh and General Manager/Chief of Police Harman should write a letter of commitment for Diablo Firesafe Council to include in its upcoming grant request.

The Open Session of the meeting came to a close at 9:30, and the Board returned to Closed Session to confer with Labor Negotiators (Section 54957.6) Agency Representatives: Patricia Gillette and Chuck Toomb; Employee Organization: Kensington Police Officers Association.

The Board returned to Open Session at 11:05 PM.

President Lloyd reported that the Board is continuing its negotiations with the Kensington Police Officers Association and that the Board will meet again on August 19, 2013, at 6:30 PM, to resume its discussions.

The meeting was adjourned at 11:10 PM.

Meeting Minutes for 8/19/13

AGENDA

A Regular Meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) was held Thursday, August 19, 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 6:38 PM and took roll call. All board members, General Manager/Chief of Police Harman, and District Administrator Wolter were present.

PUBLIC COMMENTS

None

BOARD COMMENTS

None

STAFF COMMENTS

None

CLOSED SESSION

At 6:42 PM, the Board entered into Closed Session to:

1. Confer with legal counsel regarding existing litigation (Subdivision (a) of Section 54956.9) Leonard Schwartzburd vs. Kensington Police Protection and Community Services District.
2. Confer with Labor Negotiators (Section 54957.6) Agency Representatives: Patricia Gillette and Chuck Toombs; Employee Organization: Kensington Police Officers Association.

OPEN SESSION

At 8:15 PM, the Board returned to Open Session.

President Lloyd reported the following:

1. The writ of mandate, Schwartzburd vs.KPPCSD, was discussed with KPPCSD counsel Emily Charley, with respect to what had been submitted by counsel on August 19, 2013 in preparation for the August 26, 2013 hearing and who would be attending.
2. The Board discussed the latest options that it would like to present for the KPOA to consider. The Board developed a preferred option with several alternatives that would be finalized for immediate presentation to the KPOA.

The meeting was adjourned at 8:20 PM

Meeting Minutes for 8/26/13

AGENDA

A Special Meeting of the Board of Directors (BOD) of the Kensington Police Protection and Community Services District (KPPCSD) was held Monday, August 26, 2013, 11:00 AM, at the Public Safety Building, 217 Arlington Avenue, Kensington, California.

ATTENDEES

<u>Elected Members</u>	<u>Members of the Public/Presenters</u>
Tony Lloyd, President	
Linda Lipscomb, Director	
Len Welsh, Director	
<u>Staff Members</u>	
Lynn Wolter, District Administrator	

Board President Tony Lloyd called the meeting to order at 11:10 AM and took roll call. President Lloyd, Director Lipscomb, Director Welsh, and District Administrator Wolter were present.

PUBLIC COMMENTS

None

BOARD COMMENTS

None

STAFF COMMENTS

None

CLOSED SESSION

At 11:21 AM, the Board entered into Closed Session to confer, by way of telephone, with legal counsel regarding existing litigation (Subdivision (a) of Section 54956.9) Leonard Schwartzburd vs. Kensington Police Protection and Community Services District. Legal counsel, Emily Charley of Hanson Bridgett, called into the Closed Session.

OPEN SESSION

At 11:45 AM, the Board returned to Open Session.

President Lloyd reported that the Board had concluded its telephone conference with legal counsel and that the Board might return to Closed Session later in the day.

CLOSED SESSION

At 12:25 PM, the Board returned to Closed Session to resume its telephone conference with legal counsel Emily Charley.

OPEN SESSION

The Board returned to Open Session at 12:32 PM.

President Lloyd announced that there was no resolution on the Writ of Mandate.

The meeting was adjourned at 12:33 PM.

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Thursday, September 05, 2013

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

For the month of August, the Unaudited Profit & Loss Budget Performance Report is attached for review.

Please note that several entries that appear in August 2013 as negative items were for expenses that needed to be moved back to Fiscal Year 2012/13 as expenses that occurred in the last fiscal year but have been paid in this fiscal year.

The two remaining ones are \$46,598.42 expensed to Chart 830 Legal and the \$4,879.85 expensed to Chart 890. Additionally, there will be an adjustment to Chart 562 Vehicle Operation.

These issues will be resolved in the September Report.

Variiances 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
 August 2013

	Aug 13	Budget	Jul - Aug 13	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
400 · Police Activities Rev...					
401 · Levy Tax	0.00	0.00	1,202,067.99	1,286,000.00	1,286,000.00
402 · Special Tax-Police	0.00		0.00	680,000.00	680,000.00
403 · Misc Tax-Police	0.00		66.70	0.00	0.00
404 · Measure G Supple...	0.00		0.00		486,986.00
410 · Police Fees/Servic...	130.00	0.00	225.40	0.00	1,500.00
414 · POST Reimbursem...	0.00		0.00		2,000.00
415 · Grants-Police	0.00	0.00	31,131.02	0.00	0.00
416 · Interest-Police	0.00		0.00		3,000.00
417 · Police Asset Sale	0.00		0.00	0.00	0.00
418 · Misc Police Income	1,498.44	1,500.00	1,994.07	3,000.00	18,000.00
419 · Supplemental W/C ...	0.00		0.00	0.00	0.00
Total 400 · Police Activitie...	1,628.44	1,500.00	1,235,485.18	1,969,000.00	2,477,486.00
420 · Park/Rec Activities R...					
424 · Special Tax-L&L	0.00		0.00		33,000.00
426 · Park Donations	0.00		0.00	0.00	0.00
427 · Community Center...	2,425.00	3,000.00	3,470.00	5,500.00	25,000.00
428 · Building E Revenue	0.00		7,500.00		
435 · Grants-Park/Rec	0.00		0.00	0.00	0.00
436 · Interest-Park/Rec	0.00		0.00		200.00
438 · Misc Park/Rec Rev	0.00	50.00	40.00	100.00	500.00
Total 420 · Park/Rec Activi...	2,425.00	3,050.00	11,010.00	5,600.00	58,700.00
440 · District Activities Re...					
448 · Franchise Fees	7,157.68		7,157.68		21,000.00
456 · Interest-District	0.00		0.00		500.00
458 · Misc District Reve...	0.00		0.00	0.00	0.00
Total 440 · District Activiti...	7,157.68		7,157.68	0.00	21,500.00
Total Income	11,211.12	4,550.00	1,253,652.86	1,974,600.00	2,557,686.00

KPPCSD
Unaudited Profit & Loss Budget Performance
 August 2013

	<u>Aug 13</u>	<u>Budget</u>	<u>Jul - Aug 13</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Expense					
500 · Police Sal & Ben					
502 · Salary - Officers	77,261.98	76,724.67	154,523.96	153,449.30	920,696.00
504 · Compensated Abs...	0.00		3,247.60	3,300.00	10,000.00
506 · Overtime	4,530.52	3,333.33	8,659.67	6,666.70	40,000.00
508 · Salary - Non-Sworn	4,689.26	4,333.33	9,216.26	8,666.70	52,000.00
516 · Uniform Allowance	666.60	666.67	1,333.20	1,333.30	8,000.00
518 · Safety Equipment	0.00		0.00		2,500.00
521-A · Medical/Vision/D...	14,422.92	14,800.25	28,694.70	29,600.50	177,603.00
521-R · Medical/Vision/D...	11,435.23	13,902.42	22,806.05	27,804.80	166,829.00
521-T · Medical/Vision/D...	0.00		0.00		-21,109.00
522 · Insurance - Police	445.00	436.67	557.00	873.30	5,240.00
523 · Social Security/Me...	1,271.98	1,245.42	2,583.29	2,490.80	14,945.00
524 · Social Security - Di...	326.34	268.67	644.41	537.30	3,224.00
527 · PERS - District Por...	28,425.98	28,230.00	56,851.96	56,460.00	338,760.00
528 · PERS - Officers Po...	7,013.54	6,965.25	14,027.08	13,930.50	83,583.00
530 · Workers Comp	0.00		0.00	11,500.00	46,000.00
540 · Advanced Industri...	0.00		290.91	0.00	0.00
Total 500 · Police Sal & Ben	150,489.35	150,906.68	303,436.09	316,613.20	1,848,271.00
550 · Other Police Expenses					
552 · Expendable Police ...	0.00	125.00	0.00	250.00	1,500.00
553 · Range/Ammunition...	-880.93	250.00	880.93	500.00	3,000.00
560 · Crossing Guard	0.00		274.05		10,061.00
562 · Vehicle Operation	11,596.64	5,000.00	14,680.02	10,000.00	60,000.00
564 · Communications (...)	22,608.16	10,000.00	30,532.78	29,460.00	154,460.00
566 · Radio Maintenance	67.62	159.09	135.24	318.19	21,750.00
568 · Prisoner/Case Exp....	232.89	450.00	507.44	900.00	5,400.00
570 · Training	2,241.66	833.33	4,181.98	1,666.70	10,000.00
572 · Recruiting	-71.00	541.67	217.00	1,083.30	6,500.00
574 · Reserve Officers	0.00	337.50	0.00	675.00	4,050.00
576 · Misc. Dues, Meals ...	0.00		775.00	1,500.00	2,075.00
580 · Utilities - Police	827.79	716.67	1,603.51	1,433.30	8,600.00
581 · Bldg Repairs/Maint.	0.00		0.00		500.00

KPPCSD
Unaudited Profit & Loss Budget Performance
 August 2013

	Aug 13	Budget	Jul - Aug 13	YTD Budget	Annual Budget
582 · Expendable Office ...	298.70	500.00	520.68	1,000.00	6,000.00
586 · Machine Maintena...	0.00		0.00	0.00	0.00
588 · Telephone(+Rich. ...	809.65	712.00	1,621.86	1,424.00	8,544.00
590 · Housekeeping	426.58	333.33	795.03	666.70	4,000.00
592 · Publications	-127.74	183.33	-127.74	366.70	2,200.00
594 · Community Policing	-447.50		477.40	50.00	2,000.00
596 · WEST-NET/CAL I.D.	0.00		0.00	13,386.00	13,386.00
598 · COPS Special Fund	0.00		0.00	0.00	0.00
599 · Police Taxes Admi...	0.00		0.00	825.00	3,300.00
Total 550 · Other Police Ex...	37,582.52	20,141.92	57,075.18	65,504.89	327,326.00
600 · Park/Rec Sal & Ben					
601 · Park & Rec Admini...	574.25	541.67	1,177.50	1,083.30	6,500.00
602 · Custodian	1,750.00	1,750.00	3,500.00	3,500.00	21,000.00
623 · Social Security/Me...	0.00	41.42	0.00	82.80	497.00
Total 600 · Park/Rec Sal & ...	2,324.25	2,333.09	4,677.50	4,666.10	27,997.00
635 · Park/Recreation Exp...					
640 · Community Center...					
642 · Utilities-Commu...	621.49	448.00	1,027.81	896.00	5,376.00
643 · Janitorial Supplies	0.00	500.00	185.23	500.00	750.00
646 · Community Cent...	400.00		1,600.00		2,000.00
Total 640 · Community C...	1,021.49	948.00	2,813.04	1,396.00	8,126.00
660 · Annex Expenses					
662 · Utilities - Annex	0.00		188.30	0.00	0.00
666 · Annex Repairs	0.00		0.00	0.00	0.00
668 · Misc Annex Expe...	0.00		0.00	0.00	0.00
Total 660 · Annex Expen...	0.00		188.30	0.00	0.00
672 · Kensington Park O...	647.00	7,369.33	5,857.60	14,738.70	88,432.00
678 · Misc Park/Rec Exp...	0.00		24.69	0.00	0.00
Total 635 · Park/Recreatio...	1,668.49	8,317.33	8,883.63	16,134.70	96,558.00

KPPCSD
Unaudited Profit & Loss Budget Performance
 August 2013

	<u>Aug 13</u>	<u>Budget</u>	<u>Jul - Aug 13</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
800 · District Expenses					
810 · Computer Mainten...	10,360.39	2,292.00	11,968.20	4,584.00	27,504.00
820 · Cannon Copier Co...	442.85	475.00	941.03	950.00	5,700.00
830 · Legal (District/Pers...	17,472.25	5,833.33	64,070.67	11,666.70	70,000.00
835 · Consulting	0.00		570.00		3,000.00
840 · Accounting	10,000.00	4,062.50	10,000.00	8,125.00	48,750.00
850 · Insurance	0.00		28,397.26	15,000.00	30,000.00
860 · Election	0.00		0.00	0.00	0.00
865 · Police Bldg. Lease	0.00		0.00	15,757.00	31,514.00
870 · County Expenditures	0.00		0.00		19,900.00
890 · Waste/Recycle	7,475.73	4,500.00	12,355.58	9,000.00	54,000.00
898 · Misc. Expenses	-130.00	858.33	3,034.43	1,716.70	10,300.00
Total 800 · District Expens...	<u>45,621.22</u>	<u>18,021.16</u>	<u>131,337.17</u>	<u>66,799.40</u>	<u>300,668.00</u>
950 · Capital Outlay					
962 · Patrol Cars	0.00	25,000.00	0.00	25,000.00	25,000.00
963 · Patrol Car Accesso...	0.00	10,000.00	0.00	10,000.00	10,000.00
969 · Computer Equipm...	0.00	16,250.00	0.00	16,250.00	16,250.00
Total 950 · Capital Outlay	<u>0.00</u>	<u>51,250.00</u>	<u>0.00</u>	<u>51,250.00</u>	<u>51,250.00</u>
Total Expense	<u>237,685.83</u>	<u>250,970.18</u>	<u>505,409.57</u>	<u>520,968.29</u>	<u>2,652,070.00</u>
Net Ordinary Income	<u>-226,474.71</u>	<u>-246,420.18</u>	<u>748,243.29</u>	<u>1,453,631.71</u>	<u>-94,384.00</u>
Net Income	<u><u>-226,474.71</u></u>	<u><u>-246,420.18</u></u>	<u><u>748,243.29</u></u>	<u><u>1,453,631.71</u></u>	<u><u>-94,384.00</u></u>

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

Date: Thursday, September 5, 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, 2013 through August 31, 2013 is attached to this memo.

5:30 PM
 09/05/13
 Accrual Basis

KPPCSD
Account QuickReport
 July 1 through September 5, 2013

Type	Date	Num	Name	Memo	Split	Amount
420 · Park/Rec Activities Revenue						
427 · Community Center Revenue						
Deposit	7/12/2013	512		CC Rental 6-...	112 · General ...	300.00
Deposit	7/12/2013	2954		July Rent fro...	112 · General ...	45.00
Deposit	7/12/2013	3005		CC Rental 7-...	112 · General ...	700.00
Deposit	8/7/2013	2132		CC Rental S...	112 · General ...	150.00
Deposit	8/7/2013	2130		CC Rental	112 · General ...	600.00
Deposit	8/7/2013	1158		CC Rental	112 · General ...	975.00
Deposit	8/7/2013	3523		CC Rental	112 · General ...	700.00
Deposit	9/4/2013	2962		Wake Up to ...	112 · General ...	45.00
Total 427 · Community Center Revenue						3,515.00
428 · Building E Revenue						
Deposit	7/12/2013	6915		2nd half of K...	112 · General ...	7,500.00
Total 428 · Building E Revenue						7,500.00
438 · Misc Park/Rec Rev						
Deposit	7/12/2013	3898		Tennis Court ...	112 · General ...	40.00
Deposit	9/4/2013	4025		Tennis Court ...	112 · General ...	40.00
Deposit	9/4/2013	3358		Tennis Court ...	112 · General ...	64.00
Total 438 · Misc Park/Rec Rev						144.00
Total 420 · Park/Rec Activities Revenue						11,159.00
TOTAL						11,159.00

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5:30 PM
 09/05/13
 Accrual Basis

KPPCSD
Account QuickReport
 July 1 through September 5, 2013

Type	Date	Num	Name	Memo	Split	Amount
600 · Park/Rec Sal & Ben						
601 · Park & Rec Administrator						
Paycheck	7/15/2013		Di Napoli, Andrea		112 · General ...	277.25
Paycheck	7/30/2013		Di Napoli, Andrea		112 · General ...	326.00
Paycheck	8/15/2013		Di Napoli, Andrea		112 · General ...	293.00
Paycheck	8/29/2013		Di Napoli, Andrea		112 · General ...	281.25
Total 601 · Park & Rec Administrator						1,177.50
602 · Custodian						
Check	7/15/2013	14838	William Driscoll	Com. Center ...	112 · General ...	875.00
Check	7/30/2013	14864	William Driscoll	Com. Center ...	112 · General ...	875.00
Check	8/15/2013	14898	William Driscoll	Com. Center ...	112 · General ...	875.00
Check	8/30/2013	14927	William Driscoll	Com. Center ...	112 · General ...	875.00
Total 602 · Custodian						3,500.00
Total 600 · Park/Rec Sal & Ben						4,677.50
TOTAL						4,677.50

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KPPCSD
Account QuickReport
 July 1 through September 5, 2013

Type	Date	Num	Name	Memo	Split	Amount
635 · Park/Recreation Expenses						
640 · Community Center Expenses						
642 · Utilities-Community Center						
Check	7/15/2013	14840	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	7/30/2013	14862	EBMUD	840 Coventry	112 · General ...	26.87
Check	7/30/2013	14873	PG&E	Community C...	112 · General ...	223.45
Check	7/30/2013	14892	Pacific Telemanage...	Pay Phone C...	112 · General ...	78.00
Check	8/30/2013	14924	PG&E	Community C...	112 · General ...	232.51
Check	8/30/2013	14926	EBMUD	2 Arlmont - C...	112 · General ...	388.98
Total 642 · Utilities-Community Center						1,027.81
643 · Janitorial Supplies						
Check	7/15/2013	14839	UBS	Janitorial sup...	112 · General ...	185.23
Total 643 · Janitorial Supplies						185.23
646 · Community Center Repairs						
Check	7/30/2013	14889	Summer Rain Land...	650 sq ft. of s...	112 · General ...	1,200.00
Check	8/15/2013	14918	Summer Rain Land...	8 yards of ba...	112 · General ...	400.00
Total 646 · Community Center Repairs						1,600.00
Total 640 · Community Center Expenses						2,813.04
660 · Annex Expenses						
662 · Utilities - Annex						
Check	7/30/2013	14862	EBMUD	1 Windsor (S...	112 · General ...	188.30
Total 662 · Utilities - Annex						188.30
Total 660 · Annex Expenses						188.30
672 · Kensington Park O&M						
Check	7/15/2013	14829	Summer Rain Land...	Drinking foun...	112 · General ...	85.00
Check	7/15/2013	14839	UBS	June 2013 P...	112 · General ...	432.00
Check	7/30/2013	14862	EBMUD	1 Windsor (lr...	112 · General ...	1,363.60
Check	7/30/2013	14866	Summer Rain Land...	Park Repairs	112 · General ...	0.00
Check	7/30/2013	14889	Summer Rain Land...	July monthly ...	112 · General ...	2,050.00

5:31 PM
 09/05/13
 Accrual Basis

KPPCSD
Account QuickReport
 July 1 through September 5, 2013

Type	Date	Num	Name	Memo	Split	Amount
Check	7/30/2013	14889	Summer Rain Land...	2 yards of ba...	112 · General ...	240.00
Check	7/30/2013	14889	Summer Rain Land...	Repair of ste...	112 · General ...	180.00
Check	7/30/2013	14889	Summer Rain Land...	removal of br...	112 · General ...	80.00
Check	7/30/2013	14889	Summer Rain Land...	trouble shoot ...	112 · General ...	140.00
General Journal	7/30/2013	CK 1...	Summer Rain Land...	For CHK 148...	112 · General ...	640.00
General Journal	8/9/2013	VD C...	Summer Rain Land...	Reverse of G...	112 · General ...	-640.00
Check	8/15/2013	14905	UBS	July 2013 Pa...	112 · General ...	432.00
Check	8/15/2013	14918	Summer Rain Land...	Irrigation rep...	112 · General ...	430.00
Check	8/30/2013	14930	William Driscoll	Park Restroo...	112 · General ...	425.00
Total 672 · Kensington Park O&M						5,857.60
678 · Misc Park/Rec Expense						
Check	7/15/2013	14844	BPXpress	Copies of Par...	112 · General ...	24.69
Total 678 · Misc Park/Rec Expense						24.69
Total 635 · Park/Recreation Expenses						8,883.63
TOTAL						8,883.63

ll

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

Date: Thursday, September 05, 2013

FORWARDED TO:

Subject: Consent Calendar Item # F- Board Member Reports

For the month of August, Board President Tony Lloyd submitted a training report that is attached to this memo.

Gregory Harman

From: Richard Lloyd [lloyd.r@sbcglobal.net]
Sent: Wednesday, August 21, 2013 8:06 AM
To: 'Gregory E. Harman'
Subject: KPPCSD Continued learning - Understanding District and Board liability issues
Attachments: 08-13 Understanding Board & District Liability Issues.pdf

Chief Harman

Greg

Per KPPCSD Board of Director's policy I am reporting my recent attendance at this SDRMA Webinar. I have attached copies of the course syllabus for file. The information presented was excellent. My key learning from the experience had to do with the lines of responsibility between the GM and board and our ability to observe them.

Suggest all board members review and attend.

R.W. Lloyd
President & Director
KPPCSD
510-528-8909
510-861-1422 (Cell)



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

BOARD MEMBER WEBINAR

August 13, 2013

Maximizing Protection. Minimizing Risk.

BOARD MEMBER WEBINAR

Presented By

* Dennis Timoney
SDRMA Chief Risk Officer

Dennis manages the Property/Liability and Workers' Compensation Claims Departments. In addition, Dennis supervises the Safety/Loss Prevention services for SDRMA.

Currently there are 463 members participating in the Property/Liability Program and 386 members participating in the Workers' Compensation Program.



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BOARD MEMBER WEBINAR

California Government Code

61000. This division shall be known and may be cited as the Community Services District Law.

61003. (a) This division provides the authority for the organization and powers of community services districts.

61002.(b) "Board of directors" means the board of directors of a district that establishes policies for the operation of the district.

(d) "District" means a community services district created pursuant to this division or any of its statutory predecessors.



BOARD MEMBER WEBINAR

California Government Code

61002. (f) "General manager" means the highest level management appointee **who is directly responsible to the board of directors** for the implementation of the policies established by the board of directors.

61040. (a) A legislative body of five members known as the board of directors **shall** govern each district. The board of directors shall establish policies for the operation of the district. The board of directors **shall** provide for the implementation of those policies which is the responsibility of the district's general manager.



BOARD MEMBER WEBINAR

California Government Code

(c) All members of the board of directors shall exercise their independent judgment on behalf of the interests of the entire district, including the residents, property owners, and the public as a whole in furthering the purposes and intent of this division. Where the members of the board of directors have been elected by divisions or from divisions, **they shall represent the interests of the entire district** and not solely the interests of the residents and property owners in their divisions.



BOARD MEMBER WEBINAR

California Government Code

61044. A board of directors shall hold a regular meeting at least once every three months. Meetings of the board of directors are subject to the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5.



BOARD MEMBER WEBINAR

California Government Code

61045. (a) A majority of the total membership of the board of directors shall constitute a quorum for the transaction of business.

(b) **The board of directors shall act only by ordinance, resolution, or motion.**

(c) Except as otherwise specifically provided by law, a majority vote of the total membership of the board of directors is required for the board of directors to take action.

(d) The minutes of the board of directors shall record the aye and no votes taken by the members of the board of directors for the passage of all ordinances, resolutions, or motions.



BOARD MEMBER WEBINAR

California Government Code

(e) The board of directors shall keep a record of all its actions, including financial transactions.

(f) **The board of directors shall adopt rules or bylaws for its proceedings.**

(g) The board of directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies required by this division.



BOARD MEMBER WEBINAR

California Government Code

61047(e) For the purposes of this section, a "day of service" means any of the following:

(2) Representation of the district at a public event, **provided that the board of directors has previously approved the member's representation at a board of directors' meeting** and that the member delivers a written or oral report to the board of directors regarding the member's representation at the next board of directors' meeting following the public event.

(5) Participation in a training program on a topic that is directly related to the district, provided that the board of directors has previously approved the member's participation at a board of directors' meeting, and that the member delivers a written or oral report to the board of directors regarding the member's participation at the next board of directors' meeting following the training program.



BOARD MEMBER WEBINAR

California Government Code

61048. A board of directors **may** appoint one or more advisory committees to advise the board of directors about the district's finances, policies, programs, or operations.

61050. (a) **The board of directors shall appoint a general manager.**

(d) The general manager and the district treasurer, if any, **shall serve at the pleasure of the board of directors.**



BOARD MEMBER WEBINAR

California Government Code

61051. The general manager shall be responsible for all of the following:

- (a) The implementation of the policies established by the board of directors for the operation of the district.
- (b) The appointment, supervision, discipline, and dismissal of the district's employees, consistent with the employee relations system established by the board of directors.
- (c) The supervision of the district's facilities and services.
- (d) The supervision of the district's finances.



BOARD MEMBER WEBINAR

California Government Code

61060. A district shall have and may exercise all rights and powers, expressed and implied, necessary to carry out the purposes and intent of this division, including, but not limited to, the following powers:

- (b) To adopt, by ordinance, and enforce rules and regulations for the administration, operation, and use and maintenance of the facilities and services listed in Part 3 (commencing with Section 61100).
- (f) To appoint employees, to define their qualifications and duties, and to provide a schedule of compensation for performance of their duties.
- (g) To engage counsel and other professional services.
- (l) To provide training that will assist the members of the board of directors in the governance of the district.



BOARD MEMBER WEBINAR

California Labor Code

§ 3351. "Employee" means every person in the service of an employer under any appointment or contract of hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes:

- * (b) All elected and appointed paid public officers.
- * Internal Revenue Code section 3401(c) Elected officials are employees for income tax purposes under the section 3401(c) provision that applies to public officials. They are subject to a degree of control that typically makes them employees under the common law, and are subject to social security and Medicare taxes



BOARD MEMBER WEBINAR

California Government Code

§ 820.9 Statutory Immunity

- * Members of city councils, mayors, members of boards of supervisors, members of school boards, members of governing boards of other local public entities, members of locally appointed boards and commissions, and members of locally appointed or elected advisory bodies are not vicariously liable for injuries caused by the act or omission of the public entity or advisory body. **Nothing in this section exonerates an official from liability for injury caused by that individual's own wrongful conduct.**



BOARD MEMBER WEBINAR

California Government Code

§ 815.3

* If the trier of fact determines that the act or omission arose from and was directly related to the elected official's performance of his or her official duties, the public entity shall be liable for the judgment as provided by law. However, acts or omissions constituting sexual harassment shall not be deemed to arise from, and to directly relate to, the elected official's official duties.



BOARD MEMBER WEBINAR

California Code Civil Procedure

CCP 47.

* A privileged publication or broadcast is one made:

- (a) In the proper discharge of an official duty.
- (b) In any (1) legislative proceeding,
- (2) judicial proceeding,
- (3) in any other official proceeding authorized by law, or
- (4) in the initiation or course of any other proceeding authorized by law



BOARD MEMBER WEBINAR

Brown Act

In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.

A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.



BOARD MEMBER WEBINAR

Brown Act

(b)(1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.



BOARD MEMBER WEBINAR

Brown Act

(a) Each legislative body of a local agency, except for advisory committees or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings. Meetings of advisory committees or standing committees, for which an agenda is posted at least 72 hours in advance of the meeting pursuant to subdivision (a) of Section 54954.2, shall be considered for purposes of this chapter as regular meetings of the legislative body.



BOARD MEMBER WEBINAR

Brown Act

(2) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities.

(c) The legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.



BOARD MEMBER WEBINAR

Brown Act – Closed Sessions

LICENSE/PERMIT DETERMINATION
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
LIABILITY CLAIMS
THREAT TO PUBLIC SERVICES OR FACILITIES
PUBLIC EMPLOYEE APPOINTMENT
PUBLIC EMPLOYMENT
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
CONFERENCE WITH LABOR NEGOTIATORS



BOARD MEMBER WEBINAR

Brown Act

A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body.



BOARD MEMBER WEBINAR

Brown Act

(a) Prior to holding any closed session, the legislative body of the local agency shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosure may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the legislative body may consider only those matters covered in its statement. Nothing in this section shall require or authorize a disclosure of information prohibited by state or federal law.

(b) After any closed session, the legislative body shall reconvene into open session prior to adjournment and shall make any disclosures required by Section 54957.1 of action taken in the closed session.



BOARD MEMBER WEBINAR

Brown Act

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.



BOARD MEMBER WEBINAR

Brown Act

(c) Violation of this section may be addressed by the use of such remedies as are currently available by law, including, but not limited to:

(2) Disciplinary action against an employee who has willfully disclosed confidential information in violation of this section.

(3) Referral of a member of a legislative body who has willfully disclosed confidential information in violation of this section to the grand jury.



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

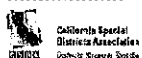
1112 I Street, Suite 300
Sacramento, California 95814
T. 800.537.7790
www.sdrma.org

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**California Special
Districts Association**
Districts Stronger Together

This webinar is provided for general information only and is not offered or intended as legal advice. Attendees should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in this webinar.



**California Special
Districts Association**
Districts Stronger Together

**PROFESSIONAL
DEVELOPMENT**

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Thursday, September 05, 2013

Subject: Consent Calendar Item # G- Training & Reimbursement Reports

For the month of August, the following attached Training and Reimbursement Reports pursuant to KPPCSD Board Policy # 4030 were submitted for approval.

12
18
36

APPENDIX A - EXPENSE PREPAYMENT/REIMBURSEMENT FORM

Name: ERIC STEGEMAN

Event/Activity: HOMICIDE COURSE

Location of Event/Activity: HILTON / ROSEVILLE 8-11/8-16

Approved by Board of Directors on: _____

	Prepay	Reimburse
1. Event/Activity Registration Fee	\$ <u> </u>	\$ <u> </u>
2. Transportation		
• Airfare	\$ <u> </u>	\$ <u> </u>
• Car Rental (\$ <u> </u> per day for <u> </u> days)	\$ <u> </u>	\$ <u> </u>
• Car Mileage (\$ <u> </u> per mile for <u> </u> miles)	\$ <u> </u>	\$ <u> </u>
• Taxi	\$ <u> </u>	\$ <u> </u>
• Parking	\$ <u> </u>	\$ <u> </u>
3. Lodging (\$ <u>75.50</u> per night for <u>6</u> nights)	\$ <u>453</u>	\$ <u> </u>
4. Meals (Complete information requested on next page of form)		
a. Breakfast	\$ <u>5.42</u>	\$ <u>5.42</u>
b. Lunch	\$ <u>69.74</u>	\$ <u>69.74</u>
c. Dinner	\$ <u>90.44</u>	\$ <u>90.44</u>
5. Other (Explain details of request)	\$ <u> </u>	\$ <u> </u>
Total Requested	\$ <u> </u>	\$ <u>165.63</u>

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]
Date: 9/5/13

Approved by: [Signature]
Signed: [Signature]
Print Name: [Signature]
Date: 9/5/13

POST PLAN IV
\$ 34 per day
\$ 170 for 5 days (11/28 we stay (0000 10)
60

APPENDIX A - EXPENSE PREPAYMENT/REIMBURSEMENT FORM

Name: ERIC STEGMAN

Event/Activity: HOMICIDE CLASS

Location of Event/Activity: HILTON/ROSEVILLE 8-18/8-23

Approved by Board of Directors on: _____

	Prepay	Reimburse
1. Event/Activity Registration Fee	\$ <u>—</u>	\$ <u>—</u>
2. Transportation		
• Airfare	\$ _____	\$ _____
• Car Rental (\$ _____ per day for _____ days)	\$ _____	\$ _____
• Car Mileage (\$ _____ per mile for _____ miles)	\$ _____	\$ _____
• Taxi	\$ _____	\$ _____
• Parking	\$ _____	\$ _____
3. Lodging (\$ <u>75.50</u> per night for <u>4</u> nights)	\$ <u>453</u>	\$ <u>—</u>
4. Meals (Complete information requested on next page of form)		
a. Breakfast	\$ <u>—</u>	\$ <u>—</u>
b. Lunch	\$ <u>53.53</u>	\$ <u>53.53</u>
c. Dinner	\$ <u>96.28</u>	\$ <u>96.28</u>
5. Other (Explain details of request)	\$ _____	\$ _____
Total Requested	\$ _____	\$ <u>149.81</u>

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]
 Date: 9/5/13

Approved by: [Signature]
 Signed: [Signature]
 Print Name: [Signature]
 Date: 090513

* POST PLAN IV
 \$ 34 a day for meals = \$ 170 for 5 days \$/1
 \$128 per day a dinner

APPENDIX A - EXPENSE PREPAYMENT/REIMBURSEMENT FORM

Name: ERIC STEGMAN

Event/Activity: OUTLAW MOTORCYCLE CONGRS

Location of Event/Activity: DUBLIN 092613

Approved by Board of Directors on: _____

	Prepay	Reimburse
1. Event/Activity Registration Fee * CLASS DID NOT GIVE RECEIPT *	\$ <u>35</u>	\$ <u>35</u>
2. Transportation		
• Airfare	\$ _____	\$ _____
• Car Rental (\$ _____ per day for _____ days)	\$ _____	\$ _____
• Car Mileage (\$ _____ per mile for _____ miles)	\$ _____	\$ _____
• Taxi	\$ _____	\$ _____
• Parking	\$ _____	\$ _____
3. Lodging (\$ _____ per night for _____ nights)	\$ _____	\$ _____
4. Meals (Complete information requested on next page of form)		
a. Breakfast	\$ _____	\$ _____
b. Lunch	\$ <u>9.47</u>	\$ <u>8.00</u>
c. Dinner	\$ _____	\$ _____
5. Other (Explain details of request)	\$ _____	\$ _____
Total Requested	\$ _____	\$ <u>43⁰⁰</u>

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: 9/15/13 [Signature] Approved by: [Signature]
 Date: 9/15/13 Signed: [Signature]
 Print Name: [Signature]
 Date: 9/15/13

NOT POST CERTIFIED
 \$ 8.00 COMMUTER LUNCH RATE

August 2013 Police Department Report

September 5, 2013

- Department Personnel
 - We are fully staffed at 10 sworn positions with two reserve officers however; we are beginning the background process on two new reserve officers candidates.
- Commendations and Correspondence- None This Month
- Investigation of Alleged Misconduct
 - 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 July identified 46 total 911 calls with 2 having ring times over 20 seconds. Average ring time for the month of July was 7.2 seconds.
- Community Networking
 - On Saturday, 08-03-13, Chief Harman, Yolla Harman, and Cheyenne and Destiny Harman volunteered at the "Taking the World by Storm: Building Self-Confidence & Leadership Skills for Girls on & Off the Field" soccer clinic hosted by Assemblywomen Susan Bonilla at the Tesoro Soccer Fields in Concord.
 - On 08-06-13, Chief Harman, Sergeant Barrow, and Officers Wilson, Ramos, Wilkens, Turner, and Reserve Officers Armanino and Foley participated in National Night Out.
 - On 08-12-13, Officer Wilson attended the Kensington Public Safety Council meeting.
 - On 08-15-13, Chief Harman and KPPCSD Director Linda Lipscomb participated in the John Gioia sponsored Kensington Library workshop.

• 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)	Wilkins (K50) (1800-0600)
Days Worked	17	14	14
Traffic Stops	46	3	23
Moving Citations	43	3	16
Parking Citations	2	6	3
Vacation/Security Checks	18	24	45
FI-Field Interview	0	0	0
Traffic Accident Reports	1	0	2
Cases	3	2	4
Arrests	0	0	0
Calls for Service	26	22	56

○ BRIEFING/TRAINING:

- Reviewed KPD Policy 302 -- Use of Force Review
- Reviewed KPD Policy 304 – Shooting Policy
- Reviewed KPD Policy 306 – Leg Restraint Device
- Reviewed KPD Policy 308 – Control Devices and Techniques
- Reviewed KPD Policy 310 – Officer Involved Shooting
- Reviewed Possession of Medical Marijuana
- Reviewed Obtaining DNA without a Warrant
- Reviewed Officer Safety Pertaining to Dogs
- Reviewed Dogs Off-leash at Park
- Reviewed Law Enforcement Officer Liability from Tactics

SERGEANT'S REVIEW:

- Contra Costa County Runaway Juvenile Policy

SERGEANT'S SUMMARY:

School is back in session so please slow down and pay special attention to all pedestrians. Officers are addressing problem traffic areas and issuing citations, so please obey the rules of the road.

A quick reminder about safety; please do not let utility workers into your home unless they have an appointment and/or have identification. Please report any suspicious activity in regards to utility or construction workers that seems unnecessary or suspicious.

National Night Out was Tuesday August 6th and it was a successful event again in Kensington this year. Officer Wilson did an outstanding job once again and he advised me there were more events than there were last year. The officers gave presentations and everyone seemed to enjoy themselves as they networked in attempt to create awareness and increased the Neighborhood Watch program. Good job to all. Please continue to network with your neighbors throughout the year.

The second Kensington Police Departments Citizen's Academy has started, and they have already completed their third class. Officer Wilkens and I taught the Investigative Procedures and Evidence Collection classes, and the students seemed to be enjoying and appreciating the information. Many were surprised and unaware of what steps the officers take in their investigations here in Kensington.

Again please slow down as the kids are back in school, thank you.

- SIGNIFICANT EVENTS:
- 2013-3621 – On 8-1-2013, Officer Ramos responded to the 200 block of Arlington Avenue for a reported identity theft.
- 2013-3647 – On 8-2-2013, Officer Ramos responded to the 00 block of Highland Blvd for a reported vandalism.
- 2013-3704 – On 8-5-2013, Officer Wilkens responded to the 400 block of Ocean View Avenue for a reported stolen vehicle that was later determined to be a false police report connected to a crime committed in Berkeley.
- 2013-3706 – On 8-5-2013, Officer Wilkens responded to the 200 block of Yale Avenue for a reported stolen vehicle recovery.
- 2013-3806 – On 8-12-2013, Officer Wilkens responded to the 300 block of Arlington Avenue for a reported non-injury vehicle collision.
- 2013-3816 – On 8-12-2013, Officer Wilkens responded to the 00 block of Highland Blvd for a reported vandalism.
- 2013-3828 – On 8-13-2013, Officer Wilkens responded to the 00 block of Arlington Avenue for a reported fraud.

- 2013-4001 – On 8-21-2013, Sergeant Barrow responded to the 200 block of Arlington Avenue for a reported identity theft.
- 2013-4088 – On 8-25-2013, Officer Wilkens responded to the 100 block of Arlington Avenue for a reported non-injury vehicle collision.

TRAFFIC STATISTICS:

Team #1 took 3 traffic collision reports during the month of August.

- 12 moving citations were issued on Colusa Ave.
- 34 moving citations were issued on Arlington Ave.
- 6 moving citations were issued on Franciscan Way.
- 7 moving citations were issued on Grizzly Peak Blvd.
- 2 moving citations were issued on Westminster Ave.
- 1 moving citation was issued on Wellesley Ave.

•• Sergeant Hui

TEAM #2 STATISTICS

Sergeant Hui (K42)
(1600-0400)

Officer:	Martinez (K31) (0600-1800)	Turner (K46) (1800-0600)
Days Worked	14	17
Traffic Stops	23	46
Moving Citations	17	26
Parking Citations	16	4
Vacation/Security Checks	30	58
FI-Field Interview	0	0
Cases	5	3
Arrests	0	3
Traffic Accident Reports	0	1
Calls for Service	49	27

Sergeant Hui took two days of vacation.
Officer Turner recovered 6 hours of comp time.

BRIEFING/TRAINING:

- Reviewed KPD Policy 302 -- Use of Force Review
- Reviewed KPD Policy 304 – Shooting Policy
- Reviewed KPD Policy 306 – Leg Restraint Device
- Reviewed KPD Policy 308 – Control Devices and Techniques

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- Reviewed KPD Policy 310 – Officer Involved Shooting
- Reviewed Possession of Medical Marijuana
- Reviewed Obtaining DNA without a Warrant
- Reviewed Officer Safety Pertaining to Dogs
- Reviewed Dogs Off-leash at Park
- Reviewed Law Enforcement Officer Liability from Tactics

SERGEANT'S REVIEW:

- Contra Costa County Runaway Juvenile Policy

SERGEANT'S SUMMARY:

This past month, I attended a neighborhood block party and had the opportunity to speak with several residents. One of the most voiced concerns from the residents at this block party was traffic safety. Specifically, the concern was for traffic safety for pedestrians at the intersection of Arlington Ave and Kensington Park Rd/Rincon Rd.

Master Sergeant Hull is actively working with all of the involved parties to find a solution for this intersection.

For my summary this month, I would like to touch upon the issue of traffic safety. Traffic safety continues to be one of the biggest concerns for our residents. As many of you may expect, during the course of our traffic enforcement efforts, we have pulled over and cited many Kensington residents for traffic violations.

I would like to urge residents to obey all traffic laws so that we can have safer streets and also so that residents can avoid traffic tickets. Our busiest traffic times tend to be around both the morning and afternoon commute hours. These are when streets are most congested and people are trying to get to and from work. We tend to be somewhat distracted during these times as we are often thinking about what we need to do at work, or trying to get home to get dinner on the table. If we focus on the driving more, we can increase traffic safety throughout our town.

One tool we implemented to help address traffic concerns is our Supplemental Traffic Enforcement Request form. This form can be found at:

<https://kensingtoncalifornia.org/trafficrequest.php>

If you have an area of concern, I urge you to fill out this form. We use the data from this form to help direct our traffic enforcement efforts to the areas that are residents are most concerned about.

SIGNIFICANT EVENTS:

- 2013-3723– On 8/8/2013, Officer Martinez responded to the 200 blk of Purdue Ave on a report of an identity theft.
- 2013-3729– On 8/8/2013, Officer Martinez responded to the unit blk of Arlington Ave on a report of a vehicle theft.
- 2013-3847– On 8/15/2013, Officer Turner arrested a subject on the unit blk of Arlington Ave for driving under the influence of alcohol.
- 2013-3904– On 8/17/2013, Officer Martinez responded to the 300 blk of Coventry Rd on a report of a grand theft.
- 2013-4053– On 8/23/2013, Officer Martinez responded to the 200 blk of Cambridge Ave on a report of a residential burglary.
- 2013-4066– On 8/23/2013, Officer Turner arrested a subject on the 100 blk of Colusa Ave for driving under the influence of alcohol.
- 2013-4071– On 8/24/2013, Officer Martinez responded to the unit blk of Anson Way on a report of a residential burglary.
- 2013-4166– On 8/29/2013, Officer Turner arrested a subject on the 300 blk of Rugby Ave for driving under the influence of alcohol.

Traffic Totals for Team 2 – includes Master Sergeant Hull

24 citations were issued on Colusa Ave
22 citations were issued on Arlington Ave
3 citations was issued on Franciscan Way
1 citation was issued on Amherst Ave
1 citation was issued on Canon Dr
1 citation was issued on Highland Blvd
1 citation was issued on Fairmount Ave

•• **Detective Eric Stegman**

SIGNIFICANT EVENTS:

13-3872
13-4053
13-4071

Kensington had three burglaries in August, all with a similar MO. The suspect(s) will generally gain access through the rear of an unoccupied house (often unlocked), and take only a few items of jewelry or electronics. The interior of the affected homes are typically barely disturbed. I am working with surrounding agencies who experienced burglaries with similar circumstances recently.

KPD INVESTIGATIONS INFORMATION:

13-3288 Assault (Possible Homicide/ Manslaughter)

Details are pending the conclusion of this case.

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. **On 8/28/13, I testified at the preliminary examination. Subsequently Sydenham was given an arraignment date of 9/20/13, in which she will re-enter a plea. The trial date 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

- 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 attended a two week course on homicide investigation
- I attended a one day course on outlaw motor cycle gangs
- As mentioned above I spent one day testifying in Sydenham's preliminary examination.

KPD Monthly Crime Statistics

August 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	3	0	0	0
Larceny Theft	1	1	0	0	0
Vehicle Theft	1	0	1	0	0
Arson	0	0	0	0	0
Part 1 Totals	5	4	1	0	0

Other Crimes

Auto Burglary	0	0	0	0	0
Identity Theft	3	3	0	0	0
Fraud	0	0	0	0	0
Forgeries	0	0	0	0	0
Restraining Order Violations/ Stalking/ Criminal Threats	0	0	0	0	0
Sex Crimes (other)	0	0	0	0	0
Assault/ Battery (other)	0	0	0	0	0
Vandalism	2	0	2	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	3	0	0	3	3
Other Crime Totals	8	3	2	3	3

All Crime Totals	13	7	3	3	3
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Traffic Accidents (Non Injury)	4
Traffic Accidents (Injury)	0

KPD Crime Statistics

Year To Date 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	4	1	0	3	0
Residential Burglary	21	9	8	4	1
Larceny Theft	23	3	20	0	0
Vehicle Theft	11	1	9	1	0
Arson	1	0	1	0	0
Part 1 Totals	60	14	38	8	1

Other Crimes					
Auto Burglary	0	0	0	0	0
Identity Theft	23	7	13	3	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	16	3	11	2	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	10	0	9	1	0
Other Misdemeanor Traffic	10	0	0	10	10
Other Crime Totals	73	11	34	28	23

All Crime Totals	133	25	72	36	24
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Traffic Accidents (Non Injury)	29
Traffic Accidents (Injury)	0

* 2011 case

•• **Chief Harman**

On Tuesday, August 6th, we held our 7th National Night Out and it was our biggest one to date. Officer Wilson did an outstanding job in assisting 21 neighborhood groups in participating in National Night Out this year.

On Tuesday, August 13th, we held the first class of our second Citizen's Academy, and we have 16 registered students in the course. This eight week course provides citizens the opportunity to learn about police work and the Kensington Police Department from our officers. There is no cost for this great opportunity to meet our officers and ask all those questions you have about the job they do.

On Tuesday, August 20th, the Kensington Hilltop School reopened for the new school year. With schools now back in session, the department's personnel turns their attention to traffic safety. Both sergeants addressed traffic safety in their monthly reports so there is no need for me to mention it further other than to say, please drive carefully.

September 2013

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 1 - 7	Sep 1	2 LABOR DAY 7:30pm 9:30pm *KCC (CC3)	3 7:00pm 9:00pm Citizen's Acadamey (CC3) 7:30pm 9:30pm *Troop 100 (CCM)	4 7:00pm 9:00pm *Bldg Cobham Vtd. (CC3)	5 7:15pm 9:15pm EBC (CC1)	6	7 12:00pm 1:00pm CC Rental Wedding (CCM)
	8	9 4:00pm 5:30pm **Brownies (CCM) 6:30pm 7:30pm *KPS-C (CC3) 7:00pm 8:00pm *Cub-S 7:30pm 8:30pm *KARO	10 7:00pm 9:00pm Citizen's Acadamey (CC3) 7:30pm 9:30pm *Troop 100 (CCM)	11 6:00pm 8:30pm GPFF (CCM) 7:00pm 9:00pm *KFD Vtd. (CC3)	12 7:00pm 10:00pm *KPS-D/Mt. (CC3)	13	14
Sep 8 - 14	15 Copy: Monthly Statistic	16 7:00pm 8:00pm *Cub-Scouts (CCM)	17 7:00pm 9:00pm Citizen's Acadamey (CC3) 7:30pm 9:30pm *Troop 100 (CCM)	18	19 7:00pm 9:00pm *KPS-C (CCM) 7:15pm 9:15pm EBC (CC1)	20 5:00pm 9:00pm Kensington Nursery School (CCM)	21
	22	23 7:00pm 8:00pm *Cub-Scouts (CCM) 7:30pm 9:30pm *KIC (CC3)	24 7:00pm 9:00pm Citizen's Acadamey (CC3) 7:30pm 9:30pm *Troop 100 (CCM) 7:00pm 9:00pm *KMIAG (CC3)	25	26	27 5:30pm 10:30pm Blessing of animals/Pet adoption (CCM)	28 Blessing of animals/Pet
Sep 15 - 21	29	30 7:00pm 8:00pm *Cub-Scouts (CCM)	Oct 1	2	3	4	5
	Sep 22 - 28	Sep 29 - Oct 5					

* defines non paying group/meetings

ES

October 2013

October 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		

November 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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 29 - Oct 5	Sep 29	30	Oct 1 7:00pm-9:00pm Citizens Acadamey (CC3) 7:30pm 9:30pm *Troop 100 (CCM)	2	3 7:15pm 9:15pm EBC (CC1)	4	5 9:00am-11:00am KIC Town Hall Mtg
	6	7 4:00pm 5:30pm **Brownies (CCM) 7:00pm 8:00pm *Cub-Scouts (CCM) 7:30pm 9:30pm KCC (CC3)	8 7:30pm 9:30pm *Troop 100 (CCM)	9 6:00pm 10:00pm GPFF (CCM) 7:00pm 9:00pm KEB Mtg (CC3)	10 7:00pm 10:00pm KBP CSD Mtg (CC3)	11	12 9:00am-11:00am KIC Town Hall Mtg 11:30am 4:30pm CCRental (CCM)
Oct 6 - 12	13	14 6:30pm 7:30am KPSC (CC3) 7:00pm 8:00pm *Cub-Scouts (CCM) 7:30pm 8:30pm ARO (CC3)	15 Copy: Monthly Statistic 7:30pm 9:30pm *Troop 100 (CCM)	16	17 7:00pm 9:00pm KPSC (CCM) 7:15pm 9:15pm EBC (CC1)	18	19 9:00am-11:00am KIC Town Hall Mtg
	20 KIC Parade & Picnic (C)	21 7:00pm 8:00pm *Cub-Scouts (CCM)	22 7:30pm 9:30pm *Troop 100 (CCM)	23	24	25	26 5:00pm-11:00pm CCRental (CCM)
Oct 13 - 19	27	28 7:00pm 8:00pm *Cub-Scouts (CCM) 8:30pm 9:30pm KCC (CC3)	29 7:30pm 9:30pm *Troop 100 (CCM) 7:30pm 9:00pm KVA G (CC3)	30	31 HALLOWEEN	Nov 1	2
	Oct 20 - 26	Oct 27 - Nov 2					

* defines non paying group/meetings

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KASEP

KASEP FALL Registration is now online. Both KASEP afterschool classes and KCC classes (gymnastics, karate, circus and BandWorks) accept online enrollments and credit card payment. This Fall, 54 different children's classes were offered to our community. Classes consisted of 46 KASEP and 8 KCC. As of Thursday Sept. 5th, enrollment numbers totaled 312: 254 enrolled into KASEP classes and 58 enrollments into KCC classes (gymnastics is fully enrolled, BandWorks fully enrolled).

KASEP Scholarship Fund received \$340 in donations and KCC awarded 4 scholarships to families registering for a class this Fall session.

KCC

Adult classes: Jazzercise Class continues on Monday – Wednesday and Fridays; Body Sculpting is held Tuesday and Thursdays mornings. Acrylic Artist return to their painting palettes on Wednesday mornings; new artists are welcome to join. Thursday morning, Ivan Sturman hosts Thursday morning music with the "Tunesters"; all interested senior musicians are welcome. New this session, Pastel Art for adults on Wednesday evenings starting at 7:00pm. Pre-registration is require (call KCC at 525-0292). QiGong ,an ancient Chinese healing method taught by Meg McDowell, Kensington acupuncturist, is offered on Friday mornings at 9:30am. Pre-registration is required (email Meg at NeedleSandQi@gmail.com).

KCC Summer Camp

KCC Summer Day Camp were days filled with children's laughter and lots of activities. There were 582 registered campers during the 10-weeks of camp, 97% full. Operations went smoothly without major incident. A special thank-you to the counselors for their safe keeping of the children, and to Ethan Houser and Caitlin Taffe for their leadership. This year we piloted CIT (counselor-in-training) for older youths attending camp and their taking on a more leadership role. The CIT program was well received and most likely will continue next year.

KCC Administration

KCC Annual Fund Drive kicked off and donations are being received. Eighty-three donations were received during the first week of September. Thank you to our community for your generosity.

General Manager August 2013 Report

Budget

For the month of August, there were no variances in the budget. Our accountant still needs to make adjustments to the "Unaudited Profit & Loss Report" that is part of the agenda packet, moving those items expensed in this fiscal year but that occurred in the last fiscal year in order to adjust the expenses paid year to date.

The Finance Committee will be meeting on Thursday, September 26th, to discuss possible corrections to the 2013/2014 Operating Budget that have been identified this month.

Kensington Park

Community Center & Annex

We have sent out our requests for proposals to firms in our search for a survey of the community to identify the interest and community willingness to pass a possible tax or bond for the remodel of the Community Center. The RFP's were due August 13th, and the Park Buildings Committee met August 20th to review them. The Committee interviewed representatives from the two firms that submitted proposals on August 27th and made a final selection for recommendation to the Board on September 4th.

The Committee will be recommending the Board hire Godbe Research to conduct the voter survey at the September 12th meeting of the KPPCSD Board.

Park Repairs

In August, the irrigation system was inspected and electrical wiring repaired at a cost of \$220.

Decorative bark was installed on the grounds in front of the Community Center at a cost of \$400 for the labor of moving it. The bark was used from the tree cutting that occurred last month.

Finally, the red zone at the end of Windsor was repainted at a cost of \$210.

Emergency Preparedness

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

The next meeting of the Kensington Public Safety Council will take place Monday, September 9th, at 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.

Mark your calendar's for the next KPSC presentation, "Local Emergency Response To Disaster" on Thursday, September 19th at 7PM in the main room of the Community Center.

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

Paths

On August 19th, KPPCSD President Tony Lloyd, Director Len Welsh, and I had a meeting with John Gioia, his staff, and County representatives regarding the District's desire to acquire the paths. The possible process to acquire the paths was discussed, along with a commitment from John Gioia to work with us to move this exploratory process forward.

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

Drug Take Back Day

The next scheduled Drug Take Back Day will be held Saturday, October 26th, between 10AM and 2PM at the Public Safety Building.

Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

Date: Thursday, September 05, 2013

FORWARDED TO:

Subject: New Business Item #2- Contract with Rubiconn for IT Services & Hardware

Sergeant Kevin Hui will present his recommendation for contracting with Rubiconn for managed IT services and hardware upgrades for the District.

Attached to this memo you will find Sergeant Hui's project notes and vendor proposals.

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Computer Hardware Upgrade and Managed IT Contract

In July of 2013, I began seeking out bids from vendors to replace the aging server and workstations that are currently in use at the Kensington Police Department. The scope of the work requested included the following:

- Replace Server
- Replace 11 workstations
- Upgrade firewall and switches
- Labor costs for migrating to new hardware
- Monthly maintenance and monitoring support for server and workstations

Included in this packet are quotes from TSG Networks (current vendor), Rubiconn, and Nerd Crossing. Synertel Inc was also contacted for a quote, however preliminary cost estimates were well above what was budgeted for this project and a more detailed quote was not requested.

A brief overview of costs is as follows:

HARDWARE UPGRADE

	TSG Networks	Rubiconn	Nerd Crossing
Hardware Costs	\$16,080.00	\$14,718.00	\$12,650.00
Labor	<u>\$3,200.00</u>	<u>\$2,200.00</u>	<u>\$3,240.00</u>
Total	\$19,280.00	\$16,918.00	\$15,890.00

MANAGED IT SERVICES

	TSG Networks	Rubiconn	Nerd Crossing
Server Fee	\$499.00	\$0.00	n/a
Workstation Fees x 11	\$759.00	\$1,089.00	n/a
Other Fees	<u>\$99.00</u>	<u>\$0.00</u>	<u>n/a</u>
Total Recurring Monthly Costs	\$1,357.00	\$1,089.00	\$1,450.00
Total Annual Cost	\$16,284.00	\$13,068.00	\$17,400.00

Onsite Labor Costs			
Work Outside Scope of Contract	\$110.00	none	\$110.00
Onsite Support - Other Hours	\$110.00	none	\$110.00
		Included in fees	includes 16 hours/mo

OTHER COSTS

Additional software costs are estimated at approximately \$3226.49. These additional software costs are for Microsoft Office 2013 and Anti-virus software. See attached quote from Heron Technologies

Wiring Costs – We currently have a router located in the Fire Department Workout/Utility Room. Due to a high dust environment, we have had to replace the router fans at approximately 8 month intervals. It is recommended that the router should be relocated into the new rackmount server enclosure where the new server will reside.

ADDITIONAL NOTES

Labor costs for the hardware component are estimated. Each of the vendors have provided their best approximation for what they anticipate for their labor expenses. Each vendor has been provided with a comprehensive breakdown of the project scope and an overrun in labor expenses is not expected. TSG Networks labor quote reflects a 75% discount on their expected labor costs.

Rubiconn includes webhosting and Microsoft Exchange Mail as part of their Managed IT package. Currently, KPD pays \$14.95 per month for webhosting and email (a total annual cost of \$179.40). In the event Rubiconn is selected as the Managed IT provider, the District will experience a savings in \$179.40 annually. Migration of the website and email will incur a labor cost that is unknown at this time.

Kensington Police Department

Network upgrade 2013



Provided by:

Bill Ruby
CTO
925-202-2862



August 30, 2013

**Kensington Police Department
Network upgrade 2013**

Executive Summary

Kensington Police Department stated goals for IT system architecture:

Benefits of system improvements and upgrades:

- True flat fee IT support from Rubiconn (onsite and phone support included)
 - Monthly per workstation cost \$99 per workstation

- Email and web hosting included in flat fee contract
 - Includes Microsoft Active Sync (mail, contacts, calendar)
 - Barracuda Spam filtering

- Create a reliable, high performance server infrastructure
- Deploy application updates without workflow disturbances
- New server infrastructure allows for higher performance and disaster recovery.

Costs associated with system improvements:

- | | |
|------------|-----------|
| • Hardware | \$ 14,718 |
| • Labor | \$ 2,200 |

**Kensington Police Department
Network upgrade 2013**

Prepared by Rubiconn, LLC. August 30, 2013

The following quotation is based on our conversation with Sergeant Hui and onsite tour of the Kensington Police Department's existing equipment. Based on our findings we feel that the best course of action is to replace all the major network components. This complete solution ensures that KPD will have a more robust and secure computing environment, removing any legacy devices that could potentially cause unforeseen issues due to age or compatibility with the new equipment. This new environment also lays the foundation for future implementations of hardware or software (upgrades or new).

With this proposal we will also be addressing day to day user issues with the existing system. This will include, general workstation performance, seamless email syncing across multiple device and security, roaming user profiles and workstation consistency.

Included in this proposal is the Rubiconn Flat Fee IT solution for ongoing support and maintenance. The fee is based on a workstation count at \$99 per. This includes unlimited end user support via phone or onsite at the Kensington Police Station. It also includes Microsoft Exchange Server email hosting with Barracuda spam filtering. Exchange Server offers a true and secure sync between Outlook, smart phones and tablets. Website hosting, server maintenance and monitoring are also included.

Server

Supermicro SD-7047GR-TRF \$ 2,495
Intel Xeon E5-2603 1.8GHz 4-core 10M 6.4GTs QPI 80W DDR3-1066
32 GB RAM
2TB SAS drives (2) RAID 1 configuration
Adaptec Series 7 RAID controller
Full Assembly and QC Test with One year warranty
4TB external backup drive
Windows 2012 server

Workstations

Lenovo ThinkCentre M72z All in One \$ 998 x 11 = \$ 10,978
Windows 8 Professional
MS Office 2013
Intel Core i3 Processor ,4GB RAM, 500GB SATA HD 7200 RPM, DVD-RW Drive
20" LED Display
Intel HD 2500 Graphics
WiFi, Bluetooth 4.0

USB Keyboard and Mouse
Webcam and Microphone
3 Year Warranty

Software:

Terminal Server license (QTY 5) \$ 425

Firewall

Fortigate 40C with WiFi \$ 445

Switch

Cisco 16 port Gigbit Ethernet switch \$ 375

Installation

Installation and configuration of new hardware and software \$ 2,200
Migration of existing desktop data and user settings,
Migration of email and website

Support

Monthly cost based on number of workstations \$ 99 x 11 = \$ 1,089

Optional Equipment

Half height server cabinet enclosure 15U x 35.5 professional rack mount \$ 795

APC UPS battery backup \$ 375

Rubiconn Managed Services Agreement

Appendix A

Response and Resolution Times

The following table shows the targets of response and resolution times for each priority level:

Trouble	Priority	Response time (in hours) *	Resolution time (in hours) *	Escalation threshold (in hours)
Service not available (all users and functions unavailable).	1	Within 1 hour	ASAP – Best Effort	2 hours
Significant degradation of service (large number of users or business critical functions affected)	2	Within 4 hours	ASAP – Best Effort	8 hours
Limited degradation of service (limited number of users or functions affected, business process can continue).	3	Within 24 hours	ASAP – Best Effort	48 hours
Small service degradation (business process can continue, one user affected).	4	Within 48 hours	ASAP – Best Effort	96 hours

Support Tiers

The following details and describes our Support Tier levels:

Support Tier	Description
Tier 1 Support	All support incidents begin in Tier 1, where the initial trouble ticket is created, and the issue is identified and clearly documented, and basic hardware/software troubleshooting is initiated.
Tier 2 Support	All support incidents that cannot be resolved with Tier 1 Support are escalated to Tier 2, where more complex support on hardware/software issues can be provided by more experienced Engineers.
Tier 3 Support	Support Incidents that cannot be resolved by Tier 2 Support are escalated to Tier 3, where support is provided by the most qualified and experienced Engineers who have the ability to collaborate with 3 rd Party (Vendor) Support Engineers to resolve the most complex issues.

Rubiconn Managed Services Agreement

Appendix A (cont) Service Request Escalation Procedure

1. Support Request is Received
2. Trouble Ticket is Created
3. Issue is Identified and documented in Help Desk system
4. Issue is qualified to determine if it can be resolved through Tier 1 Support

If issue can be resolved through Tier 1 Support:

5. Level 1 Resolution - issue is worked to successful resolution
6. Quality Control –Issue is verified to be resolved
7. Trouble Ticket is closed, after complete problem resolution details have been updated in Help Desk system

If issue cannot be resolved through Tier 1 Support:

8. Issue is escalated to Tier 2 Support
9. Issue is qualified to determine if it can be resolved by Tier 2 Support

If issue can be resolved through Tier 2 Support:

10. Level 2 Resolution - issue is worked to successful resolution
11. Quality Control –Issue is verified to be resolved
12. Trouble Ticket is closed, after complete problem resolution details have been updated in Help Desk system

If issue cannot be resolved through Tier 2 Support:

13. Issue is escalated to Tier 3 Support
14. Issue is qualified to determine if it can be resolved through Tier 3 Support

If issue can be resolved through Tier 3 Support:

15. Level 3 Resolution - issue is worked to successful resolution
16. Quality Control –Issue is verified to be resolved
17. Trouble Ticket is closed, after complete problem resolution details have been updated in Help Desk system

If issue cannot be resolved through Tier 3 Support:

18. Issue is escalated to Onsite Support
19. Issue is qualified to determine if it can be resolved through Onsite Support

If issue can be resolved through Onsite Support:

20. Onsite Resolution - issue is worked to successful resolution
21. Quality Control –Issue is verified to be resolved
22. Trouble Ticket is closed, after complete problem resolution details have been updated in Help Desk system

Rubiconn Managed Services Agreement

Flat Fee Per User Per Month

Appendix B

General

Description	Frequency	Included
Document software and hardware changes	As performed	YES
Test backups with restores	Monthly	YES

Servers

Manage Servers	Ongoing	YES
Check print queues	As needed	YES
Monitor all Server services	Ongoing	YES
Keep Service Packs, Patches and Hot fixes current as per company policy	Monthly	YES
Check event log of every server and identify any potential issues	As things appear	YES
Monitor hard drive free space on server	Ongoing	YES
Exchange Server user/mailbox management	As needed	YES
Monitor Active Directory replication	As needed	YES
Monitor WINS replication	As needed	YES
Reboot servers if needed	As needed	YES
Run defrag and chkdsk on all drives	As needed	YES
Scheduled off time server maintenance	As needed	YES
Install supported software upgrades	As needed	YES
Determine logical directory structure, Implement, MAP, and detail	As needed	YES
Set up and maintain groups (accounting, admin, printers, sales, etc)	As needed	YES
Check status of backups	Daily	YES
Alert Client to dangerous conditions -Memory running low -Hard drive showing sign of failure -Hard drive running out of disk space -Controllers losing interrupts -Network Cards report unusual collision activity	As needed	YES
Educate and correct user errors (deleted files, corrupted files, etc.)	As needed	YES
Clean and prune directory structure, keep efficient and active	As needed	YES

Disaster Recovery

Disaster Recovery of Server(s)	As needed	YES
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Rubiconn Managed Services Agreement

Appendix B (cont.)

Devices

Manage Desktops	Ongoing	YES
Manage Network Printers	Ongoing	YES
Manage Other Networked Devices	Ongoing	YES
Manage PDA's/Smartphones	Ongoing	YES

Networks

Check router logs	As needed	YES
Performance Monitoring/Capacity Planning	Ongoing	YES
Monitor DSU/TSU, switches, hubs and internet connectivity, and make sure everything is operational (available for SNMP manageable devices only)	Ongoing	YES

Security

Check firewall logs	As needed	YES
Confirm that antivirus virus definition auto updates have occurred	As needed	YES
Confirm that antispyware updates have occurred	As needed	YES
Confirm that backup has been performed on a daily basis	As needed	YES
Create new directories, shares and security groups, new accounts, disable/delete old accounts, manage account policies	As needed	YES
Permissions and file system management	As needed	YES
Set up new users including login restrictions, passwords, security, applications	As needed	YES
Set up and change security for users and applications	Ongoing	YES
Monitor for unusual activity among users	As needed	No

Applications

Ensure Microsoft Office Applications are functioning as designed	As needed	YES
Ensure Adobe Applications are functioning as designed	As needed	YES

Outside Vendor Liaison

Liaison with the following vendor relationships:		
Phone, Telco & Internet	As needed	No
Copiers	As needed	YES
Faxes & Scanners	As needed	YES
Web Site Designer & Hosting Company	As needed	No
Proprietary Software Applications	As needed	No

Rubiconn Managed Services Agreement

Appendix B (cont.)

Professional Services

Technology Solution Design & Development	As needed	No
Proof of concept lab testing	As needed	No
Onsite Implementation	As needed	No
Project Management	As needed	No
All Professional Services are billed on a Time and Materials basis of \$150-\$250 per hour.	As needed	No

**Complete Hardware As A Service Solution*

Custom Server & Workstations	As needed	No
Network Printers, switches, routers	As needed	No
Parts & labor for life of contract	As needed	No
Workstation upgrades every three years	As needed	No
Servers upgraded every four years or as required by applications	As needed	No

***All HAAS is provided on a three-year term**



KENSINGTON POLICE DEPARTMENT

Network Upgrade

September, 2013

Confidentially Prepared by TSG Networks

August 30, 2013

Network Upgrade Proposal

Summary Plan: The proposed network design includes:

- Replacing the existing file server with a Windows 2012, Rack-mounted Server with increased storage space;
- Replacing 11 existing workstations with Windows 2008 workstations, (downgradeable by request to Windows 2007);
- Replacing 11 existing monitors, (10) 20" and (1) 27";
- Replacing Firewall (mandatory)
- Replacing Network Switch (recommended);
- Replacing the existing Tape Backup solution with an on-line cloud based service.
- Install a cooled Rackmount Enclosure
- Relocate the existing router into the Rackmount Enclosure

File Server Hardware / Network Operating System:

TSG recommends upgrading to Microsoft Windows 2012 to be installed on a state-of-the-art Hewlett Packard, Generation 8 file server, including (3) 300GB hot Swap hard drives in a RAID 5 configuration. This allows for 600Gb of usable space and allows for a failure of one of the drives without crashing the file server. Inadequate storage space on the existing server has been a problem for a considerable amount of time. Based on KPD's plans to add software or a device that requires additional storage, it may be prudent to choose larger hard drives (i.e. 500GB) at this time.

(The existing HP File Server can be reviewed for possible re-purposing. The age may prohibit further use. This work would be completed approximately three weeks after the server install).

Workstations

TSG has included specifications and pricing for eleven (11) network workstations. The configuration includes: Intel Corei5 processors, 4GB memory, 500GB hard drives, DVD SuperMulti, a Gigabit network interface card and Microsoft Windows 2008/2007 operating system.

A lower cost Corei3 workstations is available. This is considered an "entry level" product and not recommended.

Quantity (10) 20" monitors and quantity (1) 27", all with speakers, are included in this proposal.

Printing:

No changes to the printing environment are included in this proposal.

Cabling

The existing cabling was re-worked in March of 2009 with cat5e throughout. There have been no reported issues with cabling and thus, the existing cabling drops will be used.

Electrical Power and Power Protection

The existing electrical power plant was re-worked and upgraded in in March of 2009. There have been no reported issues with power and thus, no upgrade to electrical power components are included in this proposal.

The Uninterruptible Power Supply (battery only) that protects the file server was replaced in December of 2009. This unit is in watch mode and may need replacing within this budget cycle or the next at a cost of approximately \$400.

Every workstation should be protected by a small UPS. Various workstation UPS's have been replaced as needed upon failing. The cost of a workstation UPS is approximately \$60 so replacing upon failure is an acceptable strategy.

Virus Software:

KPD has maintained Worry-Free Business Government anti-virus software licenses, manufactured by Trend Micro, on a consistent basis. The next renewal will be due in November of 2013 at an approximate cost of \$270.

Firewall

A government grade firewall (as opposed to consumer grade) is a critical element to KPD's security. The model that TSG recommends ensures that bandwidth is available for business-critical applications while throttling or blocking unproductive applications.

The current firewall was installed in October of 2007 and should be replaced during this upgrade. The existing hardware could be expected to fail soon but equally important, the newer technology products will provide materially enhanced speed and security to the network.

Managed Switch

HP smart-managed fixed configuration Gigabit Layer 3 Lite switches designed for small and medium-sized businesses looking for an easily managed, low-cost networking solution.

Applications Software

Prior to completing a file server upgrade, it is imperative to determine the compatibility of all software applications with Windows2012.

Training:

This proposal includes Basic User and Network Administrator training.

Items To Be Determined:

Rackmount Enclosure

KPD has requested a rack-mount enclosure for security and protection of the network file server. Additionally, KPD wants to re-locate the router (currently in fire) into this enclosure.

Backup:

The existing hardware backup device is non-functional and a TSG-loaned RDX back up device is also non-functional. TSG recommends moving backup to an off-premises Cloud solution for added security and ease of administration. No human intervention is required (i.e. changing tapes nightly) and the online system can be monitored at any time, 24x7.

Product Specifications and Details

1. **Main File Server** – HP ProLiant DL360p Gen8 - Server - rack-mountable with:
 - ✓ 8GB memory;
 - ✓ Storage: RAID 5 array with (3) 300GB hot Swap 2.5"SFF SAS-2 15K
 - ✓ GB Network adapter
 - ✓ GOV Windows Server Standard 2012 Operating System with (11) Eleven Client Access Licenses (CALs)
 - ✓ 3 Year Limited On-Site Warranty on File Server and Hard Drives

2. **Workstations (11) – HP Compaq Pro**
 - ✓ Processor: Corei5 with 4GB memory
 - ✓ 5000GB Hard Drive
 - ✓ WIN2008 Operating System (downgradeable by request to Win2007)
 - ✓ 3 Year Limited On-Site Warranty

 - ✓ Acer LED monitor - 20" - 1600 x 900 with speakers (10)
 - ✓ Acer LED monitor - 27" - 1920 x 1080 with speakers (1)

3. **Printers**
 - No Changes

4. **Cabling & Power**
 - ✓ Use existing cable drops and power outlets

5. **Virus Software**
 - ✓ Current at 08/30/13; renewal due in November 2013

6. **Firewall – Mandatory upgrade**
 - ✓ SonicWall Security appliance - with 2 years SonicWall Comprehensive Gateway Security Suite

7. **Managed Network Switch – Highly Recommended**
 - ✓ HP 24 port switch - managed - rack-mountable
 - ✓ 2 year Warranty

TBD

On-line Backup – Currently recommending Egnyte at ~ xxx/user/month
Rackmount Enclosure, cooled - ~\$600 for air cooled version;
Labor to relocate router TBD

Cost Summary

(See Product Specifications and Details Above)

1. Main File Server and Components	\$4,790
2. Workstations (11) – HP Compaq Pro (\$635 ea)	6,985
Monitor: 20" (10 @ \$125 ea)	1,250
Monitor: 27" (1 @ \$250 ea)	250
3. Printers	0
4. Cabling & Power	0
5. Virus Software (Renewal is due in November @ ~\$270)	0
6. Firewall, Govt Grade – Mandatory upgrade	975
7. Managed Network Switch – Highly Recommended	385
Estimated Product Cost:	\$14,650
Sales Tax:	1,245
Estimated Freight	<u>200</u>
Estimated Product Total:	\$16,080
Estimated Configuration and Installation:	\$12,500
(To Be Determined Based on Product Choices)	
Estimated Project Cost:	<u>\$28,580</u>

TBD

On-line Backup – Currently recommending Egnyte at ~ xxx/user/month

Rackmount Enclosure, cooled - ~\$600 for air cooled version

Labor to re-locate router TBD

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Kevin Hui

From: Teryl Burt [teryl@tsgnetworks.com]
Sent: Wednesday, September 04, 2013 4:07 PM
To: khui@kensingtoncalifornia.org
Cc: Gloria Burt
Subject: Proposal changes

Hi Kevin; You do a great job for KPD.

Below is where we are on KPD upgrade proposal. We want to keep this relationship and at the same time, make sure that technology best practices are in place, to see everyone succeed. The monthly Managed Services cost of \$1,357 would remain the same because user and file server support are critical.

Thanks and call or email when you can. We have time tomorrow if you have time to talk to us more. Teryl

TSG previously provided an estimate of costs to replace, configure and install a new infrastructure for the Kensington Police Department, that includes product and labor costs for installation and configuration at prevailing rates. We understand budgets and acknowledge KPD's position. After considering all elements, upon renewal of the KPD/TSG Managed Services agreement so that user/file server support is always available, TSG is willing to provide labor at about 25% of actual, or \$3,200.

The current Managed Services program provided to KPD by TSG includes 24x7 monitoring of systems and alerts in the event of pending failures, automatic patching services (Microsoft releases patches at least weekly, primarily security related), routine maintenance and unlimited helpdesk support, including onsite services. Upgrades and repair of third party software are generally billable activities because there are so many variables. Infrastructure preventative management is critical to all entities, large small, private and public, with internal IT support or not, to containing down time and enhance security.

TSG has a long history of providing services to the Kensington Police Department and we are invested in seeing the department upgrade aged equipment. Proximity and knowledge of KPD's systems and relationships are critical factors for both of us. The benefits in increased productivity, reinforced security and decreased costs of service make a material difference.

Regards, Teryl

Address: 448 Valley View Road, Suite D, El Sobrante, CA 94803

Website: www.nerdcrossing.com

E-mail: info@nerdcrossing.com

Phone : 1-888-NERD-XING (1-888-637-3946)



Honest, High Quality Technology Services

Kensington Police Department
Sgt. Kevin Hui
217 Arlington Ave
Kensington, CA 94707

August 30, 2013

Dear Kevin:

Thank you for the opportunity to submit a proposal for your technology needs at the Kensington Police Department. As you know, we work closely with other municipalities in the area, including the County (we currently support two Supervisor offices, including John Gioia). We look forward to being your honest, reliable IT team. As discussed, we have outlined a proposal to:

1. Replace all existing desktops (11) and server with new hardware platform
2. Migrate existing fileserver to new server platform
3. On-going monthly maintenance plan
4. Additional time and materials, billable above maintenance plan

Please review and let's set up a time to discuss. We look forward to working with you and your organization.

Cheers,
Jim
Jim Hammack
Owner/Chief Nerd
415.309.6750

Address: 448 Valley View Road, Suite D, El Sobrante, CA 94803

Website: www.nerdcrossing.com

E-mail: info@nerdcrossing.com

Phone : 1-888-NERD-XING (1-888-637-3946)



Honest, High Quality Technology Services

Kensington Police Department

Summary of Findings

Here is a summary of findings from our site visit and remote session. The current environment consists of the following:

Desktops

- 11 desktops – mostly XP
 - Lobby: HP Compaq Pentium D
 - Accounting Office:
 - Dell OptiPlex GX270
 - Dell Vostro
 - Andrea's Office:
 - HP Compaq DC5100MT
 - HP Compaq DX2400, Windows XP Pro SP3
 - Kevin's Office:
 - HP Compaq DC5100MT, Windows XP Pro SP3
 - HP Pro 3130
 - Chief's Office:
 - Did not check
 - Patrol Room Office:
 - Dell OptiPlex GX260
 - HP DC5100MT

Server

- Custom built, Intel Xeon 5140, 2GB, 80GB, Windows Server 2003 Standard
- H: profiles, P: apps, S: shared

Backups

- Windows Server Backup to external hard drive (not confirmed)

Software stack

- Microsoft Office (mostly 2003)
- Microsoft Security Essentials – anti-virus (not standardized)
- New World Systems AEGIS - report management client (support by City of Richmond)

Network Equipment

- Linksys WRT54G wireless router
- Sonicwall
- DSL Modem
- 3COM Switch

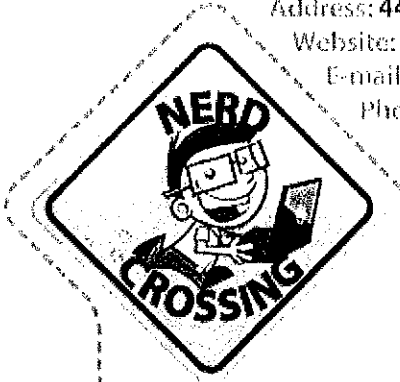
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Honest, High Quality Technology Services

Kensington Police Department

Summary of Findings (cont.)

Printers

- Brother HL2170W (networked)
- Sharp MX-4101N PCL6 (networked)
- Other miscellaneous direct connected printers

Telecom

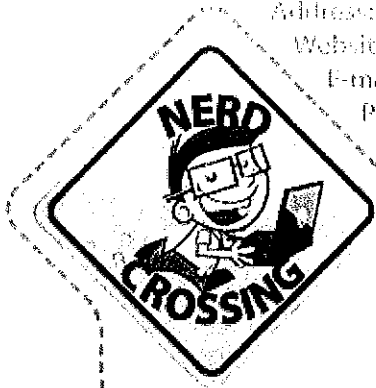
- DSL, 2.5Mbps download, 0.3Mbps upload

Web/Email Hosting

- <http://www.kensingtoncalifornia.org>
- Hosted by Hostgator

Recommendations

1. Install and configure 11 new desktop computers and one (1) server. The 11 new computers will be used for:
 - One computer in the lobby
 - One computer in Chief's office
 - Two computers in accounting office
 - Two computers in Andrea's office
 - Two computers in Kevin's office
 - Three computers in patrol room office
 - One server in hallway
2. Server installation will include:
 - Install Windows Server 2008 R2
 - Add new server as secondary Domain Controller
 - Set up backups on new server
 - Update client login scripts to point to new server/shares
 - Migrate printers
 - Migrate data from old server; enable shares on clients
 - Retire old server



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Honest, High Quality Technology Services

3. Client installation will include:

- Standardize software stack (Office, anti-virus, etc.)
- Prep clients for install (updates for Windows, java, Adobe, etc.)
- No local data migration; notify users to move any important data to server; add additional external hard drive as share on server, if necessary
- Work with Richmond PD (City) to install Aegis software
- Add clients to domain; map shares
- Setup Outlook, email (migrate existing .pst)

Estimated Labor Costs - \$3,240; includes up to two (2) on-site technicians for up to 24 hours of installation.

Materials

Item	Description	Quantity	Price	Amount
Computer	Dell Optiplex 3010 Desktop Tower 3rd Gen Intel® Core™ i5-3470 Processor, Windows 7 Pro, 4GB RAM, 500GB Hard Drive, 3 Year Basic Hardware Service	11	\$625	\$6,875.00
Monitors	Acer S200HLAbd Black 20" LED Widescreen LCD Monitor	11	\$150	\$1,650.00
Server	PowerEdge T110 II Chassis Intel® Xeon® E3-1220v2 3.10GHz 4QC 8GB Memory (2x4GB), RAM PERC H200 Adapter Internal RAID Controller (2) 1TB 7.2K RPM Near-Line SAS 6Gbps HD 16X DVD Drive, Internal Windows Server 2008 R2 SP1, Std 5 CALS (2) 5-pack of Windows® Server Device CALs 3 Year ProSupport and NBD On-site	1	\$2,699	\$2,699.00
External Drive	Seagate Expansion 2 TB USB 3.0	1	\$150	\$150.00
Shipping	Estimated Shipping	1	\$250	\$250.00
Tax	Estimated Tax (9.0%)			\$1,025.00
Subtotal				\$12,650.00

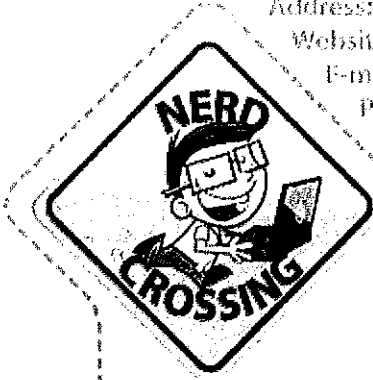
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Honest, High Quality Technology Services

Monthly Maintenance Plan

Our on-going monthly maintenance package would help your company proactively address a variety of technology issues. Plan includes:

- Up to 16 hours of remote or on-site support, including:
- Remote monitoring and troubleshooting of systems
- Remote installation of operating system patches, software updates and/or fixes
- Preventative maintenance such as defrag, clearing temporary files, virus scans, etc.
- Backup verification
- One remote or on-site check-in visit per month

\$1450/month

Time and Materials: Additional hours will be billable at our small business rate of \$110/hour.

Terms

All hardware costs are due prior to procurement and 50% of labor is due prior to project commencement. Final payment is due upon project completion. Outstanding balances are subject to an interest rate of 1.5% per month. Work cannot begin until an Authorized Signature has been received.

Hardware Costs: \$12,650 (includes tax/shipping)

Installation Costs: \$3,240

Total Costs - \$15,890

Net Due upon Commencement: \$14,270

Net Due upon Project Completion: \$1,620

Total: \$15,890

Prices are subject to change without notice due to availability. This quote is valid for (30) days.

I, _____, have reviewed the proposal from Nerd Crossing and agree to the outlined scope of work.

Signed _____ Title _____ Date _____



Quote # 6750
 Date 08/30/13
 Customer # 20340
 Customer Kensington Police

Customer Price Quote

Bill To

Kensington Police Department
 217 Arlington Ave
 Kensington, CA 94707
 (510) 526-4141

Qty	Item		Price	Extended
11	KF3962	Symantec Endpoint Protection v. 12.1 - License - 1 User	51.60	567.60
11	QM4340	Microsoft Office 2013 Home and Business Product Key Card (OEM: no	219.99	2419.89
Notes, Options or other Customer Information			Sub Total	2987.49
			Credit	
			Tax Rate	8.00%
			Tax	239.00
			Shipping	
			Total	\$3226.49

Due to fluctuations in the market, prices are subject to change on a daily basis

1123 Olive Drive, Davis CA 95616

Tel: (530)759-0134 Fax: (530)759-0326

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Memorandum

Kensington Police Department



To: KPPCSD Board of Directors

APPROVED YES NO

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

FORWARDED TO:

Date: Thursday, September 05, 2013

Subject: New Business Item # 3- Contract with Godbe Research for Voter Survey

Director Linda Lipscomb will report briefly on the meetings of the Park Building Committee, and its subcommittee, both of which met pursuant to the previous authorization of the Board that a consultant be selected to conduct a voter survey.

On June 15, 2013, the Board unanimously voted that:

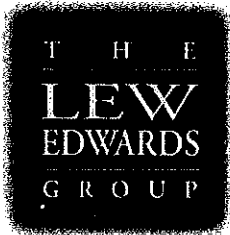
The District approve funding of up to \$24,000 to select a consultant and pay for ***an objective statistically significant survey of registered voters to determine what is most important for park building improvements and ascertain community willingness to support a possible future bond measure to renovate the Community Center and that the funds come from the \$300,000 allocated reserves set aside for the park buildings.***

Pursuant to that motion, an RFP was sent out to 5 candidates. Three candidates responded and of those three, two teamed up (Godbe and Lew Edwards). The subcommittee met and interviewed the two respondents. The respondents provided written materials prior to the interview, and at the interview, the Godbe Edwards team provided additional extensive written materials. The Park Building Committee met again on September 4, 2013 to discuss the interviews, and the Committee unanimously voted to hire the Godbe Edwards team.

The proposed contract is Item #3 of the agenda packet. The Committee is satisfied that Contract sets forth the scope of work and the price for the performance thereof consistent with the Board's authorization of June 15, 2013. The Committee will request that the Board direct General Manager-Chief of Police Greg Harman to enter into the contract with Godbe Edwards for the purpose of obtaining a statistically significant survey of registered voters to determine what is most important for park building improvements and to ascertain community willingness to support a possible future bond measure to renovate the Community Center. Further, the Board will direct that the funds for payment of Godbe Edwards come from the \$300,000 allocated reserves which have been set aside for the park buildings.



GODBE RESEARCH
Gain Insight



ORIGINAL

**PROPOSAL TO CONDUCT A VOTER
SURVEY FOR THE KENSINGTON
COMMUNITY CENTER**

Presented to the Kensington Police Protection &
Community Services District

August 12, 2013

COVER LETTER

August 12, 2013

Mr. Greg Harman
General Manager
Kensington Police Protection &
Community Services District
217 Arlington Avenue
Kensington, CA 94707

Mr. Harman,

Godbe Research and our partner, the Lew Edwards Group (LEG) are pleased to submit this proposal to the Kensington Police Protection & Community Services District (District) to conduct a survey of District voters to evaluate the feasibility of a 2014 ballot measure to support public safety and design improvements for the Kensington Community Center Building. Working as a Team of highly trained and experienced voter polling (Godbe Research) and strategy (LEG) consultants, and a commitment to providing superior revenue measure feasibility and client services, we trust you will find our qualifications exceptional and our interest in working with the District on this project unmatched.

Godbe Research is a local Bay Area polling and public opinion research firm with more than 23 years of revenue/ballot measure feasibility and public policy research experience. In fact, we have extensive experience with research studies designed to build community consensus around successful ballot and revenue measure projects, including recent (since 2008) studies leading to electoral success for clients such as the City of El Cerrito, West Contra Costa Unified School District, Town of Moraga, City of Concord, Pleasant Hill Recreation and Park District, City of Albany, City of Hayward, City of Mountain View, City of San Rafael, City of Fairfield, McKinleyville Community Services District, City of Newark, City of Novato, North County Library District, and others. For this specific proposal, Godbe Research will provide voter polling and survey services to help evaluate the feasibility of a potential future ballot measure to fund improvements to the Kensington Community Center Building.

The Lew Edwards Group, established in 1997, specializes in providing nationally-recognized, award-winning communications, revenue planning, coalition-building and strategic consulting services to public agencies throughout California. LEG's award-winning direct mail products have been recognized on multiple occasions in the prestigious Pollie Awards. LEG has recently worked with the Cities or Chambers of Commerce in Novato, Tracy, Concord, Newark, Campbell, Elk Grove, San Leandro, West Hollywood, as well as the McKinleyville Community Services District, San Leandro Unified School District, and over a dozen other related clients. For this specific project, LEG will work with Godbe Research on the polling efforts as well as providing overall strategy on messaging, ballot measure preparation, and other tasks.

For this important voter survey process, the Godbe Research / LEG Team has designated Bryan Godbe (President and Principal Researcher) and Catherine Lew (President and CEO) as Project Managers and day-to-day contacts from each respective firm. We are also amenable to having LEG act as a sub-

consultant to Godbe Research or to work directly through the District, based on District needs and contracting preference.

Should you have any questions about our firms or this proposal, or need more information, please do not hesitate to contact me directly at 650-288-3021 or cwhester@godberesearch.com. I am the firm representative throughout the proposal and contracting process for Godbe Research. Thank you very much for the opportunity to present this proposal; our Team is very much looking forward to working with the Kensington Police Protection & Community Services District should our experience, skills, approach, and fees best meet your needs.

Regards,



Charles Hester
Vice President
Godbe Research



PROJECT MANAGERS AND CONTACTS

The Godbe Research and Lew Edwards Group (LEG) Team is comprised of recognized experts in revenue measure feasibility and strategy and voter polling design and implementation, and for this project for the Kensington Police Protection & Community Services District (District) we will assign our most experienced Team members with the ability to add more should the need arise. This includes Bryan Godbe President and Principal Researcher of Godbe Research acting as the project manager and day to day contact from Godbe Research, as well as the overall project manager in charge of the Team.

Catherine Lew (President and CEO) and Bonnie Jean von Krogh (Managing Director) of LEG will act as project managers and contacts from LEG for the District. Bryan, Catherine, and Bonnie Jean will be assisted by additional Godbe Research and LEG team members, as needed, and resumes for each have been provided below for review by the District.

Godbe Research

Bryan Godbe, M.A.
President and Principal Researcher

Founder of Godbe Research, Mr. Godbe has over 20 years of experience in public opinion research, public relations and government affairs. In this capacity, he has conducted public opinion and market research projects at the national, state, and local levels including projects for the Cities of Portland (Oregon), Tacoma (Washington), Henderson (Nevada), San Francisco, San Diego, Los Angeles, Sacramento, and San Jose (California).

Mr. Godbe received a Silver Anvil Award from the Public Relations Society of America for the development and implementation of an outstanding government affairs program on behalf of the Contra Costa Water District. This program was based on Mr. Godbe's extensive research including baseline research, focus groups and three tracking polls. In addition, Mr. Godbe has been the pollster for three successful ballot measures for the City of El Cerrito since 2004, including a utility users tax (2004), roads and streets specific sales tax (2008), and general sales tax (2010). Finally, since 2009, Mr. Godbe has also been the pollster for successful revenue and ballot measures for the City of Albany, West Contra Costa Unified School District, Town of Moraga, Pleasant Hill Recreation & Park District, City of San Rafael, McKinleyville Community Services District, City of Concord, North County Library District, and others.

Prior to founding the firm, Mr. Godbe was Vice President of Research at a California based public relations firm. Mr. Godbe has also served as the Senior Research Consultant at the Center for the Study of Los Angeles, at Loyola-Marymount University. He has a Master's Degree from the University of Michigan where he studied survey research methodology at the Institute for Social Research; and a B.A. degree from the University of California, Berkeley.

Lew Edwards Group

Catherine Lew, Esq.
President and Chief Executive Officer

Catherine Lew, co-founder and President/CEO of The Lew Edwards Group, is a premier consultant in California providing revenue measure preparation, project management, and communications services to cities, counties, special districts,

transportation, K-12 school and community college districts, and other public agencies, as well as private sector and nonprofit clients.

Ms. Lew has more than 30 years of experience in the communications and political arena. She is a veteran of approximately 600 political campaigns or ballot measure preparation projects, specializing in difficult-to-pass tax measures. Selected clients represented by Lew include the McKinleyville Community Service District (Successful Special District Tax Measure); Napa County Yes on I (established Park/Open Space Special District); Oakland Kids First Two (Successful Parks & Recreation Funding Set-Aside); and the Sausalito – Marin City Sewer District (Successful Prop. 218 tax rate increase). In Contra Costa County, she has represented the cities of El Cerrito, Hercules, Moraga, and Pinole on all of their successful revenue measures.

Under Ms. Lew's strategic direction, The Lew Edwards Group has enjoyed sixteen years of success in representing scores of public agencies that need professional advice and lead consulting services when placing a proposal before voters. LEG has enacted more than \$30 Billion in California tax, bond, assessment and revenue measures, with a 95% success rate. Ms. Lew prides herself on her firm's excellent service to each and every client, diverse agencies and organizations that range dramatically in size and scope of strategic needs.

In addition to passing tough revenue measures in jurisdictions that have suffered multiple election disappointments – and defeating taxpayer-initiated challenges to existing revenue measures – Lew has earned a reputation as one of the state's toughest tacticians on behalf of public agencies.

Bonnie Jean von Krogh
Managing Director and
Senior Communications Specialist

Bonnie Jean von Krogh, the Managing Director at The Lew Edwards Group, brings a strong background in effectively preparing for challenging infrastructure funding and/or parcel tax measures to her clients.

Von Krogh has directed a number of revenue measure preparation projects requiring a two-thirds vote, including successful parcel taxes for Mountain Communities Health Care District (two Successful Parcel Taxes); Local Classrooms Joint Funding Authority (Successful Parcel Tax); City of Burlingame (Successful Community Facilities District Storm Drain Tax Measure); and the cities of Arcadia (Successful Lighting Assessment District Tax Measure) and Gilroy (Successful Library Bond tax). She previously directed efforts on behalf of a successful tax measure for the City of Concord and is currently leading efforts on behalf of a two-thirds requirement Parcel Tax/Community Facilities District measure for the Santa Clara County Library District.

BACKGROUND AND EXPERIENCE

Godbe Research

Firm Name and Corporate Structure

Godbe Corporation, dba Godbe Research, was founded and incorporated in January 1990. Godbe Research is not a subsidiary of a larger 'parent company' and the firm has two principals who are the only shareholders.

Corporate and Project Office:

Godbe Research maintains three offices, including our corporate office in San Mateo, CA; as well as project offices in Newport Beach, CA and Bellevue, WA. All work for the Kensington Police Protection & Community Services District will be performed from our locally available San Mateo office.

Number of Employees

Godbe Research has a total of six (6) full time employees. Four employees work from our San Mateo office and one employee each work from our Bellevue, WA and Newport Beach, CA offices.

Proposal/Contract Contact:

Charles Hester
Vice President
Godbe Research
1660 South Amphlett Boulevard
Suite 205
San Mateo, CA 94402
p. 650-288-3021
f. 650-288-3022
e. cwhester@godberesearch.com

Project Contact/Manager:

Bryan Godbe
President & Principal Researcher
Godbe Research
1660 South Amphlett Boulevard
Suite 205
San Mateo, CA 94402
p. 650-288-3027
f. 650-288-3028
e. wbgodbe@godberesearch.com

Firm Standing

Godbe Research is a California Corporation and is in good standing with the California Secretary of State. Godbe Research has never filed for bankruptcy during the life of the firm and has never been a defendant in any litigation or arbitration, past or current.

Conflict of Interest Statement

Godbe Research does not have any current or foreseen clients or projects that could present a conflict of interest in providing the District with reliable and unbiased research services for the voter polling process.

Firm Experience

Godbe Research, a State of California certified small business enterprise (SBE), was founded in January of 1990. The firm is a full-service public opinion research and voter polling agency with offices in San Mateo (Corporate/Northern California), Newport Beach (Southern California/Southwest), and Bellevue (Seattle/Northwest) housing a staff of highly trained and experienced researchers (all Master's or Ph.D. level), and a commitment to providing superior quality research and client services. The firm has been employed by public sector clients throughout California and the western United States and the combined expertise of the Godbe Research team spans over 50 years in the field of public opinion research. The Godbe Research Team consists of the President and Principal Researcher (Bryan Godbe), Vice President, and a staff of Senior Research Managers, Senior Statistical Analysts, Research Analysts, and Research Associates.

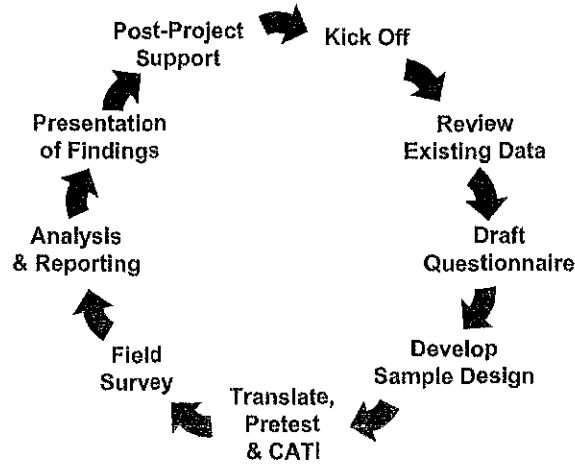
Since our founding in 1990, Godbe Research has conducted more than 2,500 public opinion research projects for California local government agencies, including cities, counties, community services districts, school and community college districts, transportation agencies, park and recreation districts, and other special districts. In fact, we have specific experience with voter polling for more than 250 successful California local government revenue measures, including sales taxes, utility users taxes (UUT), transient occupancy taxes (TOT), parcel taxes, business license taxes (BLT), general obligation bonds, and other funding mechanisms in general, special, and all mail ballot election cycles.

Some of our most recent (since 2008) voter polling experience includes projects leading to electoral success for clients such as the City of El Cerrito, West Contra Costa Unified School District, City of Concord, Town of Moraga, City of Albany, City of Hayward, McKinleyville Community Services District, Pleasant Hill Recreation and Park District, City of Mt. Shasta, City of San Rafael, City of Davis, El Dorado Community Services District, City of Campbell, City of Novato, City of San Leandro, Town of Atherton, City of Salinas, Piedmont Unified School District, City of Los Altos, City of Tracy, Burlingame School District, San Leandro Unified School District, City of Cupertino, Town of Oakdale, City of Santa Maria, City of Half Moon Bay, Ross Valley School District, City of Menlo Park, Town of Mammoth Lakes, Portola Valley School District, and many others. We are also currently working with the Cities/Towns of El Cerrito, Corte Madera, San Rafael, South San Francisco, San Bruno, Pacifica, and Mountain View, as well as the Las Lomas School District, Woodside School District, West Contra Costa Unified School District, and others on voter surveys for revenue and ballot measures in 2013 or 2014.

The voter polling that Godbe Research performs represents a vital tool for improving the success rate of revenue measures for our municipal clients and in helping to align agency needs with voter expectations. Specifically, through our voter polling, we can: evaluate community expectations for levels of service for publically provided services; rank the importance of publically provided services from a variety of agencies; determine or confirm the appropriate funding mechanism based on voter tolerance (e.g. parcel tax or bond); evaluate baseline and informed support for a revenue measure; determine and rank the specific projects and programs that voters are most interested in funding for the Kensington Community Center Building; identify the arguments and features of the measure that may increase/decrease support for the measure; aid in informing the strategy of a public information campaign and the substantive content of the campaign; evaluate or confirm the best election cycle in which to place a measure on the ballot, determine the appropriate duration of any measure based on voter support (if applicable), as well as; determine the maximum tax threshold at which the necessary proportion of voters will support a given revenue measure. This process has led to a success rate of just greater than 90% for all revenue and ballot measures that Godbe Research has been involved with. Moreover, this success rate is for the 23+ years we have been in business – in good economic times and bad.

As an organization, Godbe Research is a small business (less than 15 employees) and we manage our commitments wisely. This means managing our project load so that our President and Principal Researcher can be directly involved in each project we conduct at the project manager or project advisor level. Similarly, we do not take on so many projects that we need to juggle team members or remove team members from current projects. Godbe Research also has well defined quality assurance and control measures in place, especially for a small business of our size. We use a defined task based approach for our projects, as well as a dedicated project manager to ensure that all tasks are performed without error, on time, and by the appropriate team member.

Below is a diagram of the general research process we undertake as part of our voter polling programs to evaluate revenue measure feasibility, including parcel tax and bond measures. While each of our studies is highly customized based on our client's needs, we follow this process for each of our quantitative (and a similar process for qualitative) studies. We are here with you throughout the process and even after the survey has been completed, as we understand the survey results will help drive a long-term revenue measure planning and implementation effort that could take a further 3 to 12-months or more to culminate. The closing of the loop represents any potential follow-up survey that would take place closer to actual election cycle based on the initial voter survey.



Unsuccessful Parcel Tax Measure Case Study

Godbe Research has a success rate of just greater than 90% for all revenue and ballot measures in which we have been involved during the 23+ year life of the firm. While this is an excellent success rate and on par with any other reputable polling group, there are clients that sometimes go to the ballot and are unsuccessful. Typically, there are lessons learned from such unsuccessful attempts that allow our clients to re-group and become successful with a future measure.

The West Contra Costa Unified School District hired Godbe Research to conduct a voter poll for a parcel tax for the June 2012 election cycle. As we had conducted similar voter surveys leading to a successful bond in 2010 and parcel taxes in 2008 and 2004, we had a great deal of experience in the community and with the District. As part of the results of our voter polling, we recommended a parcel tax rate that should not exceed a certain amount. However, the District was confident in its ability to mount an educational campaign and get a slightly greater amount than what was recommended in our poll. Unfortunately, on Election Day, the District's measure failed by 1.2% at 65.5% (needed 66.7% to pass), however results were in-line with our polling analysis for the specific tax rate used in the measure.

Ultimately, the District and Godbe Research conducted another poll and a parcel tax to fund District programs and services was successful in the November 2012 election cycle, under the specific tax rate recommended by Godbe Research. The lesson learned from this event and many other unsuccessful supermajority measures (66.7%), is that even if your agency has funding needs that exceed what voters might support for a parcel tax (or other revenue measure), increasing the tax rate (even marginally) will typically lead to an unsuccessful outcome on Election Day.

Lew Edwards Group

The Lew Edwards Group (LEG) is a nationally-recognized, award-winning firm that specializes in preparing public agencies for tough tax measures throughout California. LEG has enacted more than \$30 Billion in California tax or bond measures with a 95% success rate. Located in nearby Oakland, LEG provides accessible and ready services for the District's convenience.

Incorporated in 1997, LEG is a California leader in providing effective tax measure planning services to public agencies throughout California, including counties, school districts, community college districts, cities, and selected nonprofit and private sector clients. More than two-thirds of LEG's practice is in preparing public agency tax measures of all types. LEG experts are frequently sought after trainers for the League of California Cities, California Municipal Treasurers Association, California Society of Municipal Finance Officers, Local Government Commission, Institute for Local Governments, Municipal Management Association of Northern California, and California Special Districts Association.

As part of our engagement for this specific voter survey process for the District, LEG can act as a sub-consultant to Godbe Research or as an independent consultant and contractor to the District, based on the District's preference and needs.

A comprehensive list of LEG's public agency clients and tax measure track record can be found at www.lewedwardsgroup.com, however, below we have provided some detailed client experience (many with Godbe Research as the pollster), both with recent parcel taxes and with jurisdictions local to the District.

- *San Leandro Unified School District:* LEG (and Godbe Research) quarterbacked a winning Parcel Tax measure for the San Leandro Unified School District following a previous election disappointment and previous survey research that showed lack of viability. On-point survey research conducted by Godbe Research, plus an outstanding District communications plan and political campaign garnered a come-from-behind finish despite vocal, funded opposition by large property owners. LEG is currently quarterbacking a spring 2014 Parcel Tax for Emery Unified School District.
- *McKinleyville Community Services District:* LEG (and Godbe Research) represented McKinleyville CSD in its successful 2011 Measure B Tax Measure to maintain and upgrade the District's community center, senior center, and sports facilities. Among the successful strategies utilized were the use of accurate survey research to assess viability; comprehensive outreach to Key Influentials and Stakeholders such as park users, sports leagues, and civic leaders; and a robust, legally permissible agency communications outreach effort.
- ✓ City of Concord SUCCESSFUL Sales Tax Measure
- ✓ City of El Cerrito SUCCESSFUL Special Purpose Infrastructure Tax Measure
- ✓ City of El Cerrito SUCCESSFUL General Purpose Tax Measure
- ✓ City of Hercules SUCCESSFUL Sales Tax Measure
- ✓ City of Hercules SUCCESSFUL Utility Users Tax Measure
- ✓ Town of Moraga SUCCESSFUL Tax Measure
- ✓ City of Pinole SUCCESSFUL Sales Tax Measure
- ✓ City of Pinole SUCCESSFUL Utility Users Tax Measure
- ✓ City of Richmond Mayor Irma Anderson
- ✓ City of Richmond City Councilmember Mindell Penn

- *City of El Cerrito:* LEG and Godbe Research have directed two successful tax measures for the City of El Cerrito, one of which was a two-thirds requirement tax to improve their community's deteriorating streets and roads and which took well over a year of planning. Accurate and timely survey research to analyze the best election timing and a strong, proactive constituent and community engagement program garnered decisive wins for both measures. Integral to these efforts were our team's effective collaboration with the City Attorney on well-crafted, easy-to-understand ballot language. Our team is now conferring with the City on upcoming measures to address other aging library and community facility needs.

- *Town of Moraga:* After debating different funding mechanisms, LEG (with Godbe Research) persuaded the Town of Moraga to proceed with a tax mechanism that would effectively address its infrastructure needs. This measure took well over a year to plan and featured close coordination between Infrastructure Planning specialists, the Town Attorney, and a working committee that included Town Council members and Town Civic Leaders. The Tax Measure won handily in November 2012.

CLIENT REFERENCES

Below are several relevant client references that demonstrate Godbe Research and LEG experience with projects for clients with similar needs, including parcel tax and bond measures as well as local Contra Costa and Alameda County clients. Please let us know if you would like us to facilitate contact with any of our references, as they tend to get extremely busy with end of summer activities.

Combined Godbe Research / LEG References

City of El Cerrito

Projects: 2013 Strategic Planning and Bond Measure Study of Voters
2010 Sales Tax Measure Feasibility Study
2008 Streets/Roads Specific Sales Tax Tracking Study
2004 UUT Measure Feasibility Study

Contact: Scott Hanin, City Manager
Phone: 510-215-4301
Notes: Sales tax measures passed in November 2010 (general) and June 2008 (special – streets and roads). UUT passed in November 2004. Godbe Research and LEG are also currently working with the City on a voter survey for strategic planning and a potential City facilities bond measure for 2014.

McKinleyville Community Services District

Projects: Property Owner Assessment Feasibility Study 2010
Contact: Jason Sehon, Parks & Recreation Director
Phone: 707-839-9003
Notes: Godbe Research was the pollster and LEG was the consultant for the District's successful spring 2011 property owner assessment.

Town of Moraga

Projects: Sales Tax Measure Tracking Study 2012
Revenue Measure Feasibility Study 2011

Contact: Jill Keimach, Town Manager
Phone: 925-888-7020
Notes: Sales tax measure passed in November 2012 with Godbe Research as the pollster and LEG as the strategy consultant.

City of Concord

Projects: 2010 Sales Tax Tracking Study of Voters
2009 Voter Priorities and Revenue Measure Study

Contact: Dan Keen, Former City Manager (now City Manager in Vallejo)
Phone: 707-648-4576 (Dan's current phone number)
Notes: Godbe Research and LEG were the pollster and consultant, respectively, for the City's successful 2010 sales tax measure. In addition, Godbe Research has conducted other public policy research studies in 2009 and 2007.

Godbe Research Specific References

Pleasant Hill Recreation and Park District

Projects: Bond Measure Tracking Survey 2009
Bond Measure Feasibility Survey 2008

Contact: Bob Berggren, General Manager
Phone: 925-682-0896

Notes: Godbe Research was the pollster for the District's successful August 2009 bond measure.

City of San Rafael

Projects: 2013 Sales Tax Measure Feasibility Survey
2005 - 2013 Resident/Voter Satisfaction & Priorities Surveys
2010 Parcel Tax Measure Feasibility Survey
2006 Parcel Tax Measure Feasibility Study
2005 Sales Tax Measure Feasibility Study

Contact: Nancy Mackle, City Manager
Jim Schutz, Assistant City Manager

Phone: 415-485-3070

Notes: Godbe Research was the pollster for the City's 2010 fire and paramedic parcel tax renewal, 2010 library parcel tax, 2006 fire and paramedic special tax, and 2005 general sales tax. We are also working with the City on a sales tax measure renewal for November 2013.

City of Los Altos/North County Library District

Projects: Civic Center Campus Revenue Measure Survey of Voters 2012
Downtown Issues and Planning Survey of Residents 2012
Parcel Tax Measure Feasibility Study 2009 (North County Library District – Managed by the City of Los Altos)

Contact: Val Carpenter, Mayor
James Walgren, Assistant City Manager

Phone: 650-947-2635

Notes: Currently working with the City on a potential facilities bond measure for 2013 or 2014. We were also the pollster for the North County Library District's 2010 parcel tax measure.

West Contra Costa Unified School District

Projects: Bond/Parcel Tax Measure Feasibility Survey 2012
Parcel Tax Measure Feasibility Survey 2012
Parcel Tax Measure Tracking Survey 2011
Bond/Parcel Tax Measure Feasibility Survey 2009
Parcel Tax Feasibility Survey 2008

Contact: Bruce Harter, Superintendent

Phone: 510-231-1101

Notes: Godbe Research was the pollster for the District's successful 2012 bond and parcel tax (same ballot), 2010 bond measure 2008 parcel tax, and 2004 parcel tax.

City of Albany

Projects: Sales Tax/UUT Measure Feasibility Study 2012
Parcel Tax Feasibility Study 2005
Bond Measure Feasibility Study 2002

Contact: Beth Pollard, City Manager

Phone: 510-528-5710

Notes: Godbe Research was the pollster for the City's successful November 2012 sales tax. We were also the pollster for the City's 2006 streets and stormdrain parcel tax, as well as the City's 2002 city facilities bonds.

PROPOSED PROJECT WORK PLAN

Godbe Research is a recognized leader in voter opinion research and feasibility analysis for California cities, school districts, community services districts, counties, park and recreation districts, and other local government agencies. Given our experience, we understand that each project's ultimate success depends on recognizing the individual and unique polling needs of our clients and then developing a customized polling project to address these specific needs. To this end, Godbe Research, with our partner or sub-consultant LEG, have crafted the following general project work plan for the Kensington Police Protection & Community Services District to illustrate the types of considerations that go into each of our voter opinion research projects.

Research Objectives

Before beginning any research study, our Team spends significant time reviewing the client's research objectives to choose the most appropriate research design. Based on our experience with dozens of successful revenue measure feasibility studies, we understand that there are several potential research objectives to be addressed by the voter survey to evaluate a potential ballot measure for safety and design improvements for the Kensington Community Center Building, the most important of which would likely include:

- ✓ determining and ranking issues of importance to the Kensington electorate;
- ✓ assessing spending priorities of the electorate in the District vis-à-vis the range of publically provided services in the community;
- ✓ determining baseline and informed support for a potential revenue measure in the District to fund improvements to the Kensington Community Center Building;
- ✓ potentially evaluating a parcel tax and a general obligation bond measure as potential funding mechanisms for the Kensington Community Center Building improvements;
- ✓ identifying the maximum tax threshold supported (parcel tax measure) and amount per \$100,000 of assessed valuation (bond) by the necessary percentage of District voters for whichever types of measures being tested;
- ✓ evaluating and ranking the specific projects and programs that the measure would fund for the Kensington Community Center Building;
- ✓ examining the impact of various statements on support for the measure (arguments 'for' and 'against' the measure), including duration for any parcel tax;
- ✓ evaluating viable general election cycles in June and November 2014 as the best election cycles in which to place a measure on the ballot in the District;
- ✓ collecting demographic information on voters in the District not already contained in the voter file for profiling and segmentation purposes, *and*;
- ✓ Additional research objectives to be refined between the District, Godbe Research/LEG team, and other project stakeholders.

Proposed Scope of Work – Godbe Research

Below, the Godbe Research Team has crafted our proposed scope of work for the District to illustrate the types of considerations that go into each of our voter polling studies. While each of our polling projects is customized to the needs of our clients, there is a proven process to conducting voter opinion research to address revenue measure feasibility. Based on our understanding of the District's needs, specific services for the survey of voters are thus envisioned to include:

- An in-person kick-off meeting with the Kensington Police Protection & Community Services District and other project stakeholders, as well as additional meetings and conference calls to discuss the research objectives and other aspects of the polling study in detail.
- Reviewing voter and resident demographics, any related previous opinion research or revenue measure results, and other information that will help to inform and support this current voter survey study.
- Designing and refining a survey instrument of approximately 15 to 18-minutes in length so that it addresses the research objectives of the District related to evaluating a potential future parcel tax or bond measure to fund improvements to the Kensington Community Center Building. This is done through an iterative process between the Godbe Research Team and the project stakeholders (e.g. District, financial consultant, sub-committee, etc).
 - ❖ While each of our revenue measure surveys is customized to a given client; our survey design follows a specific and proven format. Accordingly, the survey will address topics such as: issues of importance to the Kensington community; a ranking of publically provided services in the District; a first unaided ballot test for the revenue measure; tax threshold test; an evaluation of improvement projects/programs to be funded by the measure; arguments 'for' and 'against' the measure; duration of the measure (parcel tax only) and any special features; a second ballot test after relevant information has been presented, and finally; demographic questions for those not included in the voter file.
- Pre-testing the survey instrument to ensure that the questions and response codes are understandable to respondents, and to ensure that the survey length coincides with the budgeted survey length for the project.
- CATI programming the survey instrument for efficient and accurate data collection, and training telephone interviewing personnel on the questionnaire and interviewing protocol. Godbe Research uses only live interviewers who have been trained on the survey questionnaire and who are located in the western United States.
- Development of a stratified and clustered listed sample of Kensington Police Protection & Community Service District voters, who are likely to vote in the June and November 2014 election cycles of interest.
 - ❖ For reference, we have identified that there are approximately 3,735 total voters in the District, of which 2,527 are expected to turn out in June 2014 and 3,085 are expected to turn out in November 2014.

- Conducting approximate 15 to 18-minute telephone interviews with up to 250 (n=250) total District voters according to a strict interviewing protocol and our approved sampling design. A sample size of 250 will provide for a margin of error of no greater than +/-6.00% at the 95% confidence level, when looking at all voters in the Kensington Police Protection & Community Services District, including June and November 2014.
 - ❖ Typically, we would like to conduct 400 interviews in a given community to have a margin of error in the +/-5% range, however, given the relatively small size electorate in the District in general and the smaller voter turnout June/November 2014, we feel that a sample size of about 250 voters is what is likely feasible. A similar survey process in the Town of Corte Madera (roughly 2,800 November 2013 voters) conducted in mid-July yielded a total of approximately 250 voter interviews.
- Processing the data according to stringent quality control procedures, and weighting the data to adjust for population distribution, as needed.
- Developing a topline report and meeting with the District and other project stakeholders shortly after fielding and data processing to review the topline/aggregate survey results.
- Analyzing the survey results and preparing a report of findings conclusions, and recommendations for the District, which directly addresses the research objectives outlined for the voter study. In addition to the main body of our report, our deliverables also contain the following value added modules to assist the District in deciding whether or not to move forward with a ballot measure that best represents the intersection of District needs and voter tolerance. These modules include:
 - ❖ Feasibility Analysis: The Godbe Research Team will advise the District if a ballot measure to fund improvements to the Kensington Community Center Building is possible for June or November 2014, based on our polling results, or if a longer public education and outreach process is necessary prior to placing any measure on the ballot.
 - ❖ Ballot Question Wording: The Godbe Research Team will help to recommend a version of the ballot question that reflects the benefit ranking results from the survey for the revenue measure. Furthermore, we will work with the District to refine that language until it meets the approval of all key parties, should the District elect to pursue a ballot measure.
 - ❖ Tax Threshold Report: In many cases, a voter's decision to vote 'for' or 'against' a measure depends on how much a measure will cost him/her individually. Godbe Research's tax threshold report looks at how various tax levels will affect the District's chance of passing a measure in order to maximize the revenue amount to meet the District's roughly \$1.1million in revenue needs for improvements.
 - ❖ Election Timing Report: The election timing section will describe the factors associated with the June and November 2014 election cycles of interest, integrate these factors with survey findings, and determine if there are any potential problems with that cycle.

- ❖ Godbe Research's Profile of Voters: Godbe Research has created a proprietary model used to create a profile of "Strong support," "Potential support," and "Strong opposition". These profiles outline the various voter subgroups and their level of support for targeting supporters in any education/outreach or other campaign.
- Presenting the results and recommendations from the voter polling study to District administration/staff and the District's Board.
- Post-survey consulting on the results and recommendations from the survey throughout the range of planning, outreach, and other activities based on the survey results up through Election Day – provided by Godbe Research.
- Potentially conducting a tracking survey of voters just before a measure must be placed on the November 2014 ballot (June/July 2014) based on polling results and economic conditions.
- ❖ We do not feel that a tracking survey would be necessary if polling results are positive for a June 2014 election cycle, given the time between the initial/baseline survey and the early March 2014 deadline for a June 2014 ballot measure.

Proposed Scope of Work – LEG

In addition to working with Godbe Research on the questions, sampling design, and overall timing and strategy for the voter survey effort, the Lew Edwards Group will also provide the following services for the District:

- Strategic advice and general consultation services on revenue measure feasibility and timing.
- Recommendations related to the District's public education and outreach for any potential measure.
- Recommendations on the structure of the ballot measure (ballot question, ballot resolution, and ballot agreements).
- Messaging segmentation to the electorate and other stakeholders, as well as strategic messaging recommendations.

PROJECT TIME LINE DISCUSSION

Because of our collective Team experience in conducting voter surveys and polling for a wide variety of clients including counties, community services districts, cities, school districts, public safety districts, and other public agencies, the Godbe Research Team generally prefers to conduct a voter survey over about six to eight weeks. Below, we have provided a time line in overall number of days for the District's review.

A formal time line with actual dates for specific polling tasks, including meetings and deliverables, will be provided shortly after the project kick off meeting, where we can discuss timing and District needs (e.g. Board meetings, sub-committee meetings, etc.). For ease of reference, we have provided District meetings and tasks in *italics*.

Project Task	Approx. Time
<i>Kick-Off Meeting w/ the District</i>	<i>1 Day (1 to 2 hours)</i>
Develop Sampling Design (concurrent with questionnaire drafting)	3 to 5 Days
Questionnaire Drafting and Refinement	10 to 15 Days
<i>Questionnaire Review Meeting w/ the District</i>	<i>1 Day (1 to 2 hours)</i>
Survey Pretest	1 to 2 Day
Finalize Questionnaire (if needed)	4 to 6 Days
CATI Programming	1 to 2 Days
Interviewing/Data Collection	4 to 6 Days
Initial Data Processing	2 to 3 Days
<i>Topline Report Meeting w/ the District</i>	<i>1 Day (1 to 2 hours)</i>
Analysis and Report Writing	12 to 14 Days
<i>Report Review Meeting w/ the District</i>	<i>1 Day (1 to 2 hours)</i>
Report Changes (if needed)	1 to 2 Days
<i>Presentation to the District</i>	<i>Anytime After Final Report</i>
Post-Survey Consulting on Survey Results and Recommendations	Ongoing Through Election Day
Tracking Survey of Voters (if needed)	3 to 4 Weeks

PROPOSED PROJECT COSTS

The Godbe Research Team takes great pride in delivering reliable and practical voter survey projects 'on time and on budget'. In doing so, we prefer to provide a firm, fixed fee format for our cost proposals. This is because the primary determinants of any voter survey process are sample size and survey length, which can be most accurately priced using a fixed-fee format, rather than arbitrary hours that can be off by 50% or more, based on client needs, number of meetings, and other factors.

Godbe Research Fees

Based on our basic understanding of the District's research objectives and goals for the voter survey to evaluate a potential future ballot measure for improvements to the Kensington Community Center Building, Godbe Research recommends that a 15 to 18-minute survey comprised of up to 250 (n=250) total District voters likely to vote in the June and November 2014 election cycles of interest. Finally, should a tracking survey be necessary for a November 2014 measure, this would cost approximately \$15,000 for a 10 to 12-minute survey of 200 voters. A tracking survey is unlikely to be needed if results are positive for June 2014 and the District moves forward with a measure in that cycle.

The prices below reflect the all inclusive costs to complete the voter polling project-- the overall cost will not exceed those shown below, provided that parameters (survey length, sample size, etc.) of the project conform to those outlined in this proposal. Should project parameters or District needs change, Godbe Research will be happy to provide amended costs prior to proceeding.

Survey of up to 250 (n=250) Kensington Voters

<u>Project Task</u>	<u>15-min.</u>	<u>18-min.</u>
Listed Voter Sample	\$900.00	\$900.00
Voter Cell Phone and Exchange Matching	\$800.00	\$800.00
CATI Programming	\$1,090.00	\$1,290.00
Survey Pretest	\$150.00	\$150.00
Telephone Interviewing	\$5,250.00	\$6,250.00
Data Processing	\$800.00	\$900.00
Research Fee	\$7,000.00	\$7,000.00
Project Management	\$2,000.00	\$2,000.00
<u>Miscellaneous Expenses</u>	<u>\$150.00</u>	<u>\$150.00</u>
Project Total	\$18,140.00	\$19,440.00

Lew Edwards Group Fees

Based on assisting Godbe Research with the overall polling strategy, including input on the questionnaire and sampling design, as well as the LEG tasks outlined in the *Proposed Project Work Plan* section, below is a flat fee for LEG services. These prices will not change, provided that the scope of work conducted by LEG corresponds to those tasks outlined in this proposal.

Lew Edwards Group Professional Consulting Fees	\$5,000.00
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GODBE RESEARCH
Gain Insight

GODBE RESEARCH

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Suite 1900
Bellevue, WA 98004



September 6, 2013

Mr. Greg Harman
General Manager
Kensington Police Protection &
Community Services District
217 Arlington Avenue
Kensington, CA 94707

Mr. Harman,

Godbe Research is pleased to be working with the Kensington Police Protection & Community Services District (District) to conduct a survey of District voters to evaluate the feasibility a potential future revenue measure to help fund improvements to the Kensington Community Center Building (Building). Below is a list of services for the voter survey process, as well as standard business terms and associated project costs. This letter will serve as the agreement for services between the District and Godbe Research, once signed by both parties.

1. In-person meetings and conference calls as needed with the District to discuss the research objectives for the study, questionnaire design, and related topics.
2. Drafting, refining, and pre-testing a survey instrument of approximately 15 to 18-minutes in length to accomplish the goals of the voter survey.
3. Purchasing a listed sample of voters in the District and creating a stratified and clustered sample of voters likely to vote in the election cycle(s) of interest (e.g. November 2014).
4. CATI programming the survey instrument for efficient data collection.
5. Conducting interviews with up to 250 (n=250) total District voters, according to our interviewing protocol and sampling design.
6. Processing the data collected from the voter interviews according to strict quality control standards, as well as weighting the data as needed.
7. Development of a topline report and conducting a conference call with the District to review the topline report of initial findings.
8. Producing a written report of findings, with complete crosstabulations, and preparing an in-person presentation of findings for the District.
9. Post project consulting with the District and any internal/external stakeholders regarding the results and recommendations from the survey for this voter survey process.

Fifty percent (50%) of the project will be billed once we've had the project kick-off meeting or have begun working on a questionnaire (whichever comes first), with the payment due once we have finalized the questionnaire and are ready to field the survey. The remaining fifty percent (50%) will be billed upon approval of the final questionnaire, with the payment being due upon the District's receipt of the topline report.

Sincerely:

Agreed and Accepted By:

Ms. Leslie Godbe
Chief Executive Officer
Godbe Research

Mr. Greg Harman
General Manager
Kensington Police Protection &
Community Services District

Date

Date

**STANDARD BUSINESS TERMS AND CONDITIONS
GODBE RESEARCH**

Contracts and agreements between Godbe Research and its clients include the following general terms and conditions unless otherwise specified in a contract or agreement.

Flat Fees. Unless otherwise specified, Godbe Research charges a flat fee for all or a portion of its services to a client in lieu of hourly charge. Attached and incorporated as a part of this agreement is the "Project Costs".

Hourly Rates. The firm may opt to bill its staff time at specified hourly rates for each staff member. When estimated hours are noted these are our best estimates of how long a job will take. Actual hours incurred are logged on employee time sheets and final billings to clients are based on these actual figures. Hourly charges apply to all firm staff working for the client with the exception of general clerical support. Work on specifically clerical projects is billed at normal hourly rates.

Contract Timeline. Work to be performed under this contract is according to schedule attached.

Advance Payment. In order to finance the client's work, the firm's policy is to require advance payment for telephone interviewing. Advance payment of fees or hourly charges is normally required, particularly in the case of new clients.

Subcontractors' Fees. Should the firm retain a special employee solely for the purpose of providing services to a client; a fee equal to 15 percent of the costs of such person will be charged to cover the firm's payroll costs.

Late Charges. Invoice terms are 30 days net unless otherwise specified in the agreement. A late charge of 1.5 percent per month will apply on any amounts not paid within thirty (30) days of the date of an invoice.

Indemnity. All copy will be approved by the client in advance of production. Each party shall indemnify, defend and hold harmless the other party from and against any loss, claim, action, course of action (including without limitation any defamation action), judgment, damage, cost or expense (including attorneys' fees and costs) arising out of any actions of, or materials written by, or information supplied by the other party.

Acting as Agent. In compliance with California sales tax regulation, Godbe Research is designated as an Agent for the acquisition of tangible personal property and services as they apply to its clients' advertising and sales promotion activities.

Ownership of Materials. In producing finished products, it is expressly understood that ownership of all materials purchased by Godbe Research to complete the property to be produced passes to its clients at the time of purchase and prior to any use by Godbe Research.

Independent Contractor. The agency shall perform the services as an independent contractor and shall not be treated as an employee of the client for federal, state or local tax purposes or for any other purpose.

Entire Agreement. This agreement constitutes the entire agreement among the parties with respect to the subject matter and supersedes any prior negotiations, understanding or agreement.

Successors. Any agreement between the agency and a client shall be binding upon, the heirs, successors and assignors of the parties.

Termination. Any termination of this agreement by the client, after being signed, shall be of mutual consent. If the agreement is terminated, Godbe Research will bill the client for all work completed to date (including subcontractors' work) plus a 15% termination fee.

Attorneys' Fees. Should any action be brought by one party against the other party to enforce any agreement, the prevailing party shall be entitled to recover from the other party its reasonable attorneys' fees, costs and expenses.

Governing Law; Venue. Any agreement between the agency and a client shall be governed by California law and any action arising out of it shall be instituted and prosecuted only in the Municipal or Superior Court of the County of San Mateo.

Godbe_____

District_____



PROJECT COSTS

The following cost options are reflective of Godbe Research services for a 15 to 18-minute survey of up to 250 (n=250) total Kensington Police Protection & Community Services District voters regarding the feasibility of placing a potential future revenue measure on the ballot, based on voter support. The costs outlined below will not change provided that the scope of work conforms to this letter of agreement and the Godbe Research proposal dated August 12, 2013. Should project parameters or District needs change, we will be happy to provide amended costs prior to proceeding.

Survey of up to 250 (n=250) Kensington Voters

<u>Project Task</u>	<u>15-min.</u>	<u>18-min.</u>
Listed Voter Sample	\$900.00	\$900.00
Voter Cell Phone and Exchange Matching	\$800.00	\$800.00
CATI Programming	\$1,050.00	\$1,250.00
Survey Pretest	\$150.00	\$150.00
Telephone Interviewing	\$5,250.00	\$6,250.00
Data Processing	\$800.00	\$900.00
Research Fee	\$6,500.00	\$6,500.00
<u>Project Management</u>	<u>\$1,750.00</u>	<u>\$1,750.00</u>
Project Total	\$17,200.00	\$18,500.00

Agreed:

Agreed and Accepted By:

Ms. Leslie Godbe
Chief Executive Officer
Godbe Research

Mr. Greg Harman
General Manager
Kensington Police Protection &
Community Services District

Date

Date