

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

AGENDA

A Regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District will be held Thursday, January 8, 2009, 7:30 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California.

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

Roll Call
Public Comments
Board Member/Staff Comments

APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Regular Meeting October 9, 2008
- b) Minutes of the Regular Meeting December 11, 2008
- c) Profit & Loss Budget Performance Reports for December
- d) Board Member Reports
- e) Correspondence
- f) Police Department Update
- g) General Manager Update
- h) Monthly Calendar
- i) Recreation Report

DISTRICT – OLD BUSINESS

1. None

DISTRICT - NEW BUSINESS

1. Jason Kaldis will present the initial drawings and rough estimates for the remodel of the Annex to the Board for discussion and possible action.
2. The Kensington Community Council (KCC) has requested repairs be completed to the gutters and roof of Building E as per the agreement between KCC and the District. General Manager Greg Harman will provide information regarding the requested repairs and the two bids received for completion of the repairs to the Board for discussion and possible action.
3. General Manager Greg Harman will recommend that the Board consider moving the Regular Meetings of the Kensington Police Protection & Community Services District from the second Thursday of the month to either the third or fourth Thursday of the month so that the meetings can be held in the main Community Center room.
4. General Manager Greg Harman will review the outline/ agenda for the Board Workshop being presented by Charles Beesley on Saturday, January 17th at the Community Center to the Board for discussion and possible action.

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 10 DAYS BEFORE THE MEETING. REQUESTS SHOULD BE SENT TO:

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

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

Kensington Police Protection and Community Services District

MEMORANDUM

DATE: December 31, 2008
TO KPPCSD Board of Directors
FROM: Gregory E. Harman, General Manager / Chief of Police
SUBJECT: KPPCSD Board Meeting, January 8, 2009

DISTRICT – OLD BUSINESS- None

DISTRICT- NEW BUSINESS

1. Jason Kaldis will present the initial drawings and rough estimates for the remodel of the Annex to the Board for discussion and possible action.

At the time Jason Kaldis was retained to provide architectural services to the District for the remodel of the Annex, it was part of the contracted service to provide the Board with a cost analysis of the difference between remodeling the Annex to accommodate a child care center to those of a community meeting building. Jason Kaldis will report on his analysis to the Board.

2. The Kensington Community Council (KCC) has requested repairs be completed to the gutters and roof of Building E as per the agreement between KCC and the District. General Manager Greg Harman will provide information regarding the requested repairs and the two bids received for completion of the repairs to the Board for discussion and possible action.

The District received a letter from the Kensington Community Council (KCC), following their meeting on December 1, 2008, that included two bids from roofing companies, for repairs to Building E.

The first bid is from Nicholas Roofing. They propose to replace a missing shingle, seal the vents, install new skylight flashing, and repair the gutters for \$1,350.00.

The second bid is from WestCo Roofing Company. They propose to install a new gutter system, seal the pipe and vent jacks, reattach the flashing around the skylights, and seal the roof to the wood wall abutment for \$2,970.00.

Although there has been no damage to Building E at this time, the gutters are in need of small repairs, and the preventive measures suggested by Nicholas Roofing seem to be an adequate course of action. I would recommend that the Board accept the bid from Nicholas Roofing and proceed with the repairs.

3. General Manager Greg Harman will recommend that the Board consider moving the Regular Meetings of the Kensington Police Protection & Community Services District from the second Thursday of the month to either the third or fourth Thursday of the month so that the meeting can be held in the main Community Center room.

Currently, the Grizzly Peak Fly Fisherman's Club meets in the main room of the Community Center on the same day, (second Thursday of the month), as the District meetings that have been held in Room #1. Attendance at the District meetings has been larger than the room can comfortably accommodate and it has been suggested that the District move the Regular meeting date. The first Thursday of the month would not allow staff enough time to obtain the prior month's documentation. Furthermore, if the Regular meeting was held on this day, the Board would be reviewing District business that would be two months old.

It is therefore suggested that the Board move the Regular meeting to either the third or fourth Thursday of the month.

4. General Manager Greg Harman will review the outline/ agenda for the Board Workshop being presented by Charles Beesley on Saturday, January 17th at the Community Center to the Board for discussion and possible action.

ADJOURNMENT

KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

A G E N D A

A Regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday October 9, 2008, 7:30 P.M., at the Community Center, 59 Arlington Avenue, Kensington, California.

The Board entered into Open Session at 7:30 P.M.

Present: Cindy Kimball, President
Joan K. Gallegos, Vice President
Patricia M. McLaughlin, Director
Paul D. Haxo, Director
Bill Wright, Director
Gregory E. Harman, General Manager/ Chief of Police
Andrea Di Napoli, Police Services Aide

Announcements: Closed Session at 8:30 P.M.

Guests:

Kim Morimoto, Carol Krane, Rory Fischer, Gretchen Gillfillan, Miz & Laurie Powles, Laura Hassner, Lynn Wolters, Patrick Tahara, Joe and Val Paloa, Gloria Morrison, Diane Gossard, Beth Thomsen, Sylvia Elsburn, Marisa Bardella, Serene Quinn, Chris Deppe, Cheryl Kagawa-Costantini, Patrick Maguire, Cathie Kosel, Sean Robertson

Public Comments:

Gretchen Gillfillan announced the Friends of the Kensington Library Book Sale at Library Sunday October 19, 2008.

Sgt. Rickey Hull with the Kensington Police Department, speaking on behalf of the KPOA, said the KPOA has met with the three potential candidates running for the board; Joan Gallegos, Chuck Toombs and Cathie Kosel. "KPOA has formed a board and spoke to the potential candidates and after we spoke to the candidates the KPOA met as a body and we discussed what the board felt about the candidates." The candidates were seeking endorsement from the KPOA and the KPOA voted and endorsed all three candidates.

General Manager/COP Greg Harman wants it noted for the record that Sgt. Hull is off duty and wearing civilian clothes.

Director Haxo wants to state for the record also, the discussion on the traffic light on Arlington Ave. is Item #1 under District New Business.

President Kimball says it is going to be moved as soon as we get through.

Board Comments:

Director McLaughlin is terribly concerned about the office staffing and the fact that nothing has yet happened in terms of replacing Helen (Horowitz), and the fact we have seen no job description. "I ask on the next agenda that we have job descriptions for both Angela (Andrea) and Donald Miller as well as whatever is proposed so the board can approve these job descriptions'. I would like a progress report on the District Secretary search."

President Kimball replies on both the part-time positions and the new position.

Director McLaughlin replies we need job descriptions' and we need to approve them. "I would like a progress report on the new search because that is a problem. I'm concerned, very concerned".

Director Gallegos states, "It is going to be a problem because Andrea told me she is going to be on vacation next week so I don't know what we do about public access and public questions. I want to remind everybody that the Arlington Pharmacy is offering flu shots again this month on Wednesday's and Saturday's and that's it".

President asks if there are any staff comments.

Andrea replies no.

General Manager/COP Harman replies two things, "Quick response just to give you a quick update". "I put out ads on the District Secretary position and have received 115 resumes and I have it down to fourteen, which I will whittle down to a half dozen. In addition, I hope to get together and have interviews next week, so we are moving along on that. The second thing, I don't know, can I mention the Town Hall Meeting".

President Kimball replies, "That is what I was going to mention. So there's a Town Hall Meeting this Saturday it's a big deal because following it is the Candidates Forum where you will actually get to listen to all three candidates that the KPOA have spoken with and ask question. Joan will be one of them and in addition the COP/General Manager will be speaking".

GM/COP Harman replies, "Yes, I'll be giving a brief presentation, Bill Wright will be speaking, some one from the Fire Department will be there and John Goia our representative will be here. It will be held at the Community at 9:30 A.M for pastries and coffee. 10:45 A.M. for my presentation and candidates go on at 11:00 A.M".

President Kimball notes since we do have so many people in the audience here for a particular topic what I would like to do is make a motion to move item under New Business #1 above or now to do prior to the consent calendar.

MOTION by President Kimball to move item under New Business #1 to do prior to consent calendar Director Haxo seconds the motion. AYES: Haxo, Wright, Kimball, McLaughlin, Gallegos; NOES-0; ABSENT-0

ACTION/DISCUSSION ITEMS

- **Traffic Light and pedestrian crosswalk at the intersection of Arlington Ave.**

President Kimball reads from the agenda for those in the audience who do not have one: Information provided by Police Chief Greg Harman for board and public discussion regarding the traffic light and pedestrian crosswalk at the intersection at Arlington Ave. and Kensington Park Road.

President Kimball says "This was brought to her attention and I asked COP and he said he had actually been talking with a few of you and he had heard a lot from you guys that are here tonight. So we put it on the agenda but in the future, if it's possible, it would be really great if we could solve this at his level and I think his door is open and he would love to talk to you if these problems come up in the future. The board is responsible for policy so we are doing this now and we really want to hear what you have to say. So we are doing this now but in the future if you guys go right to Chief Harman that would be fantastic".

GM/COP key points:

- Has heard from many of the parents and residents regarding the light and crosswalk.
- September 18th COP attends "Back to School Night" spoke to all the parents in the room and gave them a warning that the next couple of weeks the KPD were going to heavily enforce the traffic regulations around the school and down at the light.
- After two weeks of heavy enforcement results were 13 moving citations, here at the traffic light, most for speeding, 2 warnings, and at Kenyon and Westminster we had nine moving citations and the officers gave 10 warnings. In addition, up at the school five parking citations were given along with 10 warnings.
- Met with Jerry Fahey (who is the Contra Costa Public Works Director) and we talked about this particular traffic situation as well as two others in the community. The one thing I pointed out to him was the pedestrian crossing button. The light cycle it is not cycling right. Once you hit the light button as the cars are approaching the intersection it immediately goes to yellow and then to red. This causes all kinds of issues if you are coming down Arlington and if someone were to hit the light, it goes immediate yellow and immediate red.
- One of the solutions we might be able to do down the road is install two new light signals; one for the north bound lane as traffic is coming around the turn down where Kensington Park. The second light signal could possibly be installed over by the church so when you come around the turn you can see that light first.
- Jerry Fahey also mentioned putting a traffic light closer to the library pointing up Arlington so when you are southbound Arlington you pick it up sooner than you do now.
- Another possibility is actually changing the light cycle to a normal functioning light where you get the green, yellow, red cycle for all four directions of traffic (side note; this received much applause).
- The COP on "Walk to School day" made an observation. Between 0745 (which is 7:45 in the morning) to 0830, 124 adults and children crossed the intersection with the guard. During that, 45 minutes of time there were three red light violations. One of them occurred, when Agnes (the crossing guard) saw an adult about to cross the street he was not going to until she hit the pedestrian crosswalk button the light did the instant yellow/red and the car drove through the light. The other violation occurred when an EBMUD truck parked next to the library, blocking the view of the light, and the driver drove through it. The final one occurred when the person driving down Arlington was staring at me and did not stare at the light and went through the red light. In addition to three red light violations, there was also one near traffic collision and the EBMUD truck caused it. The person trying to leave the park area after dropping off her child and someone else trying to turn left off of Rincon had a mere collision.
- COP likes all the recommendations given to him by Jerry Fahey, adjusting the light cycle and putting in two new traffic lights. But wants the Kensington residents to know the outcome of adjusting the light cycle during school commute. This will back up traffic on Arlington and everyone needs to prepare for this situation. Another recommendation was to change the yellow flashing light to a red flashing light, which will make it a continuous red stop all the time.

- All recommendations have issues attached with them. COP will meet with Jerry and get a cost associated with the recommendations along with the findings Jerry has made. COP opens floor for discussion.
- Open for public discussion.
- Director McLaughlin wants it to be known the push button is dangerous for any handicap person, it is on a slant, and people in wheelchairs cannot access the button. "I think we need another push button on the other side of Kensington Park Road right there where the parking lot is and placed in a way where handicap people can access".
- Director Gallegos likes the suggestion that we should get some signs that say "School Zone" because we don't have any of those signs here. There's a school north on the Arlington and they have a light that only flashes when school is in.
- Director Wright wants to know the next steps.
- COP will be talking to Jerry tomorrow. "The easiest fix right now is the flashing red. Fixing the cycling of the pedestrian crosswalk is also an easy fix. Additional traffic lights will take time. Signs are easy to do and we will get something done really quickly. Just an FYI the county has warrants and prerequisites for installing traffic lights, crosswalks and things of that nature. I will know more when I meet with Jerry tomorrow".
- Director Wright comments, "The County is responsible when dealing with this. I would like to suggest at the next meeting come back with a proposal and cost of cycling the light so it's more of a traditional traffic light and then putting in warning lights and signs".
- Director McLaughlin along those lines this is a county cost not our cost.
- President Kimball said that is what we need to find out. "At least a report on that for the next meeting with a cost associated with Kensington. Any more comments from the audience".
- More open discussion.
- Director Wright suggest as a Board and Staff we should lobby vigorously at the county level.
- Director Haxo we are the liaison with the traffic engineers.
- Director McLaughlin we should contact John Goia and wait before we lobby. "Wait until next board meeting and have a clear direction before we lobby".
- President Kimball recommends, "Write anyone at the county that you can think of and write the stories you just shared with us. We also have a GM that is very involved in this matter and he is on it in a new way that you have not seen before".
- COP comments on more officer presence during the school time stating he has one officer in the morning and he is not only working the front and back of school but also has his call for service so he is doing his best. "We are stressing tickets and enforcement. And we are working with the traffic engineers and I believe a good outcome will happen".

- Chris Lavin, editor of the Outlook, will run a box in the November Outlook how to respond to the traffic light with address, phone numbers and email.

DISTRICT – OLD BUSINESS

President Kimball says "Old Business #1 is the proposed policy manual presented by Director Gallegos. This has been in two packets previous and the directors have seen this several times. General Manager has noted twice that he does not think this is good policy and it in deed affects his process on how he sets up the agenda. In addition, his mentor, Dr. Chuck Beasley also said no other board has such a requirement for their agenda packet. And there is a letter in the packet from a past board president that says not necessarily a good idea".

Director Gallegos replies "That the board needs to think about this very carefully because we are talking about a governmental body not for private not for profit and the Brown Act comes into play. She believes it could be construed as invasion of the Brown Act especially in light of the situation we had in June/July by not providing a minimal description on an item to be discussed. I think we are leaving ourselves open for litigation by not providing meaningful information to the board and to the public".

President Kimball interjects Vice-President Gallegos do you have a motion.

Director Gallegos replies "yes". "I move we adopt the amendment to the policy 50/2010".

MOTION by Vice-President Gallegos and seconded by Director Haxo to adopt the policy 50.2010.

AYES – Haxo and Gallegos; NOES – Wright, Kimball, McLaughlin; ABSENT– 0.

The motion does not pass.

DISTRICT - NEW BUSINESS

1. Information provided by Police Chief Greg Harman for Board and public discussion regarding the traffic light and pedestrian crosswalk at the intersection of Arlington Avenue and Kensington Park Road.
2. Discussion for possible action the annual General Manager/Chief of Police salary review.

Director Gallegos would like to suggest this be postponed until we hear about the officers salaries.

Director McLaughlin, "I asked this to be on the agenda. I think we are passed the time when we should have been doing this. I don't think the General Manager/Chief of Police is in any way dependent on what happens to the officers".

President Kimball agrees with Director McLaughlin.

Director Wright asks Director McLaughlin if she wants to make a motion.

Director McLaughlin replies, "She's been put on the spot. Originally, people were thinking there was 3% in the contract and that is not true; there was nothing in the contract. I looked up the cost of living has been and in the first half of 2008, it's a little more than 4%. We are in a government recession and I believe the cost of living is going to go down. We are in a budget

problem as you all know we are in a deficit budget situation. I propose we split the difference and consider a 3.5% increase".

MOTION- President Kimball motion is for a 3.5% increase in salary for the General Manager/Chief of Police. Director Wright has seconded it.

AYES - Haxo, Wright, Kimball, McLaughlin, Gallegos; NOES - 0; ABSENT -0.

Director McLaughlin stated it to be retro active to September 1, 2008.

President Kimball "We are going to conclude the open portion of this meeting and go into closed session. And after the closed session we will finish the Consent Calendar and will attempt the last item of the New Business".

Open Session ended at 8:30 PM.

OPEN SESSION

Board has asked our negotiators to continue in the current manner and look forward to a successful solution.

President Kimball lets go back to the Consent Calendar. Does anyone need to pull anything from the calendar?

Director McLaughlin Minutes and the General Manager Update

Director Gallegos Item b.

Staff Comments: General Manager / Chief of Police Harman

APPROVAL OF CONSENT CALENDAR

- a) Minutes of the Regular Meeting September 11, 2008
- b) Profit & Loss Budget Performance, Profit & Loss Previous Year Comparison, Statement of Investments & Variance Report will not be available this month due to the County policy of not providing revenue figures until they close out the last fiscal year.
- c) Board Member Reports
- d) Correspondence
- e) Police Department Update
- f) General Manager Update
- g) Monthly Calendar
- h) Recreation Report

The Consent Calendar to be reviewed after Closed Session: Item a; Minutes of the Regular Meeting September 11, 2008; Item e, Police Department Update; Item f, General Manager Update.

Item a; Minutes of the Regular Meeting September 11, 2008

Item b; Profit & Loss Budget Performance, Profit & Loss Previous Year Comparison, Statement of Investments & Variance Report will not be available this month due to the County policy of not providing revenue figures until they close out the last fiscal year.

Item e, Police Department Update

Item f, General Manager Update

Director Haxo, "There are three corrections that have to be made. One is the date it should read 9-11-08 not 8-14-08. All the headers should read 9-11-08 not 8-13-08. Last page it should be indicated that after we reopened into open session that I came in at 8:30 PM. State that Director Haxo arrived at 8:30 PM".

Director McLaughlin has a suggestion in terms of the ongoing minutes. "Incorporated into this set of minutes is a memo the GM/COP read and last month Lynn Walter read a letter incorporated into the minutes. I think it is unnecessary to incorporate this into the minutes. Memo or letter should be attached to the agenda not typed into the body of the agenda".

Director Haxo should we have a motion to approve the minutes.

MOTION by Director McLaughlin to approve the corrections of the minutes suggested by Director Haxo seconded by Director Haxo.

AYES; Haxo, Wright, Kimball, McLaughlin, Gallegos; NOES - 0; ABSENT - 0.

President Kimball corrections to minutes approved at 9 PM.

President Kimball to Director Gallegos "Do you have questions on the Profit/Loss".

Director Gallegos, "On the second page COP Special Fund we have an amount spent, but then we have a zero budget and then we have a percentage of the budget 100%".

Director McLaughlin, "We have never really identified what the COP budget is going to. So you're right".

Director Haxo, "We will have to correct the Profit & Loss and pull from the Consent Calendar".

GM/COP replies, "No money was received as of yet this year".

President Kimball cannot approve this portion as it stands but next month looking for clarification.

President Kimball on Police Department Update. Thanks COP with the follow through with Richmond Dispatch. Appreciated the Watch Commanders reports and can see the progress in the department on actually solving crime and it's very refreshing.

Kathy Stein remarks on Sgt. Escobar's report on 93 Kingston Road. She is very hopeful something can be done with this situation.

COP to give a refresher to the board, "Officer Stegman was attempting to stop a stolen vehicle and the vehicle turned down on Kingston, a dead end street and suspect bailed out of the vehicle. We believed it to be just a stolen vehicle thief but a couple of hours later we come to find out that there had been a homicide in Rodeo where one brother killed another brother and they were tracking the cell phone which came to 93 Kingston. We set up a perimeter and served a search warrant."

Kathie Stein speaks about her experiences and incidents with 93 Kingston.

General Manager Update

Director McLaughlin comments she is concerned about the park issues. "Last month we were in an effort to move things along because this has been dragging out for too long. We would have

liked the Chief to sign one of the two types of bid with the approval of our counsel. And I see nothing has happened".

GM/COP replies, "The contract is signed. During this GM update, the contract has not been signed".

Director Haxo replies, "Please call Michael Sautman and let him know the contract is signed".

Director Gallegos would like the current month plus the upcoming months.

MOTION Vice President Gallegos moves to accept the consent calendar with minutes correct with the exception of Item b (Profit & Loss). Motion has been seconded by Director Haxo. AYES - Haxo, Wright, Kimball, McLaughlin, Gallegos; NOES - 0; ABSENT - 0.

DISTRICT - NEW BUSINESS

3. Discussion of the Board Report on the "Goals Follow Up October 2008" in accordance with KPPCSD Policy 4000.40.

President Kimball, "I went through stuff that has been done and the important thing to note is a lot of work has been done with the Police Department implementing the Investigations Division & leading the Community Outreach. More specifically the budget was done on time we had many efforts to increase revenue and to save the district money. We have dealt with GASB 45 at least in the beginning stages. The restructuring of the PD has been great because now we are investigating cases & bringing them to conclusion. The Detective Sgt., Watch Commanders very functional. Training has been effectively managed. We adopted the Community Outreach Coordinator and that has come back great. Website is up and running and working well. Relationship with the community is improving as well with the K groups and volunteering has grown within the community. Overall, but this is my opinion, I think we can do better. I will open it up for discussion now".

Director Gallegos a few questions on Park & Rec. "Are we going to get a list of the trees that need attention?" "I'd like to see some inventory on the trees that need attention." "Have we checked on the requirements on the state bond/park bond grants?" We need a staff administrator to qualify for that.

GM/COP comments trees have been taken care of. "Part of the master park plan was to pull out a lot of trees and once the funding comes in for that we will do that. Basically, many of the trees will have to come out. Next month I will be going to Sacramento and attend a workshop for park grant funding".

Director Haxo replies "GM cannot be Park Administrator".

Director Gallegos wonders if the construction of the park bathroom would not qualify for solid waste disposal and if there is a way to access some of the franchise fee for the bathroom.

Director Haxo replies, "A lawyer should really decide this discussion that way we don't have to hear it again".

Director McLaughlin to President Kimball "Thank you for doing this but we can't call this a Board Report. It really is a President's Report and I really object to calling it a Board Report. If the board got together and did it then fine but we did not. I find this a bit optimistic. Putting things perhaps in an often-rosy glow. Especially the bit on the tax and the board dropped the ball on that. I would like President Kimball to change title and some of the contents to make it more credible."

President Kimball agrees with Director McLaughlin regarding the title of the report it should be "President's Report."

Director Wright, "To give some sense of where Pat is going with the finance committee she is trying to develop the information that would function for something like this in the future".

Director Wright, "I will be making a presentation at the Town Hall Meeting on Saturday regarding fiscal situation, website and police department".

The meeting was adjourned at 9:35 P.M.

Cindy Kimball, President _____

Andrea Di Napoli, Acting District Secretary _____

District - New Business

1. Jason Kaldis will present the initial drawings and rough estimates for the remodel of the Annex to the Board for discussion and possible action.

District - New Business

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District - New Business

4. General Manager Greg Harman will review the outline/agenda for the Board Workshop being presented by Charles Beesley on Saturday, January 17th at the Community Center to the Board for discussion and possible action.

KENSINGTON POLICE PROTECTION COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Meeting Minutes for 12/11/2008

AGENDA

A Regular meeting of the Board of Directors of the Kensington Police Protection and Community Services District was held Thursday December 11, 2008, 7:30 PM , at the Community Center, 59 Arlington Avenue, Kensington, California.

The board entered into Open Session at 7:30 PM.

ATTENDEES

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

ANNOUNCEMENTS: None

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

PUBLIC COMMENTS

Name	Comments
John Stein	Inquired about the possibility of using a social networking email/text messaging application such as Twitter to create an emergency notification service for Kensington.
Mandy Hammond	Commented that she is delighted about the steps being taken by the County and the City of Kensington to correct the various traffic issues.
Joseph Guadane	Troop Master Guadane donates a wreath to the KPPCSD on behalf of Troop 100.
Director McLaughlin	Thanked Troop 100 on behalf of the KPPCSD for their many hours of community service.
Lynn Wolter	Thanked Troop 100 for their exemplary service at the Friends of the Library Fall Book Sale.
Joseph Guadagne	Troop Master Guadagne commented that Troop 100 has been working hard and will be traveling to New Mexico in July for the High Mountain Adventure Camp.

KENSINGTON POLICE PROTECTION COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

BOARD COMMENTS

Name	Comments
Director Wright	Personally thanked Paul Haxo & Joan Gallegos for their many years of continued service. Additionally requests a closed session meeting of the Board of Directors to take action on the KPOA contract. Commented that the agenda was not made available to the public for this meeting.
GM/COP Harman	Responded to Bill Wright's comment regarding the agenda, indicating that Donald Miller was unable to post the agenda to the website because he was out of the office on vacation and the agenda was not completed prior to his absence. Additionally, GM/COP Harman indicated that Donald Miller will be training Stephanie Fries to update the website upon his return.
President Kimball	Introduced the new District Secretary, Stephanie Fries. Reminded everyone that the K Group meeting will be on Monday January 5, 2009 at 7:30pm in the large room at the Community Center; RSVP Esther Hill 525-0292.
Vice Pres. Gallegos	Asked Kathy Stein about whether or not she attended the Recycling Workshop in Sacramento.
PUBLIC COMMENT: Kathy Stein	Responded to VP Gallegos' inquiry and indicated that she did not attend the Recycling Workshop.
Vice Pres. Gallegos	Indicated that the market for recyclables is poor in many areas, resulting in higher garbage collection rates.
GM/COP Harman	Reintroduced new District Secretary, Stephanie Fries. Gave brief Annex update, indicating that he would be meeting with the architect on 12/12/2008 at 1:00pm to go over the drawings & work out the final details. Gave update on the traffic light, indicating that he spoke with Jerry Fahey on 12/11/2008 to discuss the two traffic signals to be installed in either the coming week or during Christmas vacation; upon completion of the traffic light installations, the cycling of the signals will be further evaluated. Announced that the Boy Scouts will be participating in several projects within the park, including installation of the new recycling cans. Indicated that he attended the Library meeting on 12/10/2008; discussed the remodeling/expansion plans for the Library & how that will affect the district as far as obtaining the funds needed for the project. Discussed meeting with Chuck Beesley and the Group Workshop for Directors that will be scheduled for the 17th.

KENSINGTON POLICE PROTECTION COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

-- NO STAFF COMMENTS --

MOTION: President Kimball moves to postpone the Consent Calendar until after New Business #1 on the Agenda.

AYES: Wright, Haxo, Kimball, McLaughlin, Gallegos **NOES:** 0

ACTION / DISCUSSION ITEMS

Name	Comments
President Kimball	Presents Joan Gallegos & Paul Haxo with plaques for their many years of service on the Board of Directors.
GM/COP Harman	Swears in new directors Cathie Kosel & Charles Toombs.

-- BREAK--

New Board of Directors
Cindy Kimball, President
Cathie Kosel, Director
Patricia M. McLaughlin, Director
Charles Toombs, Director
Bill Wright, Director

KENSINGTON POLICE PROTECTION COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

ACTION / DISCUSSION ITEMS (cont.)

Name	Comments
President Kimball	Inquired about possible correction to be made to page five of the October meeting minutes & postpones the meeting minutes to be approved at the next meeting.
Director Wright	Suggested changes and corrections to be made to the new meeting minutes format.

MOTION: Director McLaughlin moves to adopt the changes for the new meeting minutes.

AYES: Wright, Toombs, Kimball, McLaughlin ABSTAIN: Kosel

Director Wright	Inquired about 401K packs and why the Year to Date Budget is about \$100,000 short.
GM/COP Harman	Responded to Director Wright's inquiry regarding the Year to Date Budget, indicating that this is the norm & that the County makes several adjustments throughout the year that ultimately affect the Year to Date Budget amounts.
Director McLaughlin	Inquired about differing figures on the monthly budget reports.
GM/COP Harman	Responded to Director McLaughlin's inquiry regarding the differing budget figures, indicating that he would discuss the items with the accountant, Debbie Russell.

KENSINGTON POLICE PROTECTION COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

ACTION / DISCUSSION ITEMS (cont.)

Name	Comments
Director Kosel	Inquired about whether the Year to Date budget was an actual or a projected figure based on the previous year's budget.
GM/COP Harman	Responded to Director Kosel's inquiry, indicating that the budget is a projected figure based on the previous year's budget.
Director Wright	Inquired about where the District is at as far as projected over-budgeting.
GM/COP Harman	Responded to Director Wright's inquiry, indicating that the figures are incorrect & that he would discuss the figures, as well as the Year to Date budget with the accountant, Debbie Russell.
President Kimball	Moves to the Police Department Update
Director Wright	Inquired about Administrative Assistant, Donald Miller and how his hours would be adjusted to accommodate the budget.
GM/COP Harman	Responded to Director Wright's inquiry, indicating that Donald Miller's hours have been reduced from 20 hours per week to 18 hours per week to accommodate PERS' hourly limitations on his retirement.
Director Wright	Inquired about whether the details (but not the outcome) of the investigation of alleged misconduct could be discussed during closed session.
GM/COP Harman	Responded to Director Wright's inquiry, indicating that the details of the alleged misconduct investigation could be discussed during the upcoming POA contract closed session.
President Kimball	Announced that the closed session meeting will be held at the Community Center on 12/18/2008 at 7:30pm.

KENSINGTON POLICE PROTECTION COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

ACTION / DISCUSSION ITEMS (cont.)

Name	Comments
President Kimball	Commented on the great work that the police department has been doing in conjunction with the El Cerrito , Berkeley, and Oakland police departments to arrest suspects connected to the recent home & auto burglaries in the area. Inquired about the Watch Commander Report that is missing from the Agenda Packet.
GM/COP Harman	Responded to President Kimball's inquiry about the Watch Commander Report, indicating that Sergeant Escobar had been away at training and was unable to complete the report until 12/11/2008. The Watch Commander Report will be available in the next Agenda Packet
President Kimball	Commented on the community networking that the police department has been involved with and inquired about the department's work with the Kingston Group & the trouble that they have been experiencing.
GM/COP Harman	Responded to President Kimball's inquiry about the Kingston Group, indicating that he had met with them in November, set up an email tree, and has been working with them to remedy various issues.
President Kimball	Inquired about an individual who dialed the wrong number in an attempt to reach Richmond dispatch.
GM/COP Harman	Responded to President Kimball's inquiry about the individual who dialed the wrong number in an attempt to reach Richmond dispatch, indicating that the individual left a message on the answering machine at the wrong number. The resident who received the erroneous message recognized the Kensington phone prefix and contacted GM/COP Harman, who had the original call traced and dispatched an officer to her residence. Expressed his concern that the Kensington community has a bad habit of calling the office when they should be contacting dispatch for any type of police service. Announced that the dispatch service will be updated and will hopefully become a more user-friendly service.

KENSINGTON POLICE PROTECTION COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

ACTION / DISCUSSION ITEMS (cont.)

Name	Comments
Director McLaughlin	Inquired about whether or not the number for Richmond Dispatch was given on the outgoing message when calling the office at 526-4141
Andrea DiNapoli	Responded to Director McLaughlin's inquiry, indicating that the number for Richmond Dispatch and 911 are given in the office's outgoing message.
Director Wright	Inquired about how many call the office receives on a daily basis that need to be redirected to Richmond Dispatch.
Andrea DiNapoli	Responded to Director Wright's inquiry, indicating that the office receives several calls per day that need to be redirected to Richmond Dispatch.
Kathy Stein	Commented that the reason the community tends to call the office rather than Richmond Dispatch is because calling Richmond Dispatch with a non-emergency issue results in being put on hold for lengthy amounts of time.
President Kimball	Requests GM/COP Harman to come up with a plan to resolve the issue of the community calling the office when they should be calling Richmond Dispatch, suggesting that he talk with Chris from The Outlook to discuss placing an ongoing announcement in the newsletter.

KENSINGTON POLICE PROTECTION COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

ACTION / DISCUSSION ITEMS (cont.)

Name	Comments
President Kimball	Pulled the General Manger's Update, commented on the Emergency Preparedness Excercise the Police and Fire Department participated in.
GM/COP Harman	Commented that he is part of the County Mitigation Plan Committee and Donald Miller is working with the Fire Department to get a plan together.
President Kimball	Commented on GM/COP Harman serving on CSDA Boards and inquired on how that came about.
GM/COP Harman	Indicated that the aforementioned organizations contacted him to serve on the boards and was selected for both. Announce that he & the District Secretary would be attending the Prop 84 workshop in Alameda in the coming week and will be attending a WW workshop on January 16th in Oakland.

MOTION: Director McLaughlin moves to adopt items B through I from the Consent Calendar

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

President Kimball	New Business #2: Nominations for the election of Board Officers for the calendar year of 2009. Opens the floor for nominations.
Director McLaughlin	Nominates Bill Wright for President of the Board.

KENSINGTON POLICE PROTECTION COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

ACTION / DISCUSSION ITEMS (cont.)

Name	Comments
Director Toombs	Seconds the Nomination of Bill Wright for President of the Board.
Director Kosel	Nominates Cindy Kimball for President of the Board.
President Kimball	Seconds the Nomination of Cindy Kimball for President of the Board.

MOTION: Director McLaughlin moves to vote on the Presidential Board Nominees

Votes for Bill Wright: Wright, Toombs, McLaughlin (3) Votes for Cindy Kimball: Kosel, Kimball (2)

Director McLaughlin	Nominates Charles Toombs for Vice President of the Board.
Director Wright	Seconds the Nomination of Charles Toombs for Vice President of the Board.

KENSINGTON POLICE PROTECTION COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

ACTION / DISCUSSION ITEMS (cont.)

MOTION: President Kimball moves to vote on the Vice Presidential Board Nomination of Charles Toombs

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

Name	Comments
President Kimball	Requested assignments from the Board Members for the 2009 calendar year.
Director Wright	Requested postponing the assignments of Board Members until after meeting with Chuck Beesley & re-evaluating Board Member roles.
Director McLaughlin	Expressed concern about issues coming before the Finance Committee, inquiring as to whether or not Director Wright would be willing to leave the Finance Committee in its current configuration until after January when it may or may not change.
Director Wright	Responded to Director McLaughlin's inquiry, indicating that he believes it would be appropriate to leave the Finance Committee in its current configuration until January.
President Kimball	Inquires about the Public Safety Building that was previously overseen by Paul Haxo. The Fire District had been pressuring the Board to review the upcoming contract, but does not see an issue with waiting until after the workshop in January to do this.
PUBLIC COMMENT: Joan Gallegos	Suggested providing the new Board Members with copies of the Board of Directors Policy Manual.
President Kimball	Moves to New Business: Item #4 Discussion & Action on the District's unforeseen legal expenses this fiscal year & the possible transfer of funds between budgeted line items

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

ACTION / DISCUSSION ITEMS (cont.)

Name	Comments
GM/COP Harman	Requests that Board to transfer \$35,000 from the On-Board Camera account to the Legal account to cover the unanticipated legal expenses.
Director Kosel	Inquires about possibly creating more close-ended contracts for legal fees to avoid these expenses in the future.
Director Wright	Recommends not to adjust the budget to accommodate the unforeseen legal expenses.
President Kimball	Suggests continuing the academic assessment for Profit & Loss so we can know whether the District needs to budget more or less money for particular items.
Director Wright	Recommends not changing the budget as the mechanism for approving certain expenses.
Director McLaughlin	Inquires whether Kurt Franklin's expenses may exceed the estimate.
Director Wright	Responds to Director McLaughlin's inquiry regarding Kurt Franklin's expenses, indicating that the expenses may exceed the estimate depending on what the action is in closed session.
Director Toombs	Inquires about whether the Board is authorizing GM/COP Harman to spend the legal fees required to complete the investigations, even though it takes him over budget.

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

ACTION / DISCUSSION ITEMS (cont.)

Name	Comments
President Kimball	Responds to Director Toombs inquiry, indicating that she believes that is what was approved, keeping the budget how it is & evaluate further down the road.
Cathie Kosel	Suggested negotiating with Miss Wallace in regards to the legal fees.
GM/COP Harman	Indicated that it may be too late to attempt negotiations with Miss Wallace over legal fees.
Director Toombs	Commented that Miss Wallace may have gone over budget, but we don't know the facts that caused her to do so & suggested reserving judgment until we are able to look over her report. The facts may justify the excessive costs.

MOTION: Director McLaughlin moves to make it understood that the Board has fully authorized GM/COP Harman to go ahead with the legal expenditures as outlined in his report.

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

John Stein	Inquired if a when a line item goes over budget, is it policy that it needs to be discussed with the Board.
Director McLaughlin	Indicated that the Board has discussed making this a policy.

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

ACTION / DISCUSSION ITEMS (cont.)

MOTION: President Kimball moves to adjourn the meeting at 8:16pm.

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

Cindy Kimball, President _____

Stephanie Fries, District Secretary _____

KPPCSD
Profit & Loss Budget Performance
 December 2008

	Dec 08	Budget	% of Budget	Jul - Dec 08	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
400 · Police Activities Revenue							
401 · Levy Tax	0.00			1,185,277.86	1,125,926.22	105.27%	1,287,926.22
402 · Special Tax-Police	0.00			680,340.00	679,000.00	100.2%	679,000.00
410 · Police Fees/Service Charges	0.00	250.00	0.0%	1,904.35	1,450.00	131.33%	3,500.00
416 · Interest-Police	0.00			9,955.55	9,800.00	101.59%	35,000.00
418 · Misc Police Income	1,915.59	1,400.00	136.83%	6,337.96	7,500.00	84.51%	15,000.00
400 · Police Activities Revenue - Other	265.00			1,863.96			
Total 400 · Police Activities Revenue	2,180.59	1,650.00	132.16%	1,885,679.68	1,823,676.22	103.4%	2,020,426.22
420 · Park/Rec Activities Revenue							
424 · Special Tax-L&L	0.00			29,356.80	28,800.00	101.93%	28,800.00
426 · Park Donations	0.00	2,500.00	0.0%	0.00	2,500.00	0.0%	3,000.00
427 · Community Center Revenue	250.00	6,000.00	4.17%	3,546.00	16,000.00	22.16%	22,000.00
436 · Interest-Park/Rec	0.00			352.46	500.00	70.49%	1,200.00
420 · Park/Rec Activities Revenue - Other	208.00			1,070.55			
Total 420 · Park/Rec Activities Revenue	458.00	8,500.00	5.39%	34,325.81	47,800.00	71.81%	55,000.00
440 · District Activities Revenue							
448 · Franchise Fees	0.00			6,914.13	6,900.00	100.21%	20,800.00
456 · Interest-District	0.00	1,100.00	0.0%	1,040.67	2,200.00	47.3%	4,200.00
Total 440 · District Activities Revenue	0.00	1,100.00	0.0%	7,954.80	9,100.00	87.42%	25,000.00
Total Income	2,638.59	11,250.00	23.45%	1,927,960.29	1,880,576.22	102.52%	2,100,426.22
Expense							
4000 · Reconciliation Discrepancies	0.00			0.05			
500 · Police Sal & Ben							
502 · Salary - Officers	92,509.51	73,513.67	125.84%	438,018.54	441,081.98	99.31%	882,164.00
504 · Compensated Absences	307.36	0.00	100.0%	5,427.92	13,830.00	39.25%	19,728.00
506 · Overtime	2,972.01	2,500.00	118.88%	12,126.68	15,000.00	80.85%	30,000.00
508 · Salary - Non-Sworn	6,681.00	6,481.33	103.08%	35,951.52	38,888.02	92.45%	77,776.00
516 · Uniform Allowance	666.60	708.33	94.11%	3,999.60	4,250.02	94.11%	8,500.00
518 · Safety Equipment	0.00	208.33	0.0%	0.00	1,250.02	0.0%	2,500.00
521-A · Medical/Vision/Dental-Active	1,172.90	9,610.46	12.2%	43,027.53	57,662.74	74.62%	115,325.50
521-R · Medical/Vision/Dental-Retired	1,388.96	9,610.46	14.45%	48,287.34	57,662.74	83.74%	115,325.50
522 · Insurance - Police	827.37	1,016.67	81.38%	5,057.38	6,099.98	82.91%	12,200.00
523 · Social Security/Medicare	1,507.65	1,229.67	122.61%	7,224.92	7,377.98	97.93%	14,756.00
524 · Social Security - District	466.15	495.83	94.01%	2,393.05	2,975.02	80.44%	5,950.00
527 · PERS - District Portion	26,803.04	21,512.33	124.59%	127,150.89	129,074.02	98.51%	258,148.00
528 · PERS - Officers Portion	8,385.81	6,676.25	125.61%	39,781.43	40,057.50	99.31%	80,115.00
530 · Workers Comp	12,256.00	19,486.25	62.9%	39,755.44	58,458.75	68.01%	77,945.00
541 · Consultant/Operational Audit	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 500 · Police Sal & Ben	155,944.36	153,049.58	101.89%	808,202.24	873,668.77	92.51%	1,700,433.00

KPPCSD
Profit & Loss Budget Performance
December 2008

	Dec 08	Budget	% of Budget	Jul - Dec 08	YTD Budget	% of Budget	Annual Budget
550 · Other Police Expenses							
552 · Expendable Police Supplies	151.96	333.33	45.59%	577.10	2,000.02	28.86%	4,000.00
553 · Range/Ammunition Supplies	0.00	208.33	0.0%	1,133.93	1,250.02	90.71%	2,500.00
560 · Crossing Guard	882.98	1,016.70	86.85%	3,635.80	4,575.15	79.47%	10,167.00
562 · Vehicle Operation	5,004.56	3,250.00	153.99%	20,123.65	19,500.00	103.2%	39,000.00
564 · Communications (RPD)	0.00	7,816.67	0.0%	28,225.08	46,899.98	60.18%	93,800.00
566 · Radio Maintenance	0.00	366.67	0.0%	0.00	2,199.98	0.0%	4,400.00
568 · Prisoner/Case Exp./Booking	293.00	823.33	35.59%	2,164.71	4,940.02	43.82%	9,880.00
570 · Training	1,202.35	1,000.00	120.24%	8,300.07	6,000.00	138.34%	12,000.00
572 · Recruiting	175.00	637.50	27.45%	1,103.14	3,825.00	28.84%	7,650.00
574 · Reserve Officers	32.00	166.67	19.2%	1,449.13	999.98	144.92%	2,000.00
576 · Misc. Meals & Travel	0.00	242.50	0.0%	2,997.27	1,455.00	206.0%	2,910.00
580 · Utilities - Police	598.01	680.00	87.94%	3,393.57	4,080.00	83.18%	8,160.00
581 · Bldg Repairs/Maint.	2,055.00	916.67	224.18%	2,244.36	5,499.98	40.81%	11,000.00
582 · Expendable Office Supplies	1,341.57	558.33	240.28%	2,974.57	3,350.02	88.79%	6,700.00
586 · Machine Maintenance	0.00	41.67	0.0%	0.00	249.98	0.0%	500.00
588 · Telephone(+Rich. Line)	1,280.55	1,045.67	122.46%	5,225.64	6,273.98	83.29%	12,548.00
590 · Housekeeping	652.46	458.33	142.36%	1,831.43	2,750.02	66.6%	5,500.00
592 · Publications	0.00	375.00	0.0%	84.67	2,250.00	3.76%	4,500.00
594 · Community Policing	0.00	550.00	0.0%	1,083.84	3,300.00	32.84%	6,600.00
596 · WEST-NET/CAL I.D.	0.00			12,296.00	12,297.00	99.99%	12,297.00
598 · COPS Special Fund	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
550 · Other Police Expenses - Other	40.00			40.00			
Total 550 · Other Police Expenses	13,709.44	20,487.37	66.92%	98,883.96	133,696.13	73.96%	256,112.00
600 · Park/Rec Sal & Ben							
601 · Park & Rec Administrator	837.50	947.25	88.41%	5,805.90	5,683.50	102.15%	11,367.00
602 · Custodian	1,750.00	2,000.00	87.5%	10,500.00	12,000.00	87.5%	24,000.00
606 · Casual Labor	0.00	166.67	0.0%	0.00	999.98	0.0%	2,000.00
623 · Social Security/Medicare - Dist	0.00	72.50	0.0%	241.71	435.00	55.57%	870.00
Total 600 · Park/Rec Sal & Ben	2,587.50	3,186.42	81.2%	16,547.61	19,118.48	86.55%	38,237.00
635 · Park/Recreation Expenses							
640 · Community Center Expenses							
642 · Utilities-Community Center	0.00	370.00	0.0%	2,436.36	2,220.00	109.75%	4,440.00
643 · Janitorial Supplies	0.00	166.67	0.0%	1,169.40	999.98	116.94%	2,000.00
646 · Community Center Repairs	0.00	83.33	0.0%	265.94	500.02	53.19%	1,000.00
640 · Community Center Expenses - Other	149.00			149.00			
Total 640 · Community Center Expenses	149.00	620.00	24.03%	4,020.70	3,720.00	108.08%	7,440.00
660 · Annex Expenses							
662 · Utilities - Annex	154.84	0.00	100.0%	416.55	0.00	100.0%	0.00
666 · Annex Repairs	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
668 · Misc Annex Expenses	0.00	41.67	0.0%	26.56	249.98	10.63%	500.00
660 · Annex Expenses - Other	0.00			200.00			

KPPCSD
Profit & Loss Budget Performance
 December 2008

	Dec 08	Budget	% of Budget	Jul - Dec 08	YTD Budget	% of Budget	Annual Budget
Total 660 · Annex Expenses	154.84	41.67	371.59%	643.11	249.98	257.27%	500.00
670 · Gardening Supplies	0.00	166.67	0.0%	0.00	999.98	0.0%	2,000.00
672 · Kensington Park O&M	2,050.00	4,400.00	46.59%	17,031.64	26,400.00	64.51%	52,800.00
674 · Park Construction Exp	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
678 · Misc Park/Rec Expense	0.00	41.67	0.0%	3,370.00	249.98	1,348.11%	500.00
Total 635 · Park/Recreation Expenses	2,353.84	5,270.01	44.67%	25,065.45	31,619.94	79.27%	63,240.00
800 · District Expenses							
810 · Computer Maintenance	789.44	805.45	98.01%	20,574.53	18,067.30	113.88%	22,900.00
820 · Cannon Copier Contract	335.03	458.33	73.1%	1,773.22	2,750.02	64.48%	5,500.00
830 · Legal (District/Personnel)	10,604.76	1,250.00	848.38%	23,906.50	7,500.00	318.75%	15,000.00
835 · Consultanting	0.00	833.33	0.0%	0.00	5,000.02	0.0%	10,000.00
840 · Accounting	866.25	1,816.67	47.68%	3,926.25	10,899.98	36.02%	21,800.00
850 · Insurance	0.00			28,603.38	30,000.00	95.35%	30,000.00
860 · Election	0.00			0.00	8,000.00	0.0%	8,000.00
865 · Police Bldg. Lease	2,556.00	2,556.00	100.0%	5,112.00	5,112.00	100.0%	5,112.00
870 · County Expenditures	0.00			8,398.06	3,500.00	239.95%	18,600.00
890 · Waste/Recycle	0.00	458.33	0.0%	0.00	2,750.02	0.0%	5,500.00
898 · Misc. Expenses/Lobbyist	4,107.73	1,570.83	261.5%	8,275.26	9,425.02	87.8%	18,850.00
Total 800 · District Expenses	19,259.21	9,748.94	197.55%	100,569.20	103,004.36	97.64%	161,262.00
950 · Capital Outlay							
961 · Police Bldg Improvements	6,350.00	6,350.00	100.0%	12,700.00	18,700.00	67.91%	18,700.00
962 · Patrol Cars	0.00			0.00	29,000.00	0.0%	29,000.00
963 · Patrol Car Accessories	0.00	0.00	0.0%	0.00	0.00	0.0%	35,000.00
965 · Weapons / Radios	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
967 · Station Equipment	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
968 · Office Furn/Eq	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
969 · Computer Equipment	0.00			0.00	2,000.00	0.0%	2,000.00
971 · Park Land	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
972 · Park Buildings Improvement	8,811.25	4,000.00	220.28%	14,856.25	228,000.00	6.52%	230,000.00
973 · Park Construct. Grant	0.00			0.00	0.00	0.0%	0.00
974 · Other Park Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
978 · Pk/Rec Furn/Eq	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
981 · Bldg E Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
983 · Annex Improvements	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 950 · Capital Outlay	15,161.25	10,350.00	146.49%	27,556.25	277,700.00	9.92%	314,700.00
Total Expense	209,015.60	202,092.32	103.43%	1,076,824.76	1,438,807.68	74.84%	2,533,984.00
Net Ordinary Income	-206,377.01	-190,842.32	108.14%	851,135.53	441,768.54	192.67%	-433,557.78
Other Income/Expense							
Other Expense							

KPPCSD
Profit & Loss Budget Performance
 December 2008

	Dec 08	Budget	% of Budget	Jul - Dec 08	YTD Budget	% of Budget	Annual Budget
700 · Bond Issue Expenses							
701 · Bond Proceeds	0.00			-180,503.34			
710 · Bond Admin.	0.00			1,721.39			
715 · Bond Interest Income	0.00			-652.87			
720 · Bond Principal	0.00			93,097.04			
730 · Bond Interest	0.00			34,312.37			
Total 700 · Bond Issue Expenses	0.00			-52,025.41			
Total Other Expense	0.00			-52,025.41			
Net Other Income	0.00	0.00	0.0%	52,025.41	0.00	100.0%	0.00
	-206,377.01	-190,842.32	108.14%	903,160.94	441,768.54	204.44%	-433,557.78

Police Department Report

MEMORANDUM
Police Department Report
December 31, 2008

- Department Personnel
 - The department continues to be at full staffing.
- Commendations
 - Nothing to report this month.
- Investigation of Alleged Misconduct
 - Department Investigations #08-04 and #08-05 are ongoing and are being investigated by the outside investigator retained by the District. Due to a procedural oversight, the interviews that had been scheduled to occur December 3rd have had to be postponed until mid-January. It is hoped that these interviews will occur as scheduled and the investigation will be completed by the end of January.
 - Department Investigation # 08-07 was initiated in October on an allegation that an officer had falsified a police report. During the month of November, a private investigator was hired to investigate the allegation. This investigation will continue through January and should be completed by the end of January.
 - Department Investigation # 08-08 was initiated in November on an allegation that an officer had failed to properly prepare for and testify during a court appearance. This investigation is being conducted by Sergeant Hull and should be completed by the end of January.
 - Department Investigation #08-09 was initiated at the end of November on an allegation that an officer failed to report a traffic collision involving a District vehicle. This investigation is being conducted by Sergeant Hull and should be completed by the end of January.
 - Department Investigation #08-10 was initiated in December on an allegation that an officer acted in a way unbecoming an officer while off duty. This investigation is being conducted by Sergeant Hull and

should be completed by the end of January.

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

- Richmond Dispatch has replaced some equipment and software, and have provided the ring times for the months of September, October, and November.

	Sep	Oct	Nov
Total 911 Calls	60	45	58
Ring Time Under 10 Seconds	49	36	46
Ring Time Between 10-20 Sec	5	4	5
Ring Time Over 20 Sec	6	5	7

Of the ring times over 20 seconds, two were of concern.

The first occurred on September 25th, which had a ring time of 1:17 minutes, however it was a misdial.

The second occurred on October 3rd, which had a ring time of 1:09 minutes. This was a residential alarm call in which the residence was found secure.

There could be a major change in the way we receive communications service in the coming year. These "communications issues" are being discussed with police chiefs and city managers in the West County area with a possible plan to change our dispatching contractor or form a Dispatching Joint Powers Agreement for West County agencies.

- Communication Center Service Complaints

- No complaints received this month however, ***this is a good time to remind everyone that for police non-emergencies, you need to contact the dispatch center at "236-0474" and not the KPPCSD business line of 526-4141.*** The KPPCSD business line is only monitored 6 hours a day during the week and should not be used to report police matters.

- Community Networking

- On 12-03-08, Chief Harman attended the West County Police Chief's meeting in Hercules.
- On 12-04-08, Chief Harman attended the COPTAC (Chief's of

Police Technology Advisory Committee) Mobile ID meeting in Martinez.

Later that evening Chief Harman and Yolla Harman attended the Contra Costa County Chief of Police Association Christmas dinner in Walnut Creek. (At no charge to the District)

- On 12-05-08, Chief Harman attended a "Police Liability" course in Oakland in which a featured presenter was John Burris.
- On 12-08-08, Chief Harman attended the EBMUD Community Issues luncheon in Berkeley.
- On 12-09-08, Chief Harman attended a CalPERS Disability workshop in Walnut Creek.
- On 12-10-08, Chief Harman attended the Contra Costa Library meeting at the Kensington Library.
- On 12-16-08, Chief Harman and District Secretary Stephanie Fries attended a Proposition 84 Workshop in Oakland.
- On 12-17-08, Chief Harman attended the joint meeting of the Contra Costa and Alameda County Chief's of Police Associations in Walnut Creek. This meeting included a luncheon that was not paid for with District funds.
- On 12-18-08, Chief Harman attended the Annual Senior Christmas Party hosted by the District at the Senior Center.
- Community Criminal Activity
 - This section of the report has been prepared by the Watch Commanders reporting on their areas of responsibility.
- Watch Commander Reports
 - **Sergeant Khan**

Sergeant Khan has been on vacation the last two weeks of the month and his Team's report will be included in next month's Police Report.

- **Sergeant Escobar**

Sergeant Escobar was away at training for the first week of month of November and is submitting both her Team's November and December reports this month.

SIGNIFICANT CASES/ EVENTS: NOVEMBER

- 08-5934 On 11/07/08 at 0650 hrs. Officer Celada took an auto burglary report from a resident on Norwood Avenue. A gym bag and clothing were taken from the vehicle.
- 08-5952 On 11/08/08 at 1110 hours, Officer Celada took an auto burglary report from a resident on Purdue Avenue. A GPS device was taken from the vehicle. A suspect was later arrested by El Cerrito PD.
- 08-5953 On 11/08/08 at 1540 hours, Officer Celada took an auto burglary report from a resident on Wellesley Avenue. A GPS device was taken. A suspect was later arrested by El Cerrito PD.
- 08-6060 On 11/14/08 at 1540 hours, Officer Stegman took a theft report on Berkeley Park Blvd. A roommate stole an ATM credit card and made fraudulent charges. The victim did not want to pursue criminal charges.
- 08-6162 On 11/20/08 at 1710 hours, Officer Stegman took a vandalism report from a residence on Arlmont Drive. A fence was tagged with black spray paint.
- 08-6173 On 11/21/08 at 0730 hours, Officer Celada took an auto burglary report on Grizzly Peak Blvd. A GPS was taken from the vehicle.
- 08-6174 On 11/21/08 at 0830 hours, Officer Celada took an auto burglary report. A wallet, cash, and credit cards were taken from the vehicle.
- 08-6176 On 11/21/08 at 1130 hours, Officer Stegman took a theft report from an unlocked vehicle on Los Altos Road. A cell phone was taken from the vehicle.
- 08-6180 On 11/21/08 at 1600 hours, Officer Stegman took a theft report from an unlocked vehicle on Plateau Drive. A GPS device was taken from the vehicle.
- 08-6195 On 11/22/08 at 1440 hours, Officer Stegman took a domestic threats report on Kensington Court. A suspect was arrested by Berkeley PD.
- 08-6214 On 11/23/08 at 2300 hours, Officer Martinez arrested a suspect for a felony warrant on a traffic stop on Colusa Avenue.
- 08-6276 On 11/28/08 at 1900 hours, Officer Celada took a residential burglary report on Norwood Avenue. A television and speakers were taken from the residence.

BRIEFING/ TRAINING:

Officer Stegman attended a POST certified two week firearms instructor's training course between October and November held at the Alameda County Law Enforcement Training Center.

TEAM STATISTICS:

Officer	<u>Celada</u>	<u>Stegman</u>	<u>Martinez</u>
Days Worked	16	12	12/4 WestNet
Traffic Stops (no cite)	9	2	20
Moving Citations	1	0	2
Parking Citations	1	4	0
Vacation/ Security Checks	6	5	69
Field Interviews (FI's)	0	4	1
Cases	12	5	1
Self-Initiated Cases	1	0	1
Arrests	0	1	1
Calls for Service	32	20	10
Foot Patrol	5	0	24
Vehicle Searches	0	0	1
Field Sobriety Tests	0	0	0

Team Totals:

Traffic stops	31
Moving Violations	3
Parking citations	5
Security Checks	80
Field Interviews	5
Cases	18
Self-Initiated	2
Arrests	2
Calls for service	62
Foot Patrols	29
Vehicle searches	1
Field sobriety Tests	0

SIGNIFICANT CASES/ EVENTS: DECEMBER

- 08-6378 On 12/06/08 at 1517 hrs. Officer Stegman took a petty theft report from a resident on Purdue Avenue. Mail was taken from the mailbox.
- 08-6388 On 12/07/08 at 1430 hours, Officer Celada took a petty theft report on Lexington Road. Outdoor Christmas decorations (3 reindeer) were taken.
- 08-6425 On 12/10/08 at 0638 hours, Officer Celada took a vandalism report on Franciscan Way. The driver's door window was smashed. A small "BB" hole was located on part of the broken window.

- 08-6426 On 12/10/08 at 0750 hours, Officer Celada took a vandalism report on Sunset Drive. The driver's door window was smashed. Unknown cause of damage but similar to "BB" window smash on Franciscan Way.
- 08-6428 On 12/10/08 at 0825 hours, Officer Celada took a vandalism report on Highgate Road. The driver's door window was smashed. There was a small "BB" hole in the broken window.
- 08-6431 On 12/10/08 at 1245 hours, Officer Celada took a vandalism report on Kerr Avenue. The driver's door window was smashed. Unknown cause of damage but similar to "BB" window smash on Franciscan Way, Sunset Drive, and Highgate Road.
- 08-6448 On 12/11/08 at 2300 hours, Officer Martinez arrested a driver (from a traffic stop) for having an outstanding warrant for his arrest.
- 08-6455 On 12/12/08 at 2000 hours, Officers Stegman, Martinez, and Sergeant Escobar took a missing at risk missing person report. The resident, an elder, who had medical issues, left his house without warm clothing or his medication. After searching the district, and requesting the public's help, an employee from the Inn Kensington located the missing resident and called 911. Officers assisted getting the resident back home to his family.
- 08-6538 On 12/19/08 at 1320 hours, Officer Stegman took a petty theft report on Edgecroft Road. An iron decorative flower and sun were taken from the resident's back porch.
- 08-6543 On 12/20/08 at 0415 hours, Officer Martinez was contacted by Albany PD who advised they arrested a suspect who was in possession of a cell phone that belonged to a Kensington resident on Yale Circle. Officer Martinez interviewed the suspect who confessed to smashing the Kensington resident's vehicle window and taking a cell phone and brand new (still in box) Dell computer monitor. The suspect was transported to Santa Rita jail for the Albany charges. An additional arrest charge against the suspect will be sent to the Contra Costa County District Attorney's office for the Kensington burglary.
- 08-6554 On 12/21/08 at 0145 hours, Officer Martinez arrested a driver for investigation of driving while under the influence of alcohol on Trinity Avenue. The driver was also allegedly involved in a traffic accident on Trinity Avenue.
- 08-6602 On 12/25/08 at 1530 hours, Officer Stegman took a vandalism report from the Hilltop Elementary school. Two unknown juvenile suspects were seen by a witness running away from the scene. The juveniles used spray paint and permanent markers on the walls (wrote letters – unknown words).
- 08-6607 On 12/27/08 at 0207 hours, Officer Martinez arrested a driver for investigation of driving while under the influence on

Berkeley Park Blvd. The driver also crashed his vehicle prior to the arrest.

BRIEFING/ TRAINING: Officer Eric Stegman received SDRMA training on the following topics: Patrol vehicle operations (Safe backing, distracted driving, adjusting to changing conditions), personal protective equipment, CPR update, and sexual harassment. Officer Stegman also assisted with the Police Academy training at the Sheriff's Office Firearms Range Facility training, in Marsh Creek.

Officer Rodney Martinez received SDRMA training on the following topics: Patrol vehicle operations (Safe backing, distracted driving, adjusting to changing conditions), fire extinguisher safety, sexual harassment, and personal protective equipment.

Officer Martinez also participated in the San Pablo PD DUI (driving while under the influence) checkpoint, in San Pablo.

Officer Borgfeldt received SDRMA training on the following topics: Adjusting to Changing Conditions, Fleet Program Distracted Driving, Intersection Safety for Emergency Vehicle Operators, Impaired Driving for Emergency Vehicle Operators, Fleet Program Safe Backing for Emergency vehicles Operators, Blood borne Pathogens Safety, CPR Basics Update, Diet & Nutrition, Disaster Preparedness, Fire Extinguisher Safety, Personal Protective Equipment, Sexual Harassment, Slips, Trips, Falls Prevention, Workplace Diversity, and Workplace Violence.

Sergeant Angela Escobar received SDRMA training on the following topics: Patrol vehicle safe backing operations, personal protective equipment, CPR update, and sexual harassment.

Sergeant Escobar also participated in the San Pablo PD DUI (driving while under the influence) checkpoint, in San Pablo. Sergeant Escobar attended a three day management/leadership training course.

Officer Celada received POST training on the following topics: Public Health Emergency, Homicide Investigation, Legal Actions Involving Police, Crowd Management, Case law Updates, and Supporting Returning Military Officers.

The KPD smoking policy was reviewed by Officers Escobar, Celada, Martinez, and Stegman.

TEAM 2 STATISTICS:

Officer	<u>Celada</u>	<u>Stegman</u>	<u>Martinez</u>
Days Worked	14	11	11/4WestNet
Traffic Stops (no cite)	2	7	2
Moving Citations	0	4	6
Parking Citations	2	2	0
Vacation/ Security Checks	1	15	32
Field Interviews (FI's)	0	4	6
Cases	4	2	16
Self-Initiated Cases	1	0	0
Arrests	0	0	4
Calls for Service	2	20	20
Foot Patrol	3	2	0
Vehicle Searches	0	0	4
Field Sobriety Tests	0	0	2

Team Totals:

Traffic stops	11
Moving Violations	10
Parking citations	4
Security Checks	48
Field Interviews	10
Cases	22
Self-Initiated	1
Arrests	4
Calls for service	42
Foot Patrols	5
Vehicle searches	4
Field sobriety Tests	2

•• Kensington Police Department Investigations Report

Sergeant Hull

SIGNIFICANT EVENTS:

Alameda County District Attorney Suzanne Simpkins as been assigned to prosecute the suspects arrested in the residential burglaries, KPD cases 2008-4700, 2008-4702, and 2008-4705.

2008-6419 – Residential Burglary

A residence that is not being lived in by the owner was burglarized on Franciscan Way. Entry was made by forcing the rear sliding glass door open. Suspect/s stole approximately \$2,000.00 worth of costume jewelry. No investigative leads were developed in this case.

2008-6477 – Residential Burglary

A residence was burglarized between the hours of 1300 and 1520 when a resident returned home and discovered the crime. Suspect/s stole cash, jewelry, electronic equipment, cameras, handbags, and sports memorabilia. Total loss was approximately \$5,110.00

2008-6430 – Domestic Violence

Argument deteriorated into minor shoving and a tug of war over household items. The primary aggressor was arrested and booked at KPD then released without incident.

2008-6396 – Elder Abuse

A doctor from Kaiser Permanente Hospital reported suspected elder abuse to a Kensington resident. The suspicions were investigated and could not be substantiated. A copy of the report was faxed to the Aging & Adult Services Bureau.

2008-6499 – Outside Assist

Sgt. Boyd Graham of the St. Cloud Police Department, Osceola County, Florida requested assistance from KPD. Sgt. Graham requested contact be made at a residence to confirm the existence of a person. The person does not live in Kensington nor has he ever lived in Kensington. Contact was made with an involved party in Atlanta, Georgia who believes she is being used to embezzle funds as a result from a new relationship she established on the wealthy.com dating web site. There are no Kensington victims, persons or businesses, associated with this case.

KPD INVESTIGATIONS INFORMATION:

2008-5830 – Domestic Violence

No charges were filed by the Contra Costa County DA because further investigation by KPD was needed. Further investigation was completed and the case was re-filed on 12-29-2008.

2008-6430 – Domestic Violence

This case was filed with the DA on 12-15-2008.

2008-6543 – Auto Burglary

This case was filed with the Contra Costa County DA on 12-29-2008.

2008-6554 – DUI

This case was filed with the Contra Costa County DA on 12-29-2008.

KPD INVESTIGATIONS:

- Completed two subject officer interviews for Internal Affairs investigations DI2008-008 and DI2008-010. Subject officer interview for DI2008-009 will be completed in January 2009.
- Four patrol vehicles were speed calibrated at Albany PD.
- Target Safety Training – CPR Academic
- Target Safety Training – Sexual Harassment
- Target Safety Training – Personal Protective Equipment
- DVD Training – Case Law March 2008
- DVD Training – Youth Violence
- DVD Training – K9 Operations

•• Chief Harman

During the month of December, we experienced several incidents of vandalism: vehicle windows were shot out with a BB gun; and graffiti by spray paint and markers. We also experienced several thefts of property from unlocked vehicles. In order to prevent this type of activity, we need the assistance of the public. If you see individuals that appear suspicious or out of place, please call dispatch immediately and give us the opportunity to respond and investigate.

We have continued our increase of traffic enforcement in the area of the Hilltop School, and at the traffic signal at Arlington and Kensington Park. Although promised, the County has yet to install the additional traffic lights at the intersection. We will be working with the County to get those additional lights installed and continue to monitor the traffic activity at the intersection.

We are continuing our efforts to work with other law enforcement agencies, and we participated in the annual "Avoid the 25 2008 Holiday DUI Crackdown", with Officer Martinez and Sergeant Escobar assigned to the San Pablo DUI Checkpoint on 12-27-08. Their participation is reimbursable from an OTS Grant maintained by the Sheriff's Office. We also made two DUI arrests in Kensington during the campaign, one of which was followed a traffic collision.

Finally, no matter how vigilant, anyone can be the victim of a crime. We are currently investigating the theft of funds by the auction company that handled the sale of one of our replaced patrol vehicles.

General Manager

December Memorandum

District Business

On Monday, December 8th, I attended the EBMUD community meeting and luncheon held at Café de la Paz in Berkeley. It was well attended by several government officials from both Alameda and Contra Costa counties. EBMUD presented updates on current community projects and water related community issues.

On Tuesday, December 9th, I attended the CalPERS Disability Retirement Workshop in Walnut Creek. The workshop topics included disability and industrial retirements, requirements and responsibilities of public agencies, employer applications and procedures, the appeal process, and the Administrative Procedures Act. The workshop was provided by CalPERS at no cost and was very informative.

On Wednesday, December 10th, I attended the Second Kensington Library Improvements Forum hosted by County Supervisor John Gioia and County Librarian Anne Cain, held at the Kensington Library.

Budget

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

Park Issues

The Annex:

Jason Kaldis will be presenting the initial estimates for the remodel of the Annex as both a child care center and public meeting building at the KPPCSD Board's January meeting on the 8th.

Grant Workshop:

On 12-16-08, new Park Administrator Stephanie Fries and I attended the Proposition 84 Statewide Park Act public hearing held in Alameda. The Statewide Park Act will award \$368 million in competitive grants to new parks and recreational opportunities for communities in California. We will be evaluating what opportunities exist for Kensington.

Measure WW:

East Bay Regional Park District will be holding an initial workshop on Measure WW funding of which we are eligible for \$253,000 in capital improvement funds on January 16th. Stephanie Fries and I will be attending the workshop and contacting the EBRPD to begin the process of accessing funds and identifying capital improvement projects in the park.

Water Conservation:

Working with our landscaping contractor, we have been able to reduce our water usage in the park this last quarter from an allocation of 23,188 gallons to 17,952 gallons. This is a reduction of 82 gallons a day. Unfortunately, after receiving this news, we experienced a water line break in the park which will probably have a negative effect on our usage this next quarter. This water line break has been repaired.

Solid Waste

The next Solid Waste Coordinating Committee meeting is scheduled for Wednesday, February 18th at 10:00. We expect to be welcoming a new Board member to serve on the committee to replace former Director Joan Gallegos.

We have made arrangements with Boy Scout Troop 100 to install the four recycling containers in the park as part of a community service project for the Troop.

There had been planned a electronic waste event that was to be held in the Library/ church parking lot on January 24th, however; the event had to be postponed until May 16th due to a conflict with a church event.

Emergency Preparedness

One of the goals for the Board's Workshop being held on Saturday, January 17th, is to select a member of the Board to chair the Emergency Preparedness Committee to work with Donald Miller and me on emergency preparedness for the District.

District – New Business

1. Jason Kaldis will present the initial drawings and rough estimates for the remodel of the Annex to the Board for discussion and possible action.

District – New Business

-
2. The Kensington Community Council (KCC) has requested repairs to be completed to the gutters and roof of Building E as per the agreement between KCC and the District. General Manager Greg Harman will provide information regarding the requested repairs and the two bids received for the completion of the repairs to the Board for discussion and possible action.

Kensington Community Council
59 Arlington Avenue
Kensington, CA 94707
(510) 525-0292

December 3, 2008

Greg Harmon, Chief
Kensington Police Protection and Community Services District
217 Arlington Avenue
Kensington, CA 94707

Dear Chief Harmon:

At the Kensington Community Council board meeting on Monday, December 1, Esther Hill, KCC Administrator, presented bids from two roofing companies for work on the gutters and roof of the Kensington Recreation Building (also called Building E). After the first rain of the season, we became aware that the building was missing at least one downspout.

Under the agreement between KPPCSD and KCC, the district is responsible for roof maintenance for the Kensington Recreation Building. I'm attaching the two bids given to KCC, but understand you may wish to consult with other vendors.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce Morrow", with a long horizontal flourish extending to the right.

Bruce Morrow, President

Ester Hill

59 Arlington Ave., Bldg. #10
Kensington, CA 94707
525-0292
kccrec@yahoo.com

Type roof: 25 year fiberglass composition shingles. The roof was not installed in a professional manner. The shingle exposure is too large, as per manufacturer's specification. The roof is installed and should be left alone and not changed. There were no individual ridge shingles installed at the time of the roof installation. The roof cut field shingles into pieces to make ridge shingles.

There is one shingle that is missing. Nicholas Roofing recommends replacing the missing shingle.

There was no flashing installed at the skylight. Nicholas Roofing recommends installing a new metal skylight flashing.

The vent flashings around the pipes were not installed correctly. Instead of weaving the flashing in with the shingles, the shingles are installed over top of the flashing. This requires re-sealing at this point.

The gutters are in fair condition. The downspouts are damaged or partially missing. Nicholas Roofing recommends cleaning the gutters and then adding additional spikes and sherrills to hold the gutters in place. The downspouts would be repaired as needed. Nicholas Roofing is not responsible for any touch up painting.

Cost for Replacing the Missing Shingle and Sealing the Vents: \$250

Cost for Installing New Metal Skylight Flashing: \$300

Cost for Cleaning and Repairing Gutters and Downspouts: \$800

Sincerely,
Jimmy Cosenza

WESTCO ROOFING CO. INC.

763 - 46th Avenue, Oakland, CA 94601
(510) 533-5270 • Fax (510) 533-5274
State Lic. #760340

November 25, 2008

Ester Hill
Kensington Community Council
59 Arlington Avenue
Kensington CA 94707
office: 510-525-0292
email: kccrec@yahoo.com

Dear Ms. Hill:

Thank you for using the services of WestCo Roofing Company. We are pleased to respond to your request for a proposal to install a new gutter system and perform necessary roof repair work on the recreation building at the address above. We produce excellent quality work for a reasonable price – quickly and safely. We are professional, responsive, honest and courteous during the process. We will keep the area around your building as clean, tidy and undisturbed as possible. We will install the new gutter system and perform necessary roof repair work on the recreation building according to the following specifications.

Installation of a new gutter system

In the process of installing the new gutter system we will:

- 1) Remove the existing gutters and drainpipes and transfer the accumulated debris away from the premises.
- 2) Note: Sometimes problems are found in the soffit, rafters ends, adjoining walls or other areas, which will interfere with our ability to install the new gutter system effectively (two common examples of these kinds of problems are termite damage and dry-rot). We are unable to ascertain the true extent of these problems before the work begins; however, they need to be corrected to ensure a sound new gutter. If we find problems of this kind, we will notify you, the owner, for authorization to perform the necessary repair work for an extra cost - of time (\$75.00 per hour per person) and materials.
- 3) Replace the existing gutters with new pre-painted, *Ogee* style, five-inch (5"), 0.032 inch extruded aluminum gutters in your choice of color. We will rivet and seal the new gutter system at all corners, miters and end caps.
- 4) Replace the existing drainpipes with six (6) new two-inch (2") round, galvanized metal drainpipes. We will rivet and securely fix each new drainpipe to the wall in the same locations as the drainpipes previously removed.
- 5) Integrate the new drainpipes into the new gutter system. We will tape all the outlet to new drainpipe conjunctions to prevent electrolytic reactions between the galvanized metal and the aluminum.

Repair work: (Please note: WestCo Roofing is unable to guarantee repair work.)

In the process of performing repair work, we will:

- 6) Seal the pipe and vent jacks, including the existing whirly-bird type, turbine vents with the three (3) course procedure. The three (3) course procedure consists of a fiberglass membrane embedded in two layers of plastic roof cement.

- 7) Properly reattach the flashing around the skylight and completely seal the existing skylight. We will reinstall the existing skylight to properly counter-flash the renovated and repaired flashing
- 8) Seal the roof to wood wall abutment using the three (3) course procedure. The three (3) course procedure consists of a fiberglass membrane embedded in two layers of plastic roof cement.

Upon completion, the premises will be left clean and clear of all excess materials, tools, and debris.

WestCo Roofing Company guarantees all workmanship against leakage on complete roof and gutter systems for a period of seven years. The materials are subject to the warrantee specifications stated.

WestCo Roofing is unable to guarantee repair or maintenance work performed on existing roofs. Although the work we perform will be effective for many years and will not leak, we cannot guarantee that leaks will not migrate from around the areas repaired, or other parts of the roof, and appear below the repaired area.

WestCo Roofing Company is fully covered with Workers' Compensation and Liability Insurance. Insurance certificates are available upon request. The costs below include all taxes, associated fees and licenses except specific roof permit costs. WestCo Roofing Company has all the appropriate Kensington and Contra Costa County business licenses.

Costs for performing work according to the above specifications:\$ 2,970.00

If you choose to use our services, you may make payment as follows: 10% upon signing this proposal, 30% on the first day of work and the balance immediately upon completion of the work described. Other payment agreements are available.

WestCo Roofing Company will perform this work as soon as our schedule and the weather allow. If you have any questions, please call me, Brian Harris at 415-596-6755 (cell).

The specifications and costs contained herein are good for up to 30 days, before signing, from the proposal date above.

Please sign both copies of this proposal, retain one for your records and return one to us in the envelope provided.

Signature: _____ Date: _____

Signature: *Brian Harris* Date: November 25, 2008
 (for WestCo Roofing Company Inc.)

Once signed by both parties this document becomes a legally binding contract. You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date this contract was signed, provided the work has not begun. Attention: Both parties, signatories to this contract, agree that should litigation be instituted to enforce the provisions of this agreement, the prevailing party in such litigation shall be entitled to payment of attorney's fees by the other party.

District – New Business

3. General Manager Greg Harman will recommend that the Board consider moving the Regular Meetings of the Kensington Police Protection & Community Services District from the second Thursday of the months to either the third or fourth Thursday of the month so that the meeting can be held in the main Community Center to the Board for discussion and possible action.

District – New Business

4. General Manager Greg Harman will review the outline/agenda for the Board Workshop being presented by Charles Beesley on Saturday, January 17th at the Community Center to the Board for discussion and possible action.

KENSINGTON POLICE & COMMUNITY SERVICES DISTRICT

STRATEGIC PLANNING WORKSHOP

SAMPLE AGENDA

<u>Time</u>	<u>Item</u>	<u>Description</u>	<u>Person</u>
8:30 AM	1	Welcome and introductions	Board President
8:35	2	Workshop format and process	Facilitator
8:40	3	Participant expectations, desired outcomes	“ “
9:00	4	Review Public Agency Principles	“ “
9:15	5	Review Board/Management Roles	“ “
9:30	6	Review Strategic Planning Principles	“ “
10:00		BREAK	
10:15	7	Identity issues and priorities	Facilitator
11:00	8	Develop agreements, action plans	“ “
12:00 PM		LUNCH	
12:30	9	Develop agreements, action plans	“ “
3:30		BREAK	“ “
3:45	10	Summarize agreements	
4:00	11	Review client expectations	“ “
4:15	12	Closing Remarks	Board President
4:30		ADJOURN	
4:35	13	Post workshop review	Board President, General Manager Facilitator